

**CHURCH CONSTITUTION, BY-LAWS,
&
OPERATING PRINCIPLES**

of

BETHLEHEM BAPTIST CHURCH

Springfield, Tennessee

PREAMBLE

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

I. Constitution Section

Article I - Church Name

This body shall be known as Bethlehem Baptist Church of Springfield, Tennessee, 37172.

Article II - Mission Statement

The mission of Bethlehem Baptist Church is to lift up and honor the Lord Jesus Christ by:

- Taking the message of redemption through Jesus Christ to the unreached people of our community.
- Faithfully preaching and teaching the Bible in order to assist every believer as they grow in their Christian walk.
- Providing for ministries which help meet the needs of the people of our community in family, school, work, and social matters.
- Providing warm, responsive, meaningful opportunities to worship God together that we may have true fellowship with Him and each other.
- Lovingly ministering to the physical and spiritual needs of all people.
- Being surrendered to God so that He can empower us to be all we can be under the lordship of Jesus Christ.

Article III - Articles of Faith

1) The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21 :33; 24:44-46; John 5:39; 1 6:13-15; 1 7:1 7; Acts 2:1 6ff.; 1 7:1 1; Romans 15:4; 1 6:25-26; 2 Timothy 3:15-1 7; Hebrews 1:1-2; 4:12; 1 Peter 1 :25; 2 Peter 1 :19-21.

2) God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

a) God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1- 8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

b) God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6- 21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7- 9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

c) God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28- 32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

3) Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7, 18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

4) Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- a. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.
- b. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.
- c. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- d. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
- e. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

5) God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7, 19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10, 19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5, 13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

6) The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation

2-3; 21:2-3.

7) Baptism and the Lord's Supper

- a) Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.
- b) The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20: 7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

8) The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; I Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

9) The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1 :13; Hebrews 1 1:1 0,1 6; 12:28; 1 Peter 2:4-1 0; 4:13; Revelation 1 :6, 9; 5:10; 11:15; 21-22.

10) Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

11) Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel

of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

12) Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

13) Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

14) Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

15) The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism,

every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12–14; 1 Corinthians 5:9- 10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12- 17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

16) Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14: 19; Hebrews 12:14; James 4:1-2.

17) Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

18) The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral

values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8, 14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

Article IV - Church Covenant

In the spirit of love, we have banded together to comprise a local expression of the body of Christ, which is the body of those on whom the call of God rests to witness to the grace and truth of God.

Because we believe that Jesus is the Christ, the Son of the Living God, we will seek to bring every phase of our lives under His lordship.

We unreservedly and with abandon commit our lives and destiny to Christ, promising to give Him priority in all the affairs of life. We will seek first the Kingdom of God and His righteousness.

We believe that God is the total owner of our lives and resources. We give God the throne in relation to the material aspects of our lives. Because God is a lavish giver, we, too, shall be lavish and cheerful in our regular gifts.

We commit ourselves, regardless of the expenditures of time, energy, and money to become informed mature Christians.

We will seek to be Christ-led in all relations with our fellowmen, with other nations, groups, classes, and races.

We commit ourselves to watch over one another in brotherly love; to pray for each other; to aid one another in sickness and distress.

We recognize that the function of the body of believers is to glorify God in adoration and sacrificial service, to be missionaries in the world, bearing witness to God's redeeming grace in Jesus Christ.

Article V - Church Policy

The government of this church is vested in the body of believers who compose it. All internal groups created by and empowered by the church shall report to and be held accountable to the church membership unless specific action is taken by church membership as outlined in the By-Laws.

Article VI - Affiliation

Bethlehem Baptist Church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. However, the Bible teaches that local churches should seek voluntary fellowship with other doctrinally sound churches. This association is to provide help and encouragement while working together as the Lord directs. *This is a voluntary association that in no way involves the surrender of the individual church's freedom or dependence on God.*

Bethlehem Baptist Church has chosen to affiliate itself with the Southern Baptist Convention, the Tennessee Baptist Convention, and the local Robertson County Baptist Association. Fundamental to this affiliation is the understanding that the Southern Baptist Convention is a fellowship of autonomous, biblically sound churches that choose to work together to further God's Kingdom. Voluntary contributions to local, state, national, and international mission's projects maintain this affiliation. Support may also be provided by sending messengers to the associational, state, and annual convention for voting on doctrinal, ethical, and procedural positions and/or issues. (Acts 15:2; 21:17-18; III John 10; Philippians 4:15, 18; I John 1:3; Ephesians 4:3-6)

Article VII - Church Property

All property is to be held for the use and the benefit of the membership, even though they may be a minority, who adhere to, maintain, propagate, and/or support the articles of faith, mission, and practices of Bethlehem Baptist Church. Each member is accountable “as unto the Lord” regarding access, care, maintenance, use, and well-being of all property of Bethlehem Baptist Church.

Article VIII - Conducting Church Affairs

The conduct of the affairs of Bethlehem Baptist Church not addressed in this Constitution will be outlined in the By-Laws of Bethlehem Baptist Church. These By-Laws define the church's organizational structure, the rights of members in the structure, and the procedures by which these rights may be exercised.

Article IX - Amendments to the Constitution

This Constitution or any of its provisions may be altered, amended, or repealed, and a new constitution may be adopted at any time with an affirmation of change, as reflected by 80 percent vote at any special or regular business meeting at which a quorum is present, as defined in Article III, Sections 2 and 3 of the By-Laws.

(Remainder of page intentionally left blank)

II. By-Laws & Operating Principles

Article I. Church Membership

Section 1. General

This is a sovereign Southern Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church. Membership in this church shall consist of all persons who have met the requirements for membership, as provided in Article I, Section 2 of the By-Laws, been approved by the congregation, and are listed on the membership roll.

Section 2. Candidacy

Any person may offer himself /herself for membership in this church. Persons offering themselves for membership shall do so:

- 1) By profession of faith in Jesus Christ as Lord and Savior and Scriptural baptism, or
- 2) By promise of a letter of recommendation from another Baptist church of like faith and practice, or
- 3) By statement of prior conversion experience and Scriptural baptism, or
- 4) For Scriptural baptism from another denomination, or
- 5) By restoration as provided in Article I, Section 7.

Any such persons presenting himself/herself to the church shall be introduced to the congregation. The church shall affirm this decision.

Should there be any concern related to a new member, the matter shall be referred to the pastor and deacon fellowship for investigation and the making of a recommendation to the church at the next regularly scheduled business meeting.

Bethlehem Baptist Church shall provide a scripturally based study of the basic Southern Baptist beliefs as needed. The pastor may lead or will designate the study leader.

All church staff and leaders/teachers elected to serve the church or placed in positions of responsibility are expected to be in agreement with and support the "Articles of Faith" and "Constitution and By-Laws" of Bethlehem Baptist Church.

Section 3. Responsibilities of Members

Members are expected to be faithful in all duties essential to the Christian life, to attend the services of this church, to give regularly for its support and causes, and to share in its organized work. All members are encouraged to be a student of God's word, diligent in prayer, sensitive to the Holy Spirit, and committed to personal evangelism.

Section 4. Voting Privileges

All adult (18 years or older) members shall be entitled to vote on matters of church business. Each adult member is entitled to one vote at any election and on any questions submitted to the church provided the member is present.

Section 5. Membership Status

For the ease of management, notification, and reporting purposes, Bethlehem Baptist Church may track the greater church family by designating people as a "resident" or "non-resident" member. Any other categories, classifications, and/or status designations are solely for administrative purposes.

Section 6. Termination of Membership

Membership shall be terminated in the following ways:

- 1). By death.
- 2). By dismissal to another Baptist church.
- 3). By disciplinary action of this church as provided in Article I, Section 6 & 7.
- 4). By joining with a church of another denomination.
- 5). By personal request for name to be removed from church membership.

Note: Letters of dismissal shall be granted only to other churches of like faith and order and not to individual members requesting termination of membership.

Section 7. Discipline

It shall be the basic purpose of Bethlehem Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor and deacon fellowship shall concern themselves with all matters that may impact the spirit of unity and peace within the church. Reconciliation and restoration rather than punishment should be the guideline that governs the attitude of one member toward another.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by pastor and/or deacon fellowship to resolve the problem in accordance with Matthew 18: 15-35, I Corinthians 5:1-13, II Corinthians 2:1-11.

All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. If it is determined that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church.

Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him/her may upon their request be restored to membership by the recommendation of the pastor and deacons and an affirmative vote of the church upon evidence of repentance and reformation.

Article II. Church Leaders

Members serving in positions of leadership or responsibility shall be considered “church leaders”. Such leaders are those persons called, ordained, and/or elected by the church to minister, nurture, and/or serve the church. All church leaders must be members of the church in good standing. Those serving in the positions stated herein are recognized as church leaders of Bethlehem Baptist Church.

