

**BYLAWS  
BYROMVILLE BAPTIST CHURCH  
BYROMVILLE, GEORGIA**

**PREAMBLE**

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, and for the purpose of preserving the liberties inherent in each individual member of Byromville Baptist Church of Byromville, Georgia, (the "Church") and the freedom of action of this body with respect to its relation to other churches of like faith and order, we do declare and establish these Bylaws.

As used in these bylaws of the Corporation, the following terms shall be interchangeable: Church/Corporation; Clerk/Secretary; Trustees/Board of Directors; and Pastor/ President.

**ARTICLE I: NAME AND PURPOSE**

**Section 1. Name**

The name of the Church shall be Byromville Baptist Church of Byromville, Georgia.

**Section 2. Purpose**

The Church is formed to support public worship and to proclaim the Gospel of Jesus Christ through such ministries as may be determined by the Church.

**ARTICLE II: CHURCH GOVERNMENT AND MEMBERSHIP**

**Section 1. Government**

This sovereign Baptist Church under the Lordship of Jesus Christ retains unto itself the exclusive right to temporal life of this Church. The membership reserves the exclusive right to determine who shall be members of this Church and the condition of such membership. This Church is a democracy, its authority vested in its members, as set forth herein. The Church is subject to the control of no other ecclesiastical body, but enjoys mutual counsel and cooperation with other churches of like faith and order.

The Church is a cooperating church in the Houston Baptist Association, the Georgia Baptist Convention, and the Southern Baptist Convention and supports the Cooperative Program.

## **Section 2. Candidacy**

(1) Any person may become a candidate for membership in the Church by presenting himself/herself for candidacy at any regular Church service in any of the following ways:

- (a) By profession of faith in Jesus Christ as Savior and Lord, and for baptism by immersion according to the policies of this Church.
- (b) By promise of a letter of recommendation from another Baptist Church.
- (c) By restoration to the Church membership rolls after having been excluded or voluntarily terminated. (See Article II, Section 6)
- (d) By statement of faith and prior baptism by immersion after review by the Pastor and Deacons where no letter is obtainable.

(2) All candidates desiring to become members of the Church shall be accepted under the watch-care of the Church and required to attend Candidate Orientation.

Candidate Orientation is a series of four training sessions designed to acquaint candidates for membership with the basic Christian and Baptist Doctrine as practiced by Byromville Baptist Church. The Pastor or Chairman of the Deacons shall coordinate this training.

(3) Upon completion of orientation, a candidate shall be presented to the Church membership for election to membership at the following Sunday morning worship service. The affirmative vote of three-fourths of those Church members present at the service shall be required to elect such candidate to membership. When a person is approved for membership, and after baptism if necessary, the clerk shall enter his/her name on the roll of the Church.

(4) If during the orientation process the candidate decides to withdraw his or her candidacy, then orientation will be terminated and the candidate will not become a member at that time.

If during the orientation it is determined that the candidate exhibits an immoral or unchristian lifestyle, or denies acceptance of fundamental doctrines of the Church, the candidate should not become a member at that time.

The Church will be apprised of the progress of candidates at each Church conference.

### **Section 3. Classes of Members**

(1) **Resident Members:** The Resident Membership Roll shall contain the names of the members who reside within the area of ministry of the Church, are military personnel, or are residents of assisted living facilities.

(2) **Nonresident Members:** When a member moves to a community beyond the ministry of the Church and establishes a nonresident address, the member should be encouraged to unite with a church in the new community. Persons not uniting with another church within one year, nor keeping the Church advised of their desires to remain a resident member, shall be placed on a Nonresident Membership Roll. Such members shall not be counted in the reporting of the Church membership totals.

### **Section 4. Rights of Members**

(1) Each member of the Church is entitled to address the Church in conference.

(2) Every resident member of the Church is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present (absentee balloting and voting by proxy are prohibited). Cumulative voting shall not be allowed on any matter to be voted upon.

(3) Only resident members of the Church are eligible for consideration by the membership as candidates for elective offices in the Church.

(4) Every member of the Church may participate in the ordinances of the Church as administered by the Church.

### **Section 5. Termination of Membership**

Membership shall be terminated in the following ways: (1) death of the member, (2) transferal to another Baptist church, (3) redemptive disciplinary action (See Article II, Section 6), or (4) erasure upon request or proof of membership in a church of another denomination.

### **Section 6. Discipline of a Member**

Should a member become an offense to the Church by reason of immoral or unchristian conduct, or by denying acceptance of fundamental doctrines of the Church, it shall be the responsibility of the Deacon Body to take steps to resolve the offense using Matthew 18: 15-20 as a guide. After due personal notice and hearing in private by the Deacons and after faithful efforts have been made to bring such member to repentance, membership may be withdrawn upon recommendation of the Deacons, and upon the vote of three-fourths of the

non-abstaining Church members present at a regular business meeting to approve the recommendation of the Deacons. The basis for the recommendation of the Deacons shall not be required to be made public or disclosed to the general Church membership.

The Church may restore to membership any person previously excluded, upon request of the excluded person, and after the excluded person has met with the Deacon Body and indicated such person's repentance, upon recommendation of the Deacons and by a vote of three-fourths of the non-abstaining Church members present at a regular business meeting to approve said recommendation.

It shall be the practice of the Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor and the Deacons will be available for counsel and/or guidance. **The attitude of members toward one another shall be guided by a concern for redemption rather than judgment.**

### **ARTICLE III: CHURCH OFFICERS AND STAFF**

All who serve as officers and staff of the Church and those who serve on church committees shall be members of the Church.

