

CONSTITUTION

And

By-Laws

Adopted 7-19-15

Table of Contents

CONSTITUTION	i
Article I Name	1
Article II Church Mission.....	1
Article III Statement of Faith	1
Article IV The Two Ordinances of the Church	4
Article V Government.....	5
Article VI Nonprofit Status and Liquidation	5
Article VII Amendment to Constitution	5
BY-LAWS.....	6
Article I Membership	6
Article II Ministerial Staff and Deacons	8
Article III Non-Ministerial Staff.....	15
Article IV Committees and Teams	18
Article V Program Organizations.....	32
Article VI Church Meetings.....	33
Article VII Church Finances	35
Article VIII Amendments.....	35
Forms	36
Deacon Qualifications Form	36
Deacon Doctrinal Statement Form.....	38
Deacon Covenant Form.....	40

CONSTITUTION

PREAMBLE

Adopted 7-19-15

We, the members of First Baptist Church of Dardanelle, Arkansas, in accordance with the Apostle Paul's instruction that all things be done decently and in order do hereby establish this constitution and by-laws to provide direction in our efforts to seek and follow the will of God.

Article I Name

This body shall be known as First Baptist Church of Dardanelle, Arkansas with facilities located at 118 South Second Street in Dardanelle, Arkansas.

Article II Church Mission

We exist to EXALT Christ by EQUIPPING the Church to ENGAGE the Culture around us to make an impact for the gospel of Jesus Christ and His Kingdom in Dardanelle, in Arkansas, in the United States, and in the world.

Article III Statement of Faith

Section 1. Word of God

We believe that the Holy Bible is the divinely inspired written Word of God, the record of God's revelation of Himself to man, to be accepted in its entirety as the final authority in matters of faith and practice. The Bible is the basis for this statement of faith.

Section 2. Jesus Christ is the Son of God

We believe that Jesus Christ is the Son of God, conceived of the Holy Spirit and born of a virgin; that He lived in this world, yet without sin; that He was crucified, and in His death, bore the sins of all men of all time; that He was buried and on the third day arose from the dead, thus establishing redemption for all men who accept Him as Savior; that He ascended unto God the Father and will come again to receive unto Himself the redeemed, passing judgment on all who reject Him as Savior.

Section 3. Holy Spirit

We believe that the Holy Spirit is the divine third person of the trinity; that He is ever present to convince the unbeliever and to comfort, strengthen and direct the believer.

Section 4. Every Man is a Sinner by Nature

We believe that every man is a sinner by nature, and sins of his own free will; that he lives under the condemnation of sin and needs to be saved; that salvation is a work of grace, received when the unbeliever repents of his sins, believes in the Lord Jesus Christ, and accepts Him as his personal Savior; and that salvation is a present and permanent possession of true believers.

Section 5. Eternal Salvation

We believe that eternal salvation is the free gift of God, entirely apart from man's works, and is possessed by any and all who have faith in and receive Jesus Christ as their personal Lord and Savior.

Section 6. Regenerated Church Membership

We believe in a regenerated Church membership: that is, persons old enough to understand their need for Jesus Christ and, of their own free will, accepted Him as their personal Lord and Savior.

Section 7. Return of the Lord Jesus Christ

We believe in the personal, bodily, imminent, and glorious return of the Lord Jesus Christ and that His Second Coming inspires believers for dynamic and zealous life and service for Him while waiting for His return.

Section 8. Resurrection of the Dead

We believe in the bodily resurrection of the dead, the everlasting blessedness of the saved in heaven, and the everlasting punishment and separation from God of the unsaved in hell.

Section 9. Autonomy of the Local Church

We believe in the autonomy of the local Church. The Church shall manage its own affairs and shall not be subject to any other religious body or organization.

Section 10. Marriage

Marriage is to be between one man and one woman; neither is it lawful for any man to have more than one wife, nor for any woman to have more than one husband at the same time; neither is it lawful for a man to marry another man, nor for a woman to marry another woman. Marriage is a gift and was ordained by God for the mutual help and comfort of husband and wife, for the increase of mankind with legitimate offspring, and the preventing of sexual immorality.

Section 11. Sexual Activity

We believe God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex.

Section 12. Human Life

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life and is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental wellbeing of the mother are acceptable.

Section 13. Divorce

We believe that God hates divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery. Although divorced and remarried persons or divorced persons may hold positions of service (to be defined by the Senior Pastor and Deacons) in the Church and be greatly used of God for Christian service, they may not be considered for the offices of Senior Pastor or Deacon.

Section 14. Civil Lawsuits

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe the Church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander.

Section 15. Government

We believe in freedom of worship without interference from the government and affirm our belief in civil obedience, unless the laws and regulations of civil government run contrary to the Holy Scriptures

Section 16. Further Subscriptions

We subscribe to the "Baptist Faith and Message" adopted by the Southern Baptist Convention in 2000 as our larger statement of faith with scriptural references.

Authority of Statement of Faith

This Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible, and therefore, is binding upon all members.

Article IV The Two Ordinances of the Church

Section 1. Believer Baptism

Only after someone has been spiritually regenerated through the rebirth and professed their faith to a local body of believers, may that person qualify to be scripturally baptized. Water baptism plays absolutely no role in salvation. Baptism is symbolic. It is an outward expression of the inward cleaning one has experienced having been born-again by the Spirit of God. It is also a public demonstration of one testifying of his/her faith in Christ before the Church. By this means, a believer is accepted into the membership of the Church. Dardanelle First Baptist Church uses baptism by full immersion following salvation as a criterion for membership.

Also, Dardanelle First Baptist Church reject the practice of baptizing infants because the Biblical symbolism of this ordinance cannot be applied to any non-believer; especially an infant. Until an individual reaches the age of accountability, they are not held accountable for their sins. This is based on whether or not the person is mentally capable of knowing right from wrong. Thus, a person with severe mental retardation may never reach this age, and therefore would not be held accountable for sins.

Recognition of baptisms by other Christian groups. Dardanelle First Baptist Church will recognize adult baptisms performed in other Baptist Churches of like faith. This joyful ordinance of the Church and its symbolic meaning are retained when those who have trusted Christ as their Savior are welcomed into the fellowship of our Church.

"Then they that gladly received his word were baptized: and the same day there were added unto them about three thousand souls." ~ Act 2:41

"Therefore we are buried with Him by baptism into death: that like as Christ was raised up from the dead by the glory of the Father, even so we also should walk in newness of life."

~ Romans 6:4

"One Lord, one faith, one baptism," ~ Ephesians 4:5

Section 2. The Lord's Supper

This ordinance of the Church is also symbolic according to the Scriptures. Baptists see the elements of this ordinance as a Biblical metaphor. When Jesus presented these same two elements at the last supper, he said, "*this is my body . . . this is my blood*" (Matthew 26:26-28), he could not have been speaking in literal terms. He still possessed his literal body and blood.

Jesus referred to the elements of the Lord's Supper as being His body and blood, He was using a metaphor; a symbolic likening of His sacrificial death on the cross to those things that will remind us of what He did for us when we partake of them when God's people gather together to worship.

