

**BAKERS CHAPEL MISSIONARY BAPTIST CHURCH INC.**  
**AYNOR, SOUTH CAROLINA**

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**CONSTITUTION AND BYLAWS**

Adopted on: August 27, 2008

**PREAMBLE**

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner, consistent with the doctrines and principles of our Lord Jesus Christ as recorded in the Holy Scriptures; and for the purpose of preserving the liberties inherent in each individual member of this body, and to set forth the relationship of this body to each other, and to other religious bodies of like faith or otherwise, we do solemnly and prayerfully declare and establish this constitution.

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# **CONSTITUTION**

## **Article I. NAME**

This organization shall be known as **BAKERS CHAPEL MISSIONARY BAPTIST CHURCH, INC.** at 3261 Bakers Chapel Road, Aynor, South Carolina, by which name it is incorporated under the laws of the state of South Carolina.

## **Article II. MISSION STATEMENT**

The Mission Statement at Bakers Chapel Missionary Baptist Church is to:

Follow Christ  
Share His Story  
Serve Your Neighbor

## **Article III. PURPOSE STATEMENT**

The purpose of this body shall be: 1) to provide regular opportunities for public worship; 2) to sustain the ordinances of Baptism and Communion; 3) to pursue the ethics and teachings as set forth in the New Testament; 4) to nurture this congregation through Christian ministries; and 5) to propagate to the ends of the earth the Gospel of our Lord Jesus Christ through means of the New Testament stewardship which includes personal witnessing, personal support of missionary endeavors through tithes and offerings, and the public preaching of the Word of God.

## **Article IV. POLICY**

This body is self-governing, independent and not subject to the control or management of any other ecclesiastical or political body or bodies. This body believes in the long-term cherished position of the Southern Baptist in ministering to our congregation and community.

## **Article V. ARTICLES OF FAITH**

### **Section A. The Bible**

We believe the Holy Bible, all 66 books of the combined Old and New Testament, was written by men divinely inspired and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us; and therefore is, and shall remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tied. (II Tim. 3:16-17, II Pet. 1:20-21, I Thes. 2:13, Heb. 4:12)

### **Section B. The True God**

We believe there is only one true, living, Sovereign, holy and eternally existent god. God is infinitely perfect and He exists in three persons; Father, Son, and Holy Spirit. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence, and obedience. To know the true God, one must know by faith the Lord Jesus Christ, as his Savior and Lord. (Deut. 6:4-5, Gen. 1:31, Isaiah 45:5-7, I Cor. 8:4, I Tim. 2:5)

### **Section C. The Person and Work of Christ**

We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God. Having been conceived by the Holy Spirit and born of the Virgin Mary in order that He might reveal God and redeem sinful man. We believe the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substituting sacrifice; and that our justification is

made sure by His literal, physical resurrection from the dead. We believe the Lord Jesus Christ ascended into heaven and sits as the exalted High Priest at the right hand of God. As our High Priest in heaven, He fulfills the ministry of Representative, Intercessor, and Advocate. (Luke 1:26-35, Matt. 1:18-25, John 1:1-3, Phil. 2:5-9, Col. 1:15, Col. 2:9, I Cor. 15:1-8, Acts 1:9-11, Isaiah 7:14)

#### **Section D. The Fall of Man**

We believe man was created in the image and likeness of God. Through Adam's sin, man inherited a sinful nature, and became alienated from God. We believe that all men have sinned and are under just condemnation of a Holy God, and their only hope lies in the Grace of God. (Gen. 1:26-27, Gen. 2:7, Gen. 3:6-7&22, Rom. 3:23, Rom. 5:12)

#### **Section E. Salvation**

We believe salvation is God's free gift. Salvation is neither merited nor secured in part or in whole by any human virtue, work, ceremony, or effort. We receive God's gift only through personal faith in the Lord Jesus Christ. In Christ, all true believers have—as a present possession—eternal life, perfect righteousness, and sonship in God's family. Christians also enjoy every spiritual resource needed for life and godliness, and have the divine guarantee that they shall never perish. God has delivered Christians from all condemnation, and we have eternal security in Christ. (John 3:16, Eph. 2:8-10, II Cor. 5:21, Rom. 10:9, I Pet. 1:18-19, II Pet. 3:9)

#### **Section F. The Church**

We believe the Church, which is the body and espoused bride of Christ, is a spiritual organism made up of all born again persons (Eph. 1:22, 23: 5:25-27; I Cor. 1:12-14, II Cor. 11:2). We believe the establishment and continuance of local churches is taught and is defined clearly in the New Testament Scriptures (Acts 14:27, 18:22, 20:17, I Tim. 3:1-3; Titus 1:5-11). We believe in the autonomy of the local churches, free of any external authority and control (Acts 13:1-4, 15:19-31, 20:28; Rom. 16:1, 4; I Cor. 3:9, 5:4-7, 13, I Pet 5:14). We recognize believer's baptism and the Lord's Supper as scriptural means of testimony for the church in this age (Matt 28:19, 20; Acts 2:41, 42, 18:8; I Cor. 11:23-26).

#### **Section G. The Return of the Lord Jesus Christ**

We believe in the return of the Lord Jesus Christ; in the rapture and in the revelation. In the Translation (rapture) of the church, Jesus Christ shall come for His saints. (I Thes. 4:13-18). The church is not looking for signs of the rapture, but for Jesus Himself. It is in this hope (I John 3:2-3) that causes the believer to purify himself, even as He is pure. In the revelation, Jesus comes to the earth "with" His saints. Signs in the heavens and on the earth will precede this revelation or unveiling of Christ. His revelation will be personal, visible, and bodily, and shall be in accord with His own promise to His disciples. We believe the translation "precedes" the tribulation period, and the revelation "follow" it (John 14:1-6; Acts 1:9-11; Matt 24:36; I John 2:28; Rev. 19:11-16).

#### **Section H. The Christian's Walk**

We believe God calls us with a holy calling – to walk not after the flesh, but after the Spirit. God wants us to live in the power of His indwelling Holy Spirit, so we will not fulfill the lust of our physical bodies. We believe the fallen, Adamic nature of the flesh cannot be eradicated in this life. Therefore, keeping ourselves constantly in subjection to Christ, we must allow God's Holy Spirit to live through us in a daily "walk" of faith. Otherwise, the flesh will certainly demonstrate its presence in our lives, to the Lord's dishonor. It is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek and to make growing disciples. (Matt. 28:18-20; Acts 1:8)

### **Section I. The Eternal State**

We believe the souls of those who have trusted the Lord Jesus Christ for salvation immediately pass into His presence at death. There they remain in conscious bliss until the resurrection of our bodies at Christ's coming for His Church. Then, with our souls reunited with our glorified bodies, we will live with Him forever in glory. We believe God will punish unbelievers with everlasting separation from His presence, His glory, and His power. (John 3:16; Rom. 6:23; Rev. 20:15)

### **Section J. Satan**

We believe Satan is a person, a fallen angel, the author of the fall of man, and the god of this age. However, we also believe that he is the Christian's defeated enemy. His destiny is eternal punishment. (Job 1:6-12; Isaiah 14:2; Ezek. 28:11-19)

### **Section K. Sin**

We believe Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind. Therefore, all people have sinned and lost their ability to live for the glory of God. Mankind's fall has incurred both physical and spiritual death on all until there is forgiveness and salvation by the grace of God. (Gen 3:1-24; Rom. 3:10-23; 5:12-21; 6:23)

### **Section L. The Christian Home**

In addition to these important beliefs, we also believe God has given the parents the responsibility to bring up their children in the nurture and admonition of the Lord. (Eph. 6:4; Prov. 22:6). We believe a consistent and whole education will occur when home, Church, and school work closely together and are in agreement on the basic concepts of life.

