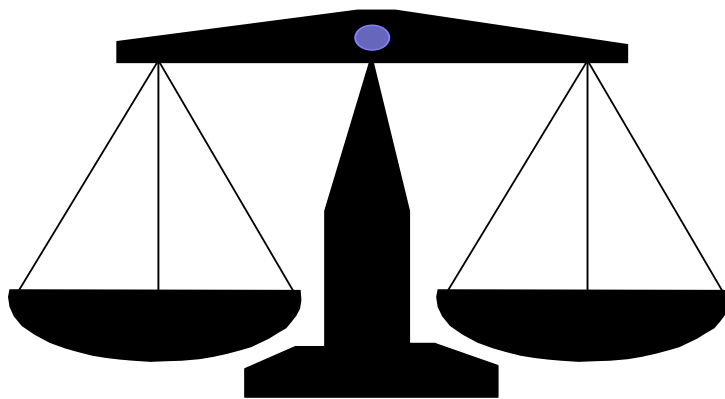


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# CONSTITUTION AND BY-LAWS

**SECOND BAPTIST CHURCH**  
Chester, Virginia



Submitted By:

BY-LAWS COMMITTEE

Members:

**Trustee:** *Ray Christian* – **Deacon:** *Cornelius Lively* – **Trustee:** *LaSalle McCoy* –  
**Sister:** *Clarice Morris* – **Sister:** *Frances Parker* – **Reverend:** *Arthur Werts* –  
**Deaconess:** *Sandra Werts* – **Brother:** *Barry White* – **Trustee:** *Lawrence Wingfield*

**Tuesday, September 12, 2000**

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# **CONSTITUTION AND BYLAWS**

## **Preamble**

So that things may be done decently and in order, in accordance with the tenets of the Christian Faith, and that we may more readily help each other in our Christian Service. We declare and establish this constitution to which we voluntarily submit ourselves.

## **Article I** **The Name of the Body**

The name of the church is, “ SECOND BAPTIST CHURCH”

## **Article II** **Purpose of the Body**

We organize this congregation exclusively for religious, charitable, and educational purposes within the meaning of Section (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law) including but not limited to, for such purposes, the establishing and maintaining of religious worship, the building, maintaining and operating of churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, print shops, day-care centers, camps, nursing homes and cemeteries, and any other ministries that the Church may be led of God, to establish.

The Church will also ordain and license Christians to the Gospel Ministry; evangelize the unsaved by the proclaiming of the Gospel of the Lord Jesus Christ; educate believers in a manner consistent with the requirements of the Holy Scripture, both in Sunday and weekday schools of Christian education; maintain missionary activities in the United States and any foreign country; and engage in any other ministry that the Church may decide, from time to time, to pursue in obedience to the will of God.

## **Article III** **Doctrine of the Body**

This Church accepts the Scripture of the Old Testament and the New Testament as the inspired Word of God and therefore is the complete and divine revelation of God to Man and is the final authority for faith and life.

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**NOTE:** Use of terms such as ‘he, him, etc. are to be understood to refer to both genders except when reference is made to persons of the Holy Trinity.

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1 This church has also adopted the following Church Covenant as a means by which members may  
2 express their intent of acceptance of the Lord Jesus Christ. This covenant shall be subject to revision  
3 as new insights from the Word of God may show ways in which our faith and daily walks may be  
4 brought into closer accord with the teachings of the Scriptures.

5  
6 **CHURCH COVENANT**  
7

8 Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as Savior,  
9

10 **And on the profession of our faith, having been baptized in the name of the Father, and of the**  
11 **Son, and of the Holy Ghost,**

12  
13 We do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter  
14 into covenant with one another, as one body in Christ.

15  
16 **We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to**  
17 **strive for the advancement of this church, in knowledge, holiness, and comfort;**

18  
19 To promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and  
20 doctrine;

21  
22 **To contribute cheerfully and regularly to the support of the ministry, the expenses of the**  
23 **church, the relief of the poor, and the spread of the gospel through all nations.**

24  
25 We also engage to maintain family and secret devotions; to religiously educate our children; to seek  
26 the salvation of our kindred and acquaintances;

27  
28 **To walk circumspectly in the world; to be just in our dealings, faithful in our engagements,**  
29 **and exemplary in our deportment;**

30  
31 To avoid all tattling, backbiting, and excessive anger;

32  
33 **To abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our**  
34 **efforts to advance the kingdom of our Savior.**

35  
36 We further engage to watch over one another in brotherly love;

37  
38 **To remember each other in prayer; to aid each other in sickness and distress; to cultivate**  
39 **Christian sympathy in feeling and courtesy in speech;**

40  
41 To be slow to take offense, but always ready for reconciliation, and mindful of the rules of our  
42 Savior to secure it without delay.

43  
44 **We moreover engage that when we remove from this place we will, as soon as possible unite**  
45 **with some other church, where we can carry out the spirit of this covenant and the principles**  
46 **of God's Word.**

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**Article IV**  
**Membership of the Body**

**Section 1 - QUALIFICATIONS FOR MEMBERSHIP**

Membership shall be extended to all who have had and whose lives evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior; who renounce sin; who endeavor to live a consecrated life wholly unto the Lord; who fully subscribe to the statement of faith contained herein; and who enter into the church covenant contained herein; and upon compliance with any one of the following conditions;

(A) **By baptism (immersion)** as a true believer in Christ Jesus as personal Savior;

(B) **By letter of transfer** from another Bible-believing church of like faith and practice, or other written statement of good standing from the prior church;

(C) **By Christian Experience**

(D) **Restoration may restore any person whose membership has been terminated for any reason** to membership upon satisfactory evidence of a change of heart, Christian conduct, spiritual faith and/or a desire to be reunited to this church.

(E) **Watch care Membership** a believer may also become a member of this congregation under Watch care membership. This means that he has already established membership with another Christian church, but at this time does not desire to become a full member of this church, however; he wishes to worship and participate in church activities for a period of 12 months. This membership is renewable upon review.

**Section 2 - Training New Members**

The pastor, with the assistance of the Ministry of Deacons, shall develop a training program for new members. Topics shall include but not be limited to the following:

1. What being a church member fully means
2. What Baptists believe
3. Stewardship
4. Duties

**Section 3 - DUTIES OF A MEMBER**

On becoming a member of this church, in addition to the covenant contained in Article III, each one further covenants to love, honor and esteem the pastor; to pray for him; and to recognize his authority in spiritual affairs of the church in prayers, tithes, offerings and with other financial support as the Lord enables; and in accordance with Biblical commands to support through a life-style walk, affirmation of the beliefs and practices of the church.

