

CONSTITUTION AND BYLAWS
FIRST BAPTIST CHURCH
GRAND JUNCTION, TENNESSEE

Approved Revision September 2014

Preamble

We declare and establish this constitution and bylaws to preserve and secure the principles of our faith and to govern this body in an orderly manner. This constitution and bylaws will preserve the liberties of individual members and the freedom of action of this body in relation to other churches.

I. NAME

This body shall be known as First Baptist Church Grand Junction, Tennessee.

II. OBJECTIVES

To be a dynamic spiritual living body empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

III. STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper. The First Baptist Church of Grand Junction will not endorse or permit any marriage ceremonies between same – sex couples to be performed at the church or any of its facilities. Minister(s) of First Baptist Church of Grand Junction will not endorse or perform any marriage ceremonies between same-sex couples.

IV. MISSION STATEMENT

The Mission of First Baptist Church Grand Junction is to unite as the living body of Christ, glorifying God in an organizational framework for

worship, ministry, edification, and fellowship, and an effective witness for Jesus Christ in the local community and throughout the world.

V. CHURCH COVENANT

We have been led by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, have been baptized in the name of the Father, and of the Son, and of the Holy Spirit. We do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel throughout all nations.

We engage to maintain family and personal devotions; to educate our children in biblical principle and conduct; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs, the spread of pornography, and protect the lives of all unborn children; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling, Christian courtesy in feeling, and Christian courtesy in speech; to be slow to take offense, always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

VI. POLITY AND RELATIONSHIPS

The government of this church is vested in the autonomous body of believers who compose it. Persons duly received by the members will constitute the membership (see Article I. of the Bylaws).

All internal groups created and empowered by the church will report to and be accountable only to the church, unless otherwise specified by church action.

This body is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Under the leadership of the Holy Spirit, this church will seek to cooperate with and support the Hardeman County Baptist Association, the Tennessee Baptist Convention, and the Southern Baptist Convention.

By-laws

ARTICLE I. CHURCH MEMBERSHIP

1. GENERAL:

Jesus Christ is the head of the church. This is a democratic Baptist church under the leadership of Jesus Christ. The membership retains the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who will be members of this church and the conditions of such membership.

2. **CANDIDACY:**

Any person may offer himself as a candidate for membership at any regular service. All candidates will be presented to the church at any regular business meeting for membership in any of the following ways:

- A. by profession of faith and after baptism according to the policies of this church. A candidate for baptism will become a church member upon completion of baptism.
- B. by promise of letter of recommendation from another Baptist church of like faith and order.
- C. by restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.

Each candidate for membership will be counseled by the pastor or assigned counselor by the pastor before being presented for membership. This counseling session would cover the basics of Church Membership. A majority vote of those members present and voting will be required to elect such candidates to membership.

3. **RIGHTS OF MEMBERS:**

- A. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference.
- B. Every member of the church is eligible for consideration by the membership as a candidate for elective offices in the church.
- C. Every member of the church may participate in the ordinances of the church as administered by the church.

4. **TERMINATION OF MEMBERSHIP:**

Active membership will be terminated in the following ways:

- A. death,
- B. uniting with another Baptist church,
- C. exclusion by action of this church, or
- D. erasure upon request or proof of membership in a church of another denomination.

Every five (5) years (or as necessary) a committee of three (3) persons will be elected for the purpose of making personal contact with as many members as possible who have not been in recent contact with First Baptist Church Grand Junction, and bring a recommendation to the Church concerning the status of the membership of these individuals.

5. **DISCIPLINE:**

It will be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the staff, and deacons are available for counsel and guidance. The attitude of members toward one another will be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds (2/3) vote of the members present is required, and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings will be guided by a spirit of Christian kindness and forbearance.

The church will restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

ARTICLE II. CHURCH OFFICERS

All who serve as officers of the church will be members of this church.

1. **PASTOR:**

A. CALL A pastor will be chosen and called by the church whenever a vacancy occurs. The church requires testimony of a personal call from God to the ministry by the proposed candidate. The election will take place at a meeting called for that purpose. Seven (7) days' notice is required before the meeting.

