

# **Constitution**

of

**Pleasant Gardens  
Baptist Church  
of Marion, NC Inc.**

214 P.G. Baptist Church Road  
Marion, North Carolina 28752

828-724-4383

August 24, 2015

## **CONSTITUTION**

### **Preamble**

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

### **I. Name**

This body shall be known as the Pleasant Gardens Baptist Church of Marion, North Carolina, Inc., located in the Pleasant Gardens Community of McDowell County, North Carolina.

### **II. Objectives**

To be a dynamic spiritual organism 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 worshipping 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 1963. 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.

### **IV. Church Covenant**

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having 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, and the expenses of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; 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 and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; 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 and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we move from this place we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

## **V. Polity and Relationships**

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. All external groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

The church 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. Insofar as practical, this church will cooperate with and support the Blue Ridge Baptist Association, the Baptist State Convention, and the Southern Baptist Convention .

## **VI. Church Membership**

### **Section 1. General**

A. This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ.

B. The membership of this church retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

C. The membership of this church reserves unto itself the exclusive right to determine who shall be members of this church and the conditions of such membership.

D. Because we believe the Bible condemns all sin as defined by the Bible, it is our fundamental conviction that any form of homosexuality, sodomy, bisexuality, transgenderism, bestiality, incest, fornication, adultery, cohabitation, polygamy and pornography are overly opposed to God's Word. Accordingly, any person who has adopted or is practicing these sinful lifestyles is not eligible for membership in this Church. No person claiming to be "married" to a person of the same gender shall be eligible for membership in this church.

### **Section 2. Candidacy**

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

(1) By profession of faith and for baptism according to the policies of this church.

(2) By promise of a letter from another church belonging to the Southern Baptist Convention.

(3) By restoration upon a statement of prior conversion experience and baptism by immersion when no letter is obtainable.

A three-fourths vote of those church members present and voting shall be required to elect such candidates to membership.

### **Section 3. New Member Orientation**

The church shall conduct new member orientation and all new members are expected to participate.

### **Section 4. Rights of Members**

(1) Every member of the church is entitled to vote on all elections and on all questions submitted to the church in conference, provided the member is present.

(2) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.

### **Section 5. Termination of Membership**

Membership shall be terminated in the following ways:

(1) Death of the member.

(2) Dismissal to another Baptist church.

(3) Erasure upon request or proof of membership in a church of another denomination.

### **Section 6. Discipline**

It shall 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 church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall 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 accord with Matthew 18. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

## **VII. Church Officers and Committees**

All who serve as Officers of the church and those who serve on church committees and those who are leaders and teachers in all church programs shall be members of this church. This does not exclude invited guests from teaching.

### **Section 1. Church Officers**

The officers of this church shall be the Pastor, the ministerial staff, the deacons, a moderator, a clerk, a treasurer, and trustees.

(1) The Chairman of the Board of Deacons shall serve as moderator of the church. The Chairman of the Finance Committee shall not serve as Church Treasurer.

(2) The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The Pastor is leader of pastoral ministries in the church. As such he works with the deacons and church staff to:

- (1) lead the church in the achievement of its missions,
- (2) proclaim the gospel to believers and unbelievers, and
- (3) care for the church's members and other persons in the community.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose of which at least two-week's public notice has been given.

A Pastor selection committee shall be elected by the church to seek out a suitable Pastor, and its recommendations will constitute a nomination. Election shall be by ballot, and an affirmative vote of three-fourths of those church members present and voting. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of three-fourths of those present being necessary for a choice. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of this church.

The Pastor may relinquish the office by giving at least two-week's notice to the church at the time of resignation. The church may declare the office of Pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least two-week's public notice has been given. The meeting may be called upon the recommendation of a majority of the deacons or by written petition signed by not less than one-fourth of the resident church members. The moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than the Pastor. The vote to declare the office vacant shall be by secret ballot with a quorum of one-fourth of the members present; an affirmative vote of three-fourths of those church members present and voting. Except in instances of gross conduct by the Pastor so excluded from office, the church will compensate the Pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate, and the compensation shall be rendered in not more than thirty days.

