

PLEASANT GROVE BAPTIST CHURCH OF FRANKLIN COUNTY, INC.
Lavonia, Georgia

The following Constitution and By-laws was approved unanimously in a business meeting held March 1, 1992, and amended March 7, 1993, November 7, 1993, June 5, 1994, September 3, 1995, April 14, 1996, July 4, 1999, July 9, 2000, August 5, 2001, September 7, 2003, and December 7, 2003.

CONSTITUTION
PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith, and so that this body may be governed in an ordinary manner. This constitution will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

I. NAME

This body shall be known as the PLEASANT GROVE BAPTIST CHURCH OF FRANKLIN COUNTY, INC.; located off Highway 17, south; Pleasant Grove Road; Lavonia, Georgia 30553. The church was incorporated on the 6th day of November, 1981, pursuant to the provisions of the Georgia Nonprofit Corporation Code.

II. OBJECTIVES

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world. To be a worshipping fellowship, experiencing and awareness of God, recognizing His person, and responding in obedience to His leadership. To experience and increasingly meaningful fellowship with God and fellow believers. To help people experience a growing knowledge of God and man. To be a church that ministers unselfishly to persons in the community and world in Jesus' name. To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

III. STATEMENT OF FAITH

We affirm the Holy Bible is the inspired, infallible, inerrant Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 1963. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

IV. POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. All integral groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by the church action. This church is subject to the control of no other ecclesiastical counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the Tugalo Baptist Association, the Georgia Baptist Convention and the Southern Baptist Convention.

V. CHURCH COVENANT

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

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

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

We moreover engage that when we remove from this place we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

BYLAWS
I. CHURCH MEMBERSHIP

Section 1. General

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

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

Section 2. Candidacy

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

- (1) By profession of faith and for baptism according to the policies of this church
- (2) By promise of a letter of recommendation from another Baptist Church.
- (3) By statement of prior conversion experience and subsequent baptism in a Baptist church when no letter of recommendation is obtainable.
- (4) By statement of prior conversion experience and subsequent scriptural baptism by a church, upon the recommendation of the pastor.
- (5) By restoration upon the evidence of repentance and reformation.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those church members present and voting shall be required to accept such candidates for membership.

Section 3. Watchcare

Any unbaptized candidate who presents himself for membership in this church shall become a watchcare member until such time he is baptized.

Section 4. Rights of Members

- (1) Every member of this church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.
- (2) Every member of this church is eligible for consideration by the membership as candidates for elective offices in the church.
- (3) 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) Dismission to another Baptist church.
- (3) Erasure upon request.
- (4) Proof of membership in a church of another denomination.
- (5) Exclusion by action of this church.
- (6) In such other ways as this church may determine under

Section 6. Discipline

(1) It shall be the basic purpose of the Pleasant Grove Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

(2) Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and deacons will take every reasonable measure to resolve the problem in accord with Matthew 18.

(3) Finding however, that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose; the church may proceed to declare the offender to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

(4) The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

II. CHURCH OFFICERS

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

Section 1. Pastor

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

The pastor is leader of pastoral ministries in the church. As such he works with the deacons and church staff to (1) lead the church in performing its tasks, (2) lead the church to engage in a fellowship of worship, witness, education, ministry, and application, (3) proclaim the gospel to believers and unbelievers, and (4) care for the church's members and other persons in the community.

A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. Election shall be by ballot, an affirmative vote of three-fourths of those present being necessary for a choice.

The pastor shall serve until the relationship is terminated by his request or the church's request. The pastor may relinquish the office as pastor by giving at least one month's notice to the church at the time of resignation. The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the personnel committee or by written petition, signed by not less than one-fourth of the resident church members. The moderator for this meeting shall be the chairman of deacons. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one month's salary. The termination shall be immediate and the compensation shall be rendered in no more than thirty days.

Section 1a. Supply Pastor

A supply pastor shall be obtained by the pastor to fill the pulpit in his absence. Should the pastor become incapacitated beyond his ability to perform the above duties, the personnel committee shall proceed to consult with the pastor's family in order to secure a supply pastor to fill the pulpit.

Section 1b. Pastor Emeritus

The personnel committee may recommend any retired ordained Baptist minister who is a member of the church and has been actively involved in the church for a period of five years to be named Pastor Emeritus. This is an honorary, non-paid position. His duty is to assist the pastor in whatever ways possible.

