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Dear Canton First Baptist Church Family,

As years and decades pass, churches modify the manner in which they govern themselves. In order to do so in an orderly manner consistent with the basic tenets of the church, By-Laws are written, modified, and, as needed, are amended.

Over the past twenty seven years Canton First Baptist has changed its governance either by conference, committee, or both. However, the church has not officially amended the By-Laws since March 16, 1997.

Since August 2019, the current By-Laws committee has worked diligently for over a year to modify, rewrite, or add to the By-Laws to construct a viable set of By-Laws that addresses the manner in which the church is presently governed. The proposed By-Laws were presented to the Deacon Body for discussion on October 11, 2020. Following a few needed changes, the Deacon Body unanimously endorsed the proposed document which will be presented to the church body for a vote. If approved by the church in a special called church conference 30 days after a special called church conference to discuss them, the proposed By-Laws will become official as amended.

To be more easily understood, the document is presented in the following manner: all parts printed in black type are being retained as is from the 1997 By-Laws; parts printed in red type reflect necessary changes and additions; and those parts printed in black type with a horizontal line drawn through the text are parts no longer needed and will be removed from the amended By-Laws.

Prayerfully submitted by the By-Laws Committee and current Deacon Body.

Lowell Grogan--Committee Chairperson
Janet Burke--Committee Vice Chairperson
Jeff Conard--Deacon Chairperson

*A special thanks to Carroll Wright, former Deacon Chairperson, for his guidance and support during the year-long process.

Canton First Baptist Church
Building Faith † Offering Hope † Loving Others

Revision Adopted: 1972 (About)

Amended: 11/21/76

Amended: 01/20/80

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Amended: 08/03/86

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Amended: 09/12/93

Amended: 03/16/97

Proposed: 11-1-2020

BY-LAWS

CANTON FIRST BAPTIST CHURCH A NORTH CAROLINA CORPORATION (NON-PROFIT)

OF

CANTON, HAYWOOD COUNTY, NORTH CAROLINA

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 accepted tenets of the MISSIONARY BAPTIST CHURCHES affiliated with the state and national Cooperative Baptist Fellowship, Haywood Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish these By-Laws.

ARTICLE I. Name

This body shall be known as the Canton First Baptist Church a North Carolina Corporation (Non-Profit) of Canton, Haywood County, North Carolina.

ARTICLE II. Purpose

The purpose of this body shall be to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of christian education; to channel its offerings to the support of the objects of the Redeemer's Kingdom and to preach and propagate among all people the gospel of the Revelation of God through Jesus Christ as Savior and Lord.

ARTICLE III. Membership

Section A. The membership of this church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, except where physically handicapped, and who have been received by an affirmative vote of two-thirds of the members present at any regular service of the church. All applications for membership will be accepted on the basis of the applicant's profession of faith. ~~without regard to race.~~

Section B. A member of another baptist church of like faith and order, and in consequence of peculiar circumstances has no regular letter of ~~dismissal~~ transfer, may be received into our fellowship upon a statement satisfactory to the church.

Section C. Anyone who has once been a member of a church of like faith and order, and in consequence of peculiar circumstances has no regular letter of ~~dismissal~~ transfer, may be received into our fellowship upon a statement satisfactory to the church ~~having agreed to be baptized by immersion.~~

~~Section 4. Letters of dismissal may be granted to any church of like faith and order for members in good standing. When letters are granted, membership in this church will terminate.~~

~~Section 5. When a member of this church joins a church of different faith and order,~~

~~membership in this church will terminate.~~

Section D. Termination of Membership – Membership shall be terminated in the following ways: (1) Death, (2) Transfer by letter to another church of like faith and order, (3) Acknowledgement when a member has joined a church of another faith and order and requested such action.

Section 6.E. In considering the duties involved, members are expected first of all to attend regularly the services of the church; to give regularly and systematically to its support and Kingdom causes; and to share in organized work. **Members, and members only, may act and vote in the legal and business affairs of the church.**

Section 7. ~~F. In considering the rights involve, members, and members only, may act and vote in the transactions of the church.~~ **Members are invited and encouraged to attend membership classes led by the pastor and/or ministerial staff.**

ARTICLE IV. Meetings

Section A. The regular worship services of the church shall be held on Sundays and Wednesday evenings, unless otherwise agreed upon by the church. The Lord's Supper shall be observed ~~at least once a~~ **each** quarter.

Section B. The annual election of officers shall take place before the first Sunday in ~~October~~ **July** of each year **with one-year terms coinciding with the ministry year.**

Section C. The church shall hold regular business meetings at least quarterly. Special business meetings may be called by a two-thirds vote of the ~~Board of Deacon~~ **Body** at such times as they may be needed, with a reasonable notice of the time and place of the meeting given to the congregation.