#### **Section 1. Church Officers**

The officers of this Church shall be the Pastor, Ministerial Staff, Deacons, Moderator, Clerk, Treasurers, and Trustees.

##### **(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 the achievement of its mission, (2) proclaim the Gospel to believers and unbelievers, and (3) care for Church members and other persons in the community.

A Pastor shall be chosen and called by the Church whenever a vacancy occurs. Only those persons who meet the scriptural qualifications set forth in 1 Timothy 3: 1-7 and Titus 1: 6-9 shall be considered. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

A Pastor Search Committee shall seek out a suitable Pastor, and its recommendation will constitute a nomination. The Committee shall bring to the consideration of the Church membership only one name at a time. The membership of the Church will vote on the candidate only after hearing a trial sermon. Election shall be by ballot, an affirmative vote of three-fourths of the members present being necessary for approval. The Pastor, thus elected, shall serve until the relationship is terminated by his relinquishment or the Church membership's declaration as herein below provided.

The Pastor may relinquish the office of Pastor by giving at least thirty days written notice to the Church of the resignation.

The Church may declare the office of Pastor to be vacant and the Pastor's employment terminated. Such action shall take place at a meeting called for that purpose, which shall be called as and shall constitute a special business meeting. The meeting may be called upon the recommendation of a majority of the Deacons or by written petition signed by not less than one-fourth of the Church members on the Resident Membership Roll. The moderator for this meeting shall be designated by the members present by majority vote, and that person shall be someone other than the Pastor. The vote to declare the office vacant shall be by secret ballot, and the affirmative vote of two-thirds of the members present shall be necessary to declare the office vacant and the Pastor's employment thereby terminated. Except in instances of gross misconduct by the Pastor, upon the Church declaring the office to be vacant, the Church will compensate the Pastor with no less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

## **(2) Ministerial Staff**

The Ministerial Staff shall work under the supervision of the Pastor.

The Ministerial Staff shall be called and employed as the Church membership determines the need for such offices. A job description shall be written when the need for a staff member is determined, after which the Pastor and Chairman of the Deacons shall recommend a search committee for approval of the Church membership by majority vote. The search committee will recommend a candidate for approval by the members. Election shall be by ballot, an affirmative vote of three-fourths of those church members present being necessary for approval.

Each employed staff member shall serve until the relationship is terminated by the staff member's relinquishment or the Church membership's declaration as herein below provided. A staff member may relinquish the position by giving at least two weeks notice at the time of resignation. The Church membership may declare the position to be vacant and the staff member's employment terminated

at a meeting called for that purpose. The meeting may be called upon the recommendation of a majority of the Deacons or by written petition signed by not less than one-fourth of the Church members on the Resident Membership Roll. The vote to declare the office vacant shall be by secret ballot, and the affirmative vote of a two-thirds of the members present shall be necessary to declare the office vacant and the staff member's employment thereby terminated. Except in instances of gross misconduct by the staff member, upon the Church membership declaring the office to be vacant, the Church will compensate the staff member with no less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

### **(3) Deacons**

Deacons of the Church shall be ordained to provide spiritual leadership for and service to the fellowship of the Church. They shall guard the unity of spirit within the Church, shall review, evaluate and recommend in regard to Church programs, ministries and goals, and shall recommend establishment of policies concerning the material interest of the Church and its ministries, subject to the will of the Church.

Every Deacon of the Church is expected to seek out and occupy a chosen place of service in the Church program in addition to performing services as a Deacon. All Deacons shall actively support, with time and finances, the work of the Lord through the various ministries of the Church. All Deacons are expected to attend all business meetings of the Church as a matter of example and service. All Deacons are expected to attend the Church worship services and perform assigned duties incident to the conduct of the Sunday services.

The Church shall elect the number of Deacons desired by the Church from time to time. It is recommended that the Body of Deacons should consist of an appropriate number such that each Deacon would minister to eight to twelve families. Only those persons who meet the scriptural qualifications set forth in Acts 6: 1-6 and I Timothy 3: 8-13, who are twenty-five years of age or older, and who have been members of the Church for at least one year shall be elected.

The officers of the Deacons will be Chairman, Vice-Chairman, and Secretary. They shall be elected by the Deacons each year. The Pastor shall be notified of Deacon meetings and invited to attend.

In accordance with the New Testament, Deacons are to be servants of the Church. The ministry of the Deacon is to serve with the Pastor to carry out God's work in the Church and community in helping the Church members and others in the community.

The Deacon Body will be responsible for the financial oversight of the Church. All requests for love offerings, fund raising events, and any other non-budgeted monetary requests should be submitted to this Body for approval.

There shall be no obligation to recognize a Deacon who comes to this Church from another church.

### **Procedure for Deacon Selection**

**Deacon Nominating Committee.** The Deacon Nominating Committee shall consist of three members elected by the Church membership as the need arises. Each person present and qualified to vote during Church conference may vote by secret ballot for three Church members to serve on the Committee. The three individuals with the most votes who are willing to serve will constitute the Deacon Nominating Committee.

