

Church Constitution

FIRST BAPTIST CHURCH, FORT OGLETHORPE, GEORGIA

Approved by the Church Body
March 19, 2003

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Constitution

FIRST BAPTIST CHURCH OF FORT OGLETHORPE

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Preamble

We declare and establish this constitution in order to preserve and secure the principles of our faith, as set forth in the teaching of the Holy Scriptures, to govern the body in an orderly manner and to set forth the corporate commitment of our church membership. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

We pledge ourselves to the personal commitments set forth in the Church Covenant in the belief that the strength and unity of the church are dependent upon the discipline and the level of commitment of each church member.

I. NAME

This body shall be known as the FIRST BAPTIST CHURCH OF FORT OGLETHORPE, GEORGIA, INCORPORATED.

II. MISSION

The mission of our church is to be a spiritual family sharing Jesus Christ with our community and the world.

III. VISION

This church shall strive to be a dynamic, spiritual fellowship empowered by the Holy Spirit to share Christ with as many people as possible in our church, community and throughout the world. Our mission shall be as follows:

To sustain a worshipping fellowship, experiencing the presence of God and responding in obedience to His leadership.

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

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

To minister unselfishly to persons in the community and the world in the name of Christ.

To strive to be Christlike in our daily living by emphasizing total commitment of life, personality and possessions to Him.

IV. STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ, personally committed to caring for each

other and sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper. (See Article V, Section I.)

V. 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, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and personal 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 conduct; to avoid all tattling, backbiting and excessive anger; to abstain from the sale and abuse of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; to promote wholesome marital relations, the sanctity of life 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 remove 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.

VI. POLITY

The government of this church is vested in the body of believers who compose it. It 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 is practical, this church will cooperate with and support the local Baptist association, the Georgia Baptist Convention, the Southern Baptist Convention and the Cooperative Baptist Fellowship.

BY-LAWS

1. Church Membership

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 1. Profession of Faith

Any person professing faith in the Lord Jesus Christ and giving to the pastor a testimony of a change of heart may, upon being baptized, be admitted to the fellowship and privileges of the church. Every applicant for membership by profession of faith, by letter, statement or restoration, shall appear in person before the church, unless institutionalized or, in the judgment of the pastor, is permanently disabled or terminally ill, or in military service at the time his or her name is presented.

Section 2. Baptism

We believe in believer's baptism as opposed to infant baptism. While Baptists do not hold that baptism is essential for salvation, we deem it important for the beginning of discipleship. The form traditionally practiced by Baptists is immersion. We believe immersion best represents the New Testament symbol of the death, burial and resurrection of our Lord; however, we recognize the validity of all believers' conversion, whatever the form of baptism. Any person who has been immersed and whose baptism is in accordance with Baptist beliefs may be considered by the church for membership. If immersion were not the mode of baptism at the time of conversion, because we are Baptists, we humbly call all members to be immersed.

Section 3. Letter

A member of another Baptist church may be received into the fellowship of this body on his/her "promise of letter" and recommendation from his/her respective church.

Section 4. Statement

Persons who have once been members of Baptist churches and in consequence of peculiar circumstances have no regular letters may be received into the fellowship of this church on giving to the pastor satisfactory testimony of Christian conversion and former church relationships.

Section 5. Watchcare

This church will consider receiving other Baptists into our fellowship under watchcare in particular circumstances. People who will be area residents for short periods of time (six months or less) to work, attend school, or for other valid reasons may wish to be under watchcare rather than move their church letters. Persons under watchcare will be given full privileges of church membership during this period of time after presenting their request to the pastor and being voted on by the church. If circumstances for the person change after the specific time, watchcare may be extended, or church letters may be obtained at the person's request and approval of the church.

Section 6. Ratification of New Members

All persons presenting themselves for membership under the above five sections will be presented to the church by the pastor and voted upon for full membership. Each new member shall be encouraged to study this constitution and bylaws and attend any new member orientation.

Section 7. Responsibilities of Church Members

It shall be the duty of the members of this church to attend its regular meetings appointed by its authority; to cultivate personal holiness and family devotions; to sustain the public worship of Almighty God and the ordinances of the Gospel; to contribute to the necessary expenditures of the church, the spread of the Gospel to all nations, the relief of the poor; to watch over and counsel one another in the spirit of brotherly love; to strive for the growth of the whole body in Christian knowledge and holiness; and to govern their actions, conversation, and hearts by the precepts of God's word. It shall be the duty of each member, removing from the First Baptist Church of Fort Oglethorpe, Georgia, Inc., and not expecting to return, to request a letter to some other Christian congregation. Letters shall be granted to churches and not to individuals. It shall be the duty of each resident member to give evidence of a vital interest in maintaining the provisions of the church covenant.