(3) The ministerial church staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. The ministerial staff member shall be recommended to the church by a newly elected search committee, and its recommendations will constitute a nomination. Any church member has the privilege of making other nominations according to the policy established by the church. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot; an affirmative vote of three-fourths of those present being necessary for a choice. The ministerial staff member, thus elected, shall serve until the relationship is terminated by his/her request or the church's request. Once a ministerial staff position is established by the church, it may be abandoned or altered only by specific action of the church.

The ministerial staff member may relinquish the office by giving at least two-week's notice to the church at the time of resignation. The church may declare the office of ministerial staff member to be vacant, of which two-week's public notice has been given. The meeting may be called upon the recommendation of a majority of the deacons or by written petition signed by not less than one-fourth of the resident church members. The moderator for this meeting shall be designated by the members present by majority vote. The vote to declare the office vacant shall be by secret ballot, with a quorum of one-fourth of the resident members present; an affirmative vote of two-thirds of the resident members present being necessary to declare the office vacant. Except in instances of gross conduct by the ministerial staff member so excluded from office, the church will compensate the ministerial staff member with not less than one twelfth of his/her total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

Non ministerial staff members shall be employed as the church determines the need for their services. The church personnel committee shall have the authority to employ and to terminate services of non ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

(4) The Deacon Board shall consist of twelve deacons. Deacons shall serve on a rotation basis. Each year the assigned term of office of one-third of the number of deacons shall expire, and election shall be held to fill vacancies by secret ballot on a Sunday in April excluding Easter and no later than the last Sunday in July.

From a list of nominees, the names of eight persons receiving the largest number of nominating votes and who agree to serve, shall be placed on a ballot and the four persons receiving the highest number of votes shall be elected to serve as a deacon for a period of three years.

In case of death or removal or incapacity to serve, the church may elect a deacon to fill the unexpired term. After serving a term of three years assignment, a deacon shall be eligible for re-election only after the lapse of at least one year. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order shall suffice for this church.

In accordance with the meaning of the work and practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the Pastor and staff in performing the pastoral tasks of:

- (1) leading the church in the achievement of its mission,
- (2) proclaiming the gospel to believers and unbelievers, and
- (3) caring for the church's members and other persons in the community.

(4) In the absence of the moderator, the vice-chairman of deacons shall preside; or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.

(5) The church shall elect annually a clerk as its clerical office. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The clerk shall issue all letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary as indicated in these bylaws. The clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office when an office is maintained.

(6) The church shall elect annually a church treasurer as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, 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 shall 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 shall be bonded, the church paying for the bond.

Upon rendering the annual account at the end of each fiscal year and acceptance and approval by the church, the records shall be delivered to the church clerk who shall keep and preserve the account as a part of the permanent records of the church.

(7) The church shall have three or more trustees to serve as legal officers of the church as a religious non-profit corporation. Church property shall be held by the corporation as a religious non-profit organization. Upon specific vote of the church authorizing each action, trustees shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters. New trustees shall be presented by the Nominating Committee as the need arises for approval by church vote. The term of a trustee is ongoing until resignation, incapacity to serve or termination of membership.

## Section 2. Church Committees

A system of rotation for members of all committees shall be in effect and shall be formulated and administered by the nominating committee.

### **DUTIES OF CHURCH COMMITTEES**

#### **ARTS AND CRAFTS COMMITTEE**

1. Coordinate the making and repairing of the Chrismon decorations used on Christmas tree.
2. Oversee the purchase and decoration of Chrismon tree in church's sanctuary in late November or early December.
3. Take down and properly store decorations and to save tree trunk to construct cross to be used during the Easter season.
4. Assist Program Committee as needed for Hanging of the Greens Service and for Easter Services.