Section 2. Minister of Music

The minister of music shall be called by a two-thirds vote of the church and continue in office so long as both the church and minister of music are agreed. Should the need arise either party shall give one month's notice to sever the relationship. When resignation is requested by the church it shall be accompanied by 30 days severance pay. The Minister of Music's duties shall be to give general oversight and supervision to building and strengthening the overall music ministry of the church; to minister to choir members and prospective choir members; to minister through music to the needs of individuals, groups, and the congregation in worship services.

Section 3. Ministerial Staff

The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members (except pastor and minister of music) of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the personnel committee and called by church action. At the time of resignation at least one month's notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the personnel committee, such termination being immediate and the compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation.

Nonministerial staff members shall be employed as the church determines the need for their services. The church personnel committee shall have the authority to employ and to terminate services of nonministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

Section 4. Deacons

A The active fellowship of deacons shall consist of a minimum of nine members, one-third of whom shall be chosen annually for a term of three years. Biblical qualifications for deacons are set forth in I Timothy 3:8-13 and Acts 6:1-4. No deacon shall be eligible for reelection until one full year has elapsed following a full term of service. Each member present at the August conference may nominate one man to fill each vacant position. Nominees should be male, at least 21 years of age, and been a member in regular attendance for one year. He should regularly attend the services of this church unless providentially hindered; should be a financial supporter of this church; he should be active in the progress of the church through participation in missions and other ministries of the church; and in general, live up to the covenant entered into as a member of this church.

Those men who receive the most nominations shall be contacted by an active deacon to see that he understands and is willing to accept the requirements and responsibilities of the office of deacon. The six who receive the most nominations and are willing to serve will be presented by ballot at the September conference. The three receiving the most votes will be elected to serve. In case of death, removal, or incapacity to serve; the church may elect a deacon to fill the expired term.

All first-time elected deacons shall be ordained by the church prior to their active service as deacons. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances, one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order shall suffice for this church.

In accordance with the meaning of the work and the practice in the new testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministries tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community. They shall serve as the church personnel committee, assist in the observance of the Lord's Supper and in such other duties as in general apply to the office.

By proper organization and method among themselves, the deacons shall have oversight of the discipline of the church. They are to be zealous to guard the unity of the spirit within the church in bonds of peace. The deacons shall serve as a council of advice and confer with the pastor in all matters pertaining to the welfare of the church. With the pastor they are to consider and formulate plans for the constant saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.

B. Deacons in Reserve. The active fellowship of deacons shall maintain a roll of all deacons ordained by the church or a church of like faith and order. Deacons in reserve should continue to live by the same Biblical qualifications and level of service that prompted the church to set them aside as deacons. They are deacons in reserve and may be called upon individually or collectively from time to time by the active fellowship when their wisdom and help are needed.

C. Deacon Emeritus. Any deacon age 65 or older shall be eligible to be nominated by the deacons

as a deacon emeritus upon his request. The deacons can nominate any other deacon, with his consent, for deacon emeritus should he become disabled or in some other fashion incapable of participating in all the deacon's work. A deacon emeritus shall be privileged to attend any deacons meeting and fully participate in all deliberations to the work, excluding voting privileges. Any nominee for emeritus status shall be presented to the church for election at any regular church business meeting.

Section 5. Moderator

The moderator (corporate president) shall be the pastor. In the absence of the moderator, the chairman of 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.

Section 6. Clerk

The church shall elect annually a clerk (corporate secretary) as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the annual letter fo the church to the association.

As corporate secretary, he shall keep in safe custody the seal of the corporation, and when authorized by the church, affix the same to any instrument requiring it.

Section 7. Treasurer

The church shall elect annually a church treasurer (corporate treasurer) as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of invoice, according to the budget of the church, all monies or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The treasurer shall be bonded at the discretion of the church.

Upon rendering the annual account at the end of each calendar year and its acceptance and approval by the church, the records 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.

Section 8. Assistant Treasurer

The assistant treasurer shall be elected for the term of one year, and shall be bonded at the discretion of the church. Should the treasurer become incapacitated it shall become the duty of the assistant treasurer to assume the responsibilities of the treasurer.

Section 9. Financial Secretary

The church shall elect annually a financial secretary to serve January through December of each year. It shall be the duty of the financial secretary to keep a confidential and accurate account of all contributions; and to issue and annual record of contributions to each contributor.

Section 10. Trustees

The church shall elect three trustees (corporate board of directors) to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

Trustees shall serve on a rotation basis, with one new trustee being elected every three years.

III. CHURCH COMMITTEES

All who serve on church committees shall be members of this church.

