

CONSTITUTION AND BY-LAWS OF  
REEDY RIVER MISSIONARY BAPTIST CHURCH  
1012 Mauldin Road  
GREENVILLE, SOUTH CAROLINA

CONSTITUTION

**1. NAME AND LOCATION**

The name of this Church shall be the Reedy River Missionary Baptist Church, 1012 Mauldin Road, Greenville, South Carolina.

**2. MISSION STATEMENT**

The overall purpose and mission of the Reedy River Missionary Baptist Church are evangelizing the lost and disciplining the believer. We seek to fulfill this purpose through reverent services of worship, sincere and constant proclamation of the gospel by word and deed, dynamic programs of Christian education, and a proactive ministry to human need in the name of Jesus Christ.

Recognizing Jesus Christ as the only head of the Church, this congregation seeks to obey the will of our Lord in all matters of faith and practice. Authority to govern the spiritual and temporal affairs of this church is given by Christ. The responsibility for executing this authority is vested in the membership of this congregation.

This church accepts the Scriptures of the Old and New Testaments as the inspired witness to God's revelatory actions in human history, and as the authoritative basis for its doctrine and practices. This church also accepts and adopts the following covenant as a means by which the members express their intent to accept the Supremacy of Jesus in the life of the church and in their own daily lives.

**3. POLICY**

- 3.1. The government of this church is vested in the members who compose it, and, as such, it is subject to the control of no other ecclesiastical organization. Also, none of her ministries or committees can usurp her executive governmental or policy-making powers.
- 3.2. In carrying out the wider ministry for which Christ has made His Church responsible, we adhere to membership in the Reedy River Baptist Association, the Baptist Educational and Missionary Convention of S.C., and the National Baptist Convention, USA, Incorporated

**4. Covenant**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our 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, angels 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 and holiness; to give it a place in our affections, prayers and services above every organization of human origin; to sustain its worship, ordinances, discipline and doctrine; to contribute cheerfully and regularly, as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and the spread of the Gospel throughout the world. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously

agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintance; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others; endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys, and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth chapter of Matthew, to secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God, who hath called us out of darkness into the marvelous light.

When we remove from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

**5. PRIMARY OFFICERS:** The primary officers of the Reedy River Missionary Baptist Church can be either male or female and are as follows:

- 5.1. Pastor
- 5.2. Clerk
- 5.3. Treasurer
- 5.4. Chairperson of Deacon Ministry and Deacons
- 5.5. Chairperson of Trustee Ministry and Trustees
- 5.6. Director, Christian Education
- 5.7. Superintendent, Sunday School
- 5.8. Director of Missions

Comment: Added Chairperson of Ministry

**6. MEMBERSHIP:**

- 6.1. Admission of Members: Persons may be received into membership by any of the following methods, upon the recommendation of the Pastor, the Deacon Ministry, and the vote of the congregation.
  - 6.1.1. By Baptism: Anyone who confesses Jesus Christ as Savior and Lord and who is in essential agreement with the doctrine and practice of this church may be received into the fellowship of this congregation following believers' baptism by immersion,
  - 6.1.2. By Letter: Any person who is in substantial accord with the doctrine and practice of this church may be received by letter of commendation from any other Baptist church,
  - 6.1.3. By Christian Experience: Any believer who has formerly been baptized upon a profession of faith, and who for sufficient reason cannot produce a letter from a church, but who is in substantial accord with the faith and practice of this church, may be received upon satisfactory statement of Christian faith.
  - 6.1.4. By Restoration: A person who has lost membership in this church for neglect or other violation of covenant obligations may be restored to membership upon the recommendation of the Pastor, Deacon Ministry, and vote of the church.

- 6.1.5. By Watch Care: A person who is a member of another Christian church, but sojourning in this community for a brief period of time, may be received under Watch care of the church for a brief period of time. He/She shall not participate in the church business meetings, or be eligible to vote or hold office. Students may unite under Watch care while they are enrolled in a local institution of learning.
- 6.1.6. New members of Reedy River Missionary Baptist Church are expected to participate in the new members' orientation.
- 6.2. Dismissal of Member: A person may be dismissed from membership by any of the following methods:
- 6.2.1. By Death
- 6.2.2. By Letter: Any member in good standing, who desires a letter of dismissal and recommendation to any other Baptist church, may receive it upon his/her request and the recommendation of the Pastor and Deacon Ministry. The church, to which membership is requested, shall be named in the request; and the letter shall be sent to the pastor or clerk.
- 6.2.3. By Request: If a person expresses a wish to resign from the membership, he/she shall put the request in writing. Upon recommendation of the pastor and Deacon Ministry, his/her name shall no longer be included among the members.
- 6.2.4. By Exclusion: Should a member be guilty of persistent breach of covenant obligations, the church may terminate his/her membership guided by Matthew 18:15-18. Only after due notice and a hearing before the Deacon ministry and the Pastor, and after faithful efforts have been made to bring about repentance and reconciliation, should such action be taken.
- 6.2.5. By Removal: Upon recommendation of the Pastor and Deacon Ministry, the church may vote to remove the names of persons who have been on inactive status for at least two years.

