

CHURCH CONSTITUTION
AND
BY-LAWS

LYNN GARDEN BAPTIST CHURCH
KINGSPORT - TENNESSEE

TABLE OF CONTENTS

CONSTITUTION

Preamble	2
I Name	2
II Church Covenant	3
III Objectives	4
IV Statement of Faith	5
V Relationships	14

BY-LAWS

I Membership	14
II Church Officers	18
III Ministerial Staff	24
IV Support Personnel	27
V Ordinances	28
VI Church Meetings	29
VII Church Finances	30
VIII Church Year	32
IX Constitution Amendments	32
X Committees and Coordinating Groups	33
XI Program Organization	46
XII Amendment to By-laws	49

APPENDIX

Duties of Committees	49
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CONSTITUTION

Our **PASSION** is to "**Grow God's Garden Together**"

by helping others to:

Glorify Jesus Christ through worship

Grow in a relationship with Jesus and other people

Give of one's time and resources by serving Jesus
and His Church

Go and reach out to others who need to experience
the love of Jesus

Preamble

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches, to the Sullivan Baptist Association, the Tennessee Baptist Convention, and the Southern Baptist Convention.

I – NAME

The name of this body shall be known as Lynn Garden Baptist Church of Kingsport, Incorporated. The church was organized on December 1, 1940, and is located at 301 May Avenue, Kingsport, Tennessee.

This church is incorporated and has a proper charter with the Tennessee State Seal affixed thereto. The charter was granted February 5, 1974. The signature of the name of the corporation and the signature of the duly authorized officers shall be legal and binding.

II - THE 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 Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into a 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 agree to maintain family and personal devotions, educate our children in the Christian faith, and seek the salvation of our kindred and acquaintances; to be ever mindful of our Christian witness to the world by being just in our dealings, faithful in our engagements, and exemplary in our conduct and to avoid all gossip, malicious criticism, and

excessive anger, to abstain from the sale and use of intoxicating beverages, illegal drugs, gambling paraphernalia and pornography. We agree to discourage the abuse of prescription drugs, alcohol, the spread of gambling and pornography, and the devaluing of human life as exemplified in the tragedy of abortion and euthanasia.

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

We also agree that when we leave this church, we will quickly unite with another church where we can carry out the spirit of this covenant and the principles of God's Word.

III – OBJECTIVES

1. To be a dynamic, spiritual body of believers, empowered by the Holy Spirit to share Christ with and minister to as many people as possible in our church, community, and throughout the world.
2. To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
3. To experience an increasingly meaningful relationship with God and fellow believers.
4. To help people experience a growing knowledge of God.

5. To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

IV – STATEMENT OF FAITH

Baptists are a people of deep beliefs and cherished doctrines. Throughout our history we have been a confessional people, adopting statements of faith as a witness to our beliefs and a pledge of our faithfulness to the doctrines revealed in Holy Scripture.

The Holy Bible is the divinely inspired word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and the Lord’s Supper.

STATEMENT OF BIBLICAL AUTHORITY

The statement of faith does not exhaust the extent of our faith. 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. For purposes of church doctrine, practice, policy, and discipline, our pastor and deacons are the

church's final interpretive authority on the Bible's meaning and application.

The following includes excerpts from "The Baptist Faith and Message":

THE SCRIPTURES

The Holy Bible was written by divinely inspired men and is the record of God's revelation of Himself to man. All scripture is totally true and trustworthy. It reveals the principles by which God judges us, and will remain to the end of the world the true center of Christian union and the supreme standard by which all human conduct, creeds, and religious opinions should be tried.

GOD

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being. He is the Creator, Redeemer, Preserver, and Ruler of the universe.

GOD THE FATHER

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace.

GOD THE SON

Christ is the eternal Son of God. In His incarnation as Jesus Christ, he was conceived of the Holy Spirit and born of the Virgin Mary.

GOD THE HOLY SPIRIT

The Holy Spirit is the Spirit of God, fully divine. He convicts of sin, of righteousness, and of judgment. He calls man to the Savior, effects regeneration, and endows and guides Christians in Holy living.

MAN

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person possesses full dignity and is worthy of respect and Christian love.

SALVATION

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification.

- a. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ

and commitment of the entire personality to Him as Lord and Savior.

- b. Justification is a one-time act that takes place at the instant that a person becomes a Christian. God does two things when this happens: (1) He sees that a person has been forgiven of their sins, including past, present, and future (Romans 8:33) and (2) He declares that the person is now righteous in His sight because the righteousness of Christ has been ascribed to a believer.
- c. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
- d. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

GOD'S PURPOSE OF GRACE

We believe that election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners.

All true believers endure to the end. Those whom God has accepted in Christ and sanctified by His Spirit will never fall away from the state of grace, but shall persevere to the end.

THE CHURCH

A New Testament church of the Lord Jesus Christ is an autonomous local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, governed by his laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes.

BAPTISM AND THE LORD'S SUPPER

The two ordinances of the church are Baptism and the Lord's Supper.

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

THE LORD'S DAY

The first day of the week is the Lord's Day. It is a Christian institution for regular observance and should include exercise of worship and spiritual devotion, both public and private.

THE KINGDOM

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King.

LAST THINGS

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be condemned to Hell, the place of eternal punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

EVANGELISM AND MISSIONS

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to attempt to make disciples of all nations and to seek constantly to lead the lost to Christ by personal effort and by all other methods in agreement with the gospel of Christ.

EDUCATION

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage.

STEWARDSHIP

God is the source of all blessings. All that we have and are we owe to Him. We are therefore under obligation to serve Him with our time, talents, and material possessions; and should recognize all these as entrusted to us to use for the glory of God and for helping others. The tithe is considered to be the starting place of Christian stewardship.

COOPERATION

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for meeting the great objectives of the Kingdom of God. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people.

THE CHRISTIAN AND SOCIAL ORDER

Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society. Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

PEACE AND WAR

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and

teachings of Christ, they should do all in their power to put an end to war. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law and love.

RELIGIOUS LIBERTY

A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power. Church and state should be separate.

THE FAMILY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

MARRIAGE AND SEXUALITY

We believe that term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only

occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement of Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

V – RELATIONSHIPS

The government of this church is vested in the body of baptized believers who compose it. It is subject to the control of no other ecclesiastical body, but is an autonomous body, operating through democratic processes under the Lordship of Jesus Christ. Insofar as practical, this church will cooperate with and support the Sullivan Baptist Association and the Tennessee Baptist Convention affiliated with the Southern Baptist Convention.

If there should be a division of the fellowship as to doctrine and/or relationship, that portion of the fellowship that chooses to remain affiliated with the Sullivan Baptist Association, the Tennessee Baptist Convention, and the Southern Baptist Convention, shall retain title to all properties and equipment.

BY-LAWS

ARTICLE I – MEMBERSHIP

SECTION 1. GENERAL

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

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

SECTION 2. CANDIDACY

Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist church of like faith and order.
3. By a statement of prior conversion experience and baptism in a Baptist church of like faith and order when no letter is obtainable.
4. By restoration, where any person who has been excluded from this church membership or a Baptist church of like faith and order, upon confession of their errors and giving evidence of repentance.
5. By statement of prior conversion experience and baptism by immersion, and after counsel as to belief in, and acceptance of, Baptist discipline and doctrine, if coming from a church not of like faith and order.

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. An eighty percent (80%) vote of those members present and voting shall be required to elect such candidates to membership.

SECTION 3. NEW MEMBER ORIENTATION

All new church members will be expected to participate in the church's New Member Orientation Plan. This orientation plan is required prior to accepting a committee leadership role and/or a teaching position. The plan will familiarize new members with the church constitution, church beliefs, doctrines and policies.

SECTION 4. VOTING RIGHTS OF MEMBERSHIP

Every member of the church is entitled to a vote in all elections and on all questions submitted to the church in conference, providing the member is present. It is requested that parents make sober judgment as to whether their child member is capable of voting accordingly to his or her own conscience.