A. STANDING COMMITTEES. The standing committees of this church shall be: nominating, personnel, missions, evangelism, long-range planning, properties and space, stewardship, usher, baptismal,

flower, minister search, transportation, media library, bereavement, sound, purchasing, recreation, associational executive committee representatives, church council, and such other standing committees as may be added by the amendment procedure prescribed within these bylaws. Unless otherwise specified, all church committees shall consist of six members, serving on a rotation basis with one-third rotating off each year; they shall be recommended by the nominating committee and elected by the church unless otherwise specified within these bylaws. Each committee shall meet as soon as possible after election to choose a chairman and organize to accomplish its task(s).

Section 1. Nominating Committee

The nucleus of the nominating committee shall be composed of three members. Each member present at the May conference may nominate three persons, by ballot. The six persons who receive the most nominations and are willing to serve will be presented by ballot at the June conference. The three who receive the most votes will be elected to serve. It shall be their duty to present nominees for the Sunday School, Training program, WMU and Brotherhood Directors at the July conference. These seven shall be joined by the church clerk and chairman of deacons to form the nominating committee. The nominating committee will report the first Sunday in September.

The nominating committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. It is suggested that they act as a clearing house, allowing all program organization leaders to enlist their own workers with the assistance of the nominating committee before they are approached for recruitment. The committee serves throughout the year presenting to the church for election all who accept the invitation to serve.

Section 2. Personnel Committee

The deacons shall serve as a personnel committee and assist the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as determining staff need, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services.

Section 3. Missions Committee

The missions committee seeks to discover possibilities for local missions projects, shares findings with church program organizations, and serves the church in establishing and conducting such missions projects as may be assigned it.

Section 4. Evangelism Committee

The evangelism committee in consultation with the pastor and assisting him evaluates the response of the church to its evangelistic opportunities; presents to the church an aggressive and perennial program of evangelism; and working with the program organizations, enlists and equips lay persons to become effective witnesses for Christ. They will establish and maintain up-to-date files of evangelistic prospects, and request through channels, calendar time and finances to implement the church goals for evangelism.

Section 5. Long-Range Planning Committee

The long-range planning committee monitoring the growth history of the church, develops long-range goals for progress and growth and presents them to the church for approval. The committee shall consist of three subcommittees of three persons each serving on a rotation basis, with one new subcommittee member being elected every year. The three subcommittees shall be (a) a Growth Planning Subcommittee, (b) A Program/Staff Planning Subcommittee, and (c) a Physical Plant and Facilities Planning Subcommittee.

Section 6. Property and Space Committee

The church property and space committee assists the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use. Recommending policies regarding use of properties, consulting with the personnel committee and the church staff regarding the needs for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.

Section 7. Stewardship Committee

Prior to the December conference each year, the stewardship committee, in consultation with the program organization leaders and the pastor, develops and recommends an overall stewardship development plan, a unified church budget, and budget promotion and/or subscription plans for the new year. It advises and recommends in the administration of gifts of church members and others, using sound principles of financial management. It works with the treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church.

Section 8. Ushers

There shall be a committee composed of as many as may be deemed necessary to serve as ushers in the church. The duties of ushers shall be as follows: greet people as they enter the church and as they leave. They shall seat people at the proper time before and during the services. They shall continually be attentive to the needs of the congregation. They shall provide bulletins and/or materials at the time of seating.

Section 9. Baptismal Committee

The baptismal committee shall consist of three men and three women (preferably married couples) one of which is chairman. It is their duty to make all necessary arrangements for the ordinance of baptism and to render such assistance to the pastor and to the candidate as may be necessary.

Section 10. Flower Committee

The flower committee shall be responsible for scheduling, providing, arranging, and disposing of flowers and floral arrangements in the church facilities as needed.

Section 11. Minister Search Committee

At the time the office of pastor or minister of music is declared vacant, a minister search committee shall be nominated from the floor and elected by the church at a regular or called meeting. This committee shall be composed of five members and two alternates. Their first duty shall be to recommend an interim to the church to fill the vacancy until they can seek out and nominate a person to fill the position permanently. It shall be their task to seek out a suitable candidate and its recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one name at a time. Upon filling the vacancy by the church, the committee is dismissed.

Section 12. Transportation Committee

The Transportation Committee shall be responsible for coordinating the activities related to all church-owned, rented, or leased motor vehicles in cooperation with the Transportation Director. The committee has responsibilities as follows: Determine the need for new or additional motor vehicles and make recommendations for procurement. Develop policies and submit them to the church for approval. Assist the Transportation Director in the performance of his duties; serve as liaison between the church and the Transportation Director, extending counsel and advise as needed. Develop and maintain a list of approved vehicle drivers. Provide general oversight of all vehicles insuring that they are safe to operate and properly covered by insurance. Suggest transportation budget needs to the Stewardship Committee for maintenance, repairs, and general use.

