

BYLAWS

FIRST BAPTIST CHURCH, HOPKINSVILLE, KENTUCKY
LAST UPDATED, AUGUST 2011

ARTICLE I. MEMBERSHIP

Section 1. Self-Government

The First Baptist Church of Hopkinsville, Kentucky, 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 the spiritual life and practical affairs of the church. The church retains the exclusive right to determine who shall be members and the conditions of such membership.

Section 2. Candidacy and Admission to Membership

Any person may offer himself as a candidate for the distinct privilege and challenging responsibility of membership. However, it is important that he confer with the pastor or membership committee before being presented. Preferably, this would be done in a private conference, but it may be accomplished at the time of his being presented. The candidate may be presented to the church at any regular service of the church for membership on one of the following conditions:

1. If someone has never been a member of any church, that person may become a member of this church by stating before the Congregation a decision at the time or earlier to accept Jesus Christ as Savior and Lord and by baptism under the direction of this church. The view of this church is that Christian baptism according to the New Testament must include immersion of a believer in the name of the Father, the Son, and the Holy Spirit as an act of obedience to Christ's command in Matthew 28:18-20. Baptism will be administered by the pastor or by someone designated by the pastor, by the deacons or by the congregation. When a candidate has fulfilled these two requirements, the person becomes a member of the church.
2. On promise of a letter of recommendation from another Baptist church of like faith and order. When the letter of recommendation from the other church has been received and found by the pastor or membership committee to be in proper order, the candidate becomes a member of the church.
3. By the candidate's statement of prior conversion experience and baptism in a Baptist church of like faith and order when no letter is obtainable. After the pastor or membership committee is satisfied that the request is bona fide, the candidate becomes a member of the church.
4. By request for restoration from one who has been excluded by way of discipline from the membership of this church. The person may be restored to membership when he has given sufficient evidence of his repentance and has been forgiven by the church.
5. If one has been excluded from another Baptist church of like faith and order and requests membership in this church, he should make things right with his former church and obtain a letter of recommendation from that church to this church. Then he may become a member of this church. If his efforts to obtain a letter are unsuccessful, he may present himself by subsection three (3) above.
6. If a person has been a member of another church but not a Baptist church of like faith and order, that person may become a member of this church according to the following conditions:
 - a. If the person has had proper baptism (immersion of a believer in the name of the Father, the Son, and the Holy Spirit as an act of obedience to Christ's command in Matthew 28:18-20), that person may become a member of this church by stating before the congregation a previous decision to accept Jesus Christ as Savior and Lord and by stating that the person has had Christian baptism according to the New Testament.
 - b. If the person has not had proper baptism (immersion of a believer in the name of the Father, the Son, and the Holy Spirit as an act of obedience to Christ's command in Matthew 28:18-20), that person may become a member of this church by stating before the congregation a decision at the time or earlier to accept Jesus Christ as Lord and Savior and by being baptized under the direction of this church.

Section 3. New Member Orientation

All new members shall be expected to participate in the church's new member orientation plan.

Section 4. Voting Rights of Members

Transferred to Article V, Section 3

Section 5. Termination of Membership

Membership shall be terminated on one of the following conditions:

1. Death
2. Demission to another Baptist church of like faith and order
3. Request of the member that his name be removed from the church roll (a person will be presumed to have requested removal when he becomes a member of another church, unless he specifically requests otherwise)
4. Exclusion by disciplinary action of the church

Section 6. Church Discipline

1. It shall be the desire and purpose of the First Baptist Church to help any troubled member. All reasonable measures will be taken to counsel, direct, and assist such member through the pastor, deacons, and other leadership of the church. Redemption, and not punishment, shall be the aim of all dealings with members who need counsel and guidance.
2. Should a condition develop in which the church determines that the cause of Christ and the welfare of the church would be served by dismissing a person from the membership, the church may dismiss him by a two-thirds (2/3) majority vote of the members present and voting at a meeting called for that purpose. The church shall then declare that the person is no longer a member of the church.

ARTICLE II. CHURCH OFFICERS

All church officers must be members of the church. The general officers of this church are as follows:

Section 1. Pastor

The pastor shall be both the spiritual and administrative leader of the church. As such his main responsibilities shall be to

- 1) lead the church to engage in a fellowship of worship, witness, education, and ministry
- 2) proclaim the gospel
- 3) care for and counsel with the members of the church and others in the community.