\* Inactive Membership Status: When a person has manifested a lack of interest in the life of the church for a year by failure to attend services, to communicate with the church, or to contribute to her support, his/her name may be placed on an inactive status upon recommendation of the Pastor and Deacon Ministry

Persons whose names are on inactive membership Status shall not be counted or reported as members, shall not take part in business meetings, or be eligible to hold office.

Any person whose name is on inactive membership Status may be reinstated to active membership by recommendation of the pastor and Deacon Ministry.

The church membership roll shall be reviewed annually for members who have been inactive during the previous year.

- 6.3 All members shall have an equal right to express their views without regard to length of membership, age, or other factors; but only active members will be allowed to vote.

## 7. ORGANIZATIONAL STRUCTURE:

- 7.1. The Church Body shall consist of the Holy Spirit, the Congregation, the Pastor, the Deacons, the Trustees, the Budget/Finance Committee, the Mission Groups, and the Christian Education Ministry.

- 7.2. Election of all officers shall be in accordance with the plan of the Church hereinafter provided.
- 7.3. This Church shall have such ministries, auxiliaries and committees as wisdom and the Holy Spirit may direct as necessary for carrying on the work of the Church. The duties of these ministries, auxiliaries and committees shall be those inherent with the name of the ministries, auxiliary or committee.
- 7.4. Whenever a member or members of this Church are appointed and/or elected to a position or positions of service or as appointed officers of this Church, all efforts should be made to involve as many members as possible.

## **8. MEETINGS:**

- 8.1. Public services of Worship shall be held each Lord's Day.
- 8.2. The Lord's Supper shall be celebrated on the First Sunday of each month and at other such times as deemed necessary by the church.
- 8.3. Fellowshiping and welcoming of new members shall be held on the First Sunday before partaking of the Lord's Supper or as necessary.
- 8.4. Other religious programs may be scheduled and approved by the pastor.
- 8.5. The church at study, involving the Missions Ministries, shall be observed on First Sunday in each month.
- 8.6. Baptism shall be observed on First Sunday morning, as needed.
- 8.7. Prayer Meeting and Bible Study shall be held weekly on Wednesday evenings.

## **9. BUSINESS MEETINGS:**

- 9.1. The fiscal year of the church shall be the calendar year.
- 9.2. An Annual Church Meeting shall be held in January of each year, for the purpose of:
  - receiving the annual report of ministries and committees
  - election or confirmation of officers
  - approval of the annual budget
- 9.3. Special business meetings may be called by the Pastor. Notifications of special meetings and their purpose shall be given two Sundays preceding the date of the meeting.
- 9.4. A two- third (2/3) vote of active members present and voting (subject to quorum requirements) shall be required to decide a permanent or fundamental change in the nature of the church or the way it operates. Such items shall include, but are not limited to:
  - Election or Dismissal of the Pastor
  - Adopting or amending the constitution
  - Changing the church's name
  - Changing the National or local associational affiliation(s)
  - Moving church's location
  - Reversing a previous decision affected by a majority.

## 10. ELECTIONS:

- 10.1. Annual elections will be held at the January Conference.
- 10.2. All church ministries shall elect their own officers along with the establishment of the officers "Term of Service", except where specified by the By-Laws.
- 10.3. Twenty percent of the active membership shall constitute a quorum, except for the call of a Pastor, thirty-five percent shall be necessary and likewise for dismissal.
  - In the event of a resignation, a person will be appointed to act in that position until proper approval.

10.4. All voting pertaining to any fundamental change to the operation of the church as stated in Section 9.4 of this constitution will be conducted by secret ballot.

Comment: New...to protect peoples right to privacy.

## 11. ADOPTIONS AND AMENDMENTS:

- 11.1. This constitution shall be considered adopted, and in immediate effect, when 2/3 of the active membership present and voting in favor of the same (subject to quorum requirements).
- 11.2. This constitution may be amended, altered or repealed by a 2/3 vote of the members present and voting at any regular business meeting providing that a quorum exists, and that such amendment, alteration, or repeal be given to the clerk in writing ninety days prior to aforesaid business meeting. A statement of intent must accompany the amendment, alteration or repeal. The clerk shall in turn submit the same to the Constitution and By- Law Committee who will study it for legality, clarity, and rationality. The Constitution and By-Law Committee shall in turn submit the same to the Church body in writing at least thirty days prior to the church business meeting.
- 11.3. The adoption of this Constitution and By-Laws shall effect a repeal of all previously adopted or accepted rules in conflict herewith.
- 11.4. Each amendment/change to the Constitution or By-laws shall not take effect until the proposed amendment/change shall have been presented to the church membership for three readings in separate, duly called church business meetings.