**Nomination Process.** Any active Church member may recommend a man for nomination by completing a Recommendation for Deacon Nomination form and submitting it to the Deacon Nominating Committee. The Recommendation for Deacon Nomination form shall be prepared by the Deacon Nominating Committee and, as a minimum, shall include the Deacon qualifications as presented in Scripture and these Bylaws, a space for the name of the recommended man, and a signature line for the person making the recommendation. The Committee and Pastor will interview each person recommended and submit a list of nominees to the Church membership for consideration. The Committee will strive to nominate more candidates than positions to be filled, but not to exceed twice the number of positions.

**Election.** From the list of candidates submitted by the Deacon Nominating Committee, the Church membership will vote by secret ballot. If the number of candidates is less than or equal to the number of positions to be filled, the candidates will be presented separately for approval and each one must receive an affirmative vote of three-fourths of those present for selection as a Deacon. If the number of candidates is greater than the number of positions to be filled, each person qualified to vote will be allowed one vote for each position; the candidates with the most votes will assume the office of Deacon, if previously ordained. If any man is selected to serve as a Deacon who has not been ordained by a missionary Baptist church, he shall be ordained by this Church before assuming his duties.

**Examination.** Any unordained candidate selected for the office of Deacon will be examined by a presbytery made up of local ordained deacons and ministers. Upon a favorable recommendation by the presbytery, the Church members may, by majority vote at the next Sunday morning worship service, elect to accept this candidate for ordination as a Deacon.

**Ordination.** After a favorable vote by the Church members, an ordination service will be scheduled after which the candidate will assume the office of Deacon.

### **Procedure for Deacon Separation**

A man may no longer serve as a Deacon if any of the following actions occurs:

- (1) He asks to be relieved of his duties.
- (2) The Deacon Body votes to relieve him of his duties.
- (3) The Church votes for his dismissal as a Deacon.

A Deacon may request to be relieved of his Church duties by making a written request to the Body of Deacons. They have the authority to accept his written request.

Upon occasion of behavior exhibited by a Deacon that is contrary to the scriptural qualifications for the office of Deacon, the Deacon Body has the authority to remove him from office. This action will require a three-fourths majority vote by the Deacon Body. Before a vote can be taken all Deacons, including the one to be voted on, must be given two weeks notice.

The Church reserves the right to bring to the attention of the Deacon Body any Deacon they feel is no longer fulfilling his duties or who has exhibited behavior contrary to the scriptural qualifications for the office of Deacon. If the Deacon Body fails to act on the situation, the Church members have the right to vote for dismissal of the offending Deacon. A three-fourths majority vote will be required for dismissal.

### **(4) Moderator**

The Pastor shall serve as Moderator, presiding over Church business meetings, or upon the Pastor's request, the Church members shall elect annually a Moderator from the membership as its presiding officer. In the absence of the Moderator, the Chairman of the Deacons shall preside, or in the absence of both, the Clerk shall call the Church to order and preside for the election of an acting Moderator.

In guarding and maintaining the fellowship of the Church, the aim of the Moderator must be to bring about unity among people of different views, ideas, and convictions. The objectives of the Moderator should be to maintain the spirit of Christian love while presiding, to be fair and courteous to all members, to help members understand parliamentary procedures without embarrassment to them, to insist that motions be stated and seconded before discussed, to suggest that a member make a motion by stating "A motion is in order to," to call on the person who makes a motion to discuss it first, to encourage full and free discussion by leading members to talk through their disagreements and try to avoid trivial

matters, to alternate discussions so as to bring out both sides of a question by giving a member who has not spoken preference over the one who has, to respect the minority who has a right to be heard even though the majority must prevail, and to always take the affirmative vote first and the negative vote second.

The Moderator must maintain a neutral position while presiding. If the Moderator wishes to debate a question under consideration, he should ask an assistant to preside.

#### **(5) Church Clerk**

The Church members shall elect annually a Clerk and an Assistant Clerk as its clerical officers who shall serve until successors have been elected. The Clerk shall be responsible for keeping a suitable record of all official actions of the Church and recording minutes of the Church business meetings, except as otherwise herein provided. The Clerk or assistant should be present at all regular and special Church business meetings to record the results of all matters voted upon. If neither the Clerk nor the Assistant Clerk is present at a business meeting, the Receiving Treasurer shall assume the duties of the Clerk for that meeting. In regular meetings the Clerk shall record information on applicants for Church membership and other decisions. In business meetings, the Clerk shall record all actions voted on by the Church and follow through on all necessary correspondence related to the actions. The Clerk shall be responsible for keeping a register of names of members with dates of admission, dismissal, death, or erasure, the resident membership roll, and the nonresident membership roll, together with a record of Baptisms and applications of new members who respond to the invitations. The Clerk shall issue letters of dismissal voted on by the Church members and preserve on file all communications and written official reports. The Clerk shall be responsible for preparing the annual letter of the Church to the local association. The Clerk shall also preserve the records for present and future use, correspond with other churches and members, and preserve records of Church history. The Clerk shall also work with the Moderator in preparation of an agenda for Church business meetings.

All Church records are Church property and shall be kept in the Church office when an office is maintained.

#### **(6) Church Treasurers**

The Church shall elect annually a Receiving Treasurer and a Disbursing Treasurer, each having an assistant, as its financial officers who shall serve until successors have been elected.

It shall be the duty of the Receiving Treasurer to receive and preserve all monies given to the Church, keeping at all times an itemized account of all receipts. It shall be the duty of the Receiving Treasurer each month to provide the Disbursing

Treasurer with an itemized report of receipts of the preceding month for inclusion in the financial statement.