A pastor shall be chosen and called by the church whenever a vacancy occurs. When the church does not have a pastor, the deacon officers shall nominate a Pastor Search Committee, with the approval of the active deacon body, for election by the church. The Pastor Search Committee shall seek a suitable pastor, and its recommendation shall constitute a nomination. Before bringing its recommendation, the Pastor Search Committee shall consult with such other ministry teams as the Finance/Stewardship Committee and the Personnel Committee in order to determine the most suitable proposals for a prospective pastor. The ministry team shall bring to the consideration of the church only one person at a time. The pastor's election shall be by secret ballot and shall take place at a meeting called for that purpose, of which at least one (1) week's notice is given to the church. The affirmative vote of three-fourths (3/4) of the members present and voting shall be necessary for the election of a pastor.

The pastor shall serve during the mutual pleasure of the pastor and the church. If a special concern arises regarding the work or welfare of the pastor, the matter may be brought to the attention of the chairman of the deacons or to the active deacon body, who may then make a recommendation to the church. When the church does not have a pastor, the deacon officers shall recommend an interim pastor and/or nominate a Pulpit Supply Committee, with the approval of the active deacon body, for church approval.

Section 2. Deacons (Revised September 13, 2000)

The scriptural qualifications for deacons are found in Acts 6:3 and I Timothy 3:8-13. In accordance with the meaning in the New Testament, deacons are to be servants of the church. This church expects the deacons to attend the worship services, assist in the observance of the Lord's Supper, tithe, attend business meetings, set a good example in daily living, witness for Christ in word and deed, and work with the pastor for the good of the church.

There shall be thirty (30) active deacons, each of whom shall serve for a period of three (3) years with the term of office beginning January 1. The deacons shall serve on a rotational basis. Each year the term of office of one-third (1/3) of the number of deacons shall expire, and an election shall be held to fill the vacancies. After service for a term of three (3) years, a deacon shall be eligible for re-election only after the lapse of at least one (1) year. The election process will be as follows:

1. An announcement of the proposed date of the election will be made in the church newsletter, allowing time for any man to inform the church office if he does not wish to be considered.
2. The active deacons will be given a listing of all male church members who have reached their 25th birthday, and each deacon will be asked to vote for ten (10) men. The counting of the votes will be under the supervision of the secretary of the deacons.

3. The active deacons will supply the church with the names of the thirty (30) men receiving the most votes from the deacons and willing to serve.
4. The list from the deacons will constitute a nominating ballot for the church and will include the scriptural qualifications and church expectations for deacons.
5. The vote shall be taken by written ballot at a regular Sunday morning worship service in the month of October, and the exact date for the vote by the church will be announced at least one week in advance.
6. The completed ballots will then be counted by a special ministry team appointed by the chairman of the deacons. This special ministry team will contain an even number of church members.
7. The ten (10) men receiving the highest number of votes and agreeing to serve will be declared elected and will be reported to the church by the special ministry team. In case of a tie, the tie will be broken by the scriptural method of lots (Acts 1:24-26).
8. Any man elected but not ordained will be ordained no later than January 31 of the upcoming year.

In the event a vacancy occurs during the term of office, the person receiving the next highest number of votes in the previous election and agreeing to serve shall fill the unexpired term. The secretary of the deacons shall preserve the results of each previous election of deacons for at least one (1) year.

Section 3. Staff Ministers In Addition to the Pastor

The church shall call ministers in addition to the pastor according to the needs of the church. When the church is seeking any minister in addition to the pastor, the deacon officers shall nominate an appropriate search committee, with the approval of the active deacon body, for election by the church. The search committee shall, in consultation with the pastor, fulfill its responsibility in accordance with the provisions stated in Section 1 for a committee seeking a pastor.

If a special concern arises regarding the work or welfare of a staff minister other than the pastor, the matter should be brought to the attention of the pastor and then may be brought to the chairman of the deacons or to the active deacon body, who may then make a recommendation to the church.

When the church has a vacancy in a ministerial position beyond that of pastor, the deacon officers shall recommend to the church, with the approval of the active deacon body, an interim person for that position or shall nominate for church election either a standing ministry team or a special search committee that will make provision for the ministerial services that are needed.

Section 4. Church Moderator

The church moderator shall preside at the regular and specially called business meetings of the church. The moderator shall be recommended by the **Nominating Committee** and shall be elected by a vote of the members present and voting at the first regularly scheduled business meeting in December. The moderator shall serve for a term of one (1) year, beginning on January 1.