Section D. Moderator: A person to serve as Moderator of the church business session shall be recommended by the Nominating Committee, endorsed by the Deacon Body, and elected by the church for a term of one year. Neither the Pastor nor the Chairman of the Deacon Body may serve in this capacity.

Duties: The Moderator shall preside over all business meetings using Robert's Rules of Order; conduct orderly church business; work with the church staff and other key leaders to develop an agenda for the business meeting; execute church business in a timely manner; clarify church business for later action; keep on course with the business meeting agenda; ensure that the Church Secretary has the name of any person making a motion and has the motion recorded correctly before calling for a second or vote on the motion; and speak for the church in times of crisis.

Section E. Vice Moderator: The Vice Moderator shall be recommended by the Nominating Committee and endorsed by the Deacon Body and elected by the church for a term of one year.

Duties: Upon the absence of the Moderator, the Vice Moderator shall assume all the duties of the Moderator as herein prescribed.

ARTICLE V. Corporate Officers of the Church

Corporate Officers of the Church shall be as following:

President;

Secretary- (Shall serve as the Church Secretary);

Assistant Secretary – (Shall serve as the Assistant Church Secretary);

Treasurer - (Shall serve as the Church Treasurer);

Assistant Treasurer - (Shall serve as the Assistant Church Treasurer);

These officers shall be selected by Nominating Committee, endorsed by Deacon Body with final approval from Church Body. The church shall elect at least ~~three~~ **five** members to serve as ~~Trustees~~ **Corporate Officers of the church**. Their term of office shall be for one year. Having served as a ~~Trustee~~ **Corporate Officer** during the previous year will not disqualify a member for re-election. The ~~Trustees~~ **Corporate Officers** shall, ~~as provided by law and the action of the church, hold in trust the title to all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action; neither shall they have any control over the use of the church property except by vote of the church.~~

A. President of the Corporation: ~~The Chairman of the Trustees shall~~ **The President of the Corporation**, whenever required by law or practice, ~~serve as the President of the Corporation~~ having however only such express powers as are granted by the congregation, and having no power absent such express authorization to bind the Corporation in any matter or act for it. ~~In a similar manner and subject to the same limitations, the Vice Chairman of the Trustees shall be authorized to act as the Vice-President. The Secretary of the Trustees shall serve whenever required by law or practice as Secretary of the Corporation.~~

B. Clerk Secretary: The Secretary shall be the Corporate Secretary and also serve as the Church Secretary. The ~~Clerk~~ **Secretary** shall be elected annually. **Having served as the Secretary or Assistant Secretary during the previous year will not disqualify a member for re-election.** It shall be the duty of the **Secretary** to attend or be represented at all church business meetings. With the help of church staff shall oversee and/or to keep an accurate record of all church business meetings, to keep an accurate record of all business transactions and with the help of the church staff, to prepare the annual Associational Letter. The ~~Clerk~~ **Secretary shall oversee and/or ensure** that letters of ~~dismissal~~ **transfer** are sent as authorized by the church, preserve all papers and valuable letters and records that belong to the church. It shall also be the duty of the ~~Clerk~~ **Secretary** to see that an accurate roll of the membership is kept

with dates and methods of admission and ~~dismissal~~-transfer, change in name; correct mailing addresses and other pertinent information.

C. Assistant Secretary: It shall be the duty of the Assistant Secretary to stay current with and fulfill the obligations of Secretary in the absence of the normally elected Secretary.

E. D. Church Treasurer: A major portion of the work of the Church Treasurer is to maintain financial records of the church and to disburse funds as approved by the church. ~~He~~ The Church Treasurer is responsible both to the Pastor and the Chairman of the Finance Committee. ~~His~~ The Church Treasurer's responsibilities include the following:

- 1) Receive deposit slips for the Counting Committee and record.
- 2) Make on a timely basis all approved disbursements of the church such as ~~Sunday School,~~ church supplies, payroll, insurance, salaries, and operating expenses.
- 3) Maintain the church bank accounts and see that saving investments are handled in a timely manner and reconcile the checking and savings accounts.
- 4) Prepare needed information for the church financial statements.
- 5) Make necessary government reports.
- 6) Be an ex-officio member of the Finance Committee.
- 7) Inform responsible persons of their budget expenditures.

~~The Treasurer is nominated by the Nominating Committee and is elected annually. by the Church~~ Having served as Church Treasurer or Assistant Church Treasurer during the previous year will not disqualify a member for re-election.

E. Assistant Church Treasurer: It shall be the duty of the Assistant Church Treasurer to stay current with and fulfill the obligations of Church Treasurer in the absence of the normally elected Church Secretary.