### **Section M. Baptism and Lord's Supper**

Jesus instructed His followers to remember His death and resurrection. He gave the Church two visible symbols (called "ordinances") as reminders. These two ordinances are baptism and the Lord's Supper. Baptism by immersion is a one-time act of obedience and identification with Jesus as Lord. It serves as an outward sign of conscious confession of repentance and faith. The Lord's Supper is an ongoing symbol remembering our Lord's death, burial, resurrection and promised return. Each person must decide whether or not to be baptized or to participate in the Lord's Supper. Regardless, we do not regard anyone's participation in these practices as means of salvation. (Matt. 28:18-20; 26:26-29; I Cor. 11:23-32)

### **Section N. The Lord's Day**

We believe that the Lord's Day, the first day of the week (Sunday), is a Christian institution for regular observance of Worship and spiritual devotion, both public and private. (Acts 20:7; I Cor. 16:1-2; Hebrews 10:25)

### **Section O. The Holy Spirit**

We believe that the Holy Spirit was given on the day of Pentecost to unify all believers into one body, the church, in fulfillment of the promise Jesus gave to the apostles (Acts 1:5; 1Cor. 12:13; Eph. 4:3-6, 11-13). His presence in the lives of believers is revealed by His fruit; love, joy, peace, long-suffering, gentleness, goodness, faith, meekness, and self-control (Gal. 5:22-23). We believe that the Holy Spirit, not as an influence, but as a Divine Person (Rom. 8:27; Eph. 4:30; 1 Cor. 12:11), the source and power of all acceptable worship and service, is our abiding Comforter and Helper (John 14:16-17; 15:26; 16:13-15), that He never takes His departure from the church, nor from the feeblest of the saints (Eph. 1:13-14), but is ever present to testify of Christ, seeking to occupy us with Him and not with ourselves nor with our experiences (John 7:38-39; Act. 1:8; Rom. 8:9).

**Section P. Marriage**

The members of Bakers Chapel Missionary Baptist Church believe marriage is ordained by God to be between a man and a woman. We base this on biblical passages such as Genesis 2:21-25 and Matthew 19:4-6, and declare it non-negotiable for members of Bakers Chapel to assume otherwise. This is in no fashion a statement of hate but rather our submission to the divine will of God.

**Article VI. COVENANT**

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our 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, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, 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 department; to avoid all tattling, backbiting and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage 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.

**Article VII. CHANGE OR AMENDMENTS TO THE CONSTITUTION**

Bakers Chapel Missionary Baptist Church, Inc. may make any changes to the Constitution or amendments which may be deemed necessary and proper. Such changes or proposed amendments shall be approved by the Executive Committee and the date of the said meeting be announced to the members at least three consecutive services prior to the date of the special meeting called for the consideration of such proposed changes or amendments. The Executive Committee has the right to change, table, decline or present it. The vote of 3/4's of the members in attendance shall be required for the adoption, change or amendment, providing a quorum is present.

# **BYLAWS**

## **Article I. GOVERNMENT**

### **Section A. General**

1. Bakers Chapel Missionary Baptist Church is under the leadership and direction of the Pastor. In the event the church is without a pastor, the leadership of the church will fall under the active deacons directed by the Chairman of the Deacons. This will be the leadership until an Interim Pastor or a Pastor has been called.
2. The membership will approve all committees, positions and proposed budgets for the upcoming year.
3. Leaders/Directors & Committee members must be active members in good standing.
4. All committees should be furnished a copy of their budgets. The Leader/Director should try to operate within the limits of their budget.
5. No person or committee shall be entitled to obligate Bakers Chapel Missionary Baptist Church either financially or in matters of policy without the sanction of the Executive Committee.
6. The church year shall begin September 1 and end August 31. The financial year shall run concurrently with the calendar year.

### **Section B. Executive Committee**

1. All other powers not specifically reserved in the membership of Bakers Chapel Missionary Baptist Church shall be delegated to the Executive Committee. The Executive Committee will consist of the pastor and the active deacons. If the church is without a pastor, the active deacons under the leadership of the chairman will constitute the Executive Committee. This committee shall have the authority to examine new candidates for membership, to administer church discipline, to examine yearly budgets and address any situation or need that may arise.
2. The Executive Committee has the right to remove or replace a member or all members of any committee at any time. This can be ratified with a majority vote from this committee.

### **Section C. Church Officers**

1. The church officers will consist of the Moderator, Treasurer, and Clerk.
2. The pastor will assume the responsibilities of the moderator in all meetings. In the absence of the pastor, the Chairman of Deacons will be the moderator.

### **Section D. Church Council**

1. The Church Council shall be made up of the following:
  - i. Pastor
  - ii. Active Deacons
  - iii. Sunday School Director
  - iv. Youth & Children's Director
  - v. WMU Director
  - vi. Brotherhood Director

- vii. Adult Choir Leader
- viii. Hostess & Social Committee Chairperson
- ix. Outreach Director
- x. Treasurer
- xi. Clerk
- xii. Senior Citizens Committee Chairperson
- xiii. Program Committee Chairperson

2. This council should meet once quarterly to discuss the vision for our church. This meeting will be called by the Pastor. The Church Council is encouraged to outline the upcoming year's activities for the church through a working calendar. This working calendar should coincide with the Waccamaw Baptist Association. A working copy will be made available and posted on the bulletin board three (3) months in advance at the beginning of each month.

## **Article II. MEMBERSHIP**

### **Section A. General**

1. Bakers Chapel Missionary Baptist Church is a church that is open to any person who: professes faith in Jesus Christ as Savior and Lord, has been baptized by immersion and meets the following criteria.
2. A candidate for membership will meet with the pastor. The pastor will go over the membership requirements and the proper steps for the candidate to become a new member. The steps for a candidate to become a member are as follows:
  - i. According to Galatians 2:9, the candidate for membership will come forward to announce their desire for membership when the pastor opens the doors of the church. At this point, the candidate for membership will be given the Right Hand of Fellowship.
  - ii. The pastor will announce to the church membership the name of the candidate for membership and place the candidate under the Watch Care Program.
  - iii. Three months later, upon approval and recommendations of the Executive Committee, the candidate for membership will be voted on by the church membership.

### **Section B. Candidate for Membership**

1. Candidates are received in one of the following ways:
  - i. By profession of faith in Jesus Christ and upon baptism by immersion
  - ii. By transfer of a letter from another Baptist Church that practices immersion baptism.
  - iii. By transfer from any Christian Church and upon baptism by immersion.
  - iv. By written personal statement of prior conversion and baptism by immersion, where there is no letter from another church.
2. All candidates for membership must be approved by the Executive Committee.
3. Upon approval of the Executive Committee, the Candidate for membership will be placed in the Watch Care Program.

### **Section C. Candidate Under the Watch Care Program**

1. A candidate will be placed in a Watch Care Program by the church.

2. The Watch Care Program is a three month period.
3. A Watch Care Program will give the church membership time to:
  - i. Answer any questions the candidate may have.
  - ii. Make sure the candidate is in agreement with the Church Articles.
  - iii. Help disciple the candidate.
4. A church candidate, by receipt of a copy of the Constitution and Bylaws of Bakers Chapel Missionary Baptist Church, thereby acknowledges their acceptance.

#### **Section D. New Membership**

1. Upon completion of the Watch Care Program and approval, the candidate will be brought before the church for a 2/3 vote for approval.

#### **Section E. Active Member**

1. To be an active member one must support the church with their time, talents and tithes. This will be left to the discretion of the Executive Committee.

#### **Section F. Rights of Membership**

1. Qualified members in good standing may hold church elected offices in the church organization provided biblical requirements are met.
2. Qualified members are allowed one vote in the transaction of business. {See Bylaws, Article IV Business Meetings, Section D Voting Privileges }
3. Members are allowed to use the Sanctuary and the Fellowship Hall.  
All events must be approved by the Executive Committee.  
{See Bylaws, Article XI Guidelines for Use of Church Property, Section B & C Church Sanctuary & Fellowship Hall Guidelines }
4. Members are allowed the use of the tables and chairs in the storage room for personal events, if available. The round tables and chairs are not to leave the Fellowship Hall. The use of other church property must be approved by the Property Committee.
5. Members are allowed to use the other equipment of the church such as copier, TV & Projector for worship or educational teachings. Also use of equipment in the sound room (only qualified persons to operate) for weddings, funerals or other approved events. These items are not allowed to leave the property. If a member is in doubt about an item; they should check with the Property Committee.

#### **Section G. Responsibilities of Membership**

By becoming a part of the family of Bakers Chapel Missionary Baptist Church:

1. All members are responsible for upholding the covenant that they agreed upon when they joined the church.
2. As a church member, one accepts the responsibility of being a member and also accepts the responsibilities of the Constitution and Bylaws.
3. All members should submit themselves to the authority of the church.

4. All members should be active in the various fields of service for our Lord such as worshipping, witnessing, and working.
5. All members should care for one other and show love to our fellow brothers and sisters in Christ.
6. All members should support the church's financial obligations through regular tithes and offerings. (Mal 3:8-11, I Cor.16:2, II Cor.8:11-12)
7. All members should strive to meet the principles that are set in the Bible for Christians to live by such as attendance. (Heb. 10:25, Isaiah 58:13)
8. Members at Bakers Chapel Missionary Baptist Church cannot hold a membership at another church simultaneously.

