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CONSTITUTION
OF THE
FIRST BAPTIST CHURCH
MOUNT GILEAD, NORTH CAROLINA

(Adopted June 27th, 2021, replacing version of Nov 2017)

PREAMBLE

We establish this constitution in order to preserve and articulate the principles of our faith and to govern this local body of believers in an orderly manner consistent with the accepted beliefs of missionary Baptist churches. This constitution preserves the individual liberties of each individual member of this Church and the freedom of action of this body in its relationship to other churches of the same faith. As a body of baptized believers under the Lordship of Jesus Christ, First Baptist Church, Mount Gilead, is proclaiming the Gospel of God's salvation to all people, caring for the least and the lost, and bridging divides in our community as ambassadors of reconciliation.

ARTICLE I. PROFESSION OF FAITH

A. NAME

This body shall be known as the *First Baptist Church* of Mount Gilead, Montgomery County, North Carolina.

B. PURPOSE

The First Baptist Church has been organized for the purpose of advancing and promoting the worship of God through the reading and study of the Holy Bible as the revealed word of God, the teaching and preaching of the gospel of our Lord and Savior, Jesus Christ, conducting regular services of worship for the nurture, spiritual training, development, and benefit of each member, and the winning of souls to Jesus Christ.

This church shall be missionary in spirit, faithfully participating in God's mission to the world. Though we honor our historic ties with the Southern Baptist Convention, the church shall be free to cooperate with any and all institutions and individuals with whom it chooses to partner. It shall exist to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the church of our Lord Jesus Christ, and to channel its offerings to the support of the objects of the Kingdom of God. In order to effectively carry forward the objects and purposes set forth above, the Church shall have full power and authority to purchase, lease and acquire by gift, devise or bequest and to hold, mortgage, convey, and dispose of all kinds of property, both real and personal, provided that the title of all property shall be vested in the Church trustees as herein set forth.

C. OBJECTIVES

1. To be a dynamic, living spiritual body empowered by the Holy Spirit to share Christ with as many people as possible in our church, community and throughout the world.
2. To be a worshipping fellowship, experiencing an awareness of God, recognizing His being, and responding in obedience to His leadership.
3. To experience a meaningful fellowship with God and fellow believers based on love and trust.
4. To help people experience a growing knowledge of God and man.
5. To be a church whose purpose is to be Christ-like in our daily living, emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

D. AFFILIATIONS AND COOPERATION

Section 1. Affiliation

- a. This church does declare (as far as conscience shall allow) to affiliate itself with institutions, assemblies, conventions, movements, and individuals that are cooperative with our purpose and mission.
- b. These relations are voluntary actions to promote a spirit of fellowship, good will, and mutual helpfulness.
- c. These regulations are voluntary actions to cooperate with the aims and purposes set forth in the constitutions of these autonomous bodies to participate by duly elected messengers in their deliberate assemblies.
- d. These relations are voluntary actions also which support insofar as possible the missionary, benevolent, and education ministries of each.

Section 2. Number of Messengers to Assemblies

- a. Should messengers need to be elected for our church to faithfully participate in the ministries of our designated partners, the church shall honor the rules for messenger election set forth by the ministry partner to whom messengers will be sent.
- b. Elections are to be held by the church in regular church conference or in a special called conference if the position could not be filled in a regular church conference.

Section 3. Discontinuance of Affiliation and/or Cooperation

- a. The calling of a special church conference for the purpose of voting on withdrawal from affiliation from any or all ministry partnerships will require that written notice be sent to each resident member of the church thirty (30) days prior, stating the purpose and time of said conference.
- b. Action to withdraw to be valid must be carried by a two-thirds (2/3) vote of the members present and voting.
- c. In the event of serious rupture in fellowship at this point and the necessity of such action as above set forth, it is expected that the various factions of the church will sit down in Christian love and in the spirit of prayer and seek to effectuate reconciliation at an agreeable basis of division, each being mindful of the Beatitude which says, "Blessed are the peacemakers, for they shall be called the children of God."

E. CHURCH ORDINANCES

Section 1. Baptism

- a. 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.
- b. Baptism shall be by immersion.
- c. Baptism shall be administered as an act of worship during any worship service of the church.
- d. The Pastor, or whomever the church shall authorize, shall administer baptism. The Deacons shall assist in the preparation for, and the observance of baptism.

Section 2. The Lord's Supper

- a. The church shall observe the Lord's Supper at least quarterly, unless otherwise scheduled by the church.
- b. The Pastor and Deacons shall administer the Lord's Supper.