ARTICLE VI. Church ~~Officers~~-Leadership

Section 1. Officers: ~~The officers~~ Leadership Staff of the church shall be Pastor, ~~and other~~ ~~vocational leadership~~ and Ministerial Staff and Deacon Body.

Section 2. The Staff: ~~The church may employ such personnel as may be determined by the church in regular or special business conference, provided that if any personnel matter be considered in special conference, such purpose must be announced in advance in at least one stated meeting or service of the church. Staff members shall be obtained for indefinite terms in the following manner.~~

A: Pastor: Whenever a vacancy occurs, a Pastor shall be called by the church to serve until the relationship is dissolved by the request of either the Pastor or the church. In either case, at least thirty (30) days notice shall be given of termination of the relationship, unless otherwise mutually agreed upon by both parties.

The call of the Pastor shall take place at a meeting especially set for that purpose of which at least one week's notice has been given the membership. The election shall

be upon the recommendation of a special committee nominated by the ~~Board of Deacons~~ **Deacon Body** and elected by the church to seek out and nominate as Pastor a minister of the gospel whose christian character and qualifications fit him for the office of Pastor of this church. The committee shall bring only one name at a time for consideration of the church, and no nomination shall be made except that of the committee. Election shall be by an affirmative vote of three-fourths of the members present and voting for a call. Should the one recommended by the committee fail to receive a three-fourths vote, the committee will be instructed to seek out another minister, and the meeting shall be adjourned without debate.

The Pastor shall be in charge of the welfare and oversight of the church; he shall be ex-officio member of all organizations, departments, and committees; he may call a special meeting of the **Deacon Body** or any committee according to procedures which may be set forth in the By-Laws; he shall conduct religious services on stated and special occasions, administer the ordinances, minister to members of the church and community, and perform other duties that usually pertain to the office; he shall have special charge of the pulpit ministry of the church and shall provide for pulpit supply when he is absent and arrange for workers to assist in revival meetings and other special services. The Pastor shall preside at all ~~meetings~~ **services** of the church except as otherwise provided in the By-Laws. He ~~shall~~ be the administrative head of the church and shall arrange and approve all absences and vacations of all church employees. He ~~shall~~ attend those committee meetings and other meetings that are essential to the ongoing activities of the church.

B. Deacon Body: There shall be 24 ~~15~~ Deacons. These shall be elected from the membership of the church for three (3) year terms. ~~Eight (8)~~ **Five (5)** Deacons shall be elected each year. At the completion of a three-year term, no Deacons shall be eligible for re-election until one (1) year has passed. In the event a person has filled a vacancy (an un-expired term), this person then, may be eligible for re-election, if the length of time served is one-half (one and one-half years) or less of the three-year term. Deacons shall be elected as follows:

Active Deacons will contact their Deacon Families to eliminate those persons who do not feel led to serve with names being turned into the Deacon Secretary before nominating ballot is compiled.

Notice of the selection of Active Deacons shall be publicized two weeks prior to the beginning of the process in the church bulletin and church newsletter. ~~An election sheet~~ **A nomination ballot** shall be given each member present at the announced regular Sunday morning worship service. (Absentee election sheets may be secured and returned to the church office during office hours the week preceding the selection, for those church members who will not be present on the Sunday morning). Each member may name as many as ~~twelve (12)~~ **eight (8)** members, who must be members of the church and at least eighteen (18) years of age, who they believe will best serve as an active Deacon. These ~~sheets~~ **ballots** will be collected and presented to the Deacon Chairman who will give them to the **five (5)** outgoing Deacons for the purpose of counting.

The ~~eight (8)~~ **five (5)** members named the most often shall have individual consultations with the Pastor and **Deacon** Chairman ~~of Deacons~~, at which time they

shall be made familiar with the scriptural qualifications for serving as a Deacon, as set forth in Acts 6:3 and 1 Timothy 3:8-13. The established plan of ministry for our church as adopted by the church shall also be carefully presented. After their consultations with the Pastor and **Deacon** Chairman of ~~Deacons~~, those interviewed shall have the succeeding forty-eight (48) hours to prayerfully consider their possible selection and to satisfy themselves as to whether they fulfill the qualifications for Deacon and will be willing to serve within our church's established plan of ministry. The first ~~eight (8)~~ **five (5)** responding in the affirmative shall make up the slate to be presented to the church.