The Scriptures state that "*as often as ye eat this bread, and drink this cup, ye do shew the Lord's death till he come* (1 Corinthians 11:26)." Therefore, no specific instructions are given as to the frequency that this ordinance is to be administered. This solemn ordinance of the Church and its symbolic meaning are retained when administered as a

time of remembrance. The poignant moments of meditation on what Jesus endured to accomplish our salvation truly places the correct emphasis on why He asked us to remember Him whenever we observe the Lord's Supper.

"For I have received of the Lord that which also I delivered unto you, that the Lord Jesus the same night in which He was betrayed took bread: And when He had given thanks, He brake it, and said, Take, eat: this is My body, which is broken for you: this do in remembrance of Me. After the same manner also he took the cup, when He had supped, saying, this cup is the new testament in My blood: this do ye, as oft as ye drink it, in remembrance of me."
~ 1 Corinthians 11:23 - 25

Article V Government

The government of Dardanelle First Baptist Church is vested in its members. The active membership retains unto itself the right of exclusive self-government in all phases of its life and organization. It recognizes the needs for mutual counsel and cooperation, which are common among Baptist Churches. This Church will cooperate with and mutually work with like Baptist Churches, River Valley Baptist Association, Arkansas Baptist Convention, and the Southern Baptist Convention.

Article VI Nonprofit Status and Liquidation

This Church is not organized for profit. In the event of liquidation or dissolution of the Church, all of its assets and property of every nature and description whatsoever shall be paid over and transferred at the direction of the trustees to the Arkansas River Valley Baptist Association, Arkansas Baptist Convention or both or to the Southern Baptist Convention.

Article VII Amendment to Constitution

This Constitution may be amended provided the proposed amendment shall have been presented in writing at a Church business meeting 30 days in advance of the actual vote. Amendments to this Constitution shall be three-fourths (3/4) vote of members of the Church who are qualified to vote and are present in the business meeting with a quorum to discuss and vote for this matter. Voting shall be by secret ballot.

BY-LAWS

Article I Membership

Section 1. General

The members of the Church shall be composed of persons who have given evidence of regeneration by the Spirit of God, who have subscribed to the Articles of Faith and Bylaws of the Church, who have been received into membership by vote of the members of the Church, and who have been baptized by immersion.

Section 2. Admission

Any person may offer himself as a candidate for membership in the Church. After completion of membership requirements, all such candidates shall be presented to the members of the Church at any regular business meeting for membership in any of the following ways:

- A. By profession of faith in the Lord Jesus Christ and for baptism according to the policies of the Church.
- B. By promise of a letter from another Baptist Church of like faith.
- C. By restoration, upon a statement of conversion experience and baptism in a Baptist Church of like faith when no letter is obtainable.
- D. By statement of conversion and of baptism according to the policies of the Church.

Should there be any dissent as to any candidate, such dissent shall be referred to the Senior Pastor for investigation and make a recommendation to the members of the Church within thirty (30) days from the date of such dissent. A three-fourths (3/4) vote of those members present and voting shall be required to elect candidates for membership.

Section 3. Duties

Members are expected to be faithful in all the duties essential to the Christian life, and unless providentially hindered, to attend regularly the services of the Church, to give regularly and systematically to its support and Kingdom causes, and to share in its recognized work and activities.

Section 4. Termination

Membership shall be considered terminated upon the death of a member, and in addition, membership may be terminated in one of the following ways:

- A. **By Letter.** Letters of recommendation may be granted to any Church of like faith and order for members in good standing. When letters are granted, membership in this Church will terminate. Letters of recommendation must be passed upon by the members of the Church at a business meeting. Letters shall not be granted to individuals but will be sent to another Church upon the request of that Church.
- B. **By Exclusion.** The Church, after due notice and opportunity for hearing and kindly efforts to make such action unnecessary, may upon a two-thirds (2/3) vote of members present, terminate the membership of persons in the Church for reasons it considers sufficient to warrant such action. Voting shall be by secret ballot.
- C. **By Renunciation.** When a member of the Church joins a Church of different faith and order, membership in this Church will automatically terminate.
- D. **By Inactivity.** A member who has not attended a regular or special service of the Church and has not made any substantiated contributions to the Church, within the last twelve months, as determined by the majority present at a normally scheduled meeting of the Church. Of course, concessions will be made for unusual circumstances (college students, military service, shut- ins, etc.). There shall be a letter mailed to those members removed to their last known address according to the Church's records advising them of this change.

Section 5. Privileges of Members:

- A. Every member of the Church may participate in the Ordinances of the Church as administered by the Church.
- B. Every member of the Church is eligible for consideration by the membership as candidates for elective offices in the Church unless prohibited elsewhere.
- C. Every member of the Church is entitled to serve on any committee of the Church.
- D. Every member of the Church over 18 years old is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present or special provision has been made by the Church for absentee balloting. Cumulative voting shall not be allowed on any matter to be voted upon.

Article II Ministerial Staff and Deacons

Section 1. Senior Pastor

A. Duty:

1. His duties are fourfold. As preacher, *he is to teach and proclaim the Gospel* (2 Timothy 4:2), as bishop, *to superintend the work of the Church* (1 Timothy 3: 1-6), as pastor, *to be shepherd of the flock* (1 Peter 5 :2); and as minister, *to serve the people for Jesus' sake* (Matthew 20:25-26, 1 Timothy 4:6).
2. The Pastor shall be the administrator of the Church.
3. The Pastor shall be a staff adviser to all committees and teams.
4. The Pastor shall be the immediate supervisor of all Church ministerial and paid staff.

B. Pastor Vacancy:

1. In the absence of a Senior Pastor, the chairman of the Deacon Body shall assume the Senior Pastor duties. In the absence of both a Pastor and Deacon Body, the Administration Team will be activated and will be responsible for administration of the Church.
2. When it is necessary for the Church to secure a Senior Pastor, the Deacon body shall call for a Pastor Search Team of five (5) members who shall be elected by the Church. After sufficient notice to the Church members, nominations shall take place by Church members submitting their choice of five (5) names as nominees by secret ballot in a regular or special called business meeting. Tabulation shall be conducted by the Personnel Committee and shall ascertain the five (5) highest vote recipients who are willing to serve, and these shall constitute the Pastor Search Team. A list of the team members shall be published in the Church bulletin.

No two members of the same immediate family shall serve on this team. The team shall meet and elect a chairperson. It shall be the duty of the team to seek prayerfully a Pastor and recommend him and the salary package of his office to the Church for consideration. All approved expenses incurred by this team shall be paid by the Church.

3. A Pastor shall be chosen and called by the Church when a vacancy occurs. His election shall take place at a meeting called for that purpose of which at least one week notice shall be given to the Church family. The Pastor Search Team shall seek out a suitable Pastor, and their recommendation will constitute a nomination.

The committee shall bring to the consideration of the Church only one man at a time. Election shall be by secret ballot. An affirmative vote of three-fourths (3/4) of those members present will be necessary to make a choice. The Pastor thus elected shall serve until the relationship is terminated either by him or the Church. The Pastor shall become a member of Dardanelle First Baptist Church upon his acceptance of his duties.

