

CONSTITUTION & BYLAWS

of

FIRST SOUTHERN BAPTIST CHURCH

Mountain Home, Idaho

PREAMBLE

For the purpose of preserving the principles of our faith and in order that this body may be governed in an orderly manner, and to insure the liberties and rights belonging to each member of this church and the freedom of action of this church in its relationship to other churches of like faith, we do declare and establish this constitution.

CONSTITUTION

ARTICLE I

NAME

This body shall be known as the First Southern Baptist Church of Mountain Home, Idaho.

ARTICLE II

PURPOSE

The object of this organization shall be:

1. To promote the preaching of the Gospel of the Lord Jesus Christ in order to win people to a personal faith in Him as Savior.
2. To provide for the worship of God, the preaching and teaching of the Word of God, to administer the ordinances of the New Testament, to seek the spiritual improvement of our members, to maintain a Baptist church to minister to its own community, and to extend a ministry of the Gospel unto all the earth.

ARTICLE III

DECLARATION OF FAITH

We, as New Testament Baptists, believe in the historical Baptist belief that a scriptural church is a democracy of believers meeting in some local place, sovereign and autonomous in deciding matters of church

policy and affiliation, and composed only of persons who profess to have been born again and have been immersed in water upon their confession of faith in our Lord Jesus Christ as their personal Savior.

In common with Baptists of all ages and nations, we believe in the plenary and verbal inspiration and authority of the Scriptures; in the pre-existence, the incarnation through His Virgin Birth and essential deity of our Lord Jesus Christ; in His substitutionary and atoning death providing redemption through His shed blood; His bodily resurrection; in His ascension and exaltation into Heaven; in His present mediatorial high priestly office; in the gift of and the person and work of the Holy Spirit; and in our Lord's personal, visible return and His ultimate kingdom and reign.

This is our declaration as expanded in "The Baptist Faith and Message," adopted by the Southern Baptist Convention on June 14, 2000.

ARTICLE IV **CHURCH COVENANT**

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

For the Advancement of this Church

We purpose 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 attend its services regularly; to sustain its worship, ordinances, discipline, and doctrines; to give it a sacred pre-eminence over all institutions of human origin; to give faithfully of time and talent in its activities; to contribute cheerfully and regularly, as God has prospered us, to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel throughout all nations.

Alone and at Home

We also purpose to maintain family and private devotions; to train our children according to the Word of God; to seek the salvation of our kindred and acquaintances.

Before the World

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, exemplary in our conduct; to avoid all gossip, backbiting and unrighteous anger; to abstain from all forms of activity which dishonor our Lord Jesus Christ, cause stumbling to a fellow believer or hinder the winning of a soul to Christ; to be zealous in efforts to advance the cause of Christ, our Savior; and to give Him pre-eminence in all things.

Toward One Another

We further purpose to encourage one another in the blessed hope of our Lord's return; 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 seek it without delay.

When We Move

We moreover purpose that when we remove from this place we will as soon as possible unite with some other church of like faith and order where we can carry out the spirit of this covenant and the principles of God's Word. In the event there is no such church, we shall seek, with the Lord's help, to establish one.

ARTICLE V **RELATIONSHIPS**

1. This church shall cooperate with the nearest association and state convention of Southern Baptist churches and the Southern Baptist Convention.
2. The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. The church may become a member or join in fraternal association in such voluntary association, conventions or organizations of like-minded churches or church-related agencies as the church may from time to time determine.
3. This church reserves the right to freely withdraw from any associations, conventions, or organizations; and to be free from any compulsory restraints or direction of any nature whatsoever.

ARTICLE VI **AMENDMENT OF CONSTITUTION**

This constitution may be amended by three-fourths (3/4) affirmative vote of active members present and voting at any business meeting, provided such amendments have been laid before the church in writing at a business meeting no less than one month before the time of the proposed action, and read from the pulpit on the Sunday preceding such proposal. A quorum of *twenty-five percent (25%)* of the active membership shall be required for such amendment.

