

SECOND AVENUE  
BAPTIST CHURCH  
Constitution and By-Laws  
2018



# DECLARATION

The members of the Second Avenue Baptist Church of Rome, Georgia, recognizing a Church of Jesus Christ as a spiritual organization divinely instituted for the Gospel of the Son of God and believing that we are to recognize Jesus Christ as our supreme lawgiver and ruler, to take the Bible and the Bible alone as the standard by which all matters of belief and conduct are to be followed, hereby make the following declaration. The government of this Church is vested in the body of believers who compose it. The Church is subject to the control of no other ecclesiastical body recognizing and sustaining the obligation of mutual counsel and cooperation, which are common among Baptist Churches.

## ARTICLE I. GENERAL PROVISIONS

### Section 1. Name

The name of this corporation, located in Floyd County, Georgia, is Second Avenue Baptist Church of Rome, Georgia Inc., and shall hereafter be referred to in this Constitution as the "Church."

### Section 2. Purpose

The purpose of the Church is to be a fellowship of believers seeking to lead lost persons to Christ, to minister with compassion to human needs, to nurture Christians toward spiritual maturity and to support missions here and abroad through prayer, participation, giving, and proclamation.

### Section 3. Covenant of Church Members

Led by the Spirit of God to accept Jesus Christ as Savior and Lord, and having entered into the fellowship of His Church, the members of the Church prayerfully make this covenant with our Heavenly Father and with one another.

By God's grace, we agree to strive for the prosperity of the Church (1) by upholding its doctrine, its ordinances, and its discipline (2) by attending its services (3) by actively participating in its tasks (4) by contributing to its support (5) by sustaining the various benevolent and missionary enterprises in which it engages (6) by sustaining the others in its fellowship and (7) by exercising toward each of its members a spirit of brotherly love to the end that the Kingdom of Christ may be promoted.

We further agree that with the help of the Almighty, we will cultivate personal and family religion, maintain sobriety in our habits, uphold integrity in our business, sustain purity in our lives, and profess Christ in our deportment.

We also agree that when we remove ourselves from this Church, we will unite with another Church of like faith and order as soon as possible, thus carrying out the spirit of this covenant.

#### **Section 4. Relationships**

The Church may voluntarily relate itself to the Floyd County Baptist Association, the Georgia Baptist Convention, the Southern Baptist Convention, the Cooperative Baptist Fellowship, and/or any other Baptist body it so may choose.

### **ARTICLE II. MEMBERSHIP**

#### **Section 1. Qualifications**

The membership of the Church shall consist of persons who do all of the following:

- Confess faith in Jesus Christ as personal Savior and commit themselves to faithful discipleship to Christ as Lord and
- Express agreement with the purposes and beliefs of the Church as described in this Constitution and
- Seek membership by an affirmative vote of the Church according to the procedures set forth in this Constitution.

#### **Section 2. Resident Membership**

- A. Persons who present themselves to the Church consistent with the qualifications set forth in Section 1 of this Article and who request resident membership in the Church may be received into resident membership in any one of the following ways:
- (1) By profession of faith in Jesus Christ as personal Savior and Lord, requesting baptism by immersion;
  - (2) By transfer of membership by letter from another Baptist Church;
  - (3) By statement of membership in another Baptist Church;
  - (4) By statement of faith in Jesus Christ in another denomination. [The Church believes in, encourages, preaches, and practices baptism by immersion; however, when extenuating circumstances exist as determined by the Pastor, one may be accepted by another mode.]
- B. Members may share equally in the democratic government of the Church and may act and vote in all transactions of the Church. Members shall be entitled to full participation in the programs and activities of the Church and its organizations as provided in this Constitution and share in and receive the full benefits of the spiritual ministry of the Church.

### **Section 3. Non-Resident Membership**

Members of the Church who move from the Rome area and are unable to fulfill the duties of Church membership shall be classified as non-resident members and their names placed on a non-resident membership roll.

### **Section 4. Watchcare Membership**

- A. Persons who wish to participate in the programs and activities of the Church and receive the benefits of its spiritual ministry during temporary residency in the Rome area but prefer to retain their home Church memberships may be received into watchcare membership.
- B. Persons may be received into watchcare membership by statement of faith in Jesus Christ as personal Savior and Lord and membership in a Church.
- C. Persons received into watchcare membership have the same privileges as regular members, except they may not hold office, act, or vote in the transactions of the Church.
- D. The watchcare membership of a person shall automatically terminate when that person is no longer a resident in the Rome area.