F. EDUCATIONAL MINISTRIES

Section 1. General

- a. All organizations of the church shall be under church control with all officers being elected by the church and reporting regularly to the church.
- b. It is understood that the Pastor and Associate Pastor are ex officio members of all standing committees and teams, and their leadership is to be recognized by the committees and teams.

Section 2. Sunday School

- a. There shall be a Sunday School conducted under the leadership of a director who shall be elected by the church.
- b. The Sunday School shall be divided into departments and classes for all ages.
- c. The tasks of the Sunday School shall be:
 - (1) To teach systematic theology, Christian history, Christian ethics, and church policy and organization
 - (2) To train all church members to worship, witness, learn and minister daily
 - (3) To discover, recruit and train potential leaders
 - (4) To provide and interpret information regarding the work of the church and the denomination
 - (5) To provide a promotion Sunday for recognition of children and youth
 - (6) To encourage and provide opportunities for youth and children to participate in worship

Section 3. Women's Missionary Union (WMU)

- a. This program shall be under the guidance of the Mission Team.
- b. The tasks of the WMU shall be:
 - (1) To teach missions
 - (2) To encourage members to participate in missions

- (3) To provide organization and leadership for special mission projects of the church
- (4) To provide and interpret information regarding the work of the church and denomination

Section 4. Brotherhood

- a. There shall be a Brotherhood under the guidance of the Mission Team.
- b. The tasks of the Brotherhood shall be:
 - (1) To teach missions
 - (2) To encourage all men and boys to participate in mission projects of the church
 - (3) To provide and interpret information regarding the work of the church and denomination.

Section 5. Music Ministry

- a. There shall be a music ministry under the leadership of a Director of Music.
- b. The tasks of this ministry shall be:
 - (1) To provide music and musicians for the congregational services and the organizations of the church
 - (2) To encourage the participation in hymn singing
 - (3) To encourage persons to lead, sing, and play musical instruments
 - (4) To provide organization and leadership for special work of the church and the denomination

Section 6. Youth Program

- a. The youth program shall be under the leadership of a Youth Minister and/or the Youth Team.
- b. The tasks of this program shall be to provide a nurturing environment where youth can grow and explore their faith through worship, study, and fellowship.

G. LICENSE AND ORDINATION

Section 1. Church Procedure

- a. In the event a member feels God's call to the ministry through a church-related vocation, the following procedure shall result (or ensure). Upon recommendation of the Deacons, the church may first express its approval by a vote to license a candidate to preach or to exercise other ministerial gifts. This action will require three-fourths (3/4) affirmation vote of the members present.
- b. The candidate may apply for ordination after having been licensed, and ordinarily, following a request for the candidate's ordination from a church seeking to employ the candidate.
- c. The church shall proceed with ordination with an awareness of the presence of an ordination council. This council along with the Deacons of this church shall examine the candidate and report to the church. If the report is favorable, the church shall vote on the recommendation. Upon a three-fourth (3/4) affirmative vote of the members present at a special called conference, the church will proceed with ordination.
- d. The candidate shall be strongly encouraged to prepare himself/herself thoroughly for the ministry.

Section 2. Certification

- a. The church clerk shall promptly furnish as the candidate's credentials a certificate of license, and, following ordination, a certificate of ordination.
- b. It is understood that the performance of civil duties by the candidate shall be governed by state law.

ARTICLE II. ORGANIZATION

A. MEMBERSHIP

Section 1. General

- a. This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ.
- b. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this Church.
- c. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Candidacy

- a. Any person may offer him(her)self as a candidate for membership in this church through the profession of faith
- b. All such candidates shall be presented to the church for approval of membership at any regular worship service.
- c. It is our belief that baptism is an important part of church membership. Previous baptism in another Christian church will be accepted. If not previously baptized, we will provide baptism for the candidate.

Section 3. Termination of Membership

- a. By death
- b. By dismissal to another Baptist Church
- c. By erasure upon becoming affiliated with a church of another denomination or faith

Section 4. Rights of Members

- a. Every member of the church is entitled to vote in all elections and on all questions submitted to the church in conference, provided the member is present.
- b. Every member of the church is eligible for consideration by the membership as a nominee for elected officer, standing committee member, and/or team member in the church.
- c. Every member of the church may participate in the ordinances of the church as administered by the church.