#### **Section H. Membership Termination**

Membership shall be terminated in the following ways:

1. Death
2. Transfer by letter to another Baptist Church
3. Member joins another Church
4. Request by member in writing
5. Exclusion by action of church
6. Prolonged Absence  
Prolonged Absence is when an able member becomes inactive in their attendance. This will be left to the discretion of the Executive Committee.
7. Discipline of Members {See Bylaws, Article II Membership, Section K Discipline of Members }

#### **Section I. Membership Termination - Exceptions**

1. Prolonged Absence – exceptions
  - i. Justifiable Reason
  - ii. Any member who cannot attend because of a justifiable reason should make this known to a member of the Executive Committee.
2. Ministry  
Any member who has a calling for a ministry outside of this Church shall be permitted to keep their membership.
3. Sickness  
Any member who cannot attend due to a sickness shall be permitted to keep their membership.
4. Military  
Any member who is not able to be in church due to serving in the military shall be permitted to keep their membership.
5. Student  
Any student who is not able to attend due to furthering their education away from home shall be permitted to keep their membership.

#### **Section J. Conduct of Church Members**

1. Each member consents through their membership to obey and believe in the church covenant.

{ See Constitution, Article VI Covenant }

2. All members will be held accountable to scripture pertaining to moral and spiritual teachings found in the Word of God. These teachings contain instruction on the family, work, prayer, The Lord's Supper, Baptism and the winning of souls.
- 3a. All members are responsible to resolve any differences between members. If a church member, for whatever reason, is offended or does not understand exactly what another member has said or done, it is monumental that the issue be resolved between the two parties in a Christian manner and under biblical principles as soon as possible. (Matt 18:15-17)
- 3b. If a settlement is not reached, the chairman of the deacons, and/or the pastor, should be consulted to aid in resolving the issue.
4. If there is an issue or misunderstanding between a church member's child and that child's teacher, it should be discussed and settled between those two parties and those only. If a settlement is not reached, the Sunday School Director or Youth & Children's Director should be consulted to aid in resolving the issue.
5. Gossiping and backbiting WILL NOT be tolerated under any circumstances. We are assembled as different members working together in unison as one body to exalt and glorify our Lord, and to uplift and edify one another, knowing that this pleases God. We will in turn bring greater blessings from Him upon our church.
6. The Executive Committee will take appropriate actions as needed up to termination of church membership.

#### **Section K. Discipline of Members**

1. Purpose:  
The purpose of Church discipline is to glorify God by maintaining (1) Purity in the Church (I Cor.5:6); (2) protecting believers by deterring sin (I Timothy 5:20); and (3) promoting the spiritual welfare of the offending believer by calling him or her to return to the biblical standards of doctrine and conduct (Gal. 6:1). Furthermore, upon joining this Church, all members are in agreement with the Constitution and Bylaws.
2. The Process:  
Members and all other professing Christians who regularly attend or fellowship at Bakers Chapel Missionary Baptist Church who err in biblical doctrine or conduct shall be subject to discipline according to Matthew 18:15-18. (Such person hereafter will be referred to as an " Erring Person"). Before such discipline reaches its final conclusion:
  - 2a. It shall be the duty of any Church member who has knowledge of the Erring Person's unbiblical beliefs or misconduct to warn and to correct such Erring Person in private, seeking his or her repentance and restoration. If the Erring Person does not heed this warning; then
  - 2b. The warning member shall again go to the Erring Person accompanied by one or two witnesses to warn and correct such Erring Person, seeking his or her repentance and restoration. If the Erring Person still refuses to heed this warning; then,

- 2c. It shall be brought to the attention of the Executive Committee. (It is understood that this process will continue to conclusion, whether the Erring Person leaves Bakers Chapel Missionary Baptist Church or otherwise seeks to withdraw from membership to avoid the discipline process.) This committee will appropriately investigate any biblical allegation brought by one Church member against another. If these allegations are warranted, two or more of this committee will contact the Erring Person and seek his or her repentance and restoration. If the Erring Person refuses to be restored, the matter will be presented to the Executive Committee, who will act to protect the Church by removing the Erring Person`s membership and notifying the Church in accordance with Matthew 18:15-18. However, even at this point, Bakers Chapel Missionary Baptist Church will continue to pray for the restoration of the Erring Person.
- 2d. All claims or disputes, which cannot be resolved in accordance with Matthew 18:15-18 principles shall be settled by biblically based and legally binding arbitration as set in these bylaws.
3. Reinstatement:  
If such dismissed member heeds the warning, demonstrates repentance, and requests reinstatement, he or she shall be publicly restored to membership through the affirmation of the Executive Committee and notification of Bakers Chapel Missionary Baptist Church membership.

## **Article III. MEETINGS & SERVICES**

### **Section A. Worship Service**

1. Our worship services are each Sunday morning following Sunday School. Sunday night and Wednesday night are our prayer services. All other services, such as Brotherhood and WMW will be at announced times.
2. Evening Service Off  
The following are typical evening church services that are called off.
  - i. Death in Family/Church Family
  - ii. 5<sup>th</sup> Sunday Night
  - iii. Easter
  - iv. Mother`s Day
  - v. Father`s Day
  - vi. Pastor`s Appreciation Day
  - vii. Christmas

### **Section B. Special Service**

The Executive Committee shall approve all special services such as special singings or Christmas Programs.

### **Section C. Quarterly Business Meetings**

Quarterly business meetings will be held on the 3rd Wednesday night service in March, June, September and December. The meeting will be announced stating the specifics on the agenda prior to having such meeting. However, the Executive Committee may change or cancel a meeting if deemed necessary.

1. Order of Regular Business Meetings shall be as follows:
  - i. Motion to enter into business meeting

- ii. Approval of minutes of the previous meeting(s) read by Clerk
- iii. Any reports of officers including the Treasurer's Financial Report
- iv. Business on agenda:
  - a. Unfinished business
  - b. New business
- v. Motion to adjourn

**Section D. Special Business Meeting**

A special meeting may be called by the pastor or chairman of deacons to consider matters of significant nature. This special meeting or called conference will be announced at three consecutive services if at all possible, stating the specifics on the agenda, prior to having such meeting.

- 1. Order of Special Business Meeting shall be as follows:
  - i. Motion to enter into business meeting.
  - ii. Business on agenda.
  - iii. Motion to adjourn.

**Section E. Sales**

No merchandise of any kind or nature shall be sold on the church property during any worship service. After service or before service will be permitted at the discretion of the Executive Committee. Also, any other activity that would cause a distraction to the service is prohibited.

**Article IV. BUSINESS MEETINGS**

**Section A. Parliamentary Procedure**

- 1. In business meetings, the assembled Church shall observe the principles of good parliamentary law using the latest edition of Robert's Rules of Order, as a general guideline.
- 2. For any vote to be approved it must have a 2/3's vote unless otherwise stated in the Bylaws.
- 3. Any church wide vote for elections or membership will be held on Wednesday nights. All watch care candidates will be brought before the church on a Sunday morning for membership vote.
- 4. Prior to the voting; moderator will read the eligibility requirement to vote; which are in Article IV Business Meetings, Section D – Voting Privileges.
- 5. Written ballots will be required for:
  - i. All election vote(s) such as pastor/deacon vote
  - ii. Any value over \$3,000.00
    - a. A vote with a value of over \$3,000.00 will be preceded by an informal meeting to discuss the proposal in question.
  - iii. Any change in the Constitution & Bylaws
    - a. Changes will be preceded by an informal meeting to discuss the proposed change or amendment in question. {See Bylaws, Article XV Change or Amendments of the Bylaws}.

6. After the Voting Privileges are read (see this same section Line 4) the moderator will ask the congregation to stand if they meet the requirements as a member to vote. A deacon will then bring them a voting ballot. After receiving the ballot the member will be seated.
7. Members will always observe the spirit of love and Christ-likeness during discussion periods. Should a member fail to conduct himself/herself properly, the moderator shall call that person to order.
8. In all meetings we should:
  - i. Show courtesy and justice to all
  - ii. Consider one idea at the time
  - iii. Hear the minority
  - iv. Rule by majority vote

**Section B. Agendas**

Only that business listed on the agenda will be brought before the church on scheduled quarterly meetings and/or called meetings. For business to be placed on the agenda, approval must be made with the Executive Committee prior to the meeting. (example: member approaches deacon with a suggestion to replace windows. Suggestion is discussed with the fellow deacons, and a prayerful decision is made as whether or not to place it on the upcoming agenda). Note: the deacon first contacted has a responsibility to said member, providing follow up on the suggestion and the direction it will go (brought up to church body via being placed on the agenda, postponed, or discarded).