A Pastor Search Committee of five (5) members and two alternates, submitted by the Nominating Committee, will be elected by the church to seek out a pastor. The recommendation of the Pastor Search Committee will constitute a nomination. Any member has the privilege of making other nominations according to the Parliamentary Rules of the church. The committee will bring to the consideration of the church only one name at a time. Election will be by secret ballot with an affirmative vote of three-fourths (3/4) of those members present being necessary to constitute a call.

B. DUTIES The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, organizations, and church staff to perform their tasks.

C. TERMINATION OF OFFICE The pastor may relinquish the office as pastor by giving at least two (2) weeks' notice to the church at the time of resignation.

The church may declare the office of pastor to be vacant. Such action will take place at a meeting called for that purpose. Seven (7) days' notice is required before the meeting. The meeting may be called upon by the recommendation of the deacons or by written petition signed by one-fourth (1/4) of the church members. The moderator for this meeting will be the chairman of the deacons. If the chairman is unable to serve as moderator then the vice-chairman will preside over the meeting. The vote to declare the office vacant will be by secret ballot; an affirmative vote of two-thirds (2/3) of the members present being necessary to declare the office vacant. The church will compensate the pastor with not less than one-twelfth (1/12) of his total annual compensation. The compensation will be rendered in not more than thirty (30) days.

If the Pastor is dismissed due to gross misconduct, he will be relieved of his pastoral duties immediately and receive no compensation.

The deacon body will be responsible for pulpit supply and presenting an interim pastor to the church. Election of interim pastor will be under the same guidelines as electing the pastor.

2. **SUPPORTING MINISTERIAL STAFF:**

A. **CALL** Supporting ministerial staff will be called as the church determines the need for such offices. The church requires testimony of a personal call from God to the ministry by the proposed candidate. Supporting ministerial staff will be recommended to the church by the Personnel Committee and the Pastor during a regular business meeting. Election will be by secret ballot with an affirmative vote of ¾ of those members present necessary to constitute a call.

B. **DUTIES** A job description will be written by the Personnel Committee when the need for a staff member is determined.

C. **TERMINATION** At the time of resignation at least two (2) weeks' notice will be given to the church. The church may vote to vacate such positions upon recommendation of the Personnel Committee. The church will compensate the staff member with not less than one-twelfth (1/12) of the total annual compensation. The compensation will be rendered in not more than thirty (30) days. If the staff member is dismissed due to gross misconduct, he/she will be relieved of his/her ministerial duties immediately and receive no compensation.

C. **NON-MINISTERIAL STAFF:**

Non-ministerial staff members will be employed as the church determines the need for their services. The Personnel Committee will have the authority to employ and to terminate services of non-ministerial staff members upon approval of the church in a regular or a called business session. Employment and termination will be accompanied by recommendation of the Personnel Committee.

D. DEACONS:

The Pastor and Deacons of First Baptist Church will review the need for Deacon election and ordination on an as needed basis. No man may be elected as active deacon by this church without duly proving himself to the church and without meeting qualifications of a deacon as stated in the New Testament.

A. QUALIFICATIONS

1. A practicing Christian. "...full of the Holy Ghost." Acts 6:3
2. Wisdom in dealing with church affairs and church members. "...full of...wisdom, whom we may appoint over this business." Acts 6:3
3. Good reputation. "...look ye out among you...men of honest report..." Acts 6:3
4. Serious. "...likewise must be grave..." I Timothy 3:8
5. Clean and truthful in speech and conscience. "Likewise must the deacon not be double tongued...holding the mystery of the faith in pure conscience." I Timothy 3:8-9
6. Not a user of alcohol as a beverage. "...that no man put a stumbling block or an occasion to fall in his brother's way." Romans 14:13
7. Not covetous or greedy. "Likewise must the deacon be...not greedy of filthy lucre." I Timothy 3:8 Be a giver within the church.
8. He must endorse Baptist Faith and Message 2000. "Let these also first be proven." I Timothy 3:10
9. The husband of one wife. "...let the deacon be the husband of one wife." I Timothy 3:12 No divorce or annulments in the background of the prospective deacon.
10. Have a faithful wife. "Even so must the wife be grave, not slanderous, sober, faithful in all things..." I Timothy 3:11
11. Live a consecrated Christian life full of integrity.
12. Attend church regularly Sunday morning and evening, Wednesday night, and special meetings of the church.
13. Evangelistic and mission oriented in spirit, deeply interested in the salvation of souls both at home and abroad.
14. Have a cooperative spirit concerning the spiritual advancement of the church.
15. A man who restrains from destructive criticism of the pastor and church, willing to settle difficulties in a quiet Christian manner without hurting the cause of Christ and His church.
16. Able to keep in confidence those things which should not be discussed with others.
17. Be at least thirty years of age and a member of this church for at least two years.
18. Men coming into the fellowship of this church, having been previously ordained in other Southern Baptist Churches as deacons, will not be considered an active deacon in this church until he has met the qualifications as listed here in Paragraph A (Qualifications) and until the one year time requirement of membership has been met.