C. Terms of Service:

1. There shall be a written mutual contract/agreement/covenant made between the Pastor and the Church.
2. Should it become necessary for the Church to terminate the Pastor's term of service, only after following the biblical mandate for reconciliation, it shall become the duty of the Deacon Body to recommend such action to the Church. At least one week notice shall be given the Church membership prior to voting. A three-fourths (3/4) majority of the body of the Deacons shall be necessary to present such action. Termination vote shall be one (1) week after notification of action is announced to the Church. Voting shall be by secret ballot. The Personnel Committee will tabulate the voting and report results to members. Termination of the Pastor shall be only by majority vote of the members present. Termination will be immediate.
3. The Pastor relationship is terminated by either his request or that of the Church.

Section 2. Other Ministerial Staff

A. Duties

1. The ministerial Staff consists of the ministers called by the Church to provide leadership to the various ministries of the Church.
2. All ministerial staff shall be members of the Church.

B. Selection

1. When the need for a ministerial staff position is determined, a job description will be submitted by the Personnel Committee and approved by the Finance Committee.
2. When such a need is identified, the Personnel Committee and the Senior Pastor will seek and interview candidates that will uphold

the Church's mission as well as the Articles of Faith as provided in the Constitution.

3. Candidates may not be required to be ordained ministers, depending on the position requirements.
4. The Personnel Committee will bring one candidate to the Church at a time for consideration. Voting on the candidate will be at a regular or special Church business meeting. An affirmative vote of three-fourths (3/4) of those members present will be necessary to make a choice

C. Terms of Service:

1. There shall be a written mutual contract/agreement/covenant made between the minister and the Church.
2. Should it become necessary for the Church to terminate a Minister's term of service, it shall become the duty of the Senior Pastor and Personnel Committee to recommend such action to the Church. At least one (1) week notice shall be given the Church membership prior to voting. Voting shall be by secret ballot. The Personnel Committee will tabulate the voting and report results to members. Termination of the minister shall be by a majority vote of the members present.
3. A Minister shall serve until the relationship is terminated by either his request or that of the Church.

Section 3. Interim Pastor

The Deacon Body shall determine whether to recommend that the Church call an interim Pastor to serve during the time required to complete the search and call of a new Pastor. The Deacon Body shall consult with the Personnel Committee, and Finance Committee for guidance in conducting the search, writing a job description, and setting compensation for the interim Pastor.

The responsibilities of the interim Pastor shall range from a minimum of having only the responsibility for preaching Sunday sermons up to having all the responsibilities of a full-time permanent Senior Pastor depending on the current specific needs of the Church. The responsibilities determined appropriate by the Church shall be included in an interim Pastor job description and shall be explained to prospective candidates for the position.

When the committee has determined a prospective candidate to be recommended to the Church, it shall present its recommendation in writing for inclusion in the agenda for a regular or special called business meeting and shall announce no later than the Sunday before the meeting that a candidate is to be brought for consideration. A majority vote of

the Church members at the business meeting is required to extend the call for an interim Pastor.

Section 4. Deacons

A. Duties

In accordance with the New Testament, Deacons are to be servants of the Church.

1. The ministry of the Deacon is to serve with the Senior Pastor and staff in performing ministry tasks.
2. Proclaim the Gospel to believers and unbelievers and minister to Church members and others in the community.
3. Every Deacon of the Church is expected to seek out and occupy a chosen place of ministry in the Church in addition to performing services as a Deacon.

B. Servant Description

1. All Deacons are expected to regularly attend the Church worship services.
2. All Deacons will be actively serving in some ministry in the life of the Church.
3. All Deacons will be consistent in tithing at least 10% to set the example as leaders.
4. All Deacons will be supportive of the overall ministry of the Church.
5. All Deacons will participate in all scheduled Deacon Body activities, unless providentially hindered.
6. All Deacons will assist in administering the Lord's Supper and participate in corporate worship as assigned.
7. All Deacons will practice personal evangelism of the lost as opportunities arise.
8. All Deacons will attend training sessions as available, unless providentially hindered.

9. All Deacons will pray regularly for the Senior Pastor, staff and Church.

C. Qualifications

A Deacon shall be a male member of the Church who faithfully and actively supports all activities of the Church as set forth in Acts 6:3, and in 1 Timothy 3:8-12, and shall have been ordained by the Church or by a like Church of like faith and order, and shall have been elected by the Church to serve.

There is no obligation to recognize a Deacon who comes to the Church from another Church of like faith.

D. Tenure

Deacons of Dardanelle First Baptist Church are ordained to serve for life and can function as a Deacon as long as they are a member of DFBC and meet the Deacon standards as outlined in the Deacon Qualifications and Deacon Servant description. A Deacon who has failed to meet these standards can by a majority vote of the Deacons have his voting privilege removed. If and when standards are met, the voting privileges can be restored by a majority vote of the Deacon body.

In the case of a Deacon that has engaged in conduct that violates the moral and ethical teaching of Scripture, or that disqualifies him under 1 Timothy 3:8-12, the Senior Pastor or any Deacon may initiate action that could result in removal of the Deacon charged with the violation from the Deacon body. Such action, to result in removal, must be by vote of a majority of the members of the Deacon body. To the extent the violation does not disqualify the Deacon from service, all reasonable effort for restoring the Deacon to right fellowship shall be taken before an action for removal is instituted.

A Deacon may retire from active service because of age, illness, or other circumstance that would permanently limit his ability to serve. He shall not attend regular meetings of the active Deacon body nor be entitled to vote in any matter coming before the active Deacon body. Retired Deacons may be invited to attend special Deacon Fellowships.

F. Number

The number of active Deacons shall be determined by the Deacon Nominating Committee on the basis of assessed needs.

G. Officers

The officers of the body shall be a Chairman, a Vice-Chairman, and a Secretary, each of whom must have served a minimum of one year as an active Deacon in the Church prior to election. They shall be elected each year.

Every year, at a November Deacon's Meeting, the above officers shall be elected to serve during the ensuing Church year, January 1 through December 31 the Deacons and the Senior Pastor, shall nominate one man for each of the three Deacon offices.

H. Meetings

The Deacons meet as called. A majority of active Deacons must be present at any called meeting to constitute a quorum. The Senior Pastor shall be notified of all Deacons' meetings and invited to attend.

I. The Role and Purpose of Deacons

The role and purpose of Deacons in Dardanelle First Baptist Church is to serve the Lord by assisting in the caring ministry of the Church, such as benevolence, visiting the sick, homebound, nursing home, and being alert to ministering to the spiritual, physical, and material needs of the congregation. The Deacons shall assist the Pastor(s) as needed in the overall ministries of the Church including but not limited to the Lord's Supper, Baptisms, care groups, reconciliation issues, and providing prayer support and encouragement to the Pastor(s).

J. Deacon Election Process

1. A recommendation from the Senior Pastor and Deacons to elect a Deacon Nominating Committee (DNC) for the purpose of electing new Deacons shall be brought before the Church.
2. The DNC shall consist of the Senior Pastor, chairman of the Deacons, another Deacon, and three lay persons elected by the Church.
3. Preliminary qualification screening shall be completed by the DNC as per DFBC Deacon qualifications, which are listed below in section K.
4. The DNC shall prepare a list of qualified candidates in a timely manner.
5. Each candidate will then be contacted as to their desire to serve and given a questionnaire to be returned within ten days to the DNC.

6. Each candidate (and their wife if applicable) that has expressed a desire to serve shall then meet with the DNC for an individual interview. Qualified candidates may attend a Deacon meeting to observe.
7. Qualified candidates, will then be presented on an individual basis to the Church in a business meeting for election. The voting will be done by paper ballot with favorable vote of three fourths (3/4) of the members present.
8. The elected candidate will then be set-aside for a period of no less than one (1) month for training and affirmation of their commitment.
9. Ordination by the Church will follow after the appropriate training has been completed.