SECTION 5. TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

1. All persons in good standing shall be entitled to a letter to be granted to any Baptist church of like faith and order upon request from that church.
 - (a) Since a church letter is a covenant between churches, a church letter will not be granted to an individual but only to another Baptist church of like faith and order.
2. Upon proper verification that a member has joined a church of another denomination (i.e. personal letter or

contact), his name shall be dropped from the roll by a vote of the church at a regular business session.

3. Upon a personal written or oral request, a member may be released from membership after confirmation and a report by the pastor or chairman of deacons, and vote of the church at a regular business meeting.

SECTION 6. DISCIPLINE

It shall be the basic purpose of Lynn Garden Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff and deacons are available to help find proper counsel and guidance. Redemption, rather than punishment, shall be the guideline which governs the attitude of one member toward another.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem according to Matthew 18:15-17. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by an eighty (80) percent vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church. If action is taken, it may be necessary to reveal to the congregation the reason for termination.

Any person, whose membership has been terminated for any condition which has made it necessary for the church to exclude him or her, may upon his or her request be restored to membership by a vote of the church upon evidence of his or her repentance and reformation.

ARTICLE II – CHURCH OFFICERS

All church officers must be members of the church and elected individually by church action. The officers of this church shall be as follows:

Pastor
Associate Pastor
Church Administrator
Deacons
Board of Directors
Moderator
Church Clerk
Treasurer
Assistant Treasurer

SECTION 1. PASTOR

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The pastor is leader of pastoral ministries in the church. As such, he works with the deacons and church staff to: (1)

lead the church in performing its tasks, (2) lead the church to engage in a fellowship of worship, visitation, witness, education, ministry, and application, (3) proclaim the gospel to believers and non-believers, and (4) care for the church's members and other persons in the community.

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a Sunday morning meeting called for that purpose, for which, at least one week's public notice has been given.

A Pulpit Committee shall be appointed by the church to seek out a suitable pastor, and its recommendation will constitute a nomination. The committee shall bring to the church for consideration one candidate at a time. Prior to an election, a meeting will be conducted by the committee to answer any questions the membership may have regarding said candidate.

Election shall be by secret ballot, and an affirmative vote of ninety (90) percent of those present and voting being necessary for a choice. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of the church except upon matters in which he is personally involved. The pastor shall give at least thirty (30) days notice at the time of resignation before terminating his responsibilities as pastor.

In the event an interim pastor is called, the procedure for election shall be the same as for the pastor. Refer to mutual working agreement between pastor, and/or interim pastor, and the church for detailed requirements and duties of pastor.

SECTION 2. ASSOCIATE PASTOR

In the event that church growth warrants the calling of an associate pastor, the Pulpit Committee, in consultation with the pastor, shall select and recommend to the church a viable candidate. The procedure for selection and election process of the associate pastor shall be the same as that for pastor. Refer to mutual working agreement between associate pastor and the church for detailed requirements and duties of associate pastor.

SECTION 3. CHURCH ADMINISTRATOR

In the event that church growth warrants the employment of a church administrator, the Personnel Committee, in consultation with the pastor, Finance Committee and deacons, shall select and recommend a candidate to the church. After dissemination of his/her biographical information, his/her election shall take place during a Sunday morning meeting by secret ballot. An affirmative vote of ninety (90) percent of those present and voting is necessary for a choice. At least one (1) week notice of such election must be given.

The church administrator shall be responsible for the supervision of the church staff and the administrative function of the church. Refer to mutual working agreement for specific duties and responsibilities.

SECTION 4. BOARD OF DIRECTORS

The Board of Directors shall consist of six (6) members nominated by the Policy Committee and elected by the church. They will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property

without a specific vote of the church authorizing such action. It shall be the function of the directors to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or any other legal documents where the signatures of the members of the board of directors are required. The board of directors shall be responsible for seeing that the church is properly insured and that state corporate law and other legal requirements are met. An annual meeting shall be held and a record of proper documentation shall be maintained. The members of the board of directors shall serve on a rotating basis, with two (2) new members being elected annually.

SECTION 5. DEACONS

There shall be twelve (12) active deacons, more or less as the church deems necessary, whose names are on the church roll and who have been active members of the church and have been regular in their attendance during the last year. Prospective nominees shall be contacted by the deacon nominating committee prior to voting to determine their willingness to serve. Deacon nominees shall be elected at a Sunday morning worship service by secret ballot, with one (1) week previous notice having been given.

The deacons shall serve on a rotation basis. Each year the term of office of one third (1/3) of the number of deacons shall expire and election shall be held to fill the vacancies. In case of death or removal or incapacity to serve, the deacons shall appoint a replacement to fill the unexpired term. After serving a term of three (3) years, a deacon shall be eligible for

re-election only after the lapse of at least one (1) year. There is no obligation to constitute as an active deacon a person who comes to the church from another church where he has served as a deacon.

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor and staff in performing pastoral ministries such as (1) proclaim the gospel to believers and unbelievers, (2) care for church members and other persons in the community, (3) lead the church to engage in a fellowship of worship, witness, education, ministry, and application and (4) lead the church in performing its tasks.

SECTION 6. MODERATOR

The moderator shall preside at all business meetings of the church. The moderator shall be the pastor except in matters in which he is personally involved. In the absence of the pastor, the chairman of deacons shall preside; or in the absence of both, the clerk shall call the church to order and an acting moderator shall be elected.

SECTION 7. CHURCH CLERK

The church shall elect a church clerk annually. The Nominating Committee shall present a candidate for clerk to be elected by simple majority at a regular business meeting of the church.

The church clerk shall keep in a suitable book a record of all the business meeting actions of the church, except as

otherwise herein provided. He/she is responsible for keeping a register of the names of members, with dates of admission, dismissals, or death, together with a record of baptisms. He/she shall issue letters of dismissals voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary. Such records are church property and should be filed and preserved by the church secretary.

SECTION 8. TREASURER

The church shall elect a treasurer annually. The Nominating Committee shall present a candidate for treasurer to be elected by simple majority at a regular business meeting of the church.

It is the duties of the treasurer to receive, count, and secure all church monetary contributions after each Sunday worship service. He/she shall see that all monies are secured. The treasurer shall accompany the teller while delivering the deposit to the bank.

The treasurer shall be co-signer of all checks distributed by the financial secretary. He/She shall be responsible to validate all church approved expenditures. The financial records of the church shall be audited annually.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be preserved and kept in the church office as a part of the permanent records of the church. It is required that the church treasurer be bonded.

SECTION 9. ASSISTANT TREASURER

The church shall elect an assistant treasurer annually. The Nominating Committee shall present a candidate for assistant treasurer to be elected by simple majority at a regular business meeting of the church. The assistant treasurer shall accept the responsibilities of the treasurer in his/her absence. It is required that the assistant treasurer be bonded.

ARTICLE III - MINISTERIAL STAFF

This Church shall employ such staff members as the church shall deem necessary. The Policy Committee shall prepare a job description when the need for staff members is determined. These positions shall be approved by church action with an eighty percent (80%) affirmative vote of those members present. Ministerial staff members, other than the pastor and/or associate pastor, shall be recommended to the church by the Personnel Committee and employed by church action. Church staff shall be under the direct supervision of the pastor. In the event a church administrator position is filled, the staff will report to the church administrator. A minimum of thirty (30) days notice should be given at the time of resignation of any staff member.

SECTION 1. WORSHIP MINISTER

The worship minister shall be recommended to the church by the Personnel Committee and employed by church action. The worship minister is responsible for the music

ministry of the church. Refer to the mutual working agreement between worship minister and the church for requirements and duties of the worship minister.

SECTION 2. GENERAL SECRETARY

The general secretary shall be recommended to the church by the Personnel Committee and employed by church action. The general secretary is responsible for all clerical functions required by the church and the church staff to insure the proper and orderly functions of the church and its records. She/he will provide such clerical work as deemed necessary to carry out the various functions as prescribed, and will serve as the first point of contact for visitors and persons who contact the church by phone. In all duties the general secretary will be required to approach her/his duties with the same calling as other staff members with the specific goal to glorify the Lord.

