

Cane Creek Baptist Church

Constitution & Bylaws

Church established in 1789

**6901 Orange Grove Road
Hillsborough, NC
27278**

This Constitution & Bylaws was adopted by unanimous vote at a duly called business meeting on June 23, 2002

Cane Creek Baptist Church Constitution

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CONSTITUTION AND BYLAWS OF CANE CREEK BAPTIST CHURCH

HILLSBOROUGH, NC

PREAMBLE

FOR THE MORE CERTAIN PRESERVATION AND SECURITY OF THE PRINCIPLES OF OUR FAITH, AND TO THE END THAT THIS BODY MAY BE GOVERNED IN AN ORDERLY MANNER CONSISTENT WITH THE ACCEPTED TENETS OF THE BAPTIST TRADITION AND FOR THE PURPOSE OF PRESERVING THE LIBERTIES INHERENT IN EACH INDIVIDUAL MEMBER OF THIS CHURCH AND THE FREEDOM OF ACTION OF THIS BODY WITH RESPECT TO ITS RELATION TO OTHER CHURCHES, WE DO DECLARE AND ESTABLISH THIS CONSTITUTION.

ARTICLE I: NAME

The name of this organization shall be: "Cane Creek Baptist Church."

ARTICLE II: PURPOSE

Our mission under the Lordship of Jesus Christ is:

Worship: celebrate god's grace and active presence in our lives;

Discipleship: prepare people to lead Christ-centered lives;

Evangelism: lead people into a saving relationship with Jesus;

Fellowship: show god's loving care through interaction;

Social concern: be actively involved in our community as we have been since 1789.

The complete statement of our mission may be found in the Policies and Procedures Manual.

ARTICLE III: VISION

Our vision is to be a Christ -centered church made up of people who are lovingly devoted to God and caring for others; who are committed to family-centered ministries, who are dedicated to growth in our spiritual lives; and who actively support mission work in our world.

ARTICLE IV: POLICY

The government and the administration of this church are vested in the body of believers who compose it. They are subject to the control of no other ecclesiastical body.

ARTICLE V: RELIGIOUS LIBERTY

1. **Autonomy of the local church:** A free church in a free state is the Christian ideal. Church and state should be separate. The state owes to the church full freedom in pursuit of its spiritual goals. The state has no right to impose penalties for religious

opinions or to impose taxation for the support of any form of religion. No ecclesiastical group or denomination should be favored over others. The church should not resort to civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its goals. It is the duty of loyal Christians to render loyal obedience to civil authority in all things not contrary to the revealed word of God.

2. **Soul Freedom:** Baptists are non-creedal. Salvation requires only that one accept Jesus Christ as Lord and Savior. Every Baptist church is independent and sovereign. The primary source of belief among Baptists is the Bible and the Bible alone.

ARTICLE VI: ARTICLES OF FAITH

The following, though not a creed, reflects our religious beliefs.

1. **Scripture:** The Scriptures of the Old and New Testaments were given by inspiration of God, and are the only sufficient, certain and authoritative source of all saving knowledge, faith and obedience.
2. **Trinity:** God is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence or being.

God: God is the father, perfect in holiness, infinite in wisdom, and measureless in power. We rejoice that God is mercifully concerned in the affairs of all; that our prayers are heard and answered; and that our salvation from sin and death comes through the work of God's son, Jesus Christ.

Son: Jesus Christ is the eternal and only begotten Son of God, conceived of the Holy Spirit, of virgin birth, sinless in His life, making atonement for the sins of the world by His death. He was bodily resurrected, ascended into Heaven, and will return to the world according to His promise.

Holy Spirit: The Holy Spirit came forth from God to convince the world of its sin, of righteousness and judgment, and to regenerate, sanctify, and comfort those who believe in Jesus Christ.