#### **AUDIT COMMITTEE**

1. Duties shall be to check all financial and bookkeeping records concerning the use of monies of the church at least once a year, or as deemed necessary by the Deacons and Stewardship Committee, preferably at the end of the church year before installation of new officers.

#### **BAPTISMAL COMMITTEE**

1. Check the dressing room and baptismal pool, and pool area to see that they are in order for baptismal services.
2. Take the initiative in making suggestions and helping carry out such suggestions which will add to the significance of the baptismal service.

### **BENEVOLENCE COMMITTEE**

1. Investigate fully all requests for material assistance to families in the community especially, and in unusual circumstances outside the community. The latter would include times when our denomination, for instance, makes a concerted effort to aid natural disaster victims.
2. Seek to inform families in need about available aid.
3. Special offerings to be taken should be cleared with the Pastor and Stewardship Committee, and appropriate time and methods set in consultation with same.
4. See that assistance is given, according to budgeted resources, when it is ascertained that assistance is appropriate.

### **BUILDING AND GROUNDS COMMITTEE**

1. Inspect and inventory church properties.
2. Develop and recommend a program of preventive maintenance.
3. Develop and recommend in cooperation with appropriate church leaders policies for the use of church facilities and equipment.
4. Request and administer maintenance, furniture, and equipment budget.

### **CEMETERY COMMITTEE**

1. Provide leadership in maintaining and improving the cemetery property.
2. Receive donations for the cemetery fund at decoration day each year.
3. Provide plots for families desiring them according to the guidelines of the church. (See By-Law #2).

### **CHILDREN'S COMMITTEE**

1. The Children's Committee of Pleasant Gardens Baptist Church shall coordinate and plan programs, events, and activities for the children of the congregation, in cooperation with the Minister to Children and Youth, and other church organizations as needed.
2. Committee meetings shall be held as necessary, with a chairperson elected by the committee as moderator.

### **CHILDREN'S MUSIC COMMITTEE**

1. Help with the supplying and serving of the proper food for the children to have a snack at the proper time.
2. Help with maintaining discipline.
3. Monitor those situations that individuals or small groups may have so the director can keep the program going.
4. Assist the Choir Director with other matters and decisions as needed.

### **CONSTITUTION COMMITTEE**

1. Update constitution when need arises.
2. Review constitution yearly.
3. Interpret constitution upon request.

### **EMERGENCY EVACUATION SHELTER COMMITTEE**

1. Open church for the purpose of Evacuation Shelter in the event of a disaster to be determined by the McDowell County Emergency Management System or Red Cross.
2. Organize and collect information and items that would be necessary for the proper operation of the Evacuation Shelter.
3. Operate the shelter after it is opened for the duration of the emergency evacuation period.
4. Make sure people have basic needs met during their stay at the Emergency Evacuation Shelter.
5. To organize any group or group structure which this, the Emergency Evacuation Shelter Committee, deems necessary for the proper and efficient operation of the shelter.

### **FAMILY AWAY COMMITTEE**

1. Keep informed of members who have temporarily left the church family for education purposes, military service, mission field assignment, or other similar assignments in which they will be away but should return to church as a later time.
2. Send cards, notes, letters, church newsletter, etc. to new address until the member has returned to church or community.
3. If necessary, keep church informed of special needs or prayer requests of the away member.

### **FLOWER COMMITTEE**

1. Formulate and recommend to the congregation procedures for securing, arranging, and disposing of flowers used in church services and for providing flowers for bereaved members.
2. Provide flower arrangements for church services.
3. Dispose of flower arrangements.

### **GOD & COUNTRY DAY COMMITTEE**

1. The committee will be composed of a member from each of these committees: Kitchen, Program, Children, Youth, Recreation and Memorial Garden.
2. Plan and carry out activities for Fourth of July celebration
3. Request and administer budget for the celebration.