**Section 3 - PRIVILEGES OF MEMBERSHIP**

- 
- 1 (A) This congregation functions, not as a pure democracy, but as a body under the headship of the  
2 Lord Jesus Christ and the direction of the pastor, as the under shepherd, with the counsel of the  
3 deacon ministry. Membership in this church does not afford those individuals with any  
4 property, contract, or civil rights based on principles of democratic government. Determination  
5 of the internal affairs of this church are ecclesiastical matters and shall be determined  
6 exclusively by the church's own rules and procedures. The pastor shall oversee and/or conduct  
7 all aspects of this church. The deacon ministry shall give counsel and assistance to the pastor as  
8 requested by him.  
9
- 10 (B.) The members of the church, 18 years of age and above have certain limited areas of exercising  
11 a vote. Members may not vote to initiate any church action, but rather the vote of a member is  
12 to confirm, amend, or reject the direction of the church as determined by the pastor and/or the  
13 deacon Ministry.  
14
- 15 (C) Active, voting membership: A membership shall be considered active if he attends and/or  
16 supports the church at least once in a six-month period. It is understood that this is a minimum,  
17 and faithful members should do more. Only active members shall have the privilege of voting  
18 in a church meeting. Special consideration will be given to elderly or disabled members or  
19 persons absent because of sickness, employment, travel, or to persons, who have proven their  
20 prior and continuing faithfulness.  
21  
22

#### 23 **Section 4 - DISCIPLINE OF A MEMBER**

24

- 25 (A) There shall be a discipline committee consisting of the pastor and the deacon ministry. These  
26 persons shall have sole authority in determining heretical deviation from the statement of faith  
27 and violations of the church covenant. If the pastor or a deacon is the subject of a disciplinary  
28 matter, he shall not sit as a member of the discipline committee. He shall be entitled to the  
29 same steps as other church members and be subject to the same discipline.  
30
- 31 (B) Members are expected to demonstrate special loyalty and concern for one another. When a  
32 member becomes aware of an offense of such magnitude that it hinders spiritual growth and  
33 testimony, he is to go alone to the offending party and seek to restore his brother. Before he  
34 goes, he should first examine himself. When he goes, he should go with a spirit of humility and  
35 have the goal of restoration.  
36
- 37 (C) If they do not reach reconciliation, a second member, either a deacon or the pastor is to  
38 accompany the one seeking to resolve the matter. This second step should also be preceded by  
39 self-examination, and exercised in a spirit of humility with the goal of restoration.  
40
- 41 (D) If the matter is still unresolved after the steps outlined in subsections (B) and (C) have been  
42 taken, the discipline committee, as the church representatives biblically responsible for putting  
43 down murmuring, shall hear the matter. If they do not resolve the matter during the hearing  
44 before the discipline committee, the committee shall recommend to the members of the church  
45 that they, after self-examination, make an effort personally to go to the offending member and  
46 seek that member's restoration.  
47

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- 1 (E) If the matter is still unresolved after the steps outlined in subsections (B), (C) and (D) have been  
2 taken, such members who refuse to repent and be restored are to be removed from the  
3 membership of the church upon a majority vote of the membership present at a meeting called  
4 for the purpose of considering disciplinary action.  
5  
6 (F) No matter may be heard by the discipline committee or the church unless the steps outlined  
7 in subsections (B) and (C) have been taken, except a public offense.  
8  
9 (G) If they remove an unrepentant offending party from the church membership, all contact with  
10 him from that point forward should be for the sake of restoration (except family members).  
11

12 **Section 5 - TRANSFER OF MEMBERSHIP**

13  
14 Members, not under the discipline process of Section 3, may request that letters of transfer be sent  
15 to another church.  
16

17 **Section 6- TERMINATION OF MEMBERSHIP**

- 18  
19 (A) The membership of any individual member shall be automatically placed on the inactive file,  
20 without notice, if the member in question has not attended a regular worship service of the  
21 church in the preceding six months. Upon good cause being shown to the pastor, this provision  
22 for removal from the active file, may be waived for any individual member at the discretion of  
23 the pastor.  
24  
25 (B) No member of this church may hold membership in another church. If any member unites in  
26 membership with another church, that person is automatically terminated without notice from  
27 membership in this church.  
28  
29 (C) A member may resign anytime, but no letter of transfer or written statement of good standing  
30 will be issued upon such resignation, except at the discretion of the pastor.  
31  
32

33 **Article V**  
34 **Officers of the Body**

35  
36 **Section 1 - CHURCH OFFICERS**

37  
38 The officers of this church shall be Pastor, Deacons, Deaconesses, Trustees, Youth Minister,  
39 Financial Secretary and Treasurer, Church Secretaries and Clerks, Auxiliary heads and  
40 Chairpersons of committees.  
41

42 **Section 2 - GENERAL QUALIFICATIONS**

43  
44 These officers shall be persons in good standing with the church and shall exemplify qualities of  
45 spiritual character, regular in church attendance and financial support of the church, willing to be  
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1 governed by the rules and regulations of the church, regular in attendance of worship services, Bible  
2 study, Sunday school, Ministry and Auxiliary meetings, Christian Education classes and at  
3 Baptismal services.

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6 **Section 3 - ELECTIONS**  
7

8 (A) All chairpersons, with the exception of the Deacon, Deaconess and Trustee Ministries, shall be  
9 nominated and elected, during the fall season, to a two (2) year term of office, by their  
10 respective committee or auxiliary, Chairpersons are limited to one two (2) year term of office,  
11 unless by special request of the Pastor and/or the congregation, an exemption is granted.

12  
13 (B) The Pastor will appoint Chairpersons of the Deacon, Deaconess, Trustee Ministries and  
14 Financial Officers (Treasurer and Financial Secretary) to a two- (2) year term of office. At the  
15 discretion of the Pastor and the consent of the congregation, they may be reappointed to a  
16 second two (2) year term, after which, they must step down.

17  
18 (C) All appointed and elected officers shall serve in their respective offices until their successors are  
19 duly elected or appointed.

20  
21 (D) The Pastor must approve newly elected officers before they may assume the duties of their  
22 offices.

23  
24 (E) Church members in good standing, are eligible for election or appointment to any church office  
25 or position.

26  
27 (F) Vacancies occurring in any committee or auxiliary may be filled at any regular church meeting  
28 upon recommendation of the Pastor and consent of the congregation present.

29  
30 (G) Elected officers are subject to the will of the church and can be removed from office by 2/3 vote  
31 of the voting membership present at an official church business meeting.

32  
33  
34 **Section 4- VACANCIES, RESIGNATIONS AND LEAVES OF ABSENCE**  
35

36 (A) The relationship between the pastor and the church shall be permanent unless dissolved at  
37 the option of either party by the giving of a 90-day notice, or less by mutual consent. If the  
38 pastor is led to resign, he shall give his resignation in writing to the church at least 90 days  
39 prior to his leaving. If the church should ask for the pastor's resignation, it shall give the  
40 pastor a notification in writing, that he has 90 days to vacate the pulpit. He shall be paid his  
41 agreed salary. He is still pastor until 90 days expires. Or, if the church chooses, it may pay  
42 the pastor, in advance for the 90 days and declare the pulpit to be vacant. The severance of  
43 the relationship between the pastor and the church may be considered at any regular/call  
44 church business meeting with a quorum of fifty members in good standing, provided notice  
45 to that effect shall have been given from the pulpit, to the church two successive Sundays  
46 prior to said regular/call church business meeting. A two-thirds majority  
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1 of the members present and voting shall be required to decide the matter. Disciplinary removal  
2 of the pastor from office automatically terminates his membership.