3. **Providence:** God from eternity has decreed or permitted all things that have come to pass or will come to pass. There is no event that transpires which comes as a surprise to God. God's providential control and knowledge extends to all of creation. While God's providence is complete, God is neither the author nor approver of sin and evil. Humanity's freewill has resulted in the problem of evil. Through God's choice of self-limitation, humanity can choose to sin, and we do. But God also chooses to save those who confess their sins and believe in Jesus as their savior.

4. **Election:** Those persons, who by their faith in Jesus Christ and a confession and repentance in Christ, are elected to be saved. (See 2 Timothy 2:10: "Therefore I endure all things for the elects' sake that they also may obtain the salvation which is in Christ Jesus with eternal glory.")
5. **The Fall of Humanity:** Humanity was originally created in God's own image, free from sin. Through the temptation of Satan, we transgressed the command of God and fell from original holiness and righteousness our children inherit a corrupt nature opposed to God's law. We are under condemnation and as soon as we are capable of moral action, become transgressors.
6. **The Mediator:** Jesus Christ, the only begotten Son of God, is the divinely appointed Mediator between God and humanity. Having taken upon Himself human nature, yet without sin He perfectly fulfilled the law, suffered and died upon the cross for the salvation of sinners. He was buried, rose again the third day, and ascended to His Father, where He lives to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the Church, and Sovereign of the Universe.
7. **Repentance:** Repentance describes those who turn toward God and away from their sinful ways (2 Chronicles 7:14). An awareness of the depth of one's sin and a genuine sorrow for that sin accompanies repentance.
8. **Faith:** Faith is the belief in, and commitment to God through Jesus Christ. We are saved by faith and faith alone (Ephesians 2:8) and are sanctified to a life of holiness through our continual expression of faith.
9. **Regeneration:** Regeneration is a change of heart. The Holy Spirit creates a new life in the sinful person who repents and comes to a saving belief in Jesus Christ. This new life is characterized by holiness and renewal. The grace of God is the source and completion of the regenerate work.
10. **Justification:** Those who believe in Jesus Christ are acquitted from the penalty of their sins and restored to righteousness in the eyes of God. Our justification has been made complete through Jesus Christ and is not based on merit or works.
11. **Sanctification:** Sanctification is a progressive divine act of making the believer holy. As the believer conforms more of their life to God's moral commands, that believer grows in holiness. The Holy Spirit's indwelling is the crucial motivator for the sanctification process.
12. **The Church:** The Church is a living spiritual body in which Christ is the Head and of which all regenerated people are members.
13. **Ordinances:** As an act of obedience to our Lord and Savior Jesus Christ, we practice two ordinances:

Baptism – A public act of immersion in water that affirms and celebrates the commitment and regenerate work of God in a person’s life. The act of baptism must be accompanied by repentance, recognition that one is saved by grace through faith, and commitment to a local congregation for continued spiritual growth.

The Lord’s Supper – An act of remembrance of what Jesus did through his death and resurrection for all who believe. The Lord’s Supper should follow the pattern of Jesus’ last supper with his disciples and participation should happen only after careful reflection of one’s relationship with God.

14. **The Lord’s Day:** The Lord’s Day finds its origin in the Hebrew concept of Sabbath. While the traditional Sabbath is on Saturday, our typical Sabbath rest is on Sunday, the day Jesus rose from the grave. Rest and worship are its hallmarks. The most important component of a Sabbath rest is not the day, but the observance. A Sabbath rest provides a balance and a rhythm for living in relationship with God. People who have jobs requiring them to work on Sunday should choose another day to rest and worship.
15. **Resurrection:** Believers will one day experience a bodily resurrection where they will go to be with God. The resurrection body may have similarities to our earthly body but will also be different in many ways.
16. **Judgment:** God is the sole determiner of one’s guilt or innocence of sin. Those who have professed their faith in Jesus Christ will be declared righteous by the grace of God and will spend eternity with God (Heaven). Those who have rejected Jesus as their Lord and Savior will be separated from God for eternity (Hell). God’s judgment is final, just, and complete.

ARTICLE VII: CHURCH COVENANT

In the presence of God and this assembly, we solemnly and joyfully enter into this covenant with one another, as one body in Christ.

