



# Constitution and By-Laws

**Revised**

**Sunday, April 28, 2019**

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Revised Convenient, Constitution and By-laws, Hopewell Baptist Church, April 28, 2019. Members of the Church Council are:

Rev. Sammy Pierce, Chairman

Christian Hodge, Music Director

Jeff Ballard, Brotherhood Director

Anita Beaver, Church Secretary

Cindy Kerns, Treasurer

Sherri Gurley, AWANA Commander

Helen Barnette, WMU Director

Joshua Birmingham, Sunday School Director

Daryl Reese, Deacon Chairman

Sherry Carawan, Children's Committee

Julia Starnes, Youth Committee

Julie Cox, Nursery Committee

Ed Parker, Safety and Security Committee

This Covenant, Constitution, and By-laws, approved by the church on April 28, 2019, takes precedent over any previously enacted procedures of the church.

## **Covenant**

Having been led by the Spirit of God to receive the Lord Jesus Christ as our personal Savior and, on the profession of our faith, having been immersed (Baptized) in the name of the Father, the Son, and of the Holy Spirit, in the presence of God and this assembly, we most solemnly and joyfully enter into this covenant with one another as one body in Christ. We promise, 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 church's ministry and expenses, to the relief of the poor, and the spread of the Gospel to all nations. We also promise to maintain family and private devotional, religiously educate our children, seek the salvation of our kindred and others; practice honesty; keep our word, deal justly, and be an example of righteousness in our actions: avoid all backbiting and excessive anger; abstain from the use of and sale of alcoholic

beverages for purposes of intoxication; to be enthusiastic and courageous in advancing the Kingdom of our Savior and Lord on earth and to the end. We further promise to watch over one another in brotherly love, in prayer, and in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; slow to take offense, but always ready to make reconciliation and mindful of our Savior's injunction to do it without delay. We also promise that when we move from this place of service, as soon as possible and feasible, move our membership to God's church in another place, that we might continue service to Him.

### **PREAMBLE TO THE CONSTITUTION**

We, the members of Hopewell Baptist Church, in order to secure for all the rich blessings of joining together to better serve Christ, to provide for the preservation and security of the principles of our faith, to insure the orderly governing of this church, to preserve the liberties inherent in each individual member, to preserve and protect the spiritual unity, love, and fellowship we seek to know and share with each other, and to share Christ with the lost, do declare and establish this Members Covenant, Constitution, and By-laws. The Baptist Faith and Message 2000 serves as the statement of the doctrine and theology of the church.

### **CONSTITUTION: ARTICLE I – NAME**

The name of this church shall be Hopewell Baptist Church of 18841 Davidson-Concord Road Davidson, N.C. 28036

### **CONSTITUTION: ARTICLE II – OBJECT**

This church is a voluntary association of baptized believers united to maintain the worship of God, promote His doctrines and ordinances, enhance the fidelity of its members, seek the salvation of the lost, promote the cause of Christ throughout the world, and to minister to the needs of this fellowship and community as the Lord provides opportunities.

## **CONSTITUTION: ARTICLE III – MEMBERSHIP**

### **Section I. Membership shall be by one of the following:**

- A.** By public profession of faith in the Lord Jesus Christ as their personal Savior and the acceptance of the ordinance of Baptism by immersion.
- B.** By asking that we request the transfer of a church letter from their previous church, or presenting us with said letter.
- C.** By a statement of faith that for some reason a letter of transfer cannot be secured but that the person has been immersed as a result of having received Christ as their personal Savior and in obedience to His command.

### **Section II. Expectations of Members**

Members in good standing are expected to be faithful in all duties essential to the Christian life, to regularly attend services of this church, to share of their means for its support and causes, and to participate in its organized work.

### **Section III. Privileges of Membership**

- A.** Only members in good standing have voting privileges or may speak in business meetings unless special provisions have been made (a non-member with particular expertise may be invited to speak on a subject).
- B.** Only members in good standing may hold an office in this church.
- C.** Only members in good standing have the right to a free burial plot in the church cemetery unless the privilege is granted by the church to some members of years past.