BYLAWS

ARTICLE I **MEMBERSHIP**

SECTION I – QUALIFICATIONS

The membership of the First Southern Baptist Church of Mountain Home, Idaho, shall be composed of that body of persons listed on the church roll in the custody of the church clerk. The membership shall be referred to hereinafter as "the church." Persons shall be accepted and added to the roll in one of the following ways:

- A. Any persons professing personal faith in the Lord Jesus Christ, giving evidence of change of heart, and having accepted the aims and ideals of the church as set forth herein, may be received as a candidate for baptism at any regular service of the church. After baptism, said persons may be received as members upon approval, by vote of members at the next regularly scheduled business meeting.

- B. Members from other Baptist churches holding like faith, having been baptized by immersion, having accepted the aims and ideals of the church as set forth herein, and presenting themselves for membership at any regular service of the church may be received as members upon approval by vote of member at the next regularly scheduled business meeting. The action upon such an applicant shall be contingent upon securing proper credentials from the sister church in which the applicant presently holds membership. Should the clerk of First Southern Baptist Church fail to receive such proper credentials within a period of six (6) months, the applicant shall be notified. If credentials cannot be obtained, the applicant may present himself again for membership by statement as described in paragraph "C" below.
- C. Any person, who has received the Lord Jesus Christ as personal Savior and having been baptized by immersion as a testimony of his salvation experience, may be received as a member by statement. He must make a statement of his faith in Christ and of his acceptance of the aims and ideals of the church as set forth herein at any regular church service. The congregation by favorable vote may then receive him into membership at the next regular scheduled business meeting.

SECTION II – DUTIES

Members are expected, first of all, to be faithful in all the duties essential to the Christian life; also, to habitually attend the services of this church, to give regularly for its support and its causes, and to share in its organized work in carrying on the ministry of the Lord Jesus Christ.

SECTION III – RIGHTS

Only members who maintain their standing on the active church roll as set forth in Article I, Section VII of these bylaws, may hold office or other places of responsibility, and may vote in the transactions of the church.

SECTION IV – QUORUM

Five percent (5%) of the active church membership shall constitute a quorum to conduct business of the church. For the call of a pastor, twenty-five percent (25%) of the active church roll shall be necessary to constitute a quorum. The active church roll is determined in accordance with Article I, Section VII of these bylaws.

SECTION V – TERMINATION

The continuance of membership shall be subject to principles set forth in Article I, Section I of these bylaws.

- A. Any member in good and regular standing who desires a letter of dismissal and recommendation to another Baptist church is entitled to receive it upon request through his new church and a vote of approval at a regularly scheduled business meeting. In case of removal to another community, he should promptly make such request.
- B. If a member in good standing requests to be released from his covenant obligations to this church for reasons which the church may finally deem satisfactory after it shall have patiently and kindly endeavored to secure his continuance in its fellowship, such requests may be immediately granted and his membership terminated.

- C. A member's name shall be removed from the church roll by death.
- D. Should a member become and remain an offense to the church and to its good name by reason of immoral or non-Christian conduct, or by persistent breach of his covenant vows, the church may terminate his membership, upon recommendation of the Deacons, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment in accordance with Matthew 18:15 – 17.
- E. If a member joins or habitually attends another church, his name shall be removed from the church roll.

SECTION VI – RESTORATION

Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence of his repentance and reformation, and recommendation of the Deacons and the vote of the church.

SECTION VII – ACTIVE CHURCH ROLL

- A. All names of the members of this church shall be kept on a membership roll of the church in two separate catalogues:
 - 1. Names of all members in regular standing as defined in Article I, Section II-Duties, shall be kept on a roll designated "Active List."
 - 2. Names of all members not in regular standing shall be kept on a roll designated as "Inactive List."
- B. The membership rolls of this church shall be reviewed by the pastor and deacons at least annually for the purpose of keeping such rolls in an active status. If for a period of one (1) year anyone is absent without good reason, and fails to support the church by attendance and financial contributions, he shall be placed on the inactive roll, notified by letter, and reported to the church at the annual business meeting.
- C. Members on the inactive list may request to be placed on the active list and by the action of the pastor and deacons be placed back on the active list.

ARTICLE II
CHURCH OFFICERS

The elected officers shall be the pastor, deacons, clerk, treasurer, assistant treasurer, financial secretary, music leader and trustees. Their qualifications, manner of election, and duties are as follows:

SECTION I – PASTOR

- A. The pastor is recognized as the under-shepherd of Christ's local church and its chief officer. He shall preach the Word of God; administer the ordinances; shepherd the church and lead it in the fulfillment of its sacred task; publicly welcome new members on behalf of the church; promote missionary endeavors, home and foreign, as far as possible, through established channels of the SBC; he shall be an ex-officio member of all committees, boards, councils, and auxiliary organizations of the church; and maintain at all times godly deportment.

