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CONSTITUTION
and
BY-LAWS

Buies Creek First Baptist Church
Buies Creek, North Carolina

September 2008

***Updated by
the Constitutional Review Committee 2005-2008***

1 **ARTICLE III - STATEMENT OF FAITH**

2 Baptists are a people who profess a living faith rooted and grounded in Jesus Christ. The
3 sole authority for faith and practice among Baptists is Jesus Christ, whose will is revealed in the
4 Holy Scriptures, the inspired Word of God, and the basis of our statement of faith.
5

6 **ARTICLE IV - THE CHURCH COVENANT**

7 We have been called by God into a covenant relationship with Him and have been
8 gathered together for His purposes. In the presence of God and in the name of our Lord and
9 Savior, Jesus Christ, we enter into this covenant with one another as members of Buies Creek
10 First Baptist Church.

11
12 We commit ourselves to Jesus Christ, the Son of the living God. We pledge to seek first
13 His kingdom and His righteousness and to bring all areas of our lives under His Lordship.
14

15 We pledge to be growing stewards. We promise to help one another to develop and use
16 our individual, God-given gifts and to become active and useful fellow-ministers of the church.
17

18 We covenant to live in this fellowship as disciples. We will seek to grow in the grace and
19 knowledge of our Savior and to order our lives so as to be witnesses to God's love and sustaining
20 grace.
21

22 We commit ourselves to the regular and faithful worship of God, to the observance of the
23 ordinances, and to the doctrines, disciplines, and ministries of the church.
24

25 We pledge to contribute cheerfully, regularly, systematically, proportionately, and
26 liberally of our material possessions, to support the church's ministries, and to spread the Gospel
27 to all people.
28

29 We covenant to uphold one another in Christian love. In compassion, affection, and
30 concern, we will be slow to judge and quick to forgive. We will minister to one another and
31 share with one another our joys and sorrows.
32

33 We covenant to live as Christians in our homes and pledge to engage in family and
34 individual devotions. We will teach our children by instruction and example that Christ is Savior
35 and Lord and that in commitment to Him we find life's highest purpose.
36

37 We covenant to live as Christians in the world, to be Christ-like in our conduct, and to be
38 just in our dealings. We will not knowingly engage in any conduct which may cause another to
39 stumble.
40

41 We further covenant to include all people everywhere within the circle of our love and
42 concern. While holding to our Baptist heritage, we will seek with all Christians a unity of spirit
43 and action.

1 **ARTICLE V - CHURCH POLITY**

2 Under the Lordship of Christ, the government of this church is vested in the body of
3 believers who compose it. Its polity is congregational, with final authority in all matters,
4 temporal and spiritual, being vested in the members. It is subject to the control of no other
5 ecclesiastical body, but it recognizes and sustains the traditional Baptist values of mutual counsel
6 and cooperation. While maintaining its local autonomy, the church may cooperate with any
7 agency, association, convention, or other entity the membership desires.
8
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10 **ARTICLE VI – AMENDMENTS**

11
12 Changes to this Constitution and By-Laws may be made at any regular scheduled business
13 meeting of the church provided that:
14

- 15 1. Each amendment shall have been presented in writing at the previous regular scheduled
16 business meeting;
- 17 2. Each amendment shall have been made available to each church member;
- 18 3. Amendments to the Constitution Articles shall be by two-thirds (2/3) vote of all members
19 of the church present and entitled to vote;
- 20 4. Amendments to the Constitution Bylaws shall be by a concurrence of a majority of all
21 members of the church present and entitled to vote.
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25 **By-Laws**

26 **By-Law I - MEMBERSHIP**

27 **Section A. Establishment of Membership**

- 28 1. **Request for Membership.** Entrance into the membership of the church shall be open to
29 all who present themselves to the church for the purpose of uniting with this fellowship in
30 its purposes, faith, and covenant. All candidates for membership shall express their
31 desire to unite with the church by presenting themselves during a worship service and
32 requesting church membership. Membership may be requested on any of the following
33 bases:
34 a. **By Profession of Faith and Baptism:** A person who has never accepted Jesus
35 Christ as Lord and Savior may request membership on the basis of public
36 profession of faith and baptism by immersion. For health reasons, the immersion
37 requirement may be waived upon the affirmative vote of a majority of the
38 members present and voting.
39 b. **By Letter:** A Christian who has been a member of a church which practices
40 believer’s baptism by immersion, and who has been so baptized, may request
41 membership on the promise of a receipt of letter from his/her previous church.
42
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1 c. **By Statement:** A Christian whose church record has been lost or destroyed may
2 request membership based upon a statement of faith and previous believer's
3 baptism.

4
5 d. **By Reaffirmation of Faith and Baptism:** A Christian who has not been baptized
6 by immersion may request membership through a reaffirmation of his/her faith in
7 Christ as Savior and upon giving evidence that his/her baptism was a believer's
8 baptism.