Section 8. Termination of Membership

Membership shall be terminated in the following ways: death of the member, transfer of letter to another Baptist church, exclusion by action of this church, proof of membership in a church of another denomination, or deletion upon request. If a member requests to be released from his covenant and obligations to this church, a committee consisting of the pastor and two active deacons shall request a conference with the person. The three of them will patiently and compassionately endeavor to secure his or her continuance and fellowship in the church. The church will receive and consider their report in acting upon this request.

Section 9. Rights of Members

Only resident members may act and vote in the transactions of the church. Resident members who live within reasonable commuting distance of the church and, unless disabled, have attended scheduled services at least three (3) times during the past twelve (12) months are eligible for consideration by the membership as candidates for elective offices in the church. Every member of the church may participate in the ordinances of the church as administered by the church.

Section 10. Quorum

Six (6) percent of the resident membership shall constitute a quorum except for the call or dismissal of a pastor or for all matters of discipline and amendments to the constitution and by-laws where twenty-five (25) percent of the resident membership shall be required for a quorum. Decisions shall be by the simple majority vote unless otherwise provided.

II. Church Staff

All staff ministers of this church shall be resident members. It shall be the responsibility of the personnel committee to develop job descriptions according to need. A job description, approved by the church, for each staff member shall be kept on file in the church office. Any change is to be sanctioned by the church. All staff members are expected to be actively involved in the fellowship's worship, work and witness. All ministers of the church staff except the pastor will be elected by the church upon the recommendation of the pastor and the personnel committee. The pastor will be recommended by a pastor selection committee.

This congregation affirms the freedom of its ministers and members. The pastor is free to speak the truth in love, in season and out of season.

Section 1. Pastor

The pastor shall be chosen and called by the church whenever a vacancy in the pulpit occurs. This election shall take place at a meeting called for that purpose. At least one week's public notice shall be

given before the election. (Selection shall be as provided in Section 1A, below) The pastor is the leader of the church. As such, the pastor will work with the church staff, deacons, and other congregational leaders to proclaim the gospel to believers and nonbelievers, lead the church in the achievement of its mission, and minister to the members of the church and other persons of the community. The pastor will also serve as Chief Executive Officer of the corporation and be in charge of all staff personnel.

The pastor will ensure that all church staff members receive an annual written performance evaluation consistent with procedures developed by the Personnel Committee. Such evaluation shall be based upon job descriptions, annual goals and objectives, mutually agreed upon church covenant and self-evaluation, and evaluation by the pastor or the pastors designee. The Personnel Committee will review all evaluations annually.

The pastor will receive an annual written performance evaluation. This evaluation will be conducted by a committee appointed by the Personnel Committee and approved by the church. This group may recommend a vote of confidence by ballot if deemed appropriate.

The Personnel Committee will develop procedures for the termination of the pastor. These procedures and any amendments must be approved by the church.

Section 1A. Pastoral Selection Committee

This committee shall consist of five (5) members working as a group. This committee shall be elected during a called business meeting for this purpose only. A minimum of ten (10) nominations shall be made from the floor. Only resident members are eligible to nominate. Consideration should be given to age and gender for representation on the committee. Voting shall be by secret ballot. Voting shall continue until each person receives 51 percent vote of confidence. The committee shall elect its own chairman. The committee shall bring to consideration of the church only one candidate at a time, and each nomination shall be the unanimous decision of the committee. The committee shall schedule the recommended candidate to speak to and fellowship with the congregation before a vote is taken. Voting shall take place at a Sunday morning worship service.

Section 2. Other Ministerial Staff

All ministerial staff shall be called and employed as the church determines the need for such offices. A job description written by the Personnel Committee will be approved by the church and recorded in the minutes of the church. All staff members will be subject to an annual job performance evaluation as set forth in Section 1 above.

Section 3. Weekday Pre-School Director

The Weekday Pre-School Director will be employed by the Personnel Committee in consultation with the Minister of Education and the Weekday Pre-School Committee. Policies and job descriptions will be developed according to need. This staff position may become Day Care Director according to need.