Section 5. Associate Membership

- a. Associate Membership is available for anyone who temporarily comes to the Church for educational, vocational, or personal reasons but wishes to remain a member of his/her home church and who comes professing faith in the Lord Jesus Christ as Savior. Previous baptism in another Christian church will be accepted.
- b. Any person wishing to become an Associate Member shall complete an Associate Membership information form and will be voted upon at a regular church conference or a special called conference.
- c. An Associate Member will be able to serve on Committees with the exception of Deacons, Trustees, and Budget & Finance but will not be able to serve as chairperson of a committee.
- d. Associate Members would not be allowed to vote or to make motions at a regular church conference or a special called conference.
- e. Termination of an Associate Member follows the same rules as Section 3 of ARTICLE II for regular membership.

B. CHURCH GOVERNANCE

Section 1. Polity

- a. This church is a free, autonomous, independent body, congregational in nature.
- b. This church has the authority to determine for itself in the manner set forth in this constitution, free of any outside control, authority or power, whether governmental or otherwise, the use of its property and all church policies.

Section 2. Church Year

- a. Church year for all officers, standing committees and teams shall begin on the first day of January and end on the thirty-first day of December.
- b. Church year for financial matters will begin on the first day of January and end on the thirty-first day of December.

Section 3. Parliamentary Procedures

- a. Robert's Rules of Order Revised shall be considered as the authority for parliamentary rules of procedure for all regular and special called conferences of the church as a congregation.
- b. Robert's Rules of Order Revised shall be considered as the authority for parliamentary rules of procedure for all meetings of the Deacons, standing committees and teams.

Section 4.

Quorum

- a. A quorum for a regular church conference shall consist of members present.
- b. A quorum for special called conferences shall consist of members present.
- c. A quorum for the meetings of the Deacon Board shall consist of a majority of the members being present.
- d. A quorum for meetings of committees or teams shall consist of a majority of the members being present.
- e. While in-person meetings are preferred, a quorum for meetings of committees and teams may also be achieved through telephone or internet conferencing or email, provided that all members of the committee or team have access to the means by which the meeting will be conducted and have received notice of the meeting in the traditional manner.

Section 5.

Moderator at Church Conferences

- a. The Chairperson of the Deacons shall preside over the regular church conferences and all special called conferences as moderator.
- b. In the absence of the Deacon Chairperson, the Vice-Chairperson of the Deacons shall preside.
- c. If neither can be present, the Deacon Chairperson shall name another member of the Deacon Board to assume this responsibility.

Section 6.

Recording of Minutes

- a. Church Clerk shall be responsible for the recording of minutes at regular church conference.
- b. Church Clerk shall be responsible for the recording of minutes at special called church conferences.
- c. All committees and teams shall have a member record minutes of their meetings.

Section 7.

Non-Budgeted Expenditures

- a. For any non-budgeted expenditure that exceeds the amount established by the Finance committee and approved by the Board of Deacons, the Chairperson of the committee requesting the expenditure shall submit the request (including 2 estimates where practical) to the Budget & Finance Committee.
- b. The Budget & Finance Committee will review the request as to the availability of money and method of payment. They will then forward the request to the Deacons for their consideration.
- c. Upon their approval, the Deacons will present the request to the membership for approval at the next scheduled church conference or a special called conference as a motion from the committee requesting the expenditure. This will not require a second as it is presented as a motion from a committee.
- d. Chairperson of the Deacons may approve an extreme emergency non-budgeted expenditure and as soon as possible notify the Chairperson of the Budget & Finance Committee and Treasurer of the expenditure.

C. MEETINGS OF CHURCH MEMBERSHIP

Section 1. Regular Worship Services

- a. This church shall hold regular meetings for worship, teaching, training, and fellowship.
- b. Other worship services of the church as a whole or of authorized groups within the church or community may be set according to the needs of the congregation.

Section 2. Regular Church Conference

- a. The regular church conference is to be held on the third Wednesday of January, April, July and October, unless rescheduled by the Board of Deacons, for the purpose of:
 - (1) Disposition of all business matters not otherwise provided for
 - (2) To hear reports from all committees and teams and various church organizations
 - (3) To consider other matters essential to the spiritual welfare and prosperity of the membership.
- b. The Pastor and/or Deacon Chairperson may change a meeting date if there are conflicts with the regular date.

Section 3. Special Called Conference

- a. A special conference may be called at any time by the Pastor and/or Deacon Chairperson.
- b. At least seven (7) days notice shall be given to the membership for all special called conferences.
- c. Emergency situations as determined by the Pastor and/or Deacon Chairperson are exempted from the seven (7) day notice.
- d. Only subjects relating to the announced topic may be voted on at a special called conference.

Section 4. Proposed Budget Conference

- a. To be held annually by the end of November.
- b. Purpose is for church members to express their concerns or opinions concerning the proposed budget that was mailed to each church member during the first week of November.
- c. Proposed budget and any changes will then be voted on by those members present.
- d. If members present and voting reject the proposed budget, the Budget & Finance Committee will then develop a new proposed budget to be presented at a Proposed Budget Conference within fifteen (15) days.