We pledge to strive for the advancement of this church in wisdom and holiness and to promote its wellbeing and spirituality. We pledge to contribute cheerfully and regularly to the expenses of the church, the relief of the poor, and the spread of the Gospel throughout the world.

We pledge to maintain family and secret devotion and to religiously educate our children.

We pledge to watch over one another in brotherly love, to remember each other in prayer, to aid each other in distress, to be just in our dealings with others, to be courteous in speech, to be slow to take offense, and to always be ready for reconciliation.

BYLAWS OF CANE CREEK BAPTIST CHURCH

BYLAW I: MEMBERSHIP

Section 1: Eligibility:

Any person professing faith in the Lord Jesus Christ as his or her personal Savior may acquire active membership in this church in the following manner:

- A. By vote of the church and Baptism by immersion or
- B. By vote of the church and by letter from another church of the same faith and order providing the applicant has been baptized by immersion. (The applicant will be under the watchcare of the church until the letter of transfer is received.)
- C. By vote of the church upon the applicant stating his or her experience and faith in Christ and showing that he or she has previously been or is willing to be baptized by immersion.
- D. Persons who choose not to be baptized by immersion may be voted into the watchcare of the church. Watchcare is the way this church welcomes and allows people to come into fellowship, which includes involvement in all activities of the church, service of communion and serving on committees. Watchcare allows one time to seek counseling about Baptism by immersion which is available through the pastor or any deacon as well as access to written material in the church office and it allows one time to accept the symbolism and meaning of Baptism. Members under the watchcare of the church may not vote or be ordained.

Section 2: Active members: duties and rights.

Members are expected to be faithful in all the duties essential to the Christian life: To regularly attend the church services, to give regularly for its support and its causes; and to share in its organized work. Only members in active standing may vote in the transactions of the church. Members should eagerly extend the right hand of fellowship to new members and make them feel welcome as an important part of the body of Christ.

Section 3: Inactive members

Inactive members are those members who have moved from the area or who, for whatever reason, have not participated regularly in the life of the church. Such members will be contacted in order to determine their active or inactive status. Inactive members retain membership in the church but do not vote and do not count toward the number of members constituting a quorum

Section 4: Termination of Membership

Members who request to transfer membership shall, upon a church's request, receive letters of dismissal to unite with any other church. Letters will be granted upon request and announced to the congregation.

BYLAW II: CONTRIBUTIONS OF MEMBERS

Section 1: Tithes

No member shall be required to give a fixed amount to defray the expenses of the church, but all members are expected to contribute regularly in compliance with their covenant obligations and according to their ability.

Section 2: Gifts

Gifts will be accepted that are designated for any specific mission project on a church, local, national, or international level. With the exception of what is received at regular church offerings, gifts that are made with no special designation, or that are designated "special gifts," will be referred to the Special Gifts committee. This committee will recommend to the church how the gift should be handled. In accordance with current tax laws, no gifts will be accepted through the church that are designated specifically for church staff members or other individuals.

BYLAW III: CHURCH STAFF

Section 1: Composition

The church staff shall consist of the pastor and such other positions as are provided for in these Bylaws or as may be added by vote of the church. Positions shall be filled on merit alone. This church does not discriminate against individuals according to race, age, sex, or national origin. Salaries, if any, shall be recommended by the Personnel Committee after consulting with other appropriate committees, endorsed by the Diaconate, and forwarded for approval by vote of the church.

Section 2: Job descriptions

All staff positions shall have job descriptions proposed by the Personnel Committee in consultation with other appropriate committees, endorsed by the Diaconate, and approved by the church. Descriptions shall be recorded in the Policies and Procedures Manual.

Section 3: Payment of church employees

In accordance with current tax laws, only persons who have actually performed work will receive payment for their services.

BYLAW IV AUXILIARY ORGANIZATIONS

The Church may recognize or create auxiliary organizations such as WMU and the Memorial Association as recommended by the Diaconate and approved by the church. Such organizations must further the mission of the church in order to be recognized.