3  
4 (B) When it is necessary to call a pastor, the church shall select a representative Pulpit Committee  
5 of seven members from the ministries and auxiliaries of the church, plus the church secretary. It  
6 shall be the duty of this committee to take necessary steps to secure a pastor.

7  
8 (C) The call of a pastor shall come before the church at a regular/call business meeting, notice of  
9 such meeting and it's purpose having been read before, from the pulpit on two successive  
10 Sundays. A vote of two-thirds of a membership of no less than fifty members present and  
11 qualified to vote, shall be necessary to extend a call. Only one candidate shall be presented at  
12 any one meeting. The vote shall be by written, secret ballot.

13  
14 (D) Other officers may vacate their positions by written resignation. When an officer feels that he  
15 can no longer perform his duties for whatever reason, he should resign. The church must vote to  
16 accept the resignation.

17  
18 (E) If any officer shall become ill or incapacitated over an extended period of time, and unable to  
19 perform his duties, the assistant shall take his place until the next election. If there is no  
20 assistant, the pastor will recommend a replacement at an official church meeting to fill the  
21 vacancy.

22  
23 (F) Leaves of Absence shall be regarded the same as resignations, with the following exception: the  
24 length of the leave shall not exceed 90 days.

25  
26 (G) Honorary Officers

27 1. Honorary Officers will be those persons that are not fulfilling their obligations as  
28 defined in Article V, Section I, and are granted special honorary status by action  
29 of the church, at an official church meeting with (2/3) the voting membership  
30 upon recommendation, by the pastor and church officers, because of:

- 31 a. Disabling conditions
- 32 b. Circumstances beyond control
- 33 c. Personal reasons

34  
35 2. Upon petition of a long-standing officer or by members of his family, the church may  
36 grant honorary status, employing the procedure outlined in the preceding paragraph.

37  
38  
39 **Section 5- Duties of Officers**

40  
41 (A) Pastor

- 42 1. The pastor shall be the chief executive of the congregation.
- 43 2. He shall be the one to preach the gospel of Jesus Christ to the people.
- 44 3. He shall administer the ordinances of Baptism and The Lord's Supper.
- 45 4. The pastor shall be the "under" shepherd of the flock and exercise oversight in the  
46 Church.



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- 1 5. He shall feed and care for the congregation as a preacher, teacher, leader and counselor.
  - 2 6. He shall perform marriage ceremonies, visit the sick, officiate at funerals, represent the
  - 3 Church at various meetings and be involved in community projects.
  - 4 7. He shall organize the work of the church and direct it in cooperation with church
  - 5 staff.
  - 6 8. He shall see that all matters voted upon by the church are implemented.
  - 7 9. He is the administrative official head of all Ministries, groups and committees in the
  - 8 church.
  - 9 10. He shall have power to appoint committees but the appointments must be approved by
  - 10 the executive council. (Approval by executive council instead of church.)
  - 11 11. The pastor is the interpreter of God's word and must have a broad knowledge of church
  - 12 policy, especially in the areas of discipline and doctrine.
  - 13 12. He shall preside at church conferences and over the Executive Council. In the event of a
  - 14 tie vote, he has the right to vote.
  - 15 13. He shall perform all other duties appertaining to the office of pastor.
  - 16 14. He shall be responsible for filling the pulpit in his absence.
  - 17 15. When the church considers it necessary to have one or more assistant pastors, the pastor
  - 18 shall have authority to select such an assistant, subject to the consent and approval of the
  - 19 church body.

20 (B) Associate Ministers

- 21 1. Any minister who is a licentiate of Second Baptist Church is considered as an Associate
- 22 Minister.
- 23 2. A licensed minister, who becomes a member of Second Baptist Church, will be an
- 24 Associate Minister.
- 25 3. An associate minister should perform approved responsibilities as deemed appropriate by
- 26 the Pastor.

27 (C) Deacons

- 28 1. The Deacons shall be the pastor's helpers and they shall assist the pastor in carrying out
- 29 the work of the church.
- 30 2. They shall be recommended by the pastor and a nominating committee based upon their
- 31 good standing and biblical qualifications. 1 Timothy, Chapter 3 and Acts, Chapter 6:3-4.
- 32 3. They shall be placed on probation for six months, in which time they will undergo
- 33 training. At the end of this period and upon recommendation of the pastor and the
- 34 Executive Council they shall be ordained by a 2/3 vote of the church body present.
- 35 4. They shall participate in regular training as developed by the pastor and church.
- 36 5. They shall visit the sick, widows, widowers, and members in need.
- 37 6. They shall see to it that the pastor's needs are taken care of.
- 38 7. They shall be persons of high morals, ideals and practices.
- 39 8. They shall be even tempered and if married, a good example in their home life.
- 40 9. They shall relieve the pastor of less exacting responsibilities.
- 41 10. They should visit the pastor in the study before services to inquire about his needs, be
- 42 advised by him, and pray with him.
- 43 11. The deacons should have the spiritual and material growth of the church at heart and
- 44 explore ways to make this happen.
- 45 12. They should determine which of our sick and shut-ins are in need of communion visits
- 46 and arrange visits.

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1 13. The chairman of the Deacon Ministry shall be next in command in the absence of the  
2 Pastor.

3  
4 (D) Deaconesses

- 5 1. The Deaconesses shall be selected by the pastor and a nominating committee and  
6 installed at a service of consecration.  
7 2. They shall be placed on probation for six months, in which time they will undergo  
8 training. At the end of this period and upon recommendation of the pastor and the  
9 Executive Council they shall be ordained by a 2/3 vote of the church body present.  
10 3. They shall prepare the elements for The Lord's Supper and take charge of the plates, trays,  
11 and cloths and provide the cups.  
12 4. At baptismal services they shall assist the women and children.  
13 5. They shall visit the sick and needy, especially in circumstances where the presence of a  
14 deacon might prove embarrassing and unwelcome.  
15 6. Deaconesses shall be persons of high morals, ideals, and practices.  
16 7. Usually, they are the wives of deacons, but not necessarily.  
17 8. If married, they shall lead good lives at home.  
18 9. They shall determine which of our sick and shut-ins are in need of communion visits  
19 and arrange visits.  
20

21 (E) Trustee Ministry

- 22 1. A Baptist church holds title to all property that is donated to it or purchased by it.  
23 2. The Trustees shall have the responsibility of caring for the property of the church.  
24 3. They shall hold in trust the material possessions belonging to the church.  
25 4. They shall handle all legal and financial details relating to the property.  
26 5. They shall act only on matters delegated to them by the church.  
27 6. Trustees shall assist in handling the offerings of the church membership.  
28 7. They shall sign deeds, transfers of stock, bank notes and mortgages upon authorization of  
29 the church.  
30 8. The personal property of trustees will not be assessable or involved if the church fails to  
31 meet a financial obligation.  
32 9. Trustees shall also strive to maintain and improve the church property.  
33 10. Trustees shall be people of high moral character, Christian devotion and lead good lives  
34 at home.  
35 11. They shall be honest and possess the qualities of practicality, thriftiness, financial  
36 ability, and good judgment.  
37 12. They shall learn as much about the law as possible, and be persons in good standing  
38 with the church.  
39 13. The trustees and financial officers, shall be responsible for counting the offerings.  
40 14. They shall report their actions to the Executive Council prior to presenting them to the  
41 church. This is for the purpose of allowing for discussions and hopefully, the resolution  
42 of possible questions.  
43 15. The trustees shall serve as custodians in the absence of custodians.  
44 16. They shall participate in regular training as developed by the pastor and church.  
45 17. Trustees shall be bonded.  
46 18. Trustees must be registered at the county courthouse.  
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1 (F) Treasurer