Section 5. Other Meetings

- a. Other meetings of the church as a whole may be set according to the needs of the congregation.
- b. Other meetings of any authorized groups within the church may be set according to the needs of the congregation.

Section 6. Cancellation Policy

- a. In case of inclement weather, the Deacon Chairperson and the Pastor will determine if the worship service or other meeting will be cancelled.
- b. Notification of such cancellation will be made on the local television station, by telephone and/or by email to the membership.

ARTICLE III. CHURCH STAFF

A. PASTOR

Section 1. Relationship with Church

- a. Shall serve until the relationship is dissolved at the request of either the Pastor or congregation.
- b. Thirty (30) days notice in either case shall be given unless otherwise mutually agreed upon.

Section 2. Call

- a. Call shall take place at a special called conference especially set for that purpose of which at least one week's notice has been given to the membership.
- b. Special Pastor Search Committee nominated by Deacons and elected by church shall recommend nominee.
- c. Committee shall bring only one nominee at a time for consideration.
- d. No nomination may be made except by the committee.
- e. Committee shall seek out and nominate as Pastor a minister of the Gospel whose Christian character and qualifications fit the position of Pastor of this church.
- f. Election shall be by paper ballot.
- g. Affirmative vote of three-fourths (3/4) of those members present and voting is necessary for a call.
- h. Should the recommendation by the committee fail to receive a three-fourths (3/4) vote, the committee will be instructed to notify the nominee of the action taken by the church and to seek out another candidate for Pastor.
- i. Meeting will adjourn without debate.

Section 3. Duties

- a. Once the Pastor is called, church and Pastor will enter into a covenant that will outline the Pastor's duties, financial package and expectations of the congregation, which is to be signed by the Pastor and the Deacon Chairperson.
- b. Covenant will be an attachment to but not a part of this constitution. Signed covenant will be kept in the church office.

B. MINISTER OF YOUTH AND EDUCATION

Section 1. Relationship with Church

- a. Shall serve until the relationship is dissolved at the request of either the Minister of Youth and Education or congregation.
- b. Thirty (30) days notice in either case shall be given unless otherwise mutually agreed upon.

Section 2. Call

- a. Call shall take place at a special called conference especially set for that purpose of which at least one week's notice has been given the membership.
- b. Special committee nominated by Deacons and elected by church shall recommend nominee.
- c. Committee shall bring only one nominee at a time for consideration.
- d. No nomination may be made except by the committee.
- e. Committee shall seek out and nominate as Minister of Youth and Education, a minister of the Gospel whose Christian character and qualifications fit the position of Minister of Youth and Education of this church.
- f. Election shall be by paper ballot.
- g. Affirmative vote of three-fourths (3/4) of those members present and voting is necessary for a call.
- h. Should the recommendation by the committee fail to receive a three-fourths (3/4) vote, the committee will be instructed to notify the nominee of the action taken by the church and to seek out another candidate for Minister of Youth and Education.
- i. Meeting will adjourn without debate.

Section 3. Duties

- a. Once the Minister of Youth and Education is called, church and Minister will enter into a covenant to be signed by the Minister of Youth and Education and the Deacons Chairperson that will outline the Minister's duties, financial package and expectations of the congregation.
- b. Covenant will be an attachment to but not a part of this constitution. Signed covenant is to be kept in the church office.

C. DIRECTOR OF MUSIC

Section 1. Employment

- a. Shall be employed by the Board of Deacons
- b. Shall be a member of the Music Team
- c. Salary shall be approved annually in church budget

Section 2. Duties

- a. Shall be responsible for providing worshipful music at all services.
- b. Shall train and direct the choir or choirs.
- c. Shall cooperate with the Pastor and other church leaders in the selection of suitable music.
- d. Shall devise appropriate musical programs for all occasions where such services are needed.

D. ORGANIST

Section 1. Employment

- a. Shall be employed by the Board of Deacons
- b. Shall be a member of the Music Team
- c. Salary shall be approved annually in church budget

Section 2. Duties

- a. Shall play for all church worship services when possible
- b. Shall assist the Director of Music in a suitable program of music for the church

E. CHURCH SECRETARY

Section 1. Employment

- a. Shall be employed by the Budget & Finance Committee
- b. Salary shall be approved annually in church budget.

Section 2. Duties

- a. All specific duties and responsibilities are to be listed in a job description signed by the Secretary and Budget & Finance Committee Chairperson.
- b. Signed job description shall be kept in church office.