9
10 2. **Affirmation of Membership.** Upon request for membership, the pastor and one or
11 more deacons shall meet with the candidate to discuss his/her Christian experience and to
12 acquaint him/her with the church, its ministries, purposes, faith, and covenant.
13 Subsequently, candidates who present themselves for membership shall normally be
14 affirmed and welcomed into the fellowship at a morning worship hour. The candidate
15 shall be received into the membership of the church upon the affirmative vote of a
16 majority of members present and voting.

17 3. **Associate Membership.** Christians who wish to affiliate with the church but do not wish
18 to become candidates for full membership may be received as Associate Members of the
19 church. Such persons may retain their membership in another church. They shall have
20 all rights of membership in this body except (1) voting in church business meetings and
21 (2) being a church officer as defined in Bylaw III General Church Officers.-Candidates
22 for associate membership may be affirmed into membership as articulated above.
23

24 **Section B. Termination of Membership**

25
26 All membership terminations will be presented by the clerk at a business meeting. Membership
27 may be terminated in any of the following ways:

28
29 1. **By letter.** A letter of transfer shall be granted to another church upon its written request.
30 It shall be the policy of the church to grant letters to other churches and not to
31 individuals.
32

33 2. **By Death.** The church clerk shall remove the name of any deceased member from the
34 church roll.
35

36 3. **By Resignation.** A member may request in writing that his/her membership be
37 terminated, and such termination shall be effective upon receipt.
38

39 4. **By Dismissal by Church Action.** Should a member commit an egregious offense to the
40 church, first the pastor and then the pastor and one or more deacons shall attempt to
41 restore the member to his/her commitments as a member of this body. Should these
42 attempts at restoration prove unsuccessful, three-fourths ($\frac{3}{4}$) of the deacons in
43 consultation with the pastor may recommend to the church that membership be
44 terminated. To be approved, such a recommendation requires an affirmative vote by
45 three-fourths ($\frac{3}{4}$) of the members present and voting at a business meeting. A person

1 whose memberships has been terminated may be restored to the fellowship upon the
2 confession of his/her error (s), upon giving evidence of repentance, and upon the
3 affirmative vote of three-fourths (¾) of the members present and voting at any business
4 meeting.
5

6 **Bylaw II- MEETINGS**

7 This church shall hold regular meetings for the purpose of worship, teaching, training,
8 fellowship, the observance of the ordinances of the church, and for scheduled business meetings.
9

10 **Section A. Types of Meetings**

- 11 1. **Annual Meeting.** An annual business meeting of the church shall be held between June
12 1 and July 15 at a time and date set by the Church Council and announced at least two
13 weeks in advance. The annual business meeting shall include, but not be limited to, the
14 election of officers and others. At the discretion of the church, the election of officers
15 may be conducted at some other congregational meeting.
- 16 2. **Regular Business Meeting.** Regular business meetings shall normally be held quarterly,
17 at times and dates set by the Church Council, with notice provided to the members. The
18 annual meeting may be considered a regular meeting.
- 19 3. **Special Called Meetings.** Special business meetings of the church may be called by the
20 pastor, a majority of the deacons, or the Church Council. Topics of these special meetings
21 are limited to the specific purpose (s) for which they were called. The meeting will be
22 called within two weeks, and appropriate notice shall be provided to the membership.

23 **Section B. Rules & Procedures**

- 24 1. **Quorum.** In all business meetings, twenty members shall constitute a quorum.
25
- 26 2. **Majority Rule.** On all matters except as otherwise provided in these By-Laws, matters of
27 business will be decided by a majority of those members present and voting. NO voting
28 by proxy will be permitted. Absentee ballot shall be permitted only where enumerated.
29
- 30 3. **Matters Requiring Special Procedures**
31
32 a. Special procedures are defined as:
33 i. The purchase or sale of real property.
34 ii. The employment terms or salaries of church staff.
35 iii. The removal of officers as defined in By-Law III.
36 iv. The modification of the budget exceeding \$ 1,000.00
37 v. The change of primary affiliation relationship of the church.
38
39

1 deacons shall then process those submissions and develop a proposed committee
2 of seven who are willing to serve and who are representative of the programs and
3 ministries of the church. Members of the same household may not serve
4 concurrently. This committee will be presented to the church on a ballot for a
5 vote. An affirmative vote of three-quarters (3/4) of the members present and
6 voting shall be required to approve this committee. Should the vote be less than
7 that, the matter shall be referred back to the deacons for reconsideration and
8 development of a new committee. Then the process follows as described above.
9 In the event of a vacancy on the Pastor Search Committee, the deacons will accept
10 recommendations from the church and submit a replacement name to the church
11 for a vote. An affirmative vote of three-quarters (3/4) of the members present and
12 voting shall be required to approve the replacement committee member.