- 2 1. The Treasurer shall have the responsibility of receiving and depositing the church's liquid  
3 assets (cash, checks, money orders, etc.) in the church's bank accounts.  
4 2. The treasurer shall co-sign all checks with the financial secretary or other persons authorized  
5 by the executive council, for the payment of bills and obligations.  
6 3. The treasurer will make sure that all monies coming out of the treasury is in keeping with  
7 the church's budget.  
8 4. The treasurer will pay no bills without seeing proof that the bill is owed. The treasurer will  
9 not write blank checks under any circumstances. Checks will be for specific amounts  
10 based on an approved invoice or purchase order, or, in the case, of recurring bills, prior  
11 approvals.  
12 5. The treasurer shall know at all times where the church stands financially.  
13 6. The treasurer shall keep separate accounts of all funds raised or contributed for particular  
14 purposes. No funds shall be dispersed by the treasurer except for the purpose for which  
15 they were raised or contributed.  
16 7. He shall report to the church regarding its liquid assets periodically, an itemized report of  
17 receipts and disbursements showing the actual financial condition of the church, upon  
18 receipt of the treasurer's report, the books shall be submitted to the auditor committee  
19 annually.  
20 8. The treasurer shall submit to the trustees, upon their request, information as to the  
21 condition of the treasury.  
22 9. He shall automatically be a member of the budget committee. It is strongly recommended  
23 that a member of the Trustee Ministry fills this position.  
24  
25

26 (G) Financial Secretary

- 27 1. The Financial Secretary shall serve as assistant treasurer whenever necessary.  
28 2. He shall keep a record of the money contributed by the members.  
29 3. The financial secretary shall keep the pastor informed concerning the church financial  
30 standing.  
31 4. He shall make periodic reports to the church at conferences and other such times as the  
32 church may require.  
33 5. The financial secretary in conjunction with the treasurer shall make sure that all items in  
34 the budget are paid as funds are available.  
35 6. At the end of each year, the financial secretary shall give each member, upon their request,  
36 a receipt showing how much has been contributed during the year.  
37 7. The financial secretary shall report quarterly, to the pastor, the names of those  
38 members who have failed to make any contributions towards support of the church.  
39 8. The financial secretary is automatically a member of the budget committee.  
40 9. It is strongly recommended that a member of the Trustee Ministry of fill this position.  
41  
42

43 (H) Church Secretary

- 44 1. The Corresponding Secretary shall handle all written communications.  
45 2. He shall keep the pastor informed of all correspondence.  
46 3. He shall write the official correspondence of the church and file copies of the same.  
47 4. He shall assist the clerk.  
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1 (I) Clerk

- 2 1. The Clerk shall keep a record of the church membership and statistics.  
3 2. The clerk must be present or have a representative present at all regular and special  
4 meetings of the church for the purpose of recording the minutes with accuracy and  
5 legibility.  
6 3. The minutes should be kept in a permanent record book and duplicated for the church file.  
7 4. They should be kept in a manner that later generations may review the transactions of the  
8 church.  
9 5. The clerk shall read at each church meeting the minutes of the previous meeting unless  
10 The body defers this.  
11 6. He shall keep records of member's addresses, baptism dates, age, and death date, date of  
12 exclusion from the church, etc.  
13 7. The clerk will keep charge of documents, such as deeds and titles, in an orderly fashion.  
14 These documents shall be the property of the church.  
15 8. The clerk shall handle all written communications.

16  
17 (J) Assistant Clerk

- 18 1. The Assistant Clerk shall perform all the duties of the clerk when the clerk is not present.  
19 2. He shall assist the clerk as needed.  
20 3. He shall provide data entry and processing services with the computer to include records  
21 of members addresses, baptism dates, age, death date, date of exclusion from. the church,  
22 etc.

23  
24 (K) Auxiliary Heads, Presidents, Superintendents, Directors

- 25 1. The heads of auxiliaries shall lead and direct each auxiliary's ministry and service to the  
26 church and the world.  
27 2. They shall preside over the meetings of the auxiliaries and organize their work.  
28 3. They shall see to it that the work is done in a manner that will enhance the life of the  
29 congregation.  
30 4. The auxiliary head shall represent the auxiliary (or send a representative) at meetings on  
31 the associational, state and larger levels.  
32 5. The auxiliary head or designee shall be present at each conference meeting.

33  
34 (L) Committee Chairpersons

- 35 1. The chairpersons of committees shall convene and preside over committees.  
36 2. The chairperson of each committee shall make sure that his committee performs the  
37 tasks assigned to it by the pastor and church.  
38 3. The chairperson is responsible for presenting the committee's report at the executive  
39 Council meeting.

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42 **Article VI**  
43 **Auxiliaries and Positions of the Body**  
44

45 The auxiliaries of this church shall be:

- 46 1. The Sunday School  
47

- 
- 1 2. The Theresa Brown Missionary
  - 2 a. Foreign Missions, Adults and Youth
  - 3 3. The Usher Ministry
  - 4 a. Men
  - 5 b. Women
  - 6 c. Young Adults
  - 7 d. Youth
  - 8 4. The Music Department
  - 9 a. W. E. Powel Choir
  - 10 b. Johnny Fleming Singers
  - 11 c. Male Chorus
  - 12 d. Jewels & Ensembles Youth Choirs
  - 13 e. Inspirational Choir
  - 14 5. Pastor's Aid Committee
  - 15 6. The Youth Department
  - 16 7. The Women's Fellowship
  - 17 8. The Men's Brotherhood

18  
19 Section 1-The Sunday School

- 20 a. The Sunday school shall convene each Sunday morning at the set hour.
- 21 b. The Superintendent shall be the head of the Sunday school.
- 22 c. The primary task of the Sunday school shall be to teach the Biblical Revelation in a way
- 23 that will strengthen the church and win the unsaved.
- 24 d. The Sunday school shall seek to relate the divine truths found in the Scriptures of life.
- 25 e. Every church member is a member of the Sunday school.

26  
27 Section 2 - The Theresa Ann Brown Missionary

- 28 a. The Missionary Society shall have the primary task of missions.
- 29 b. It shall reach out at home and abroad and organize the church's outreach effort.
- 30 c. It shall distribute funds, to the sick and less fortunate.
- 31 d. It shall make sure that the church has funds to support missions through the Association
- 32 and a regular donation to the General Baptist State Convention, and through direct giving
- 33 to such causes as the church may direct.
- 34 e. The Missionary should seek to coordinate all church benevolence through it's funding and
- 35 make timely reports to the church.
- 36 f. The Missionary auxiliary shall convene at the set time.
- 37 g. The president shall preside at the meetings and offer creative leadership.
- 38 h. Every member of the church should consider himself/herself a member of the Missionary
- 39 auxiliary.