It shall be the duty of the Disbursing Treasurer to pay out, upon receipt of vouchers, invoices, or statements, approved and signed by authorized personnel, all money paid by the Church, keeping at all times an itemized account of all disbursements. In the absence of the Disbursing Treasurer or the Assistant Disbursing Treasurer, the Chairman of the Stewardship Committee may sign checks. The Disbursing Treasurer shall render to the Church members at each regular business meeting an itemized report (financial statement) of the receipts and disbursements of the preceding month(s). Financial statements will be reviewed by the Deacon Body prior to submission to the Church membership.

The Treasurers' reports and records may be audited annually by an auditing committee or public accountant.

The Treasurers shall serve on or work closely with the Stewardship Committee to develop and recommend to the Church adequate policies and procedures related to receiving, accounting, disbursing, and reporting Church monies.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the Church, the records shall be delivered by the Treasurers to the Church Clerk, who shall keep and preserve the annual account as a part of the permanent records of the Church.

#### **(7) Trustees (Directors)**

Upon recommendation of the Deacon Body, the Church membership shall elect annually three Trustees who shall serve as corporate directors upon incorporation. The Trustees shall act for the Church in legal matters and shall serve until successors are elected. They shall hold the Church property in the corporate name of the Church. Upon specific vote of the Church members authorizing each action, they shall have the power to buy, sell, mortgage, lease or transfer any Church property, but not otherwise. When the signatures of the Trustees are required, any two or more shall sign legal documents involving the sale, mortgage purchase, or rental of property, or other legal documents related to Church approved matters.

The Trustees shall be authorized to select and designate such depository or depositories for the funds and securities of the Church as they shall deem proper, upon recommendation of the Stewardship Committee.

The Trustees will also oversee and assist the Church in risk management, insurance, and safety matters.

**Section 2. Nonministerial Staff**

Nonministerial staff employees shall include office staff, custodians, kitchen workers, and such staff members as the Church shall have need. A job description shall be written if necessary when the need for a staff member is determined.

Whenever a vacancy occurs in any of these positions, the Personnel Committee will seek out prospects and present them to the Pastor. The Pastor will be an ex-officio member in the specific arrangements and conditions of employment. The Pastor and Personnel Committee will present the person to the Church membership for approval as a staff member. The presentation shall take place after two weeks notice during regular Church conference, with a two-thirds majority vote by secret ballot of those present and qualified to vote necessary for Church approval.

All functions of such staff members shall be planned and organized with the approval of the Pastor.

**ARTICLE IV: CHURCH COMMITTEES**

The following committees shall serve at the discretion of the Church as needed in its ministry. The members of the Nominating Committee shall be nominated by the Church Council and elected annually by the Members of the Church to serve until their successors are elected. Members of all other committees, except the Pastor Search Committee and the Deacon Nominating Committee, shall be elected annually by the Church membership, after recommendation of the Nominating Committee, to serve until their successors are elected. Selection of the Pastor Search Committee and the Deacon Nominating Committee are described in Article IV, Section 1 (16) and Article III, Section 1 (3), respectively.

The ultimate purpose of each committee shall be to support the mission of the Church: “Sharing Jesus with You and the World.”

**Section 1. Committees**

**(1) Associational Executive Committee**

The Associational Executive Committee shall consist of two members, the Pastor and a lay person, or one member if there is no Pastor. The members of the Associational Executive Committee will serve on the Executive Committee of the Houston Baptist Association, attend its meetings, and report to the Church the activities of the Association.

## **(2) Baptism Committee**

The Baptism Committee shall help the Pastor minister to those who have been saved and need to follow through in Baptism. They shall also work with the Pastor to make the Baptismal experience an uplifting experience to members who have joined the Church. The Committee shall consist of four members, two men and two women. Their duties are to work with the Pastor and candidates in determining the dates for Baptism; to see that all necessary Baptismal equipment and facilities are available and ready prior to each Baptismal service; to make sure the Baptismal pool is clean, full of water, and at the right temperature; to make sure the lighting in the auditorium is properly adjusted; to move the pulpit and other furniture as necessary; to arrange for the Pastor and the candidates to have a time of prayer and instruction; to make sure all candidates know where the dressing rooms are, to provide them with towels, and to instruct them as to what they will need to wear and bring with them; and to help the candidates in and out of the pool. After each Baptismal service, they will return the furniture to its proper place and drain the pool. The Committee will make recommendations to the Church concerning any needs, such as additional or different equipment, for the Baptismal service.

## **(3) Benevolence Committee**

The Benevolence Committee shall consist of five to seven members. Their duties will be to work with the Pastor in determining the needs of those requesting help from the Church and to make recommendations to the Church if there is a need that the Committee feels should be met by other means.

The Committee Chairman and Co-Chairman, upon mutual agreement, have the authority to approve up to a maximum of \$250.00 for the assistance of a Church member or other member of the community who is in need of financial assistance to provide the basic needs for themselves or their family. If the Chairman and/or Co-Chairman are unavailable at the time of the needs request, the remaining Committee members have the authority to approve up to the \$250.00 limit. All requests over the \$250.00 limit must be presented to the Church membership in Church conference.

As an inreach ministry this Committee will plan and coordinate a meal for the family of a deceased Church member and will send a \$50.00 monetary donation to the Georgia Baptist Children's Home in memory of the deceased Church member.