B. ELECTION

The Pastor and Deacon Body will screen the adult male membership of the church

The Screening Committee (composed of the Pastor, Chairman and Vice Chairman of the Deacons) will interview the first time nominee and his wife. All the requirements of deaconship as outlined in the Bible and Church By-Laws as well as tasks and service expected of a Deacon will be given to the prospective nominee prior to the interview.

If the results of the screening committee are positive, the Deacon Chairman will present the candidate to the church at a regular business meeting, and request to proceed with a Deacon Ordination Service. See paragraph C Ordination

Upon the completion of the ordination service and the candidate is found worthy he will be presented to the church for approval to begin serving as an active Deacon.

C. ORDINATION

1. Those candidates for ordination will be interviewed by an invited council of ordained men, and upon giving satisfactory answers, an

acclamation to proceed with ordination will be in order.

2. Ordination may take place at a regular service or a meeting called for that special purpose at another time. The program for the service will include appropriate hymns, testimony of the candidates for ordination, ordination sermon and prayer, laying on of hands, and benediction. All ordained men in the service will be invited to participate in the laying on of hands.

D. SERVICE

Upon ordination into the Deacon body by First Baptist Church, the Deacon will begin to serve and continue to support the church. Time of service for any elected deacon will begin immediately following church approval. The Deacon will serve as long as he fulfills the qualifications of a Deacon and remains an active member of the church. An Active Deacon may request to be removed from active service due to personal reasons for a period of time. The request will be in writing and presented to the Pastor and current chairman. When the Deacon is ready to resume active service he will inform the pastor and current chairman of his intentions to return to active service. In the event an Active Deacon can no longer serve due to health issues, he may request to be placed on inactive status. This Deacon may be considered for Deacon Emeritus.

E. DEACON EMERITUS

This will occur upon long-time service as a deacon in this church, and upon recommendation by the present active deacon body and election by the church at the time of a regular scheduled business meeting. All men so designated will have all the privileges of duly elected deacons except voting at deacon meetings.

2. MODERATOR:

The pastor will serve as moderator of the church. In the absence of the pastor, the chairman of the deacons, deacon officer, or ordained church member will preside. In the absence of all these, the church clerk will call the church to order and preside for the election of an acting moderator.

3. CLERK:

The church will elect annually a clerical officer and assistant. The clerk will be responsible for keeping a record of all official actions of the church. The clerk will be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure. The clerk will keep a record of all baptisms. The clerk will issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give notice of all meetings as required in these bylaws. The clerk will prepare the annual letter of the church to the association. In the event of the clerical officer's absence, the assistant clerk will perform any of the above duties.

4. TREASURER:

Upon recommendation of the Personnel Committee, the church will approve a church treasurer. The church will elect annually an assistant treasurer. It will be the duty of these officials to receive, preserve, and pay out, upon receipt of vouchers, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It will be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The treasurer will be bonded.

5. TRUSTEES:

The church will elect annually three (3) trustees to serve as legal officers for the church. They will hold in trust the church property. Upon any specific vote of the church authorizing each action, the trustees will act as signatories empowered to buy, sell, mortgage, lease, or transfer any church property or properly execute any other church approved legal documents. Trustees will handle all issues related to the church's insurance.

Each trustee will serve for a maximum of five (5) years.

ARTICLE III. CHURCH COMMITTEES

ORGANIZATION OF COMMITTEES:

All committees of this church exist for the purpose of providing service for the church family. Therefore, committees are responsible to the church for their actions, and any action taken by any committee may be rescinded by a majority of the church in business meeting.