**NOTE:** Any member failing to perform their duties when able to do so for a period of 1 year without satisfactory understanding between the member and the church, forfeits their rights and privileges as a member until such times they requests restoration and is restored to full membership on recommendation of deacons.

#### **Section IV. Termination of Membership**

- A.** Any member desiring a letter of dismissal or transfer to another church may receive such letter either by requesting it themselves or having another church initiate such request. The church family will be notified.
- B.** Membership shall automatically be terminated when valid information is received that the member has united with another church. The church family will be notified.
- C.** Should a member be determined to be an offense to the church, the deacons may recommend that their membership be terminated after due notice and hearings are held concerning the matter. Deacons must follow the guidelines established in Section II of this constitution.
- D.** Upon a member's death, the Church Clerk will automatically remove the name of the deceased from the Membership Roll. The church family will be notified.

#### **Section V. Restoration of Membership**

- A.** A former member in good standing may return by requesting transfer of their letter back to Hopewell.
- B.** Members terminated for other reasons may have membership restored by personal request and evidence that they are now prepared to keep the Covenant, on recommendation of a majority of the deacons.

## **CONSTITUTION: ARTICLE IV – CHURCH OFFICERS**

### **Section I. Pastor**

- A.** The pastor will be a man called by God to act as the shepherd for the church, proclaimer of the Word, chief administrator, spiritual leader in matters of faith, Bible teaching, church training, growth and ministries as well as other functions necessary for the overall operation of the church.
- B.** He will serve as a member of every church committee and organization. Advance notice will be given him of meetings, planned activities, scheduled and special events as far in advance as possible.
- C.** The pastor will serve as chairman of the church council and be responsible for scheduling meetings and the preparation of the agenda for each one.
- D.** The pastor may meet with any leader(s), staff, committee, organization or members of the church as necessary for the furtherance of the church's mission.
- E.** He will act as the moderator and parliamentarian of all scheduled and called business meetings. This duty may be delegated to the chairman of deacons in the pastor's absence or to a deacon selected by the deacon body in the event both the pastor and chairman of deacons are absent.
- F.** The pastor shall continue in office as long as he and the church are satisfied with the arrangement. When either party feels the arrangement should be dissolved, the following procedure will be followed:
  - 1.** In the event the pastor decides to leave, he will provide the church with a minimum of 30 days' notice and will be prepared to vacate the parsonage within that period or within a reasonable time as agreed upon by the church.

2. If the church wishes to terminate the arrangement, the chairman of deacons will call a business meeting to bring the matter before the church. Should it be necessary, the pastor will be given ample opportunity to speak in his behalf and/or call witnesses in his behalf. The church will consider all facts and after all discussion will vote on the matter at hand and the pastor informed immediately. If the church votes to terminate the pastor, the chairman of deacons will take the necessary action to establish a pastor search committee as outlined in the By-Laws to this Constitution

## **Section II. Deacons**

### **A. Duties**

1. Deacons are servants of the Lord called by the church for service in and through the church.
2. They shall proclaim the gospel, care for church members and other persons in the community, build Christian fellowship among church members and serve as an example of Christian leadership in community relations.
3. Deacons, in cooperation with the pastor, staff and other officers of the church, will insure that all operations of the church are carried out in a timely and efficient manner.
4. When the office of pastor becomes vacant, the deacons will secure supply or short term interim preachers to fill the pulpit. These individuals will not be eligible for consideration as full time pastor.
5. Deacons will prepare the elements, and table in preparation for the celebration of the Lord's Supper.