- B. The pastor must be in accord with the preamble, declaration of faith, and doctrinal statements as stated in this constitution; and be an ordained Southern Baptist minister, meeting the qualifications as stated in 1 Timothy 3:1 – 7.
- C. The office of pastor shall be a continuous one, and shall be terminated only by the acceptance of his resignation or by three-fourths (3/4) vote of active members at a duly called business meeting to consider pastoral relations. Such a meeting may be called by a majority vote of the deacons, or by a majority of qualified voting members at any regular business meeting. A written notice of a pastoral relations meeting must be furnished to the active members of the church no less than two (2) weeks prior to such a meeting.
- D. Timing and other details of separation will be determined by the church during the meeting in which a three-fourths (3/4) vote in favor of termination has been cast. In circumstances other than termination at the request of the church members, timing and other details of separation will be coordinated between the pastor and the body of deacons.
- E. Upon any vacancy in the pastorate, the church shall, without delay, take measures to secure a successor. No election of a pastor shall take place except at a meeting called for that purpose, which at least one (1) week's previous public notice has been given. A vote of three-fourths (3/4) of the active members present shall be necessary to approve the call of a new pastor.
- F. The pastor shall have a least one (1) weekday free per week as it is convenient for him.
- G. The pastor shall have a minimum of two (2) weeks paid vacation per year, with timing and length of absences dependent upon approval by the pastoral advisory committee.
- H. When the pastor is representing this church in any convention or conference, the pulpit supply and necessary traveling expenses of the pastor shall be paid by the church. Such absences will ordinarily have been planned in the church budget. All other absences will be coordinated through the pastoral advisory committee.
- I. The amount of salary and all other conditions of employment shall be fixed at the time of the call and formally recorded in a letter to the prospective pastor. Any future considerations will be addressed by the pastoral advisory committee, and approved by the church.
- J. If the church elects to call an assistant pastor, his qualifications shall be the same as those for the pastor. He is to be acceptable, responsible, and accountable to the senior pastor.

SECTION II – DEACONS

- A. **Qualifications:** The qualifications for the office of deacon are set in 1 Timothy 3:8 – 13, and in Acts 6:1 – 6. Deacons will be active members of the church, faithfully and actively supporting all its programs.
- B. **Duties:**
 1. In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church.
 2. They are to be zealous to guard the unity of the spirit within the church in bonds of peace.
 3. They will serve as a council of advice, and confer with the pastor in all matters pertaining to the welfare and work of the church. With the pastor, they are to consider and formulate plans of the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
 4. They are to seek to know the physical and spiritual needs of the individual members and to serve the whole church in relieving, encouraging and developing all who are in need.
 5. In case of absence or inability of the pastor, subject to advice from and conference with him, they will provide for the pulpit supply. In any period when the church is without a pastor,

unless the church will otherwise provide, the deacons will arrange for the temporary ministry of the church.

6. The deacons will be responsible for the preparation and conduct of observance of the Lord's Supper.
7. The deacons will maintain a list of all ordained deacons and a list of deacon candidates who are current members.

C. **Terms of Service:**

1. At the beginning of each church year, the pastor and deacons will determine and recommend the number of deacons based on the needs of the church. The church membership will vote on that recommendation. Deacons are to be ordained for life but this does not mean that they are elected by the church as servants for life.
2. Deacons serve at the approval of the church for a three (3) year term. After serving a term of three (3) years, no deacon will be eligible for reelection until the lapse of at least one year unless the rotation plan will not provide for a minimum number of deacons.
3. During the month prior to the beginning of the new church year, the deacons and pastor will consider the need for additional men to be selected as deacon candidates. When a suitable candidate is agreed upon, the pastor and at least one (1) deacon will visit the individual about the possibility of serving as a deacon. If they are in agreement, and believe that God may be calling the prospective candidate to be a deacon, his name will be presented to the church for consideration as a deacon candidate. Such a candidate will serve one (1) year in training. He will be a non-voting member of the deacon body. He will be assigned to work alongside of another deacon. At the end of the year of training, the pastor and at least one (1) deacon will again visit with the candidate. He will be asked if he believes that God has called him to be a deacon. If the pastor, the deacon body, and the candidate are in agreement, he will be recommended by the deacons to the church for approval and ordination as per Article VII, B, 2.