Comment: New

## **BY-LAWS**

### **1. GOVERNMENT OF THE CHURCH**

- 1.1. The authority governing the church shall be the responsibility of the membership.
- 1.2. Twenty percent of the roll of the active membership shall constitute a quorum except that for call of a pastor, thirty-five percent shall be necessary and likewise for dismissal. In the event of a resignation, a person will be appointed to act in that position until proper approval can be rendered.
- 1.3. The Church's business meeting shall generally observe the following order of business:
  1. Devotions
  2. Call to order by Pastor or designee
  3. Reading of the Minutes
  4. Report of ministries and committees.
  5. Unfinished business
  6. New business
  7. Adjournment
  8. Dismissal Prayer
- 1.4. The Church's business meeting will be guided by the Holy Scripture and Robert's Rules of Order (current edition) except in cases especially provided for in this constitution.
- 1.5. The Church year shall begin January 1 and end December 31. The fiscal year shall run concurrently with the calendar year.
- 1.6. All Ministries and Auxiliaries shall keep complete minutes and records of their meetings and make financial reports at each Annual Church Conference. They shall report on any projects or activities of particular interest to the Church. All such reports shall be in writing and submitted to the Clerk for inclusion in the Church records.
- 1.7. All Ministries and Auxiliaries should develop and maintain Standard Operating Procedures. A copy should be made available to each member and to the Church Administrative Assistant.

### **2. CHURCH FINANCE**

- 2.1. Membership in this Church involves financial obligations with regular tithes and offerings to support the Church and its causes.
- 2.2. The Trustee Ministry in conjunction with the Church Treasurer shall establish Guidelines and Standard Operating Procedures to be used in recording all receipts and individual contributions.
- 2.3. The Trustee Ministry in conjunction with the Church Treasurer shall establish Guidelines and Standard Operating Procedures along with a credible accounting system to track and maintain the church's finances in accordance with all applicable state and federal regulations.
- 2.4. All pledges and monies received shall be reported to the Treasurer and Church Accountant. This also includes regular Sunday tithes, general offerings, special offering and designated monies.
- 2.5. Inasmuch as this Church shall operate on the stewardship plan, special offerings, gifts and solicitations may be sought by the Church or by any of its organizations and members only upon

approval from the Pastor.

- 2.6. All funds received for special purposes are to be used only for the purposes for which specified.
- 2.7. The Budget Planning Committee shall be responsible for coordinating the activities and preparation of a budget for Church approval at the Annual Church Conference in January of each year.
- 2.8. The Church Operating Budget shall be used for expenses necessary for the operation of the Church and salaries of paid officers and staff as outlined in the budget. Use of monies from this fund for other purposes must be recommended by the Budget Planning Committee.
- 2.9. Expenditure requests which are not provided for in the general budget or capital plan shall go to the Finance Committee for review. Following a thorough investigation and if deemed a proper indebtedness of the Church the bill shall then be given to the Church Treasurer for payment.
- 2.10. All Church funds, for any and all purposes, except love offerings, shall be accounted for and deposited in the approved financial institution(s) by the Church Treasurer. The deposit of these funds must be properly recorded on the books of the Church by the Church Accountant according to the prescribed accounting system.
- 2.11. The receipt of all monies, the disbursement and authorization of funds as stipulated in the approved Church budget, shall be the responsibility the Church Treasurer or designee.
- 2.12. Any money or property received by any church ministry or auxiliary shall be deemed property of the church but can be used by the ministry or auxiliary. These funds are subject to be used by the church if needed.
- 2.13. Two persons, approved by the church, will sign all checks written to administer the church business, one of which may be that of the Treasurer.
- 2.14. The Treasurer and Finance Committee Chairperson shall report to the Church Leadership (Pastor, Chairperson of Deacons Ministry, and Chairperson of Trustee Ministry) quarterly the status of the Church's finances. They should use but not be limited to the following reports...Income and Expense Statement for quarterly and year to date operations and Reconciliation Statement for the current period. Comment: New
- 2.15. An external or internal audit of the Church's finances make be called for by the Church Leadership (Pastor, Chairperson of Deacons Ministry, and Chairperson of Trustee Ministry) as deemed necessary and appropriate. Comment: New

### 3. WORSHIP SERVICES

- 3.1. The Order of Worship for Sunday morning services shall be the responsibility of the Pastor with the assistance of the Deacons. Public services of Worship shall be held each Lord's Day.
- 3.2. **Lord's Supper:** The first Sunday of each month shall be designated for the ordinance the Lord's Supper. The Lord's Supper is a symbolic act whereby a member of the church, through partaking of bread and the fruit of the vine, commemorates the death of Jesus and his anticipated return. The ordinance shall be observed the first Sunday of each month at and at other such times as deemed necessary by the church.

The Deacon Spouses shall prepare the table for each observance of the Lord's Supper ordinance. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.

**Baptism:** A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at a service of worship, and who indicates a commitment to follow Christ as Lord, shall be received for baptism. The ordinance may be administered as an act of worship during any regular worship service. Baptism shall be by immersion in water and administered by the pastor or whomever the church shall authorize. The Deacon Spouses shall assist in the preparation of, and observance of, the ordinance.