### **HISTORY COMMITTEE**

1. Gather and preserve all church records of the past such as financial records, important legal documents, minute books, membership rolls, records of church organizations, church bulletins, directories, etc., pictures, recordings, correspondence, periodical clippings, biographical material, associational and conventional records.
2. Assist with the recording of present day activities.
3. See that adequate records are being kept by the secretaries and the clerk.
4. See that the records are preserved by being microfilmed when deemed advisable.
5. Keep before the church members the importance of recording the present day achievements so that tomorrow's history will reveal accurately today's activities.
6. Use the records.

### **KITCHEN COMMITTEE**

1. Formulate and recommend to the congregation policies outlining the proper use of the church kitchen.
2. Communicate approved kitchen policies.
3. Evaluate and report to the church as appropriate the services rendered by the kitchen in terms of church program needs.
4. Prepare food for church and/or organizational activities as needed or requested.
5. Work with groups who desire to use the kitchen facilities.
6. See that all kitchen facilities are kept clean and suitably stored.

### **LONG-RANGE PLANNING COMMITTEE**

1. Lead the church to implement new projects and activities not already a part of the total programs.
2. Establish and recommend to the church annually a list of priority needs as developed and discussed by the committee.
3. Provide numerical and substantive goals for the church to be achieved in the future (1 year, 5 years, 10 years, etc.).

### **LORD'S SUPPER COMMITTEE**

1. Make periodic checks to be sure that linens, etc. are clean and that all containers are available and ready for use, and that all necessary supplies are on hand.
2. Prepare the table for observance of The Lord's Supper at scheduled times.
3. Consult with the new members at the end of your term, and be sure they know where all materials are and assist them in learning how to carry out their upcoming duties.

### **MEMORIAL GARDEN COMMITTEE**

1. Maintain the Memorial Garden located by the side of the old Educational Building near the Cemetery-including weeding, mulching and replacing plants, etc. as needed.
2. Periodically check the flag and replace as necessary.
3. Update Memorial Wall yearly.
4. Request and administer maintenance budget.
5. Work with God and Country Committee to plan special Fourth of July program.

### **MUSIC COMMITTEE**

1. Meet as often as needed for decisions regarding choir robes, hymnals and special programs such as cantatas and/or musicals.
2. Help make decisions regarding the purchase of instruments and/or the tuning and repair of instruments now in use.
3. Assist the Choir Director with any other decision matters that may come up.

### **NOMINATING COMMITTEE**

1. Select, interview, and enlist the church program organization leaders, church committee chairmen, and general church officers for presentation to the church.
2. Approve voluntary workers before they are invited to serve in church related positions.
3. Distribute church leadership according to priority needs.
4. Assist church leaders to discover and enlist positions of their respective organizations.
5. Present voluntary workers to the church for election.
6. Nominate special committees as assigned by the church.

### **OUTREACH COMMITTEE**

1. Provide greeters for Sunday School, Worship Services, Family Night Meals and other services where visitors may attend.
2. Develop and implement information cards for all visitors to complete. (For example: name, address, phone number, age group, interests, etc.)
3. Provide a method of getting the information cards (see above) to the Sunday School Outreach person, to the correct age Sunday School classes and to the church office for pastor and staff.
4. Develop and implement a follow-up plan for contacting prospects in the near future by phone, mail or home visit.
5. Develop and implement a plan for re-enlisting inactive members for Bible study and Worship.
6. Request budget for needed expenses.

### **PERSONNEL COMMITTEE**

1. Survey the need for additional and new positions.
2. Prepare position descriptions for new church employees, rewrite descriptions as needed and prepare an organizational chart for church employees.
3. Recruit and interview prospective employees (except for Pastor and ministerial staff) and recommend the employment of church employees, in cooperation with the Pastor.
4. Develop and recommend personnel policies and procedures manual. The adopted policies and procedures should be discussed with each staff member, preferably by the Pastor.