### **Section 5. Reception of Members**

- A. Persons who request resident or watchcare membership in response to the invitation of the Church shall be greeted by the Pastor or his designee. The Pastor shall submit the names of such persons with their requests to the congregation for acceptance for membership. The congregation shall then be led by the Pastor to make an appropriate expression of welcome as members of the Church.
- B. Exceptions to these procedures may be made by the Church upon recommendation of the Pastor and the Deacon Council regarding unusual circumstances, which may justify a change from normal practices.

### **Section 6. Duties**

Members are expected to be faithful in all duties essential to the Christian life, to attend the services of the Church, to contribute to its support and its causes, to share in its organized work and to find a place of service in any area of Church ministry.

### **Section 7. New Member Orientation**

All new members are expected to participate in the Church's new member orientation program.

## **Section 8. Rights of Members**

Members are eligible and expected to participate and vote in the business meetings of the Church. Participation in the ordinance of the Lord's Supper shall not be restricted to members of the Church.

## **Section 9. Termination of Membership**

- A. Any person who holds resident or non-resident membership in the Church and desires a letter of dismissal and recommendation to a designated Church of like faith and order is entitled to receive such letter upon request by the designated Church. Such a letter shall be granted by the Church.
- B. If a member of the Church unites with a non-Baptist Church, his or her membership in the Church shall be terminated automatically, with confirmed knowledge of the Deacon Council.
- C. Upon a member's death, his or her name shall be removed automatically from the Church roll.
- D. The Church staff secretary responsible for the membership records is granted authority by the Church to issue letters of dismissal and recommendation as provided in subsections A and B of this Section. A report regarding such letters of dismissal shall be made at each regular business meeting of the Church.

## **ARTICLE III. PASTOR, CHURCH STAFF, DEACONS, ADMINISTRATIVE TEAM, AND OFFICERS**

### **Section 1. General Provisions**

- A. Any person elected or appointed as a Deacon, Officer, or Team Member/Leader shall have been a resident member of the Church and active in its ministries for at least one year preceding election or appointment.
- B. All Officers of the Church and its organizations shall be elected to serve for a one-year period unless noted.
- C. Ministerial positions shall be established when a need is determined by the Church. Ministers shall be called by the Church upon the recommendation of a Search Committee, the Administrative Team, and the Deacon Council. Duties and conditions of employment shall be determined by the Administrative Team according to current personnel policies and the advice and counsel of the Pastor.
- D. Other staff positions shall be filled by the Administrative Team in consultation with the Pastor according to current personnel policies.

## Section 2. Pastor

- A. **Method of Calling.** When a vacancy occurs, a Pastor shall be chosen and called by the Church. A Pastor Search Committee of seven persons shall be nominated by the Deacon Council and shall be elected by the Church. It shall include a member of the Administrative Team, a minimum of two active Deacons and four other persons representative of the Church body. The Pastor Search Committee shall seek out and recommend a Pastor to the Church. No one may be considered for the position of Pastor except upon recommendation of the Pastor Search Committee. The decision to extend a “Call” shall be made at a called Church conference which has been preceded by an announcement to that effect at a regular Church service. The period between announcement and conference requires a minimum one week’s public notice. Election shall be by written ballot with an affirmative vote of three-fourths of those present. The elected Pastor shall serve until the relationship is terminated by his request or the Church’s request.
- B. **Resignation.** The Pastor may relinquish his office by submitting a thirty day written notice to the Church.
- C. **Termination.** The Church may declare the office of Pastor to be vacant. After the notification to the Pastor, such declaration shall take place at a called meeting with a minimum one week’s public notice. The meeting may be called by the recommendation of a majority of the Administrative Team and the Deacons or by written petition signed by not less than one-fourth of the resident Church members. The moderator for this meeting shall be the Chair of the Deacon Council or, in his/her absence, the vice-Chair of the Deacon Council, or, in the absence of both, the Church Clerk shall call the Church to order and a moderator pro tem shall be elected. The vote to declare the office vacant shall be by written ballot with an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the Pastor whose office has been declared vacant, the Church will compensate the Pastor with one-twelfth of his annual compensation. Such termination shall be immediate and the compensation shall be paid within thirty (30) days.
- D. **Duties.** Duties are listed in the personnel policies of the Church.