- Fellowship of new members shall be held on the First Sunday of each month, as necessary
- The Church at study, involving Missions Ministries, shall be observed on the First Sunday in each month.
- Funerals: As the bereaved family desires in consultation with the Pastor.
- Weddings: As the family desires in consultation with the Pastor and the Church Wedding Coordinators.
- Other special services: Other special services may be held when necessary. Such requests should be made to the Pastor.

#### 4. CHURCH OFFICERS AND DUTIES

##### 4.1. The Pastor

4.1.1. **Qualifications:** The Pastor must provide visionary and strategic leadership for the life and ministry of the church and bring discernment and focus to priorities that support the vision, and be able to teach and preach. The pastor must be faithful to all acquaintances, pleasant, self-controlled, respectable, hospitable and gentle. The Pastor must not be given to drunkenness; the Pastor must not be violent; must not be quarrelsome; and must not be a lover of money. The Pastor must manage his/her own family and conduct him or her self in a manner worthy of respect. All these things as in accordance with 1st Timothy 3:1-7.

4.1.2. Duties and Responsibilities:

- 4.1.2.1. The Pastor shall preach and teach the gospel on each Lord's Day,
- 4.1.2.2. The Pastor shall administer the ordinances of the Baptist Church.
- 4.1.2.3. The Pastor shall watch over the membership. He/She shall have charge of the spiritual welfare of the congregation and the stated services of public worship.
- 4.1.2.4. The Pastor shall be an ex-officio member of all ministries and committees of the church.
- 4.1.2.5. The Pastor shall have general oversight over the concerns of the Church.
- 4.1.2.6. The Pastor shall faithfully perform the duties of that office.
- 4.1.2.7. The Pastor shall have the responsibility for ensuring that mid-week Bible Study and Praise Services are conducted.
- 4.1.2.8. The Pastor shall visit the members of the Church, especially the sick, aged and distressed.

- 4.1.2.9. The Pastor shall conduct funerals, baptisms, weddings, baby dedications, spiritual counseling and perform such other duties as pertaining to that office, or as set forth in the constitution and by-laws.
- 4.1.2.10. The Pastor promotes peace and harmony among the entire Church organization.
- 4.1.2.11. The Pastor consults and cooperates with officers and all organizations of the Church.
- 4.1.2.12. The Pastor shall, upon request, administer the Lord's Supper with the assistance of the Deacons to the sick and shut-in.
- 4.1.2.13. The Pastor presides over Church meetings and joint meetings of the Deacons and Trustees except when the Pastor deems it necessary to do otherwise.
- 4.1.2.14. The Pastor shall approve preachers, speakers, and facilitators for all Church and related events.
- 4.1.3. Service to Ministry: The Pastor is to lead and ensure that sound doctrine of God is followed in all areas of the church. Whether in preaching, teaching, or any function or outreach of the church, the Pastor is to lead by the Spirit of God.
- 4.1.4. Method of Selection and Election: The Pastor shall be elected by the church upon recommendation of the Pastoral Search Committee as chosen by the church members. The election shall be by ballot.
- 4.1.5. Term of Service: The Pastor's tenure of office shall be for an indefinite period. In case the Pastor decides to leave, the Pastor must give the church three months notice. If the church is dissatisfied, the church must give the Pastor three months notice. The church may elect to award the Pastor three months pay in lieu of three months service. If the church is dissatisfied with the Pastor or it becomes necessary for the church to make a decision as to the tenure of the Pastor; a meeting of the church solely for this purpose, can be called by the Deacon Ministry.

## 4.2. The Deacons

- 4.2.1. Deacons shall be elected by the church upon recommendation by the Pastor and Deacon Ministry. The Number of Deacons shall be left to the discretion of the Pastor and the Church.
- 4.2.2. They shall be ordained according to the requirements in Acts 6:1-8 and 1st Timothy 3:8-13.
- 4.2.3. A Deacon shall be elected for an indefinite period. Newly elected deacons must complete a Deacon Training Course.
- 4.2.4. A Deacon shall become an inactive deacon when his/her character becomes of such that it reflects negatively upon the purpose of the church and/or fails to carry out his/her duties and responsibilities as outlined in this constitution.
- 4.2.5. The duties of the Deacon includes being watchful guardians of the purity and good order of the church and assisting in the work of the pastoral office by cooperating with and supporting the pastor.
- 4.2.6. Deacons are to assist in the ordinances of the church, visit and administer to the sick,

advance the general interest of the church, and must act only in conjunction with the pastor. The Deacons and Pastor shall consider and formulate plans for the constant progress of the Church in all things pertaining to the saving of souls, the development of Christians, and the extension of growth of the Kingdom of God.