F. CHURCH CARETAKER

Section 1. Employment

- a. Shall be employed by the Properties Committee
- b. Salary shall be approved annually in church budget.

Section 2. Duties

- a. All specific duties and responsibilities are to be listed in a job description signed by the Caretaker and Chairperson of the Properties Committee.
- b. Signed job description shall be kept in church office.

ARTICLE IV. CHURCH OFFICERS

A. DEACONS

Section 1. Number and Qualifications

- a. Shall be nine (9) Deacons – Number may be increased or decreased upon recommendations and needs of the church.
- b. Shall be from among those members, both men and women, who have proved themselves to have scriptural and leadership qualifications according to the New Testament.
- c. No husband and wife shall serve simultaneously.

Section 2. Term and Election

- a. Shall be elected for a term of three (3) years.
- b. Shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. May serve successive terms.
- d. May not serve a concurrent term on Budget & Finance Committee.
- e. Retirees shall retain their title of “Deacon” and may be called upon for service by the church at any time.

Section 3.

Ordination

- a. New Deacons having never been ordained are to be ordained approximately three (3) weeks after election.
- b. Ordination may be held in conjunction with a regular worship service or in an especially scheduled service.

Section 4.

Duties of Deacons

- a. Shall meet on a regular monthly basis.
- b. Shall regard themselves as servants of the church and lead by example.
- c. Shall elect chair, vice-chair and secretary of the Deacons promptly at the beginning of the church year.
- d. Shall concentrate on ministries involving visitation of the sick.
- e. Shall concentrate on ministries involving visitation of prospective members.
- f. Shall provide comfort and support for church members during times of personal sorrow or crisis.
- g. Shall make recommendations to church in all matters pertaining to its work and progress.
- h. Shall have a committee appointed by the Deacons that will assist the Pastor in conducting baptismal services.
 - (1) Shall consist of four (4) members (2 men and 2 women)
 - (2) Two (2) of these shall be second year Deacons
- i. Shall have a Deacon's committee that will assist the Pastor in observance of the Lord's Supper.
 - (1) Shall consist of Deacons appointed by the Deacon Chairperson
 - (2) Shall have the responsibility of preparing, placing and removal of the elements for the observance.
- j. Shall have general oversight of the upkeep, repair and use of church property (with proper respect for the responsibilities of the Trustees and Properties Committee).
- k. Shall supervise the financial program of the church.
- l. Shall have the duty of interviewing, employing and terminating the employment of the Director of Music.
- m. Shall have the duty of interviewing, employing and terminating the employment of the Organist.
- n. Shall have authority to appoint temporary committees, teams and/or task forces as are necessary to the discharge of their duties.
- o. Shall submit nominees for a Pastor Search Committee to be elected by the church whenever the need arises.
- p. Shall submit nominees for a Minister of Youth and Education Search Committee to be elected by the church whenever the need arises.
- q. Shall approve any material gift donated to the church.
- r. Shall submit to the Nominating Committee two (2) nominees for the Nominating Committee that will be presented to the church on the first Sunday in November.
- s. Shall review and follow procedures for non-budgeted expenditures as outlined in ARTICLE II, B, Section 7.
- t. Shall review and follow procedures for amendments and alterations to the constitution as outlined in ARTICLE VII, B.

- u. Shall stay in contact as needed with their individual families as assigned by Deacon Chairperson and be available for support as needed.

Section 5. Duties of Deacon Chair

- a. Shall schedule regular monthly meetings of Deacons
- b. May call the Deacons into special session whenever the need arises.
- c. Shall conduct all Deacons' meetings or designate vice-chair to assume this duty.
- d. Shall act as Moderator at all regular church conferences and special called conferences.
- e. Shall determine cancellation of worship service or any meetings with the assistance of the Pastor and notify membership.
- f. Shall meet with all committee and/or team leaders promptly at the beginning of the church year to review responsibilities and plans for the present church year.
- g. Shall be responsible for following the procedure for non-budgeted and emergency expenditures as outlined in ARTICLE II, B, Section 7.
- h. Shall assign each Deacon at the beginning of the church year a Deacon Family List.
- i. Shall provide a quarterly report of Deacons' activity at each regular church conference.
- j. Shall contact committee and/or team leaders prior to regular church conferences to make sure they will have a written report prepared for the conference.

B. TRUSTEES

Section 1. Number

- a. Shall be three (3) Trustees.
- b. Number may be increased or decreased upon recommendation and needs of the church.