Section 4. Treasurer

It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of purchase orders approved and signed by authorized personnel, all monies 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 business meeting an itemized report of the receipts and disbursements of the preceding month. The treasurer's report and records shall be audited as directed by the Stewardship Committee, by the church auditor, or one appointed by the church. Upon rendering the audited account with acceptance and approval of the church, the records shall be delivered to the church clerk and kept in the files of the church.

Section 5. Secretaries

Secretaries shall be hired by the Personnel Committee as the need arises. Job descriptions shall be developed, and the supervising person or committee will be named at the time of hiring. These actions will be approved by the church and kept on file at the church.

Section 6. Non-Ministerial Staff Members

Non-ministerial staff members shall be employed as the church determines the need for services. The church personnel committee shall have the authority to employ and to terminate the services of non-ministerial staff members. These staff members shall include secretaries, musicians, custodians and other personnel as the need arises. Such employment and termination of service shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

III. Church Officers

All who serve as officers of the church and those who serve on church committees shall be members of this church.

Section I. Deacons

1. Qualification of a deacon:

1. A deacon is a person of genuine and growing Christian experience. (Acts 6:3)
2. A deacon possesses depth of insight, Christian understanding and judgment in the practical issues of life. (Acts 6:3)
3. A deacon's attitude toward the church and the Kingdom of God is marked by vision filled with hope, faith and good will. A deacon will be faithful to responsibilities and exhibit a positive attitude toward the church and its total enterprises. (Acts 6:5)
4. A deacon's reputation in the community is above reproach in integrity and ethical conduct. (I Tim. 3:8)
5. A deacon strives to speak the simple truth in love at all times and under all circumstances. (I Tim. 3:8)
6. A deacon strives to be temperate in all personal habits and behavior. (I Tim. 3:8)
7. A deacon is committed to the conviction of God's ownership of all things, the development of a growing sense of stewardship in personal experiences, and a practice of the Biblical principle of the tithe as the minimum standard of giving. (I Tim. 3:8)
8. A deacon is committed to the full gospel of Jesus Christ as the ultimate answer to both personal and social needs of the world. (I Tim. 3:8)
9. A deacon is one whose life has been tested and found dependable and trustworthy in the church and community. (I Tim. 3:10)
10. A deacon's home relationships are exemplary and wholesome. (I Tim. 3:11-13)

II. Duties of a Deacon

In the New Testament, deacons were elected to assist the pastoral leadership in ministry.

1. Deacons will be leaders in fulfilling the responsibilities of membership as directed in Article I, Section 7, of these By-laws.
2. Deacons will minister to our church families through the Deacon Family Ministry program.
3. Deacons will attend annual training sessions in preparation for ministry.
4. Deacons will help in receiving the offerings and administering the Lord's Supper.
5. Deacons will actively support the church through regular attendance at all services, revivals, Bible studies, and other special emphases.
6. Deacons are to help build congregational morale.
7. Deacons will be involved in the evangelistic outreach of the church.
8. Deacons will attend all deacon meetings.
9. Deacons will be supportive of the pastor and staff.

III. One deacon will be elected for every ten resident households represented in our church.

IV. A deacon shall be elected for a maximum of three (3) years and is ineligible for re-election to active status until the lapse of at least one year. Anyone serving an unexpired term is also ineligible for re-election to active status until the lapse of at least one year.

V. A deacon election committee will be nominated by the Nominating Committee to select and present possible deacon candidates to the church for election. This committee will be composed of five (5) members.

1. One committee member will be a currently active deacon who is scheduled to rotate off the active status at the time the newly elected deacons take office.
2. One person must be a member of a deacon election committee from the previous year.
3. Three persons will be representative of the age and gender constituency of the church.

VI. Duties of the Deacon Election Committee

1. The committee will determine the number of anticipated vacancies.
2. The committee will familiarize themselves with the qualifications of a deacon.
3. During the month of April, they will compile a list of prospects which includes those who express a desire to serve as well as names suggested by church members. All names must be submitted in writing and signed to be considered by the committee.
4. Prospects and their qualifications will be prayerfully considered.
5. Prospects will be contacted in person by this committee and given a list of qualifications and duties of a deacon. The prospect shall be requested to prayerfully consider serving as a deacon, be given a reasonable period of time, and then contacted again.
6. The names of those who are willing to serve will be placed on the ballot. Those receiving the highest vote in descending order will fill the vacancies. In the case of a

tie to fill a vacancy, a ballot will be voted on the following Sunday. The ballots will be counted by the following people: chairman of deacons, chairman of the nominating committee, and chairman of the deacon election committee. Results of the balloting will be reported by the chairman of deacons – first to those selected, then those not selected, and then to the church at large.