## **(4) Building Committee**

The Building Committee shall consist of five to nine members. The Committee will assist the Church in the care of all buildings owned by the Church. Their

duties will include inspecting all Church buildings periodically, providing for general routine and preventive maintenance of buildings and equipment (excluding recreational facilities), developing policies and procedures related to Church property, and recommending to the Church membership modifications and additions to the existing Church buildings as needed.

**(5) Communion Committee**

The Communion Committee shall work with the Pastor in preparing the Lord's Supper. The Committee shall consist of three to five members. Their duties are to maintain an adequate inventory of supplies and materials, to see that all materials are in the sanctuary prior to services, and to make sure all materials are taken up and cleaned after services.

**(6) Deacon Nominating Committee**

The Deacon Nominating Committee shall compile a list of nominees for the office of Deacon as the need arises. The composition and duties of the Committee are given in Article III, Section 1 (3).

**(7) Fifth Sunday Night Program / Toyland Concert Committee**

The Fifth Sunday Night Program / Toyland Concert Committee shall consist of three to five members. The Committee will plan and coordinate Fifth Sunday Night Programs and the annual Toyland Concert. This Committee will plan special music and /or programs for fifth Sunday nights and for the Church's annual Toyland Concert (usually held on the first Sunday night of December), identify families in the community who are in need of toys for Christmas, and direct the distribution of the toys collected at the Toyland Concert to the families.

**(8) Flowers and Decorating Committee**

The Flowers and Decorating Committee shall consist of three to five members. The Committee will minister to the Church Family by decorating the Church on Sundays, holidays, and special occasions. Their duties shall include being responsible for obtaining, arranging and disposing of floral arrangements for Church worship services and for obtaining and placing a bud vase in the Sanctuary in honor of a newborn child of a Church member. The Committee will recommend to the Church requests for budget allocations and resources needed for Church decorations.

**(9) Greeters Committee**

The Greeters Committee shall consist of three members. Their duties are to assign greeters for Church services, routine and special, as needed, and to make sure greeters know their specific duties which should include: greeting

people before and after services, seating people during a service, providing information to persons concerning Church services, programs and facilities, distributing bulletins and other handouts, and being alert to needs of persons during a service.

**(10) Grounds Committee**

The Grounds Committee shall consist of five to nine members. The Committee will minister by keeping the Church grounds clean and attractive. They will provide for general and routine maintenance of the Church grounds to include lawn mowing, planting shrubs and flowers, trimming trees and shrubbery, irrigation, disposal of yard waste, and placement of any items within the Church yard. They will recommend changes in landscaping as needed. They will also assist with the maintenance of other Church-owned grounds including the softball complex, tennis courts, and pastorium. The Committee will develop and maintain a parking plan for the Church and insure that parking spaces are properly marked.

**(11) History Committee**

The History Committee shall consist of three to five members. The Committee will work to remind the Church of their history and how God has been with them throughout the past years. The History Committee will provide a way in which the Church can effectively maintain current records, photographs, etc. to record the Church's history. Their duties shall be to assist the Church in making and keeping accurate records of its current life and works, to gather and safeguard all historical records of the Church, to minister to the Church membership by giving them an understanding of the Church history and to help them to learn from its history, and to help the Church membership to know, understand and appreciate their larger heritage as Southern Baptist.

**(12) Library Committee**

The Library Committee shall consist of five to seven members. The Committee will direct, maintain, and promote the Church media library. This Committee will select and purchase, with Church funds, appropriate media (books, audio, and videotapes, etc.); review donated media for its appropriateness; process media for circulation; and keep library areas neat and organized. The Committee will promote the use of the Church media library and seek to improve the library and its effectiveness. They will make recommendations to the Church membership as needed.

**(13) Nominating Committee**

The Nominating Committee shall consist of five to seven persons with the Chairman-elect of the Body of Deacons serving as Chairman. Each year the incoming Sunday School Director, after having been nominated by this

Committee and approved by the Church membership, shall serve as a member of the Nominating Committee. The Nominating Committee shall act on behalf of the Church to nominate persons to fill positions, including committee members, committee chairmen, and Church elected leadership positions, with the persons whose gifts, potential, and commitment match the requirements of the positions. This Committee shall work to be certain that every leader and every potential leader find personal fulfillment and an opportunity to use their God-given gifts. The Committee shall first approve the person considered for a position before approaching the person for recruitment. The Nominating Committee shall present to the Church membership for election all who accept the invitation to serve.

Annually, the Nominating Committee shall assess the needs of the Church and make recommendations to add, delete, or combine committees, classes, or programs as it deems appropriate.

#### **(14) Nursing Home Committee**

The Nursing Home Committee shall consist of three to seven members. The Committee will plan, direct, and encourage ministry to Pinehill Nursing Center residents. They will assist and encourage existing nursing home ministry activities, plan and direct churchwide involvement in nursing home ministry, and provide information to the Church about current needs at Pinehill.

#### **(15) Offering Bearers Committee**

Offering Bearers Committee shall consist of three members. Their duties are to create and maintain a list of offering bearers, to schedule offering bearers for each service in which they are needed, and to provide a replacement if a scheduled bearer is not available for duty.

#### **(16) Pastor Search Committee**

The Pastor Search Committee shall be selected by the Church, and shall, when called to do so, seek the proper person to serve the Church as Pastor. The Chairman of Deacons shall serve as Chairman of the Pastor Search Committee and the Committee shall have five additional members and one alternate. Selection of the five members and the alternate shall be a two-step process. First, during conference, each member present will be asked to submit the names of five Church members to be considered for membership on the Pastor Search Committee. A ballot will then be prepared with the names of the ten people receiving the most votes. Second, each member present will vote for five of the ten people listed on the ballot. The five individuals receiving the most votes will serve with the Deacon Chairman on the Committee and the sixth will serve as the alternate who will replace any member who has to step down from the Committee.