**Section C. Quorum**

A quorum consists of those members present and voting at a business meeting provided it is a stated meeting or one that has been properly called by the Executive Committee. This applies to regular and special meetings.

**Section D. Voting Privileges**

1. Must be a church member and be at least 14 years old.
2. Member must attend and support the church on a regular basis  
{See Bylaws, Article II Membership, Section E Active Member }
3. Each member can cast only one vote.
4. Member must be on the church grounds at the time of voting.
5. Any exceptions to the above should be submitted to the Executive Committee for review one service prior to the vote.

**Section E. Miscellaneous**

In the absence of the pastor, the chairman of deacons will serve as moderator. All decisions of the stated meeting will be by a 2/3's vote unless otherwise presented. (Other church votes may require a different majority and/or longer notification of meetings such as pastor vote, deacon vote, etc.)

**Article V. EXECUTIVE COMMITTEE**

**Section A. General**

1. The Executive Committee will be composed of the Pastor and the active Deacons. This committee shall provide the leadership for the church. It will also approve the nominations for membership, administer church discipline, oversee the churches finances and missions, and

address needs as they arise. {See Bylaws, Article I Government, Section B Executive Committee}

2. The Executive Committee may with a majority vote, authorize expenditures of up to \$1,000.00 for routine operational and maintenance expenses.
3. The Executive Committee may with a majority vote, authorize expenditures of up to \$300.00 for immediate help of a member or someone in the community.
4. The Executive Committee will approve pay for expenses to fill the pulpit during the pastor's absence and or any special singing.
5. The Executive Committee will monitor the use of the Church Bus.

## **Section B. Pastor**

1. Qualifications
  - i. Pastor must believe in and support the Constitution, Articles of Faith, Bylaws and the Covenant of Bakers Chapel Missionary Baptist Church.
  - ii. Pastor must be a man.
  - iii. He must be above reproach in his marriage.
  - iv. He must never have been divorced and remarried nor can his wife be divorced.
  - v. He must rule his house well.
  - vi. He must be given to hospitality
  - vii. He must not be overbearing or who likes to have his own way or desires to "lord over" God's flock.
  - viii. He must not be of stubborn self-will.
  - ix. He must be an example for the flock to imitate.
  - x. He must be one of a blameless life, of dignified bearing, upright, and saintly.
  - xi. He must be one who is just and honest in business dealings; not a lover of money.
  - xii. He must be able to instruct others.
  - xiii. He must be of sound doctrine
  - xiv. He must not be a new convert, for such would be liable to become blinded with pride and fall into the condemnation of the devil.
2. Duties
  - i. Pastor must be Spirit filled.
  - ii. Would prefer to preach from the King James Version and any other version must be approved by the Executive Committee.
  - iii. Plan and conduct the worship services; prepare and deliver sermons lead in observance of ordinances.
  - iv. Lead the church in an effective program of witnessing and in a caring ministry of persons in the church and community.
  - v. Visit the sick, shut-ins, and other persons who have important needs. Special emphasis is to be placed on visitation of new prospects.
  - vi. Conduct counseling sessions, perform wedding ceremonies, and conduct funerals.
  - vii. Serve as facilitator to the Church Council and serves in planning, organizing, directing, coordination, and evaluation of the total church program.
  - viii. Works with deacons, church officers, ministers and committees as they perform their assigned responsibilities.

- ix. Act as moderator of church business meetings, and works with the Nominating Budget Committee for the upcoming year.
  - x. Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denomination development; represent the church in civic matters.
  - xi. Serve as chief administrator of the paid church staff.
  - xii. Should be willing to administer the Lord's Supper and Baptism.
  - xiii. The pastor will choose a speaker to fill in for him during his absence. An example would be during a vacation.
  - xiv. The pastor is responsible to recommend the revival speaker to the Executive Committee.
3. Hiring Permanent
- i. Must pass a criminal background and credit check.
  - ii. Must have at least two references from his home church or prior pastorate.
  - iii. Must be able to comply with the aforementioned qualifications of a pastor.
  - iv. Must accept that he is subject to dismissal by the active deacons. He must pre-acknowledge that in the event of dismissal he would readily accept the decision.
  - v. A Pastor Search Committee will consist of five members. Two deacons will be appointed by the deacon board which could be either an active or an inactive deacon. The remaining three members will be appointed by the members of each Sunday School classes. The classes will be the Senior Adult Class, Adult Class and the Young Adult Class.
  - vi. The Pastor must be approved by a Pastor Search Committee (with a 100% vote).
    - a. The Pastor Search Committee must present him to the church body.
    - b. The church will then vote and upon an 85% yes vote; he will be able to take the job.
4. Hiring Interim
- i. Upon input from Pastor Search Committee, the Executive Committee will determine whether an interim is needed. If an interim is hired; he will be hired on the same premises as a full time pastor and charged with the same duties and termination procedures unless the duties are changed by the Pastor Search and the Executive Committee. The length of hiring will be up to a maximum of six months as determined by the Pastor Search and Executive Committees. If there is still a need after this, revert back to the Pastor Search and Executive Committees for their recommendation and the church will vote accordingly.
5. Termination of Pastor
- i. Grounds for termination will be held if the pastor fails to complete the aforementioned duties.
  - ii. Grounds for termination will be held if the pastor is caught in an immoral act or a non-biblical action not becoming to a minister.
  - iii. All discussions held with the pastor about these matters shall be confidential.
  - iv. The Active Deacons shall have the right to ask for the pastor to resign. If the pastor will not agree; then they can ask for the church to vote. If the Church votes for him to leave (with a simple majority vote), he will readily do so.
  - v. Severance options will be considered on a case by case basis.

## Section C. Deacons

### 1. General

The office of the deacon is an office for service to Christ through the church. Any other concept does injustice to the New Testament record (Acts 6 and I Tim. 3). It is not a position or office to give a person in order to honor that individual. These qualifications and duties of a deacon must already be in practice in a man's life before he can biblically qualify for the office of a deacon. And let these also first be proved; then let them use the office of a deacon, being found blameless (I Tim 3:10)

### 2. Qualifications of a Deacon

In order to qualify for the office of active deacon in Bakers Chapel Missionary Baptist Church, a member:

- i. Shall be Spirit-filled. (Acts 6:3)
- ii. Shall be elected by the church.
- iii. Shall set a high standard of separated Christian living; for example, shall not drink or serve alcoholic beverages, not use illegal drugs, nor attend questionable places of amusement. (I Tim 4:12)
- iv. Shall be active and faithful to all major areas of church life (ex: Sunday School, Worship Service, Training Union, Prayer Meetings, Outreach Ministry)
- v. Shall not be a gossip. (I Tim. 3:8)
- vi. Shall believe in and practice storehouse tithing. (Malachi 3:10)
- vii. Shall have compassion for the lost, and seek in his living and speech to win them to the Lord Jesus Christ.
- viii. He must never have been divorced and remarried nor can his wife be divorced.
- ix. Must believe the Bible to be the inspired Word of God, without error, the source of authority for precept and practice. (II Tim 3:16)
- x. Must believe in salvation by grace, through faith, on the basis of the substitutionary death of Christ for sinners. (John 3:16)
- xi. Must rule his children and his own house well. (I Tim 3:12)
- xii. Shall do all in his power to create and preserve harmony in the church. (Acts 6:1-3)
- xiii. Shall be able to keep, and to have the reputation for keeping in confidence those things that should not be discussed with others.
- xiv. Shall recognize the God-given spiritual leadership that is incumbent upon the office of a pastor and seek to serve under that leadership.
- xv. Shall be a member of Bakers Chapel Missionary Baptist Church for at least two years prior to the time of election to the deacon body.

### 3. Duties of a Deacon

- i. Duties of a Deacon are expected to lead the church in serving our Lord Jesus. (Matthew 23:11, John 12:26)
- ii. Their presence and participation is expected in all the major areas of church life (Qualification #4).
- iii. They should be willing and able to fill in for the pastor or any other leader in a time of need.
- iv. They are expected to be active in visiting the church members (ex: widows, the elderly, anyone in the hospital, and any family that has a tragedy), and in addition the un-churched as well (Qualification #7).
- v. Several other duties are inherent within the qualifications listed above such as the incoming chairman and the *heir to the chair* serving on the Nominating/Budget Committee.