40  
41 Section 3 - The Usher Ministry

- 42 a. The Usher Ministry shall consist of persons of all ages.
- 43 b. The ministry shall have a president who shall preside over and offer creative leadership.
- 44 c. The ushers shall have the task of making members and visitors feel welcome upon
- 45 entering the sanctuary.
- 46 d. They shall assist in seating persons and keeping order during the worship.

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- 1 e. They shall take care of members' needs during worship as much as possible.  
2 f. Presidents shall be responsible for selecting ushers to serve at each church occasion.  
3 g. The usher ministry shall assist the pastor in meeting his vision for the church.  
4

5 Section 4 - The Music Department

- 6 a. The choirs shall lead the congregation in the ministry of music.  
7 b. The choirs shall be the vehicles through which the congregation learns new Hymns and  
8 songs.  
9 c. Each choir shall have a director or president who shall preside over the business of the  
10 choir and organize it.  
11 d. Choirs should remember that they represent the church wherever they go.  
12 e. Members shall be appointed to the choir by the president.  
13 f. The choirs, excluding the Jewels and Ensembles, shall be composed of church members in  
14 good standing with this fellowship and such other persons whom the church permits to  
15 sing in the choirs.  
16 g. Small children who have not yet become members may sing in the Jewels and Ensembles  
17 with the permission of their parent(s) or guardians and the approval of the church and  
18 director.  
19 h. Choirs should rehearse as often as necessary, but at least once a month.  
20 I. The primary mission of all choirs and choruses is to serve SECOND BAPTIST CHURCH.  
21

22 Section 5 - Pastor's Aid Committee

23 See Article IX (g)  
24

25 Section 6 - The Youth Department

26 The purpose of this department is as follows:

27 To teach the Young Learners (ages 2-18) to grow and develop in the Christian way God would  
28 have them to grow by:

- |                        |                          |
|------------------------|--------------------------|
| 29 (1) Scripture       | (4) Church Participation |
| 30 (2) Church Covenant | (5) Songs                |
| 31 (3) Praises         | (6) Social Activities    |
- 32

- 33 (a) Teach the Young Learners God's word through reading and understanding what is read by  
34 way of the scripture;  
35 (b) Teach the Young Learners to conduct devotions, meetings, and other church services;  
36 (c) Teach the Young Learners to always communicate with and serve everyone in a fair and  
37 honest manner. To learn to properly socialize with everyone.  
38 (d) To help the Young Learners to develop spiritually, mentally and physically. To learn  
39 good Christian behavior as well as learn to control emotional behavior;  
40 (e) To teach the Young Learners to become responsible individuals with the desire to  
41 become spiritually committed, living that kind of life on a daily basis.  
42

43 Section 7 - Women's Fellowship

44 The purpose of this auxiliary is as follows:

- 45 a. To encourage and promote the values and virtues espoused in Titus 2:3-5, Ephesians  
46 5:22-24 and Proverbs 31:10-31;  
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- 1 b. To encourage and promote each woman to meet the specific spiritual needs of other  
2 women in the congregation;  
3 c. To promote a more positive image of the woman's role in the ministries of the church;  
4 d. To educate themselves and the congregation on the important role women have played and  
5 are playing, both biblically and historically, in the cause of Christian advancement;  
6 e. To engage in doctrinally sound Bible studies and praise services as deemed appropriate by  
7 the Pastor, Officers and congregation.  
8

9 **Section 8 – Men’s Fellowship**

10 The purpose of this auxiliary is as follows:

- 11 a. To carry forth the purposes and responsibilities as stated in Hebrews 2:6-8;  
12 b. To promote, encourage and develop programs to foster men’s fellowship, bible knowledge  
13 and church and community service;  
14 c. To seek and promote youth and adult spiritual development through fellowship:  
15 d. To encourage effective utilization of church doctrine and policies through practical  
16 programs and efforts.  
17

18 **Section 9 - Auxiliary Rules**

- 19 a. Each auxiliary may develop some rules to follow, but the church must adopt them in an  
20 official conference before they can be applied.  
21 b. Presidents of auxiliaries should invite the pastor to advise them in these matters.  
22  
23

24 **Article VII**  
25 **Positions in the Church**  
26

- 27 1. Every member of an auxiliary, a ministry, or a committee is holding a position in the  
28 church, but is not considered an officer.  
29 2. Only the presidents, chairpersons or directors of these groups are officers.  
30 3. Other positions are Custodian, Secretary, Teachers, Assistants, Musicians, and Librarian.  
31

32 **Section 1 - Members of Auxiliaries, Ministries, and Committees**

33 Members of auxiliaries, ministries, and committees are expected to perform the work of that  
34 group under the direction of the president or chairperson.  
35

36 **Section 2 - Custodian**

- 37 a. The Custodian is responsible for the comfort and cleanliness of the Lord's House and the  
38 surrounding grounds.  
39 b. In winter, summer, spring and fall, he shall make sure that, heating and air conditioning  
40 systems work appropriately and are in good condition before each service, depending  
41 upon the temperature. The goal is to have the church comfortable at the time of the service.  
42 c. He should be careful not to heat or cool unnecessary areas.  
43 d. The last person to use rooms should turn the heat or air conditioning off upon leaving, but  
44 the custodian should be careful to check behind the members within a reasonable time to  
45 make sure that electricity and heating/air conditioning systems are off and doors and  
46 windows locked.  
47

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- 1 e. Each week, supplies should be stocked, floors should be swept/vacuumed, furniture  
2 dusted, rest rooms cleaned, and trash removed from the building.  
3 f. Whenever dinner or refreshments are served in the Fellowship Hall, the food areas should  
4 be cleaned the same day or the next day.  
5 g. Presidents of auxiliaries and/or chairpersons of committees should inform the custodian in  
6 advance of their special functions.  
7

8 Section 3 - Secretaries

- 9 a. Secretaries have the tasks of recording minutes in an orderly fashion, keeping rolls and  
10 other statistics.  
11 b. They should read the minutes at each meeting unless deferred by the group.  
12

13 Section 4 - Teachers

- 14 a. Teachers have charge of Sunday school classes and Bible School classes.  
15 b. They should study in order to be prepared to teach. They are expected to keep order in  
16 their classes and create an atmosphere for learning.  
17 c. They should be examples for those they teach and lead them toward Christian maturity.  
18 d. Teachers should be members in good standing with the church.  
19

20 Section 5 - Assistants

- 21 a. Assistants are helpers and support persons for those in church offices and positions.  
22 b. They should work with the person in charge as co-laborers and take their places in there  
23 absences.  
24 c. Assistants should be strongly considered when officers are elected.  
25

26 Section 6 -Musicians

- 27 a. Musicians shall play the musical instruments of the church during rehearsals and services.  
28 b. They shall assist the choirs in choosing songs and learning them.  
29

30 Section 7 - Librarian

- 31 a. The librarian shall have charge of the church library.  
32 b. He shall organize the resources and control and encourage their distribution.  
33 c. He should provide creative leadership in developing and maintaining the church library  
34 and keep the members informed about its resources.  
35  
36