K. Deacon Qualifications

1. Deacons at DFBC will meet and conform to the qualifications for deacons as set forth in Acts 6:1-7 and 1Timothy 3:8-13.
2. Deacons shall be at least twenty-five years of age.
3. New Deacon candidates shall have been a member of DFBC for a minimum of one (1) year.
4. New Deacon candidates shall have demonstrated in their Christian life a practice of spiritual maturity and wisdom.
5. Deacon candidates shall have demonstrated that they are faithful and loyal supporters of the programs and ministries of DFBC.
6. A Deacon and his wife must have been married only one time.
7. Deacon candidate's wives shall conform to the qualities specified in 1Timothy 3:11.
8. A Deacon Qualification Form shall be signed and kept on file by the Secretary of the Deacons for each Deacon. See pages 36 & 37.
9. A Deacon Doctrinal Statement Form shall be signed and kept on file by the Secretary of the Deacons for each Deacon. See pages 38 & 39.

10. A Deacon Covenant Form shall be signed and kept on file by the Secretary of the Deacons for each Deacon. See page 40.

L. Deacon Reporting

The chairman of the Deacons or another member as assigned shall present a report of the activities of the Deacon Body at each regular business meeting of the Church.

Article III Non-Ministerial Staff

Section 1. Trustees

A. Duties

The Trustees of the Church shall have fiduciary responsibility for all Church property and administer all legal transactions.

1. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the Church authorizing each action.
2. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of trustees are required
3. The Trustees shall review annually and secure insurance on all Church property.

B. Selection of Trustees

1. Three (3) Trustees and one (1) alternate shall be elected by the body and must be 21 years of age and a member of the Church for a minimum of one year.
2. Trustees shall serve on a three (3) year rotating basis with one (1) rotating off each year.
3. Trustees are not required to be Deacons, and the Church Treasurer may not be a Trustee.
4. There shall not be two (2) persons from the same immediate family serving as Trustees at the same time.
5. Members may be re-elected after a one (1) year break. If the

alternate did not serve any time as a Trustee, they may be considered for selection without the one (1) year break.

6. Election of Trustee(s) shall take place during the December business meeting and shall be made by secret nomination of candidate(s) from the floor by members present. The candidate receiving the highest vote total from the secret ballot, agreeing to serve, shall be elected the Church trustee. The runner up, agreeing to serve, will be the Trustee alternate.
7. In the event that a trustee is unable to complete a term, the alternate trustee will automatically take that position and complete their term. Another alternate shall be elected at the next scheduled business meeting by secret ballot.

C. Chairman

At the first meeting of the new Trustee team, one (1) member shall be elected chair, they shall cause minutes to be recorded and be responsible to keep the Church informed as to actions proposed and actions taken by the Trustees.

Section 2. Church Clerk/Secretary

A. Duties

1. They shall be responsible for the keeping of an accurate register of names, addresses, and standing of the members with dates of admission and dismissal or death together with record of baptisms.
2. They shall be responsible for issuing letters of dismissal and such other correspondence as voted by the Church.
3. They shall keep in a suitable place a record of all the official actions of the Church except as otherwise herein provided.
4. They shall preserve on file all communications and written official reports, and for giving regular notices of all meetings where such notice is necessary, as provided herein.
5. They shall also be responsible for taking minutes of all Church business meetings and bring said minutes for approval at the subsequent business meeting.
6. The Church may delegate clerical responsibilities to a Church Secretary.

B. Hiring

When it becomes necessary to fill the Church clerk position, notice should go out to Church members and other Church associations.

1. The Personnel Committee and Senior Pastor shall interview applicants as to qualifications.
2. The applicant should be a member this Church or a member of a Church of like faith.
3. With consultation with the Finance Committee an offer will be made to the most qualified applicant.
4. The position of Church Clerk/Secretary and Church Treasurer may be filled by the same person.

Section 3. Church Treasurer

A. Duties

1. The Treasurer or a designated person shall deposit all funds received by the Church in a depository specified by the Church.
2. The Treasurer shall disburse by counter signed check upon receipt of vouchers approved and signed by authorized personnel.
3. They shall keep at all times an itemized account of all receipts and disbursements according to budgetary allowance, designated or special appropriation.
4. They shall keep an accurate record of accounts and shall render to the Finance Committee a monthly financial statement at business meetings.
5. It shall be the duty of the Treasurer to render to the Church at each regular business meeting the current finance report.
6. The treasurer shall be bonded.

B. Hiring

When it becomes necessary to fill the Church Treasurer position, notice should go out to Church members and other Church associations.

1. The Personnel Committee and Senior Pastor shall interview applicants as to qualifications.
2. The applicant should be a member this Church or a member of a Church of like faith.

3. With consultation with the Finance Committee an offer will be made to the most qualified applicant.
4. The position of Church Clerk/Secretary and Church Treasurer may be filled by the same person.

Section 4. Moderator

The Church will elect annually a Moderator and Assistant Moderator at the December business meeting to preside over regular and special Church meetings. In their absences, the chair of the Deacons or other person appointed by the Senior Pastor will serve as Moderator.

If none of these leaders are available the Church Clerk will call the meeting to order and an acting Moderator will be elected.

Church employees are not eligible to serve as Moderator.

Section 5. Parliamentarian

The Church will elect annually a Parliamentarian at the December business meeting to enforce proper procedure and application of Church By-Laws and modified Robert's Rules of Order at Church meetings.

If the Parliamentarian is absent from the meeting the Moderator shall call for the appointment of a Parliamentarian from the floor to serve only at the present meeting.

Church employees are not eligible to serve as Parliamentarian.

Section 6. Other Paid Staff

Hiring of employees shall be by the recommendation of the Personnel Committee. Hiring shall be in coordination with the Finance Committee and the Senior Pastor.

Non-ministry related positions shall not be voted on by the Church. Non-ministry positions shall be defined as someone that is not involved in teaching or leading the Church body in spiritual growth.

Duties, rights and requirements for employment and the Church's expectations, as the employer, are set out in the Church's Personnel Policy.

Article IV Committees and Teams

Section 1. General

Committees are Church-elected administrative organizations which meet on a regular basis to advise the ministry and professional staff, help make policy, hear reports and carry out assignments in their area of responsibility. Each committee will have guidance in the by-laws as to their charter or a directive from the Church for a needed task. Committee and Team terms shall begin Jan 1st and run through Dec 31st.

Section 2. Standing Committees

These are committees which the Church has deemed necessary to carry out harmonious operation of the Church and its many duties.

These committees have four (4) members, with four (4) year membership terms and one (1) member rotating off each year. Membership is restricted to only one person in the immediate family and a person shall serve on only one standing committee at a time. There will be a one (1) year rest period before reappointment to same committee.