BYLAW V: PASTOR

Section 1: Election

The calling of a Pastor shall take place at a duly called business meeting for that purpose.

- A. A pulpit committee of at least five members and two alternates, two of which shall be Deacons, shall be appointed by the Diaconate to seek out a suitable pastor and its recommendation shall constitute a nomination. The Chairman of the Board of Deacons cannot serve on the Pulpit Committee.

- B. A vote of three-fourths of the members present and voting at a duly called business meeting shall be necessary for election. Two week's notice is required.
- C. The pastor shall be elected for an unspecified term. If either the pastor or the church shall feel constrained to terminate the pastorate, the party desiring such a change shall give the other party thirty days written notice; provided however, that in a case of gross misconduct on the part of the pastor, the church may, upon written recommendation of the Board of Deacons, immediately terminate the pastorate.

Section 2: Job Description for the Pastor

A job description for the pastor shall be formulated by the Diaconate and recorded in the Policies and Procedures Manual.

Section 3: Protections Afforded the Pastor:

- A. The pastor should be protected against hostile attacks and unjust criticism. The deacons will maintain open communication with the church body with respect to any accusations against the pastor.
- B. The pastor cannot be dismissed by any person or committee (including deacons) in the church. Any dismissals or attempts thereof, must be handled in accordance with Section 1 Paragraph C of this Bylaw.
- C. In the event of prolonged illness, the church will agree to continue the pastor's financial support until such time as disability insurance goes into effect.

BYLAW VI: THE DIACONATE

Section 1: Qualifications and Eligibility

- A. A desire to serve God and others should be the motivation for becoming a Diaconate Board member.
- B. The Diaconate Board member should strive to be a servant of the church, to be a regular contributor, and should rely upon the power of persuasion and peace making instead of the power of authority.
- C. The model set forth in 1 Timothy 3:8-13 should be the standard that the Diaconate Board member seeks to attain and the congregation uses to elect members.
- D. All persons who have been active members of Cane Creek for at least one year, who are at least twenty-one years of age, and who have not served as a deacon for at least one year, are eligible for election.

Section 2: Election

- A. On or about September 1 of each year, a list of active adult members shall be distributed to the congregation informing them of those eligible to be elected to the Diaconate. This list shall be made available and publicized at least two weeks prior to the nomination vote.
- B. Around the middle of September, a nomination vote will take place in which members shall vote by secret ballot for those they wish to see elected to the Diaconate. Those with the most votes from the nomination election, and who agree to serve if elected, shall appear on the final election ballot.
- C. The final election will occur during the latter part of September by secret ballot. The number of candidates shall be twice the number of vacancies. The one(s) receiving the most votes shall be elected. Results of the election shall be made known first to the candidates, and then to the rest of the congregation.
- D. The ordination of a new Deacon shall be as soon as possible following election.
- E. Terms of service shall begin in October.
- F. Deacons shall be elected to serve for a continuous term of three years.
- G. Vacancies may be filled on the Deacon Board in the same manner as Deacons are elected.

Section 3: Composition

- A. The Diaconate shall consist of ten members and as many others as the Diaconate shall consider necessary for the needs of the church.
- B. The pastor shall be an ex-officio member of the Diaconate.
- C. The Diaconate shall elect annually a Chair, Vice-Chair, and a Secretary.

Section 4: Meetings

- A. Regular meetings shall be held once a month at a time determined by the Board.
- B. Additional meetings may be called by the Chair, Vice-Chair, the Pastor, or any two Diaconate Board members. Members must be given at least one day's advance notice of called meetings.
- C. In the event of an emergency, the pastor or the Chair of the Diaconate, with the consent of two-thirds of the Diaconate, may call an emergency meeting without full notice to the members. Such notice as is possible shall be given to the membership, and action is limited to the matter requiring emergency action. Emergency actions shall be announced to the church at the next Sunday service.