- 4.2.7. In the absence of a pastor, it becomes the duty and responsibility of the Deacon Leadership (Chairman, 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairman) to conduct the devotional services, provide for the supply of the pulpit, and administer the affairs of the church.
- 4.2.8. At such time when the active Deacons deem wise, they shall have the privilege of recommending a Deacon who has served the Church faithfully to be a Deacon Emeritus with full voting privileges.
- 4.2.9. Term of Service for Officers of the Deacon's Ministry: Elections are held annually. Each officer may be elected for a two-year term and shall not be eligible to serve more than four consecutive terms in the same office until he/she has been out of that office for one year.

#### 4.3. The Trustees

- 4.3.1. The character and devotion of a trustee shall equal that of a deacon. Trustees shall hold themselves bound by every consideration of morality, character, and honor to carry out the wishes of the church.
- 4.3.2. Trustees are elected by the church annually; and upon recommendation of the Pastor and Trustee Ministry.
- 4.3.3. It shall be the duty of the Trustees to legally hold the property (titles) and upkeep of assets and to administer the temporal affairs of the church as required by law. The Trustees have no power to buy, sell or transfer property without authorization of the church; however, with church action, their signature represents the will of the congregation. The Trustees shall be responsible for the counting and recording of all collections taken in or during the regular Church service.
- 4.3.4. A Trustee shall become an inactive Trustee when his/her character becomes of such that it reflects negatively upon the purpose of the church and/or fails to carry out the duties and responsibilities as defined in this constitution.
- 4.3.5. It shall be the responsibility of the Trustee Ministry to coordinate an external audit of the Church's Finances every (4) years, or as deemed necessary.
- 4.3.6. The Trustee Ministry shall establish appropriate committees (Standing/Ad Hoc) from its membership and the church's congregation. Each committee shall have a representation of not less than 3 members from the congregation as appointed by the Church Leadership Team. Standing committees within the Trustee Ministry shall be but not limited to: Finance Committee, Budget Planning Committee, Maintenance Committee, Van/Transportation Committee, Public Offering Committee and other committees as deemed necessary to carry out the function of the church.
- 4.3.7. Term of Service for Officers of the Trustee Ministry: Elections are held annually. Each officer may be elected for a two-year term and shall not be eligible to serve more than four consecutive terms in the same office until he/she has been out of that office for one year.

Comment: New

#### 4.4. The Director of Christian Education

- 4.4.1. There shall be a Director of Christian Education appointed by the Pastor and confirmed by the church
- 4.4.2. The Christian Education Ministry, in conjunction with the Pastor, shall be responsible for the organization, administration, and supervision of the education programs of the church. It shall consist of, but not limited to, the Sunday School, Vacation Bible School, Bible Study, and Children's Church.
- 4.4.3. The Christian Education Ministry shall meet whenever necessary but at least quarterly.
- 4.4.4. Term of Service for Officers of the Christian Education Ministry: Elections are held annually. Each officer may be elected for a two-year term and shall not be eligible to serve more than four consecutive terms in the same office until he/she has been out of that office for one year

#### **4.5. The Sunday School Superintendent**

- 4.5.1. The Sunday School Superintendent shall be elected by the church upon the recommendation of the Pastor and Director of Christian Education.
- 4.5.2. The Sunday School Superintendent shall direct or delegate to others all Sunday school activities and shall work in full co-operation with the Pastor, Deacons, Trustees, and Church School faculty
- 4.5.3. The other Sunday School Officers shall be elected by the Church upon the recommendation of the Sunday School Superintendent.
- 4.5.4. Term of Service for Sunday School Superintendent: Elections are held annually. Each officer may be elected for a two-year term and shall not be eligible to serve more than four consecutive terms in the same office until he/she has been out of that office for one year.

#### **4.6. The Director of Missions:**

- 4.6.1. There shall be Director of Missions appointed by the Pastor and confirmed by the Church.
- 4.6.2. The missions shall be defined as any endeavor to fulfill the "Great Commission" of Christ together with functions which leads to this end, including evangelizing,
- 4.6.3. The Director of Missions shall preside at all meetings of the missions committee. They shall represent the missions committee before the church body. They shall be responsible for maintaining communication between the Pastor and Deacon Ministry and shall present a missions report at the annual meeting of the church in January.
- 4.6.4. Term of Service for Office of Director of Missions: Elections are held annually. Each officer may be elected for a two-year term and shall not be eligible to serve more than four consecutive terms in the same office until he/she has been out of that office for one year.

#### **4.7. The Treasurer**

- 4.7.1. A Treasurer shall be a person of the highest moral integrity, believable and trustworthy. The Treasurer shall be elected at each annual meeting. The Treasurer shall have

custody of the funds of the church and all deposits made in the name of the church. The Treasurer shall be bonded to the extent required.

- 4.7.2. Funds received for the support of the church and for the reduction of the church indebtedness shall be disbursed only on order of the church or by vote of the church.
- 4.7.3. Term of Service for Office of Treasurer: Elections are held annually. Each officer may be elected for a two-year term and shall not be eligible to serve more than four consecutive terms in the same office until he/she has been out of that office for one year.