Each committee will have a chair whose responsibilities are to conduct, and as needed, call committee meetings, to cause minutes to be recorded and to make any reports during Church meetings as to that committee's actions. The standing committees are as follows:

- Property Committee
- Finance Committee
- Personnel Committee
- Nominating Committee

A. Property Committee Duties

1. Inspect all Church property periodically including all equipment and vehicles.
2. Consult with the Senior Pastor concerning space allocations.
3. Recommend changes in the use of facilities and property.
4. Make recommendations concerning employment, training and supervision of maintenance personnel.
5. Develop and recommend policies and procedures related to Church property and space.
6. Prepare budget recommendations.
7. Consult with committees and other groups concerning property and space problems that may arise at any time.

B. Finance Committee

1. The Finance Committee shall consist of the Church Treasurer and the four (4) members.
2. Work with the Church Treasurer to insure proper maintenance of financial systems and controls such as documentation and recording of bank deposits on a weekly basis.
3. Determine when to recommend to the Church the need to elect authorized signers.
4. Work with the appropriate ministry leaders and/or staff to hear budget requests.
5. Prepare and submit to the Church a proposed annual budget for the next fiscal year.
6. Be responsible for outlining spending guidelines that include who is responsible for each ministry area as it applies to budget compliance.
7. Review regularly actual expenditures versus budget and address any overspending, if necessary.
8. Arrange an annual audit of the Church finances as soon as feasible after the first of the year.

C. Personnel Committee

1. Study and recommend the need for Church staff positions.
2. Prepare and update job descriptions and organizational charts.
3. Recruit, interview, investigate and recommend new personnel.
4. Develop and recommend appropriate salary and compensatory packages.
5. Develop and recommend policies and procedures and Personnel Handbook.
6. Maintain compliance with all applicable personnel laws.
7. Develop a regular schedule to provide effective management of personnel including a regular review process.

8. Maintain all personnel records to include the protection of private information.
9. Prepare budget recommendations.

D. Nominating Committee

1. Work closely with the Senior Pastor to nominate all Church-elected teachers, workers, and general officers of the Church and its departments, unless otherwise provided for in the By-Laws.
2. Survey the needs and recommend any changes consistent with continued growth and development of the Church and its work.
3. Have all positions filled for areas of its responsibilities for voting by the December business meeting of the Church.
4. Fill vacancies throughout the year when they occur.
5. The Senior Pastor, Church staff, Sunday School Director, and other organizational leaders may be consulted as needed.

Section 3. Church Ministry Teams

These are ministry teams which the Church feels are needed to make Church activities and programs operate in a satisfactory manner.

To form a ministry team, a committee or officer of the Church at a regular or legally called meeting, may bring forth a motion to convene the team. A majority vote of members present shall convene such a team. The team may have a time limit specified to the completion of a task applied if deemed necessary.

These teams shall have four (4) voting members on any such team, no term limits as to the amount of time served on a team, or other teams that may be served on at any one time. No two voting members shall be from the same family. The Nominating Committee will nominate the voting members to these teams, which are in operation as directed by the Church. Examples of Church ministry teams are:

- Ushers Team
- Greeters Team
- Benevolence Team
- Hospitality Team
- Counting Team
- Long Range Planning Team
- Mission Team

- Senior Adults Team
- Men's Team
- Women's Team
- Children's Team
- Youth Team
- Decorating/Family Team
- Transportation Team
- Security Team
- Audiovisual & Media Team
- Baptism & Lord's Supper Team
- Homebound Ministry Team
- And others as deemed necessary

1. Ushers Team

ACTION FOCUS:

Coordinate and assist in ways that will make Church services function smoothly.

Duties:

- Ushers should be 15 minutes early.
- Ushers should wear nametags that identify them by name and service (Usher) at all times while performing their duties.
- Make sure bulletins, offering plates, guest cards, and other needed materials are ready and available.
- Introduce guests to Senior Pastor, staff and members.
- Assist people with information, materials and seating as needed.
- Assist people as needed after the conclusion of the service.
- Assist in the formal welcome of guests and any special guests.
- Assists with parking for individuals who need to be dropped off at the door or may have additional mobility issues.
- Assist in emergency situations and crises.
- Assist in taking attendance during all worship services
- Make recommendations concerning safety and crime prevention to the security team.

2. Greeters Team

ACTION FOCUS:

To be the face of the Church and present a loving and friendly environment for members and guest.

Duties:

- Be at assigned ministry areas thirty (30) minutes before start of services.

- Stand at the Church's entryway and greet Church visitors as they arrive.
- Greeters should wear nametags that identify them by name and service (Greeter) at all times while performing their duties.
- Greet people with a smile, an introduction of yourself and provide them with a bulletin.
- Get guest information
- Take to classes or group to connect with.
- Have forms, packets, schedule of events and information available.

3. Benevolence Team

ACTION FOCUS:

Help relieve personal financial crises caused by job loss, tragedy (fire, flood, automobile accident, illness, etc.) or any other event that creates a temporary dilemma, to care for others and assist in meeting the immediate basic human needs of food, water, gas (cooking or heating) and electricity.

To coordinates responses to needs among Church families and in the community confidentially and non-judgmentally, to assess and strive to meet the physical needs of people through available resources in a compassionate, comprehensive and organized manner. The Team seeks to encourage and give hope of self-reliance to those in need and to assess and cultivate the opportunity for spiritual ministry.

Duties:

- Receive notification of needs from Church members or ministry staff.
- Assess need and coordinate action within resources available.
- Be non-judgmental and keep actions confidential and on a need to know bases.
- Benevolence Team leader may delegate specific responsibilities to specific members to best utilize the gifts of the team.

4. Hospitality Team

ACTION FOCUS:

Any function that requires food must include Hospitality team. The Senior Pastor should notify the team leader and the team leader should notify the appropriate team members. Develop and recommend policies and procedures related to food service for kitchen operation (primarily Wednesday night meals), meal scheduling (primarily special events) and facility use (primarily Weddings, Wedding Showers and Baby Showers). Assist in planning an efficient system for making reservations for special events and the collection of money for all meals and evaluate, research and make recommendations to meet the food service needs of all Church facilities.

Duties

- Provide a maintenance program for upkeep of all kitchen equipment.
- Prepare and submit a foodservice budget to include estimated food and dry good supplies as well as maintenance and new equipment recommendations for the annual budget.
- Coordinate efforts to minister to a grieving member's family at the time of death in the family to provide and serve a meal for the member's family on the day of the funeral.
 1. Contact the family as soon as the team is notified of a death. Find out the number of people to be served and the appropriate time for the meal.
 2. Contact the appropriate group (Women's group, Youth, Sunday school class, etc.) to request their help with any immediate needs and offer to coordinate any ministry they are willing to provide.
 3. Contact the Church office with information about visitation and meal.
 4. Contact volunteers to provide food and help serve on the day of the funeral.
- Coordinate with appropriate groups to develop yearly calendar of events.
- Plan and prepare meals for special events.

5. Counting Team

ACTION FOCUS:

To receive and deposit funds given to the Church in a confidential and accurate system above reproach. To keep accurate records all monetary action involving the Church's revenue.

Duties:

- Follow the requirements of the General Policies and Provisions of the Church Article II Section 2.
- Will safeguard and ensure privacy of accounting records.
- Will ensure confidentiality.
- Fill out and sign all applicable forms.
- Deposit monies in a timely manner.

6. Long-Range Planning Team

ACTION FOCUS:

To develop and implement an on-going ministry of growth of the Church ministries, facilities and property by studying all realms for possible future development.