- D. **Election:** All qualified, ordained deacons, willing to serve, are to be considered as nominees and will be voted on by closed ballot. This balloting will be announced at least two (2) Sundays prior to the scheduled or specially called business meeting. The ballots will be tallied immediately in closed session by at least two (2) deacons and monitored by the chairman of the deacons and the pastor. This tally is to be made know only to the pastor and the deacon body. The results of the election shall be made know to the church body.

SECTION III – CLERK

The clerk shall be elected annually by the church membership following nomination by the nominating committee. The clerk shall keep accurately a record of all church business, which will be approved at each church business meeting, and will be responsible for computing the quorum as designated herein. The clerk shall keep a correct record of the membership of the church and the date and manner of their admission and dismissal. The clerk shall secure letters or proper credentials for applicants presenting themselves for church membership. The clerk shall compile a statistical report of the membership of the past year that will be presented as a portion of the Annual Church Profile (ACP).

SECTION IV – TREASURER; ASSISTANT TREASURER

The church treasurer and assistant treasurer shall be elected annually by the church membership following nomination by the nominating committee. The church shall use the unified budget and the treasurer shall disburse all funds for all expenses, missions, and benevolences. The treasurer shall hold all

monies in established bank accounts in the name of the church and shall without special vote or authority pay out of the church funds available for the purpose, all salaries, fixed charges, interest, utility bills, appropriations, and any other items authorized by the budget of the church. The treasurer shall be authorized by the chairman of each committee to disburse funds allocated to that particular committee. The treasurer shall be experienced in general accounting procedures. The treasurer shall not pay any bill, claim or request not authorized by the annual budget except as instructed by the church. The treasurer shall keep records of all receipts and disbursements with proper vouchers. The treasurer shall present a summary of the financial condition of the church at each regular business meeting, and a complete report at the first regular business meeting following the close of the church year. The treasurer shall also prepare an annual statement of the condition of the church to be submitted to the church clerk for inclusion in the Annual Church Profile (ACP). The treasurer shall be an ex-officio member of the finance & stewardship committee. The treasurer shall be responsible for submitting the books of the church to inspection, in the treasurer's presence, by any member of the church, and in addition, shall submit the church books for audit as deemed necessary by the finance & stewardship committee. The treasurer, along with the trustees (Article II, Section VIII) is responsible for the safekeeping of all insurance policies, mortgages and other valuable church papers in a safe deposit box at the bank used by the church.

SECTION V – FINANCIAL SECRETARY

The financial secretary shall be elected annually. The secretary shall receive a copy of the completed deposit report from the appropriate person(s), and utilizing this record the secretary shall give each contributor individual credit as provided in the church finance record system published by the Broadman Press & Supplies, or as otherwise provided by the church. The secretary will keep the records for reference. The financial secretary shall be responsible for preparing and distributing annual statements to all contributors. These records must be kept in strict confidence. The financial secretary has no responsibility for keeping money of the church.

SECTION VI – MUSIC LEADER

The music director shall be elected annually. The music director shall be charged with responsibility to provide worshipful music for all services and departments of the church, and shall have general oversight and direction of the music. The music director is to cooperate with the pastor and other leaders in the selection of suitable music and devising of appropriate music programs for all occasions where such services are needed. The music director shall be responsible to appoint a regular pianist and organist for the worship services of the church.

SECTION VII – TRUSTEES

The trustees shall be three (3) in number, elected annually by the church.

- A. They shall hold in trust and stewardship the property of the church, but shall have no power to buy, sell, mortgage, lease or transfer any *property – valued over fifty (50) dollars* --- of the church without specific vote of the church authorizing such action. There shall be a two (2) week's notice before such action is taken.
- B. They shall provide, at the expense of the church, necessary property and liability insurance on all church-owned property.
- C. The trustees, along with the treasurer (Article II, Section IV) shall ensure that all legal documents, securities, and other important papers are properly safeguarded.