13 **b. Administrative Details.** The Pastor Search Committee shall:

- 14 i. Choose its officers.
- 15 ii. Keep the deacons informed as the search process unfolds.
- 16 iii. Report to the deacons all related & proper expenses incurred by the
17 committee in its search for a pastor. The church will bear all such costs.

18 **c. Term of Service.** The Pastor Search Committee's term shall be from their
19 election date until three months following the new pastor's commencement of
20 work with the church.

21 **d. Duties.**

- 22 i. To seek candidates for the position of pastor. This is to include but not be
23 limited to placing ads, accepting recommendations from church members
24 and accepting resumes.
- 25 ii. To review all submitted information and make arrangements to hear
26 sermons by possible candidates.
- 27 iii. To make contact with possible candidates for interviews.
- 28 iv. To schedule a trial sermon for the congregation, in conjunction with the
29 interim leadership committee.
- 30 v. To make a recommendation of a pastor to the church.
- 31 vi. To serve as liaison between the pastor and the church during the pastor's
32 first three (3) months of service.

33
34 **4. Selection and Call.**

35 **a. The Recommendation of a Candidate for Pastor.** The Pastor Search Committee shall
36 recommend to the church:

- 37 i. A person whose Christian character and qualifications have been carefully
38 examined,
- 39 ii. A Baptist in good standing,
- 40 iii. A person deemed compatible with the entities with which the church is
41 affiliated.

42 **b. The Nominations of a Candidate for Pastor.**

- 43 i. The Pastor Search Committee's recommendation will constitute a nomination.
- 44 ii. No nominations shall be made except by the Pastor Search Committee.
- 45 iii. The Pastor Search Committee shall bring only one nomination at a time to the
46 church for consideration.

- 1 iv. No candidate shall be invited to preach for the church prior to his formal
2 nomination.
3 c. The Call of a Candidate for Pastor.
4 i. The formal call of the pastor shall take place at a business meeting especially
5 set for that purpose and for which at least a two-weeks notice has been given
6 to the membership.
7 ii. The vote on the extension of a call shall be by secret ballot.
8 iii. An affirmative vote of three-fourths (¾) of the members present and voting
9 shall be required for a call.
10 iv. If the Pastor Search Committee's recommendation fails to receive the required
11 vote, the meeting shall be adjourned without debate, and the Committee will
12 then seek out another candidate to recommend to the church.
13
14

15 **5. Interim Leadership Structure**

16 On the Sunday following the announcement of the resignation of the pastor or as soon
17 thereafter as possible, the deacons shall nominate to the church membership for its
18 approval an interim leadership structure. The interim leadership structure shall serve
19 until the installation of a new pastor. Members of this structure shall not be eligible to
20 serve on the Pastor Search Committee.
21

22 This interim leadership structure shall be composed of the following components:

- 23 a. Pulpit Supply/Interim Committee will be a committee of three (3) persons
24 charged with:
25 i. Finding a person/persons to fill the pulpit on a week by week basis, and/or
26 ii. Should the circumstances develop such that an Interim Pastor be needed,
27 make the necessary recommendations to the church body subject to the
28 approval of the deacons.
29 b. General operations & programming of the Church shall be overseen by the
30 Deacon Board.
31 c. Church staff shall be overseen by the Personnel Committee.
32

33 The interim leadership structure shall serve until the installation of a new pastor.

34 Members of the interim leadership structure shall not be eligible to serve on the Pastor
35 Search Committee.
36

37 **6. Review/Evaluation**

38 The deacons' annually review the pastor using a Performance Evaluation Tool developed
39 by the Personnel Committee. The Pastor will be given feed back concerning his/her
40 performance. Data collected using this tool will be reported to the Personnel Committee.
41 The Personnel Committee will review the data provided, make a comparative judgment
42 and apply the standard Performance Based Merit Increase Criteria. This information will
43 then be forwarded to the Stewardship/Finance Committee for budget consideration.
44

45 **7. Termination.** The pastor shall serve under a continuing call until the pastoral relationship is
46 dissolved at the request of the pastor or the church.

- 1 a) **Resignation.** The pastor may resign but shall normally provide a four-week notice
2 before the termination of his/her services. By agreement with the deacons, such a
3 resignation may be effective with lesser notice.
- 4 b) **Removal.** A pastor may be removed **only** at a specially called meeting.
- 5 i. The officers and the members shall make every effort to follow biblical
6 principles including the processes set forth in Matthew 18 in dealing with
7 conflicts regarding pastoral staff. Every effort should be extended to
8 permit reconciliation of conflicts in a manner consistent with our Christian
9 faith and doctrine.
- 10 ii. Any vote on the removal of the pastor is subject to the following
11 conditions and procedures:
- 12 1. A congregational meeting and vote on the removal shall be called
13 only when a three-fourths ($\frac{3}{4}$) majority of the deacons have
14 adopted a resolution calling for such, or when a written PETITION
15 for such a vote is signed by not fewer than twenty church
16 members, twenty-one (21) years of age or older, and then is
17 presented to the deacons.
- 18 2. The meeting shall occur not later than forty (40) days after the
19 deacons have adopted a resolution for termination or the written
20 petition from members has been received. The scheduling of this
21 meeting shall follow the guidelines of “Special Called Meetings”
22 and “Matters Requiring Special Procedures.”
- 23 3. In the event the pending vote is pursuant to a petition, the deacons
24 shall make a recommendation to the church endorsing the
25 petitions, opposing the petition, or recommending the use of
26 mediators in dealing with the conflict.
- 27 4. The pastor must be given an opportunity to be heard at the church
28 meeting prior to the vote.
- 29 iii. Removal shall be effective immediately upon the adoption of a motion
30 terminating the pastor. Any resolution to dismiss will also contain
31 appropriate recommendations concerning a severance package.
- 32