Refer to mutual working agreement between general secretary and the church for requirements and duties of the general secretary

SECTION 3. FINANCIAL SECRETARY

In the event that church growth warrants the employment of a financial secretary, the candidate shall be recommended to the church by the Personnel Committee and employed by church action.

It shall be the duty of the financial secretary to receive, preserve and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church. She/he shall keep at all times an

itemized account of all receipts and disbursements for the preceding month. The church financial secretary shall be responsible for all church financial records and reports, and shall present to the church a monthly financial report.

The financial secretary shall maintain a record of each individual church member's contributions and provide them with the appropriate year-end contribution reports.

It is required that the church financial secretary be bonded. Refer to mutual working agreement between the financial secretary and the church for requirements and duties of the financial secretary.

SECTION 4. MINISTER OF STUDENTS

The minister of students shall be recommended to the church by the Personnel Committee and employed by church action. The minister of students shall be given the task of encouraging the spiritual growth and fellowship of the students and young people in the church and community. He/she shall be responsible for planning and the implementation of special fellowships, etc. that will enhance the spiritual growth of the students and young people of the church and community. The term "student" shall include individuals of middle school and high school age.

ARTICLE IV – SUPPORT PERSONNEL

Support personnel are positions that are designated by the church, and recommended by Personnel Committee to fulfill certain needs to support the overall work of the church. Positions include but are not limited to:

- Accompanist(s)
- Cook
- Custodian help
- Nursery worker(s)
- Secretarial help

These persons may be hired to do a specific job for a limited time. The Personnel Committee shall make recommendations to the church for additional support personnel positions as the need arises. These positions shall be approved by church action with simple majority vote.

SECTION 1. CUSTODIAN

The custodian shall be recommended to the church by the Personnel Committee and employed by church action, with a simple majority vote being required. Refer to mutual working agreement between custodian and the church for requirements and duties of the custodian.

ARTICLE V – ORDINANCES

SECTION 1. BAPTISM

A person who receives Jesus Christ as Savior by personal faith; who professes him publicly at any worship service; and who has indicated a commitment to follow Christ as Lord, shall be received for baptism and church membership.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the pastor or whomever the church shall authorize. The deacons and Baptismal Committee shall assist in the preparation for, and observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service.

A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor and/or other staff and deacons. If negative interest is ascertained, he shall be deleted from those awaiting baptism.

SECTION 2. THE LORD'S SUPPER

The Lord's Supper is a symbolic act of obedience whereby members of the church and Christian visitors, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his second coming.

1. The Lord's Supper shall be observed on the fifth Sunday of the month, or as otherwise scheduled.
2. The pastor and deacons shall be responsible for the administration of the Lord's Supper. The chairman and vice chairman of the deacons shall assist the pastor

during the observance. In the event the chairman or vice chairman is not available, an active deacon shall assist the pastor.

3. The Lord's Supper Committee shall be responsible for the physical preparations of the Lord's Supper.
4. In the absence of the pastor or associate pastor, the deacons will designate a replacement.

ARTICLE VI – CHURCH MEETINGS

SECTION 1. WORSHIP SERVICE

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God, except under special circumstances agreed upon by the pastor and deacons. These meetings will be open for the entire church membership and any guests. These meetings shall be conducted under the direction of the pastor or his designated replacement.

SECTION 2. SPECIAL SERVICES

Revival services and any other church meetings, which are essential in the promotion of the objectives of the church, shall be placed on the church calendar.

SECTION 3. REGULAR BUSINESS MEETINGS

Regular business meetings shall be held monthly on a designated Wednesday night.

SECTION 4. SPECIAL BUSINESS MEETINGS

A specially called business meeting may be held to consider special matters of significant nature. Advance notice must be given at a prior regularly scheduled service as to subject, date, time, and location of the specially called business meeting, unless extreme urgency renders such notice impractical.

SECTION 5 – QUORUM

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called, and the number of attendees are not less than twenty five (25).

SECTION 6 – PARLIAMENTARY RULES

“Robert’s Rules of Order, Revised” is the authority for parliamentary rules of procedure for all business meetings of the church.

ARTICLE VII – CHURCH FINANCES

SECTION 1 – BUDGET

The Finance Committee, in consultation with the Church Council, shall prepare and submit to the deacons for endorsement and then to the church for approval, an inclusive budget indicating by item the amount needed and sought for all local and worldwide expenses. The budget must be submitted

and approved by the church before the end of the current fiscal year.

Approval will be by church vote at a regular Sunday morning church service. A vote of eighty percent (80%) is required for approval.

It is understood that membership in the church involves financial obligation to support the church and its causes with regular, proportionate gifts.

SECTION 2 – ACCOUNTING PROCEDURES

A record of any and all funds shall pass through the hands of the financial secretary and be recorded on the books of the church. Exceptions will be funds that are raised and maintained by individual classes or groups, such as flower, benevolence, etc.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.

SECTION 3 – EXPENDITURE OF CHURCH FUNDS

All expenditure of church funds shall adhere to church policies which are reviewed at the first regularly scheduled business meeting of each year.

SECTION 4 – FISCAL YEAR

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

VIII – CHURCH YEAR

The church year shall coincide with the dates of the denominational year set forth by the Tennessee Baptist Convention, Southern Baptist Convention, and the Sunday School Board. All committees are elected annually and serve a church year or church years, unless as indicated under By-Laws, Article X. The organizations of the church are also programmed to the church year.

ARTICLE IX – CONSTITUTION AMENDMENTS

Changes to this constitution shall be made in the following manner:

1. Amendments must be provided in writing and available to each church member at least two (2) weeks prior to church action.
2. The announcement of such amendments, and upcoming church action, must be made from the pulpit at a regular morning service of the church at least two (2) weeks prior to church action.
3. Amendments shall be voted on at a regular scheduled morning service and shall be approved by an eighty (80) percent vote of all members of the church present and entitled to vote.

ARTICLE X – COMMITTEES AND COORDINATING GROUPS

GENERAL STATEMENT

Church committees receive direction from and report to the congregation on their work. With the exception of the Finance Committee, church committees do not bring their reports to the deacons for approval before reporting to the congregation. The committees, however, should keep the deacons informed about critical matters which affect the welfare of the congregation and the mission of the church. In certain situations, particularly House and Grounds or Policy matters, it may be advisable to obtain deacon endorsement.

All church committee members shall be recommended by the Policy Committee and elected by the church unless otherwise indicated in the description below. All committee members must be members of the church. Members rotating off a committee shall wait one (1) year before serving again on that committee. Each committee shall hold a meeting at the beginning of the church year for the purpose of electing a chairperson and vice chairperson. Unless a committee rotation is specified, the Policy Committee shall recommend new committee members to the church as needed. The chairperson of each committee will inform Policy Committee of vacant positions to be filled. The chairperson of each committee must have an understanding of the church constitution and shall adhere to its guidelines at all times.

The pastor and/or church administrator shall be ex officio member of all committees.

See Appendix, "Lynn Garden Baptist Church Duties of Committees" for a full description of duties.

AUDIO VISUAL COMMITTEE

The Audio-Visual Committee shall be responsible for identifying audio-visual equipment needs, maintenance, set-up and operation of equipment for all church services and functions. Members should be knowledgeable of and shall be trained in the operation of the audio-visual equipment. This committee shall consist of three (3) members and members shall be replaced as needed.

BAPTISMAL COMMITTEE

The Baptismal Committee shall consist of both three (3) men and three (3) women. It shall be the duty of this committee to make all necessary arrangements for the ordinance of Baptism such as preparation of the baptistry, pastors' waders, clean robes, towels, and provision for handicap individuals. They shall render such assistance to the pastor and to the candidates as may be necessary. Committee members shall serve on a three (3) year rotation system with one (1) man and one (1) woman rotating off each year.