- D. The trustees shall be the directors of this corporation.
- E. The trustees shall direct the use of the buildings, keys, and grounds in cooperation of the pastor.
- F. In lieu of a church historian, the trustees shall have custody of all available records not required for current use by other officers of the church and shall keep them in such place as the church may direct.

ARTICLE III
COUNCILS, MINISTRIES & COMMITTEES

SECTION I – CHURCH COUNCIL & DIRECTORS

- A. The church council shall consist of the pastor, the chairman of deacons, the chairman of the finance committee, and all the directors of the church or their representative. The pastor shall be the moderator of the church council. The council shall meet at least once a quarter upon call of the pastor, or in his absence, the chairman of the deacons, or as often as is necessary for the consideration and unification of plans, for the promotion of the welfare of all ministries of the church. It shall be the responsibility of the church council to work with the pastor developing a vision for the church and to recommend an annual calendar to the church.
- B. Directors are those persons providing leadership over two or more ministries as per the church organizational structure (see attached example).

SECTION II – STANDING COMMITTEES & MINISTRIES

Nominees of standing committees shall be elected annually by the church to serve for a period of one (1) year unless stated otherwise herein. The first item of business of each committee shall be the election of a chair person, after which time they will organize themselves according to their particular needs. Minutes from committee meeting will be made available upon request, and in accordance with committee procedures.

- A. **Nominating Committee**: This committee shall be made up of the pastor and five (5) members recommended by the pastor to be approved at the April business meeting. At the *August* business meeting, the nominating committee shall be nominees for all elected church officers, committees, and positions provided for in the bylaws for consideration and election by the church. This committee shall also bring recommendations to fill any vacancy which occurs throughout the church year. The first meeting of the committee shall be called by the pastor.
- B. **Education Committee**: This committee shall be chaired by the education coordinator, and consist of the pastor, Sunday school coordinator, Awana commander, women's ministry coordinator, men's ministry coordinator, Women's Missionary Union coordinator, and church training coordinator. They shall organize the education programs to meet the spiritual needs of the church, to enlist workers (*routed through the nominating committee and subject to church approval,*) to receive and order education curriculum, and to provide leadership training.
- C. **Finance & Stewardship Committee**: This committee shall consist of the pastor, treasurer, and three (3) elected members. This committee shall prepare a proposed budget each year for presentation to the church. They shall be empowered to control all church expenditures and disbursement of funds as limited or prescribed by the annual budget or amended by the church. All obligations to be incurred which are extra-budgetary by description or amount (annual figure for any account) must be referred to the church for additional authorization and instruction to the committee. The committee shall continually monitor the church's financial status, and whenever receipts do not allow the budgetary rate of expenditures to be maintained, the committee shall be empowered to alert all officers and department heads, suspend disbursement of funds, and authorize or control any expenditures until

such time as receipts allow these emergency conditions to subside or the church instructs the committee otherwise.