33 **Section B. The Deacons.**

- 34 1. **Qualifications.** Those elected to serve as deacons shall be at least twenty-one (21) years
35 of age, shall have been active and supportive members of the church for a period of at
36 least one year, and shall have demonstrated the spiritual maturity, wisdom, sensitivity,
37 and insight to lead the church in its ministries. Members of the same household may not
38 serve concurrently nor shall ministerial staff and their spouses serve. Scriptural guidance
39 for church leaders should be considered carefully by the church in its selection of deacons
40 and by those who would aspire to this office.
- 41
- 42 2. **Duties and responsibilities.** Deacons are servants of the church and co-ministers with
43 the pastor. They shall:
- 44 a. Build and maintain Christian harmony and fellowship within the church.

- 1 b. Proclaim the Gospel to believers and unbelievers through personal witnessing and
2 example.
- 3 c. Minister to the needs of persons in the church and the community.
- 4 d. Lead the church in the observances of its ordinances.
- 5 e. Lead the church in the implementation of its purposes, faith, and covenant.
- 6 f. Fulfill other responsibilities assigned under this Constitution and By-Laws.
- 7
- 8 3. **Function as Board.** The deacons shall serve as the Board of Directors of the
9 corporation, having only such specific powers, however, as are herein granted to them.
10 They shall have no power (except as expressly authorized by the congregation) to amend
11 by-laws, adopt budgets, elect or dismiss officers, bind the corporation to any contract or
12 other legal obligations, acquire, encumber or convey any interest in real property, or take
13 any action affecting the rights of members.
- 14
- 15 4. **Organization.** The deacons shall organize themselves by electing a chairman and such
16 other officers as they believe may assist in furthering their ministry. They shall meet
17 monthly and may meet in special session at the call of the chairman, the pastor, or one-
18 fourth (1/4) of the deacons who are currently serving.
- 19
- 20 5. **Election.** The deacons shall be elected as a rotating body composed of no fewer than
21 twelve (12) seated in a given year. Should circumstances warrant a change in the number
22 of deacons, such a recommendation will be brought to the church body by the deacons
23 and affirmed by a simple majority. Deacons shall serve three-year terms with no member
24 eligible for re-election until at least one year has intervened.
- 25
- 26 a. Notice of the election shall be given from the pulpit at least two (2) weeks prior to
27 the circulation of a ballot. The ballot will consist of a list of all active members
28 who are eligible for nomination and are willing to serve.
- 29 b. On the Sunday of the election of deacons, a ballot shall be circulated during the
30 morning worship service to all members present. On the ballot, each member of
31 the church may vote for as many nominees as the number of deacons to be
32 elected. Those presently serving as deacons shall be responsible for preparing and
33 counting the ballots. The nominees who receive the most votes and are willing to
34 serve shall be elected.
- 35 c. In the event a vacancy occurs, the Deacon Board shall bring a recommendation to
36 the church on filling the unexpired term of the vacancy. Such a recommendation
37 is subject to the approval of the majority of the members present and voting.
- 38
- 39 6. **Deacon Election Absentee Ballots.** A member may request a deacon election absentee
40 ballot from the church if the member cannot be present on the day of the election. The
41 ballot must be returned to the church prior to the election in a sealed and dated envelope
42 that bears the signature of the voter. The ballot itself will not require a signature.
- 43
- 44 7. **Removal.** Any deacon may be removed from the office of deacon by majority vote at a
45 business meeting, subject, however, to the provisions set forth in By-Law II, Section G.

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Section C. General Officers

1. Moderator.

- a. **Selection.** A moderator and a vice-moderator shall be elected annually by the church. Neither of these individuals shall be chairman of a standing committee nor the chairman of the Board of Deacons.
- b. **Duties & Responsibilities.** The moderator/vice-moderator shall:
 - i. Chair the business meetings of the church.
 - ii. Carry out such other duties and responsibilities as may be required by these By-Laws or as are set forth in the Policies and Procedures Manual.
 - iii. Serve as president of the Corporation, having only such powers as are expressly provided in this Constitution or by other specific congregational action.