Section 5. Clerk

The clerk of the church shall keep a suitable book containing the record of all the actions of the church, except as otherwise provided herein. The clerk is responsible for keeping a register of the names of members, with dates of admission, demission, or death, together with a record of baptism. He shall issue letters of dismission voted by the church, preserve on file all communications and written official reports, and give notice of all meetings where such notice is required by these bylaws. All church records maintained by the clerk shall remain the property of the church and shall be stored for safekeeping in the offices of the church. The clerk may receive assistance from the church staff in performing his duties.

The clerk of the church shall be recommended by the **Nominating Committee** and shall be elected by a vote of the members present and voting at the first regularly scheduled business meeting in December. The clerk shall serve for a term of one (1) year, beginning January 1.

Section 6. Treasurer

The treasurer shall review the bookkeeping procedures of all money or things of value paid or given the church, and the itemized amounts of all receipts and disbursements. The treasurer shall render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The annual account at the end of each fiscal year shall present as complete a report as possible, indicating not only receipts and disbursements for the year but also such matters as church holdings, the current market value of church property, and bequests to the church during the year. The annual financial record shall be reviewed by the Finance/Stewardship **Committee** or a public accountant. After approval by the church, the financial record shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as part of the permanent records of the church. The treasurer will work with the church bookkeeper in reviewing the accounting system, approving the financial reports and presenting reports to the church. All

bookkeeping records will be maintained in the bookkeeper's office. These records shall not leave the church office without authorization from the bookkeeper and the Finance/Stewardship **Committee**.

The treasurer of the church shall be recommended by the **Nominating Committee** and shall be elected by vote of the members present and voting at the first regularly scheduled business meeting in December. The treasurer shall serve for a term of one (1) year, beginning on January 1.

Section 7. Trustees

Five (5) trustees elected by the church shall hold in trust all church property. However, the trustees shall have no power to buy, sell, mortgage, lease, or transfer any property without an affirmative vote of the church members authorizing such specific action. The trustees shall be selected and act in accordance with the prescriptions set forth in the Articles of Incorporation of this church and of the laws of the Commonwealth of Kentucky.

ARTICLE III. COMMITTEES AND MINISTRY TEAMS (Revised May 11, 2011)

Section 1. Membership

1. Standing Committees and Ministry Teams

Standing committees are administration-oriented, and ministry teams are service-oriented. Standing committees and ministry teams continue to serve unless they are dismissed by church action.

All regular members of standing **committees and ministry teams** shall be recommended to the church by the **Nominating Committee**, except that the pastor or, in the absence of a pastor, the chairman of the deacons shall recommend to the church the members of the **Nominating Committee**. All **standing committees** and ministry teams shall meet on the second Sunday in January to elect their chairmen and determine when they will meet.

Each **standing committee and ministry team** shall consist of not less than three (3) members and as many more members as may be deemed advisable. Any additional members shall be in multiples of three (3). The regular members shall serve on a three (3) year rotation system with one-third (1/3) to be elected each year to begin serving January 1. No member who has served a full term shall be eligible for re-election for at least one (1) year.

All **standing committees and ministry teams** shall meet at least once a quarter. Each standing **committee and ministry team** shall elect a secretary, who shall provide the church office with a copy of the minutes of each meeting.

Ministry teams are encouraged to enlist volunteers as needed to meet with and/or work with them as non-voting resource persons.

2. Special Committees

Special committees are intended to serve for a limited time, only until they have finished the particular task assigned by the church.

Unless otherwise specified, special **committees** and their chairmen shall be nominated for church approval by the moderator or, at the moderator's request, by the **Nominating Committee**. The duties and authority of each special **committee** shall be clearly stated in written form when the **committee** members are announced. The members and the duties of special **committees** shall be recorded in the church minutes.

Section 2. Expectations (Revised May 11, 2011)

Be personally committed to Christ as evidenced by a Christian lifestyle of faithfulness, service, and witness, and be personally committed to First Baptist Church Hopkinsville, its ministries, staff and members, as evidenced by faithful attendance, financial giving, and participation in church ministries.