The church officers listed below will be elected annually by the church and nominated by the church nominating committee, unless otherwise specified by the church or within these by-laws.

Section 2. Trustees

The trustees committee shall be composed of six (6) members. They will hold in trust all property of the church. They will have the legal responsibility or power to buy, sell, mortgage, lease, or transfer any church property after the church, by specific vote of each action, has given authorization for each action. They shall be responsible for seeing that adequate insurance is purchased and kept on all church property. The chairman of the trustees, by virtue of such office, will serve as president of the corporation during the time that he is chairman of trustees. It would be advisable for this committee to be alert to property evaluations, sales, zoning restrictions and changes, rights of way, and relationships between governmental agencies in the local area. When the signatures of trustees are required, they shall sign legal documents related to church approved matters.

Section 3. Clerk

The Clerk shall be present at all business meetings. She or he shall ensure that a quorum is present at all business meetings (see Quorum, By-laws, Section 10). The clerk shall, at the direction of the church, keep in a suitable book a record of all the actions of the church and sign appropriate documents requiring a clerk's signature. The original of the minutes and attachments shall be kept in the church office. Many clerical responsibilities may be delegated to a church secretary, if the church so desires, to assist the elected clerk.

Section 4. Parliamentarian

The parliamentarian shall be elected by the church to serve at all business meetings of the church and shall guide all actions of the church by Robert's Rules of Order as stipulated under V, Meetings, Section 3, below. In the absence of the parliamentarian during a business meeting, a temporary parliamentarian may be appointed by the moderator.

Section 5. Host or Hostess

This person and/or persons shall be responsible to schedule and coordinate all social functions of the church, arrange lodging and entertainment of church guests, set up new member fellowships, church receptions, coordinate any and all uses of the kitchen facilities and other such activities as directed by the staff and or the church.

Section 6. Chairperson of Ushers

The chairperson of ushers shall direct all the ushers in the responsibility of caring for the seating and comfort of the congregation, greeting and introducing visitors, preventing unnecessary interruptions and distractions, and any other similarly needed services. Ushers shall be responsible for all seating reservations. The chairperson shall decide the number of ushers needed to appropriately care for the congregation at each function of the church when ushers are needed.

Section 7. Librarian (Or Media Center Director)

The librarian shall have the responsibility of directing the operation of the church library. He/she shall make a diligent effort to secure, process, and distribute materials (books, filmstrips, slides, etc.) to aid in the teaching ministries of the church. This person will also secure appropriate reading and listening

materials for the spiritual enrichment and enjoyment of the entire church membership. Efforts will be made to encourage the library's use.

Section 8. Church Auditor

The church auditor shall audit the financial records of the church according to generally accepted accounting procedures. This shall be done at the direction of the Stewardship Committee (see Treasurer, Section 4, Church Staff). The results of all audits shall be given to the church in a written report during a regular business meeting.

Section 9. Representative to the Association Executive Committee

A person shall be elected annually to represent the church in all local Baptist Association affairs requiring church representation. This person shall also give reports to the church on associational activities.

Section 10. Church Outreach Leader

The church outreach leader shall assist the staff members in determining the need, planning and directing activities for ministering to prospects, as well as witnessing to the lost and unchurched.

IV. Committees

All church committee members shall be recommended by the church nominating committee and elected by the church unless otherwise specified by the church or within these by-laws. Committee members shall serve on a three-year rotation basis with one-third to be elected each year, unless otherwise noted below.

Section 1. Nominating Committee

The nominating committee shall consist of six members with two rotating off after three years of service. The pastor shall appoint the nominating committee (to fill the vacancies) in April prior to the annual election of officers in September. The nominating committee shall include all ministerial staff members (ex-officio). The duty of this committee shall be to bring to the church nominations of officers and committees as provided for herein. The committee shall search the church roll and the Sunday School roll to discover persons suitable for office and tactfully obtain from members suggestions of persons to serve in various offices. The directors of departments will be consulted and asked to participate in securing workers for their divisions' or departments' respective needs. Every person nominated shall be a professing Christian. Persons considered for any position will first be approved by the nominating committee before being approached for recruitment. The nominating committee shall present to the church for election all who accept the invitation to serve.