2. The Clerk

- a. **Selection.** The clerk shall be elected annually by the church.
- b. **Duties and Responsibilities.** The clerk shall:
 - i. Serve as secretary for church business meetings and maintain related records.
 - ii. Maintain the church roll with dates of baptism, reception, and termination of membership and other pertinent information relating to church members.
 - iii. Forward requested letters to other churches upon written request.
 - iv. Submit the annual church profile to the Association.
 - v. Maintain an up-to-date statement of the church policies.
 - vi. Serve as the secretary of the corporation and shall be responsible for corporate records including, but not limited to:
 - 1. Constitution and By-Laws
 - 2. Articles of Incorporation
 - 3. Tax Exemption Letter
 - 4. Tax Identification Number
 - 5. Corporate Seal

3. The Treasurer.

- a. **Selection.** The treasurer shall be elected annually by the church.
- b. **Duties and Responsibilities.** The treasurer shall:
 - i. Oversee the receipt and deposit of all checks, monies, and funds of the church as directed by the church or Finance/Stewardship Committee.
 - ii. Be responsible for the payment of all bills of the church in concurrence with the church's Financial Ministry Plan or as directed by the church.
 - iii. Maintain a running, itemized account of all receipts and disbursements.
 - iv. Hold all funds in institutions approved by the Finance/Stewardship Committee.
 - v. Assure that all financial books, accounts, and records, except for records relating to individual's contributions, shall be open to any member of the church at all times.
 - vi. Serve as an ex-officio member of the Finance/Stewardship Committee.

1 The pastor shall be the chairman. The Council shall elect from its lay members a secretary and
2 such other officers, as it may find appropriate.
3

4 **Section D. Meetings**

5 The Church Council shall meet bimonthly and other times as the chairman may call them into
6 session.
7

8 **BYLAW V - STAFF**

9 **Section A. General Practice**

10
11 The church may employ such staff, as it deems appropriate to fulfill its mission. In the cases of
12 all staff, the congregation shall approve job descriptions, which shall be set forth in the Personnel
13 Manual. General personnel policies, as appropriate, shall also be proposed by appropriate
14 committees and, if adopted by the church, included in the Personnel Manual.
15

16 **Section B. Ministerial Staff Other Than Senior Pastor**

17
18 The church may employ other ministerial staff members who shall assist the pastor in their
19 specified areas of responsibility. Ministerial staff shall include associate pastors; ministers of
20 youth, college students, children, music, and evangelism; and any other staff positions involving
21 spiritual, pastoral, educational, or nurturing ministries of the church.
22

23 1. **Selection.** In the event of a vacancy among the ministerial staff or if empowered by the
24 church to employ a person to fill a new staff position, the personnel committee shall
25 appoint, with the consent of the deacons and the approval of the church in business
26 session, a Search Committee to recommend a person to fill the vacancy. The Search
27 Committee shall establish a process for identifying candidates, reviewing their
28 credentials, assessing their spiritual maturity and gifts, and weighing their
29 appropriateness for the specific ministry needs of the church. The Search Committee,
30 after consultation with the Personnel and Stewardship/Finance Committees, and review
31 of its recommendation by the deacons, shall present its recommendation to the church at
32 any regular or called business meeting, provided that announcement of the nomination
33 has been made from the pulpit on the Sunday prior to the business meeting or by written
34 notice received by the members of the church seven days before the business meeting.
35 The committee shall provide to the church appropriate background information on the
36 candidate and the basis of the committee's recommendation. A three-fourths (¾) vote of
37 those members present and voting shall be necessary for the confirmation of the Search
38 Committee's nominee.
39

40 2. **Accountability.** Ministerial staff shall report and be accountable to the senior pastor.
41

42 3. **Evaluation.** Supervisors will annually review staff using a Performance Evaluation Tool
43 developed by the Personnel Committee. The senior pastor serves as all ministerial staff's

1 supervisor. Each staff member will be given feed back concerning his/her performance.
2 Data collected using this tool will be reported to the Personnel Committee. The Personnel
3 Committee will review the data provided, make a comparative judgment and apply the
4 standard Performance Based Merit Increase Criteria. This information will then be
5 forwarded to the Stewardship/Finance Committee for budget consideration.
6

- 7 4. **Removal.** In the event the Personnel Committee, in consultation with the pastor, believes
8 that the employment of any ministerial staff member should be terminated OR when a
9 written petition requesting that a ministerial staff member be terminated be submitted to the
10 Personnel Committee by no fewer than twenty church members, the Personnel Committee
11 shall make a recommendation to that effect to the deacons. If the deacons concur they will
12 forward to the congregation a recommendation which may include a severance package. If
13 the body concurs by a three-fourths (¾) vote of members present, removal will be effective
14 immediately upon the adoption of the motion to terminate.
15