Section 13. Media Library Committee

The media library committee shall assist the media director and librarian in selecting materials and administering a media program. The media library committee shall maintain all bulletin boards, including outside signs.

Section 14. Bereavement Committee

The bereavement committee shall minister, as set forth in the policies of the church, to families who have experienced death.

Section 15. Sound Committee

The sound committee shall operate and maintain the sound system of the church.

Section 16. Purchasing Committee

This committee shall consist of the church treasurer, vice-chairman of deacons, and Sunday School secretary. It is their responsibility to administer the budget of the church.

Section 17. Youth Advisory Committee

This committee shall be composed of 6 people: there shall be three youth representatives elected annually for a one-year term (one from each of the following age groups: 7-8, 9-10, 11-12 grades); three adults (at least one shall be parent to a youth, at least one shall serve in an elected youth leadership capacity, and at least one shall be an interested church member at-large - only these last two shall be deemed mutually exclusive of each other) shall serve for a three-year rotation. The adult serving in the third year rotation shall be the chairman. This committee will work with the youth leadership elected by the church in fulfilling its task. This committee shall plan ways to help youth make or deepen their commitment to Jesus Christ; to be sensitive to the power of the Holy Spirit; to engage in and experience worship; to learn to apply Christian principles in every area and relationship of life; to participate in Christian ministries; to practice Christian stewardship of time, talent and possessions; to recognize the will of God in all decisions; to witness of their experience with Jesus Christ and direct others to Him; and to make constructive use of their leisure time. The committee will consult with the youth of the church, study their needs and make recommendations to the Church Council a program of activities to accomplish these objectives. When these activities are determined and scheduled by the Church Council, they will become the responsibility of the Youth Advisory Committee to implement unless the activity is a part of another Program Organization's function.

Section 18. Associational Executive Committee Representatives

The pastor and chairman of deacons shall serve as representative of the church on the Associational Executive Committee.

Section 19. Church Council

The primary functions of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.

The council, unless otherwise determined by vote of the church, shall have as regular members the pastor, minister of music, Sunday School director, and chairman of deacons. Committee chairmen and church elected officers shall serve as ex-officio members.

All members agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

The council shall meet at the call of the pastor.

Section 20. Count Committee

(A) The count committee shall assist the treasurer in verifying the amount of offerings, preparing deposit tickets, and seeing that timely bank deposits are made.

(B) The count committee shall assist the financial secretary in keeping an accurate, confidential record of contributions by: (1) gifts received by envelopes—see that correct amount is recorded on the envelope; if part or all of gift is designated—see that this is noted on the offering envelope. (2) gifts received by check, but not in envelope—make copy of check so financial secretary will have a record of contributor, address and amount.

B. TEMPORARY COMMITTEES. Other committees may be appointed by the pastor with advice and consent of the deacons. Such committees are temporary in that they are discharged within one year of their appointment or when their assigned task is completed, whichever comes first.

The program organizations and the deacons are free to organize themselves as they see fit for the efficiency of their work. Nothing in these bylaws shall be construed to prohibit the establishment of committees to function internally within the body of deacons or the program organizations as needed by these organizations.

IV. CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; church member training, church leader

training, new member orientation; mission education, action, and support; recreation education, action, and support for program organizations; and music education, training and performance. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

A. The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, perform the functions for the church within its constituency, provide and interpret information regarding the work of the church and denomination.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School director elected by the church.

B. The Church 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.

The Church Discipleship Training Organization shall be organized by departments for all ages and conducted under the direction of a general director.

C. Women'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 praying and giving; and provide and interpret information regarding the work of the church and denomination.

Women's Missionary Union shall have such officers and organizations as the program requires.

D. The Brotherhood 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 praying and giving, and provide and interpret information regarding the work of the church and denomination.

The brotherhood shall have such officers and organization as the program requires.

E. The Church Music organization, under the direction of the church-elected music director, shall be the music education, training, and performance organization for the church. Its tasks shall be to teach music; train person to lead, sing, and play music; 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.

F. There shall be a Religious Education Ministry under the administration of the Minister of Education. Such officers and organizations shall be included as in his wisdom, directed by the Holy Spirit, seem wise; with the advice and consent of the pastor, and subject to approval of the church. The purpose of the Education Ministry is to shepherd the Program Organizations, aiding them in developing the church as a teaching

church. The Education tasks shall be to lead the Program Organizations to teach the Bible, minister, develop leaders, discipline lay-persons to teach Christian doctrine, and the nature and mission of the church, and to interpret the work of the denomination to the church.