#### 4.8. The Clerk

- 4.8.1. The Clerk shall hold him or her self bound by every consideration of morality, character, and honor to carry out the wishes of the church. They shall keep a complete record of the transaction of all business meetings of the Church.
- 4.8.2. The clerk shall notify all officers, committee members, and delegates of their elections and appointments.
- 4.8.3. The clerk shall deliver immediately to his/her successor all books and records for which he/she has been responsible as clerk.
- 4.6.4. Term of Service for the Clerk: Elections are held annually. The Clerk may be elected for a two-year term and shall not be eligible to serve more than four consecutive terms in the same office until he/she has been out of that office for one year.

### 5. Church Ministries, Committees, Auxiliaries

#### 5.1. DEACON SPOUSES

- 5.1.1. **Qualification:** Deacons Spouses should be grave, sober minded, faithful in all things and should not be slanderous. The Deacon Spouses should hold serious views of life, avoiding the spreading of gossip, striving to maintain a balanced sense of judgment, and dependable in every area of life. The qualifications for the Deacon Spouses are given in 1 Timothy 3:11.
- 5.1.2. **Duties:** Deacon Spouses shall accompany the Pastor and Deacons in visiting members during their time of sickness, bereavement, distress, maintain relationship and communication with new members, provide assistance for candidates for baptism, and preparation of the Lord's Supper. The Deacon Spouses shall assist the pastor and deacons in the spiritual growth of the church, Christian service, and be instrumental in carrying out the spirit of the church's covenant and the principles of God's word. The Deacon Spouse shall remain a member of the Deacon Spouses Ministry even if the Deacon has rotated off of the Deacon Ministry.

#### 5.2. TRUSTEE SPOUSES

- 5.2.1. **Qualification:** The character and devotion of a Trustee Spouses shall equal that of a

Deacon Spouses. Trustee Spouses shall hold themselves bound by every consideration of morality, character, and honor to carry out the wishes of the church.

- 5.2.2. Spouses of Trustees of the Reedy River Missionary Baptist Church shall be eligible to be members of the Trustee Spouses Ministry .The Trustee Spouses shall remain a member of the Trustee Spouses Ministry even if the Trustee has rotated off of the Trustee Ministry.

### **5.3. MISSION AND EVANGELISM**

- 5.3.1. The Mission Ministry shall be coordinated by the Pastor and the Director of Missions. They shall screen all missionary requests and make recommendations to the members for support and for the withdrawal of support.
- 5.3.2. The Mission Ministry shall promote home and foreign missions, stimulate and develop the spirit of service to others, and carry the message of Jesus Christ.
- 5.3.3. The Mission Ministry shall consist of, but not limited to, the Brotherhood, Junior Brotherhood, BTA (Boy's Training Auxiliary), Senior Missionary Society, Missionary Auxiliary # 2, YWA (Young Women's Auxiliary), GTA (Girl's Training Auxiliary) and the Sunbeams.

### **5.4. USHERS**

- 5.4.1. The Church will have Ushers to serve at worship services, meetings, special programs and, as needed.
- 5.4.2. The President of the Ushers is responsible for developing a plan of rotation or assignment for ushers and providing proper instruction and training in the performance of their duties.
- 5.4.3. Among the functions of ushers are: assuring that the sanctuary is prepared for services, greeting worshipers, distributing bulletins, and in other ways being attentive to the needs and comfort of the congregation and worship leaders. They shall help develop and be prepared to execute plans for orderly evacuation of the building in event of fire or other causes, and be prepared to deal effectively with other emergency situations or disturbances. They should be available to assist, as needed, in restoring the sanctuary or meeting place to physical order after use.
- 5.4.4. The President of the Ushers, in conjunction with the Pastor, will appoint the Advisor to the Junior Ushers.

### **5.5. MUSIC MINISTRY**

- 5.5.1. The Music Ministry consists of the Coordinator of Music, the organists, pianists, other Musicians, Choir Directors, and Presidents of each Choir.
- 5.5.2. The Coordinator of Music shall be responsible, in cooperation with the pastor, for the total music ministry. He/she shall ensure that music is provided for special occasions, assist with music leadership (Choir Directors) in the church, select music for worship services, and perform other music-related duties as needed.
- 5.5.3. All musicians shall be employed or appointed by the church for the purpose of playing

the instruments at services of public worship, for choir rehearsals, and at other times as needed. They shall be responsible to the Coordinator of Music and Pastor in the performance of their duties and assist him/her in carrying out a suitable program of music for the church.