- vi. The incoming chairman of the deacons is also expected to lead the Nominating/Budget Committee.
  - vii. The Chairman of the Deacons will set the date for the Pastor Appreciation Day.
  - viii. The Active Deacons will hold a Pastor Confidence Meeting each March to discuss the support/lack of support of the church for another church year. This will be reported to the Pastor.
4. Termination of a Deacon
- i. Grounds for termination will be held if the deacon fails to complete the aforementioned duties.
  - ii. Grounds for termination will be held if the deacon is caught in an immoral act or non-biblical actions not becoming to a deacon.
  - iii. All discussion held with the deacon about these matters shall be confidential.
  - iv. The remaining deacons shall have the right to ask for the deacon to resign. If the deacon will not agree; then they can ask for the church to vote. If the church votes for him to leave (with a simple majority vote), he will readily do so.
5. Election and Rotation of Deacons
- i. The Nominating/Budget Committee will select from the membership candidates to serve as a Deacon for a term of three years.
  - ii. Upon the completion of his three year term an election must be held. In a particular year; where one deacon is up for election; there will be up to three (3) candidates nominated for the position. The candidate, with the most votes, will become the elected deacon. In the case of a tie, there will be a runoff with the 2 candidates with the most votes.
  - iv. Upon the completion of two deacon's three year terms; an election must be held to fill these two positions. In this particular year; there will be up to five (5) candidates nominated for these two deacon's positions. The two candidates with the most votes will become the next two deacons. In the event of a tie between the remaining candidate #2 & candidate #3 a runoff must be held between candidates #2, #3, #4 & #5. For example: Candidate #1 receives 50 votes; Candidate #2 & #3 receives 45 votes; Candidates #4 receives 30 votes and Candidate #5 receives 25 votes. Therefore: Candidate #1 has won his seat. A runoff must be held between Candidate #2, #3, #4 and #5.
  - iv. The church members in attendance will select the Deacon nominee by written ballot, on a Wednesday night, in the month of August.
  - v. In the event of a tie, a run-off election will be held from the remaining nominees to elect one Deacon. In the event, a tie occurs in the runoff, the Deacons will break the tie. The Moderator will announce the elected Deacon before dismissal.
  - vi. If needed, the pastor and the deacon will schedule a Sunday night service for the Ordination Service as soon as possible.
  - vii. In the event of a single vacancy during the year; the vacancy will remain open until the next regular Deacon election.

In the event of two or more vacancies before April 1 of the year: a special deacon election will be held to fill the unexpired terms. This election will follow the same procedures as the regular Deacon election.

- viii. Deacon(s) rotating off will not be eligible for re-election for a period of one year.
  - ix. Active Deacons and the Clerk will act as tellers in counting the votes.
  - x. The number of active deacons will be five deacons. If the case arises and the church needs more or less it will be brought to the church by recommendation by the Executive Committee.
  - xi. The existing deacon board will elect the Heir to the Chair of the Deacons (2<sup>nd</sup> year deacon); if a mutual consent cannot be agreed upon. This will be decided by June 1<sup>st</sup>. The Chairman must be an upcoming 3<sup>rd</sup> year deacon.
  - xii. For Voting Privileges in Deacon Elections; {See Bylaws, Article IV Business Meetings; Section D Voting Privileges}.
6. A guideline has been adopted that no two men from the same family should serve on the same deacon board if at all possible. This step was taken to assure that the church is well represented overall within this board.

## **Article VI. CHURCH OFFICERS**

### **Section A. Moderator**

The duties of a moderator will be performed by the pastor. In the event the pastor is not present, then the Chairman of the Deacons will conduct the meeting as the moderator.

### **Section B. Treasurer**

- 1. This person is required to maintain all of the accounts, both receivable and payables for the church. This includes keeping a full set of books which show each of the following in a segregated division for the church year; running totals of each individual's contributions, records of all donations given in memory or honor of someone, running totals of all designated funds, balances of each budgeted account for the church with their respected debits, records for non-budgeted expenses, and a summary balance of all of the accounts.
- 2. The reports that the treasurer should prepare and present are as follows: Four quarterly summaries and one annual summary of the accounts each year in the quarterly business meetings (ex. See past reports in church office). A quarterly and annual report should also be prepared and given to each church member that lists their respected contributions for the church year. This person also serves on the Nominating/Budget Committee on the upcoming church year's officers and teachers. The treasurer helps prepare the yearly budget, and is required to prepare and present a summary of their recommendations to the church for approval. He or she also compiles totals of the church's payroll, consults an accountant and oversees the completion of the church's taxes each year.
- 3. The treasurer is also required to do the following duties. This person collects the mail and distributes it accordingly every week, and administers payments of all periodical bills. He or she

orders and pays for all of the needed church literature, raising or lowering the quantity ordered as the church demands. This person also administers acknowledgement of a memorial gift by sending a card to the specified family, recognizing that someone has contributed to the church in honor or memory of one of their family members.

**Section C. Clerk**

1. To record and present for approval of all minutes of the business meetings.
2. To record and present for approval of all minutes of the business meetings.
3. To inform the church of any church letter transfers at the quarterly business meeting.
4. To maintain the church's membership records.
5. To provide the church monthly with the calendar of upcoming events.
6. To maintain the log book for the fellowship hall.
7. To send visitors a card of acknowledgement and inform the Outreach Director of any visitors needing follow up.
8. To assist the Pastor and Chairman of Deacons in keeping track of candidates in the Watch Care program.
9. To assist the deacons in counting all oral or written votes.
10. To serve on the Nominating/Budget Committee.

**Article VII. CHURCH COUNCIL**

**Section A. Sunday School Director**

1. This person is responsible for coordinating all of the Sunday school related activities. This person is also responsible for making sure that all of the teachers know what is required and expected of them, along with handling any problems that may arise in the classes that are outside of the teacher's boundaries. This person will have periodic meetings with the teaching staff, (ex: open discussion, training seminars). This person will also sit in on some of the classes in order to ensure that everyone is being taught properly about the Lord and are growing together in love as fellow believers.
2. The Director will check rolls quarterly and make determinations of who is an active member of Sunday School, and also serve on the Nominating/Budget Committee in the upcoming church year.

**Section B. Youth and Children's Director**

1. The Director is responsible for the coordinating and overseeing of every facet of the church's youth and children's program. This involves procuring all teaching materials, the scheduling/approving of all activities, with the help of assisting teachers and others. This person

is responsible for directing the youth and children's Sunday and Wednesday night teaching staff, in much the same manner as stated for the Sunday School Director guidelines above.

2. The Director is responsible for planning and follow up on social activities and is encouraged to plan at least one activity per quarter or as many as seems appropriate. The Director also serves on the Nominating/Budget Committee in the upcoming church year.
3. The Director will keep our Pastor informed and educated of all related functions and events in which our youth and children are participating. Relevant events and activities will be shared with the church for information and support (ex. Special guest speakers, youth rallies, etc.). This position is directly accountable to the Pastor.
4. The Director will submit cost and names of children that may be attending any camps, trips, retreats, etc., in a timely fashion to the Executive Committee.

### **Section C. Women's Missionary Union Director**

The Women's Missionary Union Director will be a woman elected from within the WMU members. The director will then appoint other officers from within the WMU on an as needed basis. The tasks are to teach missions, to engage in mission action, to support world missions through praying and giving and to provide and interpret information regarding the work of the church and the denomination. The WMU may consist of a guest speaker and a meal. The WMU is encouraged to have local projects as needed.

### **Section D. Brotherhood Director**

The Brotherhood Director will be elected from within the Brotherhood members. He will then appoint all other officers on an as needed basis. The tasks are to teach missions, to engage in mission action, to support world missions through praying and giving, and to provide and interpret information regarding the work of the church and the denomination. The Brotherhood may consist of a guest speaker and a meal. The Brotherhood is encouraged to have local projects as needed.

### **Section E. Adult Choir Leader**

This person leads and directs the singing of the adult choir. He or she also chooses, prepares, and appropriately files the music for the choir, and in addition sets practice times and is responsible for church representation at the Fifth Sunday sings. This person coordinates with the Pastor the special singing for revivals and is responsible for any special singing for the Sunday morning services when the choir is not singing.