37 **Article VIII**  
38 **Ministries and Their Functions**  
39

40 Section 1 - Executive Council

- 41 a. The Executive Council (for composition see Article V) shall act for the church during the  
42 interim of it's church business meetings.  
43 b. This council consists of the members set forth in Article V and should be called together  
44 monthly to review the church's direction.  
45 c. The pastor or the chairperson of the Deacon Ministry may preside over this council.  
46 d. The executive council shall have authority to approve projects. Major projects must be  
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- 1 approved by the church body.  
2 e. The executive council functions as a coordinating church body. Committee and auxiliary  
3 reports should be submitted in a timely fashion.  
4 f. Executive council review and recommendations should precede matters before they are  
5 presented at the church business meeting.  
6 g. The executive council and the pastor, sets the agenda for the church business meeting.  
7

## 8 Section 2 - Deacon Ministry

- 9 a. There shall be a Deacon Ministry approved by the church. The chairperson of this  
10 ministry, shall be appointed every two-years, except as noted in section 3, art. (A)  
11 b. Deacons shall be ordained to their work according to Acts 6:1-8 and I Timothy 3:8-13.  
12 c. The church by a two-thirds vote of members present may place a person on trial for the  
13 office of deacon provided he is:  
14 (1.) A member of the church  
15 (2.) Recommended to the church by the pastor and nominating committee; and  
16 (3.) Presented to the church at least two (2) consecutive Sundays prior to the business  
17 meeting in which the voting on his becoming a trial deacon will take place.  
18 d. A person placed on trial will receive training for the office of deacon. The pastor and  
19 Deacon ministry shall determine the type and method of training the person will receive.  
20 e. The church by two-thirds vote may approve the ordination of a person for the office of  
21 deacon provided:  
22 (1.) The person has been a trial deacon for a minimum of six months;  
23 (2.) The pastor and deacon ministry recommends to the church that the person be  
24 ordained.  
25 f. Whenever a vacancy occurs in the Pastorate, the ministry chairman shall be considered the  
26 official head of the church until a new pastor is installed.  
27 g. In the absence of the pastor, the ministry chairman shall be the head of the church and  
28 moderator of church meetings.  
29

## 30 Section 3 - Trustee Ministry

- 31 a. There shall be a trustee ministry approved by the church. This ministry shall meet  
32 regularly each month, and shall have a chairperson appointed to a two-year term of office.  
33 Specials meetings may be called by the chairman. who shall notify the other members.  
34 A majority of the members shall constitute a quorum.  
35 b. The ministry shall hold in trust all property and assets belonging to the church and shall  
36 take all necessary measures for its protection, management and upkeep. The ministry shall  
37 determine the use of the church building by outside groups and shall determine suitable  
38 charges to be made for such use. The ministry shall have no power to buy, mortgage, and  
39 lease or transfer any property, or commit the church assets without specific vote of the  
40 church authorizing such action.  
41 c. The ministry shall designate the bank where the funds of the church shall be deposited and  
42 the method of deposit. The ministry shall secure the services of a caretaker of the building  
43 at such salary as is authorized by the church and supervise these services.  
44 d. The ministry shall transact all legal matters on behalf of the church. They shall make  
45 written reports to the church at the executive council meetings.  
46  
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- 1 Section 4 – Youth Minister  
2 a. There shall be a youth minister to work with young people and adults within the church to  
3 lead and encourage young people in their Christian development, church activity and  
4 involvement with other youth and churches both within and beyond the immediate  
5 community.  
6 b. The pastor with the approval of the Executive Council shall appoint the Youth Minister.  
7  
8

9  
10 **Article IX**  
**Committees and Their Functions**

11 (A) Auditing Committee

12 The auditing committee, appointed by the executive council, shall audit the financial  
13 records of the church at least once each year and shall make a report in writing to the  
14 church at the March church meeting.  
15  
16

17 (B) Budget Committee

- 18 1. This committee shall be made up of seven (7) members, four of which shall be the  
19 Treasurer, financial secretary, chairperson of the Deacon Ministry, and chairperson of the  
20 Trustee Ministry.  
21 2. The other three shall be appointed by the pastor and agreeable with the Executive Council.  
22 3. Chairperson of this committee shall be appointed by the pastor.  
23 4. This committee shall draw up the budget for presentation at the November executive  
24 Council meeting.  
25 5. It shall present and explain the budget.  
26 6. This committee shall monitor the church's financial performance all year and be  
27 responsible for leading the church to realize its budget.  
28 7. This committee should keep the pastor abreast of the church's financial status.  
29

30 (C) Calendar Committee

- 31 1. The members of this committee shall be selected by the pastor, with the approval of the  
32 executive council at the regularly scheduled September meeting.  
33 2. This committee shall be responsible for coordinating the dates and times of the church's  
34 various services and special events.  
35 3. Auxiliaries shall decide who will be in charge of special services and events.  
36 4. The committee shall present its recommendations to the church at the annual November  
37 Executive council meeting conference for necessary revisions and adoption.  
38 5. When events have to be postponed due to weather or other unforeseen causes, the  
39 committee shall attempt to reschedule them.  
40

Comment: December too late to start  
this assignment

41 (D) Hospitality Committee

- 42 1. This committee shall strive to make members and visitors feel welcome and comfortable.  
43 2. The committee may have refreshments in the Fellowship Hall.  
44 3. The committee shall come up with ways to demonstrate hospitality.  
45

46 (E) Publicity Committee  
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1. This committee shall be responsible for letting the public know about services, events, and accomplishments in our church and community.
  2. It shall see that newspapers print our news, that radio stations get our important announcements, and that periodically a newsletter is printed and distributed.
  3. It shall see that copies of the newsletter are made available to our members, to our shut-in members.

(F) Community and Civic Affairs Committee

1. This committee shall stay on top of community and civic issues and keep the church informed.
2. It shall be abreast of what county commissioners, school board members, and other elected officials are doing and how their decisions affect us.
3. It shall keep us informed of who is running for office and who might be the best candidates.
4. This committee shall keep the pastor in touch with these concerns.

(G) Pastor's Aid Committee

1. This committee shall be responsible for replenishing the Pastor's Aid Fund, (see Article X section 4) for the pastor's use as he performs his duties.
2. It shall plan the pastor's anniversary, birthday, Christmas, Easter and other days that pastors are traditionally remembered, and other programs pertaining to the aid of the pastor.
3. It shall also monitor the pastor's use of the Pastor's Aid Fund.
4. This committee shall encourage the growth and development of the pastor.

(H) Scholarship Committee

1. This committee shall screen applications for the SECOND BAPTIST CHURCH SCHOLARSHIP and grant awards.
2. This committee shall be responsible for awarding graduates and those receiving post graduate degrees yearly.
3. This committee shall publicize all scholarship information and guidelines to members of the SECOND BAPTIST CHURCH.
4. Endowments will be the responsibility of the scholarship committee.

(I) Floral Committee

1. This committee shall be responsible for floral arrangements displayed on the pulpit and throughout the church both inside and outside.
2. This committee shall provide Christmas decoration both inside and outside the church.