No committee may spend over their budgeted amount without prior approval of the church family in a regular or special called business session. In light of the fact that an emergency might need to be taken care of before a business meeting has occurred, the committee can spend over their budgeted amount to handle that emergency with the approval of the Pastor, Chairmen of Deacons, and Chairman of that Committee. The church will be able to respond to a natural emergency by accessing the Disaster Relief Fund without having to wait for church action. The amount for this emergency will be no more than one thousand dollars (\$1000.00) and will be with the approval of the Pastor and Brotherhood Director.

In the event that such reporting is not at all possible, under no circumstances will any member of any committee act without first securing the approval of the entire committee of which he is a member. This approval must be obtained during a joint meeting of the committee and cannot be obtained on an individual basis.

MEMBERSHIP OF COMMITTEES:

STANDARD:

Every member of a committee will be a resident member in good standing of the First Baptist Church Grand Junction, Tennessee.

Every member of a committee will seek the leadership of Christ in decision making and shall always consider the common good of the church family.

Every member of a committee will be responsible in his participation as it pertains to committee meetings and committee actions.

All committee members are recommended by the Nominating Committee and are subject to election by the church family in a regular or special business session. No person may serve on a committee until approval has been granted.

No person will be a member of a committee for more than five (5) years. At the end of five (5) years that member is required to rotate off the committee for at least one year.

A Guiding Principle for committees is: For the nominating committee to attempt to have no individual serve on more than three standing committees at any time.

The number of members on each committee excludes the pastor of the church who is an ex officio member of all committees.

SELECTION AND RESPONSIBILITIES:

Members of an ad hoc committee will be selected from the church family. The number on an ad hoc committee will be three (3), five (5), or seven (7) persons depending on the circumstances. The committee will be voted on in a regular or called business meeting. The committee will be re-approved yearly by the church if the committee's work transcends any church year. It will be disbanded by formal announcement with completion of assignment and report.

Responsibilities are to:

Address the specific issue as charged by the church.

Update the church on progress at reasonable times according to circumstances.

Members of the Baptism Committee will be selected from the church family at large. There will be no more than five (5) members. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever

this is possible.

Responsibilities are to:

See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.

Recommend to the church additional or different equipment and space needed.

Arrange for a period of instruction and prayer between candidate and pastor.

Meet the candidates at the appointed time and show them their dressing rooms. Answer questions that may arise and see that each candidate has proper robe, towel, handkerchief, etc.

Check the pool for proper water-filling and temperature.

See that the lighting is properly handled in the pool and the auditorium.

Assist the candidates into and out of the pool and to their dressing rooms.

Seek to give each candidate as much privacy as possible.

Remain until all candidates are dressed and ready to leave for worship service or for home if the service is held at the close of the worship hour.

Arrange for baptism garments and other supplies to be made ready for next service.

Members of the Benevolence Committee will be selected from the church family at large. There will be three (3) persons on this committee. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Provide to needy people, both local and transient, using the funds allocated in the budget for benevolence.

Research each request that is submitted and determine appropriate action

Members of the Counting Committee serve on a non-rotating committee. Members of the committee will be replaced as needed. When a vacancy arises, the Nominating Committee will recommend to the church body members to be approved to fill this vacancy. Members of the Counting Committee will be selected from the church family at large. There will be up to ten (10) members on this committee and two (2) members must be present when these duties are performed. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Count all monies received during church services

Prepare deposit slip and summary of receipts record to the church treasurer

Make deposit

Members of the Finance Committee will include The Chairman of Deacons, The Church Treasurer, The Chairman of the Committee, and Four (4) other persons will be selected from the church family at large. The number of persons on this committee will always be seven (7). Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Prepare an annual budget to be presented for church approval at the December regular business session.

Monitor church finances monthly and make appropriate recommendations to the church as necessary.
Lead in the development and subscription of the church budget in cooperation with the pastor and other church leaders.
Encourage increased giving through the association and the Cooperative Program.
Recommend an audit of the finances as deemed necessary.
Determine and Disburse staff gifts as appropriate
Will determine how much each committee can spend each year without prior church approval (this will be noted on the annual church budget worksheet)
Will review education scholarship applications each year and determine appropriate allocations.