## **B. Selection/Election**

1. Deacons will normally be elected to a 3-year term and then rotated. Occasionally, a deacon may be elected to complete the unexpired term of a departing deacon and subsequently be eligible to be elected for a regular term.
2. Deacons will be selected from those men of the church who have demonstrated in their personal life as well as in their church life that they possess and practice those qualities set forth in Acts 6:1-8 and I Timothy 3:8-16.
3. They will be nominated by the church to fill vacancies on the deacon body that will occur during the coming year.
4. Nominations will be passed to the deacons who may add to or delete names from list.
5. Each deacon nominee, will be informed of the nomination by the pastor or deacon chairman to determine his willingness to serve.
6. After all deacon nominees have been informed, the names of those willing to serve will be presented to the church for a vote.
7. If there are more nominees than vacancies, the deacon body will make the decision to add more positions to the body.

## **C. Honorary Deacons**

1. Deacons who have served honorably in the past but are physically unable to continue in an active role may be elected an Honorary Deacon by the church. A formal ceremony and the presentation of a certificate of appreciation will be held to commemorate the occasion.
2. Honorary Deacons will be included in all deacon functions to include all deacon meetings. They may offer opinions and enter into discussions but will have no vote.

### **Section III. Church Staff**

#### **A. Full-time salaried staff excluding Pastor**

1. Staff members will be furnished a job description agreed upon by themselves, the Personnel Committee, and Pastor, to include duties, hours to be worked, days off, vacation, compensation, and under whose supervision they will perform their duties.
2. Staff members shall be called on an indefinite basis. When either party feels the relationship should cease, a notice of 2 weeks is to be given other party.
3. Every full-time staff member will have as part of their compensation the following: adequate insurance including health, life, and retirement.
4. If a member of the full-time staff is ordained, he will count himself as being self-employed with the Internal Revenue Service. All other paid staff must have income taxes withheld from their salary. Withheld taxes would be paid quarterly to the Internal Revenue Services by the church.
5. **Music Director:** The music director shall have general oversight of the music program(s) for all ages of the church. He/she shall work with the accompanists and cooperate with the pastor in planning music for the church. He/she shall select hymns and direct congregational singing and should make recommendations pertaining to any changes that would help the music program to the glory of God. It shall be the duty of the Director to encourage and enlist choir members, select special music and plan children's musicals and adult cantatas.

## **B. Part-time staff**

Many of the guidelines for full-time staff are equally applicable for part-time staff (**Section III A. 1, 2&4**). Exception: Part-time staff will not receive insurance coverage. Personnel Committee will oversee Vacation Time, not more than three weeks based on time served.

- 1. Pianist, Organist, Assistants:** Their duties shall be to serve as requested by the church and pastor under the direction and in cooperation with the music director. Assistants are to serve in the absence of the pianist and/or organist.
- 2. Church Secretary:** The Church Secretary shall have general office duties such as typing bulletins, newsletters, etc. and other duties assigned by the pastor or requested by church officers. The secretary shall keep an accurate, updated record of all contributions made by any individual to this church. Records will be maintained in confidence. Statements of giving shall be issued annually.
- 3. Buildings Custodian:** The custodian is to keep all buildings clean and inform the Building Committee of any needed repairs, etc. Custodian shall buy janitorial supplies and provide the Treasurer with receipts of all expenditures. Also, the Buildings Custodian will prepare the baptistery when required.

## **Section IV. Trustees**

There shall be three (3) Trustees at all times, elected by the church with one member rotating each year. The Trustees shall hold in trust the title to all church property and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers relating to the church as the church may direct. Trustees shall have no power to buy, sell, mortgage, lease, transfer, dispose of, or control any

property of the church without special vote of the church authorizing such action.

#### **Section V. Church Clerk**

It shall be the Clerk's duty to attend regular and specially called business meetings to record the minutes of all business transactions. In addition, they will **(a)** gather information and prepare the annual church letter to the Association, **(b)** handle communications, **(c)** preserve all church records including everything pertaining to the history of the church, **(d)** record all activities of value pertaining to the life of the church, **(e)** keep a current membership roll making sure to request letters for members uniting with our church and send letters for those uniting with other churches.