Duties:

- Keep aware of the availability and feasibility of real estate purchases.
- Evaluate the need to expand physical facilities and opportunities for growth to the Church and community.
- Enlist training assistance and resources from the state convention office and other sources outside the Church.
- Lead the Church to adopt mission, vision and core value statements to determine what are the needs in our Church.
- Set goals for the Church which will meet the established needs.
- Collaborate with the Property, Finance and Property Committees to compile and present a comprehensive report to the Church.
- Establish an evaluation and implementation process for the long-range activities.
- Make periodic reports to the Church on the progress of the plans.

7. Missions Team**ACTION FOCUS:**

Organize, promote, direct, and facilitate the missions program of the Church. To develop mission projects and trips locally, regionally, nationally, and internationally. To promote and assist other ministries of the Church in the area of mission involvement and keep the Church informed about mission opportunities. This team will annually recommend to the Church a goal for the mission offerings.

Duties:

- Promote missions (local, associational, state, North American and international) in the Church through prayer support, activities, publicity, information and the seasonal special offerings.
- Participate in local food mission ministries.
- Plan special worship services or emphases on missions, in consultation with the Senior Pastor.
- Research and recommend mission trips and necessary support to the Church.
- Make recommendations to the Church for support of missions for the annual Church budget.
- Develop and recommend leadership policies and guidelines for mission involvement to the Church.

8. Senior Adult Team

ACTION FOCUS:

Work in ministering to the senior adults of our Church and community by identifying the needs of senior adults and plan ways to meet those needs. Plan, promote, and facilitate ways in which senior adults can be involved in ministry to the Church family.

Duties:

- Develop a budget for the activities of the ministry.
- Provide a copy of meeting minutes to the Church Clerk for record archives.
- Provide information about upcoming events to Church Secretary at least two weeks in advance for publication in the Church bulletin.
- Inform the senior adults of the Church of upcoming events and arrange transportation as needed.
- Make periodic reports on work of the Senior Adult Team.
- Answer questions regarding the work of the Senior Adult Team.
- Organize and recruit volunteers to assist individual senior adults with necessary projects.
- Plan and promote social events.

9. Men's Team

ACTION FOCUS:

Work in planning, promoting, and facilitating ministry to the men of our Church and community. This Team should focus on ways to disciple men, offering opportunities for both fellowship and service.

Duties:

- Develop a budget for the activities of the ministry.
- Provide a copy of meeting minutes to the Church clerk for record archives.
- Provide information about upcoming events to Church secretary at least two weeks in advance for publication in the Church bulletin.
- Mentorship of men in biblical principles of the Church.
- Reach out to the young men of the Church.
- Plan and organize Church-wide acts of service.
- Plan and promote social events.

10. Women's Team

ACTION FOCUS:

Work in planning, promoting, and facilitating ministry to the women of our Church and community. This Team should focus on ways to disciple women, offering opportunities for both fellowship and service.

Duties:

- Develop a budget for the activities of the ministry.
- Provide a copy of meeting minutes to the Church clerk for record archives.
- Provide information about upcoming events to Church secretary at least two weeks in advance for publication in the Church bulletin.
- Mentorship of women in biblical principles of the Church.
- Reach out to the young women of the Church.
- Plan and organize Church-wide acts of service.
- Plan and promote social events.

11. Children's Team**ACTION FOCUS:**

Work in ministering to the children of our Church and community. This team will work in planning, promoting, and facilitating ways to reach Children for Christ and disciple them. This team will work in planning, promoting, and facilitating children's events, trips, and camps, including Vacation Bible School. See Article III General Policies and Provisions.

Duties:

- Develop and recommend plans for the children's ministry.
- Assist and participate in children's activities when requested.
- Coordinate all children's activities and special emphases with the Senior Pastor, other teams and parents.
- Involve Church members in ministry with and to the children.
- Work with the Senior Pastor to communicate children's functions and activities that are linked to Church-wide events.
- Coordinate dates and schedules to avoid calendar conflicts and to fully integrate the children's ministry into Church life.
- Present an annual budget proposal.
- Team Leader/Secretary or other member as appointed will make periodic reports on work of the Children's Team at quarterly business meeting when requested.
- Answer questions about the work of the Children's Team.
- Secretary will submit all meeting minutes to the Church Clerk.

12. Youth Team

ACTION FOCUS:

Work in ministering to the Youth of our Church and community. This team will work in planning, promoting, and facilitating ways to reach youth for Christ and disciple them. Work in planning, promoting, and facilitating Youth events, trips, and camps. See Article III General Policies and Provisions.

Duties:

- Work with the Youth Pastor to develop and recommend plans for the youth ministry.
- Assist and participate in youth activities when requested.
- Coordinate all youth activities and special emphases, with the Senior Pastor, Youth Pastor and parents.
- Involve Church members in ministry with the youth.
- Work with the Senior Pastor to communicate youth functions and activities that are linked to Church-wide events.
- Set dates and schedules to avoid calendar conflicts and to fully integrate the youth ministry into Church life.
- Collaborate with the Youth Pastor to prepare and present an annual budget proposal.
- Provide a copy of meeting minutes to the Church clerk for record archives.
- Make periodic reports on work of the Youth Team.
- Answer questions regarding the work of the Youth Team.

13. Decorating and Family Team**ACTION FOCUS:**

The Decorating Team will determine and supply the decorating needs for the Church throughout the year and during special events and holidays. This team will also determine and supply more permanent furnishing and decorative appointments to the overall Church facility.

Duties:

- Responsible for acquiring, arranging, storing and/or disposing of permanent and temporary decorations for worship services and special events.
- Serve as a resource team in planning, designing and renovating existing public spaces.
- Keep informed of keynote events concerning Church members.
- Coordinate with Hospitality Team for events that will require food.

- To include flower arrangements and other interchangeable decor, and holiday specific decorations with the exception of offices and individual classrooms.
- Inventory table clothes, candles, centerpieces and other serving pieces twice a year in order to evaluate future needs.
- Submit an annual budget request for any needed items.

14. Transportation Team

ACTION FOCUS:

Work to secure and maintain the Church's vehicles. This team will have oversight in the training and approval of all drivers in accordance with the Church's adopted guidelines and insurance requirements.

Duties:

- To oversee the use of the Church vehicles.
- Making recommendations for rules for vehicle usage to the Church and seeing that those rules are enforced.
- Accept written requests for use of the Church's vehicle to consider the best use up to one year in advance.
- To see that vehicles are kept in good repair within budget limitations.
- To assist in other transportation matters when requested.
- To evaluate the need for new vehicles and recommend such action to the Church.

15. Security Team

ACTION FOCUS:

To provide security recommendations to the Church and enact such measures that will accomplish this goal.

Duties

- Enlist and orient security workers for all worship services and special events.
- Evaluate, research and make recommendations to meet the security needs of all Church facilities, services and activities.
- Develop and submit a budget request as needed.

16. Audiovisual and Media Team

ACTION FOCUS:

Provide all needed audio and visual needs of the Church. Enlist and train sound and screen operators to ensure all worship services and special are serviced. Coordinate development and maintenance of web and multimedia needs.

Duties:

- Evaluate, research and make recommendations to meet the audiovisual needs of all Church facilities.
- Provide a maintenance program for upkeep of all audiovisual equipment.
- Evaluate, procure and maintain multimedia needs
- Prepare and submit an audiovisual/multimedia budget to include maintenance and new equipment recommendations.