Section 2. Term and Election

- a. Shall be for three (3) years.
- b. One (1) trustee shall be elected each year.
- c. Shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- d. May serve successive terms.

Section 3. Duties

- a. Shall hold in trust the title of all property of the church as provided by law and action of the church
- b. Shall represent the church in all matters of legal responsibility regarding the purchase, improvement and disposal of church property.
- c. Shall execute all legal papers relating to the church and to the community as the church may direct.
- d. Shall have no power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action.
- e. Shall not have any control over the use of the church property except by vote of the church.
- f. Shall serve as members of the Properties Committee.

C. CHURCH CLERK

Section 1. Term and Election

- a. Shall be for three (3) years.
- b. Shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. May serve successive terms.

Section 2. Duties

- a. Shall attend or be represented at all regular church conferences and special called conferences.
- b. Shall provide accurate and detailed minutes of all conferences.
- c. Shall provide accurate register of names and correct addresses of members with dates and methods of admission, dismissal, changes of names, or death, together with a record of baptisms.
- d. Shall issue letters of dismissal voted by the church.
- e. Shall request transfer letters for new members
- f. Shall preserve all papers and valuable records that belong to the church in a safe place realizing that these are the property of the church.
- g. Shall report at each regular church conference status of the church's membership and any other important matters.
- h. Shall have the Church Secretary assist in any of the duties of the Church Clerk as needed.

D. CHURCH TREASURER

Section 1. Term and Election

- a. Shall be for three (3) years.
- b. Shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2, b-g.
- c. May serve successive terms.

Section 2. Duties

- a. Shall oversee the receipt and distribution of all money handled by the Budget & Finance Committee and Church Secretary.
- b. Shall insure that the Church Secretary uses generally accepted accounting practices.
- c. Shall attend all Budget & Finance Committee meetings as an ex-officio member.
- d. Shall be responsible for all financial reporting at all, but not limited to, regular church conference.

E. SUNDAY SCHOOL DIRECTOR

Section 1. Term and Election

- a. Shall be for three (3) years.
- b. Shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. May serve successive terms.

Section 2. Duties

- a. Shall have oversight of the entire Sunday School.
- b. Shall provide the best methods and materials for religious education.
- c. Shall counsel with teachers when needed.
- d. Shall collect each Sunday envelopes from every class.
- e. Shall keep records of attendance and tithes and offerings each Sunday.
- f. Shall schedule and organize promotion Sunday for children and youth classes.
- g. Shall prepare and present a quarterly report of the average attendance, average offering and average building fund offering compared to the same time period of the previous year at each regular church conference.
- h. Shall serve as a member of the Nominating Committee.

F. CHURCH HISTORIAN

Section 1. Term and Election

- a. Shall serve for three (3) years.
- b. Shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. May serve successive terms.

Section 2. Duties

- a. Shall preserve the historical records of the church in a safe place.
- b. Shall help members understand and appreciate the heritage and mission of the church.
- c. Shall organize periodic “Church History” celebrations.
- d. Shall provide a written report of any historical significance at each regular church conference.

ARTICLE V. STANDING COMMITTEES

A. BUDGET & FINANCE COMMITTEE

Section 1. Number and Term and Election

- a. Committee shall consist of six (6) members with Pastor and Treasurer serving as ex-officio members.
- b. Two or more members of an immediate family may not serve simultaneously.
- c. Term shall be for three (3) years.
- d. Shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- e. Two members shall be elected annually.
- f. May serve successive terms.
- g. Members cannot serve a concurrent term as Deacon.

Section 2. Duties

- a. Members shall elect chair, vice-chair and secretary at the beginning of each church year.
- b. Shall meet at least quarterly.
- c. Shall oversee all expenditures of church monies as specified in budget or by church action.
- d. Shall review any non-budgeted expenditures presented by the Deacons.
- e. Shall make a recommendation to the Deacons as to the availability of money and method of payment for the non-budgeted expenditures.
- f. Shall keep insurance needs up to date.
- g. Shall plan a budget in October each year for the following calendar year.
- h. Shall request budget proposals from committees and/or teams to aid in development of the proposed budget.
- i. After preparation of the budget, the Budget & Finance Committee should follow the procedure for the Proposed Budget Conference as outlined in ARTICLE II, Paragraph C, Section 4.
- j. Shall have the proposed budget mailed to the members of the church during the first week of November.
- k. Shall provide as needed plans and methods of strengthening financial giving based upon biblical standards of stewardship.
- l. Shall provide members with envelopes for payment of their tithes and offerings.
- m. Shall have the duty of interviewing, employing and terminating the employment of the Church Secretary.
- n. Shall annually update the job description of the Church Secretary.
- o. Shall provide financial reports to be presented at each regular church conference and any other conference as needed by the Chairperson of this committee with the assistance of the Church Treasurer.
- p. Shall review annually to determine the dollar value limit that committees must not exceed for any non-budgeted items as defined in Article II, B, Section 7,a and notify the board of Deacons for approval per Article IV, A, Section 4,k.