#### **Section VI. Church Treasurer**

The Treasurer is authorized to disburse funds as directed in the budget. Other funds that might be raised or borrowed by the church are to be disbursed by the Treasurer as instructed by the church in business meetings. The Treasurer should be considered a servant of and accountable to the church. The Treasurer shall maintain records of all receipts and disbursements and make regular written reports to the church. The Treasurer has no control over the disbursement of funds except as directed by the Annual Budget. When funds are not sufficient to honor every budgeted item the Treasurer will first pay the ongoing and necessary items to keep the church financially solvent. If there should be a financial crisis, the Treasurer should meet with the Stewardship/Budget-Finance Committee who will then present

recommendations to the church. The Treasurer is a member of the Stewardship/Budget-Finance Committee and is elected to serve a 3-year term and may be elected to subsequent terms.

### **Section VII. Sunday School Director**

The Sunday School Director will have general oversight of the Sunday School and perform the following duties: (a) make recommendations to improve the Bible teaching program, (b) make every effort to improve the teaching and participation in our Sunday School, (c) meet quarterly with the general Sunday School officers to encourage improvements in the Sunday School program, (d) furnish quarterly reports at business meetings as required.

### **Section VIII. AWANA Commander**

The Commander, under the leadership of the pastor, oversees the AWANA ministry in the church. The Commander provides direction, enthusiasm, leadership and support for AWANA directors, leaders, clubbers and parents. The Commander, along with the pastor, is the communication link between the church staff and the AWANA ministry. The Commander must do or ensure the following administrative responsibilities:

1. Establish, communicate and implement administrative club policies.
2. Complete and submit AWANA annual registration renewal paperwork.
3. Prepare budgets and assure good stewardship within the church's AWANA clubs.
4. Coordinate club calendars and integrate them with the church's calendar.
5. Schedule club night Activities and end of year award ceremony.
6. Furnish quarterly reports at business meetings as required.

**Section IX. Woman's Missionary Union Director**

She shall have general oversight and be responsible for Baptist Women. Regular reports of plans and progress shall be made to the church.

**Section X. Brotherhood Director**

He will have oversight and general responsibility for all Baptist Men to involve men in the plan of God to reconcile the world unto Himself, through the spreading of the Gospel of Jesus Christ.

**Section XI. Library Director**

The Director is to manage the church library in such a way that it can be used as a tool to serve the educational and spiritual needs of the members of the congregation.

**Section XII. Church Council**

The Church Council consists of Pastor, Chairman of Deacons, Full-time staff members, Music Director, Sunday School Director, AWANA Commander, Brotherhood Director, WMU Director, Chairperson of Nursery Committee, Chairperson of Children's Committee, Chairperson of Youth Committee, Chairperson of Senior Adult Committee, Chairperson of Safety and Security Committee, Treasurer, Church Clerk, and Church Secretary. The Pastor will serve as Chairman.

## **CONSTITUTION: ARTICLE VI – ADOPTION & AMENDMENTS**

### **Section I.**

This Constitution shall be considered adopted and in immediate effect if and when a majority of the members present at the business meeting votes in favor. This vote shall take place not less than one week after formal presentation of same has been made to the church for their consideration.

### **Section II.**

This constitution may be amended, altered, or repealed by a majority vote of the members present at any, regular, business meeting of the church, provided that such amendments, alterations, or repeal has been presented to the church in writing two weeks prior to the time of such regular business meetings when the vote is to be taken.

## **BY-LAWS ARTICLE I – MEETINGS**

### **Section I.**

The organizational year for Hopewell Baptist Church shall be from September 1<sup>st</sup> through August 31<sup>st</sup> while the financial year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>. Regular worship services of the church shall be held each Lord's day and at other times agreed upon by the church. There will be no evening service when the following days occur on Sunday: Christmas, Easter, Mother's Day, Father's Day, Fourth of July, and Homecoming. The week of Christmas shall be observed as Family Week with no services during the week. Election of all officers, committee members, and deacons shall take place by the first Sunday in September.