Section 3. Responsibilities of Standing Committees (Revised May 11, 2011)

1. Buildings and Grounds Committee

- a. Inspect all church properties periodically and maintain an inventory of all equipment and furnishings.
- b. Recommend to the Personnel Committee the employment, training needs, and supervision needs of the maintenance personnel.
- c. Develop and recommend maintenance policies and procedures for the church.
- d. Develop and recommend to the church policies regarding the use of space, properties, and equipment.
- e. Prepare budget recommendations for the Finance/Stewardship Committee regarding maintenance of all church property.
- f. Assist the church in arranging, equipping, and administering adequate working space.
- g. Assist the church in determining, acquiring, and administering parking space.
- h. Assist the church in recommending and maintaining proper and adequate furnishings for the church program and activities.
- i. Arrange for repairs up to \$1,000 and seek church approval for repairs over \$1,000 that was not previously approved.

2. Constitution and Bylaws Committee

- a. Help the congregation to know and interpret the church Constitution and Bylaws.
- b. Consider any recommendations for revising the Constitution and Bylaws.
- c. Make recommendations concerning possible changes in the Constitution and Bylaws.

3. Counting Committee (Adopted December, 1999)

- a. Develop written procedures for the safekeeping of church monies and deposit receipts.
- b. Receive all church monies except for Weekday Ministries and deposit into an account approved by the Finance/Stewardship Committee.
- c. Provide the church office supervisor with deposit records that list the total amount of money deposited to the General Fund and to designated funds.
- d. Provide the church office supervisor with a record of gifts from individuals.
- e. Maintain confidentiality concerning individual giving.
- f. Help assure high standards by not assigning committee duties to more than one member from any household.

4. Education Committee

- a. Advise and assist the church-elected personnel (volunteer and/or paid staff) who are charged with the education program of the church in performing duties related to that program.
- b. Support church-elected personnel (Sunday School Director, Discipleship Training Director, WMU and Baptist Men Directors, and music leaders) in planning, promoting, and presenting educational programs.

5. Finance/Stewardship Committee

- a. Consult with church committees and ministry teams, church organizations, and the church staff and then prepare and submit to the church for approval an annual budget, listing what is requested and what the Finance/Stewardship Committee recommends.
- b. Promote the annual church budget.
- c. Oversee the budget during the year.
- d. Recommend to the church any needed revisions in the budget during the year.
- e. Advise the church concerning monetary needs and resources not covered in the annual church budget.
- f. Recommend financial procedures to the church.
- g. Audit, or arrange for a public accountant to audit, the treasurer's annual financial report.

6. Insurance Committee

- a. Keep the church advised of the total insurance program of the church.
- b. Make recommendations to the church concerning insurance contracts.
- c. Report any damage or damages that may occur.
- d. Make settlement with an agent or adjuster.

7. Nominating Committee

- a. Survey the interests and abilities of church members concerning service on committees and ministry teams.
- b. Recommend to the church all regular members of standing committees and ministry teams.
- c. Recommend to the church of special ministry teams when so requested by the moderator.

- d. Recommend to the church, as the need arises, concerning new standing **committees and** ministry teams and their responsibilities, deletion of any existing standing **committees and** ministry teams, and changes in the responsibilities of **committees and** standing ministry teams.
- e. Recommend persons to the church for moderator, clerk, treasurer, librarian, chairman of the ushers, archivist, and any other position requested by the church.

8. Personnel Committee

- a. Survey the needs of the church for additional staff members or changes in staff.
- b. Recommend job descriptions to the church and revisions as necessary for all employed personnel.
- c. Prepare and maintain an organization chart for all employed personnel.
- d. Recommend to the church through the Finance/Stewardship **Committee** wage scales, salaries, and fringe benefits for employed personnel.
- e. Recommend to the church policies and procedures for employed personnel.
- f. **Prepare and maintain evaluation forms for ministers and all other paid staff except for Weekday Ministries workers, who have their own evaluation procedures.**

9. Weekday Ministries Committee

- a. Define the mission of Weekday Ministries.
- b. Develop operational policies for the program.
- c. Recommend WDM job descriptions to the church through the Personnel **Committee**.
- d. Recommend WDM personnel policies to the church through the Personnel **Committee**.
- e. Recommend pay for WDM staff to the church through the Personnel **Committee** and the Finance/Stewardship **Committee**.
- f. Recommend an annual WDM budget to the church through the Finance/Stewardship **Committee**.
- g. When needed, in consultation with the **Pastor**, recommend a Weekday Ministries Director to be hired by vote of the congregation.
- h. As needed, consult with the Weekday Ministries Director to hire WDM staff.
- i. Review financial reports and explore sources of income in addition to tuition to maintain adequate operation of the program.
- j. Develop ways to inform and involve members of the congregation and the community.
- k. Provide advice and support for the program and the director.
- l. Report at least quarterly to the church business meeting about the WDM program.