- D. Meetings shall be conducted according to Robert's Rules of Order.
- E. No quorum shall be required, however the Chair may defer discussion or a vote if it is decided that too few members are present.
- F. No proxy votes are allowed.
- G. The Secretary shall keep minutes of all meetings. The Board may go into Executive Session to discuss sensitive issues. No record other than the decision will be kept of matters discussed in Executive Session. Matters that affect church policy shall be announced to the congregation and incorporated into the Policies and Procedures Manual.
- H. Diaconate Board members will make every effort to faithfully attend meetings.

Section 5: Duties

- A. To have general oversight of the spiritual interest of the church.
- B. To serve as a council of advice in all matters pertaining to the welfare and work of the church.
- C. To assist in the administration of the Lord's Supper and the ordinance of Baptism.
- D. To conduct regular or special services in the absence of the pastor or provide for a substitute.
- E. To oversee and administer the Benevolent Fund, both the collection of offerings once per quarter and the disbursement of funds to those in need. Disbursement can be made when two or more Diaconate Board members or the pastor agree on a legitimate need.
- F. To review the proposed annual budgets, modifications to the budget, suggestions from the Special Gifts Committee, and to make recommendations concerning them to the church.
- G. To review Personnel Committee recommendations concerning appointments, covenant agreements, salary and salary increases, terminations, and promotions, and to make recommendations to the church.
- H. To create and endorse revisions to a Policies and Procedures Manual which shall contain all currently controlling policies and procedures governing all aspects of the church's affairs including committee responsibilities and authority, staff job descriptions, including that of the pastor, policies regarding the handling of funds, use of facilities, and employment policies and practices.

A copy of the manual shall be available in the church office for any member to inspect.

- I. To consult with the Finance Committee concerning major expenditures not covered by the annual budget in accordance with Bylaw XX.
- J. Each Deacon shall have charge of a section of the membership and attenders of the church, seeking to develop its spiritual life, to visit, to encourage, to counsel, that all may abound in the work of the Lord.
- K. To arrange for the speaker at the annual homecoming celebration on the third Sunday in May of each year.

Section 6: Special Communion

Upon a request made to the Pastor or to the Diaconate, a special communion shall be arranged for a member or attender.

BYLAW VII: CHURCH REPRESENTATIVES AND MESSENGERS

Section 1: Church representatives

Representatives are to be elected to represent the church to the Orange Congregations in Missions and missions and projects sponsored by the Mt. Zion Association. These persons shall be nominated by the Nominations Committee.

Section 2: Church messengers

Messengers to the Mt. Zion Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention shall represent the church in annual meetings. These persons shall be nominated and elected from the congregation prior to the annual meetings of these bodies.

BYLAW VIII: TRUSTEES

Section 1: Membership

The Board of Trustees shall consist of three persons elected by the church for an indefinite term. Their names shall be placed on the annual election ballot for reaffirmation. Vacancies will be filled at the next annual election.

Section 2: Duties

The Trustees shall have legal custody of all real estate and physical property owned or acquired by the church. They shall act as the church's legal representatives, signing deeds and loan agreements. They shall have no power without church authorization. Neither shall they control the use of church property except as directed by vote of the church.

BYLAW IX: CLERK AND ASSISTANT CLERK

Section 1: Records

The Clerk shall keep a correct record of all proceedings of the church, including all changes in membership and, so far as possible, the correct addresses of members and shall when called upon to do so produce such records and books for inspection

by any church member. When requested at a business meeting, the clerk should be able to give the number of members that constitutes a quorum.

Section 2: Correspondence

It shall be the Clerk's duty to conduct the correspondence of the church, to keep and safeguard all books of record pertaining to this office and other documents of the church, and to prepare the annual letter to the association of which the church is a member.

Section 3: Assistant clerk

The Assistant Clerk shall perform all of the above duties in the absence of the clerk.

BYLAW X: FINANCIAL SECRETARY/TREASURER

It shall be the duty of the financial secretary/treasurer to keep accurate records of contributions made by individuals and report these to the members upon request. This person will also pay all bills and make itemized financial reports.