### **Section F. Outreach Director**

The Outreach Director and his/her assistants (team) are primarily responsible for coordinating the visitation to the un-churched community. It is also the duty of all Christians to reach out and to tell others about the Almighty and His Salvation. This person should coordinate and direct this unified effort by the church. He should keep a log of all of the request for visitation as well as a log of all the visits that are made to make sure that everyone that needs a visit from the church gets one and that no one gets too many. Everyone in the church is expected to contribute to this ministry by giving their time, names of the unchurched, and by praying and/or fasting for the visits that are made. This person will follow up on any provided visitor cards from the church Clerk, as they may be in need of a visit.

## **Article VIII. LEADERS/DIRECTORS**

### **Section A. Teachers**

1. The teachers are responsible for teaching their classes the precious truths of God's Word. The ultimate goal of teaching is the changing of behavior, persuading people to live and conduct their lives more like our Savior Jesus Christ. The teachers are not only biblically accountable to teach the Bible as being the inerrant Word of God, but also to live out the Bible in their own lives, being a role model and an encouragement to their class and church. All teachers should seek to serve under the leadership and guidance of their director.
2. Bakers Chapel Missionary Baptist Church follows the biblical guidelines that teachers of coed adult classes should be men. (I Tim 2:9-15). If all of the men that are available for the job are not qualified, then a highly respected woman that meets the requirements above should fill in until a man is available.
3. If any teacher has a problem with one of their students, that teacher should go to the student's parents, and his or her parents only, to make them aware of the problem. If the problem continues to persist, that teacher should then turn the situation over to their director. In addition, any other problems that may arise that are outside of the teacher's boundaries should also be turned over to the appropriate director. If any teacher knows that he or she has, for whatever reason, upset a student that is in their class, they should immediately seek to rectify the situation and to bring scriptural harmony back into their relationship. As leaders of the church, teachers are to maintain high Christian standards of conduct, confidentiality, and concern for each student in their class, and are expected to go "the extra mile" in resolving any of the above issues.
4. Teachers, with help from their assistants, are also responsible for their class outreach and for contacting absentees.

### **Section B. Bulletin Editor**

This person edits the weekly bulletins for the church. The bulletin usually includes most of the following: Sunday schedules, programs, special prayer requests, events and announcements, Bible Verses(s), and uplifting notes and sayings. Editor will also be in charge of updating, as needed, the church sign of upcoming events, revivals or special services, etc. **All information must be supplied to the editor no later than 12 o'clock noon Friday.**

### **Section C. Nursery Director**

The director shall be responsible for having members available to work in the church nursery on Sunday morning, Sunday night, Wednesday night and any other special meetings, which the church shall deem necessary. The director is encouraged to post a schedule of the workers on the bulletin board. The schedule should be for a period of 3 or 4 months.

### **Section D. Vacation Bible School Director**

The Vacation Bible School Director is responsible for all of the facets of Vacation Bible School. Scheduling, ordering material, coordinating classes and activities, as well as leading the groups for the week are all part of this director's responsibility. The Director will set the date for this event.

1. The Director is encouraged to use any VBS materials from the previous years.
2. The Director is encouraged to procure props, decorations, supplies, etc. from other churches if available.
3. The Director is to make available said materials to any church that could use them, keeping in mind our limited storage space.
4. Director is responsible for cleanup of sanctuary, classrooms, fellowship hall, outside campus and any outside decorations.

### **Section E. Congregation Song Leader**

This person chooses the songs and leads the congregational singing for all church services; Sunday morning and evening, Wednesday evening, revival services and outreach services (such as nursing home). This person should, whenever possible, inform the needed musicians(s) of the songs that are scheduled for the services in due time for them to practice and rehearse.

### **Section F. Church Musicians (s)**

1. The church pianist plays the congregational songs for all church services. This person also plays the prelude, offering, and concluding music that accompanies the services, and plays for the adult choir and praise team, whenever needed. When there is more than one qualified pianist, the church pianist should, in times of absence, schedule one of them to fill in so that someone is available to play for all church services.
2. The church organist plays the congregational songs for all church services. This person also plays the prelude, offering, and concluding music that accompanies the services. He or she would consult with the church pianist to coordinate the accompanying music above when both of them are playing in unison.

### **Section G. Children/Youth Choir Leader(s)**

This person (or persons) leads and directs these choirs, chooses their music, and schedules practice and performance times for them. These choirs, if possible, should be prepared to sing every 5<sup>th</sup> Sunday.

### **Section H. Praise Leader and / or Team**

This person and/or group leads the church in Sunday morning praise and worship. They should also lead or help coordinate other “special” praise and worship services whenever asked to do so.

## **Article IX. COMMITTEES**

### **Section A. Baptism Committee**

This committee at the request of the pastor is responsible for preparing and cleaning the baptistery, for assisting the candidates, and providing the extras that may be needed (ex: towels, etc.)

### **Section B. Benevolence Flower Committee**

This committee is responsible for coordinating the delivery of flowers to hospitals as the need arises. Each quarter, our shut-ins will be given flowers, a gift, or something appropriate (when possible, acknowledge the shut-in’s Birthday as the quarterly gift). This is limited to no more than one flower given per month. Also, at times of bereavement, this committee will send flowers to the funeral homes.

Note: Church membership is responsible for contacting this committee person when a need arises to assure that no one is missed.

### **Section C. Benevolence/Food Committee**

This committee is responsible for coordinating and delivering the food and needed items in times of death. This committee will:

1. Contact the family to find out what their wishes are.
2. Contact any other church that may be involved and coordinate meals with them.
3. Contact teacher of person or family member involved to see what Sunday School Class plans to contribute as far as meals are concerned. It is recommended that each adult class have an assigned benevolence contact person who reports to Benevolence Chairperson.
4. Call ladies of the church to help with meals.
5. Furnish one main meal (unless hardship requires more) to the deceased family of a church member.
6. Purchase any needed food for any needed items and present bills to the treasurer for reimbursement.
7. Chairperson is responsible to keep "*Benevolence Box*" prepared so that supplies could be taken to family as needs arise. The supplies will consist of items such as paper plates, dinnerware, napkins, toilet tissue and etc. The box will be kept in the fellowship hall at designated locations.

### **Section D. Bus Committee**

This committee is responsible for any maintenance required for the bus. This includes getting it serviced, making sure it is washed periodically, and that it is full of gas after being used. This also includes keeping all taxes, tags, insurance papers and log book in the bus. The driver(s) list needs to be evaluated and updated annually using insurance company guidelines (mandated in policy) with names given to the Treasurer.

### **Section E. Cemetery Committee**

This committee is responsible for setting guidelines and the administration of the cemetery. This committee is also responsible for locating a grave site, marking off the plot, collecting the fee for the grave and approving the size of the tombstone. This committee is also responsible for meeting with the family and completing a cemetery contract if needed. This committee is to be notified before any site can be dug or any monument can be moved or set. All action taken in church cemetery is subject to committee's approval.

### **Section F. Church Flower Committee**

The flower committee is responsible for coordination of the flowers that are placed in the church, those that are placed periodically and seasonally. The church will provide real (cut) flowers on Easter, Mother's Day, Father's Day, Christmas and during Revivals. Seasonal artificial flowers will be used otherwise. Members are encouraged to provide flowers for the church to honor or in memory of someone, a special occasion, holiday, etc. The committee will contact the Bulletin Editor and this information will be noted in the church bulletin. The committee is responsible for cleaning up behind the flowers and for discarding old ones as needed.

### **Section G. Heating/Cooling/Lights/Doors Committee**

The HCLD Committee is responsible for unlocking the doors, turning the lights on and disarming the alarm system before each service and re-arming the alarm system, turning off all lights and locking all doors after each service. Someone on this committee should check all thermostats to be sure they are on program and locked before leaving the church. If people are still in the church when the last committee member leaves, someone should be left responsible for all of the above.

### **Section H. Hostess and Social Committee**

This committee is responsible for planning and coordinating the food for all church wide activities as set by church council. This committee is responsible for keeping adequate supplies in the fellowship hall at all times. Also, for setting up and taking down any special decorations in the fellowship hall and cleaning up after the activities. Note: Some functions will need to be coordinated with the Program Committee.

### **Section I. Lord's Supper Committee**

This committee is responsible for supplying and preparing the Lord's Supper, as well as cleaning up afterwards. This observance is to be done throughout the year at the pastor's request.