A job description shall exist for all elected church leaders and/or staff positions within the church. The nominating committee and/or department director shall be responsible for all non-salaried job descriptions. The personnel committee shall be responsible for all salaried job descriptions. All job descriptions must be reviewed and adopted by the church in a scheduled business session.

A copy of all job descriptions shall be on file and maintained in the Church Office, viewable upon request, and reflected in Article VII, Section 4.

Section 1. The Pastor

The pastor is responsible for leading the church to function as a New Testament church.

1.1 Qualifications and General Responsibilities:

The qualifications for pastor shall be consistent with those listed in 1 Timothy 3:1-7. The pastor will lead the congregation, the organizations, and the pastoral staff to perform their tasks. The pastor will serve the church and work with the deacons, church council, and other church staff to:

- 1). Lead the church in reaching its mission and purpose.
- 2). Preach the gospel to believers and unbelievers.
- 3). Care for and minister to the church members and other persons in the community.
- 4). Serve as an ex officio member of all committees elected by the church.
- 5). Coordinate and secure pulpit supply in the event of his absence.

1.2 Calling a Pastor

In the pursuit of a new pastor, a Pastor Search Committee shall be elected by the church to seek out a suitable pastor and this committee's recommendation will serve as a nomination. The following guidelines shall apply to the Pastor Search Committee:

- 1). The committee elected by the church shall consist of no less than seven members, which includes at least one member from the deacon fellowship and one member from the personnel committee.
- 2). The committee shall elect its own chairperson.
- 3). The committee membership shall not consist of current church staff members and their family members.
- 4). The committee shall consider only one candidate at a time.
- 5). Any proposed agreements, commitments, negotiations, and/or promises entered into by the Pastor Search Committee related to benefits, compensation, responsibilities, and/or salary must be in writing and presented to the church at the time of the nomination as part of the affirmation and consideration process.
- 6). Any potential candidate under consideration by the church must be provided a statement signed by the committee chairperson that states that any agreements, commitments, negotiations and/or promises are (1) nonbinding until a nomination is voted on by the church, (2) a call is extended by the church as a result of such nomination, and (3) the call is accepted by the candidate in writing.
- 7). Election shall be by secret ballot with an affirmative vote of eighty percent (80%) of those members present being necessary for a call.
- 8). After consideration of this vote the Pastor Search Committee shall proceed with the call of the pastor.

1.3 Terms of Service

The pastor shall serve until such relationship is terminated as a result of resignation, retirement, death, disability, and/or dismissal.

Upon the resignation and/or retirement of the pastor, a new pastor shall be called according to the process as outlined above. The pastor shall give at least 30 days notice at the time of resignation before terminating his responsibilities as pastor.

The church may declare the office of pastor vacant for disability and/or dismissal reasons. Such action shall take place at a meeting called for that purpose, of which the membership has been given two weeks written notice. Any recommendation regarding such action must come through and be presented by the deacon fellowship. The chairman of the deacons shall preside at the meeting. An affirmative vote of 51% percent of the church members present shall be necessary to declare the office vacant. If the membership votes the office vacant, the termination of pastoral duties shall be effective immediately upon publication of the results of the vote.

All actions are to be recorded and entered into church minutes. Any written agreements entered into between the church and pastor shall be honored by the church regardless of the nature of the termination of the relationship. The separation package shall not exceed "then current" monthly (30 days) total sum of compensation and benefits being received at the time of the church action, unless a compensation package recommendation is presented by the deacon fellowship to be voted on and affirmed by the church.

Section 2. Church Staff:

This church shall employ or call staff, as it shall need. Such positions may include pastoral and non-pastoral staff members.

- (1) All staff (pastoral and non-pastoral type) positions except the pastor shall be recommended and presented by the Personnel Committee.
- (2) The church shall have the opportunity to meet and question any candidate being considered for a pastoral position.
- (3) All church staff positions are to fully support and be loyal to the mission work and ministry of the church and will be directly responsible to the pastor.
- (4) All staff candidates (including pastor) must be willing to submit to a background check as part of employment and/or ministry consideration by Bethlehem Baptist Church.
- (5) A written job description and mutual contract/agreement will be prepared when the need for church staff is determined.
- (6) At the time of resignation by a church staff member, at least two (2) weeks notice shall be given to the church.
- (7) The church, if it so chooses, may elect to terminate and/or end any pastoral or non-pastoral position at any time. In the event of such action the church will insure that no less than two (2) weeks salary shall be honored by the church.

Section 3. Deacons

3.1 Office

Deacons are to be servants and spiritual leaders of the church. The church shall elect as many deacons as necessary to serve the community and families of Bethlehem Baptist Church.

The deacons shall serve on a rotation basis for terms of three (3) years. Shorter terms may be set for deacons newly elected for fulfillment of uncompleted terms and to prevent an unbalanced number of members from rotating off in the same year. Members serving less than two (2) years may be re-elected for an additional full term. After serving a term of three years, a deacon shall be eligible for re-election only after the lapse of at least one year.

3.2 Qualifications:

A church deacon must meet the qualifications listed in 1Timothy 3:8-13. A deacon shall demonstrate an exemplary Christian testimony in private, family, and public life; a committed Christian leader and partner of the pastor; supporter and promoter of the church faith, practice, programs, and ministries.

3.3 Election:

Once a year, church members are to nominate those men whom they believe best match the biblical qualifications of a deacon. The deacon fellowship shall review the names and enlist those men to be presented to the church. The duties, qualifications, and importance of the office of a deacon will be explained to all candidates prior to the scheduled election of deacons.

3.4 Ordination:

The selection, election, and ordination of deacons is a privilege of the local church. When an ordination of deacons is planned by the church, the ordination process may include an ordination council and an ordination/installation service. An ordination council shall be composed of the pastor and other ordained men.

3.5 Duties:

As “one who serves”, a deacon shall serve and minister to the physical, moral, and spiritual needs of the church and its members. Deacons are to encourage and support the pastor by allowing him to give full attention to prayer and the ministry of the Word as reflected in Acts 6:2, 4. Deacons are to serve at the Lord’s Supper table; be zealous to guard and promote the spirit of unity and peace within the church family. The deacons shall be responsive to congregational needs and be sensitive to all matters of importance to the church.

The deacon fellowship shall elect its own chairman and respond to all benevolence requests. In the event the pastor position is vacant, the deacon fellowship shall be responsible for scheduling and/or securing the necessary pulpit/service supply of the church. The chairman of the deacons shall serve as an advisory member to all organizations, departments, and committees of the church in the pastor’s absence and/or if the pastor position is vacant.

Section 4. Moderator

The church moderator shall be the pastor and presides over all regular and called business meetings of the church. In the absence of the pastor, the chairman of deacons shall preside as moderator. The moderator’s role is to insure that all church business is conducted in a manner that honors and lifts up Christ.

Section 5. Church Clerk:

The church clerk shall be elected and be responsible for keeping an accurate record of all business meeting transactions of the church. Responsibilities include:

- 1). Maintain an accurate and legible record of all minutes and/or documents presented to the church during a business (regular or special called) meeting of the church.
- 2). Provide a secondary copy of all business meeting minutes, actions, and/or addendums to the Church Office of all business (regular or special) meetings.
- 3). Maintain a separate file of any and all changes made in business meetings related to the Church Constitution and/or By-Laws.
- 4). Present the minutes of last business (regular/special) meeting as required for acceptance by the church.

Section 6. Treasurer:

The church shall elect annually one treasurer (*and one assistant treasurer if needed*). The church treasurer (*and one assistant treasurer*) shall be elected as the custodian of all moneys of the church and shall disburse these moneys by checks as authorized by the church or finance committee. He or she shall maintain an itemized account of all receipts and disbursements and shall render a monthly and annually written report(s) to the finance committee. The treasurer is responsible to the Finance Committee and shall work to:

- 1). Insure that the offerings are properly received, counted, and deposited in the church's bank account.
- 2). Insure that each contributor's offerings are properly and correctly credited.
- 3). Prepare and make available the annual record of contribution for each donor.
- 4). Balance and verify the accuracy of the church's monthly bank account statement(s).
- 5). Sign checks for payment of bills, goods, and/or services received by the church.

All church budget, financial records, and/or other supporting documents shall be maintained by the treasurer on software and systems owned by and located in the church office. The treasurer is responsible for insuring that a monthly back-up of such records is maintained. The financial records and/or supporting documents shall be audited (1) at least once every five years, or (2) when a new person is elected to serve as treasurer, or (3) upon a recommendation presented and approved by the church to do so. Audits shall be performed by an external agency or entity. The results of any audit report shall first be provided to the Finance Committee and then reported to the church as a whole.