16 5. **Exceptions.**

- 17 a. **Interim Staff.** Interim ministerial staff may be employed for a period not to exceed six
18 months. Proposed interim staff shall be recommended to the church by the Personnel
19 Committee working in consultation with the pastor, deacons, and other appropriate
20 committees. Such interim staff nominees shall be subject to approval by the church at a
21 business meeting. Employed interim ministerial staff may be renewed beyond the six-
22 month term upon specific recommendation of the Personnel Committee and approval by
23 the congregation.
24 b. **Temporary Staff.** Temporary staff appointment may be handled responsibly by the
25 Personnel Committee and deacons in an abbreviated fashion requiring only notification
26 of the church body. Temporary staff shall be defined as positions that
27 i. Have not previously existed
28 ii. Are not an identified permanent position
29 iii. Are in response to an identified need
30 iv. Are established for a term as needed normally not to exceed six months
31 v. Are reviewed at the six-month mark.
32

33 **Section C. Non-Ministerial Staff**

34 1. Selection

- 35 a. The Personnel Committee in consultation with the pastor and appropriate
36 committees shall develop and recommend to the church for the adoption of job
37 descriptions for any such positions.
38 b. The Personnel Committee in consultation with the Stewardship/Finance
39 Committee shall make recommendations to the church for the funding of such
40 positions.
41 c. The Personnel Committee in consultation with the pastor shall establish a process
42 for announcing available positions and receiving applications. The committee
43 shall make recommendations to the pastor of persons to fill staff positions. With
44 the deacons' concurrence and on behalf of the church, the pastor may proceed to
45 employ the recommended persons.

- 1 9. Each committee shall report to the church quarterly on all its actions and shall submit a
2 written report annually to the church at the annual business meeting.
- 3 10. No person shall be eligible to serve on more than two standing committees at one time
4 except when serving in a non-voting ex officio capacity.
- 5 11. Finance
 - 6 a. All committees shall prepare annual budget requests and submit them to the
7 Stewardship/Finance Committee
 - 8 b. Expenses to be incurred throughout the course of the year require the following
9 prior approval:
 - 10 i. Expenses less than or equal to \$ 500.00 require only committee approval
11 prior to expending.
 - 12 ii. Expenses greater than \$ 500.00 require committee's and the
13 Stewardship/Finance Committee Chairman's approval prior to expending.
 - 14 iii. Expenses greater than \$ 1,000.00 require committee approval,
15 Stewardship/Finance Committee approval and approval, by a vote of the
16 body in either a regularly scheduled or a specially called business meeting.
 - 17 iv. Exceptions
 - 18 1. Extenuating Situations Exception. The decision to expend funds
19 higher than \$ 500.00 in an emergency situation that does not allow
20 for the above criteria to be used, shall be made unanimously by the
21 committee chairman, Stewardship/Finance Committee Chairman
22 and the Treasurer.
 - 23 2. Recurring and Designated Funds.
 - 24 a. Recurring expenses, such as utilities, that may exceed the
25 limits specified above, may be handled by one time
26 committee approval prior to the expenses actually being
27 incurred.
 - 28 b. Designated funds, such as Missions Trips, that may exceed
29 the limits specified above, may be approved by a
30 committee in a committee meeting prior to the expenses
31 being incurred.
- 32 12. Each Committee is responsible to prepare and present a potential candidate list to the
33 Nominating Committee each March.
- 34 13. Special committees may be nominated and elected from time to time to fulfill short-
35 term tasks.

36
37 **Section B. Standing Committees:**

- 38
- 39 1. Audio/Visual Committee
- 40 2. Bereavement Committee
- 41 3. Cemetery Committee
- 42 4. Constitution Committee
- 43 5. Fellowship Committee
- 44 6. Library Committee
- 45 7. Long Range Planning Committee
- 46 8. Missions Committee

- 1 9. Music Committee
- 2 10. Nominations Committee
- 3 11. Personnel Committee
- 4 12. Properties Committee
- 5 13. Stewardship/Finance Committee
- 6

7 **Section C. Church Committees.** The general composition and tasks of all committees shall be
8 approved by the congregation as set forth in the following subsections.

9
10 1. **AUDIO/VISUAL COMMITTEE**

11
12 a. **Purpose**

13 The purpose of the Audio/Visual Committee is to provide audio and video support
14 for all church services and related activities.