BENEVOLENCE COMMITTEE

The Benevolence Committee shall use resources available to provide benevolence assistance to persons in need. These needs may be physical, social, or spiritual. The committee shall consist of at least three (3) members with one (1) member rotating off each year.

CHILDREN'S MINISTRY COMMITTEE

The Children's Ministry Committee shall work with the pastor in planning, developing, and executing the church's total work within the nursery, preschool and children's ministries. The focus of this committee should be on ministry, evangelism, discipleship, worship, and fellowship.

Six (6) members shall be selected for this committee, with two (2) members rotating off each year. This committee should include, but not be limited to, parents of children involved in this age group. Husband and wife shall not serve on this committee at the same time.

CHURCH COUNCIL

The primary function of the church council shall be to recommend to the congregation suggested objectives and church goals such as (1) review and coordinate program plans recommended by church officers, organizations, and committees, (2) recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities, and (3) to evaluate program achievements in terms of church goals and objectives.

The council, unless otherwise determined by vote of the church, shall have as regular members: the pastor, church administrator, worship minister, minister of students, general church secretary, financial secretary, Sunday school director, Women's Missionary Union director, Brotherhood director, and chairman of deacons. All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval. Committee chairmen and church elected officers shall serve as ex-officio members.

COMMUNITY OUTREACH ACTIVITIES COMMITTEE

The Community Outreach Activities Committee shall be responsible for planning and implementing community outreach activities including such as Spring Fling and Trunk 'n Treat. The committee shall consist of at least six (6) members serving on a rotating basis with two (2) members rotating off each year.

CONSTITUTION BY-LAW COMMITTEE

The Constitution By-Law Committee shall be responsible for reviewing the constitution and by-laws on an annual basis. Review should be performed within the first quarter of each fiscal year. The purpose of this review is to ensure church actions are in compliance with the current constitution and by-laws. This committee shall review and recommend updates as needed. The committee shall consist of three (3) members serving on a rotating basis with one (1) member rotating off each year.

DEACON NOMINATING COMMITTEE

The Deacon Nominating Committee shall assist the church in the nomination, interviewing, and election of deacons in accordance with this constitution and bylaws and New Testament qualifications. This committee shall consist of three (3) members, elected for a three (3) year term with one (1) member rotating off each year.

FELLOWSHIP COMMITTEE

The Fellowship Committee shall seek means to make our church friendly and cordial toward each other and to guests. The committee shall be responsible for Christian fellowships, church-sponsored socials, receptions, picnics, etc. This committee shall consist of at least six (6) members with two (2) members rotating off each year.

FINANCE COMMITTEE

The Finance Committee develops and recommends an overall church financial plan and administers the gifts of church members using sound principles of financial management.

This committee shall consist of six (6) members and serve on a three (3) year rotation basis with two (2) members rotating off each year. The treasurer, assistant treasurer and previous chairperson shall serve as ex-officio members.

FLOWER COMMITTEE

The Flower Committee is responsible for securing, arranging, and disposing of floral arrangements for church

services. This committee shall consist of at least three (3) permanent members who shall be replaced as needed.

FOOD COMMITTEE

The Food Committee shall seek to minister to church families in the event of death by providing food for the family. They shall arrange meals for visiting evangelists or missionaries. The Food Committee will work with the Kitchen Committee and Fellowship Committee as necessary. The Food Committee shall consist of six (6) or more members with two (2) members rotating off each year

GREETERS

The church greeter shall meet, greet and assist guests and church members prior to Sunday morning services. This committee of six (6) members shall be responsible for recruiting, training, and scheduling additional church members to serve as greeters. The Church Greeter Committee shall consist of at least six (6) members with two (2) members rotating off each year.

HISTORIAN

A church historian shall be recommended by the Policy Committee and elected by church action. The historian shall keep a record of important events in the history of the church. This shall be kept in a book of church history that will be stored in the church library, and a duplicate copy to be stored in the church office. The position of church historian shall be replaced as needed.

HOUSE AND GROUNDS COMMITTEE

The House and Grounds Committee assists the church in matters related to on-campus property administration. Its work includes such areas as maintaining all church on-campus properties for ready use, recommending policies regarding use of properties, recommending employment of outside maintenance personnel and contractors, and assuming responsibility for supervision of said individuals.

This committee shall consist of eight (8) members, more or less, being replaced as needed.

KITCHEN COMMITTEE

The Kitchen Committee is responsible for the maintenance and upkeep of all equipment and supplies. It is responsible for formulating and recommending policies for the kitchen and for communicating these policies to church members. This committee shall consist of at least six (6) members with two (2) members rotating off each year.

LONG RANGE PLANNING COMMITTEE

The Long Range Planning Committee shall endeavor to anticipate future spiritual, physical, and financial needs of the church. This committee shall consist of at least six (6) members with two (2) members rotating off each year.

LORD'S SUPPER COMMITTEE

The Lord's Supper Committee prepares the elements and the equipment for the observance of the Lord's Supper. The committee does the preparatory and maintenance work

needed to observe the memorial service on a schedule approved by the church. The Lord's Supper Committee shall have no less than one (1) deacon on the committee. This committee shall consist of six (6) non-rotating members. Members will be replaced as needed.

MUSIC COMMITTEE

The Music Committee, working with the worship minister, shall have general charge of all matters in connection with the music needs of the church. It shall recommend suitable persons as instrumentalists and other such persons as may be needed in the music ministry of the church. The Music Committee shall consist of at least three (3) members plus the accompanist(s). Committee members, with the exception of the accompanist(s), shall serve on a three (3) year rotation system.

NOMINATING COMMITTEE

The Nominating Committee coordinates the staffing of all church leadership positions that are filled by volunteers, with the exception of deacons and committee members to be elected by the church.

The Policy Committee shall select three (3) members who shall serve on a three (3) year term with one (1) member rotating off each year. These three (3) members shall select the Sunday School director, Brotherhood director and Women's Missionary Union director who shall be referred to in this section as directors. The directors shall be elected by the church and will serve a one (1) year term.

Prior to the beginning of each church year, the Nominating Committee shall select new directors for the upcoming term.

OFF-CAMPUS PROPERTY MANAGEMENT COMMITTEE

The Off-Campus Property Management Committee will be responsible for the maintenance and management of any off-campus properties. This committee shall consist of at least three (3) members who shall serve on a non-rotating basis; members shall be replaced as needed.

PERSONNEL COMMITTEE

The Personnel Committee shall select and present to the church for call all paid personnel, except pastor and associate pastor. They shall review the responsibilities of personnel in keeping with job-description and working agreements, review salary schedules and benefit plans for personnel, and as needed, make recommendations to Finance Committee and deacons. This committee shall assist the pastor, as the need arises, in the supervision of personnel in their work.

Members of this committee must be selected prayerfully from among those demonstrating faithfulness to and involvement with the church and its various ministries. The committee should realize its basic attitude toward the staff and church is one of representation and shall act as a sounding board for the church and staff.

This committee shall consist of six (6) members serving a three (3) year term with two (2) members rotating off each

year. Personnel committee members cannot serve on the Pulpit Committee.

POLICY COMMITTEE

The Policy Committee shall recommend all church committee members to be elected by the church, unless otherwise indicated in the committee descriptions. Policy Committee members shall be recommended by the deacons and approved by vote of the church. This committee shall consist of three (3) members with one (1) member rotating off each year.

PULPIT COMMITTEE

In the event the church is without a pastor, or the pastor cannot fulfill his responsibilities, the Pulpit Committee shall work with the church to secure a pulpit supply, interim pastor, and/or pastor, using the church approved suggestions offered by the Southern Baptist Convention.

This committee shall consist of seven (7) members with one (1) member rotating off each year. All new committee members shall be approved by a vote of the church. Pulpit Committee members cannot serve on the Personnel Committee.

RECREATION COMMITTEE

The Recreation Committee will serve the church in seeing that all recreational activities, sponsored by the church or any organizational unit, are properly planned and contribute to the ultimate objectives of the Church. The committee shall

consist of three (3) members with one (1) member rotating off each year.