### **PROGRAM COMMITTEE**

1. Plan and carry out special programs involving the entire church group, such as The Christmas Program and the Valentine Banquet.
2. Be responsible for involving other committees, as needed, in order to carry out these duties.

### **PUBLICITY COMMITTEE**

Use all possible means to support events of our church.

### **RECREATION COMMITTEE**

1. Plan and see that all church-wide recreational activities are carried out. Supervise any recreational activities such as church teams entered in recreational activities.
2. See that all church recreational equipment is taken care of and kept in good repair. See that this equipment is kept under lock and key when not in use.
3. Develop rules for proper use of recreational equipment and see that these rules are observed. Purchase new equipment as needed according to budgeted resources.

### **AUDIO-VIDEO SYSTEM COMMITTEE**

1. Operate the audio and video system for all regular and special activities of the church.
2. Maintain and update the equipment and software for the system.
3. Prepare and preview all PowerPoint presentations to be used in any services held at our church.
4. Provide CD's of church services.

### **SIGN CONTENT COMMITTEE**

The intent of our church sign is to inform the public of church services, church events, and church activities in which we hope they will join us.

1. Must be church service/event/activity.
2. Personal items/events will NOT be on sign.
3. Proposed information must be turned in to the church office.

### **STEWARDSHIP COMMITTEE**

1. Develop and recommend to the church council an overall plan for sharing stewardship throughout the year.
2. Provide information on the budget and give to appropriate church leaders.
3. Provide information on the cooperative program to appropriate church leaders.
4. Provide information on Christian wills and trust to appropriate church leaders.
5. Study the record and giving and potential giving of the church members.
6. Analyze current budget strengths and weaknesses.
7. Evaluate given budget requests.
8. Direct the annual budget preparation.

9. Present the church budget to the Board of Deacons for review and approval.
10. Present budget to the church for adoption.
11. Budget subscription as needed.
12. Secure and study the latest information on stewardship.
13. Approve budget expenditures.
14. Review expenditures periodically in terms of budget allocations.
15. Review with the Board of Deacons requests for special offerings.
16. Recommend an adequate financial system.

#### **USHERS**

1. Greet and seat people at services.
2. Provide information about church services, programs, and building locations.
3. Receive the offering.
4. Be attentive to the needs of persons during the services.
5. Restore the auditorium to physical orderliness after services.

#### **VAN & BUS COMMITTEE**

1. Initiate policies concerning the use of the van.
2. Approve use of van which is restricted to church groups only.
3. Approve drivers of the van.
4. Supervise maintenance of van and bus.

#### **YOUTH COMMITTEE**

1. Assist the Youth Director in planning and implementing all youth activities of the church.
2. Conduct monthly meetings chaired by the Youth Director or by the chairman of the Youth Committee in the absence of the Youth Director.
3. Plan, prepare, and serve a meal for seniors each year.

### **VIII. CHURCH PROGRAM ORGANIZATIONS**

The church shall maintain programs of Bible teaching; church member training, church leader training, new member orientation; mission education, action, support; and music education, training, and performance. All organizations related to the church programs shall be under such control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

(1) The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director elected by the church.

(2) The Church Training organization shall serve as the training unit of the church. Its tasks shall be to train church members to perform the functions of the church; train church leaders; orient new church members; teach Christian theology, Christian ethics, Christian history, and church polity and organization; and provide and interpret information regarding the work of the church and denomination.

Church Training shall be organized by departments for all ages and conducted under the direction of a general director.

(3) Woman's Missionary Union shall be the mission education, mission action, and mission support organization of the church for women, young women, girls, and preschool children. Its tasks shall be to teach missions; engage in mission action; support world missions through praying and giving; and provide and interpret information regarding the work of the church and denomination.

Woman's Missionary Union shall have such officers and organizations as the program requires.

(4) The Brotherhood shall be the church's organization for mission education, mission action, and mission support for men, young men, and boys. Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

The Brotherhood shall have such officers and organizations as the program requires.