BYLAW XI: HISTORIAN

It shall be the duty of the Historian to assemble and keep in an orderly manner all valuable information dealing with the present and past progress and activities of the church.

BYLAW XII: SEXTON

It shall be the duty of the Sexton to act as custodian of all church buildings at all times.

BYLAW XIII: ORGANIST

It shall be the duty of the organist to play for all worship services and any other service when called upon or to see that someone else is prepared to play.

BYLAW XIV: SUNDAY SCHOOL SUPERINTENDENT

The Sunday School Superintendent shall have supervision of the Sunday School and all of its officers.

BYLAW XV: RELIGIOUS MEETINGS

Section 1: Schedule of Services

There shall be a worship service each Sunday and other services as deemed appropriate by the church. Any service may be cancelled without notice due to extenuating circumstances.

Section 2: The Lord's Supper

The Lord's Supper shall be observed on the first Sunday of each quarter or upon any other date as shall be determined by the church.

BYLAW XVI: BUSINESS MEETINGS

Section 1: Schedule

The church shall hold business meetings for the transaction of business as necessary. The pastor or the Chairman of the Board of Deacons shall preside over the meeting as the chair.

Section 2: Called meetings

A business meeting may be called by the request of the Deacon Board or by written petition of at least 10 active members submitted to the Chair of the Deacon Board.

Section 3: Quorum

Twenty-five per cent of the active roll of the membership shall constitute a quorum.

Section 4: Prayer

Each business meeting shall be opened and closed with prayer.

Section 5: Participation

Any member present at the meeting shall have the privilege of introducing business and speaking on any motion, provided the member is recognized by the chair.

Section 6: Motions

Every motion made and seconded shall be duly voted on unless tabled by two-thirds of the members present or withdrawn by the member making it.

Section 7: Rules of Order

Robert's Rules of Order (latest revision) shall be the parliamentary procedure used by the church.

Section 8: Amendment to rules

These rules shall not be altered nor amended except at a regular meeting of the church and by the consent of two-thirds of the members present.

Section 9: Voting

Secret ballot requests should be entertained before an important vote. If one or more members wishes to have the vote taken by secret ballot, it will be done by secret ballot.

BYLAW XVII: COMMITTEES

Section 1: Guidelines

The following guidelines set forth the procedures for all church committees unless otherwise stated in these Bylaws.

1. Each committee should meet at least quarterly and may meet more often as needed.
2. Each committee will have a chairperson.
3. Committees with budget allocations must obtain approval from the Diaconate Board before incurring expenses that exceed the amount budgeted for the year.
4. Terms of office shall begin in October.

Section 2. Mission and Extension Committee

This committee shall consist of five members representing a cross section of the congregation. They shall provide guidance and leadership regarding the mission giving and outreach activities of the church. Specifically, they shall:

1. Submit to the Finance Committee their recommendations for mission giving in the budgetary process.
2. Take an active leadership role in welcoming visitors and integrating new people into the life of the congregation.
3. Work with the pastor in promoting and participating in mission projects both locally (including our shut-ins) and beyond.

Section 3: Building and Grounds Committee

This committee shall be composed of seven members who shall have general charge of the administration and upkeep of the grounds and buildings owned by the church. The committee will perform an inventory of church property in even numbered years. If the committee sees fit, it may appoint a sub-committee of more members based on the needs of the committee.

Section 4: Music Committee

This committee shall be composed of four members, one of whom shall be the Minister of Music. It shall be the duty of this committee to assist with music selection when asked and to assist with special music functions as needed. This committee shall recommend suitable persons for organist and chorister and other such positions as may be needed. This committee shall also be responsible for the care and upkeep of the piano and organ and make recommendations about the repair and purchase of musical equipment.