## **Section II.**

Homecoming shall be the 1<sup>st</sup> Sunday of October each year.

## **Section III.**

Regular quarterly business meetings shall be held on the third Sunday evening in the first month of each quarter of the church year. A business meeting may be called by the pastor or deacons when necessary. Except in an emergency, there will be no business meeting held during the Sunday morning service.

## **BY-LAWS: ARTICLE II - OTHER CHURCH OFFICERS**

### **Section I. Officers**

In addition to those named in the Constitution, other officers shall be elected by the church upon recommendation by the Nominating Committee.

### **Section II. Duties of officers**

**A. Assistant Treasurer:** The Assistant Treasurer will assist the treasurer as needed. He/she has no control or authority in the disbursement of funds. He/she will assume the duties of the treasurer if the treasurer is unable to perform their duties as described in Article IV Church Officers Section VI of this constitution.

**B. Financial Secretary:** The financial secretary posts all expenditures and keeps them in line with the budget.

**C. Bank Depositors:** Bank Depositors shall be responsible for depositing all funds received into the church's bank account.

**D. Assistant Clerk:** The Assistant Clerk shall assist the clerk or substitute in their absence.

**E. Associational Executive Board Representative:** The church shall elect a representative in the Association with time and place of meetings to be announced in Associational Newsletters or by special communication.

**F. General Secretary of the Sunday School:** His/her duties shall be to keep updated records of the Sunday School, aid Sunday School officers in ordering literature and furnish the director any needed information on the plans and progress of the Sunday School.

**G. Assistant General Sunday School Secretary:** His/her duties shall be working on a weekly basis in the Sunday School office assisting with records.

**H. Assistant Sunday School Director:** His/her duties shall be to assist the Director and assist in the Sunday School office on a weekly basis.

**I. Sunday School Teachers:** Teachers shall be responsible for teaching the Word of God. They will be volunteers or elected by the individual class rather than by the nominating committee.

## **BY-LAWS ARTICLE III – STANDING COMMITTEES**

### **Section I. Committees**

The church shall elect the following standing committees: Nominating, Stewardship/Budget/Finance, Personnel, Pastor Search/Relations, Safety and Security, Media, Social and Hospitality, Greeting, Baptismal, Nursery, Children, Youth, Senior Adult, VBS, Music, Christmas Program, Bus and Van, Building & Grounds, Flower, Bereavement, and Cemetery. All committees shall meet at least quarterly in order to submit a report during the regular quarterly business meeting.

### **Section II. Duties of Committees**

All elected committees will meet and elect a chairperson and vice-chairperson prior to the 3rd Sunday in October. At this regular business meeting, a report of these persons will be furnished to the church. Each committee will report as needed at regular business meeting.

**A. Nominating:** This committee will consist of the Pastor, AWANA Commander, WMU Director, Brotherhood Director, Sunday School Director and Worship Pastor, plus three members elected by the congregation. The committee will complete a list of all members serving as church officers and on each committee, indicating those rotating off needing to be replaced. Using information gained through Spiritual Gift and Preference Surveys, the committee will produce a list of nominees to fill the openings. Each nominee will be contacted to determine their willingness to serve. A completed list of nominees will be presented to the church for their approval. No standing committee shall be removed, replaced, changed, or added without Church Council approval then following the directions of Article VI – Adoption & Amendments Section II. A new committee with a specific purpose to serve for a specified amount of time may be added upon the recommendations of the Nominating Committee and approval of the church.

**B. Stewardship/Budget/Finance:** This committee will consist of the following: five members at large, one of which will be the chairperson, plus the Treasurer, Financial Secretary for Budget Expenditures, Assistant Treasurer, and Pastor. After receiving the estimated financial needs from each church department, they will determine if these needs can be met before compiling a budget to be presented to the church for acceptance. They will issue quarterly financial reports and make adjustments to the budget if necessary. They will authorize the Treasurer to disburse the funds as listed in the budget. They will meet at least once-each quarter prior to the Church quarterly business meeting.