## Section 3. Other Church Staff

- A. **Ministers.** Ministers, other than the Pastor, shall be called and terminated by the same method as used for the Pastor.
- B. **Other Staff.** Staff shall be employed and dismissed under policies and procedures as set forth in the personnel policies of the Church.
- C. **Duties.** Church staff members shall perform such duties as defined in the personnel policies of the Church.
- D. All other actions concerning the Church staff shall be governed by the personnel policies of the Church.

## **Section 4. Deacons**

- A. **Duties.** In accordance with the meaning of the word and practice of the New Testament, Deacons are to be servants of the Church. The duties of a Deacon are to serve with the Pastor and staff in Pastoral ministries, to proclaim the Gospel to believers and unbelievers, to care for Church members and other persons in the community, to lead the Church to engage in a fellowship of worship, witness, education, ministry, and application, and to lead the Church in performing identified functions. Qualifications for Deacons are listed in Appendix I to this Constitution.
- B. **Composition of the Deacon Council.**
- (1) On or before the first Quarterly Conference of the fiscal year, the Deacon Council shall recommend to the Church and the Church shall certify the number of Deacons to serve in the following year.
  - (2). The term of office of a Deacon shall be three years.
  - (3). A Deacon whose term expires will not be eligible for re-election as an active Deacon for a period of one year following his term expiration. This requirement will be waived in the case of a Deacon elected to serve less than a full three-year term or for Church specified needs requiring the Deacon's services.
- C. **Election Process**
- (1) On or before April 1 of each year, the Church Clerk\* shall certify the list of all persons, who are members of the church for at least one year on or before November 1 of the present year and at least twenty-one (21) years of age, available to be nominated for the Deacon election process.
  - (2) On or before April 15, the Church Clerk shall mail a notice to every new member, who will have been a member for at least one year on or before November 1 and is at least twenty-one (21) years of age, within the past year advising them of their potential eligibility and requesting to place them on a list of persons available for nomination.
  - (3) On or before June 1, the Church Clerk shall assemble the list of persons who have given permission to be included in a list of those available for nomination.
  - (4) On or before August 1, the Church Clerk shall publish the list of persons available for nomination. The list shall clearly identify all persons who previously served as a Deacon at Second Avenue Baptist Church.
  - (5) On or before September 15, all members of the congregation shall submit their nominations on the Deacon Nominating Form by choosing up to six nominees. Church members are encouraged to consider the qualifications for Deacon as stated in Appendix I and to include both nominees who have served before and nominees who have not. Church members shall submit no more than one form per member and shall sign their form to assure this.

(6) On or before October 15, the Deacon Nominating Committee shall contact persons nominated by the church to determine their willingness to serve as Deacon. The Committee shall choose from the nominations provided by the congregation a number no less than the exact number and no more than twice that same number of deacons needed for election in that year according to the number established by the church in paragraph A above. The Committee shall be limited to the nominations provided by the congregation. The Committee shall give preference to the weight of nominations by the congregation considering those with the highest number of nominations first. The Committee shall determine the final composition of the ballot by considering the qualifications for Deacon as stated in Appendix I and balancing the composition of the deacon body with the needs of the congregation.

(7) The ballot shall be published to the church no later than two weeks prior to the election.

(8) Absentee ballots for those unable to attend on the day of the election may be obtained from the Church office and shall be returned to the office prior to the election in a sealed envelope.

(9) On the second Sunday of November, the congregation shall be presented the ballot as constructed by the Deacon Nominating Committee for a vote. The tally committee will consist of at least three Deacons rotating off the council. The results will be reported to the moderator on the day of the election. If the ballot contains only the number needed for election, candidates must receive at least fifty (50) percent plus 1 of all votes cast to be considered elected.

(10) The Deacon Nominating Committee shall be recruited by the Deacon Enlistment Committee and recommended by the Deacons to the Church for election in the Quarterly Church Conference held in May of each year. The Deacon Nominating Committee shall be composed of two Deacons in their third year of service, two Deacons in their second year of service (for a two year term) and two at large members to serve one year. At large members may not serve in consecutive years.