This Committee should be led by the Holy Spirit in seeking out the proper person to lead this Church in its God-given ministry. The Committee, including the alternate, should request assistance from the Church Minister Relations Department of the Georgia Baptist Convention for Committee training.

**(17) Personnel Committee**

The Personnel Committee shall consist of three to five members, including a representative from the Deacon Body and from the Stewardship Committee. The Committee shall assist the Church in matters related to employed nonministerial personnel. Their duties include making recommendations to the Church membership in such areas as determining staff needs, employment services, benefits, salaries, job descriptions, hiring, and terminating.

**(18) Publicity/Newsletter Committee**

The Publicity/Newsletter Committee shall consist of five to ten members. This Committee will provide pertinent information about the Church and its activities to the Church members, community, and other interested persons. Their duties include publishing a periodic (monthly recommended) newsletter in a timely manner, submitting to local newspapers news stories about special events (e.g., revivals, homecoming, musicals, VBS, new pastors, and other special events), submitting announcements to *The Christian Index* (e.g., homecoming, staff changes, etc.) and utilizing other available media to promote the Church and its events (e.g., local cable bulletin board, posters, website, etc.)

**(19) Social/Recreation Committee**

The Social/Recreation Committee shall consist of five to twenty members with representation from all adult Sunday School classes. This Committee will promote fellowship in the Church through churchwide social and recreational events. The Committee will plan and coordinate social and recreational activities such as monthly socials, the homecoming dinner, Pastor receptions, refreshments after special programs, Valentine's banquet, fall festival, caroling, etc. The Committee will recommend to the Church membership requests for budget allocations and resources needed for social and recreational events.

**(20) Softball Committee**

The Softball Committee shall consist of five to seven members. The Committee will plan and direct the Church's softball ministry. They will promote fellowship within our Church and with other churches and will reach out to the community through softball. The duties of the Committee will include maintaining the entire softball field complex including concession stand, parking lot, and the remaining adjacent area; coordinating use of the facility by the Church and other groups; promoting the Church's softball ministry and use of the softball complex for other

Church activities; planning and directing finances for the softball ministry including maintenance and improvements of the facility; and planning and directing operation of the concession stand during softball season and tournaments.

**(21) Stewardship Committee**

The Stewardship Committee shall consist of five to seven persons to include the Receiving and Disbursing Treasurers and at least one Deacon. A Deacon shall serve as Chairman of the Committee. This Committee shall develop and recommend a unified Church budget and may develop and recommend an overall stewardship development plan. The proposed Church budget shall be submitted to the Deacons no later than the November Deacons' meeting. The final proposed Church budget shall be submitted to the Members of Church no later than the November Church conference. The Stewardship Committee will advise and recommend in the administration of gifts received from Church members and others, using sound principles of financial management. The Chairman of the Committee will work with the Treasurers in the preparation and presentation to the Church of required reports regarding financial affairs of the Church.

**(22) Tennis/Basketball Committee**

The Tennis/Basketball Committee shall consist of three to five members. The Committee will plan and direct the maintenance of the tennis court and basketball court. The duties of the Committee will include completing installation of needed items for full utilization of courts (e.g., tennis net, basketball goals, asphalt repair), maintaining the facility for safe use, promoting the use of the facility, establishing guidelines for use of the facility, and recommending to the Church membership improvements to the facility as needed.

**(23) Van Committee**

The Van Committee shall consist of three members. The Committee will oversee the utilization and maintenance of Church vehicles. The duties of this Committee will include providing for general and preventive maintenance for all Church vehicles, scheduling the use of Church vehicles for Church-related activities, purchasing tags, and insuring that current insurance cards are in the vehicles.

**(24) Visitation Committee**

The Visitation Committee shall consist of five to seven members. This Committee will plan and coordinate a church-wide visitation program. The program will include witnessing, visiting the sick, visiting the shut-ins, and visiting absentee Church members. The Committee will also plan and coordinate an In-Reach and Out-Reach program within each adult Sunday

School class, will assist In-Reach leaders in contacting and scheduling visits to class members who are sick, shut-in or absent for a number of Sundays, and will assist Out-Reach leaders in contacting and scheduling visits to prospective members.

#### **(25) Wedding and Funeral Committee**

The Wedding and Funeral Committee shall consist of five members -- the Church hostess, pianist, and organist, and the Chairs of the Building Committee and the Grounds Committee or members designated by the Chairs of these committees. The Committee will schedule the use of Church facilities for weddings and funerals. The Committee will establish and/or maintain guidelines governing the type of service, who may officiate, music, and who may use the facilities. The Committee will review each request and insure that the request is consistent with the guidelines. The Committee will make sure that the facilities are prepared (heating and cooling, pulpit furniture, extra chairs, etc.) for each wedding or funeral and that things are returned to their normal state after each service.

#### **(26) Worship Committee**

The Worship Committee shall consist of five to seven members including song leaders, pianists, and organist. The Committee will lead and assist the congregation in worship by promoting biblical worship as a vital priority in the life of the Church. They will assist the Pastor and/or Minister of Music in organizing prayer for worship services and in conducting the worship services of the Church by coordinating dramas, testimonies, special music, and order of services. The Committee will assist in coordinating special elements of the services with those who will be involved -- soloists, scripture readers, those who will pray, etc.; in evaluating the services; and in planning special services such as Advent, Christmas, Lent, Good Friday, Easter, Thanksgiving, and revivals.