Section 5: Planning and Coordinating Committee

This committee shall consist of the Pastor, the Minister of Youth, one Deacon, the WMU director, the Chair of the Missions Committee, and three others nominated by the Nominating Committee. This committee shall be responsible for coordinating activities of the Sunday Schools and all other programs carried out by the church. The committee will recommend to the Diaconate Board objectives and plans to handle growth and, upon approval by the church, assist with implementation. It is also the responsibility of the committee to anticipate church growth and to recommend appropriate action to the deacons and to the church.

Section 6: Constitution Committee

This committee shall consist of five members, which shall meet at least quarterly to study the church Constitution and Bylaws and to make recommendations for changes to the Diaconate Board. Upon request, this committee may provide its interpretation of ambiguous sections of the governing documents of this church.

Section 7: Ordinances Committee

This committee shall consist of three members. It shall be the duty of this committee to render assistance to the pastor and to the candidates as may be necessary for the

ordinance of baptism. This committee shall make preparation for the observance of the Lord's Supper.

Section 8: Vacation Bible School

This committee shall consist of five members. The Chairperson shall be the VBS Director. This committee shall be responsible for planning and preparing for Vacation Bible School in cooperation with the Minister of Youth and Children.

Section 9: Finance Committee

This committee shall consist of seven members. It shall supervise the raising of all money in the church and have supervision over all expenditures. The committee will, as appropriate, consult with the pastor, the Diaconate Board, and other committees in order to receive concerns and requests regarding the budget. It shall meet to review the budget of the past year and to prepare a budget for the new year in light of the needs of the congregation and the ability of the congregation to finance the needs of the church. Upon approval of the proposed budget by the Diaconate Board, the Chair shall present and explain it to the congregation, answer questions, and attain final approval by a majority vote. This committee will, in accordance with Bylaw XX, consult with the Diaconate on all proposals for major expenditures not covered by the annual budget. This committee will promote commitment to tithing and stewardship.

Section 10: Flower Committee

This committee shall be composed of three members and shall be responsible for all flowers for the church for all occasions.

Section 11: Nursery Committee

This committee shall be composed of five members. Its shall maintain an adequate nursery for all worship services, and special services including revivals. This committee will be responsible for providing a nursery schedule for publication in the bulletin as well as weekly reminders to members who have nursery duty. The committee will be responsible for keeping the sheets and toys clean and disinfected. This committee will receive toy donations and determine their safety before placing them in the nursery for the children.

Section 12: Youth and Children's Committee

This committee shall consist of a youth group and a children's group of six members each. Membership shall include children, youth, and adults. It shall be the duty of this committee to meet regularly with the Minister of Youth and Children to plan, develop, and evaluate the youth and children's ministries. This committee shall also cooperate with the youth and children's Sunday School teachers to encourage attendance. Two representatives from each of the groups will serve as a Search Committee for a suitable person as Minister of Youth and Children as may be needed.

Section 13: Senior Citizen's Committee

This committee shall be composed of three people who will plan and provide a Christmas meal for senior citizens each year. This committee may also assist as needed with the Young At Heart Program.

Section 14: Hospitality Committee

This committee shall be composed of five members. It shall be the duty of this committee to secure a place for the pastor and visiting ministers to eat during special services such as revivals, to coordinate and organize for special meals given by the church, and to organize baby and bridal showers, etc. as needed.

Section 15: Nominations Committee

This committee shall consist of nine members who shall serve staggered three-year terms. Each year, one member shall be nominated by the Diaconate, one by the Planning and Coordinating Committee, and one by the Nominations Committee. The committee shall begin regular meetings in order to make their nominations on or before the first Sunday in September. All committees, officers, teachers, and church representatives to other bodies, (excluding messengers to the State Baptist Convention), but no paid positions, are nominated by this committee unless otherwise provided for by these Bylaws. This committee will have the responsibility of assuring that all persons nominated are willing to serve. The Nominations Committee should seek to enlist a sufficient number of volunteers to prevent any one person from having excessive responsibilities.

Section 16: Usher Committee

This committee shall consist of four persons. Duties of the ushers shall be to welcome all visitors, assist in seating at all services, distribute church bulletins, take up collection and special offerings and other duties as are assigned to them.