(11) In the event of a vacancy on the Deacon Council, the Deacon Nominating Committee will provide to the congregation a nominee to fill the vacancy at the earliest possible Quarterly Church Conference.

(13). The tally committee will consist of at least three Deacons rotating off the council. The results will be reported to the moderator on the day of the election.

(14). Those elected Deacons not previously ordained will be ordained as soon as practical.

(15). Newly elected Deacons will begin their duties January 1.

D. **Governance.** The Deacon Council shall govern itself as provided in the rules in Appendix II.



- E. **Deacon Emeritus.** “Deacon Emeritus” is an honorary designation for Deacons who are current members of Second Avenue Baptist Church, who have served one or more terms on the Deacon Council, attained the age sixty-five (65), distinguished themselves in honorable and faithful service to the Lord; and find themselves no longer able to serve in an active capacity. Deacon Emeritus status is totally voluntary. The Deacon Nominating Committee will approach the individual to secure his or her permission for nomination to the Church for this honor. Deacon Emeritus candidates may be confirmed by the Church vote as a part of the Deacon election process. Deacon Emeritus status shall continue for the lifetime of the member. It is not subject to rotation or re-election. This position is honorary only and these individuals do not participate in Deacon meetings.

#### **Section 5. Administrative Team**

- A. **Election.** The Church shall have an Administrative Team with twelve (12) members, four (4) elected each year for a three (3) year term. At least one of the twelve (12) members will always be an active Deacon. The Administrative Team shall be nominated by the Deacon Council and elected by the Church.
- B. **Duties.** The Administrative Team shall follow the responsibilities and duties as outlined in the job description as approved by the congregation; this is the holding entity of all real property of the Church. The Administrative Team shall have no authority to buy, sell, mortgage, lease, or transfer any property without a specific vote of the Church. The Administrative Team shall meet once per month and as otherwise needed to carry out all legal transactions as directed by the Church. The signature of the Administrative Team Leader and Chairman of the Deacons as Moderator of the Church in Conference shall be required on any deed, mortgage, pledge, or other legal document affecting the Church’s real property.

#### **Section 6. Treasurer**

- A. **Election.** The Church Treasurer shall be nominated by the Deacon Council and elected by the Church.
- B. **Duties.** The Treasurer shall serve with the Administrative Team, and shall carry out the duties of the office with the assistance of the Church Financial Secretary. The Treasurer shall be prohibited from serving as Leader of the Administrative Team. An accurate set of books shall be kept. Financial statements may be audited, reviewed or compiled annually by a certified public accountant, if recommended by the Administrative Team and approved by the Deacon Council and the Church.

#### **Section 7. Clerk**

- A. **Election.** The Church Clerk shall be nominated by the Deacon Council and elected by the Church.
- B. **Duties.** The Church Clerk shall maintain a record of all Church actions in a suitable book; keep a register of the names of members with dates of admission, dismissals, deaths and baptisms; notify all Officers, members of Teams and

messengers of their election or appointments; issue letters of dismissal authorized by the Church; maintain a file on all communications and written official reports; give legal notice of all meetings as necessary; and provide at all Church business meetings a current copy of the Church Constitution and a copy of *Roberts Rules of Order, Revised*.

### **Section 8. Moderator**

The Chair of the Deacon Council shall serve as the moderator for the business meetings of the Church. The moderator may serve as ex officio to all Teams. The Vice Chair of the Deacon Council shall serve as assistant moderator and preside in the absence of, or at the request of, the moderator. In the absence of both, the Church Clerk shall call the meeting to order and a moderator pro tem shall be elected.

## **ARTICLE IV. TEAMS**

Teams will be established as deemed necessary by the Church to give leadership and direction in all areas of the Church's ministries in such a way as to accomplish the stated mission of the Church, including but not limited to reaching our neighbors for Christ, worship, spiritual formation, discipleship, mission, life-stage ministries and needs based ministries. The specific teams and the scope of their work shall be reviewed and established annually concurrent with the election of Team members by the Church.