SAFETY AND SECURITY COMMITTEE

The Safety and Security Committee shall (1) provide for the church an evacuation and security plan that will promote safety awareness, (2) attend to medical issues that may occur during church functions, and (3) endeavor to maintain a secure environment for those in attendance.

In as much as possible, this committee shall be composed of members who represent the medical, fire protection, and law enforcement field. In addition, it should include a member of the House and Grounds Committee or one who is familiar with the entire church campus. The committee shall be composed of five (5) to seven (7) members. There will be no term limits and members will be replaced as needed.

SENIOR ADULT COMMITTEE

The Senior Adult Committee shall be responsible for scheduling and coordinating activities for the senior adults of the church. Such events should be enjoyable, educational and/or evangelistic. This committee shall consist of at least three (3) members with one (1) member rotating off each year.

SPECIAL COMMITTEES

The Policy Committee shall nominate special committees for election by the church as the need arises. The composition of these committees will be determined by the committees' objective. When such a committee has fulfilled the

task assigned at the time of appointment, it shall be discontinued automatically.

TELLER COMMITTEE

The Tellers shall receive the offering each Sunday and any other receipts of the week. They shall be responsible for counting the weekly receipts and preparing the bank deposit. A report of receipts, deposits, and the individual offering envelopes, shall be given to the financial secretary each week for recording.

The Policy Committee shall select one (1) head teller and six (6) candidates for teller to be presented to the church for election. Members will serve on a non-rotating basis and will be replaced as needed.

TRANSPORTATION COMMITTEE

The Transportation Committee shall endeavor to provide transportation for people in the church area to be under the proclamation of God's Word and the influence of Christian fellowship. They shall offer transportation for Christian education, inspiration, and fellowship at other places as the church approves and supervises. The committee shall seek to operate and maintain transportation as economically and safely as possible. The Transportation Committee will consist of four (4) or more non-rotating members; members will be added or replaced as needed.

USHERS

The Usher Committee shall consist of three (3) members who shall be selected by the Policy Committee and elected by the church. The committee shall solicit other church members to serve as ushers. It is the responsibility of the committee to train other church members in the duties and proper proceedings of the church. The duties of ushers are to greet people as they enter and leave the worship service, seat people at the proper time, provide bulletins and/or other materials at the time of seating, and receive the offerings. The ushers will be attentive to the needs of the congregation and the pastor.

This committee will consist of three (3) members with one (1) member rotating off each year.

YOUTH COMMITTEE

The Youth Committee shall work with the minister of students in planning, coordinating, and executing the church's total ministry to youth. The group's focus should be on ministry, evangelism, discipleship, worship and fellowship.

The committee shall consist of six (6) adult members and one (1) youth. The adult members should be, but are not limited to, a parent from a youth family. No husband and wife shall serve at the same time. The youth member should be nominated by the minister of students and members of the Youth Department. He/she shall be recommended to the Policy Committee and elected by vote of the church. Adult members shall serve a two (2) year term with three (3) members rotating off each year. The youth member shall serve a period of one (1) year and rotate off each year.

ARTICLE XI - PROGRAM ORGANIZATIONS

GENERAL

All organizations of the church shall be under church control with all officers being elected by the church and reporting regularly to the church. No organization shall be formed or permitted to serve as a subsidiary organization to the church unless its sponsor has previously submitted their plans and purposes to the pastor and the deacons for sanction and to the church for approval.

BAPTIST MEN

There shall be a Baptist Men's organization with such officers as are needed. This program shall be led by a director who shall be elected by the church. The tasks are to teach missions, engage in mission action, support local, state and world missions through prayer and giving, provide and interpret information regarding the work of the church and the denomination.

CHURCH TRAINING

In the event the church elects to have a church training program, the guidelines will be as follows:

The church training program shall be divided into departments for all ages and conducted under the direction of a church training director. The tasks of the church training

program shall be to orientate new members, train church members to perform the functions of the church, train church leaders, teach Christian theology, Christian ethics, Christian history, church policy and organizations, provide and interpret information regarding the work of the church and the denomination.

LIBRARY SERVICE

The church library will serve as the resource center for the church. The church librarian will seek to provide and promote the use of printed and audio-visual resources. She/he will also provide consultation to church leaders and members in the use of printed and audio-visual resources.

The librarian shall organize and maintain the church library in accordance with regular library standards and guidelines. Each year a librarian shall be selected by the Nominating Committee and presented to the church for election.

MUSIC PROGRAM

There shall be a church music program under the direction of the worship minister and the Music Committee of the church. Choir officers and/or leaders of youth and children's music programs shall be included as needed. The program's tasks shall be to teach music, train persons to lead, sing, and play music; provide music in the church and

community; provide and interpret information regarding the work of the church and the denomination.

SUNDAY SCHOOL

The Sunday School director shall ensure that Sunday School teachings and church policies (including the Child Abuse Policy) are in accordance with the Baptist doctrine and beliefs.

The tasks of the Sunday School shall be to study God's word, teach the biblical revelation, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and the denomination, with the objective of reaching persons for Christ and church membership.

WOMEN'S MISSIONARY UNION

There shall be a Women's Missionary Union with such officers and organization as needed. This program shall be led by a director who shall be elected by the church. The objective of the Women's Missionary Union shall be to teach missions, engage in mission action, support world missions through prayer and giving, provide and interpret information regarding the work of the church and the denomination.

ARTICLE XII – AMENDMENTS TO BY-LAWS

Changes in these bylaws may be made at any regular business meeting of the church. Each amendment shall have been presented in writing at a previous meeting, and copies of the proposed amendment be furnished to each member present. Amendments to these bylaws shall be approved by a majority vote of the members present and voting.

APPENDIX

Lynn Garden Baptist Church Duties of Committees

AUDIO-VISUAL COMMITTEE

The Audio-Visual Committee shall be responsible for the following:

1. Operation and maintenance of the church's audio-visual equipment.
2. Provision of equipment operators for regular and special church services.
3. Recruitment and training of church members for operators and committee members.
4. Identifying current and future audio-visual needs of the church.
5. Procurement and installation of audio-visual equipment.
6. Ensure audio-visual supplies are available as needed.
7. Formulate and recommend policies to the church regarding the use and operation of the church's audio-

visual equipment, and see that approved policies are followed.

8. Maintain an up-to-date inventory of all the church's audio-visual equipment.
9. Prepare a proposed budget need for the church Finance Committee.

BAPTISMAL COMMITTEE

The Baptismal Committee shall be responsible for the following:

1. Assist the pastor in preparing for the Ordinance of Baptism by seeing that all of the candidates are notified, properly instructed, dressed, and prepared for the ordinance.
2. Ensure that the dressing rooms are clean, neat, and attractively furnished.
3. Ensure that the baptismal robes are in good condition.
4. Set out the proper robes, towels, handkerchiefs, etc., for the candidates.
5. Prepare names on flash cards, or provide some other means of proper identification to assist the pastor when there are a large number of individuals to be baptized.
6. Meet the candidate at the appointed time and show him or her to their dressing rooms.
7. Assist the pastor as needed with actual baptism.
8. Assist the pastor in showing the candidate the proper position for baptism.
9. See that each candidate is given a handkerchief when entering the pool and a towel upon leaving.
10. Assist candidates in dressing following baptism.

11. Remain until all candidates are dressed and ready to leave for the worship service or for home in the event the service is held at the close of the worship hour.

BENEVOLENCE COMMITTEE

The Benevolence Committee shall be responsible for the following:

1. Keep the church informed concerning the needs of families in the church and within the community.
2. Coordinate with organizations, giving and distributing help to families throughout the course of the year, as well as Christmas and Thanksgiving.
3. Address the needs of transients.
4. Be constantly aware of other needs within the community as well as the church, such as sickness, death, etc. Report to the church office so these needs might be ministered to.
5. Control the expenditures of funds and benevolent items in the budget.
6. Submit a budget proposal to the Finance Committee each year.