17. Baptism and Lord's Supper Team

ACTION FOCUS:

To prepare for the celebration of the Ordinances of the Church. To assist the Senior Pastor in the performing of these tasks by being aware of when these will take place, the materials needed and taking the appropriate action to assure not mishaps occur.

Duties:

- Make sure that all necessary baptismal equipment and facilities are available and ready prior to each baptismal service.
- Keep an official record of baptisms.
- Assist candidates during the baptism.
- Assist the Pastor at baptismal time.
- Perform necessary cleanup after the baptism.
- Conduct annual inspections of the baptismal facilities and equipment.
- Recommend to the Property Committee additional or different equipment and space as needed.
- Serve as a resource in the Church about the Ordinance of Baptism.
- Assist the Pastor in planning the schedule for the observance of the Lord's Supper.
- Maintain an inventory of all Lord's Supper equipment and request additional equipment as needed.
- Maintain an adequate supply of materials used for the Lord's Supper and purchase additional supplies as needed.
- See that all necessary Lord's Supper equipment and supplies are in place prior to each observance of the Lord's Supper.
- Arrange for all Lord's Supper equipment to be gathered, cleaned, and properly stored after each observance.

- Clean and put back in order the area used in preparing for the Lord's Supper.
- Evaluate the work of the team by receiving feedback from the Senior Pastor and Church regarding ways to improve planning and preparation.

18. Homebound Ministry Team

ACTION FOCUS:

To provide for members no longer able to attend Church services or functions an opportunity to receive fellowship with their Church, minister to them and love them by giving back to them as they have given to our Church. Let them know that they are still a part of DFBC.

Duties

- To assist and minister to the homebound members of DFBC.
- Encourage our members to remember this group with kindness.
- Provide members an opportunity to serve God using their gifts and talents.
- Provide needed assistance in tasks homebound members are no longer able to perform.
- Encouraging a strengthened faith in God.
- Provide social contact and personal interaction.
- Assisting in locating resources for physical, financial or emotional needs.
- With Deacons, help in providing the Lord's Supper to homebound.
- Set up team's guidelines and goals.

Section 4. Administrative Team

The Administrative Team will be formed only in the absence of a Pastor and Deacons. The Administrative Team will consist of the chairmen of the four (4) standing committees. The chairman of this team will be the Finance Committee chairman and will act as the administrator of the Church.

The primary functions of the Administrative Team shall be to present to the congregation suggested objectives and Church goals; to coordinate program plans recommended by Church officers and organizations; to suggest handling the day-to-day affairs of the Church to the congregation for the use of leadership, calendar time, and other resources according to program priorities; and any other tasks assigned to it by the Church.

All matters agreed upon by the Administrative Team, calling for action not already authorized, shall be referred to the Church for approval or disapproval.

The Administrative Team will not set Church policy or have any other function other than those stated in duties below.

A. Duties

1. Call for the formation of a Pastor Search Team.
2. Providing a sound structure and organization to fulfill the mission of the Church and support the core values and purposes of the Church.
3. Establishing administrative policies and procedures that give clear guidance and structure for decision-making and overseeing their implementation.
4. Assisting the Ministerial Staff in communication with the Church.
5. Bringing additional accountability to the Ministerial Staff and other Church leaders.
6. Providing written documentation of all Administrative Team meeting and actions to the Church.
7. Providing a forum for any member of the Church whom has issues to address concerning Dardanelle First Baptist.
8. Determining new policies or policy changes that must be submitted to the congregation for approval.

Article V Program Organizations

Section 1. General

All organizations of the Church shall be under Church control with all officers being elected by the Church and reporting regularly to the Church. All Church elected teachers and leaders must be members of Dardanelle First Baptist Church.

Section 2. Sunday School

There shall be a Sunday School divided into departments and classes for all ages and conducted under the direction of the Sunday School Director for the study of God's Word. The officers and teachers of this Sunday School must be members of Dardanelle First Baptist Church.

The tasks of the Sunday School shall be to teach the biblical revelation; reach persons for Christ and Church membership; perform the functions of the Church within its

constituency; provide and interpret information regarding the work of the Church and denomination.

Section 3. Discipleship Training

The Church shall maintain a program of discipleship training for all ages which shall be conducted under the direction of Minister to Youths, and Children's Director and /or other staff members as needed. Discipleship Training shall serve as the training program of the Church through programs such as Youth, Gospel Project, AWANAS, the Girls in Action auxiliary of the Women's Missionary Union of the Southern Baptist Convention, the Royal Ambassadors of the Baptist Brotherhood, and various convention discipleship training programs and other religious training material for adults.

- A.** The objectives of Discipleship Training shall be to:
1. Orient new Church members.
 2. Train Church members to perform the functions of the Church.
 3. Train Church members for future responsibilities as leaders of committees and other Church offices.
 4. Teach Christian theology consistent with the scriptures and the Baptist Faith & Message.
 5. Teach Christian morality, ethics, history, Church policy and organization.
 6. Provide and interpret information regarding the mission work of the Church and the denomination and encourage support of and participation in mission work.
 7. Provide other training or activities that foster Christian growth, as approved by the Senior Pastor

Section 4. Church Music Program

There shall be a Church Music Program under the direction of a lay Worship Leader or Minister of Music. Music shall be provided at Church services as deemed appropriate.

Article VI Church Meetings

Section 1. Worship Services

The Church shall meet regularly Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God.

Section 2. Regular Business Meetings

Quarterly business meetings will be held in the months of March, June, September, and December.

Any committee, ministry team, or the Deacon Body may bring new business, which must be presented in writing to the Church office one (1) week prior to any regular business meeting. The new business must be printed in the agenda for the meeting at which it is to be considered. The printed agenda must be posted in a public place in the Church building no later than noon on the day of the meeting. If the description of the proposed business is too long to fit conveniently in the appropriate place in the agenda, a summary may be placed there with the full description attached to the agenda.

If an item of extreme urgency arises after the deadline given above, the item may be considered, if at least three-fourths of the members present agree to suspend the rules and consider the item. Items of business considered under this exception shall be in written form before final approval by the Church.

Section 3. Special Business Meetings

A specially called business meeting may be held to consider special matters of a significant nature. A special business meeting must be held on Sunday Night.

The Moderator shall call a special meeting of the Church to consider matters of urgent business when requested by the Senior Pastor, Deacon Body, or a standing committee.

A minimum of one week's notice must be given for specially called business meetings. This notice shall be given from the pulpit by the Moderator or the Church Clerk at a regularly scheduled Sunday or Wednesday service. The announcement shall state the date, time, location, and the business to be brought before the Church at the special meeting.

No business other than that which was announced may be brought before the Church at this special meeting.

Section 4. Quorum

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

Section 5. Parliamentary Rules

A modified form Robert's Rules of Order is the authority for parliamentary rules of procedure for all business meetings of the Church.

Article VII Church Finances

Section 1. Fiscal Year

The fiscal year of the Church will begin on January 1 and run through December 31.

Article VIII Amendments

Changes to these Bylaws may be made at any regular business meeting of the Church provided each amendment shall have been presented in writing at a previous regular Church meeting at least one (1) month before the regular business meeting at which the amendment is to be considered and copies of the proposed amendment be made available to each member present. Copies of the proposed amendment(s) may be made available to all members through print or electronic media.