## 6. CHURCH ADVISORY COUNCIL

- 6.1.1. **Purpose:** To assist the church in establishing objectives and goals for its ministry and plan means for their achievement; to promote cooperation among the various church organizations; and to evaluate results.
- 6.1.2. **Membership:** Pastor, Chairperson and Vice Chairpersons of Deacon and Trustee Ministry, the President, Vice-Presidents or Chairpersons of all Auxiliaries, Ministries, Standing Committees and other Primary Officers of the Church listed in this constitution. The Pastor shall preside as the leader of this committee.
- 6.1.3. **Duties:**
- 1) To formulate and recommend to the church (a) objectives and goals for its programs of evangelism, missions, Bible study, and stewardship, and (b) plans of action to accomplish these objectives and goals.
  - 2) To review and coordinate plans recommended by various church officers, organizations, and committees; to lead each organization to understand its tasks; and to serve as a clearing house for organizational problems and inconsistencies.
  - 3) To develop in a timely manner, long-range recommendations to the church relative to new construction projects; acquisition of land for new buildings, parking lots, recreational facilities, or other uses; disposal of excess real property; or other such matters affecting church properties.
  - 4) To compile and recommend to the church an annual calendar of events which shall include, insofar as possible, all meetings and activities. The data for the calendar shall be submitted to the Council by the church officers, leaders of organizations, and committee chairmen.
  - 5) To evaluate program achievements in terms of established objectives and goals.
  - 6) To develop, in cooperation with appropriate leaders and committee chairpersons, policies and procedures related to use of church facilities for functions not part of the normal program schedule of the church: for example, weddings, receptions, showers, club meetings.

## 7. STANDING COMMITTEES

- 7.1.1. **Purpose:** The church shall elect such standing committees as are necessary for the efficient and effective implementation of its programs. Each standing committee shall provide to the Church Clerk its purpose, membership, and duties specified. An annual report summarizing the activities and actions of the committee shall be provided by the chairperson to Church Clerk 30 days prior to the annual Church Business Meeting.
- 7.1.2. **Family Life Center Committee:**
- The Family Life Center Committee shall work with the Family Life Center Director and other staff to maintain the upkeep of the building and to promote the development of wholesome programs as directed by the pastor and the church.

7.1.3. **Family Night Committee:**

The Family Night Committee shall be responsible for planning, organizing, and coordinating the Family Night activities.

7.1.4. **Church Audit Committee:** The Audit Committee shall perform an annual internal audit of the church financial records and processes. The Audit Committee will submit a written report to the Church during the annual Church Business Meeting held in January. The committee shall encourage continuous improvement of the Church's management policies, practices and procedures.

1. The Audit Committee Chairperson and committee members shall be persons of the highest moral integrity, believable, and trustworthy. Every effort should be made to have members of the committee with auditing, accounting or financial book keeping experience.

Comment: New

2. The committee shall be comprised of the Audit Committee Chairperson, one Deacon, and one Trustee along with two members in good standing.

3. The Audit Committee Chairperson and Committee shall be appointed by the Church's Leadership team (Pastor, Chairperson of Deacon Ministry and Chairperson of Trustee Ministry) annually.

Comment: Changed from Advisory Committee to Church Leadership Team

4. The Audit Committee must be made up of individuals who are not now, and have not been involved in the accounting or record keeping for the church during the year under audit.

5. The Audit Committee shall have full, free and unrestricted access to Church financial records in carrying out its function and responsibilities.

7.1.5. **Constitution and By-Laws Committee:** To assist the church in all matters related to its constitution and rules of governance. The Constitution and By Laws Committee shall consist of seven members who shall be appointed by the Church Advisory Council and confirmed by the church body at the Annual Church Business Meeting. The term of service shall be no more than two years.

7.1.6. **DUTIES:**

1. To annually review and/or revise the Church's Constitution and By-Laws, and to recommend for approval necessary amendments to the document.

2. To receive and review proposed changes to the Constitution and By-Laws submitted by individual church members, organizations, or committees and to recommend appropriate actions to the church. The proposed recommendation/revisions must be submitted to the Constitution By-Laws Committee no later than August 31st of the given year.

3. Members of the Constitution and By-Laws Committee and its Chairman shall be appointed and recommended to the church by the Church Advisory Council for a period of two years. Committee Members shall serve their terms on a rotational basis, such that no more than three of the seven members will cease their terms at the same time.

4. To review statements of policies and procedures developed by various committees and organizational units of the church for the purpose of assuring consistency with the by-laws, and, following their approval by the church, to incorporate all such statements into the Church Constitution.

#### 7.1.7 Human Resource Committee:

1. The Human Resource Committee under the guidance of the Holy Spirit and in conjunction with the Pastor and the Church is to prayerfully assist the church in administering such programs as salary planning, benefits, performance management, recruitment, and handling potential staff conflicts. The Committee also assists the church in developing and administering strategies, personnel policies and procedures.
  2. To provided leadership to the church in the area of Human Resource Administration with respect to handling communications issues among staff members, contract administration, compensation, benefits and hiring qualified staff members. (Full & Part-time) Our vision for this committee is to perform these tasks in a way that glorifies the Lord and meet the needs of our church.
  3. Members of the Human Resource Committee and its Chairman shall be appointed and recommended to the church by the Church Advisory Council for a period of two years. Committee Members shall serve their terms on a rotational basis, such that no more than three of the nine members will cease their terms at the same time.
- 7.2 Special Committees shall be appointed as deemed necessary by the church. When the task is completed, that committee shall be dissolved.