- D. **Baptismal Committee**: This committee shall consist of one (1) man and two (2) women and shall make all necessary arrangements for the ordinance of baptism and to render such assistance to the pastor and to the candidates as may be necessary.
- E. **Hostess Committee**: This committee shall consist of at least five (5) members. Responsibilities include the following: make arrangements for meals for visiting ministers, evangelists, singers and other special church guests; coordinate, arrange for preparation of food, kitchen supplies and edible material of all church wide special events; take steps as necessary to insure that kitchen and/or any area used for social purposes are left in a clean, orderly condition; maintain inventory of supplies, equipment, and make recommendations for purchase of new or replacement items; coordinate use of kitchen area and supplies by individuals and groups in the church, and upon request of other groups not within the church; and be responsible for insuring that one individual is in charge of obtaining flowers or providing other acts of hospitality as required when occasions dictate.
- F. **Early Childhood Ministry**: The early childhood ministry coordinator shall be elected annually, and shall be in charge of the nursery and of enlisting aid from the membership as needed during normal worship services. For special occasions, paid workers are authorized. The equipment, upkeep, and supply of the church nursery shall be the coordinator's responsibility.
- G. **Public Relations Committee**: This committee shall be responsible to the church for enhancing the public image of the church through the various advertisements media. Responsibilities include the following: develop and maintain a program of advertisement to keep the church in the public eye; maintain signs on the main traffic arteries leading into town; make contacts for the placement of these signs; place ads in town and base papers as occasions dictate; maintain an accurate ad in the telephone book and work with the Senior Administrative Assistant to maintain and update all internet communications (website, facebook, etc.)
- H. **Counting Committee**: This committee shall consist of at least six (6) members whose responsibility shall be to count and deposit receipts of the church, prepare and distribute reports weekly to the treasurer and to the financial secretary. The chairman of the counting committee shall schedule teams of two (2) to count on a weekly rotational basis.
- I. **Ushers Committee**: This committee shall consist of at least six (6) men. The committee is to assist in the seating of all who attend worship services in the sanctuary, to adjust the heating controls and ventilation to accomplish the greatest comfort for the congregation, to greet visitors at the beginning and close of the service, and serve as public relations personnel in welcoming and introducing them; and to collect the offering in each service according to church policy.
- J. **Youth Committee**: This committee shall consist of youth workers serving in positions of leadership in the Sunday school, church training, and youth music program. Three (3) youth, selected by the youth membership, shall also serve for a period of one (1) year. The function of the committee is to plan and guide an age appropriate program for all school age children of the church including, but not limited to, sports, dramatics, crafts, social activities, recreation, encampments, spiritual retreats, week-end revivals, youth weeks, and other church-related activities.
- K. **Maintenance Committee**: This committee shall consist of at least six (6) members responsible for maintenance, repair, and improvements of all church buildings & grounds. The committee will meet quarterly or as needed to prioritize work needs and assign tasks and will enlist workers as needed.
- L. **Personnel Committee**: This committee assists the church in matters relating to employed personnel administration, including those called by church action. The committee will be comprised of an ex-officio member (pastor) and five (5) church members recommended by the nominating committee, serving for three (3) years on a rotation system. This committee shall be responsible for the following:

annual evaluations of all paid employees (non-pastoral); work with the finance committee in recommending salaries, benefits, and other compensations; formulation of staff policies and job descriptions; the search and employment of non-ministerial staff; and act as the search committee for ministerial staff other than the pastor.

- M. **Pastoral Advisory Committee**: This committee shall be a standing committee of the church and shall consist of the chairman of deacons, the chairman of the finance & stewardship committee, the chairman of the personnel committee, and two (2) members at-large elected by the membership. It shall be their duty to make recommendations to the church concerning any changes to the employment agreements regarding the pastor.
- N. **Mother's Day Out (MDO) Ministry**: This is an outreach ministry for the church. Its purpose is outreach and providing Christian education to preschool age children. The Personnel Committee is responsible for staffing needs.

SECTION III – SPECIAL COMMITTEES

Special committees may be appointed by the pastor, or elected by the church to act for a specific purpose not otherwise provided for in this constitution. They shall organize in a similar manner to the standing committees. They will serve until their purpose has been fulfilled, after which they shall be automatically dissolved.

- A. **Pastor Search Committee**: This committee shall be elected by the membership when the need arises to seek out a suitable pastor for the church. The committee shall consist of five (5) active members of good standing. All nominations for pastor will come from the Pastor Search Committee. It shall be their duty to locate, hear, investigate, and bring a prospective pastor before the church to preach, with a view to issuing a call. The church shall have the opportunity to hear the prospect preach at least one (1) time. After having heard the prospect, a decision will be made as to calling or rejecting said prospect in accordance with Article II, Section I, 5 of these bylaws. At no time shall more than one (1) prospect be considered by the church.
- B. **Other Committees**: Other committees may be elected by the church as the time and occasion requires. Personnel for these committees shall be presented by the nominating committee to the church during any scheduled business meeting for a church vote.

ARTICLE IV **PAID EMPLOYEES**

The personnel committee shall recommend all hiring to the church for the following positions: assistant pastor, minister of music, minister of youth, minister of education, and senior administrative assistant. The personnel committee will be responsible for the direct hiring of the custodian, MDO staff and maintenance staff. The personnel committee along with the senior administrative assistant will be responsible for the direct hire of all other administrative staff. Paid employees shall work under the supervision of the senior pastor. Employee Policy Procedures: The pastor and personnel committee are to create and maintain an employee policy manual that will include: job description and duties, evaluation guidelines, job announcement procedures, termination procedures, and any other relevant concerns for employment.