#### **(27) Youth Committee**

The Youth Committee shall plan and direct the youth ministry of the Church. This Committee shall consist of five to seven members. The Committee will work to lead youth in our Church and community into a personal dynamic relationship with Jesus Christ, to disciple the youth who are already a part of our Church (e.g., Wednesday night youth group, promote Sunday School and worship service attendance, special studies, etc.), to help youth develop their leadership skills and use their spiritual gifts, to lead youth to minister to the entire Church (e.g., ministry projects), to lead youth to participate in missions and evangelism (e.g., mission action and personal witness training), to build community among our youth (e.g., afterglows, trips, etc.), to reach out to the unchurched youth of our community, and to provide resources and help for parents of youth.

## **Section 2. Committee Organization and Governance**

After the committees and the chairmen of said committees are elected by the Members of the Church, the committees may elect such other officers of the committees as they deem appropriate. A majority of each committee shall constitute a quorum for any meeting, and all actions shall be by majority vote of those present. Committee members shall receive actual verbal or written notice of meetings prior to any meeting of a committee. Committee meetings shall be called by the chairman or by a majority of the committee members.

### **ARTICLE V: CHURCH PROGRAM ORGANIZATIONS**

The Church shall maintain programs of Bible teaching, Church member training, Church leader training, missions (education, action and support), spiritual enrichment, and music (education, training and performance). All organizations related to the Church program shall be under Church control. All officers will be elected by the Members of the Church and report regularly to the Church membership, with all program activities subject to Church membership's coordination and approval. The Church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

#### **(1) Sunday School**

The basic responsibility of the Sunday School is Bible teaching and biblical revelation in a way that would reach people for Christ and Church membership, and aid in the interpretation of information pertaining to the Church and denomination.

The Sunday School shall be divided into departments and/or classes depending on its size, in order to meet the needs of all ages, and shall be under the direction of a Sunday School Director nominated by the Nominating Committee and elected annually by the Members of the Church to serve until a successor is elected.

#### **(2) Discipleship Training**

The Discipleship Training organization shall serve as the training unit of the Church. Its tasks shall be to train Church members to perform the functions of the Church, train Church leaders, orient new Church members, teach Christian theology, Christian ethics, Christian history, and Church polity and organization, and provide and interpret information regarding the work of the Church and denomination.

Discipleship Training shall be organized by departments for all ages. Discipleship Training shall have such officers and organization as the program requires.

### **(3) Woman's Missionary Union**

The Woman's Missionary Union shall be the mission education, mission action, and mission support organization of the Church for women, young women, girls, and preschool children. Its tasks shall be to teach missions, engage in mission action, support world missions through prayer and giving, and provide and interpret information regarding the work of the Church and denomination. The Woman's Missionary Union shall have such officers and organizations as the program requires.

### **(4) Baptist Men**

Baptist Men shall be the Church's organization for mission education, mission action, and mission support for men, young men, and boys. Its tasks shall be to teach missions, engage in mission action, support world missions through prayer and giving, and provide and interpret information regarding the work of the Church and denomination. The Baptist Men shall have such officers and organization as the program requires.

### **(5) Seasoned Saints**

The Seasoned Saints shall promote spiritual enrichment in the lives of the senior citizens of the Church. They will share the love of Jesus with Church members and members of our community by scheduling, organizing, and executing Activities and trips for senior citizens and by ministering to families in need.

### **(6) Music Organization**

The Church music organization, under the direction of the Church membership-elected Music Director, shall be the music education, training, and performance organization of the Church. Its tasks shall be to teach music, train persons to lead, sing, and play music, provide music in the Church and community, and provide and interpret information regarding the work of the Church and denomination. The Church music program shall have such officers and organization as the program requires.

## **ARTICLE VI: CHURCH COUNCIL**

The Church Council shall serve the Church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the Church and its organizations.

The primary functions of the Church Council shall be to coordinate a calendar of events, to recommend to the Church membership suggested ministries and goals, to review and coordinate ministries and program plans recommended by the Church membership, and to evaluate achievements in terms of Church ministries and goals.

Regular members of the Church Council shall be the Pastor, other ministerial staff members, the Chairman of the Deacons, the Sunday School Director, the Discipleship Training Director, the Woman' Missionary Union Director, the Baptist Men Director, the Church Clerk, and Chairs of the Social Committee, Worship Committee, and Stewardship Committee. All matters agreed upon by the Council which call for action not already approved shall be referred to the Church for approval or disapproval.

The Council will meet quarterly, or more frequently if necessary. All committee chairs are invited to attend calendar planning sessions.

## **ARTICLE VII: CHURCH ORDINANCES**

### **(1) Baptism**

The Church may receive for Baptism all persons who have received Jesus Christ as their Savior by personal faith, who profess Him publicly at any worship service, and who indicate a commitment to follow Christ as Lord. If a person is a candidate for membership, he/she must complete orientation as described in Article II, section 2, prior to Baptism. Baptism shall be by immersion in water. The Pastor, or whomever the Church membership shall authorize, shall administer Baptism. The Baptism Committee shall assist in the preparation for and the observance of Baptism. Baptism shall be administered as an act of worship during any worship service of the Church.