### **Section 1. General Provisions**

- A. Teams may be added, deleted or reorganized as needed and determined by the Deacon Council and the Church.
- B. All team members shall be nominated by the Deacon Council and elected by the Church. Team Leaders shall be designated by the Deacon Council and elected by the Church.
- C. Teams shall give direction, guidance and support to the work of the various ministries of the Church. Team Leaders and team members will be responsible for the enlistment of members of the congregation to serve in the various ministries for which that team is responsible.
- D. Each team shall meet at least once during the first quarter of the new Church year and other appropriate times.
- E. Teams shall be responsible to recommend written policies to the Church in conference as deemed necessary by the Team, Deacon Council or the Church in Conference. Such written policies shall be deemed established once they have been presented to and approved by the Deacon Council and the Church in Conference and have been made public and available to all members in the Church office. Teams may develop written procedures necessary to implement the policies without further approval.
- F. Team members shall serve for a period of three years. One third of the membership of each team shall be elected annually, thus allowing one third of the

membership to rotate off each year. Once rotated off a team, a member may not return to that team for a period of one year.

- G. Teams are to report to the Deacon Council at each regularly scheduled Deacon Council meeting. Teams are also required to report at each regularly scheduled Church Conference.

## **Section 2. Leadership Council**

A Leadership Council, chaired by the Pastor or Chair of Deacons in the absence of the Pastor, shall exist to coordinate the activities of the teams, to review and evaluate recommendations of resident members, to coordinate the calendar, and to advise and provide input to the ministers. It will meet quarterly and other appropriate times and shall be composed of the ministerial staff, Deacon Council Chair and Team Leaders.

## **ARTICLE V. CHURCH MEETINGS**

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

The Church shall meet each Sunday and Wednesday for the worship of the Almighty God, for preaching, teaching, fellowship, evangelism and music. These meetings will be open to the entire membership of the Church, as well as other people, and shall be conducted under the direction of the Pastor or other appropriate person. Any schedule change of these services shall be approved by the Deacon Council or in the case of acts of God, the Pastor and the Chair of the Deacon Council. The Ordinance of the Lord's Supper will be observed at least quarterly and at the discretion of the Pastor on special occasions. Baptism will be held as needed.

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

Revival services, and any other Church meetings which promote the objectives of the Church, shall be placed on the Church calendar.

### **Section 3. Regular Business Meetings**

Regular Church business meetings shall be held quarterly on the first Wednesday of the month in February, May, August, and November, except in the event of unusual circumstances. The meeting of the Church for the election of Officers shall be held in connection with a regular or called conference on the following schedule:

1. All educational leaders shall be presented in the May meeting and begin work on August 1<sup>st</sup>.
2. All other Church Officers, Team Members and Leaders shall be elected in the August meeting and begin work on January 1<sup>st</sup>.

**The business of the Church shall be conducted in the following order and shall include but not be limited to these elements:**

1. Reading of the minutes of the previous conference.
2. Granting of letters of dismissal and reporting received or granted from new resident members.
3. Reports of Officers

4. Reports of Teams
5. Unfinished business
6. New business
7. Recommendations from Deacon Council
8. Staff Comments
9. Adjournment

#### **Section 4. Special Business Meetings**

Special meetings of the Church, for the transaction of business, may be called by the moderator at his/her discretion, or in his/her absence, by a majority of the Deacon Council. Notice and purpose of the meeting will be given at least seven days prior to its convening. Written notice by regular U.S. mail sent to each resident member of the Church or notice in the newsletter of the Church shall constitute sufficient notice for this purpose.

#### **Section 5. Quorum at Business Meetings**

Five percent of the resident members, as reported in the current annual Church letter, shall constitute a quorum. In the event a quorum is not present, the meeting will be postponed one week and the number of resident members present the following week will, in all cases, constitute a quorum. Quorum for all Team meetings shall be half of the members plus one.

#### **Section 6. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the business meetings of the Church in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Church may adopt. A parliamentarian shall be appointed, as needed, by chairman of Deacons from the Deacon council to govern the business meetings.

## ARTICLE VI. FINANCES

### Section 1. Church Budget

The Church adopts the system of proportionate giving as set out in the Scriptures: “Upon the first day of the week, let every one of you lay by him in store as God has prospered him . . . Bring ye all the tithes into the storehouse.”