Those originally named who are either unwilling to serve or who, having been counseled have determined in their own minds that there is reason not to serve, shall be replaced by those members receiving the next highest number of votes in order or in case of ties ~~to the person having been a member of Canton First Baptist Church the longest number of years~~ **the remaining Deacons who are still serving will do secret ballot to select next person to serve.** This process shall continue until there is a full slate to be presented to the church. In the event that there should be unexpired terms on the Active Deacon body to be filled, the slate shall include ~~nine (9)~~ **six (6)** or more (~~eight (8)~~ **five (5)** plus the number of vacancies). Those over the regular ~~eight (8)~~ **five (5)** shall be designated two-year term(s) or one-year term(s) according to the number of votes received in the original election process. In the remaining description of the selection process, "~~eight (8)~~ **five (5)**" shall be understood to mean "~~eight (8)~~ **five (5)** or more" when vacancies have occurred.

In the event of a vacancy on the ~~Deacon Board~~ **Deacon Body** during the church year, the Pastor and the Deacon Chairman shall determine from the list of Deacon nominees that were selected by the church in the previous Deacon election that name having the highest number of votes to the last Deacon chosen in the regular election. The nominee will then participate in a counseling session with the Pastor and the ~~board~~ **Deacon** chairman. This process shall continue until a Deacon replacement is chosen, and this person's name will then be presented to the church membership for approval.

At the second regular Sunday morning worship service after the election process or as soon as possible if later, the names of the ~~eight (8)~~ **five (5)** on the slate as a whole shall be presented to the church for prayer and consideration. At the next regular church conference after the presentation of the slate, that slate will be presented to the Church for Church approval. After church approval, the entire slate will have been selected as Active Deacons. Should the entire slate as a whole not be approved by the church, the process will be repeated starting with the notice of selection.

All aspects of the process of the setting apart of Deacons as servants shall be private so as to fully maintain the dignity of the persons and the process. Deacons are expected to be interested in and supporter of all phases of the Church's ministry.

Deacon Officers shall be: Chairman, Vice-Chairman, Secretary, and Family Ministry Coordinator. Officers to serve for the Church year beginning ~~October 1st~~ **July 1st** will be elected at the first regular meeting of the ~~Board of Deacon Body~~ following approval by the church of the slate of Deacons presented in accordance with these By-Laws or at such other time as the Chairman and Pastor may consider more appropriate and desirable, but no later than ~~October 1st~~ **July 1st**. Reasonable and

proper notice shall be given to those eligible to vote in the election, to wit, those Deacons who will be continuing on the Board after ~~October 1st~~ **July 1st**, plus those on the slate approved for service beginning as of ~~October 1st~~ **July 1st**. In the event of a vacancy in a Deacon officer after ~~October 1st~~ **July 1st**, the then constituted board will elect a member of the board to complete the remainder of the term left vacant. No election will be held unless one or more than 50% of those eligible to vote are present. Elections will be by ~~show of hands~~ **secret ballot**.

Deacons shall at all times consider themselves as servants of the church. With the Pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its work and progress, including oversight of the discipline of the church; to establish and maintain spiritual fraternal relations with all members of the church: to assist the Pastor in the observance of the ordinances; to have general oversight of the upkeep, repair and use of the church property; and to supervise the financial program of the church. They shall arrange for regular meetings and such committees as are necessary to the discharge of their duties. Special meetings of the ~~Board of Deacon Body~~ may be called with ~~both the consent~~ **consensus of at least two of the following**; the Pastor, ~~and the Deacon Chairman, and or Vice-Chairman.~~ One more than 50% of the members of the ~~Board Deacon Body~~ shall constitute a quorum. No business shall be discussed or passed on without this number present. At special meetings, no business shall be discussed except that for which the meeting was called. The Pastor and Deacon **Chairman** shall plan and lead in a service to ordain the Deacons elected who have not been ordained.

The currently serving Deacons shall, meeting and acting together, constitute the Board of Directors of Canton First Baptist Church. Such Board of Directors shall change by and in the same procedure as for the terms of **active** Deacons so that the ~~Board of Deacon Body~~ shall perpetually be the same as the Board of Directors. In their capacity as Directors, they shall have the duties and responsibilities attendant to Directors, subject however to the limitations set forth in the ~~Charter and By-Laws~~. The Directors shall not have power, except as expressly authorized by the congregation, to purchase or sell or encumber any real or personal property, to install or remove officers or staff, to amend the By-Laws ~~of Charter~~, or to bind the corporation to any contract. Consistent with our spiritual principles, Baptist ~~polity~~ **organization** and long-term practice, the congregation as a whole retains the authority to govern the affairs, spiritual and temporal, of the church.

At the beginning of the church year, active Deacons shall sign a pledge to follow biblical guidelines and expectations of a Deacon. They shall further pledge to be active in the Family Deacon ministry contacting assigned families monthly in order to minister to any needs and maintain an open line of communication.

The Pastor and Deacon Chair will meet with any Deacon having difficulties with their duties in order to reach a resolution for the good of the Church Body and the Deacon.