### **Section J. Media Technicians Committee**

The Media technicians are responsible for sound and media needs for the choir(s), recording worship services, (this includes audio and video cd/dvds for the elderly or shut-ins), count and record the attendance during the worship service, and assisting any special singers or events. The Technicians are responsible for purchasing required supplies. When Tech(s) are needed for a wedding or other special events(s) to run the system equipment, it's recommended that they receive compensation from the family or organization. Each need/situation has to be reviewed and compensated accordingly.

### **Section K. Nominating / Budget Committee**

1. The Nominating/Budget Committee is responsible for nominating Godly; spirit led Christians to all of the positions in the church. This committee is to be composed of the Pastor, "incoming chairman of the deacons," the "heir to the chair", the Sunday School Director, the Youth & Children's Director, the Treasurer, and the Clerk. If any of the above works out to be the same person or a conflict as noted in the guideline below, one of the other deacons will be added to this committee. It is incumbent upon the "incoming" chairman of the deacons to provide this committee with the leadership necessary to complete the required duties in a God-pleasing time and manner. He is to be the backbone of this committee, and he should be the one that handles the delicate and difficult situations. He is to seek aid and advice from the pastor when it is required in these areas. In all cases, this committee is to stand firm upon the leading of the Almighty and should never waiver from the principles and practices of the Word of God in selecting nominations for each position in the church. He is to make recommendations on candidates to fill expired term(s) on the deacon board. This committee shall prepare annually a proposed budget and establish proposed salaries for paid employees.

Note:

- i. The "incoming chairman" will be the deacon who will assume responsibilities beginning September 1.
  - ii. The "heir to the chair" will be the deacon who will become chairman the following year.
  - iii. See Bylaws, Article V Executive Committee; Section C Deacons
2. The committee has traditionally used handouts sheets to inquire as to where and in what magnitude God is leading each church member to serve. This committee should always respect and consider each individual's leading and should work diligently to incorporate them whenever possible. At the same time, however, this committee must decide in each case what the will of God is from their perspective as Nominating/Budget Committee and what is in the best interest of the church overall. This committee stands accountable to God and to the church for every single nomination; they must weigh their nominations accordingly.

3. Committee Procedures:
  - i. Current year's committee will need to meet early in June each year to start the selection process for the next years Nominating/Budget Committee. The positions first selected are:
    - a. Sunday School Director.
    - b. Youth & Children's Director
    - c. Treasurer
    - d. Clerk
  - ii. When selections are completed, the four positions will be brought before the church for a vote in a special business meeting. Upon approval by the church the committee will be completed by:
    - e. Pastor
    - f. Incoming Chairman of Deacons
    - g. Heir to the Chair
  - iii. Committee will present to the Executive Committee for pre-approval the following:
    - a. all nominations
    - b. the proposed budget and salaries for paid employees
    - c. deacon candidates.
  - iv. Upon Executive Committee approval, the nominations, proposed budget and salaries will then be submitted to the church for final approval.
  - v. The deacon candidates will be announced by the Pastor or Chairman of Deacons. There will be a vote taken later on written ballots.
  - vi. Committee may be called upon anytime during the church year to fill a vacated position or change in the budget.
4. A guideline has been adopted by this committee. That no two people from the same immediate family should serve on this committee the same year. This step was taken to assure that the church is well represented overall within this committee.

#### **Section L. Program Committee**

1. This committee is responsible for scheduling and conducting the special holiday programs in our church as set by church council. Committee is responsible for posting a calendar on bulletin board around the 1<sup>st</sup> of each month with the next three months activities. This committee is also to coordinate and manage the luncheons, cookouts, etc. that may be a part of these holiday specials. This includes setting up before and cleaning the fellowship hall after meals/refreshments or setting up before and cleaning up church after plays, etc. Note: Some events will need to be coordinated with the Hostess & Social Committee and the Church Clerk.

#### **Section M. Property Committee**

This committee is responsible for coordinating all of the church repairs / improvements, external and internal that needs to be done throughout the church year. This committee will also direct the Upkeep of Grounds Crew, Fellowship Hall Cleaning Crew, Church Cleaning Crew, and Landscape Crews.

**Section N. Publicity Committee**

1. This committee is responsible for advertising our special events. Getting notices to the local newspapers and radio stations, along with having signs made, will be this committee's primary means of letting the public know what events are upcoming at our church.
  - i. It is the chairman of the other committee's responsibility that is leading the special service, to make this committee aware of it in ample time and also to let this committee know exactly which type of advertising they would like to have.

**Section O. Senior Citizen Committee**

This committee is responsible for coordinating all of the social activities for our seniors. The committee is encouraged to plan at least one social event per quarter or as many as seem appropriate.

**Section P. Welcome / Usher Committee**

This committee is responsible for greeting people at the beginning of Sunday School and/or Worship Services, making everyone feel welcome and appreciated. They are also responsible for helping the elderly and special needs people enter and exit the building, handing out and collecting the visitor cards, getting these cards to the Clerk for follow-up, and taking up the offerings during services.

**Article X. CHURCH EMPLOYEES**

**Section A. Pastor**

1. Duties: See Bylaw, Article V Executive Committee, Section B Pastor.
2. Salary: The Pastor's salary will be reviewed each year by the Nominating/Budget Committee at budget time.
3. Travel Expenses: The Pastor is entitled to travel expenses and will be paid based on the current rate per mile allowed by law.
4. Vacation: The Pastor is eligible and encouraged to take a total of (2) weeks vacation per year.
5. Revivals: The Pastor is encouraged to preach only two revivals per year at other churches. Upon approval from the deacons, this number may vary.
6. Insurance: This will be considered on an individual basis.
7. Retirement: Bakers Chapel Missionary Baptist Church will fund an annuity through the Southern Baptist Convention.

**Section B. Youth & Children's Director**

1. Duties: See Bylaws, Article VII Church Council, Section B Youth & Children's Director.
2. Salary: This salary will be reviewed each year by the Nominating/Budget Committee at budget time.

### **Section C. Treasurer**

1. Duties: See Bylaws, Article VI Church Officers, Section B Treasurer.
2. Salary: This salary will be reviewed each year by the Nominating/Budget Committee at budget time.

### **Section D. Church Cleaning Crew**

1. This crew will be paid to keep the entire church clean, which includes; the sanctuary, rear and upstairs classrooms, the outside classrooms and porch, hallways, and bathrooms, etc.
2. This crew is not responsible for the cleaning up after any of the committees, but rather is responsible for the cleaning that is needed because of the everyday use of facilities.
3. This crew will abide by Guidelines for Church Cleaning checklist and forward a copy to the church treasurer before payment can be made. This committee will be under the direction of the Property Committee.
4. This salary will be reviewed each year by the Nominating/Budget Committee at budget time.

### **Section E. Fellowship Hall Cleaning Crew**

1. This crew will be paid to keep the entire fellowship hall clean, which includes; the dining room, kitchen, halls and foyers, carport, and bathrooms, etc.
2. This crew is not responsible for the cleaning up after any event or activity, but rather is responsible for the cleaning that is needed because of the everyday use of facilities.
3. This crew will abide by Guidelines for Fellowship Hall Cleaning checklist and forward a copy to the church treasurer before payment can be made. This committee will be under the direction of the Property Committee.
4. This salary will be reviewed each year by the Nominating/Budget Committee at budget time.

### **Section F. Upkeep of Grounds Crew**

1. This crew is paid to mow and trim the church's grass and graveyard as needed.
2. This crew is expected to edge and sweep the sidewalks of the church.
3. This crew will abide by Guidelines for Upkeep of Grounds checklist and forward a copy to the church treasurer before payment can be made. The Upkeep of Grounds Crew will be under the direction of the Property Committee.
4. This salary will be reviewed each year by the Nominating/Budget Committee at budget time.

### **Section G. Landscape Crews**

1. This crew is responsible for upholding and advancing the beautification of our church grounds.
2. This crew will trim and prune hedges and shrubs as needed and replace as needed (some may die or get too big to maintain).
3. This crew will put out straw around all property as needed.
4. This crew will be under the direction of the Property Committee.

5. This crew will abide by *Guidelines for Upkeep of Grounds* checklist and forward a copy to the church treasurer before payment can be made.
6. This salary will be reviewed each year by the Nominating/Budget Committee.