15
16 b. **Duties**

- 17 1. To operate sound & video for all church related services and activities to
- 18 include weddings, funeral, business meetings and special programs.
- 19 2. To digitally record and duplicate all worship services, and other services as
- 20 requested.
- 21 3. To maintain the church's audio and video equipment to a level that ensures the
- 22 attainment of the committee's purpose.
- 23 4. To provide the Stewardship/Finance Committee with an annual budget.
- 24 5. To develop and maintain a list of volunteers who are willing to assist with the
- 25 Audio/Visual Committee.
- 26 6. To train new committee members on the use of the church's audio and video
- 27 equipment.
- 28 7. To serve in a support and advisory capacity to the pastor and other staff
- 29 member, as well as the church body as a whole, in the ways the church's audio
- 30 and video technology can be used to advance the Kingdom of God.
- 31 8. To create and maintain material for promotion of the church and support for
- 32 use in all church related activities.
- 33

34 c. **Membership**

35 The Audio/Visual Committee shall consist of not less than five (5) members. A member
36 may succeed himself/herself.

37
38
39 2. **BEREAVEMENT COMMITTEE**

40
41 a. **Purpose.**

42 The purpose of the Bereavement Committee is to provide care and support to a
43 church member's family during their time of loss in the form of meeting their need for a
44 meal during the funeral/internment process.

45
46 b. **Duties.**

- 1) To coordinate efforts to see that a meal is provided for a church member's family during the funeral/interment process.
- 2) To develop & maintain a list of volunteers who are willing to assist during times of bereavement.

c. Membership.

The Bereavement Committee shall consist of at least five (5) members. A member may succeed himself/herself.

3. CEMETERY COMMITTEE

a. Purpose.

The Cemetery Committee oversees the general use, operation, maintenance and financial management of the Buies Creek Cemetery.

b. Duties. Duties shall include, but not be limited to:

- 1) To administration of current Cemetery Committee Guidelines as approved by the church.
- 2) To administration of all matters concerning burials and upkeep of cemetery grounds.

c. Membership.

The Cemetery Committee shall consist of at least three (3) members who have a long-standing and intimate relationship with both the church and its community's history and traditions. A member may succeed himself/herself.

4. CONSTITUTION COMMITTEE

a. Purpose.

The Constitution Committee will oversee the Constitution & Bylaws of the church.

b. Duties.

- 1) To review the Constitution & Bylaws periodically.
- 2) To recommend changes when appropriate.
- 3) To interpret the Constitution & Bylaws for the church as needed.
- 4) To rewrite the Constitution & Bylaws at the instruction of the church.

c. Membership.

The Constitution Committee shall be composed of at least three persons. A member may succeed himself/herself.

5. FELLOWSHIP COMMITTEE

a. Purpose.

1 The Fellowship Committee assists in the Ministry of church fellowship.
2

3 **b. Duties.**

- 4 1) To plan, organize and carry out the following:
5 a. Monthly Family Night dinners
6 b. Lenten Luncheon
7 c. Maundy Thursday Reception
8 d. Homecoming Meal
9 e. Thanksgiving Reception
10 2) To maintain kitchen inventory and related supplies.
11 3) To ensure that kitchen use & cleaning procedures are in place & followed.
12 4) To provide guidance to the church regarding fellowship events outside
13 those enumerated above.

14 **3. Membership.**

15 The membership shall consist of seven (7) or more members. A member may
16 succeed himself/herself.
17

18 **6. LIBRARY COMMITTEE**

19
20 **a. Purpose.**

21 The Library Committee operates of the Church Library.
22

23 **b. Duties.**

- 24 1) To select, procure, catalog, and circulate appropriate materials.
25 2) To maintain library materials. To be responsible for collecting & maintaining
26 resource materials such as printed materials, maps, audio/video/electronic
27 materials & equipment.
28 3) To assist teachers, leaders, and the pastor in gathering materials for use in
29 classes, committees, and church programs.
30 4) To establish & maintain an “adequate number” of operational hours to meet
31 the needs of church members.
32 5) To promote use of the library for spiritual growth.
33 6) To coordinate with the church historian to archive key church documents
34 & materials.
35

36 **c. Membership.**

37 The Library Committee shall consist of at least three (3) members. A member
38 may succeed himself/herself.
39

40 **7. LONG RANGE PLANNING COMMITTEE**

41 **a. Purpose.**

42 The Long Range Planning Committee is responsible for assessing existing church
43 facilities as they relate to the future growth needs of the church.

- 1 b. **Duties.**
- 2 1) To research expanding use of church facilities.
- 3 2) To recommend growth & development plans

- 4 c. **Membership.**

5 The Long Range Planning Committee shall consist of at least seven (7) members.
6 One member of the properties committee shall serve in exoficio capacity. A member may
7 succeed himself/herself.

8 **8. MISSIONS COMMITTEE**

- 9
- 10 a. **Purpose.**
11 The Missions Committee assists the pastor, Woman's Missionary Union and the
12 Baptist Men in leading the church in all its missions endeavors.

- 13
- 14 b. **Duties.**
 - 15 1) To coordinate all missions education programs of the church.
 - 16 2) To keep the church informed about mission needs and seek to lead the church
17 to become involved with them.
 - 18 3) To plan, coordinate, and implement all special mission days, programs, and
19 projects.

- 20
- 21 c. **Membership.**
22 The Missions Committee shall consist of at least five (5) members, to include
23 both the WMU & Baptist Men Directors. A member may succeed
24 himself/herself.