(5) The Church Music Organization under the direction of the church elected music director shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; provide and interpret information regarding the work of the church and denomination.

The Church Music Program shall have such officers and organizations as the program requires.

### **IX. CHURCH PROGRAM SERVICES**

The church shall maintain media center services and recreation services for the purpose of enriching and extending the ministries and programs of the church.

(1) The media center service will be the resource center for the church. Its personnel will seek to provide and promote the use of printed and audiovisual resources. They also will provide consultation to church leaders and members in the use of printed and audiovisual resources.

(2) The church recreation service will seek to meet the recreational needs of members and groups. Its personnel will provide recreation activities, consultation, leadership assistance, and resources.

## X. CHURCH COUNCIL

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

The functions of the church council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church the use of leadership, calendar time and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals, and to secure the nominating committee.

Regular members of the church council shall be the Pastor, other ministerial staff members, directors of church program organizations, media center director, chairman of deacons, church officers, and chairman of current committees.

All matters agreed upon by the council which call for action not already approved shall be referred to the church for approval or disapproval.

## XI. CHURCH ORDINANCES

### Section 1. Baptism

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

(1) Baptism shall be by immersion in water.

(2) The Pastor, or whomever the church shall authorize, shall administer baptism. The baptismal committee shall assist in the preparation for, and the observance of, baptism.

(3) Baptism shall be administered as an act of worship during any worship service of the church.

(4) A person who confesses Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and/or staff or deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those waiting baptism.

### Section 2. The Lord's Supper

The church shall observe the Lord's Supper quarterly, the first Sunday of the quarter, unless otherwise rescheduled by the Pastor. The Pastor and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations.

## XII. CHURCH MEETINGS

### Section 1. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Pastor shall direct the services for all church members and for others who may choose to attend.

### Section 2. Special Services

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

### Section 3. Regular Business Meetings

The church shall hold regular business meetings monthly on a designated Wednesday night. No item of major importance can be presented unless the congregation has had a two week's notice.

“With the exception of routine reports and other matters specifically permitted by the church constitution, no proposal shall be presented for a vote by the church congregation unless first presented to the Board of Deacons for review and action.”

### Section 4. Special Business Meetings

The church may conduct called meetings to consider matters of special nature and significance. A two-weeks notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting.

### Section 5. Quorum

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

### Section 6. Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church. The church shall elect a parliamentarian. If this person is not present for a meeting, the moderator shall appoint a parliamentarian for that meeting.

### Section 7. Annual Meeting of the Corporation

The church shall conduct at least one regular or special Business Meeting per year called to order under the official name of the church as a religious non-profit corporation. This Business Meeting shall be referred to as the ANNUAL MEETING and shall coincide with the recommendation of candidates for service as presented by the Nominating Committee. Written notice listing recommended candidates shall be given to the members by reasonable means at least two weeks in advance of the date of the Annual Meeting. Approval of the candidates is by majority vote of the members present. All church officers who are elected, pursuant to the provisions of Article VII of the Constitution, shall be elected at the ANNUAL MEETING.

## **XIII. CHURCH FINANCES**

### Section 1. Budget

The Stewardship Committee, in consultation with the Church Council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for members' use. It is understood that membership in this church involves financial obligations to support the church and its causes with regular, proportionate gifts.

### Section 2. Accounting Procedures

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Committee.

### Section 3. Fiscal Year

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

## **XIV. AMENDMENTS**

Changes in the constitution and bylaws may be made at any regular business meeting provided each amendment shall have been presented in writing 30 days prior to vote. Copies of the proposed amendment shall have been furnished to each church member. Amendments to the bylaws shall have a concurrence of a majority of church members present and voting.

### **BYLAW #1**

#### **REGULATIONS FOR USE OF CHURCH FACILITIES**

1. The church buildings and grounds may be used by church members for church related activities upon notification of church secretary and/or designee.
2. Church facilities may be used by church members for non-church related activities upon approval of Chairman of Building and Grounds and/or designee.