Section 7. Trustees:

At least three (3) trustees shall be elected by the church to hold trust the property of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing each action. It shall be the function of the trustees to sign any, and all legal documents involving the sale, mortgage, purchase, or lease of church property or any other legal documents requiring the signature of the trustees for and in behalf of the church. Any person(s) serving in a paid or salaried position shall not be elected to serve as a trustee.

The nominating committee shall recommend each year to the church three individuals to serve as trustees. Such individuals shall be dully identified each year as "Trustees" on the annual report submitted to the State of Tennessee.

Section 8. Other Leaders

The church may elect leaders as may be necessary to effectively promote the work of the church. In the event the church is unable to conduct church business and/or resolve an issue, the church if it so chooses may elect a special moderator. Such special moderator should be the associational moderator or director of missions. All such leader elections are under church control and bound to the Church Constitution and By-Laws.

Article III. Church Meetings

Section 1. Worship Services

The church shall meet regularly each week for a Sunday morning, Sunday evening, and midweek service for preaching, instruction, evangelism, and/or worship of Almighty God. Any other church meetings, which are essential in the promotion of the objectives of the church shall be placed on the church calendar. Such meetings, services, and/or worship opportunities will be open for the entire membership of the church and community. The time and place for such opportunities shall be communicated to encourage the active participation and fellowship of all.

Section 2. Church Business Meetings

All church members are encouraged to participate in and become involved in all church activities, including those related to church business. The business of the church shall be conducted through two types of meetings as described herein.

Regular Business Meeting – the regular business meetings shall be scheduled and conducted on a monthly basis. Normal business activities, organizational reports, and miscellaneous business needs are addressed during this meeting. Should there be any matter of unusual interest to be brought before such regular meeting, notice shall be given to the membership one (1) week prior to that meeting unless such a hardship condition exists that would prevent the church from fulfilling its responsibilities to church members or the community.

No recommendation shall be presented from any committee or council, including the deacon fellowship and acted upon in the regular business meeting unless it was published and made available to the membership at least a week before the business meeting.

Special Called Business Meeting – A special called business meeting can be called upon the request of the pastor, deacon fellowship, or church council. Special business meetings are called to address particular needs within the church and require two (2) weeks prior notice of the scheduled date unless such a hardship condition exists that would prevent the church from fulfilling its responsibilities to church members or the community.

Any information, recommendation, resolution, and/or publication associated with the called meeting must be mailed to or communicated through service announcements to all resident members.

Section 3. Quorum

To conduct church business through the regular and special business meetings a quorum must exist and be maintained throughout the business meeting session. A percentile of the previous reported average monthly Sunday School attendance shall be used to determine if a quorum exists for all regular and/or special called business meetings as described herein with one exception being the quorum requirement for a business meeting in which Constitutional and/or By-Law issues are addressed and/or voted upon.

Regular and/or Special Called Business Meetings – A quorum shall exist when the total number of members with voting rights equals or exceeds **20%** of the previously reported average monthly Sunday School (SS) attendance.

Special Called Business Meetings - Constitution & By-Laws – A quorum shall exist when the total number of members with voting rights equals or exceeds **40%** of the previously reported average monthly Sunday School (SS) attendance. (*Note: All Constitutional and By-Law additions, changes and/or modifications require 80% affirmation of membership present and voting.*)

In the event that a quorum is not established all church business matters shall be deferred to the next scheduled or called church business meeting in which a quorum shall exist.

All matters of church business shall pass by a simple majority vote (51%) unless specifically stated or specified otherwise within the Constitution and/or By-Laws of Bethlehem Baptist Church.

Section 4. Parliamentary Rules

Robert's Rules of Order (Revised, 2nd Edition) is adopted as the authority for parliamentary rules of procedure for all business meetings of the church.

Article IV. Church Ordinances

The church shall observe the following ordinances as specified herein:

Section 1. Baptism

A person who receives Jesus Christ as Lord and Savior by personal faith who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- Baptism shall be by immersion in water.
- Baptism shall be administered by the pastor or whomever the church shall authorize.
- Baptism shall be administered as an act of worship during any service called for that purpose.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- The Lord's Supper shall be observed on the fifth Sunday of the quarter, or as otherwise scheduled.
- The Lord's Supper shall be observed in the Sunday morning or any other service deemed appropriate.
- The pastor and deacon fellowship shall be responsible for the administration of the Lord's Supper.
- The deacon fellowship shall be responsible for the physical preparations of the Lord's Supper.

Article V. Organizational Groups

The church may elect or set aside any council, committee, or organizational group it deems necessary at any time. All action and/or recommendations regarding council, committee, or group are to be presented and voted on during a scheduled business meeting. All such entities shall adhere to the Constitution and By-Laws of Bethlehem Baptist Church unless specifically recorded and approved in a church business meeting.

Section 1. Church Council

The Church Council serves as the administrative body of the church and is responsible for coordinating the work and programs of the church. As such, the Church Council shall bring recommendations to the church related to:

- the ministry goals, objectives, and programs of the church.
- a church calendar that identifies the church sponsored activities or events in support of such programs.
- the use of all church facilities, grounds, and/or properties.

The Church Council shall seek to plan so as to provide a harmonious relationship between the ministries of the church and its members. The actual implementation of approved plans or objectives is to be carried out by the appropriate ministry leader, program area, or committee.

The Church Council shall consist of the Pastor, Associate Pastor, Directors over Music, Youth, Children, and Preschool Ministries, Sunday School Director, WMU Director, Chairman of Deacons, Chairman of the Finance Committee, Chairman of the Buildings & Grounds Committee, and Church Secretary. The pastor shall serve as the chairman of the Church Council and all matters agreed on by the Church Council calling for action not already provided for shall be referred to the church to be voted upon during a scheduled business meeting.

Section 2. Committees

All church committee members shall be elected by the church from nominations presented by the Nominating Committee and nominations from the floor with the consent of the nominee. There shall be a minimum of three (3) committee members elected to each committee. Any committee member elected to fill any vacancy shall serve the unexpired term of the position vacated. Each committee chairperson whose committee has either a budgeted line item or budgetary need shall submit an annual budget request to the Budget and Finance Committee.

All regular and standing committee responsibilities are identified and reflected in Article VIII., Section 5. Committees are empowered to function and serve under the Lordship of Christ and prayerful guidance of the Holy Spirit. Actions regarding a special committee shall be addressed in a special called business meeting for such purpose.

Section 3. Bethlehem Cemetery Association

Bethlehem Cemetery is owned by Bethlehem Baptist Church, but has its own administrative and financial structure and is managed by the Bethlehem Cemetery Association. Grave lots are available for purchase. The organizational structure providing oversight includes a (1) General Committee, (2) Cemetery Grounds Committee, and (3) Cemetery Finance Committee. The church office shall maintain a copy of all committees and make all such information available to those within the church and our community. Any questions regarding the cemetery should be directed to the General Committee members. The church shall once a year dedicate a Sunday morning service to the work and support of the Bethlehem Cemetery Association.

Article VI Financial Operations

Section 1. Finance Committee

The Finance Committee in cooperation with the Treasurer (*and/or assistant Treasurer*) is entrusted by the church to diligently oversee and manage all financial activities of the church unless specifically directed otherwise by church action. Each member (5) of the finance committee shall be listed and authorized to sign checks and/or disperse funds as required in payment for goods and/or services received by the church. The finance committee is responsible for presenting all financial reports to the church. In addition to the responsibilities listed under the committee guidelines, the following financial guidelines and/or policies shall also be observed.

1.1 Church Budget

The finance committee shall prepare and submit to the church for approval at a monthly business meeting (or at such other time as may be deemed best by the church) an inclusive budget, indicating by items the amount needed and sought for by all local expenses and purposes and, in like manner, for all denominational or other approved non-local causes. The proposed budget shall be made available to all church membership at least two weeks prior to the scheduled vote.

1.2 Church Collection, Contributions, Offerings & Gifts

The finance committee shall insure that all collections and/or contributions are held in the highest confidence and accurately recorded and deposited.

The finance committee shall receive the Sunday School offering from the Sunday School Director, worship service offerings from the ushers, and any other offerings from whoever might have received such. All collected funds shall be counted with no less than at least two (2) members present. The finance committee is responsible for preparing and making the bank deposit.

The chairman of the finance committee shall be notified if there are questions regarding contribution statements and work with the treasurer to resolve such issues should they exist. For IRS reporting purposes, the church shall only confirm and/or report on contributions that have been adequately identified through the giving process.

1.3 Staff Salary or Reimbursement Request

When there is a staff salary or reimbursement request beyond that which was included in the annual church budget, the staff member should make such requests directly to the Finance Committee. The Finance Committee shall review the request and may either decide on the matter, or bring the request before the church at a regular business meeting, either as a recommendation or to the floor for discussion.