### **(2) Lord's Supper**

The Church shall observe the Lord's Supper a minimum of four times a year. The Pastor and Deacons shall administer the Lord's Supper. The Lord's Supper Committee is responsible for the preparations.

## **ARTICLE VIII: CHURCH MEETINGS**

### **Section 1. Worship Services**

The Church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism may be among the elements of these services.

### **Section 2. Special Services**

Revival services and any other Church meetings for the advancement of the Church's objectives shall be held as recommended by the Pastor and Worship Committee, and approved by the Members of the Church.

**Section 3. Regular Business Meetings**

The Church membership shall hold regular business meetings at least every other month on the second or fourth Wednesday of the month, except as otherwise rescheduled by the Church Council. No notice of any regular business meeting is required unless such meeting is a rescheduled meeting. Notice of any such rescheduled meeting shall be announced at two prior worship services.

**Section 4. Special Business Meetings**

The Church may call special business meetings to consider matters of special nature and significance. The notice of a special business meeting shall include the subject, the date, the time, and the place of the meeting, and it must be given by announcement in the Sunday worship services and the Wednesday evening service of the Church immediately prior to the meeting. Notification requirements may be waived in the case of an emergency, in which case the Deacon Body or Church Council may call for a special business meeting during a Sunday worship service. No business except that for which the meeting was called may be transacted

A special business meeting may be called by the Church Council, the Deacon Body, or by a written petition signed by not less than one-fourth of the Church members on the Resident Membership Roll.

**Section 5. Quorum**

A quorum for any business meeting shall consist of twenty percent of the resident members.

**Section 6. Rules of Procedure**

The most recently revised version of Robert's Rules of Order is the authority for parliamentary rules of procedure for all business meetings of the Church.

**ARTICLE IX: CHURCH FINANCES**

**Section 1. Budget**

The Stewardship Committee, in consultation with the Deacon Body, shall prepare and submit to the Members of the Church for approval an inclusive budget, indicating by item the amount needed and sought for each expense. Offering envelopes may be provided for members' use.

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

**Section 2. Accounting Procedures**

All funds received for any and all purposes shall pass through the hands of the Receiving Treasurer and be properly recorded on the books of the Church. Likewise, all funds disbursed for any and all purposes shall pass through the hands of the Disbursing Treasurer and be properly recorded in the books of the Church.

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

The Trustees shall be authorized to select and designate such depository or depositories for the funds and securities of the Church as they shall deem proper, upon recommendation of the Stewardship Committee.

**Section 3. Fiscal Year**

The Church fiscal year shall begin on January 1 and end on December 31.

**ARTICLE X: LICENSING AND ORDINATION**

**Section 1: Licensing**

Any member who may, in the judgment of the Church, give evidence of the call of God to the work of the ministry, may be licensed to preach the Gospel, provided three-fourths of the members present and qualified to vote at any regular business meeting agree thereto.

The man being called to Gospel ministry will share his testimony of calling with the congregation of the Church. Upon the Church's favor, the candidate would be licensed to conduct himself as a minister. In so doing the Church agrees to stand behind and support the minister.

**Section 2: Ordination**

**Ordination Process for a Minister**

Once the minister has been called to a pastorate, the calling church may request his ordination by the home church.

A presbytery will be convened to examine the candidate. If the candidate is found to be acceptable, he will be presented to the Church for a vote. Upon a favorable vote of three-fourths of the members present and qualified to vote at any business meeting, an ordination service will be scheduled.

### **Section 3: Revocation**

Only the licensing church has the authority to revoke a minister's license. It shall be understood by all parties that license and/or ordination papers should be voluntarily submitted by the offending party upon behavior unbecoming of a minister of the Gospel of Jesus Christ. The Deacon Body shall serve as the instigator and the final authority if any conflict results during the submission process. The Deacon Body shall make a recommendation to the Church for any final revocation, which would require no less than a three-fourths majority of the Church members present.

### **ARTICLE XI: AMENDMENTS**

Changes in these Bylaws may be made at any business meeting of the Church provided each amendment shall have been presented in writing at a previous business meeting, copies of the proposed amendment shall have been made available to Church members, and announcement of the upcoming vote on the proposed amendment shall have been made in at least two Sunday morning services prior to the business meeting. Amendments to the Bylaws shall be adopted by receiving the affirmative vote of three-fourths of the Church members present at a business meeting.

### **ARTICLE XII: OPERATION AND DISSOLUTION**

This Church is organized and operated primarily for the purpose of engaging in religious worship and proclaiming the Gospel of Jesus Christ. It is to be operated in a way that does not result in the accrual of distributable profits, realization of private gain resulting from payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain.

The Church pledges its assets for use in performing the organization's religious functions. It directs that on discontinuance of the Church by dissolution or otherwise, the assets are to be transferred to a charitable, educational, religious, or other similar organization that is qualified as a charitable organization under Section 501(c)(3), Internal Revenue Code of 1986, as amended. It further directs that if assets have not been disposed of within five years after discontinuance, the Georgia Baptist Convention is given authority to dispose of said assets.

A vote of dissolution shall require a minimum of one month's prior notice to the Church members and an affirmative vote of ninety percent of the members present at a business meeting.

The undersigned, being the duly elected and qualified Clerk of the Church, hereby certifies that the foregoing Bylaws of the Church were duly adopted by the Church on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Moderator  
Signature

\_\_\_\_\_, Clerk  
Signature