~~**C. Trustees:** The church shall elect at least three members to serve as Trustees. Their term of office shall be for one year. Having served as a Trustee during the previous year will not disqualify a member for re-election. The Trustees shall, as provided by law and~~

~~the action of the church, hold in trust the title to all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action; neither shall they have any control over the use of the church property except by vote of the church.~~

~~The Chairman of the Trustees shall, whenever required by law or practice, serve as the President of the Corporation, having however only such express powers as are granted by the congregation, and having no power absent such express authorization to bind the Corporation in any matter or act for it. In a similar manner and subject to the same limitations, the Vice Chairman of the Trustees shall be authorized to act as the Vice-President. The Secretary of the Trustees shall serve whenever required by law or practice as Secretary of the Corporation.~~

Article VII. Lay Leadership

Lay Leadership shall include; Deacons, Trustee, Clerk, S.S, Director, Director of Church Training, Brotherhood Director, WMU Director, Church Treasurer, Christian Education Coordinator, Discipleship Coordinator, Men's Mission Coordinator, WMU Coordinator and such other officers as shall be required for the work of the church in any of its departments or organizations. All of these shall be selected by the Nominating Committee, endorsed by the Deacon Body, with final approval from Church Body.

- G. A. ~~Sunday School Director:~~ Christian Education Coordinator: The Christian Education Coordinator** The Sunday School Director shall have general oversight of the entire Sunday school and shall administer its affairs in cooperation with, and according to, the plans and methods of the Sunday School Board of the Southern Baptist Convention Denominational Associations with which the church aligns itself from time to time, subject to the approval of the church. ~~He~~ The Christian Education Coordinator shall remain acquainted himself with the best methods of religious education and promote them in this Sunday School. It shall be his the Coordinator's duty to counsel with his the teachers and officers in the work of the Sunday School giving advice and receiving suggestions from his co-workers.
- B. Assistant Christian Education Coordinator:** The Assistant Christian Education Coordinator shall stay current with and fulfill all obligations of the Christian Education Coordinator when necessary or in the absence of the elected Christian Education Coordinator.
- C. ~~Director of Church Training:~~ Discipleship Coordinator:** The Director of Church Training Discipleship Coordinator shall have charge of the all regular discipleship training activities of the church excluding Sunday School. ~~He~~ The Discipleship Coordinator shall remain acquainted himself with the program and methods outlined by the

Sunday School Board of the Southern Baptist Convention for this organization and shall promote such programs in this Church of the Denominational Associations with which the church aligns itself from time to time subject to the approval of the church.

D. Brotherhood Director: Men's Mission Coordinator: The Brotherhood Director Men's Mission Coordinator shall promote the work of the Brotherhood as outlined by the Brotherhood Commission of the Southern Baptist Convention, to enlist the men and young people of the Church in an active program of missions training, giving, and activity according to the example of Christ.

E. Women's Missionary Union Director WMU Coordinator: The Women's Missionary Union Director WMU Coordinator shall enlist the women and young people of the church in a program of missions training, giving and activity according the plans promoted by the Women's Missionary Union., Auxiliary to the Southern Baptist Convention.

Article VIII. Personnel Non-Ministerial Personnel:

The church may employ such personnel as may be determined by the church in regular or special business conference, provided that if any personnel matter be considered in special conference, such purpose must be announced in advance in at least one stated meeting or service of the church. Staff members shall be obtained for indefinite terms.

1) Administrative Staff: All personnel on the administrative level shall be recommended by the Pastor, Deacon, Personnel Committee, and elected by the church in conference. They shall be considered as assistants to the Pastor, and will be under his general supervision and responsible to him in carrying out the program of the church. Any questions concerning their work shall be referred to the Pastor first, and then to Personnel Committee for investigation and recommendations. Any action concerning their resignation or termination shall be by a vote of the church in conference.

2) Clerical Personnel: All clerical and maintenance personnel shall be employed and discharged by the Pastor with advice of the Chairman of Deacons, the Chairman of the Finance Committee, the Chairman of the Personnel Committee and the Chairman of the Building and Grounds Committee. The salaries of the personnel employed by the church shall be under the supervision of the Pastor, Personnel Committee, Deacons, and Finance Committee in keeping with the annual budget adopted by the church.