1.4 Designated Funds

All donations accepted by the church will be allocated to the general fund unless it is designated to go to an established designated or special fund. Procedures for establishing designated or special funds must be approved by the church. The Finance Committee shall manage and distribute all funds in accordance with sound financial principles and framework approved by the church.

Section 2. Expenditure Authorizations and Purchases

The Finance Committee is responsible for overseeing all financial stewardship issues within the church unless approved otherwise through specific church action. As such, the Finance committee shall (1) approve minor expenditure authorization changes (\$999 or less) as long as such items remain within the approved budget, (2) review and approve the use of not yet accumulated to date funds in the approved budget, (3) review and/or manage all major expense authorizations that are \$1000 or more to insure adequate funds are available for such purchase(s), and (4) present any additions, changes, modifications, and/or recommendations required to adequately support the activities and ministries of the church. This includes the oversight authorization to control, freeze, and/or restrict budgeted expenditures as required.

Additional responsibilities may be established and/or reflected under the finance committee guidelines as approved by the church.

2.1 Emergency Expenditures

If an emergency arises that necessitates the expenditure of funds in excess of \$1,000, and if the delay for church approval would hinder the operation of the buildings, office, furniture, or functions of the church, the responsible person shall report such emergency to the Finance Committee chairman. The chairman of the Finance Committee shall be informed of the costs and consequences of the emergency. The Finance Committee is authorized to approve such emergency expenditures within the budget. The Finance Committee is required to report the action in the next business meeting of the church, explaining its effect upon the budget standing.

2.2 Benevolence Expenditures

Benevolence needs are administered by the deacon fellowship and pastor. Benevolence needs are carefully reviewed and prayerfully allocated based upon actual need. Benevolence expenses will be managed within the funds approved and designated within the budget. Should additional funds or an increase in the budgeted amount be needed the deacon fellowship is responsible for bringing such a recommendation before the church in the next business meeting.

Article VII. Facilities & Grounds

Section 1. General Use

All facilities and grounds are for the expressed purpose of Christian education, fellowship, ministry, training, witness, and/or worship. All scheduled activities, services, and/or use should either minister to others or provide a service to church members and/or those within our community.

The church may if it so desires may establish and/or change any provisions related to facility use provided that such action is presented before the church in a business meeting and approved by the church.

Section 2. Christian Life Center (CLC)

The church may choose to identify specific guidelines regarding the use of the Christian Life Center (CLC) or any of the church facilities. Such guidelines are not included as part of the Constitution and By-Laws and may be changed as desired by the church when deemed appropriate during any regular or special business meeting provided that such changes do not negate Article VII. Section 1. A copy of all approved guideline recommendations and/or motions approved by the church in a business meeting shall be (1) recorded in the business minutes, (2) on file in the church office, and (3) posted and/or available upon request.

Section 3. Property Management

All property including buildings, equipment (including computers), land, resources and/or vehicles are dedicated to the overall fellowship, ministry, and/or relief efforts of Bethlehem Baptist Church. Any and all property additions, enhancements, and/or modifications that impact the overall appearance of the church buildings and/or property are to be brought before the church for consideration and voted upon during a regular scheduled business meeting. Recommendations of this nature may come either through the Building and Grounds Committee or Church Council.

Article VIII. Operational Procedures and Guidelines

The following procedures and provisions stated herein provide direction, instruction, and/or guidance concerning general areas, committee functions, job descriptions and/or other areas not addressed specifically within the Constitution and By-Laws. The expressed purpose of any procedure or guideline contained wherein is to insure expectations and responsibilities are consistent and understood by all parties. The church upon proper notice may elect to alter, amend, repeal, and/or adopt other procedures or guidelines as it deems appropriate through regular or special called business meetings.

Section 1. Guiding Principles

We adhere to the fact that Christ lives within each believer, therefore we believe that those called to serve in staff/personnel positions must strive to reflect Christ. The following principles reflect the expectation of all individuals serving in staff positions of the church. Such staff/personnel shall exhibit

- High moral standards and behavior.
- Courtesy, helpfulness, and friendliness which is due each member of the church.
- Support of constitution, By-Laws, policies and procedures approved and adopted by the church.
- Allegiance to and cooperation with the pastor and support of other staff/personnel positions.

The pastor serves as the overseer and supervises all individuals serving in a staff or salaried position. The pastor shall seek to resolve any issues that may arise in a satisfactory manner. The Pastor shall consult with and/or notify the Personnel Committee on all matters that affect salaried positions within the church. Any recommendations regarding a staff or salaried position shall come from the Personnel Committee. Any action taken will be consistent with those stated in Article I, Section 7 of the By-Laws.

Section 2. Benefits

To insure that all staff/personnel are treated in a manner that honors Christ, the following minimum benefits are recognized by the church.

2.1 Full-time Staff/Personnel

Medical/Sickness Considerations

Medical/sick leave will be ten (10) days per year, but the Personnel Committee has the option of making an additional recommendation to the church if the situation warrants. Medical/sick leave does not accumulate and/or carry-over from one year to the next.

Holiday Considerations

Each full-time employee will be given time-off or compensatory time for the following holidays exclusive of vacation time.

- New Year's Day
- Good Friday (Easter)
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

Vacation Considerations

Vacation is based upon the number of years of service as reflected below. Full time staff/personnel must have served for a period of six months before any vacation may be taken.

Years of Service	Vacation Benefit
1 to 5 years	2 weeks
6 to 10 years	3 weeks
11 to 20 years	4 weeks
Over 20 years	5 weeks

Vacation time does not accumulate and/or carry-over from one year to the next. Full-time staff/personnel are responsible for appropriately scheduling their vacation time and reflecting it on the church calendar.

The church recognizes the pastor's need for spiritual enrichment, renewal, retreat, and/or training and therefore grants an additional week each year for such purposes for the pastor. No other benefits are implied or exist unless such benefits are documented in writing and voted upon by the church.

2.2 Part-Time Staff/Personnel

The church recognizes that those serving in part-time positions do so primarily as a calling and not so much for financial reasons. Such positions often require a Sunday (and/or Wednesday) presence or involvement in the ministry activities of the church.

In lieu of any paid vacation or benefits, the church shall graciously permit up to eight (8) Sunday absences per year for family, personal, or ministry purposes. Absences and/or vacations are to be scheduled with and/or through the pastor and reflected on the church calendar.

Section 3. Church Office & Operational Hours

The Church Office often serves as the "open door" that interfaces with those in the community, our members and staff. The Church Office often assists in validating ministry needs and/or opportunities as they arise. The operational hours of the Church Office shall be approved by pastor and communicated through the church bulletin and/or newsletter. Access to the Church Office may be limited for safety and security reasons when less than two people

are present within the Church Office building. The Church Office shall maintain a calendar that reflects all medical/sickness, holidays, and/or vacations taken by those serving in staff/personnel positions.

Section 4. Job Descriptions

This section contains all job descriptions and/or staff leadership positions of the church. The church may through its normal business processes add, change, delete and/or modify the job descriptions to best meet the ministry needs of the church and community.

Pastor Bethlehem Baptist Church Job Description

The Pastor is the spiritual leader of the congregation. He is responsible for leading members to witness, to grow, and to develop Christian maturity. He is to use his skills in proclamation and pastoral care in meeting the needs of persons in the church and community. The Pastor is also to function as the administrative leader of the church.

Qualifications:

The qualifications shall be consistent with those listed in 1 Timothy 3:1-7. The church may through either a regular or special called business meeting amend the qualifications to include minimum educational, experience, and/or training requirements for the pastor position(s).

Duties:

1. Proclaim the gospel and lead the Church in proclaiming the gospel to the community.
2. Lead the church in a caring ministry for persons in and outside the church.
3. Lead or make provisions for the leadership of the congregational services and/or worship activities within the Church.
4. Preach at all worship services, or arrange to have this function performed. The church shall pay for the Supply pastor when the Pastor is away due to vacation or illness. The Pastor is responsible for the Supply Pastor when he is away for any other reason.
5. Plan and provide leadership in the observance of the Church Ordinances.
6. Conduct counseling sessions, funeral services, wedding ceremonies, and other pastoral activities as led by the Holy Spirit.
7. Serve as the Moderator of the church during church business meetings.
8. Serve as Chairman of the Church Council to lead in planning, coordinating, and evaluating the total programs of church and other designated functions.
9. Serve as Chairman of the Nominating Committee.
10. Provide administrative leadership for the total church programs and work with the deacons, church officers, and church committees as they perform their assigned duties.
11. Serve as the general supervisor for all salaried employees and conduct staff meetings to accomplish the approved ministry objectives, plans, and programs of the church.
12. Responsible for reviewing all information communicated or posted through the church's web site.
13. Assist in reviewing MDO teacher evaluations, consulting with and providing guidance to the Director of Preschool Ministries on any appropriate or necessary actions or steps regarding such evaluations.
14. Communicate and/or consult with the Personnel Committee (as needed) on personnel issues that may affect the church.
15. Cooperate with associational, state, and denominational leaders in matters of mutual interest and support.