Section 2. Personnel Committee

The personnel committee shall consist of six members nominated by the nominating committee and elected by the church. Two members shall rotate off after serving three years with two new members joining this committee. The personnel committee assists the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs, employment, termination, salaries, benefits, other compensation, policies, job descriptions and personnel services which shall include maintaining an organization chart indicating supervisory duties. As the Chief Executive Officer of the corporation, the pastor will work closely with this committee.

Section 3. Pastoral Selection Committee

See Item 1A under Church Staff, Page 5.

Section 4. Publicity Committee

The publicity committee shall consist of four members nominated by the nominating committee and elected by the church. This committee shall be responsible for promoting the church's regular and special services, programs and activities. This committee will work closely with the church administrator or other designated staff member to insure accuracy of information and approval of expenditures.

Section 5. Deacon Election Committee

See Sections V and VI, Page 7, Church Officers

Section 6. Denominational Relations Committee

This committee shall reach out to fellow Baptists and others in corporate efforts, interchange of resources, and mutual support where we differ or dissent as we must. This is to be done in our local, state and national groups as we join hands with other like-minded churches in projects and ways they feel are the best expressions of denominational linkage.

Section 7. Constitution Committee

See X, Amendments, page 17.

Section 8. Stewardship Committee

The stewardship committee shall consist of six members. This committee develops and recommends an overall stewardship development plan that promotes scriptural giving by the entire membership of the church. The duties of this committee shall be as follows:

1. They will supervise the raising of all money in the church and will have supervision over the expenditures of the same which includes the preparation of an annual budget.
2. No contract for supplies, materials, salaries or services, pledging the credit of the church shall be made except upon approval of the stewardship committee unless authorized by direct vote of the church, except as provided in Nos. 9, 10, and 11 below.
3. All expenditures shall be made only on authorization of the stewardship committee upon authority of the church, so that the church may give general authorization to the committee for normal supplies and/or general items.
4. All bills coming to the church which are not provided for in the budget shall automatically go to the stewardship committee for investigation; if it is approved and the church votes its agreement, the purchasing agent then draws the order signing it with the treasurer issuing a check to pay the bill or bills.
5. All payments for supplies, materials and services shall be paid by the church treasurer on purchase orders approved by the chairman of the stewardship committee as purchasing agent. This also includes items which may be authorized any time by direct vote of the church, in which case the purchase order is to be signed by the purchasing agent. There shall be two signers on all checks drawn. All persons who sign checks shall be bonded.
6. All money collected by the Sunday School, Church Training, Woman's Missionary Union, Weekday Education, or any other church organization shall be duly reported by said organization and turned into the church treasurer with the exception of individual class treasuries and scholarship funds for which the sponsoring organization shall be responsible. Special offerings and fund-raising projects shall have the approval of the church.
7. The stewardship committee shall provide for an audit of all books and accounts of the church by the church auditor as they deem appropriate.

8. This committee shall hold regular weekly meetings.
9. This committee shall make budget provisions for staff members to have an adequate fund for their use in carrying out the daily program of the church.
10. This committee shall make provisions for the building and grounds committee or chairman to be authorized to make expenditures up to \$200.00 as such need arises.
11. The ministerial staff shall have the authority to contract for supplies, materials, or services, pledging the credit of the church, within the context of the annual budget as it relates to their particular department.

Section 9. Membership Committee

The membership committee (a standing committee) shall consist of three members, one of whom shall be a deacon, one of whom shall be of the opposite sex of the chosen deacon, and one of whom shall be the clerk. This committee shall work closely with the deacons in the family ministry plan so that accurate membership rolls can be maintained. The committee shall make a detailed periodic report to the church as to changes in membership. The report shall be made listing all members who have died, all members who are no longer residing in the area, and members who have gone to other churches or denominations. Every responsible means shall be made to maintain an accurate membership roll of area-residing members. All requests for letters or dismissal shall be referred for investigation and recommendation to the church. (See By-law I, Membership, Section 8.)

Section 10. Missions Committee

This committee shall consist of six members composed of the chairman of deacons, director of the Women on Missions, director of the men's mission organization, and three members at large. One of the "at large" members will rotate off each year, and his/her replacement will be nominated by the nominating committee. It will be the duty of this committee to provide ways and means of instructing and enlisting the total membership of the church in the moral and financial support of the entire missionary interest of the Kingdom, especially as conducted by the organizations of Southern Baptists. This committee shall counsel with the stewardship committee in planning the annual budget of the church. They shall suggest goals and promote the observance of special state, home and foreign mission seasons of prayer.