- A An estimate of all anticipated receipts and expenditures for a succeeding calendar year shall be prepared in the form of a composite statement to be known as the “Annual Church Budget.”
- B The Administrative Team, working in conjunction with the ministers, Deacon Council, Teams and representatives of various Church organizations, shall be responsible for the preparation of the budget.
- C The Administrative Team shall approve the proposed budget and submit it to the Deacon Council for review and approval.
- D After a proposed budget is reviewed and approved by the Deacon Council, the budget shall be submitted to the Church for consideration and discussion at a special meeting called the “budget discussion meeting”. The budget shall be duplicated and made available to those in attendance. Additional copies will be made available in the Church office. An opportunity shall be afforded for questions and comments concerning the proposed budget and time allowed for a general explanation.
- E Comments, questions, or concerns may be expressed during the budget discussion meeting. If it is determined by the Administrative Team that any adjustments to the proposed budget are necessary, the Administrative Team shall be empowered to make discretionary adjustments. Any such adjustments to the proposed budget shall be resubmitted to the Deacon Council for review and approval prior to submission to the Church for a final vote.
- F The proposed budget will be presented to the Church on a Sunday morning to be voted on without discussion by written ballot. The budget shall be approved by the affirmative votes of a simple majority of members present. A budget must be approved no later than November 30 and shall take effect on January 1.
- G If adopted by the Church, the budget shall go into effect in accordance with its own terms and provisions for the year under consideration. If the proposed budget is rejected by the Church, the procedures set forth in subsections A through F of this Section shall be repeated until a budget is approved by the Church. The budget may be amended at any time during the budget year by vote of the Church, but any amendment must be recommended first by the Deacon Council and Administrative Team.
- H No expenditure of funds shall be made except as provided in the budget. The members of the staff, Teams, and others associated with the administration of the budget shall be responsible for meeting this requirement. The handling, use and disbursement of any sum allocated in the budget shall require no further

authorization by the Church. Items within a budget category may be substituted for other items under the same category. Items in different categories may not be substituted for one another without specific authorization of the Administrative Team and Deacon Council.

- I Budgeted amounts not expended during the year may not be carried forward. In the event that actual income exceeds budgeted income, these funds shall be deposited to an interest bearing non-checking account to be used for future cash requirements as determined by the Church in conference.
- J Emergency expenditures outside of normal budgeted accounts that normally require Church action can be made by staff, Teams, and others associated with administration of the budget, not to exceed twelve hundred dollars (\$1,200.00) between quarterly conferences.

## **Section 2. Church Receipts**

- A. The Administrative Team with the approval of the Deacon Council shall determine the depository bank or banks to be used by the Church.
- B. Receipts from all sources shall be deposited only in an authorized bank in the appropriate account as designated herein or by specific provision by the Church. Transfer between said funds and/or accounts may be made with approval of the Leader of the Administrative Team.
- C. All receipts for any and all purposes shall pass through the hands of the Church Financial Secretary and be properly recorded on the books of the Church. The method of receiving, counting, depositing, and recording all funds received shall be in accordance with provisions as established and approved by the Deacon Council and Administrative Team.
- D. All receipts, unless otherwise designated by the donor, shall be considered and treated as general fund receipts to be used for general budget purposes.
- E. Any contributions determined by the Administrative Team to be inconsistent with the purpose of the Church will be submitted to the Church for approval or rejection if the donor refuses to remove such inconsistencies.

## **Section 3. Disbursements**

- A. The Church Financial Secretary shall be accountable to the Church Treasurer and the Leader of the Administrative Team for preparing all proposed expenditures in accordance with the budget.
- B. Checks written on Church checking accounts shall be signed and issued by two (2) of the following: Treasurer, Administrative Team Leader, or other authorized Administrative Team Members. All checks presented for signature must be accompanied by approved invoices, statements, purchase orders, and/or other appropriate documentation.

#### **Section 4. Accounting Funds**

- A. **General Fund:** There shall be a general fund to be used for general budget operations. All receipts shall be deposited in this fund unless provided otherwise in this Constitution. All general budget expenditures shall be made from this fund.
- B. **Designated Funds:** Any other special and/or designated funds shall be used in accordance with the wishes of the donor and the intended purpose of the fund. The Church may establish and/or liquidate special purpose and/or designated funds as needed to accomplish the mission and purposes of the Church.
- C. **Memorial/Endowment Fund:** This fund shall be separately maintained and shall be administered, invested, and otherwise supervised by the Administrative Team. Written provisions and guidelines governing the Memorial/Endowment Fund shall be established by the Administrative Team and approved by the Deacon Council and the Church.