(Remainder of page intentionally left blank)

**Associate Pastor
Bethlehem Baptist Church
Job Description**

The Associate Pastor shall be accountable to the Pastor in all areas of responsibility, and shall work cooperatively and loyally with the Pastor in all planning and assignments related to the position.

The Associate Pastor shall be expected to be involved in all ministries of the church including Sunday School, all worship services, mid-week services, and outreach. He shall be expected to strengthen himself as a Christian leader by means of personal Bible study and devotions, and by availing himself to opportunities for training.

Qualifications:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall be part of a ministry team made up of the Pastor and all other members of the ministry staff.

Duties:

1. Attend staff meetings as scheduled, and the annual staff retreat.
2. Serve as a member of the Church Council.
3. Report monthly in business meeting on ministry needs and opportunities associated with the position or ministry and serve as a member of the Nominating Committee. (Note: If unable to attend business meeting, a written report may be submitted.)
4. Participate in bible study, discipleship activities, and other programs sponsored by the church.
5. Fill the pulpit in regular services on Sundays and Wednesday nights as scheduled and planned with the Pastor.
6. Assist the Pastor in the performance of other ministerial responsibilities as required.
7. Work in cooperation with the deacons in the event the Pastor position is vacant, or the Pastor is incapacitated.

(Remainder of page intentionally left blank)

**Director of Music Ministries
Bethlehem Baptist Church
Job Description**

The Director of Music Ministries is responsible for the development and promotion of the music program of the church. He shall be accountable to the pastor and assist the pastor in planning all services of worship. The underlying principles of Christian devotion and understanding should always be foremost in dealings with members involved in these programs and with the total church body as well.

The Director of Music Ministries will be expected to strengthen himself/herself as a Christian leader in the music ministry by means of formal and informal training; giving special emphasis to private Bible study and devotions.

Qualifications:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall be part of a ministry team made up of the Pastor and all other members of the ministry staff.

Duties:

1. Assist the pastor in planning all services of worship.
2. Serve as a member of the Church Council.
3. Hold choir practice weekly or as deemed appropriate to support the music activities of the church.
4. Encourage and promote the participation of all persons in music oriented praise and worship opportunities within the church.
5. Report monthly in business meeting on ministry needs and opportunities associated with the position or ministry and serve as a member of the Nominating Committee. (Note: If unable to attend business meeting, a written report may be submitted.)
6. File and care for all music and music materials owned by the church.
7. Coordinate the music program with the organizational calendar, ministry emphasis, and scheduled events of the church.
8. Bring to the attention of the church needed maintenance of musical instruments and other equipment.

(Remainder of page intentionally left blank)

**Church Secretary
Bethlehem Baptist Church
Job Description**

The Church Secretary shall have the responsibility for the management of the church office. The Church Secretary shall be accountable to the Pastor and shall effectively organize, plan, and perform all work related activities associated with the church office.

A pleasant, positive, and professional demeanor is required at all times when dealing with those who enter or contact the office either in person or by phone, email, mail, or fax. An exemplary Christian witness shall be maintained and modeled at all times as it relates to appearance, behavior, and language.

Qualifications:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall be part of a ministry team made up of the Pastor and all other members of the ministry staff.
4. Shall have formal training, or experience in effective ways to manage and conduct the activities of the office.

Duties:

1. Attend staff meetings as scheduled, and the annual staff retreat.
2. Serve as a member of the Church Council.
3. Give priority to work requested by the Pastor, regular publications such as the church bulletin and newsletter, and the keeping of financial records. Any other work requested by anyone else shall be done only by the approval of the Pastor and only after all necessary tasks are completed.
4. Receive all telephone calls and forward any messages to those persons as quickly as possible. Personal telephone calls, both incoming and outgoing, shall be limited to only those absolutely necessary or for emergencies.
5. Be responsible for the publication of the weekly bulletin, and the publication and insertion of any other necessary matters related to promotion of activities and/or the observance of special missions emphases. Items to be included in the bulletin shall be reviewed by the Pastor.
6. Prepare, and publish the church newsletter, and prepare it for mailing. Items to be included in the newsletter shall be reviewed by the Pastor.
7. Prepare correspondence for the Pastor, or other staff, upon request.
8. Maintain the church membership list being certain that all information such as address, family additions, and telephone number, is current and correct. Shall make changes in information related to the membership list as changes occur.
9. File and preserve important documents and/or records including such things as minutes of all business meetings, monthly financial statements, annual church profiles, letters of addition or dismissal from membership lists, and any other items deemed necessary and important.
10. Prepare the annual church profile and send copies to the appropriate entities.
11. Collect each day's mail and distribute the mail to the appropriate person's mailbox in the office.
12. Maintain the master key storage box and be responsible for the distribution and collection of keys according to church policies.
13. Be responsible for maintaining and updating the church's web site. The pastor is responsible for reviewing all information communicated through the church's web site.
14. Assist in maintaining the financial records of the church. Records to be maintained include the following:
 - Receiving and filing of all bills, invoices, etc., and the preparation of checks for the payment of all bills, invoices, etc.. Checks will be prepared in a timely manner so as not to be late on any payments. Checks shall be prepared and ready for signature of the Treasurer, or other appropriate person, after the expenditure is approved by the Budget/Finance Committee.
 - Making certain that acceptable documentation of all disbursements and receipts is in place for the annual audit. Every voucher is to be accompanied with the original receipt attached.
 - Reconciling all monthly bank accounts.
 - Duplicating an adequate number of copies of the report to provide for church membership.
 - Preparing and filing the monthly tax deposit and the quarterly Form 941. The monthly tax deposits are to be deposited in our local bank. The Form 941 is filed with the I.R.S..
 - Posting all financial transactions to the currently used "Quickbooks" computer program.
 - Receiving and processing all check requests. Requests for reimbursement or payment must be approved by the Budget/Finance Committee before checks can be prepared.

**Director of Youth Ministries
Bethlehem Baptist Church
Job Description**

The Director of Youth Ministries is responsible to the pastor to provide leadership, administration, and spiritual-direction to a comprehensive program of Christian development and education for youth. In addition, this Director will plan, supervise, and conduct activities that are appropriate in the development of this comprehensive program of Christian development and education.

Qualifications:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall be part of a ministry team made up of the Pastor and all other members of the ministry staff.
4. Shall have a sense of God's calling to the position of Director(s) of Youth Ministries.
5. Shall have experience or training in effective ways to minister to and with youth.

Duties:

1. Plan, coordinate, direct, and evaluate the Youth ministries of the church through the appropriate organizations of the church.
2. Serve as a member of the Church Council.
3. Lead in planning and conducting special activities and programs appropriate for the spiritual growth of the Youth. This includes retreats, conferences, camps, fellowships, banquets, mission activities, etc.
4. Report monthly in business meeting on ministry needs and opportunities associated with the position or ministry and serve as a member of the Nominating Committee. (Note: If unable to attend business meeting, a written report may be submitted.)
5. Promote a regular program of outreach for the Youth in cooperation with the overall church program of outreach.
6. Assist organizational leaders in the enlistment, training, and guidance of leaders/teachers of Youth according to the established policies of the church.
7. Prepare an annual budget for the ministry needs of the Youth and administer the approved budget according to policy.
8. Coordinate youth ministry activities and ministry opportunities through the organizational calendar and emphasis of the church.
9. Be involved in the Bible Study, Discipleship activities, Mid-week Services, and outreach ministry of the church.
10. Provide monthly reports to the church at regular business meeting as to the ministries of the Youth.
11. Coordinate, in agreement with general church policy, and in cooperation with the pastor, all programs which relate to the Youth. These programs include, but are not limited to
 - Sunday School
 - Vacation Bible School
12. Find, enlist, train (if needed), and lead volunteers who will assist in the Youth ministry.
13. Attend regular staff meetings called by the pastor.

(Remainder of page intentionally left blank)

**Director of Children's Ministries
Bethlehem Baptist Church
Job Description**

The Director(s) of Children's Ministries shall have the responsibility for the development, promotion, and work of all classes and departments that relate to Children in grades 1-5. The Director(s) shall be accountable to the Pastor in all areas related to the Children's departments.

The under girding principles of Christian respect, understanding, and devotion shall always govern and be the foremost in dealing with workers and children in these programs. The Director(s) shall understand the scope of the work in relation to the overall objectives and mission statement of the church.

The Director(s) of Children's Ministries shall be expected to strengthen themselves as a Christian leader in children's work by means of formal and informal training, giving special emphasis to personal Bible study and devotions.