Section 11. Mission House Committee

This committee is a standing committee of six people appointed by the pastor and approved by the church. The chairman is elected within the committee. As need arises for new members of the committee, the chairman works with the nominating committee in finding a replacement. The committee shall schedule occupants of the mission house, supervise furnishings and supplies of the mission house, and keep an accurate inventory of the mission house. (For repairs to the mission house, see Building and Grounds Committee, Section 12.)

The Mission House Committee developed a Policy and Use Statement, approved by the church, describing the purpose for the house and setting forth guidelines to be followed relating to the house. Revisions of the guidelines shall be approved by the church. A copy of the Policy Statement is posted in the mission house, filed in the church office and given to each member of this committee.

Section 12. Building and Grounds

The building and grounds committee shall be composed of eight (8) members elected annually. They shall assist the church in matters relating to properties and equipment administration. Its duties include such areas as maintaining all church properties ready for use, recommending policies regarding the use of properties, working under the administrative officer and other staff members of the church regarding the needs for, and employment of, contract maintenance personnel. This committee will be responsible for

supervising maintenance personnel unless otherwise stated in other personnel job descriptions. The building and grounds committee shall be authorized to make expenditures of up to \$200.00 for emergency repairs, supplies, etc.

Section 13. Disaster Committee

The disaster committee, a standing committee, shall consist of six members nominated by the nominating committee and elected by the church. This committee shall be responsible for working with various federal and/or local agencies to assist in the event of emergencies. This committee will work closely with the church administrator or other designated staff member to insure coordination of church facilities and membership.

Section 14. Kitchen Committee

The kitchen committee shall be composed of a chairperson, cook, volunteer team leader and team members. The chair will be nominated by the nominating committee and voted on by the church. The term of office is one year. This chairperson is responsible for selecting volunteer committee members and setting up a rotation schedule for each member. There should be sufficient volunteers to have six members per team and five teams that rotate every fifth Wednesday night. The chair shall assign one or more team leaders for each team. Other duties of the chairperson are as follows:

1. Work closely with the church host/hostess and provide volunteers as needed for special lunches, dinners, etc.
2. Work closely with the finance committee chair and review receipts and expenditures relative to Wednesday night's meals on a routine basis.
3. Be responsible for inventorying and restocking supplies as needed. This duty may be delegated to other committee members at the discretion of the chair.
4. Assist the cook by providing sufficient volunteers each Wednesday evening to set up tables, serve meals, clean up, and to perform all other responsibilities as set forth in the "Policies for Kitchen and Fellowship Hall" guidelines (Revised 6-14-01), which is approved by the church.

The cook is hired by the personnel committee and paid on a contractual basis for preparation of the Wednesday night dinners on a routine basis. The cook is responsible for planning all meals, purchasing groceries as needed and preparing all Wednesday evening meals. Volunteer teams will assist the cook in serving the meals and will perform all cleanup duties. The teams and a team leader are selected by the chair. The leader is responsible for assigning his/her team members their responsibilities. The team leaders are responsible for assuring that their team performs all duties as outlined in the "Policies for Kitchen and Fellowship Hall" guidelines. The team leaders should work closely with the chair and keep him/her informed of anything required to perform their duties.

Responsibilities of the Kitchen Committee are outlined in the "Policies for Kitchen and Fellowship Hall" guidelines. A copy of this document is posted in the kitchen.

Section 15. Recreation Committee

This committee shall consist of six members, two of whom shall rotate off after three years. They shall be responsible for the supervision and promotion of the general church recreation program. They shall be in charge of and responsible for all recreation equipment which must be stored at the church. Proper care of all equipment will be maintained. All damaged equipment will be turned in for replacement. This committee shall work under supervision of the Minister of Education.

Section 16. School Partnership Committee

This committee shall consist of six members. The Minister to Preschool/Children shall be a standing member of this committee. They shall be responsible for supervising and promoting the church

partnership with a local school. This committee will develop annual goals for the partnership with the school and will encourage church service and outreach to the school staff, students, and parents.

Section 17. Nursery/Extended Session Committee

This committee shall consist of six (6) members. This committee is responsible for all planning and preparation to provide care for children (birth through three (3) years of age) during regularly scheduled meetings with coordination of services to be provided for special meetings. They shall work under the direction of the Extended Session Director, Minister to Preschoolers and Children. The Nursery/Extended Session Committee may employ, supervise, discipline, suspend and/or terminate church preschool department paid personnel within the limits and consistent with the budget established by the Stewardship Committee and approved by the church.