3) Financial Secretary: The principal function of the Financial Secretary is to maintain records of contributions to the church. The Financial Secretary is responsible in their work both to the Pastor and Finance Committee Chairman. Responsibilities shall include the following:

- a) Maintain confidentiality with respect to individual members' accounts.
- b) Post contributions to individual members' accounts.
- c) Send out quarterly giving statements.
- d) Perform requested work on the Stewardship Program.
- e) Perform other responsibilities as assigned.
- f) In the event of an audit, shall submit all necessary paper work to the IRS

~~The Financial Secretary is nominated by the Nominating Committee and is elected annually by the church.~~

At the time of the creation of each staff position, that position shall be identified by vote of the Church Body, upon recommendation of the Personnel Committee, as “ministerial,” “administrative,” or “support services”. A current list of staff positions shall be maintained by the Personnel Committee. A job description for each staff position shall be prepared and shall be revised periodically by the Personnel Committee, for approval by the Deacon Body, and given to all candidates being considered for that position and the person filling that position. Staff positions may be combined from time to time, at the discretion of the Personnel Committee, and the combined position held by one person. Within ninety (90) days after adoption of these Bylaws, the Personnel Committee shall prepare a list of staff positions and job descriptions representative of the same as they exist at that time.

ARTICLE ~~IV~~ IX. STANDING COMMITTEES

Section A. Number of Committees:

The church shall elect such standing committees as may be deemed necessary to carry out the various phases of the program efficiently and effectively. The church ~~shall at all times~~ may have the following standing committees: Nominating, Finance, Personnel, Stewardship, Constitution & Bylaws, Property and Space. ~~Church Council, Music Council, and Sunday School Council.~~

Section B. Election of Committees:

~~These Committees shall be~~ Standing Committees shall be selected by the Nominating Committee, endorsed by the Deacon Body, with final approval from Church Body. The Chairperson for each Committee shall be elected within the serving Committee. ~~The Nominating Committee shall nominate to the church in business meeting persons to serve for the succeeding year on the standing committees, except the Nominating Committee. The church will elect the personnel of the several committees. The Nominating Committee shall be selected in February.~~

1. Term of Office:

All committees shall be elected annually. Terms of members shall begin on July 1. No committee member shall serve more than three consecutive years. All committees will contain six members and shall serve on a rotating basis with two members rotating on and two members rotating off each year. No member shall remain on the committee for more than three years in succession without rotating off for at least one year unless there is satisfactory evidence that the work of the committee would otherwise be seriously handicapped by loss of experience or technical knowledge.

- ~~2. **Nominating Committee:** This committee shall consist of six members serving on a rotating three year basis with two rotating onto the committee and two rotating off the~~

~~committee each year. Those rotating off will not be eligible for re-election for one year after rotating off. The committees shall be selected in the following manner: The Pastor and Chairman of the Deacons shall nominate two new members each February to serve a three-year term with endorsement of the Deacons and approval of the church.~~

2 Standing Committees:

- a. The Nominating Committee** shall be selected in February. The Pastor and Chairman of the Deacon Body shall nominate two new members each February to serve a three-year term with endorsement of the Deacon Body and approval of the church. A three-year rotation will apply.

Primary duties, responsibilities, and authorities include; enlisting, selecting, interviewing, and recommending nominees annually for service on all committees, church offices, program leadership positions, special committees, and ministry leaders.
- b. Finance Committee:** ~~This Committee shall be composed of six members selected from the membership at large.~~ At least one member of the Board of Directors **Deacon Body** shall at all times serve on the Finance Committee. **The Church Treasurer, Pastor and Church Financial Secretary shall serve as ex-officio members.** This committee shall meet monthly to consider the financial condition of the church and shall render regular reports to the Board of Deacons and to the membership.

Primary duties, responsibilities, and authorities include: developing and proposing the annual budget, evaluate salaries, manage finances, investments, and obligations of the church, request audits annually from an certified auditing firm to ensure accuracy of account, and present reports to Deacon Body and quarterly church conference. Oversight and appointment of bonded counters and check signers according to GAAP procedures as needed.
- c. Personnel Committee:** ~~The Personnel Committee shall consist of six members selected from the congregation at large serving on a rotating three-year basis with two rotating off for at least one year. No person shall remain on the committee for more than three years in succession without rotating off for at least one year. This committee shall~~

Primary duties, responsibilities, and authorities include; interviewing all personnel who are to be employed by the church with the exception of Ministerial Staff and are to make recommendations to the Board of Deacon **Body** and the church for this **their** employment. Evaluate job descriptions, salaries, and benefits and make recommendations to the Finance Committee, Deacon Body, and the Church Body for approval as necessary. It is also to make recommendations to the church concerning job descriptions, recommendations to the Finance Committee concerning staff salaries, and Deal prayerfully with any problems that may occur among the staff.
- d. Stewardship Committee:** Primary duties, responsibilities and authorities include;

help church members grow as Christian stewards by developing an understanding of and a commitment to biblical teachings of stewardship and tithing.

e. Constitution and By-Laws Committee: Primary duties, responsibilities, and authorities include; review and update of the Constitution and By-Laws as necessary in meeting the needs and ministry goals of the congregation. Recommendations of change will be presented to the Church Officers, Deacon Body, and Church Body for approval.

f. Property and Space Committee: Of the six members, two members shall be enlisted from ministry teams, one member will be enlisted from the two coordinators of the Building and Grounds Ministry Team and one member from the two coordinators of the Audio-Visual Ministry Team.