Members of the Flower Committee will be selected from the church family at large. There will be no more than three (3) persons on this committee. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Provide floral arrangements for use in the sanctuary.
Approve all floral arrangements that are given to the church or placed in the sanctuary by individuals in memory or honor of loved ones.
Arrange for flowers to be sent by the church to the funerals of those persons who are members of the church.
Evaluate and suggest improvements to the church pertaining to the floral arrangements which adorn the sanctuary or any other part of the physical plant.

Members of the Lord's Supper Committee will be the wives of the Chairman and Assistant Chairman and other deacons' wives as deemed necessary. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

See that all necessary Lord's Supper equipment and materials are available and in place prior to each observance of the ordinance.
Recommend to the church additional or different equipment needed.
See that all equipment is gathered, cleaned, and stored after observance of the ordinance.
Assist the pastor and deacons in evaluating the observance of the ordinance and make suggestions as to how it may be improved.

Members of the Maintenance/ Transportation Committee will be selected from the church family at large. There will be no more than Seven (7) persons on this committee. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible

Responsibilities are to:

Maintain the present condition of the physical plant.
Evaluate the present physical plant and make suggestions to the church family as to ways it may be more effectively used or improved.
Evaluate the present equipment housed in the physical plant and suggest to the church new equipment that might be needed.
Maintain present equipment housed in the physical plant.
Work with the pastor educating the church family in good stewardship practices toward the physical plant.
Plan and conduct church-wide work days as they are needed.

Responsibilities are to:

Maintain the present condition of the church bus.
Conduct regular pickup and delivery of persons wishing to ride the church bus to regular worship services of the church as needed.
Conduct pickup and delivery of persons wishing to ride the church bus to Vacation Bible School as needed.
Evaluate the effective use of the church bus and suggest to the church family ways in which the bus can be more useful.

Evaluate the condition of the bus and suggest to the church family the proper time for trading and purchasing of additional buses.

Members of the Nominating Committee are selected from the church family. The chairman of this committee will be selected at large. The Sunday School Director and the Discipleship Training Director (or Director-elect if there is to be a change in directors for the new year) will always serve on the Nominating Committee. The number of persons on this committee will always be seven (7). Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Annually select and enlist church program organizational leaders, church committee chairmen, committee members, and general church officers.

Approve volunteer workers before they're invited to serve in church-related leadership positions with the exception of the Woman's Missionary Union workers who will be selected, approved, and enlisted by the Woman's Missionary Union.

Present volunteer workers to the church for election.

Evaluate church programs and suggest to the church new positions of leadership that might be needed or new structures in organizations that might be needed.

Nominate special committees as assigned by the church.

Members of the Nursery Committee will be selected from the church family at large. There will be three (3) persons on this committee. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Secure adequate volunteer adult supervision to supplement the employed nursery help whenever it seems necessary.

Evaluate existing equipment within the nursery and make recommendations to the church as to the necessity of new equipment.

Advise the personnel committee as to the necessity of employed help for the nursery.

Evaluate the cleanliness of the nursery and take whatever steps necessary to maintain the cleanliness of the nursery.

Evaluate the nursery ministry of the church and make recommendations to the church as to ways that it may more effectively be conducted.

Members of the Pastor Search Committee will be selected from the church family at large. There will be a chairman, four (4) members and two (2) alternates on this committee. The nominees will be presented to the church in a business meeting thirty (30) days after the office of pastor is vacated. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Daily commit to prayer for divine leadership, wisdom and discernment.

Properly train (books, video, reports, TBC material, association materials).

Draw up a contract to be signed between the Chairman of the Deacons and the newly elected Pastor and to include a benefit package designed with the cooperation of the Finance Committee.

Collect resumes from candidates.

Select a qualified candidate, contact references, interview, visit with family and hear him preach in a church service.

Invite the candidate to the church for a trial sermon and arrange accommodations for the trial sermon period.

Present to the church the candidate in a regular or called business meeting.

The Pastor Search Committee will remain intact until the Pastor has been in office for thirty (30) days in order to facilitate orientation and

transition.

Members of the Personnel Committee will be selected from the church family at large. There will be three (3) persons on this committee. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Assist the church in matters related to employed personnel administration.

Establish job descriptions for all church employees. Work with employees to see that these job descriptions are carried out.

Make recommendations to the church to fill any personnel vacancy (except those staff members “called” by church action).

Make salary recommendations to the finance committee for all church employees.