The Nursery/Extended Session Committee duties include to

- Discuss and recommend preschool policies to the church and publicize the policies so that the church membership will be aware of them.
- Be responsible for nursery/extended session equipment and supplies in accordance with the budgetary policies. Items of \$50.00 or more require church approval.
- Recruit, train, and schedule nursery/extended session workers for worship and special church services as needed.
- Encourage church members to be volunteers in the nursery/extended session.
- Assist the Extended Sessions Director in securing paid workers as the need arises. The chairman of this committee shall be the Extended Sessions Director.
- Work with activity directors regarding coordination of nursery/extended facilities and supplies.
- Provide a list of regulations for nursery/extended session operations promoting the health and safety of children and workers.

Section 18. Preschool Council

The purpose of the Preschool Council is to provide leadership to our preschool ministries. The Preschool Council shall consist of six (6) members, one (1) of whom is at-large member who rotates after a three-year term. The following groups shall designate members as automatic appointments to this council: Preschool Sunday School, Preschool Choir, Mission Friends, Weekday Preschool Committee, and Nursery/Extended Session Committee. Ex-officio members of the committee are the Weekday Education Director, the Nursery/Extended Sessions Director, and the Minister to Preschoolers and Children. The Council shall consider objects of general interest and shall seek to coordinate the preschool ministry of the church. The Council shall act in an advisory capacity only, making its recommendations to the several groups involved for their decision making.

Section 19. Weekday Preschool Committee

This committee shall consist of six members. They shall be responsible, in conjunction with the Minister of Education, for preparing and carrying out the program of the weekday preschool as directed by the church. This committee shall work with the director of the program in securing teachers. All teachers shall be recommended to and approved by the church. This committee shall work with the director in establishing policies concerning teachers and teacher's salaries. This committee will also assist in setting fees and school policies.

Section 20. Other Committees

Such other committees that seem necessary for carrying out the programs of this church shall be established as the need arises. The moderator, on approval of the church, shall appoint such committees. Their responsibilities will be defined when the committee is formed and given to the church secretary to

be added to this constitution. Care shall be given to assure that no one person would serve on more committees than practical. Where the need of a certain committee is no longer necessary, the moderator may recommend to the church that such committee be terminated.

V. MEETINGS

Section 1. Worship

Regularly scheduled meetings of the church shall be morning and evening worship and fellowship on the Lord's Day, and Wednesday evening for prayer, testimony and fellowship. Cancellations or changes of any of these meetings shall be made by the Church Council. In emergency cancellations such as weather and mechanical failure, the pastor may decide such after having consulted the chairman of deacons. Announcements will be made over appropriate media and by calling individuals to help spread the word of cancellation. The Ordinance of the Lord's Supper shall be observed once each quarter at a time selected by the pastor and Chairman of Deacons or at times as deemed appropriate by the pastor or Chairman of Deacons. The pastor and deacons shall administer the Lord's Supper; the deacons are responsible for the physical preparations and picking up the small serving cups.

Baptism shall be administered as an act of worship during any worship service of the church. The pastor, or whomever the pastor shall authorize, shall administer baptism. (See By-laws, Section 2.)

The church shall have at least one series of meeting yearly of no less than three consecutive days for evangelistic or member motivational emphasis.

Other religious meetings such as revivals, discipleship training, rallies, workshops, retreats, etc. may be scheduled by the church, or by the pastor with the approval of the church. The pastor may consult with the church council regarding special speakers, programs, or events.

Vacation Bible School shall be held once each year at a time determined by the church council and voted on by the church. The director or directors will be recommended by the nominating committee in March. Workers will be selected by the directors. Workers and directors will be encouraged to attend the annual VBS workshop.

Section 2. Business

The pastor shall be the moderator of business meetings. In the absence of the pastor, the chairman of deacons shall preside. In the absence of both of these, the clerk shall call the church to order, and a moderator pro-tem shall be elected. The regular business meetings of the church shall be held on the third Wednesday night of each month during prayer service time. At any of the regular meetings for worship, the church may, without special notice, act upon the reception of members or upon the transfer of membership to other churches or upon the appointment of delegates to conventions, but it is not allowed to act on other business. The pastor shall announce from the pulpit on Sunday, any called business meetings, giving at least one week's notice, clearly stating the purpose of the meeting. Called meetings can only address the subjects announced in the call.