25

26 **9. MUSIC COMMITTEE**

- 27
- 28 a. **Purpose.**
29 The Music Committee is responsible for assisting music leadership in planning,
30 evaluating, and coordinating the Music Ministry of the church.

- 31
- 32 b. **Duties.**
 - 33 1) To establish rules and policies governing the use of the musical instruments of
34 the church.
 - 35 2) To recommend needed maintenance of musical instruments.
 - 36 3) To advise and assist the music leadership in planning, promoting and
37 executing the church music program.

- 38
- 39 c. **Membership.**

1 The Music Committee shall consist of at least five (5) members, including
2 representation from the adult choir, the children's choir, the hand-bell choir and
3 one from the general church membership. The Minister of Music will serve ex
4 officio.

5 **10. NOMINATIONS COMMITTEE**

6
7 a. **Purpose.**

8 The Nominations Committee leads the church in filling all church-elected
9 leadership positions by calling out people to serve and minister through various
10 church programs and organizations.

11 b. **Duties.**

- 12 1) To work in conjunction with church leaders to develop & recruit qualified
13 persons to fill church leadership positions.
14 2) To nominate church program organizational leaders, committee chairpersons,
15 committee members, and general church officers, & to present these nominees
16 to the church for election.
17 3) To nominate special committees as assigned by the church.
18 4) To notify each committee chair of his/her committee's duties &
19 responsibilities at the beginning of each fiscal year.
20

21 c. **Membership.**

22 This committee shall consist of at least five (5) people nominated to the church by
23 the Church Council who are representative of the various church ministries and
24 organizations. The Church Council shall designate the person to serve as the
25 chairperson.
26

27 **11. PERSONNEL COMMITTEE.**

28
29 a. **Purpose.**

30 The Personnel Committee assists the pastor, church, and appropriate church
31 committees and groups in matters relating to the ministerial and non-ministerial
32 staff of the church. It shall be the general duty of this committee to advise and
33 make recommendations relating to church personnel policy, and personnel
34 administration. This committee shall have general responsibility to advise and
35 assist the pastor in his capacity as the administrative head of all church staff
36 members.
37

38 b. **Duties.**

- 39 1) In consultation with the pastor and appropriate committees, to develop and
40 recommend staff job descriptions to the church. Review and maintain job
41 descriptions for staff positions.
42 2) To make budgetary recommendations to the Stewardship/Finance Committee
43 on matters of staff positions & salaries, benefits and support.

- 3) To make recommendations for the creation, modification or elimination of staff position. In consultation with the pastor, make recommendations to the deacons for the creation, modification or elimination of staff positions.
- 4) In consultation with the pastor to establish a process for announcing available positions and receiving applications.
- 5) In consultation with the pastor to make recommendations regarding termination of ministerial and non-ministerial staff to the deacons. In consultation with the pastor, and with the concurrence of the deacons, employ interim staff.
- 6) To serve as a liaison between staff members and the church, as needed.
- 7) To develop and maintain a manual for staff policies and procedures.
- 8) To coordinate evaluations and appraisals.

3. Membership.

The Personnel Committee shall consist of five (5) members. Four shall be elected from the church membership, and the fifth member shall be appointed by the deacons.

12. PROPERTIES COMMITTEE

a. Purpose.

The Properties Committee is responsible for the care of all church property and buildings.

b. Duties.

- 1) To inspect and maintain all church properties.
- 2) To coordinate space allocations with program leaders.
- 3) To recommend and supervise employment and training of maintenance personnel.
- 4) To coordinate with church members the care of church property and space.
- 5) To ensure that the following procedures are in place & followed.
 - a. Facility security
 - b. Heating & cooling
 - c. Church vehicle(s)
 - d. Church event/wedding

c. Membership.

This committee shall consist of at least seven (7) members who may succeed themselves.

13. STEWARDSHIP/FINANCE COMMITTEE

a. Purpose.

1 The Stewardship/Finance Committee develops a Financial Ministry Plan for each
2 fiscal year, promotes stewardship education and leads the church to be good
3 stewards of material resources.

4
5 **b. Duties.**

- 6 1) To coordinate with other church committees as needed in the development of
7 the annual Financial Ministry Plan.
8 2) To serve as a stewardship resource group to all the ministry areas of the
9 church.
10 3) To review financial transactions throughout the year & report to the church.
11 The committee shall be responsible to recommend an audit as needed.
12 4) To review church expenditures and keep the church membership informed of
13 the financial condition of the church on a quarterly basis.
14 5) To develop standards and operational procedures to govern all fiscal
15 operations of the church.
16

17 **c. Membership.**

18 This committee shall consist of five (5) members. No member shall be eligible for
19 re-election until at least one year has intervened. The Treasurer shall be an ex-
20 officio member of this committee.
21
22
23