CHILDREN'S MINISTRY COMMITTEE

The Children's Ministry Committee shall be responsible for the following:

1. Recruit and train workers for the children's ministry.
2. Schedule workers to be available for each service.
3. Train workers in the Child Abuse Policy and ensure guidelines are enforced.

4. Ensure proper facilities and equipment is clean, available and maintained.
5. Submit a proposed budget to the Finance Committee each year.

CHURCH COUNCIL

See "Committees and Coordinating Groups", Article X of Bylaws

COMMUNITY OUTREACH ACTIVITIES COMMITTEE

The Community Outreach Activities Committee shall be responsible for the following:

1. Implement, plan and organize all community outreach activities including, but not limited to, Spring Fling and Trunk n' Treat. Such events shall be supervised by the committee members.
2. Ensure that required resources are provided for and available.
3. Prepare a display at the Church's Ministry Fair, providing event information, sign up sheets and committee duties.
4. Submit a budget request for the upcoming year to the Finance Committee at the appropriate time.

CONSTITUTION BY-LAW COMMITTEE

The Constitution By-Law Committee shall be responsible for the following:

1. Review the constitution and by-laws on an annual basis.
2. Review and ensure church actions are in compliance with the current constitution and bylaws.

3. Recommend to the church any proposed changes or updates to the constitution/bylaws as needed.
4. Address any questions or concerns from the church regarding the proposed changes or updates to the constitution/bylaws.
5. Ensure that the church's constitution and bylaws are made available to church members.

DEACON NOMINATING COMMITTEE

1. No less than one (1) week prior to the deacon nomination, the Deacon Nominating Committee shall publish the following information:
 - a) The scriptural and church requirements of a deacon
 - b) The names of ordained deacons
 - c) The names of candidates who are eligible for nomination.
 - d) The encouragement that the membership review prayerfully, and in the light of qualifications, the names of male resident members of our church who are 25 years of age or older, and who have been an active member of our church and regular in attendance during the last year.
 - e) The date of deacon nomination
2. The committee shall be responsible for the distribution of nomination ballots on the date set for nomination. Each ballot shall have the complete list of eligible individuals. Church members present shall nominate one (1) deacon for each vacancy.

3. The committee shall collect the ballots and count them. Then the committee and the pastor shall review those nominated as follows:
 - a) Only a candidate receiving ten percent (10%) or greater of the total votes cast will be eligible for election for active deacon.
 - b) After eligible nominees with highest number of votes have been interviewed and found meeting the qualifications of a deacon, and being willing to serve, they shall be announced as duly elected to fill the existing vacancies during the Sunday morning service. The number of nominees presented shall exceed the number of vacancies to be filled.
 - c) In case of a tie, the member who has the longest, current membership in this church shall be announced elected.
4. In the event an adequate number of deacons cannot be acquired by the above method, then the Deacon Nominating Committee shall proceed as follows:
 - a) The Deacon Nominating Committee shall select and interview deacon nominees in accordance with the New Testament qualifications and shall present to the church the number of nominees needed to fill the vacancy. The election shall take place during Sunday morning service.
 - b) Nominee's names shall be publicized at least one (1) week prior to election.

- c) On the day of election the moderator will advise the church of the spiritual qualifications of a deacon.

FELLOWSHIP COMMITTEE

The Fellowship Committee shall be responsible for the following:

1. Implement church sponsored socials, receptions, picnics, etc.
2. Schedule all fellowship activities through the church calendar.
3. Coordinate with the Kitchen Committee and Food Committee to schedule duties throughout the year for church-wide activities including, but not limited to, homecoming, picnics, sunrise breakfast, and Christmas party.
4. Secure adequate supplies through the Kitchen Committee.
5. A member of this committee shall act as "parlor host". Their responsibility will be to see that, in the event of a wedding or death of a church member, water and coffee are available for church family members using the parlor during this time. Also to see that the facility is clean and presentable and to maintain adequate paper products as needed.
6. Submit a budget for the upcoming year to the Finance Committee.

FINANCE COMMITTEE

The Finance Committee shall be responsible for the following:

1. Prepare a proposed budget for the coming year to be presented to the church by October 1st.
2. Direct the activities of the financial campaign.
3. Examine expenditures, requisitions and reports monthly.
4. Propose to the church any budget or spending adjustments as needed.
5. Keep all budgeted items within the budget limits, unless otherwise provided for and approved.
6. Ensure that a yearly internal audit of financial records is executed by the Finance Committee chairperson, the financial secretary, and the treasurer.
7. Develop a purchasing policy for the church and, after its adoption, see that it is enforced.

The term of office for this committee shall be from January 1–December 31.

FLOWER COMMITTEE

The Flower Committee shall be responsible for the following:

1. Provide floral arrangements in the church sanctuary and in other portions of the building as the church so indicates.
2. Secure, arrange, and dispose of the flowers, as well as giving proper attention to all essential supplies.
3. Send flowers to the family at the death of a church member.
4. Acknowledge memorial flowers that are placed in the sanctuary by (1) sending a thank you note to the

- sender, (2) acknowledging in the order of service, (3) notifying family whose deceased member is being remembered and (4) seeing that the flowers are disposed of according to the wishes of the sender.
5. Ensure that flower containers belonging to the church are adequately cared for, cleaned regularly, and stored properly.
 6. Supervise the decoration of the sanctuary during special seasons, such as Christmas and Thanksgiving.
 7. Promote publicity in various departments that would encourage people to provide flowers from their own gardens or events when available.
 8. Submit a budget request to the Finance Committee for funds needed to adequately carry on the duties of this committee.

FOOD COMMITTEE

The Food Committee shall be responsible for the following:

1. Provide food for the family when there is a death in the church family.
2. Assist in providing refreshments for Vacation Bible School, as needed.
3. Coordinate with the Kitchen Committee and Fellowship Committee to schedule duties throughout the year for church-wide activities including, but not limited to, homecoming, church picnics, Wednesday night meals, and the Christmas party.
4. Secure adequate supplies through the Kitchen Committee.

5. Submit a budget request for the upcoming year to the Finance Committee.

GREETERS

The Greeting Committee shall be responsible for the following:

1. Recruit, train and schedule members serving as greeters.
2. Prior to Sunday School, station greeters at each major entrance to the building to greet and welcome members and guests and to provide directions to nursery, classrooms or other facilities as needed.
3. Prior to regular church services, station greeters at entrance to sanctuary building to greet members, guests, and to provide information about the church and services. Greeter's duties will end when the service begins.
4. Maintain a pleasant demeanor at all times.

HISTORIAN

The Church Historian shall be responsible for the following:

1. Collect, assemble and store historical church information.
2. Record significant church events, milestones and anniversaries. On such anniversaries, the church history records shall be updated and published.
3. Create and maintain a safe and secure storage system for church historical records; off-site electronic storage is suggested.

HOUSE AND GROUNDS COMMITTEE

The House and Grounds Committee shall be responsible for the following:

1. Ensure that church property is maintained in a safe state.
2. Supervise painting, building repairs and maintenance of church grounds.
3. Provide approved fire control equipment throughout the church buildings. Maintain and periodically check for adequate fire control equipment, security system, elevator, electrical outlets, wiring, plumbing, roofs, etc.
4. Maintain the air conditioning and heating systems.
5. Purchase maintenance equipment and maintenance supplies.
6. Assist the custodian, as needed, by assuring that janitorial supplies are provided.
7. Inspect all locks on doors and windows on a regular basis.
8. Provide proper equipment and storage room for the use of the church maintenance personnel.
9. Schedule church-wide work days for cleaning and improvement projects at regular intervals throughout the year.
10. Inspect and maintain church parking area and grounds.
11. Report any abuse of buildings and help formulate policies that will help keep our buildings clean and free from abuse.
12. Ensure repairs are made to present equipment, as needed.