Section 17: Personnel Committee

The Personnel Committee shall consist of six members, each of whom will serve a term of three years, with two members rotating off the committee each year. The pastor shall serve as an ex-officio member, but not as the chairperson. At least one member shall be nominated by the Diaconate. The Nominating Committee shall attempt to make this committee equally representative of men and women. Vacancies will be filled on the Personnel Committee in the same manner as they are elected.

The committee shall survey the need for new church staff positions and make recommendations to the church. The committee may appoint a sub-committee from the congregation to assist in this task.

The committee will, in cooperation with individual staff members, recommend to the Diaconate job descriptions and covenant relationships for all paid church staff as outlined in these Bylaws. Such covenants shall become part of the Policies and Procedures Manual and will be made available at the church office for inspection by any member.

Once a year, the committee shall work with the church staff in keeping their individual covenants up-to-date.

The committee shall:

1. Review compensation and time arrangements with staff members and with the finance committee and make recommendations to it regarding salary and compensation.
2. Arrange annually for mutual evaluation sessions using a mutually chosen and previously agreed upon method and instrument of evaluation.
3. Handle criticisms, help with staff difficulties, and make recommendations to the Diaconate.
4. Deal with any problems that may arise, seeking to promote harmonious relationships between the staff and the church.

Section 18: Special Gifts Committee

This committee shall consist of four members. This committee shall make recommendations to the Diaconate upon receipt by the church of a gift of any size designated as a "special gift" whose purpose is otherwise not stated.

BYLAW XVIII: THE GOVERNING AUTHORITY

The final authority in all affairs of church government shall rest with the church in conference. This body shall possess the inherent power to project plans, to elect officers, approve budgets, delegate authority, alter its Constitution, Bylaws, Procedures and Policies, receive members, and make all other decisions necessary or proper to the fulfillment of its stated aims and purposes.

BYLAW XIX: AFFILIATIONS

The church recognizes and sustains the obligations and benefits of mutual counsel and cooperation which are common among Baptist churches. The church may affiliate or terminate affiliation with any Baptist association, convention, fellowship, or any organization whatsoever by a two-thirds vote of the active membership at a duly called business meeting. Current affiliations shall be published in the Policies & Procedures Manual..

BYLAW XX: MAJOR EXPENDITURES

With the exception of emergency expenditures made under section 4 of Bylaw VI, major expenditures not previously approved in the annual budget require approval by the Diaconate in consultation with the Finance Committee. Depending on the nature and amount of the proposed expenditure, the Diaconate may request approval by the church at a duly called business meeting. A major expenditure is one of \$500 or more. Competitive bids for major expenditures should be obtained when feasible and when the procedure could result in savings for the church.

BYLAW XXI: THE CONSTITUTION, BYLAWS, AND POLICIES & PROCEDURES MANUAL

Section 1: Adoption

This constitution and Bylaws shall become effective upon the approval of two thirds of the active members at a duly constituted business meeting and shall supercede all previous governing documents.

The Policies and Procedures Manual shall initially become effective upon the approval of two thirds of the active members at a duly constituted business meeting. Thereafter, it shall be maintained in accordance with Section 5, Paragraph H of Bylaw VI

Section 2: Amendments

This Constitution may be amended at any regular or called meeting of the church by a two-thirds affirmative vote of the members present, qualified and voting, provided that notice of the proposed amendment, stating the proposed change shall have been given at services on the two Sundays immediately prior to such business meetings

Section 3: Distribution

The Constitution and Bylaws shall be printed in booklet form and a copy distributed to the head of each family represented in the church membership. Each applicant for membership shall be given a copy by the pastor.

Section 4: Access

A copy of the Constitution, Bylaws, Policies and Procedures Manual, and all other governing documents shall be kept in the church office and made available for inspection upon request.

END

6-25-02 FILE: ESJ: CONSTITUTION-FINAL DRAFT