**C. Personnel:** This committee will consist of 3 members. No staff or their immediate family or two members from the same family may serve on the Personnel Committee. They will contact, interview, furnish job descriptions, identify supervisory authority and check out qualifications, past employment records, references, etc. They will tactfully and confidentially attempt to resolve any tensions or conflicts that may-arise. When replacement of a staff member is necessary, they will endeavor to find qualified personnel and after interviewing them, they will bring the matter before the congregation for approval before hiring. When it becomes necessary to terminate any staff member, the committee must bring the matter before the church at a “special” or regular quarterly meeting to obtain the church's permission before dismissal.

**D. Pastor Search/Relations:**

1. The Pastor Search Committee will be called into being only in the event of the termination, resignation, or death of the pastor.
2. Should any of the above occur, the Chairman of Deacons will at the earliest possible time, recommend to the church that a Pastor Search Committee be elected.
3. The church will suggest names for this Committee that will in turn be given to the Nominating Committee for preparation of a slate of 7 or more candidates. The 5 candidates receiving the most votes will constitute the committee with the next two serving as alternates. The committee will normally consist of three men and two women. To fully represent all interests of the church, the slate should consist of one member over 60, one member aged 46-60, one member aged 31-45, and one member aged 20-30, and one adult member serving on the Youth Committee.

**4.** The Chairman of Deacons, Sunday School Director and Music Director will not be eligible to serve on this committee. Further, no two members of the same family shall serve.

**5.** Procedures to be followed by Pastor Search Committee:

**A.** After being elected, the committee will meet and elect a chairperson, vice-chairperson and correspondence secretary.

**B.** Upon request, the Metrolina Baptist Association will provide guidance on the function of a pastor search committee. The committee will be responsible for acquiring the resumes of qualified candidates. The committee will be responsible for acquiring the resumes of qualified candidates. Southeastern Baptist Seminary and other resources can also provide resumes of pastor candidates on request.

**C.** To insure that all candidates are judged on the same information, each will be sent a letter requesting them to complete an enclosed-pastor information sheet if they are interested in being considered for the job.

**D.** Before considering any resumes of pastor candidates, the church and Search Committee must have an idea as to what they want in a pastor such as experience level, etc. This can be accomplished by surveying the church membership. Once this has been completed, resumes will be read by all members of the committee and those meeting the standards set by the church will be selected for further consideration.

**E.** Selected resumes will be placed in priority beginning with the most desired candidate.

**F.** The Committee Chairperson will call the selected candidate and make arrangements for the committee to hear him preach at a time and place convenient to him. If possible, at the same time arrange to have

the committee talk to the candidate after the service. (Taking the preacher and his wife to lunch is a nice way to get to know them.)

**G.** It may be necessary to repeat step “f” several times before the committee feels they have found a prospect.

**H.** All expenses incurred by this committee will be reimbursed by the church upon presentation of a receipt.

**I.** Once a candidate is found that meets with committee's approval, a time should be arranged for him to visit Hopewell facilities and tour, sit down with the committee and talk seriously about salary, insurance, vacation, etc.

**J.** If, after this visit the candidate and committee feels this is what God is leading them to do, the committee will recommend to the church that the candidate be asked to deliver the Sunday sermon at a date convenient to all. If not, the committee must go back and take the next prospect and begin again.

**K.** The Sunday the candidate is to speak should be a special day. A covered dish luncheon gives the congregation an opportunity to meet the candidate and his family. After lunch, the Church Council and their spouses will meet with the candidate and his wife and ask any questions they may have. This meeting will be chaired by the Chairman of the Pastor Search Committee.

**L.** After this meeting, a poll will be taken of the Church Council as to whether or not they approve of the candidate.