13. Oversee the work of all outside persons employed in the capacity of caring for the buildings and grounds work.
14. Keep up-to-date, and renew as needed, maintenance agreements on all maintenance equipment contracts including, but not limited to, exit lighting, safety and security equipment and elevator.
15. Serve as a resource for any organizational leader, committee, or individual proposing any change to church furnishings or décor. The committee must approve any proposed changes.
16. Recommend changes in the use of church facility(s) and/or property.
17. Submit to the Finance Committee a proposed budget for the adequate maintenance of existing buildings, equipment, maintenance and janitorial supplies.

KITCHEN COMMITTEE

The Kitchen Committee shall be responsible for the following:

1. Ensure kitchen is kept in a clean and safe condition at all times.
2. Maintain inventory and adequate supply of kitchen utensils such as cookware, glassware, silverware and linens.
3. Ensure adequate supplies of consumable products are kept in stock.
4. Provide a member of the Kitchen Committee to be present for wedding receptions, showers, etc., to oversee the use of the kitchen and to ensure it is returned to proper order.

5. Make recommendations to the church for (1) needed maintenance of existing equipment, (2) purchase of new equipment, and (3) kitchen renovations as needed.
6. Maintain a record of all transactions (who-what-when borrowed-when returned). All borrowed utensils or equipment must be returned in good condition. Utensils and/or equipment will be loaned to church members after approval of Kitchen Committee.
7. Recommend policies concerning the use of the kitchen facilities. After church adoption, see that they are enforced.
8. Coordinate with the Food Committee and Fellowship Committee to schedule duties throughout the year for church-wide activities including, but not limited to, homecoming, church picnic, Wednesday night meals, and the Christmas party.
9. Submit request to Finance Committee for funds needed to be included in church budget.

LONG RANGE PLANNING COMMITTEE

The Long Range Planning Committee shall be responsible for the following:

1. Identify the future needs of the church and community such as spiritual, physical, recreational and financial needs.
2. Lead the church in setting long-range goals, based on these needs.
3. Lead the church in adopting long-range plans and strategies for achieving goals.

LORD'S SUPPER COMMITTEE

The Lord's Supper Committee shall be responsible for the following:

1. Prepare for the Lord's Supper as observed by the church.
2. Ensure that proper, clean linens are provided and kept clean for the occasion.
3. Keep trays and cups clean and in order.
4. Provide the elements for the supper.
5. Ensure that clean-up after the supper is properly carried out; cups, trays and linens are collected and carefully cleaned and stored in a safe, clean place until time for the next observance.
6. Keep church informed as to equipment needs.

MUSIC COMMITTEE

The Music Committee shall be responsible for the following:

1. Upkeep and repair of the musical instruments and musical equipment.
2. Assist the worship minister in his/her work as needed. Help in the promotion of the music ministry in the church.
3. Identify musical instrument needs. After proper investigation and research, present major items to the church for approval and purchase.
4. Assist the worship minister in preparing a proposed budget that will adequately cover the musical needs of the church for the coming year.

5. Assist the worship minister in the enlistment of voices for the various choirs.
6. Assist in finding song leaders and musicians for needs that might arise in the church throughout the course of the year.
7. Assist the worship minister in planning and executing a music educational program for the entire church.
8. Work in cooperation with the Personnel Committee in securing personnel (paid or otherwise) who will assist the graded choir program, as accompanist, etc., as the need arises.
9. Plan a quarterly calendar of music activities with the worship minister. When completed, it will be presented to the church council for final approval and for entering of the dates on the church calendar.
10. Ensure that sufficient hymn books are provided for in the sanctuary and departments.

NOMINATING COMMITTEE

The Nominating Committee's principle function is to lead in staffing all church-elected leadership positions filled by volunteers. Their responsibilities are as follows:

1. Select, interview, and enlist church ministry organization leaders and other church leaders. The church ministry organization leaders consist of Sunday School director, Discipleship Program directors, Baptist Brotherhood director, Women's Missionary Union director and the church worship minister (if that position is filled by a

volunteer). Other volunteer church leaders include, but not limited to, the library ministry, recreation ministry, and children's ministry.

2. Prior to the beginning of the church year, nominate to the church persons to serve in Sunday School, discipleship programs, Brotherhood, Women's Missionary Union director and positions vacated from time to time by removal, death, expiration of term of office or failure to function.
 - a) First report of this committee will be at the June business meeting of the church. At that time, they will make nominations for Sunday School director, discipleship programs director, Women's Missionary Union director and Brotherhood director. Upon the election of these officers, they shall become members of the Nominating Committee to assist in the selection of other volunteer personnel for the organizations.
 - b) The second report of this committee will be on or before September 1, at which time nominees for organizational personnel will be presented.
 - c) The third report of this committee will be on or before October 1, at which time nominees for church officers will be presented.
3. Seek to keep the standards of workers high and work with the church staff in keeping all organizations under church control.

4. Ensure that anyone recruited to work with children are trained in the church's *SEXUAL ABUSE TRAINING PROGRAM* and that the program requirements are enforced.

The reports of this committee shall be suggestive to the church and any church member will have the privilege of nominating from the floor. In such case, the election will be by secret ballot.

OFF-CAMPUS PROPERTY MANAGEMENT COMMITTEE

The Off - Campus Property Management Committee shall be responsible for the following:

1. Keep property maintained in an acceptable state of repair and in accordance with all city and county codes.
2. Maintain and provide separate financial records to the church's financial secretary in a timely manner.
3. Ensure that the off-campus property is utilized in a manner that would yield the maximum benefit to the church.
4. Review the church's insurance policy(s) to ensure the property is adequately insured to protect the church from any loss or liability.
5. Submit an annual report of financial status of off-campus properties to the church.
6. Submit a budget for the upcoming year to the Finance Committee.

PERSONNEL COMMITTEE

The Personnel Committee shall be responsible for the following:

1. Select and present to the church for call ministerial staff and support personnel when the need arises as defined in Article III and Article IV of the Bylaws.
2. Review the responsibilities of personnel in keeping with job description and working agreements.
3. Assist the pastor in the guidance of personnel in their work, as the need arises.
4. Review salary schedules and benefit plans for personnel, with the exception of the pastor, and make recommendations to Finance Committee and deacons, as needed.
5. Arrange for relief of support personnel in the event of absence.

POLICY COMMITTEE

The Policy Committee shall be responsible for the following:

1. Prepare a job description for new staff members.
2. Prepare and review work agreements of staff members.
3. Review and interpret duties and responsibilities of all existing committees.
4. Define and recommend duties of/or changes in all existing committees.
5. Confer with the pastor in recommending the appointment of new committees deemed necessary.
6. Nominate and recommend to the church all committee members.

7. Assist in resolving differences of opinion that may arise among church members regarding church policy.

PULPIT COMMITTEE

The Pulpit Committee is responsible at all times of assuring the pulpit is filled in the absence of the pastor. The duties of the committee are as follows:

1. Research, interview, select and present to the church for call an interim pastor when and if the need arises.
2. Research, interview, select and present to the church for call a pastor when the need arises.
3. In the absence of or upon request of the pastor, or in the event of illness or disability of the pastor, this committee shall assist in securing pulpit supply. The pastor reserves the right to provide pulpit supply of his choice.
4. The chairperson of the Pulpit Committee and chairman of the deacons shall perform an annual evaluation of the pastor and make salary recommendations to the Finance Committee.
5. A member of the Pulpit Committee shall not be a member of the Personnel Committee.
6. Submit a budget for the upcoming year to the Finance Committee.

RECREATION COMMITTEE

The Recreation Committee shall be responsible for the following:

1. Ensure that recreational activities contribute to the church objectives including outreach and fellowship.
2. Ensure that all recreational activities sponsored by the church or any organizational unit are properly planned and placed on the church calendar.
3. Ensure that appropriate recreational equipment and supplies are available.
4. Coordinate with other churches and/or other community organizers regarding event planning.
5. Keep equipment and supplies maintained and stored in a specific area designated for recreational equipment.
6. Keep an up-to-date inventory of equipment and supplies.
7. Submit a budget request for the coming year to the Finance Committee.