Members of the Social Committee are selected from the church family at large. There will be no less than ten (10) persons on this committee. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Plan and promote general fellowship activities of the church family.

Assist the pastor in conducting social activities which generate the fellowship of the church family.

Prepare all necessary facilities for fellowship activities.

Make arrangements for the preparation of all necessary food or refreshments for fellowship activities within the church family.

Maintain the cleanliness of the church kitchen before and after church fellowship activities.

Suggest to the church family new kitchen items that are needed.

Evaluate the general fellowship of the church and suggest to the pastor church activities which might make for a better general church fellowship.

Members of the Usher Committee will be selected from the church family at large. The number of members of this committee is unlimited but there will never be less than four (4) members on this committee. Committees are required to report anticipated actions to the church family in a regular business session prior to initiation of such action whenever this is possible.

Responsibilities are to:

Welcome visitors in the congregation.

Provide any needed equipment for use in the sanctuary during worship services. These items include chairs, tables, etc.

Collect in an orderly fashion any offerings which are taken during worship services.

Provide the pastor with information as to visitors in the worship service.

CHAIRMANSHIPS:

A Guiding Principle for Chairmanships is: For the nominating committee to attempt to have no individual be the chairman of more than one (1) committee at a time. Ad hoc committees will be exempt from this stipulation.

No chairman will serve more than two (2) years in succession, after which time the chairman may remain on the committee but may not serve as chairman. (Although it is not required, it is desirable that the chairman remain on the committee for at least one year after his tenure as chairman of that committee.)

No chairman will have the authority to spend any money without approval as granted in a joint meeting of the committee.

All chairmen are recommended annually by the Nominating Committee and are elected by the church family in a regular or special business

session.

All chairmen will provide the Finance Committee with a yearly estimate of expenditures for their committee.

ARTICLE IV. CHURCH PROGRAM ORGANIZATIONS

The church will seek to provide programs of Bible teaching; church member training; church leader training; mission education, action, and support; and music education, training, and performance. All organizations related to the church program will be under church control with officers and leadership elected by the church, and all program activities subject to church coordination and approval. The church will provide the human, physical, and financial resources for the appropriate advancement of these programs.

1. SUNDAY SCHOOL

The Sunday School will be the basic organization for teaching the Bible. Its task will be to teach the biblical revelation, reach persons for Christ, and encourage church membership. The church elects a Sunday School Director. The responsibility of the Sunday School Director is to approve all literature that is taught in the Sunday School classes.

2. DISCIPLESHIP TRAINING

The Discipleship Training organization will serve as the training unit of the church. Its task will be to train church members to perform the functions of the church; train leaders; orient new members; teach Christian theology, Christian ethics, Baptist doctrine, Christian history, and church polity and organization; and provide and interpret information regarding the work of the church and denomination. The church elects a Discipleship Training Director.

3. WOMAN'S MISSIONARY UNION

Woman's Missionary Union auxiliary to the Southern Baptist Convention, is engaged in missions education for all adults, youth, children, and preschoolers in the church. Its objectives will be to involve the church to pray for missions, engage in mission action and witnessing, learn about and support missions, develop spiritually toward a missional lifestyle and participate in the work of the church and denomination. The Woman's Missionary Union will have such officers and age-level group leaders as needed. Woman's Missionary Union Director and organization leaders will be elected by the church.

4. MEN'S MINISTRY

The Men's Ministry will be the church's organization for mission education, action, and support for men, young men, and boys. Its task will be to teach missions, engage the church in mission action, support missions through prayer and gifts, and provide and interpret information regarding the work of the church and denomination. The Men's Ministry will have officers and organizations as needed with the director and organization leadership elected by the church.

5. CHURCH MUSIC

The Church Music organization will include music education, training, and performance in the church and community. Its task will be to teach music; train persons to lead, sing, and play musical instruments; and provide musical worship in the church and community.

The Church Music program and personnel will be under the direction of the music director(s) who is (are) elected by the church.

6. CHURCH LIBRARIAN

The Church Librarian will be elected annually.

Responsibilities are to:

Secure and catalog books, tapes, and other library materials.
Establish and maintain a check-out system for the church library.
Encourage use of the church library by the church family.
Make recommendations to the church for library improvements and additions.