Comment: Changed from seven to nine

### 8. Binding Arbitration

- 8.1.1. Any unresolved dispute among the membership that threatens the continued existence of the Reedy River Missionary Baptist Church shall be submitted to the Executive Board of the Reedy River Baptist Association, Incorporated for binding arbitration.
- 8.1.2. The chairman of the Deacon Ministry shall submit the request to the Reedy River Baptist Association, Incorporated within ten (10) days following a 2/3 vote of the active members present and voting (subject to quorum requirements) at a regular or called meeting for that purpose.
- 8.1.3. The Reedy River Baptist Association, Incorporated shall be given ten (10) days to respond.
- 8.1.4. The decision reached by the Reedy River Baptist Association, Incorporated shall be binding upon both parties.

### 9. Dissolution Clause

- 9.1.1. In the event of the liquidation, dissolution, or winding-up of the church, no manager, trustee, or officer of the church or any private individual shall be entitled to share in the distribution of any of the assets of the church. The property and all assets shall be distributed to the Reedy River Baptist Association, Incorporated.

### 10. Glossary

- **Associate Minister:** a member who holds a ministerial license or ordained and not a staff member.

- **Atonement:** the redeeming of humanity by the death of Jesus
- **Auxiliaries:** group that assist or functions in a supporting capacity
- **Baptism:** the public acknowledgement of salvation by immersion
- **Biweekly:** once every two weeks
- **Bimonthly:** twice a month
- **Circumspectly:** cautiously, discreetly
- **Clergy:** a person who holds ministerial license or ordination
- **Condemnation:** the act of expressing strong disapproval of, To pronounce judgment against
- **Confession:** to tell (one's sins) to God
- **Congregation:** persons making up a general church membership
- **Congregational:** our system of governance
- **Constitution and By-Laws:** a document stating the laws and principles of the church
- **Contrition:** deep sorrow for having done wrong
- **Covenant:** an agreement; pact
- **Covenant obligation:** an agreement to abide by the Church Covenant and Articles of Faith
- **Deacon:** an ordained servant officer of the church
- **Deacon Spouse:** a consecrated servant officer of the church and spouse of a Deacon.
- **Denomination:** a particular religious body
- **Discipleship:** becoming a student of the teaching of Jesus Christ
- **Disposition:** arrangement; to settle affairs
- **Divine:** of, like, or from God; holy
- **Doctrines:** the principles of religion
- **Ecclesiastical:** of the church or the clergy
- **Evangelism:** zealous, preaching and dissemination of the gospel
- **Ex-Officio:** non voting
- **Faith:** an unquestioning belief in God
- **For Cause:** justifiable reasons for examination of a person's service
- **Immersion:** mode by which baptism is conducted
- **Impenitence:** without regret, shame, or remorse
- **Indefinite:** having no exact limits
- **Justification:** to free from blame or guilt
- **Magistrate:** a minor official, authoritative
- **Mediator:** pertaining to duties of a negotiator who acts as a link between parties
- **Membership:** exclusive spiritual and financial affiliation with a church
- **Ministry:** organized effort to provide religious services to the membership and community
- **New Membership Training:** an orientation session for new members
- **Ordinance:** a statute or regulation instituted by Jesus Christ
- **Partakers:** to participate in an activity
- **Polity:** governmental structure within in a religious body
- **Preamble:** introduction to a constitution or statute stating its purpose
- **Presupposed:** assumed beforehand
- **Primary:** preceding all others
- **Quorum:** the minimum number of members required to be present before an assembly can transact business
- **Reclaim:** to diligently seek out those who have fallen away from faith
- **Rededication:** a verbal confession of repentance
- **Restoration:** public acceptance of a verbal confession of repentance
- **Regeneration:** to be spiritually reborn, renewed
- **Repentance:** to free such regret over an action, intention, etc...the principle of turning away from actions contrary to Jesus.
- **Retribution:** punishment for evil done
- **Right Hand of Fellowship:** symbolic act of receiving members into the church family

- **Sabbath:** first day of the week (Sunday) that we celebrate the resurrection of Christ
- **Salvation:** deliverance from sin and from the penalties of sin
- **Sanctification:** to make free from sin
- **Secular:** not religious; not connected to the church
- **Sovereign:** above all others, supreme
- **Summit:** congregational business meeting
- **Supplication:** a humble request
- **Tenure:** duration of service in an elected office
- **Tither:** a member in spiritual order with Malachi 3...(giving 10% of time, talent, money)
- **Transgressions:** a violation of a law, command, or duty
- **Trustee:** an elected servant officer of the church
- **Trustee Spouse:** the Spouse of an elected Trustee of the Church
- **Unfeigned:** genuine, unique
- **Watch Care:** temporary non-voting membership
- **Witnessing:** proclaiming Jesus Christ to others