Section 4. Responsibilities of Ministry Teams

1. Bus and Transportation Ministry Team

- a. Drive the church bus or secure drivers for the church bus to transport people to church.
- b. Help organize the transportation for church-sponsored trips.

2. Christian Life Center Ministry Team

- a. Recommend policies to the church regarding use of the CLC.
- b. Assist the church staff member responsible for hiring, supervising, and scheduling part-time CLC workers, as requested, identify one individual responsible for the CLC keys.
- c. The Christian Life Center Ministry Team, at its first meeting of the new year, will make individual assignments in addition to ministry team chairman and secretary as follows:
 - 1. One member who will be responsible for checking and repairing CLC equipment and securing replacements.
 - 2. One member who will be responsible for scheduling use of the CLC, in consultation with the church staff.
 - 3. One member who will be responsible for enlisting coaches for sports teams in basketball, softball, volleyball, etc.
- d. Prepare budget recommendations for the Finance/Stewardship **Committee** regarding equipment maintenance and purchase, fees for sports teams, and any authorized expenses incurred by part time workers.
- e. Assist any activities director whom the church shall employ or assign to a CLC responsibility.
- f. Promote outreach ministry of church through use of the CLC.

- 3. Crisis Care Ministry Team**
 - a. Design a program to support and assist individuals and families in periods of loss and transition that could be implemented or expanded in timely phases.
 - b. Develop and maintain the annual crisis program in consultation with the pastor to meet crisis needs of the congregation.
 - c. Enlist, arrange for training as needed and organize the congregation into appropriate care teams.
 - d. Solicit the cooperation of another existing ministry team whenever the Crisis Care Ministry Team develops a program which requires or involves the duties of or overlaps with that ministry team.

- 4. Flower Ministry Team**
 - a. Create and maintain a calendar reflecting dates on which persons may donate funds to purchase flowers.
 - b. Order, arrange, display, and dispose of flower arrangements for church services and special occasions.

- 5. History Ministry Team**
 - a. Provide for the safekeeping of permanent records of the church (minutes, histories, photos, etc.) through such means as rebinding, copying, microfilming, or any other suitable method of preserving the records.
 - b. Prepare a biography of all previous pastors.
 - c. Arrange for a place to display records of the church.

- 6. Hospitality Ministry Team**
 - a. With the assistance of staff members and consulting with the church council, survey the fellowship needs of the church.
 - b. With the assistance of the designated staff liaison, plan activities to promote fellowship among all church members needing such activities. Possibilities include picnics, Valentine Banquet, costume parties, group dinner meetings, etc., that are not the responsibility of other organized church groups or regular Kitchen Ministry Team responsibilities.
 - c. Coordinate plans with the church council and church staff.
 - d. Assure that adequate leadership and help are enlisted to carry out any scheduled activities.
 - e. Prepare budget recommendations, with the assistance of the designated staff liaison, for the Finance/ Stewardship **Committee** regarding anticipated fellowship activities.
 - f. Promote outreach ministry of church through fellowship.

- 7. Kitchen Ministry Team**
 - a. Recommend to the church policies and operational procedures for the kitchen.
 - b. Assist in serving meals.
 - c. Advise the congregation concerning the needs of the kitchen.

- 8. Library Ministry Team**
 - a. Provide and promote the use of printed and audio-visual resources.
 - b. Advise and assist the librarian as follows:
 1. Open the library at appropriate times for use by the church membership.
 2. Process and shelve new books.
 3. Send notes of thanks to donors of books or other memorial gifts to the library.
 4. Secure sufficient library help.

- 9. Long Range Ministry Team**
 - a. Assess church and community concerns.
 - b. Recommend long range visionary goals to the congregation.
 - c. Recommend long range action plans to the congregation.
 - d. Develop specific recommendations of implementation of long range goals.

- 10. Media Ministry Team**
 - a. Monitor the church services as to the sound quality of the amplifier and the radio broadcasts.
 - b. **Record** the church worship services.
 - c. Arrange for other communication services as the church directs.