**M.** If 2/3 of the officers of the Church Council present approve the candidate, the Chairman of the Pastor Search Committee will, during the next Sunday morning service, on behalf of the Committee recommend that the pastor be called. At this time a written copy of all agreements, understandings, promises as to pay, vacation, days off,

sick leave, auto allowance, continuing education, housing, attendance at conventions, etc. will be provided to the congregation. The congregation will have one week to consider the calling of the pastor and the information sheet before a vote is taken on either.

**N.** During the following Sunday, the Chairman of Deacons will call a business meeting for the purpose of voting on the motion of calling the candidate. This meeting will be conducted by the Chairman of the Pastor Search Committee.

**O.** He will move that the written agreements statement be approved. A vote will be taken by uplifted right hand. If not approved by majority, it will be corrected on the spot and meeting will continue.

**P.** The motion concerning calling the pastor made one week previously will be voted on. Ballots will be distributed and congregation will vote “Yes” or “No” and sign ballot. Absentee ballots will be accepted for church members who could not be present.

**Q.** Ballots will be counted by the committee in closed session. If the motion is carried by 90% of the church members voting, the pastor will be called. Normally the pastor will be notified by the Chairman of the Pastor Search Committee by phone with a formal letter informing him of the action of the church, the date he is to arrive, and requesting his response in writing that he accept the call.

**R)** If and when step Q is completed this committee will then change to Pastor Relations. The primary purpose of the Pastor Relations Committee is to do whatever is necessary to insure a vital, healthy, mutually beneficial relationship between the congregation and the pastor. The committee stands in the gap to facilitate communication and mediate between the pastor and church members.

**E. Safety and Security:** This committee is responsible for the oversight of safety and security of the church. To provide training, organization, evaluating and updating efforts for three major areas of the church:

1. **Physical Property:** All property owned by the church, including but not limited to, buildings, grounds, playground equipment, cemetery, ballfield, and all church owned motorized vehicles.
2. **Crisis Management:** Suspicious person/situation on campus, medical situation, weather, fire, and any related communication with the community at large as well as first responders.
3. **Ongoing Safety and Security:** Awareness of and presence (if possible) at all ministry events on and off campus, and communication between buildings/parking lots, check-in system for nursery and children's ministries, background checks, SafeChurch training or equivalent for volunteers.

The committee will work with all church staff, ministries, and other committees with the above safety and security areas of the church. This committee shall consist of ten members who serve on a permanent basis. If a standing member is no longer able to serve, he/she will be replaced by the Committee. The chairperson of this committee will serve on a one-year term basis and is also a member of Church Council.

**F. Media Committee:** This Committee will oversee the communications that go from the congregation to its members and to the community, including print and electronic newsletters and announcements, telephone contacts, website, Facebook, Instagram, podcast, radio spots and programming. They will promote church-related events and opportunities. This committee shall consist of church secretary, music director plus 5 members who will serve on a permanent basis. If a standing member is no

longer able to serve, they will be replaced by the committee. The chairperson of this committee will serve on a one-year term basis.

**G. Social and Hospitality:** They will staff the kitchen for all church social events and provide needed refreshments when required, including publicity, and supplies.

**H. Greeting:** This committee will welcome guests and members, distribute bulletins. They will also assist the pastor in any other manner he might request.

**I. Baptismal:** This committee will assist the pastor and candidates.

**J. Nursery Committee:** The Nursery Committee provides a loving, caring and safe environment that is inviting for families to drop off their younger children. They oversee the nursery and all the care for the smallest children of the church, provide age appropriate supplies and equipment for the rooms, and also maintains a clean and safe area. The Committee is also responsible for recruiting and training volunteers, organizing and providing the nursery schedule for the volunteers and making sure the rooms are fully staffed each week.

**K. Children:** Responsibilities of this committee includes planning, promoting, leading, and involving our children in spiritual growth, and fellowship. Plan opportunities for children to participate in regular Church activities. To provide chaperons for all children's activities.