## **Article XI. GUIDELINES FOR USE OF CHURCH PROPERTY**

### **Section A. General**

1. The use of property owned by Bakers Chapel Missionary Baptist Church, Inc. is to be used exclusively by and for its membership. Bakers Chapel Missionary Baptist Church, Inc. is a non profit body which is not in the business of renting, leasing or subleasing its properties outside of its membership; therefore the use of Bakers Chapel Missionary Baptist Churches properties are exclusively reserved for the members of Bakers Chapel Missionary Baptist Church.
2. The Executive Committee must approve all uses of the church and fellowship hall and upon approval must inform the church clerk to update the church calendar.
3. All uses of the church and or the fellowship hall must be recorded on the church log book by the Clerk. Clerk will update the working calendar on the church bulletin board.
4. For all church members there is no cost to use the church or the fellowship hall. The member, who requested the use of facilities, will be responsible for any damages and for the cleaning. All uses or events held must comply with accepted biblical standards and must reflect the Constitution and Bylaws of this church.
5. Any church wide event that requires the usage of the Fellowship Hall will override any other event.
6. No alcohol, illegal drugs or profanity on the premises; no exceptions.

### **Section B. Church Sanctuary Guidelines**

1. No eating, drinking or tobacco allowed in the Sanctuary.
2. No horseplay in the church.
3. Dress appropriately for worship. Attendees are expected to dress in modest and respectful apparel. (1 Tim. 2:9)
4. All cell phones must be turned off or set to vibrate during worship services. No text messaging allowed during worship services.
5. The sound system must be operated by the Media Technicians Committee or a church member for worship services, weddings and funerals. The sound room door should remain locked when it is not in use. No unsupervised children allowed in the sound room.
6. No alcohol, illegal drugs or profanity on the premises; no exceptions.

### **Section C. Fellowship Hall Guidelines**

1. Any committee or person that uses the fellowship hall should *follow the guidelines posted in the kitchen.*

2. The fellowship hall should be booked to make sure that no two parties have it at the same time. Our Clerk will keep the log book, and he or she will need to be contacted to secure a time to use the fellowship hall.
3. Everyone is expected to clean up after themselves. The tables and the kitchen accessories should be cleaned, the kitchen floor should be swept (swept and mopped if needed), the carpet should be vacuumed, the heating/air/lights should be properly adjusted, and the trash should be taken off. Also check the bathrooms for running faucets, stuck toilets, and etc.
4. No alcohol, illegal drugs or profanity on the premises; no exceptions.
5. No horseplay in the fellowship hall.
6. A guideline has been adopted that does not allow any secular dancing.

#### **Section D. Cemetery Guidelines**

1. Prior to opening a grave at Bakers Chapel Missionary Baptist Church Cemetery a contact must be made and approval granted by the Cemetery Committee.
2. A contract is to be presented to each person requesting burial in the Bakers Chapel Missionary Baptist Church Cemetery.
3. The church shall reserve the right to turn anyone away at the discretion of the Cemetery Committee.
4. The following are entitled to a burial plot at Bakers Chapel Missionary Baptist Church at no expense:
  - i. Active Members of Bakers Chapel Missionary Baptist Church and their families – at no expense. (Family consists of husband, wife, and children living in the same household.)
  - ii. Any un-married special needs person whose parents are/were in good standing with the church. This will be determined by the Executive Committee.
5. Any available family plot will cost \$1,500.00. The \$1,500.00 cost will be given to the Funeral Director prior to opening a grave at Bakers Chapel Missionary Baptist Church, unless satisfactory arrangements have been made or the above requirements have been met.
6. Person using the cemetery for burial purposes is requested to place a permanent marker at the grave within one year. The Cemetery Committee must approve the size and placement of the monument.
7. All money received for the cemetery fund from any source will be placed in a separate account from that of the church.
8. Families of those buried are responsible to remove excess flowers within two weeks of date of burial. Vases, wreaths and etc. should be taken from property. These items are not to be discarded in the nearby woods.
9. Balloons, Easter Baskets, old flowers, etc. should be removed within a timely manner.

10. All grave openings must have a vault.
11. No other items are allowed on the gravesite or near the gravesite. Items such as flag poles, park benches, bird feeders, brick enclosures, lights, crosses, trees, shrubbery, etc. are not permitted

### **Section E. Bus Guidelines**

1. The bus shall be used for only church related events.
2. To use the bus and to avoid any conflict, please sign up on the working calendar, located on the bulletin board of the church.
3. To use the bus, there must be a minimum of 6 riders. This includes the driver.
4. Driver must be approved and on the insurance list to operate the bus.
5. The Driver of the Bus:
  - i. Must record the nature of the trip.
  - ii. Must update the driver's log. This includes the beginning and ending mileage.
  - iii. Has the authority to allow or not allow eating and drinking in the bus. The driver will be responsible for its cleaning.
  - iv. Must adhere to all SCDOT rules and regulations.
6. The Driver will be responsible after each use to:
  - i. clean the bus.
  - ii. top off the tank; when the fuel is below ½ tank.
  - iii. return the key to the fellowship hall.
  - iv. park the bus under the shed.
7. Damages to bus:  
Driver must report any damage to the bus to the Property Committee as soon as possible.
8. Length of Trip:  
For a trip of less than 60 miles (round trip) – no cost to the riders for fuel.  
Any trip over 60 miles; the riders must pay for the fuel to top off the tank.  
Any group must pay or payment must come from their budgeted fund.
9. Drivers are asked to use a spotter while backing the bus.
10. No alcohol, illegal drugs, tobacco use or profanity allowed on the bus at any time, no exceptions.
11. No horseplay allowed on the bus.

## **Article XII. FINANCES**

### **Section A. Annual Budget**

1. The Church shall have an annual budget to serve as the normative guide for the financial operation of the Church.

2. The annual budget will be prepared by the Nominating/Budget Committee and examined by the Executive Committee. It will then be voted on by the membership.

**Section B. Fiscal Year**

1. The financial year shall begin September 1 and end August 31.
2. The financial year shall run concurrently with the calendar year. {See Bylaws, Article I Government, Section A General, Paragraph 6}.

**Article XIII. REAL PROPERTY**

**Section A. Title**

Title to all real property of the Church shall be in the name of the church.

**Section B. Purchase of Real Property**

Real property may be purchased in the name of and on behalf of the Church by act of the Executive Committee after the proposal to purchase has had an affirmative vote by a 2/3's vote of the members present at a business meeting.

**Section C. Dispose of Real Property**

Real property of the church may be sold, mortgaged, conveyed, transferred or otherwise disbursed on behalf of the Church by act of the Executive Committee with the affirmative vote of a 2/3's vote of the members present at a business meeting.

**Article XIV. COMMISSIONING, LICENSING AND ORDINATION**

**Section A.** Pastor Commissioning: acknowledging God's call for a special ministry assignment, may be granted to an individual as directed by the Pastor and Deacons.

**Section B.** Pastor License: to perform marriages and other ministerial functions may be granted to a candidate called to full-time Christian service. This must be approved by the Pastor and Deacons. Licensing is often a preliminary step to ordination at a later time.

**Section C.** Pastor Ordination: to proclaim the gospel of the grace of God and administer the ordinances may be granted to candidates called to the ministry of preaching.

**Section D.** Deacon Ordination: to proclaim the gospel of the grace of God and administer the services of the church may be granted to the qualified.

**Section E.** Bakers Chapel Missionary Baptist Church, Inc. reserves the right to rescind the Commissioning, Licensing or Ordination of any recipient who fails to live consistently and uphold the standards of the Constitution and Bylaws and God's Word.

**Article XV.            CHANGE OR AMENDMENTS TO THE BYLAWS**

**Section A.**

Bakers Chapel Missionary Baptist Church, Inc. may make any changes to the Bylaws or amendments which may be deemed necessary and proper. Such changes or proposed amendments shall be approved by the Executive Committee and the date of the said meeting be announced to the members at least three consecutive services prior to the date of the special meeting called for the consideration of such proposed changes or amendments. The Executive Committee has the right to change, table, and decline or presents it.

**Section B.**

The vote of 3/4's of the members in attendance shall be required for the adoption, change or amendment providing a quorum is present.

**Section C.**

The total WORD COUNT of these Constitution and By-Laws are 14,370.

**Section D.**

Adoption of this Constitution and Bylaws on the 28th day of August, 2008, in Conference.

**Section E.**

Adoption of Amendment 1 through Amendment 49 to this Constitution and Bylaws on the 7th day of May, 2014, in Conference.

\_\_\_\_\_ Pastor

\_\_\_\_\_ Chairman of Deacons

\_\_\_\_\_ Clerk

\_\_\_\_\_ Date

\_\_\_\_\_ Notary Public

\_\_\_\_\_ Date Commission Expires