Primary duties, responsibilities, and authorities include; ~~It shall be the duty of this committee to give attention to and study the~~ **overall** condition and state of repair and appearance of all properties and equipment, coordinating such repairs and maintenance as authorized by the church and included in the church budget. All matters of major repairs and items of equipment shall be referred to the Finance Committee and to the ~~Board of~~ **Deacon Body** for endorsement and to the church for approval. ~~The Buildings and Grounds Committee shall be responsible or~~ **Oversight of** the work of the janitor and all other persons employed in capacity of caring for the building and grounds. ~~The Chairman of the Buildings and Grounds Committee shall be responsible for purchasing janitor's supplies. It shall be the janitor's duty to so~~ care for the physical plant as to contribute helpfully to the comfort and wellbeing of the members at all services. ~~He shall see to the cleanliness, ventilation, and upkeep of the building. He shall see that the~~ **Ensure the buildings and** grounds are kept in such a way as to be in keeping with what would be expected of God's house.

~~**g. Church Council:** The Church Council shall be composed of Pastor and Staff, Clerk, Chairman of Deacons, Sunday School Director, Church Training Director, Brotherhood Director, W.M.U. Director, Chairman of the Finance Committee, and Director of the Media/Library Services. Regular meetings shall be held, and the council shall seek to coordinate the activities of the Church and its organizations. The council shall make assignment of equipment and building space for all normal use and have control of all Church property for special use. The Pastor shall serve as Chairman.~~

~~**h. Music, Drama, Technology Council:** The Music Council shall be composed of the Minister of Music, serving as Chairman, and three members serving on a rotating three-year basis with one rotating onto the council and one rotating off each year. Regular meetings shall be held. The council shall seek to balance the music programs within the different age groups and talent groups. The Church Organist shall serve as Ex-officio member.~~

~~**i. Sunday School Council:** The Sunday School Council shall be composed of the Sunday School Director, Assistant Sunday School Director, General Sunday School~~

~~Secretary, Literature Chairman, the director of each department within the school, and any other directors as may be added.~~

~~Primary Regular meetings shall be held. The council shall make recommendations on policies, procedures, programs for the school and, serve as the line of communication among the classes, teachers, director and administrative staff.~~

Section C. The Authority of Committees:

All committees shall be directly responsible to the church. When a recommendation is to be made to the church on matters having to do with finances, changes of policy, or important changes in church program, for efficiency and effectiveness, the endorsement of the Deacon Body shall will be sought and recommendation presented to the church.

Section D. Term of Office:

All committees shall be elected annually. ~~The Nominating, Finance, and Personnel Committees and Music Council shall rotate membership with~~ No committee member shall serve serving more than three consecutive years with one-third rotating off each year unless stated otherwise in the committee description above or there is satisfactory evidence that the work would otherwise be seriously handicapped by loss of experience of technical information. No member shall serve on more than one committee at a time.

Section E. Appointment to fill Vacancy and Re-Appointment:

On committees that rotate membership when a vacancy occurs, the Nominating Committee shall present the name of the person to fill the vacancy to the Board of Deacon Body for endorsement and to the church for approval. This person, then, may be eligible for re-appointment, if the length of time served to fill the vacancy is one-half (one and one-half years) or less of the three-year term.

Section F. Implementation of Committees:

Each committee shall meet before ~~November~~ August 1st each year to organize and become familiar with the duties. When the Chairman is not selected is not designated by the ~~Nomination Committee~~ church or through By-Laws, the person serving as Chairman the preceding year shall call the initial organizational meeting and the Chairman shall be elected at that time.

ARTICLE VII-X. Special Committees

Special committees shall be elected for specific obligations as desired by the church. These committees shall be recommended by the Nominating Committee, endorsed by the Deacon Body and elected by the church upon recommendation of the

~~Nomination Committee~~ unless the church directs their appointment in a different manner.

ARTICLE ~~VIII~~ XI.

All ~~Any~~ references to the male gender shall include female.