B. CONSTITUTION COMMITTEE

Section 1. Number and Term and Election

- a. Shall consist of three (3) members with one being Church Clerk.
- b. Term shall be for three (3) years.
- c. Shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- d. May serve successive terms.

Section 2. Duties

- a. Shall receive from Deacons any proposed constitution changes.
- b. Shall make proposed changes to the constitution as requested by Deacons.
- c. Shall present to the Deacons for their approval the proposed changes.
- d. Shall be responsible for the mailing of the proposed constitutional changes to all members at least thirty (30) days prior to the specific date of the church conference.
- e. Shall maintain a master copy of the constitution in the church office.

C. NOMINATING COMMITTEE

Section 1. Number and Term and Election

- a. Shall consist of six (6) members plus Sunday School Director.
- b. May not consist of two (2) or more members of any immediate family simultaneously.
- c. Two (2) members are to be elected annually.
- d. Term shall be for three (3) years.
- e. Nominations for this committee will be made by the Deacons for presentation to the church for consideration annually on the first Sunday in November and shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- f. May serve successive terms.

Section 2. Duties

- a. Shall elect chair, vice-chair and secretary at beginning of each year.
- b. Shall present annually all nominees for all officers of the church, standing committees and team chairs for its consideration at a special called conference on the first Sunday in November provided all nominees have agreed to be nominated.
- c. Shall ask for and take any nominations from the floor on the second Sunday in November at a special called church conference provided the nominee(s) has agreed to be nominated.
- d. Shall ask the Moderator to call for a vote on the nominees presented by the Nominating Committee for all officers, standing committee members and team chairs where no nominations were from the floor at the conference on the second Sunday in November.
- e. Shall submit to the members of the church at a special called church conference on the third Sunday in November, a list of all nominees for all officers of the church, standing committee members and team chairs whereby a nomination(s) was received from the floor on the second Sunday in November.
- f. Shall ask for the Moderator to call for a vote by secret ballot on the nominees presented on the third Sunday (to be counted by the Deacon Chairperson and any other Deacon chosen by the Deacon Chairperson).

- g. Shall present nominations at regular church conferences for the vacated, for any reason, un-expired term of a church officer, standing committee member or team chair.
- h. Shall be responsible for making available signup sheets for all teams beginning on the first Sunday in November thru the last Sunday in December.
- i. Encourage each member of the church to sign up for at least one team.

D. PROPERTIES COMMITTEE

Section 1. Number and Term and Election

- a. Shall consist of three (3) members plus the Trustees.
- b. Term shall be for three (3) years.
- c. Shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- d. May serve successive terms.

Section 2. Duties

- a. Members shall elect a chair, vice-chair and secretary at the beginning of the church year.
- b. Shall make an inspection of all church properties in January of each year.
- c. Shall submit a report of this inspection to the Deacons with a projected schedule of needed repairs.
- d. Shall supervise custodial care of church buildings, upkeep of grounds, and maintenance and repairs of equipment, buildings and property.
- e. Shall have the duty of interviewing, employing and terminating the employment of the Church Caretaker.
- f. Shall update annually the job description of the Church Caretaker.
- g. Shall hire proper personnel for upkeep of the grounds.
- h. Shall present to the Deacons any expenditure for repairs or equipment allocations above budgeted allocations.
- i. Shall get approval of Deacon Chairperson for any emergency expenditure not budgeted.
- j. Shall project, correlate and supervise all renovations and new construction.
- k. Shall get where appropriate, at least two (2) bids on projects.
- l. Shall prepare and present a written report of Properties Committee activity at each regular church conference or as needed.
- m. Shall present to the Budget & Finance Committee proposed budget for the committee annually in October of any needed repairs or maintenance.

ARTICLE VI. TEAMS

A. FLOWER AND DECORATION TEAM

Section 1. Members and Duties and Election

- a. Shall consist of an elected team chair plus any members who signed up to be a part of this team.
- b. The team chair shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. Shall adhere to the duties of the team as developed by the members on an annual basis.
- d. Shall meet as needed.
- e. Shall present a written report at each regular church conference of the team's activity.
- f. Shall present a proposed team budget to the Budget & Finance Committee annually in October.