3. Facilities may be used by persons other than members of Pleasant Gardens Baptist Church upon obtaining written permission from the Chairman of Building and Grounds and/or designee.
4. Users of facilities who abuse the facilities, fail to comply with rules and procedures or fail to provide reasonable clean-up may lose the privilege of facility use, and may be required to pay for clean-up or damages.
5. A master calendar of facilities usage shall be kept by the church secretary in the church office.
6. In the interest of health and safety, smoking shall not be permitted in any church facility.
7. No alcoholic beverage shall be permitted in church buildings or on church grounds at any time.
8. No church property is to be removed from the premises without permission of Church Building and Grounds and/or designee.
9. The use of church facilities by any person or organization for private or monetary gain shall not be permitted, unless specifically approved by the Board of Deacons.
10. Usage of kitchen facilities must be in accordance with rules and procedures of kitchen committee.
11. In the event a request for usage of facilities should be of controversial nature, approval of request shall be made jointly by Building and Grounds Committee and Board of Deacons.

### **BYLAW #2**

#### **REGULATIONS FOR THE CEMETERY**

1. The cemetery is only for the use of the resident members of the Pleasant Gardens Church and their immediate family.
  - a. We define resident member as an individual who is a member of Pleasant Gardens Baptist Church upon his/her death.
  - b. We define immediate family as mother, father, unmarried children, and individuals under the guardianship of a resident member.
2. No grave is to be dug without permission of the Cemetery Committee. The location of the grave site will be designated by said committee.
3. No curb or wall may be built without the permission of the Cemetery Committee.
4. Pleasant Gardens Baptist Church will assume no responsibility for graves outside of the designated cemetery property.
5. Fee Schedule for the Columbarium will be as follows :
  - a. Resident members and immediate family (as defined above in 1 a and 1b) will be \$ 600.00 per burial.
  - b. Nonresident member will be \$ 1200.00 per burial.

### **BYLAW #3**

#### **REGULATIONS FOR WEDDINGS AND MARRIAGES**

1. We recognize marriage only as a union of a man and a woman. Accordingly, no same gender purported “marriages” shall be performed in this church or by any ordained minister of this church.
2. Any man and woman seeking to be married in this church will first receive counseling from the pastor before the date of marriage can be scheduled. If the pastor determines the existence of problematic issues, the pastor will notify the couple and discuss the issues with them. If such discussion does not resolve the issues to the satisfaction of the pastor, the pastor will bring the issues to the deacons for final decision regarding whether the marriage can take place in the church. By engaging in counseling with the pastor, the couple give their consent for the pastor to bring problematic issues to the deacons.
3. The deacons may create a committee to establish policies and procedures for the use of this church facility for weddings, subject to adoption by the deacons, and approved by the church.

### **BYLAW #4**

#### **REGULATIONS FOR THE USE OF MUSIC IN WEDDINGS, FUNERALS, AND OTHER SPECIAL OCCASIONS**

1. Whenever the church facilities are used for a wedding ceremony, the bride and groom shall consult with the Minister of Music or church designee concerning all music to be used in the ceremony.
2. The Minister of Music or church designee shall approve all music used in the services.
3. Secular music may be used only if sacred music is used also.
4. No music shall contain profane lyrics or any suggestions of profane acts or words.

### **BYLAW #5**

#### **REGULATION FOR RECOMMENDATIONS OF IMPORTANCE**

Recommendations of importance to the church body, from committees, groups official and unofficial, church council, Pastor, and other ministerial staff shall be forwarded in writing to the current Deacon Board for review before other action is taken.

## **Church Covenant**

Having been lead as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having 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 and the expenses of the church, and to the relief of the poor and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; 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 and use of intoxicating drinks as a beverage; to use our influence to combat the use of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

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

We moreover engage that when we move from this place we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principals of God’s Word.