ARTICLE ~~IX~~ XII. Financial Program

- A. Believing that giving should be primarily an act of worship, and to encourage each member to bring a worthy offering as an act of worship ~~each Lord's Day~~ **as the Spirit leads and provides**, the unified budget shall be used as our basic financial policy, with the following exceptions: (1) W.M.U. Mission offerings are secured through a limited number of special offerings each year, such as Home Missions (Annie Armstrong), and Foreign Missions (Lottie Moon) and shall be received into our budget as receipts designated for missions. (2) Any designated gift which gifts in with the purpose and program of our church will be accepted and honored, but the emphasis in raising money for all church improvements shall be through the general budget.
- B. Planning for the budget each year shall be by the Finance Committee. Promotion of the budget will be under the direction of the Stewardship Committee.
- C. As a service to the membership, statements shall be mailed quarterly, showing their contributions.
- D. The records showing the donation of each individual member of the church shall be kept confidential. The Financial Secretary is authorized to furnish information to the U.S. Internal Revenue Service and the North Carolina Department of Revenue as requested.
- E. Expenditures of the church shall be under the general supervision of the Finance Committee in accordance with the church approved budget, and shall be disbursed in the proportion that the church receipts bear to the said budget giving preference to fixed expenses. A proper set of books shall be kept showing all disbursements properly keyed to the church budget. Any church member shall have access to the disbursement records.
- F. An annual audit of the church financial records, including receipts and disbursements, shall be made by a certified auditing firm.
- G. The financial program shall be carried out in accordance with the procedures promulgated by the Finance Committee and approved first by the ~~Board of Deacon~~ **Body** and **then by** the Church **Body** in conference.

ARTICLE XII. General:

- A. **License:** When a member announces to the church that he feels the call to the ministry, the church, by majority vote, may license him as acknowledgement of his call to the ministry and as an encouragement to make preparation for it. The ~~Clerk of the Church~~ **Secretary** may furnish the member with a copy of the minutes or certificate of license as his credential. It is understood that the performance of civil duties by the member shall be governed by state law.
- B. **Ordination:** In the event this church has been requested to ordain a member to the gospel ministry in the Baptist denomination, the procedure shall be as follows: The church will express its approval by a vote of two-thirds of the members present at any regularly arranged business meeting of the church. Then the church shall invite the Associational Council on Ordinations to examine the candidate concerning his fitness for the ministry. In the event the Association has no such council, the church shall invite representatives of neighboring churches to examine the candidate and report to the church. Then, in the event the report of the committee is favorable, the church shall proceed with the ordination.
- C. **Affiliation with Association and Conventions:** We recognize that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and good will. We also recognize that there have been devised, through the voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational, and benevolent interests and obligations of the individual Christian and his church family.
- Believing that the Haywood Baptist Association, **the Cooperative Baptist Fellowship**, the Baptist State Convention of North Carolina, and the Southern Baptist Convention are organizations which have as their sole purpose the promotion and support of missions, education, and benevolence of the character and in keeping with the spirit of the By-Laws and Articles of Faith of this church, we therefore agree to participate in these organizations through our duly elected messengers and our support of the causes which these organizations represent.
- D. **~~Property Holding~~ Withdrawal of Affiliation:** (1) This church may withdraw from affiliation with the Haywood Baptist Association in order to join another Baptist Association of like faith by a two-thirds vote of the members present at any regularly arranged business meeting of the church. (2) This church may withdraw from affiliation with the association and conventions by a vote of two-thirds of the members present at any regularly arranged business meeting of the church. In the event such vote is taken, the property of the church shall remain vested in the group representing the majority of the membership; provided that in all matters relating to its internal and external affairs the church remains and shall be an autonomous body;

provided further that the proposed vote is presented to the church at least thirty (30) days before the vote is taken.

ARTICLE ~~VII~~XIV. Adoption and Amendments

- A. These By-Laws shall be considered adopted and in immediate effect if and when two-thirds of the members present at any business meeting at which vote is taken shall vote in favor of the same. This vote shall be taken not less than thirty (30) days after presentation of the By-Laws to the church:
- B. The By-Laws may be amended, altered, or repealed by a two-thirds vote of the members present at any regular business meeting of the church; provided that such an amendment, alteration, or repeal to be given to the ~~Clerk~~ Church Secretary in writing; and this proposed change shall be presented to the church in writing at least thirty (30) days prior to the time the vote is taken.
- C. The adoption of these By-Laws shall affect a repeal of all previously adopted rules in conflict therewith.
- D. A copy of these By-Laws at all times shall be kept by the ~~Clerk~~ Church Secretary among his the records and other cop~~ies~~ies shall be kept in the church office, and all amendments to or revisions thereof shall, after passage by the church, be prepared by the ~~Clerk~~ Church Secretary and pasted in the copies of the By-Laws and made available to the church generally upon request.
- E. Robert's Rules of Order, Newly Revised, shall be the rules followed for all business proceedings.