B. HOSPITALITY TEAM

Section 1. Members and Duties and Election

- a. Shall consist of an elected team chair plus any members who signed up to be a part of this team.
- b. Team leaders shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. Shall adhere to the duties of the team as developed by the members on an annual basis.
- d. Shall have oversight over the use of the fellowship hall including the kitchen.
- e. Shall meet as needed.
- f. Shall present a written report at each regular church conference of the team's activity.
- g. Shall present to the Budget & Finance Committee proposed hospitality budget annually in October.

C. NURSERY TEAM

Section 1. Members and Duties and Election

- a. Shall consist of an elected team chair plus any members who signed up to be a part of this team.
- b. Team leaders shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. Shall adhere to the duties of the team as developed by the members on an annual basis.
- d. Shall meet as needed.
- e. Shall present a written report at each regular church conference of the team's activity.
- f. Shall present a proposed team budget to the Budget & Finance Committee annually in October.

D. MISSION TEAM

Section 1. Members and Duties and Election

- a. Shall consist of an elected team chair plus any members who signed up to be a part of this team.
- b. Team leaders shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. Shall adhere to the duties of the team as developed by the members on an annual basis including encouraging the women of the church to be involved in WMU ministries and projects and the men of the church to be involved in Brotherhood ministries and projects.
- d. Shall meet as needed.
- e. Shall present a written report at each regular church conference of the team's activity.
- f. Shall present a proposed team budget to the Budget & Finance Committee annually in October.

E. MUSIC TEAM

Section 1. Members and Duties and Election

- a. Shall consist of an elected team chair plus any members who signed up to be a part of this team plus the Director of Music and the Organist.
- b. Team leaders shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. Shall adhere to the duties of the team as developed by the members on an annual basis.
- d. Shall meet as needed.
- e. Shall present to the Budget & Finance Committee proposed music budget annually in October.
- f. Shall present a written report at each regular church conference of the team's activity.

F. USHER TEAM

Section 1. Members and Duties and Election

- a. Shall consist of an elected team chair plus any members who signed up to be a part of this team.
- b. Team leaders shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. Shall adhere to the duties of the team as developed by the members on an annual basis.
- d. Shall meet as needed.
- e. Shall present a written report at each regular church conference of the team's activity.

G. VISITATION AND OUTREACH TEAM

Section 1. Members and Duties and Election

- a. Shall consist of an elected team chair plus any members that signed up to be a part of this team.
- b. Team leaders shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. Shall adhere to the duties of the team as developed by the members on an annual basis.
- d. Shall meet as needed.
- e. Shall present a written report at each regular church conference of the team's activity.
- f. Shall present a proposed team budget to the Budget & Finance Committee annually in October.

H. YOUTH MINISTRIES TEAM

Section 1. Members and Duties and Election

- a. Shall consist of an elected team chair and any members who signed up to be a part of this team, and the Youth Minister (when applicable).
- b. Team leaders shall be elected following the election procedure outlined in ARTICLE V., C. Nominating Committee, Section 2., b-g.
- c. Shall adhere to the duties of the team as developed by the members on an annual basis.
- d. Shall meet as needed.
- e. Shall present a written report at each regular church conference.
- f. Shall present a proposed team budget to the Budget & Finance Committee annually in October.

ARTICLE VII. ADOPTION, AMENDMENTS AND/OR ALTERATIONS

A. ADOPTION

1. All amendments shall be considered adopted and in immediate effect when two-thirds (2/3) of the members present and voting at a special called conference shall vote in favor of the adoption of this constitution.
2. This vote shall be taken not less than thirty (30) days after formal presentation of the constitution to the church and notification of the date of the special called conference.
3. Adoption by the church of this constitution shall repeal all previously adopted rules in conflict herewith, provided that no actions taken by the church prior to this date shall be invalidated by the adoption of this constitution.

B. AMENDMENT PROCEDURE

1. All amendments or alterations to this constitution must be presented in written form to the Deacons and can come from any member of the church.
2. Deacons will notify the Constitution Committee to draft the proposed amendment(s) or alteration(s).
3. Upon approval by the Deacons the proposed amendment(s) or alteration(s) will be mailed to all members of the church along with notification of the date on which the proposed amendment(s) will be considered.
4. The notification and proposed amendment(s) or alteration(s) must be mailed at least thirty (30) days in advance of the regular church conference or a special called conference at which time the vote will be taken.
5. Approval of the amendment(s) or alteration(s) will require at least a two-thirds (2/3) vote of those members present and voting in favor.
6. A copy of this constitution shall be kept in the church office.

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