All business meetings of this church are open to all members at all times. All such meetings must be publicized through regular church channels. The required minimum number of members present for conducting business is set forth in the By-laws, page 4, Section 10.

The annual report to the local Baptist Association shall be presented for approval in the September business meeting each year.

Section 3. Rules of Order.

The business of this church shall be transacted according to the rules of Robert's Rules of Order, 2nd Edition.

Section 4. Order of Business

The gathering will be called to order by the moderator, and business will proceed in the following order:

1. Establish whether there is a quorum.
2. Hear the reading of minutes of previous regular meetings and subsequently called meetings.
3. Approve or correct the minutes.
4. Address unfinished business.
5. Present reports of offices and department heads:
(All committees and organizations shall be expected to report monthly.)
 - a. Sunday School
 - b. Church Training
 - c. Deacon Report
 - d. Women's Missionary Union
 - e. Baptist Men
 - f. Secretary of Deacons or Chairman of Deacons
 - g. Treasurer
 - h. Clerk
 - i. Weekday Education
6. Give committee reports or recommendations as necessary.
7. Discuss new business.
8. Make acknowledgements
9. Hear general suggestions for the welfare of the church and members
10. Adjourn.

A re-arrangement of the above order may be made by the moderator with the consent of the meeting attendants.

VI. Organizations

The church shall maintain programs of Bible teaching, church member training, church leader training, new member orientation, mission education, action, and support; and music education, training and performance. All organizations related to the church programs shall be under church 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 task shall be to teach the Biblical revelation, reach people 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 the denomination. The Sunday School shall be organized by department and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Minister of Education and 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 the Minister of Education and the general Church Training Director.

3. Women on Missions shall be the mission education, mission action, and mission support organization of the church for women, young women, teen girls, girls, and preschool children. Its task shall be to teach missions, engage in mission action, support world missions through prayer and giving, and provide and interpret information regarding the work of the church and denomination. Women's Missionary organizations shall have such officers and organizations as the program requires.
4. A men's mission organization shall be the church's organization for education, mission action, and mission support for men, young men, teen boys, boys, and preschool children. Its task shall be to teach missions, engage in mission action, support world missions through praying and giving, and interpret information regarding the work of the church and denomination. The men's organization shall have such officers and organization as the program requires. They shall be under the direction of the Minister of Education and the Director of the men's organization elected by the church.
5. The Church Music organization, under the direction of the Minister of Music and elected church music leaders, 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; and 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 required.

VII. Discipline

It shall be the practice of this church to emphasize to its members that every possible measure will be taken to minister to any troubled member. The pastor, other members of the church staff, deacons, and other church members 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 situation exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take possible 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 vote of the members present at the next regular business meeting is required for such action. The church may then proceed to declare the person to no longer be in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. The church may 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.

VIII. Church Council

The church council, upon being established by authorization of the church, shall seek to correlate and coordinate the activities of the church. The church council shall establish the annual and long term goals of the church. The council, unless otherwise determined by vote of the church, shall be composed of the pastor, minister of education, chairman of deacons, clerk, treasurer, chairman of the stewardship committee, hostess, one representative of each of the church organizations (Sunday School, Church

Training, Women on Missions, men's mission organization, Youth Council, and of the congregation at large. This member will be appointed by the chairman of the council. The council shall meet monthly or quarterly, as may be desired or on call of the pastor or chairman at any time deemed appropriate. All matters agreed upon by the council calling for action shall be referred to the church for approval or disapproval. The chairman of the council will be the Minister of Education or a person elected by the members of the council if there is no Minister of Education.

IX. Liability

This church adopts the "Tort Reform Act of 1987" as provided by Section 51-1-20 of the Official Code of Georgia Annotated, which provides immunity from civil liability in certain cases.

X. Amendments

Every five years, the pastor shall appoint a new committee of five members to review this constitution. A report shall be made to the church after reviewing whether or not changes need to be made. If changes are deemed necessary, this committee shall become the constitution committee. If no changes need to be made, the committee will be dissolved.

Changes to the Constitution and By-laws shall be made in the following manner:

At a regular business meeting copies of a proposed amendment shall be given to each member present, read aloud and discussed, then published in the next newsletter. In the regular business meeting of the following month, the proposed amendment shall be voted on. (See By-laws, Church Membership, Section 10.)