SAFETY AND SECURITY COMMITTEE

The Safety and Security Committee will be responsible for the following:

1. Develop safety and security procedures and policies to (a) protect church members, staff and guests, (b) protect church property, and (c) address emergencies that may occur during church services and/or activities.
2. Secure church building and property during church services and/or activities.

3. Respond to any emergency that may occur during church services and/or activities.
4. Ensure that church policies and actions comply with all applicable laws, city codes and ordinances.
5. Consult with House and Grounds Committee on all fire and safety equipment as needed.
6. Recruit and train safety and security staff members as needed.
7. Investigate any incidents or accidents that occur on church property and maintain detailed records of account.
8. Submit a budget request to the Finance Committee each year if needed.

SENIOR ADULT COMMITTEE

The Senior Adult Committee shall be responsible for the following:

1. Address the facility needs of seniors such as meeting rooms, classrooms, restrooms, etc.
2. Plan and provide studies and spiritual growth opportunities for senior adults.
3. Plan, schedule, and coordinate recreational outings.
4. Submit a budget for the upcoming year to the Finance Committee at the appropriate time.

SPECIAL COMMITTEES

A special committee may be appointed by the church to handle specific projects or events. When these projects or events are completed, the committee shall be disbanded.

TELLERS

1. All tellers must undergo a training session provided by the head teller. They will be provided with a confidentiality policy agreement which shall be signed and kept on file with the head teller and the church office.
 - (a) Confidentiality is of utmost importance. Therefore, only the designated team shall be present when offerings are being recorded and counted.
2. The head teller shall prepare a rotating schedule for committee members. The committee will be divided into three (3) teams consisting of the head teller and two (2) rotating members.
3. The tellers shall receive the offering each Sunday and any other receipts of the week.
4. Tellers are responsible for counting the receipts and preparing a deposit for the bank. One (1) teller shall accompany the treasurer to the bank each Sunday to deliver the bank deposit.
5. Provide a report of receipts, deposits, and the individual offering envelopes to the financial secretary each week for recording.

TRANSPORTATION COMMITTEE

The Transportation Committee shall be responsible for the following:

1. Maintenance of the transportation vehicle(s).

2. Determine adequate routes to be followed in order to reach the maximum number of people for the regular services of the church.
3. Draft policies as related to the use of the vehicle(s) and, after adoption by the church, see that they are enforced.
4. Enlist drivers and set up a driver rotation system for the transportation program.
5. Ensure that each driver is licensed and insured properly before driving.
6. Submit a request to the Finance Committee for funds needed to operate and adequately maintain the use of the vehicle(s).

USHERS

The Usher Committee shall be responsible for the following:

1. Greet members and guests, both before and after services.
2. Seat those entering before and during services.
3. Provide information about church services, programs, and facilities.
4. Distribute church bulletins.
5. Receive congregation offerings. Secure offering with the assistance of the Treasurer or Assistant Treasurer.
6. Be attentive to the needs of persons during the service.
7. Help maintain order during services.
8. Assist, as required, in restoring the sanctuary to physical orderliness.

YOUTH COMMITTEE

The Youth Committee shall be responsible for the following:

1. Assist the minister of students in developing a schedule of coordinated activities and special events for youth resulting in a balance that will be attractive to youth, lead them to know Christ as their Savior, and grow in Christian discipleship.
2. Provide for and serve as a forum for the discussion of the needs of youth in the church and community; recommend ways the church can best respond to those needs.
3. Enlist youth, parents of youth, and other church members not on the committee to help implement approved plans.
4. Share the responsibility of aiding the minister of students in enlisting volunteer leadership for weekly programming other than Sunday School, and any special events, mission trips, retreats, and camps.
5. Together with the minister of youth, ensure that all adult supervision have completed the church's child abuse training.
6. Develop and recommend policy and procedures regarding the use of church space, facilities, and equipment in relation to the youth program.
7. The committee treasurer shall account for expenditure of all youth funds included in the budget and all money received from any youth project or gift. Funds generated by youth projects shall be held by the church financial secretary until needed. It is recommended that

fifty percent (50%) of youth funds be used for spiritual related activities.

8. Present to the Finance Committee, at the time requested by that committee, an appropriate budget for the youth ministry for the coming year.

I N D E X

Accompanist	27
Accounting Procedures (financial)	31
Amendments to By-laws	49
Appendix	49
Associate Pastor	18, 20
Audio Visual Committee.	34, 49
Baptism and Lord’s Supper – Statement of Faith.	9
Baptismal Ordinance	28
Baptismal Committee.	34, 50
Baptist Men.	46
Benevolence Committee.	35, 51
Board of Directors.	18, 20
Budget (financial)	30
Business Meetings-Regular	29
Business Meetings-Special	30
By-Laws.	14
By-Law Amendments	49
Children’s Ministry Committee.	35, 51
Christian and Social Order – Statement of Faith.	11
Church – Statement of Faith	9
Church Administrator	18, 20
Church Clerk	18, 22
Church Covenant	3
Church Council	35, 52
Church Finances	30
Church Library Service	47

Church Meetings 29

Church Music Program 47

Church Name 2

Church Objectives 4

Church Officers 18

Church Training 46

Church Year. 32

Committees and Coordinating Groups 33

Committees Duties 49

Community Outreach Activities Committee 36, 52

Constitution Amendments 32

Constitution By-Law Committee 36, 52

Cook 27

Cooperation – Statement of Faith 11

Custodian 27

Custodian –help 27

Deacons 18, 21

Deacon Nominating Committee 37, 53

Discipline – Membership 17

Education – Statement of Faith 10

Expenditure of Church Funds (financial) 31

Evangelism and Missions – Statement of Faith 10

Family – Statement of Faith 12

Fellowship Committee 37, 55

Finance Committee 37, 56

Financial Secretary 25

Fiscal Year (financial) 31

Flower Committee 37, 56

Food Committee 38, 57

General Secretary 25

God – Statement of Faith 6

God’s Purpose of Grace – Statement of Faith 8

Greeters 38, 58

Historian 38, 58

House and Grounds Committee 39, 59

Kingdom – Statement of Faith 10

Kitchen Committee 39, 60

Last Things – Statement of Faith 10

Library Service 47

Long Range Planning Committee 39, 61

Lord’s Day – Statement of Faith 9

Lord’s Supper Committee 39, 62

Lord’s Supper Ordinance 28

Lord’s Supper – Statement of Faith 9

Man – Statement of Faith 7

Marriage and Sexuality-Statement of Faith 12

Membership 14

Membership – Candidacy 15

Membership – Discipline 17

Membership – New Member Orientation 16

Membership – Termination 16

Membership – Voting Rights 16

Minister of Students 26

Ministerial Staff 24

Mission Statement 2

Moderator 18, 22

Music Committee 40, 62

Music Program 47

Name – Church 2

New Member Orientation 16

Nominating Committee 40, 63

Nursery Worker 27

Objectives 4

Off-Campus Property Management Committee 41, 65

Ordinances 28

Parliamentary Rules 30

Pastor 18

Pastor, Associate 18, 20

Peace and War – Statement of Faith 11

Personnel Committee 41, 66

Policy Committee 42, 66

Preamble 2

Program Organizations 46

Pulpit Committee 42, 67

Quorum 30

Recreation Committee 42, 68

Relationships 14

Religious Liberty 12

Safety and Security Committee 43, 68

Salvation – Statement of Faith 7

Scriptures – Statement of Faith 6

Secretarial – help 27

Senior Adult Committee 43, 69

Special Committees 43, 69

Special Services Meetings 29

Statement of Faith 5

Stewardship – Statement of Faith 11

Sunday School 48

Support Personnel 27

Tellers 44, 70

Transportation Committee 44, 70

Treasurer 18, 23

Treasurer, Assistant 18, 24

Ushers 45, 71

Women’s Missionary Union 48

Worship Minister 24

Worship Service Meetings 29

Worship Special Service Meetings 29

Youth Committee 45, 72