All funds, with the exception of the Memorial/Endowment Fund, may be placed in bank accounts as directed by the Administrative Team.

#### **ARTICLE VII. AMENDMENTS**

This Constitution may be amended by a two thirds majority vote of the members of the Church present and voting at any regular or specially called business meeting upon a resolution having been presented in writing and read or distributed in writing at a business meeting of the Church immediately prior to the one at which the vote is taken.

#### **ARTICLE VIII. MANAGEMENT AND GOVERNANCE**

The Church, sitting in conference at a business meeting, shall be the final authority in all of its affairs. The Deacon Council shall be responsible for the adherence to the constitution and shall report to the Church for approval any reason for a temporary deviation deemed necessary from the constitution.

## **ARTICLE IX. REPRESENTATION IN DENOMINATIONAL MEETINGS**

**Section 1.** As needed, messengers may be sent to represent the Church at any association with which it may be affiliated. Their duties shall be to furnish the association with a statement of the condition of the Church and to cooperate with the messengers of other Churches in promoting the interests of the kingdom of Christ.

**Section 2.** Messengers may be elected as needed to attend the sessions of denominational meetings.

**Section 3.** Ministers extended a “call” shall be considered by virtue of their offices as elected messengers to these denominational meetings.

## **ARTICLE X. REPEAL**

All Constitutions, By-Laws, Rules of Order, and rules and regulations heretofore adopted by the Church are hereby superseded and repealed.



## APPENDIX I.

### QUALIFICATIONS FOR DEACONS

A. To be eligible for election as a Deacon a member must have been a member of the Church for at least one year and at least twenty-one (21) years of age on the day of balloting and meet the following criteria:

- 1) Measure up to the requirements of 1Timothy 3:8-13.
- 2) Live a consecrated Christian life, and should bring no reproach by his/her conduct upon the Church or the cause of Christ.
- 3) Attend regularly scheduled Church services and all special meetings unless hindered by some reason approved by good conscience.
- 4) Be a tither, bringing tithes systematically to the Church for the Lord's work.
- 5) Be a soul winner, striving always to bear witness for Jesus.
- 6) Be able to keep in secrecy those things which should not be discussed openly.
- 7) Refrain from destructive criticism and be willing to settle difficulties in a quiet and Christian manner without hurting the cause of Christ or the Church.
- 8) Participate actively in various Church activities, serving the cause of Christ and the Church to the best of his/her abilities.

B. Every member of the Church who has been ordained as a Baptist Deacon will be recognized as belonging to the ordained Deacons of this Church.

## APPENDIX II.

### DEACON COUNCIL RULES

A. The Deacon Council shall meet monthly on the last Tuesday of each month, for the consideration of matters affecting the general welfare of the Church and to make recommendations to the Church as appropriate. Special meetings may be determined at any time by the Pastor, Chair of the Deacon Council, or by a majority of active Deacons.

B. The Deacon Council shall elect its Officers by the first meeting of the new Church year. Deacon Council Officers are: Chair, Vice-Chair and Secretary. Nominations for these offices shall come from the Deacon Council Enlistment Committee appointed by the Deacon Council Chair.

C. The Deacon Council shall also nominate those persons to serve as Team Members and Leaders along with the Treasurer, Clerk and Tellers, and forward these names to the Church for their consideration and election. Nominations shall come from the Deacon Council Enlistment Committee appointed by the Deacon Council Chair.

D. It shall be the Deacon Council's duty to cooperate with and assist the Pastor in the administration of all Church affairs. It shall make such recommendations to the Church for action, as it deems expedient.

E. It shall be the council's duty to receive and review the financial report each month for recommendation to the Church. The council shall also review and approve for recommendation all special appropriations not included specifically in the Church budget, prior to the presentation to the Church for action.

F. It shall be the duty of the Deacons to ascertain such members of the Church as may need assistance. It shall be their duty to devote themselves to the spiritual welfare of the Church and to encourage active participation.

G. The absence of a Deacon from half or more of the regular monthly Deacon Council meetings during any one Church year may result in the removal of such Deacon from the Deacon Council by a majority vote of the Deacon Council.