G. The church Recreation Ministry organization under the leadership of a Recreation Director shall serve the Church Program Organizations in meeting the recreational needs of members and groups. Its personnel will provide recreational activities, consultation, leadership assistance and resources. The Church Recreation Program shall have such officers and organization as the program requires. The Church Recreation Director shall serve on the Church Council.

H. The AWANA Clubs organization shall supplement and complement the tasks of other Church Program Organizations in such areas as evangelism, missions, and recreation. Its tasks shall be "to reach boys and girls with the gospel of Christ and train them to serve Him." The clubs shall be under the direction

of the Pastoral Staff and a Commander(s) appointed in consultation with the Pastoral Staff. The clubs shall be chartered by and follow the guidelines of AWANA Clubs International.

The AWANA Clubs shall have such officers and organization as the program requires. The AWANA Commander(s) shall serve on the Church Council.

V. CHURCH PROGRAM SERVICES

The church shall maintain media center services and food services for the purpose of enriching and extending the ministries and programs of the church.

A. The media center service will be the resource center for the church. Its personnel will seek to provide and promote the use of printed, audio, visual, and audiovisual resources. They also will provide consultation to church leaders and members in the use of printed, audio, visual, and audiovisual resources.

B. There shall be a church food services under the direction of a Food Service Director. The Food Service Director shall be responsible for coordinating all the food service needs of members and groups involving the kitchen and dining rooms of the church. The food services program shall have such volunteer organization as needed. Any paid personnel or food service staff shall be employed by the church Personnel Committee, as provided herein under Part III, Section 2, but will be supervised by the Food Service Director. The Food Service Director is responsible for collecting and reporting all food funds and turning them over to the Church Treasurer for purchasing food and supplies. The Food Service Director shall serve on the Church Council.

VI. CHURCH ORDINANCES

Section 1. Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

A. Baptism shall be by immersion.

B. The pastor, or whomever the church shall authorize, shall administer baptism.

C. Baptism shall be administered as an act of worship during any worship service of the church.

D. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

Section 2. The Lord's Supper

The church shall observe the Lord's Supper quarterly, the second Sunday of the quarter, unless otherwise scheduled by the church.

VII. 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 shall be among ingredients of these services. The pastor shall direct the services for all the church members and for all others who may wish to attend.

Section 2. Special Services

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

Section 3. Regular Business Meetings

The regular business meeting of the church shall be held on the first Sunday morning of each month, unless a major conflict arises and then it shall be held on the following Sunday morning.

Section 4. Special Business Meetings

The church may conduct called business meetings to consider a matter of special nature and

significance, provided a quorum is present. A one-week notice must be given for the specially called business meeting, unless urgency renders such notice impractical.

Section 5. Annual Business Meeting

The regular business meeting of the church in September shall be the annual business meeting. At this time all officers, teach leaders and committees, except as otherwise specified shall be elected for the ensuing church year.

Section 6. Public Notice

An announcement from the pulpit and/or notice in the church bulletin shall suffice for public notice.

Section 7. Quorum

The presence of fifty members shall be necessary to constitute a quorum.

Section 8. Parliamentary Rules

Robert's Rules of order, Revised, is the authority for parliamentary rules of procedure for all business meeting of the church.

VIII. CHURCH FINANCES

Section 1. Budget

Prior to the December conference each year, the stewardship committee, in consultation with the church council shall prepare and submit to the church for approval and inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for member's use.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Annually there shall be opportunity provided to secure worthy commitments of financial support from the church members.

Section 2. Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the church treasurer, or financial secretary and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded at the discretion of the church.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility fo the stewardship committee.

IX. CHURCH OPERATIONS MANUAL

A special committee of the church shall develop a church operations manual to include church policies and procedures and organization charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and made available for use there by any member of the church. The church council shall review the manual at least annually, with authority to recommend change for the church to consider. Any church member or church organization may initiate suggested changes in the manual.

Addition, revision, or deletion of church policies requires: (1) the recommendation of the church officer or organization to whose area of assignment the procedure relates, (2) approval by the church council, and (3) approval of the church.

X. AMENDMENTS

Changes in the constitution and bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous regular business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the constitution shall be by two-thirds vote of church members presents. Amendments to the bylaws shall have a concurrence of a majority of the members present and voting.