(J) Audio & Recording Committee

1. This committee shall have responsibility for use, maintenance and purchase of audio and recording equipment.
2. Recording of church services shall be provided to members and others for a nominal fee.

(K) Nursery Committee

1. To provide care and service to infants less than (5) five-years of age during Worship Services.

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1 (L) Church Nurse

- 2 1. To provide for the care and well-being of church members and visitors during Worship  
3 Services when spiritual praise might result in harm to the participant or others.  
4 2. To observe the congregation for possible need of emergency assistance or aid and to  
5 render appropriate care.  
6

7 (M) Honor Roll Committee

- 8 1. This committee shall compile a list of church students who attain honor roll status in their  
9 studies during each school-grading period.  
10 2. All levels of education are eligible including public school, college and post  
11 graduates.  
12 3. Awards, certificates, special mentions and treats shall be given.  
13  
14

15 **Article X**  
16 **Church Accounts**  
17

18 Section 1 - General Fund

- 19 a. The general fund shall be a checking account and shall be used to pay the ongoing  
20 operational expenses of the church (salaries, utilities, insurance, fees, etc.) as outlined in  
21 the budget.  
22 b. Checks shall require two (2) authorized signatures, those of Treasurer and Financial  
23 Secretary, or in their absence, such other persons as may be duly authorized by the Executive  
24 Council of the church.  
25

26 Section 2 - Building Fund

- 27 a. The building fund shall also be a checking account requiring the same authorized  
28 signatures as in "section 1" above.  
29 b. This fund shall be established as needed and used for the purpose of physical  
30 improvements to our facilities and grounds, or for acquiring other properties.  
31

32 Section 3 - Interest Bearing Fund

- 33 a. The interest-bearing fund shall be all monies not used for the ongoing operating expenses  
34 of the church as outlined in the budget.  
35 b. These funds shall be deposited for the purposes of acquiring best interest rates.  
36  
37

38 **Article XI**  
39 **Special Ceremonies and Celebrations**  
40

41  
42 Section 1 - Funerals and Burials

- 43 a. As a general policy, and except in special circumstances and as approved by the Pastor  
44 only members of this church and members of their families shall be eulogized at this church.  
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1 Close friends and others may be assessed a \$100.00 sextant fee at the discretion of the Pastor  
2 and/or Deacon ministry.

3 b. There is no cost to active members for the conduct of funeral services.  
4

5 **Section 2 - Weddings and Receptions**

6 a. As a general practice, the weddings of church members and church supporters will be  
7 performed at this church, if they so wish, without cost.

8 b. If a church wedding, the pastor or another minister may perform the wedding, with  
9 the pastor's permission.

10 c. Non-members will be charged a church fee of \$100.00 for weddings held within the  
11 church. The Fellowship Hall may be used for receptions, with provision for restoration of  
12 the church premises to its former state of cleanliness.

13 d. Each couple to be married in this church by the pastor must have at least one counseling  
14 session with the pastor or with another minister prior to the wedding.  
15

16 **Section 3 -Dedication of Infants**

17 a. This church will not baptize infants because they cannot consciously profess faith in Christ  
18 on their own.

19 b. Infants may be dedicated to the Lord by their parent(s), or guardian(s), assuming that they  
20 are Christians and pledge to bring their child up in a Christian home.

21 c. One Christian parent or guardian may dedicate the child.

22 d. The parent(s) or guardian(s) must have a counseling session with the pastor or another  
23 minister prior to the dedication.

24 e. There is no cost for this service.  
25  
26

27 **Article XII**  
28 **Church Meetings**  
29

30 **Section 1 - Regular Scheduled Business Meetings**

31 a. This congregation shall have regular scheduled business meetings.

32 b. The dates will be provided by the church calendar.  
33

34 **Section 2 - Called Business Meetings**

35 a. The pastor (or deacons, if the office of pastor is the subject of possible disciplinary action)  
36 may call a special business meeting for a specific purpose whenever necessary, and only that  
37 specific business, shall be transacted.

38 b. He should ask the advice of his/her deacons as to date and time as well as the calendar  
39 committee.

40 c. Proper notice must be given to the congregation, being announced during a Sunday  
41 worship service. Members should take responsibility for informing each other also.

42 d. No church business meeting can be called without the pastor's knowledge and  
43 concurrence.

44 e. However, in the absence of a pastor, (when the church does not have a pastor), the deacons  
45 should call the church together and ask the church to decide the next step.  
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**Article XIII**  
**Policy for Having Programs**

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Section 1 - Purpose

The purpose of this section is to provide uniform policy guidelines for the conduct of church sponsored programs.

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Section 2 - Policy

- a. Members who desire to have a program at the church should get it on the Church Calendar for adoption or, at a regular scheduled executive council meeting.
- b. All programs should be placed on the church bulletin as an announcement prior to the program and stay on the bulletin each Sunday up to the time of the program. Programs should be announced no earlier than one month in advance.
- c. The Calendar Committee and the pastor must approve the dates.
- d. No guest ministers or other speakers should be invited without the prior approval of the pastor.
- e. No member's name should be arbitrarily placed on a program without their consent and they should be asked at least two weeks prior to the program. In emergencies, names may be placed on the program on the spot, but not without the person's permission.
- f. The presider and the musician should be given a written outline of the program during the week prior to the program.
- g. Guest speakers should be mailed a copy of the program at least one week in advance.
- h. Programs cannot be postponed without permission of the pastor or his designee and proper notification of participants and guests.
- i. Guest speakers should be compensated for their services.
- j. A draft of all programs must be submitted to the pastor one month prior to scheduled date of program.

**Article XIV**  
**Use of Church Facilities by Members & Non-Members**

- 1. Church facilities, including the Sanctuary and the Fellowship Hall, may be used by non-members for special functions.
- 2. Use of the facility must be requested in writing and approved by the Trustee Ministry by majority vote, after review by the pastor.
- 3. Non-members will incur a \$100.00 dollar fee for use of the church building.
- 4. A church application for use of the facility shall include:
  - a. Name, address and phone number of person or organization requesting to use the facility.
  - b. Date and time facility is to be used.
  - c. Purpose for which it will be used, such as Youth Program, Gospel Concert, etc.
  - d. Number of people expected to attend the event.
  - e. If pulpit is to be used, state who will be in the pulpit.
  - f. State whether or not the kitchen and fellowship hall will be used and if so, for what purpose.