Qualifications:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall be part of a ministry team made up of the Pastor and all other members of the ministry staff.
4. Shall have a sense of God's calling to the position of Director(s) of Children's Ministries.
5. Shall have experience or training in effective ways to minister to and with children.

Duties:

1. Organize and coordinate, in agreement with general church policy, and in cooperation with the Pastor, all programs which relate to Children's age groups (grades 1-5). These programs include, but are not limited to (1) Sunday School, (2) Vacation Bible School, and Children Choir(s).
2. Serve as a member of the Church Council.
3. Discover and enlist, according to the church's policy, needed workers to accomplish the above listed programs of ministry.
4. Report monthly in business meeting on ministry needs and opportunities associated with the position or ministry and serve as a member of the Nominating Committee. (Note: If unable to attend business meeting, a written report may be submitted.)
5. Identify and enlist Children workers and in the event there are any vacancies in any Children's position, confer with the pastor in filling the position.
6. Maintain and supervise programs of leadership training for Children's workers as needed.
7. Prepare annual budget requests for all Children's work and submit recommendations to the Pastor for presentation to the Budget Committee no later than the middle of October each year. (Note: Normal supplies and materials, including literature, for the above listed programs of ministry will be included in the budget, and will not need to be part of the Director(s) budget requests. The budget request would be for activities, outings, and/or other events not normally included in the church's annual budget.)
8. Give oversight in the selection and use of appropriate materials and methods for Children's ministry.
9. Be involved in the Bible Study, Discipleship activities, Mid-week Services, and outreach ministry of the church.
10. Provide monthly written reports to the church secretary during the last week of each month concerning the Children's ministry for that month. This report will be combined with reports from all other staff personnel, as well as the monthly financial statement, published, and made available to the church.
11. Be involved in the total ministry of the church including Sunday School, Sunday morning and evening worship, mid-week services, and the outreach ministry of the church unless providentially hindered.
12. Attend all staff meetings and the annual staff retreat (if held) for the purpose of encouragement, of planning, discussing, and coordinating Children's activities in the church calendar. Staff meetings are held monthly, but other meetings may be needed.

(Remainder of page intentionally left blank)

**Director of Preschool Ministries
Bethlehem Baptist Church
Job Description**

The Director(s) of Preschool Ministries shall have the responsibility for the development, promotion, and work of all classes and departments that relate to preschoolers. The Director(s) shall be accountable to the Pastor in all areas related to the preschool ministries.

The under girding principles of Christian devotion and understanding shall always be foremost in dealing with workers and children in these programs and with the total church as well.

The Director(s) of Preschool Ministries shall be expected to strengthen themselves as a Christian leader in preschool work by means of formal and informal training, giving special emphasis to personal Bible study and devotions.

Qualifications:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall be part of a ministry team made up of the Pastor and all other members of the ministry staff.
4. Shall have a sense of God's calling to the position of Director(s) of Preschool Ministries.
5. Shall have formal training, or experience in effective ways to minister to and with preschoolers.

Duties:

1. Coordinate, in agreement with general church policy, and in cooperation with the Pastor, all programs that relate to Preschool age groups. These programs include, but are not limited to:
 - Sunday School
 - Vacation Bible School (In cooperation with the VBS Director)
 - Nursery Program (Volunteers)
 - Extended Session Program (Children's Church)
 - Mother's Day Out (In cooperation with the MDO Director)
2. Serve as a member of the Church Council.
3. Discover and recruit, according to the church's plan, needed workers to conduct the Preschool work in the above listed programs of ministry.
4. Report monthly in business meeting on ministry needs and opportunities associated with the position or ministry and serve as a member of the Nominating Committee. (Note: If unable to attend business meeting, a written report may be submitted.)
5. Maintain and supervise a comprehensive program of leadership training as needed.
6. Give guidance to plans for increased enrollment and attendance of all the organizations.
7. Give oversight to the selection and use of appropriate materials and methods
8. Create, manage, and/or oversee the teacher evaluations conducted through the MDO program and consult with the pastor as required if on any needed actions..
9. Be involved in the Bible Study, Discipleship activities, Mid-week Services, and outreach ministry of the church.
10. Attend staff meetings as scheduled, and the annual staff retreat.
11. Provide oversight and direction for the Mother's Day Out Program.
12. Prepare a payroll report each month showing all wages and paid taxes withheld from employee wages associated with the Mother's Day Out Program.
13. Present the payroll report to the church office, with a check for the total withheld taxes made payable to Bethlehem Baptist church to be presented at the close of each month.
14. Keep and maintain a list of rotating volunteers to staff the nursery during morning and evening worship services, Wednesday night service, Revival services, etc...
15. Prepare an annual budget for all Preschool work and submit recommendations to the Pastor for presentation to the Budget Committee.
16. Provide monthly verbal reports to the Business Meeting as to the Preschool ministries. In the event that absence from the Business Meeting is unavoidable, a written report shall be submitted to be read by the moderator.

(Remainder of page intentionally left blank)

**Mother's Day Out Director
Bethlehem Baptist Church
Job Description**

The Mother's Day Out (MDO) Director shall be accountable to the Pastor and shall also work under the direction and leadership of the Director of Preschool Ministries. In all decisions affecting the ministry of the MDO, or the changing of any policies or charges, the MDO Director shall consult the Director of Preschool Ministries and the Pastor before such changes are implemented.

The MDO director shall be expected to be involved in all ministries of the church including Sunday School, all worship services, mid-week services, and outreach.

Qualifications:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall be part of a ministry team made up of the Pastor and all other members of the ministry staff.
4. Shall have a sense of God's calling to the position of Director of Mother's Day Out Ministries.

Duties:

1. Organize and administer the Mother's Day Out program in accordance with established policies.
2. Direct the staff of MDO including all teachers, helpers, and any other persons that directly relate to any child.
3. Fill any vacancies in staff with the approval of the Pastor and the Director of Preschool Ministries.
4. Report any accident or injury involving any child immediately to the Director of Preschool Ministries and/or Pastor as required.
5. Report monthly in business meeting on ministry needs and opportunities associated with the position or ministry. (Note: If unable to attend business meeting, a written report may be submitted.)
6. Collect funds and process receipts for the Mother's Day Out program.
7. Report to the Director of Preschool Ministries or Pastor any time the MDO Director is unable to be present for the entire time the MDO is in session. The MDO Director must inform the Director of Preschool Ministries or Pastor concerning the person who is to be in charge in the Director's absence.
8. Conduct mid-year and end-year teacher evaluations and present such evaluations to the Director of Preschool Ministries.
9. Make as the priority the safety and care of all the children entrusted to the MDO ministry, which includes periodically checking and insuring the facilities are secure at all times.
10. Make certain that all trash, soiled diapers, and used materials are put in proper containers and placed in the dumpster before leaving each day. Floors are to be cleaned and made ready for use of the rooms by other groups. The Director is expected to turn off all lights, turn down thermostats for heat or air-conditioners, and lock all entrance doors upon leaving the building.
11. Attend the monthly staff meetings as scheduled and the annual staff retreat if held.

(Remainder of page intentionally left blank)

**Mother's Day Out Teacher
Bethlehem Baptist Church
Job Description**

Mother's Day Out teachers shall be responsible for the supervision and teaching of the children for which they are assigned. The teachers shall be accountable to the Mother's Day Out Director, the Director of Preschool Ministries and ultimately the Pastor, and shall cooperate with the Mother's Day Out Director loyally and efficiently in the day- to-day operations of the Mother's Day Out program.

The under girding principles of Christian respect, understanding, and devotion shall always govern and be the focus in dealing with parents and children in the program. The teachers shall understand the scope of the work in relation to the overall objectives and mission statement of the church.

The teachers are encouraged to strengthen themselves through personal Bible study and devotions, taking advantage of formal and informal training opportunities that may arise.

Qualifications:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall have a sense of God's calling to this ministry.
4. Shall have experience or training in taking care of preschool age children.

Duties:

1. Arrive and depart within the established schedule created by the MDO Director.
2. Communicate to the Director any days that you will miss at least one week in advance, except in the case of an emergency.
3. Be responsible for the cleanliness of their rooms before and after class on a daily basis.
4. Be responsible for presenting the children with the curriculum provided by the Director.
5. Provide the children a loving, caring, Christian environment, and will never leave the children unattended.
6. Report and/or inform the Director immediately of any accident or injury event associated with a child under the MDO program.

(Remainder of page intentionally left blank)

Custodian I
Bethlehem Baptist Church
Job Description

The Custodian (I) is responsible for insuring that the all buildings and/or facilities of Bethlehem Baptist Church are cleaned and/or maintained at the highest possible standard. He shall be responsible for performing all designated housekeeping type functions associated with insuring the assigned areas and/or facilities are clean and prepared for church sponsored activities. The custodian shall be accountable to the pastor and/or chairman of deacons and is expected to work cooperatively with either of these individuals in the performance of his assigned duties associated with the position.