ARTICLE V. CHURCH COUNCIL

The church council will serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The primary function of the church council will be to recommend goals, to review program plans and resources, and to evaluate achievement in terms of church goals.

Regular members of the church council will be the Pastor, Sunday School Director, Discipleship Training Director, Women's Missionary Union Director, Men's Ministry Director, Music Director, Chairman of Deacons, other ordained staff member of the church, any other members deemed necessary to be present by the council.

All matters proposed by the council which call for church action will be referred to the church for approval or disapproval.

ARTICLE VI. CHURCH ORDINANCES

1. BAPTISM

This church will receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and indicates a commitment to follow Christ as Lord.

- A. Baptism will be by immersion in water.
- B. The pastor or any ordained person the church authorizes will administer baptism. The baptismal committee will assist in preparation and observance of baptism.
- C. Baptism will be administered as an act of worship during any worship service of the church.
- D. A person who professes Christ and is not baptized after a reasonable length of time will be counseled by the pastor. If any person or candidate displays consistently ambivalent or negative interest in baptism he/she will be deleted from the list of those awaiting baptism. Any candidate dropped from this list may renew candidacy after having been counseled by the pastor.

2. THE LORD'S SUPPER

The church will observe the Lord's Supper quarterly. The service may alternate between the morning and the evening services of worship. The pastor and/or deacons will administer the Lord's Supper. The Lord's Supper Committee will be responsible for the physical preparation. The Lord's Supper will be open to all professing Christians.

ARTICLE VII. CHURCH MEETINGS

1. WORSHIP SERVICES

The church will meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God, through prayer, praise, preaching, instruction, and evangelism unless otherwise scheduled or dismissed by the church. The pastor will direct these services. If inclement conditions exist, services may be dismissed upon approval by pastor and deacons.

2. **SPECIAL SERVICES**

Revival services and any other church meetings essential to the advancement of the church's objectives will be placed on the church calendar upon church approval.

3. **REGULAR BUSINESS MEETINGS**

The church will hold regular business meetings on the second Wednesday night of each month unless otherwise approved by the church.

4. **SPECIAL BUSINESS MEETINGS**

The church may conduct called business meetings to consider matters of special nature and significance. A one week notice must be given for called business meeting. The notice will be announced from the pulpit and will include subject, date, time, and place of the meeting.

5. **QUORUM**

The quorum consists of those members who attend business meetings provided it is a regular meeting or one that has been properly called.

6. **PARLIAMENTARY RULES**

Robert's Rules of Order, latest edition, is the authority for parliamentary rules of procedure for all business meetings of the church.

ARTICLE VIII. CHURCH FINANCES

1. **BUDGET**

The Finance Committee will prepare and submit to the church for approval a comprehensive line item budget, indicating planned expenses for the upcoming fiscal church year.

All committee chairmen will provide the Finance Committee with an estimate of the year's expenditures for their committee.

2. **ACCOUNTING PROCEDURES**

All funds received for any and all purposes will pass through the office of the church treasurer and be properly recorded in the books of the church.

3. **GUIDELINES FOR THE ESTABLISHMENT OF SPECIAL FUNDS**

A. When a person or a committee thinks there is a need for a special fund they should contact the finance committee.

B. The finance committee will meet to consider the need for the special fund.

C. The finance committee will recommend the proper action to the church.

D. All special funds must be approved by the church in business session.

E. Special funds will have a beginning and ending time.

F. All money not used in the special fund will go into the general budget fund.

4. **FISCAL YEAR**

The church fiscal year will begin on January 1 and end on December 31.

5. **MEMORIALS**

The Church secretary is responsible for acknowledging memorials sent to the church – both to the donor and the family of the person in whose memory or honor it was given. All donor information will be communicated to the Church Treasurer and the Counting Committee.

ARTICLE IX. AMENDMENTS

Changes in the Constitution and Bylaws may be made in any regular business meeting of the church, providing each amendment has been presented in writing at a previous regular business meeting and copies of the proposed amendment were available to each member at the earlier meeting and during the interim. Amendments to the Constitution and Bylaws will be by three-fourths (3/4) vote of church members present and will take effect immediately unless otherwise stated in the amendment.

Be it resolved that this Constitution and Bylaws supersedes any written or oral policy of the First Baptist Church Grand Junction, Tennessee, and becomes effective immediately upon its adoption.