ARTICLE V
SERVICES AND MEETINGS

- A. **Sunday Services**: The church shall meet regularly on Sunday mornings and evening for public worship. The Lord's Supper shall be observed on the first Sunday of each month unless otherwise designated by the pastor.
- B. **Mid-Week Service**: The church shall meet regularly for mid-week prayer and/or Bible study.
- C. **Special Business Meetings**: Generally, special business meetings shall be called as required, with such notice to be given at the regular Sunday services previous to the meeting, stating the purpose to all present members.
- D. **Special Services**: Special services may be called by the pastor or congregation at any time.
- E. **Regular Business Meetings**: A regular business meeting will be held bi-monthly on the fourth Sunday of that month. The Annual Business meeting will be held on the third Sunday of December each year for the approval of the proposed budget, and other business as required. The moderator of all business meetings shall be the pastor of the church, or in his absence, the chairman of deacons. In the absence of both the above, a deacon will call the meeting to order, and a moderator will be elected from the floor. The business of the church shall be conducted in accordance with Robert's Rules of Order. Simple majority will approve all decisions unless otherwise specified.

ARTICLE VI
YEAR DEFENITION

- A. **Fiscal Year**: The fiscal year of the church shall begin in January 1 and end the following December 31.
- B. **Service Year**: All church officers, and members of standing committees, with the exception of the nominating committee, shall serve from January 1 through December 31.

ARTICLE VII
LICENSING & ORDAINING

- A. **Licensing**: Any male member, who in the judgment of the church, gives evidence that he is called of God to the work of the ministry, may be licensed to preach the Gospel of Jesus Christ, provided three-fourths (3/4) of the members present, at any regular business meeting shall agree thereto.
- B. **Ordaining**:
 - 1. **Pastor**: If the church in any one of its regular meetings, by three-fourths (3/4) majority vote, decides that one of its members, who is a licensed preacher, possesses the scriptural qualifications for full ordination, it shall call a council of ministers from this congregation and/or from other associated churches of like faith and order to examine the qualifications of the candidate. Their recommendation shall then be referred back to the church for final action. Three-fourths (3/4) majority vote of the members present shall be required for final action of approval for ordination.
 - 2. **Deacon**: If the church in any one of its regular meetings, by majority vote, decides that one of its members possesses the scriptural qualifications for full ordination, it shall call a council of ministers and/or deacons from this congregation and/or from other associated churches of like faith and order to examine the qualifications of the candidate. Their recommendation shall then be referred back to the church for final action. Majority vote of the members present shall be required for final action of approval for ordination.

ARTICLE VIII
ORGANIZATIONS

Auxiliary organizations such as women's missionary union, men's ministry, home Bible studies, and other organizations of the church shall adhere to the doctrinal position of this constitution, and elected officers shall be approved by the church.

ARTICLE IX
LOCATION

A copy of the constitution & bylaws shall be at all times kept by the clerk among his/her records and another copy shall be kept in the church office, and all amendments, deletions, or revisions thereto shall, after passage by the church, be prepared by the clerk and posted (or otherwise entered) in the clerk's and church copies of the constitution & bylaws. Copies of the constitution & bylaws and all changes thereto, will be furnished to members upon request.

ARTICLE X
POLICIES AND PROCEDURES

- A. All designated funds shall have this statement added to them: *Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.*
- B. A financial audit shall take place every third year and the finance and stewardship committee shall determine if an internal or external audit shall take place. The results of the audit will be reported back to the church at the next regularly scheduled business meeting following the completion of the audit.

ARTICLE XI
AMENDEMENTS

These bylaws may be amended by two-thirds (2/3) vote of the membership present and voting at any annual meeting of the church, or at a meeting specifically called for that purpose. Such proposed changes shall have been laid before the church in writing at a business meeting not less than one (1) month prior to the proposed action, and read from the pulpit on the Sunday proceeding the time the vote is to be taken.

In all previous action on the part of the church in conflict with these bylaws, the bylaws shall take precedent.

Approved February 18, 1981

Revised January 18, 1995

Revised July 23, 1997

Revised January 23, 2000

Revised December 21, 2003

Revised December 19, 2004

Revised October 23, 2011

Revised December 18, 2016

Revised April 28, 2019

James Gregory, Pastor

Shannon Crowe, Clerk