Qualifications: The specific qualifications for the custodian position include:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall be part of a ministry team made up of the Pastor and all other members of the ministry staff.
4. Shall be able to physically perform all cleaning and/or housekeeping functions associated with the position and consistently demonstrate a servant spirit in the performance of designated responsibilities.

Duties:

1. Be responsible for the upkeep and cleaning of all church facilities, including the brick church, the Christian Life Center, the Church Office building, the Worship Center and any adjoining rooms.
2. Clean, including vacuuming all carpeted areas, sweeping and moping of all tiled areas, and sweeping of all concrete areas including sidewalks and porches.
3. Clean all restrooms, including all toilets, sinks, sink counter tops, urinals, baby diaper stations, floors, and mirrors.
4. Keep all chairs and tables, corners, and ceilings free of cobwebs.
5. Pick up all paper, empty all trash cans, install new trash bags, and place all trash in the dumpster.
6. Mop the kitchen, wash and put away any dirty dishes, and keep inside of refrigerator and freezer clean.
7. Keep all paper towel and toilet tissue dispensers filled.
8. Clean restrooms, kitchen, and other areas daily in the event of special events such as Revival, Vacation Bible School, etc. All extra hours will be compensated at the regular rate.
9. Provide services in the event that services of the custodian are requested and/or required (ex. such as a wedding). Such services will be provided at a set fee determined and held in advance by the church office. Otherwise, a wedding party will leave the facilities as they were found.
10. Report anything broken, or in need of repair, immediately to the Secretary or the Pastor.
11. Make certain that cleaning schedules will accommodate all services and make the facilities available when needed.
12. Attend monthly staff meetings for the purpose of knowing about all upcoming activities so that the custodian will know better how to plan for extra events that will demand additional attention for cleaning.

The church shall provide and pay for all equipment and cleaning supplies as needed. Requests for such items shall be submitted to the Church Secretary or Pastor. Equipment and/or supplies will be purchased according to approved policies and within budgeted funds available. The Custodian will not be subjected to the wishes or demands of anyone except the Pastor. Any complaints or additional cleaning needs from any church member should be taken to the Pastor, not the Custodian.

(Remainder of page intentionally left blank)

**Custodian II
Bethlehem Baptist Church
Job Description**

The Custodian II position is responsible for the general opening and closing activities of the buildings and/or facilities of Bethlehem Baptist Church on Sundays and Wednesdays. The Custodian II position shall be accountable to the Pastor in all areas of responsibility, and shall work cooperatively with the Pastor in all planning and the carrying out of all responsibilities related to the position.

Qualifications:

1. Shall have experienced salvation and be a maturing Christian.
2. Shall, prior to or upon accepting the position, become a member of Bethlehem Baptist Church.
3. Shall be part of a ministry team made up of the Pastor and all other members of the ministry staff.
4. Shall consistently demonstrate a servant spirit in the performance of designated responsibilities.

Duties:

1. Be responsible for preparing our facilities for scheduled services and activities.
2. Regulate heating and air conditioning for the facilities.
3. Perform all other duties associated with opening and closing the buildings, including turning on and off the lights.

(Remainder of page intentionally left blank)

**Nursery Worker
Bethlehem Baptist Church
Job Description**

The Nursery Worker will be responsible for the care of the children left in the nursery during church services and special events as agreed upon. The Nursery Worker shall be supervised by the Director of Preschool Ministries and/or the pastor as needed.

The undergirding principles of Christian devotion and understanding shall always be foremost in dealing with all who enter the nursery or have contact with the nursery. A pleasant and positive attitude is expected in all contact with children and parents. The nursery atmosphere of a clean, loving, Christian environment where parents feel comfortable to leave their children in order to worship or attend other church related functions will be maintained.

Qualifications:

1. Shall have experienced salvation, and be a maturing Christian.
2. Shall have training or experience in childcare.
3. Shall be physically and emotionally capable of caring for infants and children in a group setting.
4. Shall have a sense of God's calling to this ministry.
5. Shall be subject to any formal training deemed necessary by the church.

Duties:

1. Insure that the top priority is the safety and care for each child in the nursery.
2. Arrive no less than 30 minutes prior to Sunday School "start time" and remain until after the last child has been picked up following the Sunday morning worship.
3. Arrive no less than 15 minutes prior to the scheduled Sunday and Wednesday evening "start time" and remain until after the last child has been picked up following the scheduled service.
4. Greet each child and parent cheerfully as they come into the nursery and assist in putting each child's belongings away.
5. Insure that each child is only released to the child's parent(s) or adult authorized by the child's parents.
6. Assist in comforting, feeding, and/or playing with the children during their stay in the nursery.
7. Verbally communicate with the parents regarding any concerns with the child.
8. Routinely check for soiled diapers and change hourly or as needed.
9. Work cooperatively with all volunteer nursery workers.
10. Follow the Nursery Policies and Procedures established by the Director of Preschool Ministries.
11. Identify and remove anything in the nursery that could be deemed hazardous to the children.
12. Communicate with the Director of Preschool Ministries any concerns or problems in the nursery dealing with the facility or with any child left in care of the nursery.
13. Communicate to and/or notify the Director of Preschool Ministries on all planned or unplanned absences or schedule adjustments. (Note: Such notifications should be in advance unless an emergency or medical illness exists that makes such notification impossible.)
14. Follow the nursery worker checklist.

(Remainder of page intentionally left blank)

Section 5. Committee Procedures and Guidelines

This section contains all committee statements related to committee purpose and associated duties.

Nominating Committee

The Nominating Committee shall be composed of the incoming Sunday School Director, present WMU Director, present Chairman of the Deacons, two additional members elected at large, and the following staff members: Pastor, Director of Music Ministries, Director of Preschool Ministries, Director of Children Ministries, and Director of Youth Ministries.

The two additional members shall be elected at large from the floor during a church business meeting. Members shall serve until their report has been approved by the church. Should a vacancy exist occur after their report has been approved, the director of that ministry area or committee chairperson shall be responsible for bringing a recommendation before the church for approval. The Pastor shall serve as the chairman of the Nominating Committee. The pastor serves as a non-voting member of all committees.

Responsibilities:

- Prayerfully consider all persons within the church body, their gifts, and abilities for service, their faithfulness to support all church ministries and programs, and to seek out the best qualified persons to fill each position.
- Discuss each nominee, and agree, as a Committee, on each nominee before the nominee is contacted.
- Place in nomination, the names of all leaders and workers in Sunday School, all Committee (except Nominating Committee), and General Officers.
- Personally contact all nominees, informing them, in writing, of the responsibilities associated with the position they are asked to fill, and secure each nominee's consent to list their name as accepting that position if elected by the church.
- Present to the church, before September 1st the completed list of all nominations for approval.
- Submit to the church recommendations regarding a committee's responsibilities and/or function.
- Notify the Sunday School Director, WMU Director, and Chairman of the Deacons they serve as members of the Church Council.

Baptism Committee

The Baptism Committee shall be composed of four members who shall be elected to serve for one year. Two men and two ladies shall be elected. Men will assist male candidates, and ladies will assist female candidates. The committee shall elect a chairperson from within to lead and guide the committee in the performance of its designated responsibilities.

Responsibilities:

- Consult with the pastor, identify the baptistery to be used (old Sanctuary or new Worship Center), and make the necessary preparations for such use.
- Place the baptistery in its location in the Worship Center and put the runner in place beneath it before beginning to fill with water.
- Make certain the baptistery is clean and filled with water no later than the evening prior to the baptismal service, and that the heater is installed and properly set to warm the water sufficiently for the baptismal service.
- Be present at least 15 minutes prior to service to assist candidates with dressing room assignments, towels, and directions concerning procedures. (How to proceed from dressing room to baptistery, where to place used towels, when to go to their dressing room, etc.)
- Make certain that freshly laundered towels are made available for each candidate.
- Take home and launder soiled towels and return them for their next use.
- Mop or wipe up any standing water in the adjoining rooms, hallways, and dressing rooms.
- Assist candidates after they are baptized, making certain that they do not fall or injure themselves on wet floors.
- Be alert to needed equipment and/or supplies related to baptisms that might better serve the candidates and protect the facilities, and to bring those things to the attention of the church.
- Assist the Pastor as requested.

Building & Grounds Committee

The Building and Grounds Committee shall be composed of five members who are elected to serve for one year. The committee shall elect a chairperson from within to lead and guide the committee in the performance of its designated responsibilities. The Chairperson serves as a member of the Church Council. The committee is responsible for notifying the Church Secretary who has been elected to serve as chairperson.