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1 5. The Trustee Ministry, acting on behalf of the church will review the request as soon as  
2 possible and notify the church and the requesting parties of their action.  
3

4  
5 **Article XV**  
6 **Compensation**  
7

8 Section I -The Pastor

- 9 a. The Deacons shall offer the pastor an annual financial package, mutually  
10 agreeable with the church.  
11 b. The annual package shall be considered reasonable and competitive, based on the training  
12 and experience of the pastor, and his perceived potential for the continuous growth and  
13 development of the church.  
14 c. The annual package shall include:  
15 1. a monthly salary  
16 2. a monthly housing allowance  
17 3. an auto use allowance  
18 4. a medical & health allowance  
19 5. vacation pay  
20 6. retirement benefits  
21 d. In addition to the financial package, the pastor shall be reimbursed for all expenses  
22 incurred for attendance at the following:  
23 1. All meetings of the Hampton Ministerial Conference and other approved church  
24 conferences.  
25 2. Such other meetings as may be considered appropriate.  
26 e. The annual package shall provide for annual salary increases, consistent with available  
27 resources and cost-of-living adjustments.  
28 f. The pastor shall be given a minimum of two-weeks or, up to a maximum of four weeks, of  
29 vacation with pay.  
30

31 Section 2 - Visiting Ministers

- 32 a. A visiting minister may be paid, in excess of standard payment, for special occasions or at a  
33 Sunday Worship Service, at the pastor's discretion, based on qualifications, distance traveled,  
34 etc.  
35 b. The visiting Evangelist for the revivals shall be compensated as follows:  
36 1. Not less than \$800 for the Annual Revival / 5 nights  
37 2. Not less than \$500 for the Youth Revival / 3 nights  
38 c. A housing and travel allowance may be paid to an out-of-town minister, (based on  
39 mileage, etc.)  
40

41 Section 3 - Paid Staff

- 42 a. In addition to the pastor, the following are generally considered paid positions and shall  
43 be determined by the Trustee Ministry:  
44 1. The pianist(s) or organist(s) and musician(s) 4. Clerk  
45 2. The custodian 5. Youth Minister  
46 3. Church secretary  
47

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1 b. Compensation shall be at a mutually agreeable rate.

2  
3 Section 4 - Reimbursement

4 a. All persons shall be reimbursed for officially authorized expenses incurred on behalf of the  
5 church.

6 b. Such expenses shall be submitted to the appropriate church source for processing.  
7

8  
9 **Article XVI**

10 **TITHING**

11 1. This is a tithing church.

12 2. Each employed member of this church is expected to tithe based on his earnings. This is in  
13 keeping with the Bible way of supporting God's program.

14 3. All church officers and church leaders are expected to set the example in tithing.

15 4. Retired and disabled persons are expected to tithe, based on their monthly income or  
16 allowance.

17 5. All children and all other members are expected to tithe, based on their monthly income or  
18 allowance.  
19

20  
21 **Article XVII**

22 **Amendments**

23 These policies may be amended or revised by a two-thirds (2/3) vote of the voting membership  
24 present at two (2) successive official church business meetings .  
25

26  
27 **Article XVIII**

28 **General**

29 1. Every member of this congregation is expected to attend and support its overall objectives.  
30  
31 Sickness, death, employment, and other emergencies are the only acceptable excuses for not  
32 supporting the church.

33 2. The house of the Lord shall be revered at all times. Except in extenuating and special  
34 circumstances there should be no eating and drinking in the sanctuary except The Lord's  
35 Supper.  
36

37 3. No one should enter the pulpit to speak or preach unless authorized by the pastor to do so, or  
38 the deacons in the absence of the pastor.

39 4. No officer or position holder shall interfere with another in carrying out his duties.

40 5. This is a tithing church. Each employed member of this church is expected to tithe based on  
41 his earnings. This is in keeping with the Bible way of supporting God's program. All church  
42 officers and leaders should set the example.  
43

44  
45 **Article XIX**

46 **When the Pulpit is Vacant**



- 
- 1 1. The Chairperson of the Deacon Ministry shall preside at all official church meetings while  
2 the pulpit is vacant.
  - 3 2. The Deacon Ministry, as a body, shall oversee the spiritual needs of the church as well as  
4 insure the proper functioning of the church during the period that the pulpit is vacant.
  - 5 3. The Pulpit Search Committee shall be composed of seven (7) members in good standing,  
6 selected at an official church business meeting.
  - 7 4. The Pulpit Search Committee shall be responsible for:
    - 8 a. Making a public announcement that the pulpit is vacant.
    - 9 b. Receiving and reviewing information on potential candidates.
    - 10 c. Interviewing potential candidates and scheduling a preaching date.
    - 11 d. Screen candidates for recommendation to the church for a vote.
    - 12 e. Recommend an interim or acting pastor if in the judgment of the Pulpit Search  
13 Committee an interim or acting pastor is necessary provided the interim pastor is not  
14 And will not become a candidate for pastorship at Second Baptist church.

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17 **Article XX**  
18 **Calling a Pastor**  
19

- 20 1. As a general practice, the church will hear several ministers before a decision is made to call  
21 a pastor.
- 22 2. Usually, after several ministers are heard, the Pulpit Search Committee will rate them, as  
23 choices 1, 2, or 3. The number (one) choice will be presented to the church for vote.
- 24 3. If the church rejects the number (one) choice, the Pulpit Search Committee may start the  
25 process all over again or they may present the number (two) or number (three) choice.
- 26 4. Duties of the pastor (see Article V section 4 (a)).
- 27 5. The Pulpit Search Committee should present the following at the time the candidate is  
28 presented to the church for a vote:
  - 29 a. Background information on the candidate
  - 30 b. Their reason for recommending the candidate
  - 31 c. The financial package they propose to offer the candidate
- 32 6. An Interim or Acting Pastor:
  - 33 a. If for whatever reason an Interim or Acting Pastor is appointed, the church should  
34 treat this appointment in the same manner described in (4) above.
  - 35 b. The financial package for the Interim or Acting Pastor should be based on  
36 qualifications and service expectations just as in the case of calling a pastor.
- 37 7. Qualification of the Pastor:
  - 38 a. Be mature
  - 39 b. Be trained, preferably with seminary degree
  - 40 c. Preferably have prior pastoral experience, but not absolutely necessary
  - 41 d. Be able to work with and inspire others
  - 42 e. Exhibit true Christian character, commitment, and be Godfearing
  - 43 f. Possess business and administrative skills

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3 **Article XXI**  
4 **PARLIAMENTARY PROCEDURES**  
5

6 We shall use Robert's Rules of Order as the parliamentary guide for the transaction of business. In  
7 all situations, "good sense" and the Spirit of Jesus Christ will dictate ceremonies and observances.  
8  
9

10 **Article XXII**

11  
12 We shall use standard Hiscox reference as guides for the conduct of services, ceremonies, and for  
13 standard procedures. Again, "good sense and the Christian Spirit will dictate".  
14  
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16 **Article XXIII**  
17 **SECOND BAPTIST CHURCH SCHOLARSHIP**  
18

19 The guidelines for the SECOND BAPTIST CHURCH SCHOLARSHIP are as follows:

- 20 1. The applicant or parent(s)/guardian(s) must be an active member of SECOND BAPTIST  
21 CHURCH.
- 22 2. The applicant must have been accepted at a college or university.
- 23 3. The applicant must be a high school graduate or have a G.E.D.
- 24 4. The applicant must show proof of school attending.  
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27 **Article XXIV**  
28 **GRADUATES**  
29  
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31 The following awards will be given to graduates who are members of SECOND BAPTIST  
32 CHURCH:

- 33 1. Book or Money – High School graduates
- 34 2. Plaque – College graduates receiving master's degree
- 35 3. Engraved gift or Money – Persons receiving doctorate degree.  
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41 (End of Constitution and By-Laws)

42  
43 Tuesday, September 12, 2000  
44  
45