11. Missions and Outreach Ministry Team

- a. Work with church staff, the Education Committee, the directors of Sunday School, Discipleship Training, WMU, Men's Ministry and others to plan and promote missions and evangelism.
- b. Encourage and train members in personal witnessing and outreach activity under girded with prayer.
- c. Assist pastor or other church staff in planning and promoting revivals or special services and projects directed at missions and evangelism.
- d. Identify and present mission opportunities to the church for small group or church wide participation; when appropriate, coordinate mission projects accepted for church effort.
- e. Support the WMU and other groups in supporting local, state, national and international mission emphasis and activity.

12. Music Ministry Team

- a. Advise the church-elected music personnel (volunteer and/or paid staff) concerning the total music program of the church.
- b. Assist the church-elected music personnel (volunteer and/or paid staff) in cataloging and shelving sheet music.
- c. Assist in the care and storage of choir robes.

13. Nursery Ministry Team

- a. Recommend to the Personnel **Committee** positions and salaries for workers.
- b. Assist the Personnel **Committee** in obtaining paid nursery help.
- c. Acquire and maintain nursery equipment.
- d. Prepare policies for the nursery.
- e. Submit the expected expenditures for the year to the Finance/Stewardship **Committee**.
- f. Expend funds not to exceed the designated amount in the annual church budget.

14. Ordinance Ministry Team

- a. Prepare the baptismal pool and robing rooms as needed for each baptism.
- b. Assist the pastor and candidates for baptism as needed.
- c. Prepare the Lord's Supper table for any service, as requested by the pastor, by maintaining clean cloths, communion service and other supplies.
- d. Remove and appropriately store the service and elements after each service.
- e. Maintain a calendar of times scheduled for the Lord's Supper and Baptism.

ARTICLE IV. PROGRAM ORGANIZATIONS AND PROGRAM SERVICES

Section 1. General

All program organizations and program services of the church shall be under church control. All general officers and all regular voluntary teachers shall be members of the church and shall be elected annually by the church. All general officers shall report regularly to the church.

Section 2. Sunday School (Revised March, 14 2001)

There shall be a Sunday School divided into departments and classes for all ages under the direction of the Sunday School director for the study of God's Word. The tasks of the Sunday School shall be to teach the biblical revelation, to reach persons for Christ and church membership, and to provide and interpret information regarding the work of the church and the denomination.

Section 3. Training Program (Revised November 18, 1992)

There shall be a training program, which may include Discipleship Training, divided into departments for all ages and conducted under the direction of a general director; new member orientation; and study courses. The tasks of the training program shall be to orient new church members; to train church members; to train church leaders; to teach Christian theology, Christian ethics, Christian history, and church policy and organization; and to provide and interpret information regarding the work of the church and the denomination.

Section 4. Women's Missionary Union

There shall be a Women's Missionary Union with such organizations as are needed and with the WMU Director recommended by the **Nominating Committee** upon the advice of the organizations and elected by the church. The tasks of the WMU shall be to teach missions, to engage in mission action, to support world missions through praying and giving, and to provide and interpret information regarding the work of the church and the denomination.

Section 5. Brotherhood/Baptist Men

There shall be a Brotherhood/Baptist Men's Organization. When in operation, this program shall be supervised by a director elected by the church. The tasks are to teach missions, to engage in mission action, to support world missions through praying and giving, and to provide and interpret information regarding the work of the church and the denomination.

Section 6. Church Music Program

There shall be a church music program under the direction of the minister of music. Such officers and organizations shall be included as are needed. The tasks of the music program shall be to teach music; to train persons to lead, sing, and play music; to provide music in the church and the community; and to provide and interpret information regarding the work of the church and the denomination.

Section 7. Librarian

A librarian shall be elected annually by the church upon recommendation of the **Nominating Committee**. The librarian's term shall begin January 1. The librarian shall work with the Library Ministry Team to provide library services, including opening the church library at the appropriate times for use by the church membership, processing and shelving new books, and sending notes of thanks to donors of books or other memorial gifts to the library.

Section 8. Ushers

Ushers and an usher chairman shall be elected annually by the church upon recommendation of the **Nominating Committee**. The term of the ushers and the usher chairman shall begin January 1. The duties of the ushers shall include greeting people as they enter and leave the church, seating people, providing bulletins and/or other material at the time of seating, and performing other duties requested by the pastor or other administrative staff members.