The fact that amendments have been proposed and the fact that copies are available must be announced from the pulpit on the next Lord's day following the regular meeting at which the proposal is first announced.

Approval of amendments to the By-Laws shall be by two-thirds (2/3) vote of the members of the Church present and entitled to vote. Voting shall be by secret ballot.

Forms

Deacon Qualifications Form

The office of Deacon is one of ministry and service to Jesus Christ through His Church. This is not an office or position given to someone to honor him. To be eligible for this respected position, a Deacon must have been a member of this Church at least one year and be a male, and must seek to consistently meet the following qualifications.

Qualifications

1. He is full of the Holy Spirit (Acts 6:3-5) - Such men are spiritually minded and submissive to God's leadership.
2. He is full of wisdom (Acts 6:3) - Such men have spiritual knowledge and understanding that provide sound direction for the ministry of the Church.
3. He is also full of faith (Acts 6:5) - Spiritual men walk by faith and not by sight because they know and trust the God of the Word and believe in the Word of God.
4. He has a **good reputation** (Acts 6:3; 1 Tim. 3:7) - Such a man demonstrates integrity and honesty to others. (He has a believable Christian life.)
5. This man should be grave or dignified and worthy of respect (1 Tim. 3:8) - Such a man faces life seriously, and there is a certain stateliness about him that commands respect.
6. He is a man who is not double-tongued but is sincere in his speech (1 Tim. 3:8) Such a man should speak with verbal honesty and integrity, not saying one thing to one person and something else to another.
7. This man abstains from the use of addictive drugs for the other medication for other than medical purposed and from the sale and use of alcoholic beverages and tobacco products (1 Tim. 3:8) He realizes the importance of his Christian influence and is willing to limit his liberty for the sake of others.
8. He is not a greedy person (1 Tim. 3:8) - Such a man is free from the love of money and other earthly Possessions.
9. This man has a deep Biblical commitment (1Tim.3:9)-This man holds to the truths of the Christian faith with a clear conscience. He is not easily swayed from the truth because he strives to live what he knows.
10. He must first be tested and proven (1Tim.3:10)-This man must have proven over time that he is faithful and that his walk is credible.
11. He must also be beyond reproach and blameless (1 Tim. 3:10) - Such a man must display a lifestyle free from continual patterns of Scriptural disobedience. There should be nothing in his life for which he could be accused and thus disqualified.

12. This man's wife should be a woman worthy of respect, not a malicious gossip, but temperate and faithful in everything. (1 Tim. 3:11) - The spouse should be devoted to God and yielded to the Holy Spirit and having been married only one time.
13. He should be the husband of one wife (1 Tim. 3:12) - Having only been married once. He should be devoted and faithful to his wife.
14. He must manage his children and his household well (1 Tim. 3:12) - Such a man should demonstrate leadership in his home life. He should have a well ordered family life and well-behaved children (still under his authority).
15. He must recognize God-given spiritual leadership that is incumbent upon the office of a Pastor and seek to submit to his leadership. (Heb. 13:7,17).
16. He shall tithe of his family income (Matt. 6:21).
17. He should do all he can to create and preserve unity and harmony in the Church (Eph.4:1-3).

Job Description

1. All Deacons are expected to regularly attend the Church worship services.
2. All Deacons should be actively serving in some ministry in the life of the Church.
3. All Deacons should be supportive of the overall ministry of the Church.
4. All Deacons should participate in all scheduled Deacon Body activities, unless providentially hindered.
5. All Deacons should assist in administering the Lord's Supper and participate in corporate worship as assigned.
6. All Deacons should practice personal evangelism of the lost as opportunities arise.
7. All Deacons should attend training sessions as available, unless providentially hindered.
8. All Deacons should pray regularly for the Pastor, staff and Church.

Signature _____ Date _____

Deacon Doctrinal Statement Form

1. Yes or No **THE SCRIPTURES:** I believe that the entire Bible, all 66 books of the combined Old and New Testaments, is verbally inspired by God and is inerrant. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
2. Yes or No **GOD:** I believe that there is only one true, living, sovereign, holy and eternally existent God. He exists in three co-equal persons - Father, Son, and Holy Spirit, each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes.
3. Yes or No **JESUS CHRIST:** I believe that Jesus Christ is God' He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as a vicarious substitute, was buried, bodily resurrected, ascended to the right hand of the Father and will return literally, visibly and personally in glory and power (John 1:1-3, 14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; Colossians 3:1; 1 Corinthians 15:1-8; Acts 1:11).
4. Yes or No **HOLY SPIRIT:** I believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a godly life (John 14; 16-19; 16: 7-15; 1 Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5).
5. Yes or No **MANKIND:** I believe that in the beginning God created mankind in His image. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27, 31).
6. Yes or No **SIN:** I believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Mankind's fall has incurred both physical and spiritual death on all until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23).
7. Yes or No **SALVATION:** I believe the salvation of lost and sinful mankind is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit and received only through faith in the person and finished work of Jesus Christ on the cross (Ephesians 2:8-9).
8. Yes or No **THE CHURCH:** I believe that the Church is the body of Christ and the family of God. It is made up of saved and baptized believers who regularly join together on the Lord's day for worship, fellowship, and ministry (Matthew 16: 18-20; 1 Corinthians 12: 12-14; Hebrews 18:25).
8. Yes or No **EVANGELISM:** I believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matthew 28:18-20; Acts 1 :8).

10. Yes or No THE HOME: In addition to these important beliefs, I also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4; Proverbs 22: 6).

Any Comments?

Signature _____ Date _____

Deacon Covenant Form

1. MEMBERSHIP - A commitment to believe in Christ and to belong to His family (Ephesians 2:19; Romans 12:4-5).

- I have committed my life to Jesus Christ as Savior and Lord.

Date or Age _____ Place _____

- I have been baptized by immersion after committing my life to Christ.

Date or Age _____ Place _____

2. MATURITY - A commitment to the basic habits needed for spiritual growth (2 Peter 3: 1 8).

Realizing that my Lord and Savior Jesus Christ wants me to grow and mature as a Christian and being a fully functioning follower of Jesus Christ I commit myself to the following covenant:

- Obedience: I covenant to seek to consistently obey the Lordship of Jesus Christ.
- Time: I covenant to regularly spend time alone with God in Bible Study and prayer.
- Possessions: I covenant to generously give a love gift to the Lord through my local Church.
- Fellowship: I covenant to regularly attend the Church worship services.
- Witnessing: I covenant to faithfully share my faith in Christ when opportunities arise.

3. MINISTRY - A commitment to discover and dispense your God-given gifts and abilities in serving God and others (1 Peter 4-10).

Having committed myself to membership and the habits for growing in spiritual maturity, I agree:

- That God saved me, is growing me, and has called me to faithfully serve Him.
- To discover my unique design and use it to serve the Body of Christ in the area(s) of ministry God reveals to me.
- To demonstrate a servant's heart in additional ministries needed in the Body of Christ.
- To cooperate with other ministries and seek to place the far greater good of the whole Body over the needs of my ministry.
- To submit to my God-given spiritual leaders.
- To give a minimum of a tithe (10%) to my Lord Jesus Christ through my local Church.

Signature _____ Date _____