**L. Youth:** Responsibilities of this committee includes planning, promoting, leading, and involving our youth in activities to meet their social and physical needs and through this, aid their spiritual development.

**M. Senior Adult Committee:** Responsibilities of this committee include planning, promoting, and leading a program of spiritual and social activities for our senior adults.

- N. Vacation Bible School (VBS)** This committee will plan and lead the annual Vacation Bible School program. They will select 1 weeks' time during the summer months, recruit leaders, and various volunteers to operate the school to help reach children and their families, especially those who don't normally attend church and teach them the gospel.
- O. Music:** This committee will help in any way possible with the music program(s) and will operate in cooperation with the Music Director.
- P. Bus and Van:** This committee is responsible for the care and upkeep of any vehicle the church may have.
- Q. Building & Grounds:** This committee is responsible for the care and upkeep of all buildings and property owned by the church. This committee is also responsible for supervising the Building Custodian and the Grounds Custodian in the performance of their duties.
- R. Flower:** This committee will send flowers in the event of death of a member, a member's spouse, father, mother, brother, sister, child, grandchild, father-in-law, mother-in-law, son-in-law or daughter-in-law when notified by the family.
- S. Bereavement Committee:** At the death of a church member, this committee will organize a meal for the member's family on the day of their memorial service. The committee will work with the family to make arrangements for the meal.
- T. Cemetery:** This Committee will recommend locations, map the grounds and lay off plots. It is their duty to inform and assign plots to church family members. The committee shall consist of a minimum of 3 members on a rotating basis.

## **BY-LAWS ARTICLE IV – BUSINESS MEETINGS**

### **Section I. Regular Business meetings**

Guidelines for conducting a regular business meeting

1. Prayer - Scripture
2. Report of minutes of previous meeting by Clerk or Assistant Clerk
3. Report of Treasurer
4. Reports of church officers or committees where no motions for action are desired.
5. Unfinished business from previous meeting, if any.
6. Reports from church officers or committees where recommendations or motions are involved in the reports to be made.
7. New Business. The order for conducting new business is as follows:
  - a. Recommendations of Deacons
  - b. Recommendations of Finance Committee
  - c. Acceptance of resignations, employment of new workers, and/or recommendations of the Nominating Committee.
  - d. Consideration of other new business that may be presented by anyone.

### **Section II. Special Business Meetings**

The only item of business that can be considered in a specially called business meeting is that item for which it was called. The Moderator shall rule out-of-order any matter brought forward at this time except that for which the meeting was called. Exception to this would be the securing of the church's approval for any other matter to be considered at this time.

### **Section III. Parliamentary Procedures for Conducting Business**

- A. The Moderator must recognize a member before he may speak.
- B. A motion must be made and seconded prior to its discussion; exceptions: to raise a point of order or clarification, to gain or impart information, or to

raise a point of personal privilege. Only one motion can be considered at a time. One substitute motion at a time may be considered and must be acted upon as long as it is related to the subject being discussed. If the substitute carries, it kills the original motion; if the substitute fails, the original must be acted upon before another can be considered. Amendments can be made to the original motion as long as they do not change its meaning or intent, by consent of the originator of the motion or by majority vote of members present. The original with the amendment must then be approved or rejected as a whole.

C. The following motions are always in order and cannot be debated except they cannot be made while a member is speaking or a vote is being taken, but when in order they cut off debate and must be acted upon:

1. Motion to “table”
2. To commit to committee
3. To postpone action
4. To call the previous question
5. To adjourn

Motions 1, 2, and 3 mean, if passed, no further action can be taken and this subject cannot be brought up again at this meeting. Motion 4 means, if passed, the original motion must be acted on at this point without further debate or discussion. Motion 5 means, if passed, no further debate, discussion, or business is to be conducted and the meeting stands adjourned. Although needed and helpful at times, this motion should be used with discretion in a Christian assembly.