Section 9. Church Council (Revised March 14, 2001)

There shall be a Church Council to help coordinate the organizations, programs, and the calendar of the church. The Church Council shall be composed of the following: pastor, staff ministers in addition to the pastor, the chair of the deacons, the Sunday School Director, the Discipleship Training Director, the WMU Director, the Baptist Men's Director, the Singles Organization Director, the Weekday Ministries Director, the church moderator, the president of the Youth Council, and the chairmen of all standing **committees and** ministry teams. The pastor of the church shall be the chairman of the Church Council, and it shall meet at his call. The Church Council should meet quarterly or as needed.

Section 10. Singles Organization

There may be a Singles Organization open to all singles over the age of 18 years whether separated, divorced, widowed, or never married. This organization shall promote Christian growth, Christian fellowship, and Christian activities as means toward a Christian life-style for singles. This program shall be supervised by a director nominated by the **Nominating Committee**, approved by the Singles Organization, and elected by the church. There shall also be a Singles Council, composed of a director, secretary, outreach leader, and treasurer. The Singles Organization director shall be a member of the Church Council.

Section 11. Selection of Curriculum Materials (Added November 18, 1992)

All curriculum materials will be based on the Bible, using primarily Southern Baptist literature as a guide. The following criteria should be considered in the selection of curriculum materials:

1. Is it the best material available to help the church reach its goals?
2. Is the theological perspective of the material consistent with the church's statement of faith?
3. Are the teaching methods educationally sound?

Decisions about the selection of educational curriculum materials will be made by the Sunday School Director (for the Sunday School) or by the Discipleship Training Director (for Discipleship Training) in consultation with the Pastor and the Education **Committee**.

ARTICLE V. CHURCH MEETINGS

Section 1. Worship Services

Unless providentially hindered, the church shall meet each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. The meetings are open for all interested people. Such meetings shall be conducted by the pastor or at his direction. The time of the services shall be recommended to the church by the pastor after he consults with various church leaders.

Section 2. Special Services

Revival services and other special services may be scheduled in place of or in addition to the regularly scheduled worship services.

Section 3. Business Meetings (Revised May 11, 2011)

Regular business meetings shall be held on the second Wednesday each month unless a revised time is announced in advance. Special called business meetings may be held to consider matters deemed too urgent to wait until the next regularly scheduled business meeting provided that reasonable notice, preferably a week, of the subject, date, time, and place be given. Special business meetings may be called by the pastor, the chairman of the deacons, or by a majority of the active deacons.

All business meetings shall be conducted according to the following procedures:

1. The church moderator shall preside at the regular and specially called business meetings of the church. In the event of the temporary absence of the moderator, the chairman of the deacons or, in his absence in turn, the pastor shall preside.
2. A quorum at any business meeting shall consist of those present at such meeting, provided that the meeting is duly scheduled and announced.
3. Robert's Rules of Order, Revised shall be the guide for parliamentary procedure at all business meetings of the church.
4. Voting may be by written ballot upon majority vote of the church.
5. Every member of the church shall be entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

ARTICLE VI. CHURCH FINANCES

Section 1. Budget

The Finance/Stewardship **Committee** is responsible for recommending an annual budget to the church. This **committee** will seek to promote the budget of the church and will provide offering envelopes for all church members.

Section 2. Fiscal Year

The fiscal year of the church shall be the same as the calendar year.

Section 3. Accounting Procedures

All funds for any and all purposes of the church shall pass through the hands of the church treasurer or financial secretary and be properly recorded on the books of the church. The treasurer and the financial secretary shall be bonded.

The Finance/Stewardship **Committee** shall be responsible for a system of accounting that will adequately provide for the handling of all funds.

ARTICLE VII. CHURCH OPERATIONS MANUAL

Section 1. Policies and Procedures

Any policies and procedures approved by the church but not covered in these bylaws shall be described in a church operations manual. The manual shall be kept in the church office and shall be made available to any member of the church. The manual shall be maintained by the office supervisor or a church secretary. The secretary shall reference initiation or change in policies and procedures by date of church action. Any member or group in the church may request changes in the policies and procedures, but actual changes in the policies and procedures must be approved by the church in business session.

Section 2. Organization Chart

The Personnel **Committee** has the responsibility of preparing and maintaining an organization chart for all employed personnel. A copy of the chart shall be included in the church operations manual.

ARTICLE VIII. AMENDMENTS

These bylaws may be revised, amended or revoked at any regular business meeting of the church, provided that written notice and explanation of the proposed change have been given at the immediately preceding regular business meeting and provided also that the change is approved by a majority of the members present and voting.