Responsibilities:

- See to the care and maintenance of the properties and buildings of the church.
- Remedy emergency needs for repairs. The committee has the authority to secure the services of qualified contractors, companies, or individuals as need be. In the event the repair will cost more than \$500, the chairman shall consult with the Chairman of the Finance Committee regarding the availability of needed funds.
- Watch for needed repairs or improvements to the facilities, and to endeavor to establish good policy related to preventive maintenance.
- Bring recommendations to the church related to needed repairs and/or improvements, costs of such repairs or improvements, except in emergency situations.
- Consider any landscaping and decorating needs that would beautify our facilities and grounds, and to recommend those improvements to the church through proper procedures.
- Schedule and plan "Work Days" when the membership is asked to gather to make repairs, clean, or improve our facilities. On "Work Days" the committee shall be responsible for having needed materials and tools on hand to do the planned work.
- Submit to the Budget Committee, at budget preparation time, cost estimates of planned projects, projected costs for maintenance contracts, and any other cost estimates related to the work of the committee or the needs of the facilities.

Note: This committee is not expected to do the maintenance work themselves. They are expected to take appropriate action when repairs or maintenance is needed, and to be pro-active in preventive maintenance.

Bus & Van Committee

The Bus & Van Committee shall be composed of three members elected to serve for one year. The committee shall elect a chairperson from within to lead and guide the committee in the performance of its designated responsibilities. The committee is responsible for notifying the Church Secretary who has been elected to serve as chairperson.

Responsibilities:

- Make certain that the bus and van are properly serviced at the scheduled mileage and/or time, and that all fluid levels are maintained properly.
- Watch for, and secure, needed repairs or the replacement of items such as tires, wipers, etc.
- Make certain that the bus and van are washed as needed.
- Make certain that groups using the bus and/or van have cleaned the vehicle's interior, removing any trash or items left in the vehicle. After each use, the group using the vehicle is responsible for making certain that the vehicle is clean inside, and that it is ready for use by the next group.
- Make certain that the vehicle is ready for use by groups. That it is full of fuel, tires are properly inflated, and all safety features are working properly.
- Work closely with the Church Secretary who keeps the scheduled reservations for the use of the bus and van by groups. The Church Secretary will supply the committee with upcoming dates as reservations are made.
- Be listed on the church's insurance coverage policy and have the appropriate driver's license to drive a church owned vehicle(s).
- Process all requests to add, change, or delete a driver under the church's insurance provider through the church office.
- Insure that all church vehicles that are inspected yearly and/or are DOT inspected and certified as required.

Finance & Budget Committee

The Finance Committee shall be composed of five elected members and four elected alternates. The alternates shall assist the committee in the counting of contributions, gifts, offerings, and/or tithes received by the church. The committee, from the five (5) elected members, shall select its own chairman who will preside over all committee meetings. A meeting regarding financial matters may be requested by any elected member of the Budget/Finance Committee, the Treasurer, the Assistant Treasurer, and/or Pastor. The Chairperson serves as a member of the Church Council. The committee is responsible for notifying the Church Secretary who has been elected to serve as chairperson.

The Pastor, Treasurer and Assistant Treasurer shall serve as ex-officio and non-voting members of the committee.

Responsibilities:

General

- Establish, within the committee, a member rotation system that suits the needs of the committee, and yet maintains the highest degree of accuracy, safety, and confidentiality.
- Provide measures that assure the privacy of all individual contribution records by making certain that all documents are kept away from view of anyone not on the committee, and that all documents to be disposed are shredded properly.
- Cooperate closely with the Treasurer and/or the Assistant Treasurer to assure that they have adequate information to perform their elected duties.
- Assist and cooperate with all activities directly or indirectly associated with an audit and/or review of the church's financial records.

Receipt of Funds

- Receive, count, record, and deposit all funds received. A minimum of two committee members must be present when processing funds.
- Maintain strictest confidence concerning the giving of any individual contributor. What any contributor gives shall not be shared with anyone (other than the contributor himself/herself or his/her appointed representative) at any time, under any circumstance.
- Record distributions on each contributor's financial giving record.
- Provide, at the end of the calendar year, financial contribution receipts for each contributor to be used for governmental tax requirements.
- Develop procedures, within the committee, that will assure accuracy, safety, confidentiality, and a clear record system that can be audited.
- Provide a weekly report of all contribution totals, both designated and undesignated, to the Church Secretary, or the appropriate person, for recording.

Revivals

- Receive, count, record, and deposit all funds received during a revival. A minimum of two committee members must be present when processing funds.
- Determine amounts of honorariums to be given for services rendered during revivals.

Budget

- Receive proposed plans and budget needs from department heads, staff, committees, and anyone else having input into the budget process. All budget requests are to be presented to the committee no later than November 1 of each year.
- Evaluate proposed plans and budget requests as to available financial resources and the relative importance of the request in light of the overall needs of the church.
- Meet with the person(s) making the request, if necessary, to gain information needed to make a proper evaluation of the request.
- Assign budget to any area whose leader has not submitted a budget request by the November 1 deadline. This may be done without the approval of the department head, committee chairman, or the staff responsible for the budget line item(s).
- Evaluate the prior year's budget and financial positions to gather information for budget line items that may not be requested by other departments, committees, staff, or others.
- Prepare and recommend the annual budget to the church for adoption.

Note: The budget preparation process shall commence in sufficient time for all department heads, staff members, committees, and anyone else having input to the budget process, to prepare and submit their requests to the committee. Any and all requests should be in the hands of the committee no later than November 1st. Presentation of the completed budget to the church for adoption must occur no later than the business meeting in December.

Floral Committee

The Floral Committee shall be composed of four members elected to serve for one year. The committee shall elect a chairperson from within to lead and guide the committee in the performance of its designated responsibilities. The committee is responsible for notifying the Church Secretary who has been elected to serve as chairperson.

Responsibilities:

- Arrange and place floral decorations in appropriate ways for worship services.
- Secure, in accordance with budget guidelines, floral arrangements and/or decorations suitable for use in our facilities.
- Order a flower arrangement to be sent to the funeral home or funeral service in the event of the death of any church member.
- Care for, and properly store, all artificial arrangements and decorations.
- Dispose of any wilted or damaged arrangements promptly.

Greeter Committee

The Greeter Committee shall be composed of three members, elected for one year. The committee shall elect a chairperson from within to lead and guide the committee in the performance of its designated responsibilities. The committee is responsible for notifying the Church Secretary who has been elected to serve as chairperson.

Responsibilities:

- Organize a "Greeter Team" made up of chosen individuals who have an interest in greeting worshippers as they arrive and attending to the needs of worshippers. Those chosen should be skilled and gifted in meeting people, with a friendly and helpful spirit. They should be folks who have a thorough knowledge of the facilities and services offered by the church.
- Be in charge of caring for the needs of the congregation at every service by assisting in the seating of all worshippers; especially the elderly, the handicapped, visitors, and/or those that may be arriving late for the worship services.
- Provide assistance and/or directions to the nursery, the worship center, Sunday School rooms, restrooms, and/or other areas within the facilities.
- Insure that an adequate number of greeters are present at each entrance to assist people as they arrive.
- Insure that each person has a bulletin and visitors have a visitor's card and pen.
- Be attentive to any needs arising during the worship time, and take action to meet the need.
- Assist in training helpers (greeters) in proper and appropriate methods to meet the needs of the worshippers.
- Assist the ushers (as needed) in the distribution of materials and/or receiving the offering.

The Usher Committee

The Usher Committee shall be composed of three members, elected for one year. The committee shall elect a chairperson from within to lead and guide the committee in the performance of its designated responsibilities. The committee is responsible for notifying the Church Secretary who has been elected to serve as chairperson.

Responsibilities:

- Choose helpers (ushers) to receive the offerings and/or distribute materials as requested.
- Insure that an adequate number of helpers (ushers) are identified and available to serve.
- Assist in training helpers (ushers) in proper and appropriate methods to meet the needs of the worshippers.
- Assist the designated greeters (as needed) each Sunday in serving the needs of members and/or visitors.

Kitchen/Hospitality Committee

The Hospitality Committee shall be composed of eight members. Members shall serve for one year. The committee shall elect a chairperson from within to lead and guide the committee in the performance of its designated responsibilities. The committee is responsible for notifying the Church Secretary who has been elected to serve as chairperson.

Responsibilities:

- Plan and conduct the meals for any church-wide fellowship such as Homecoming Sunday, the annual church picnic, revival meals, Fall Festival, etc.
- Supervise and delegate set up of tables and chairs and clean-up duties for any and all church-wide fellowships and/or meals. The committee is to make certain that sufficient help is provided to empty all trash into the dumpster, sweep and/or mop the floors, and that all tables and chairs are returned to their proper storage places.
- Be certain that there are sufficient supplies of drinks on hand for the meals.
- Make necessary reservations to accommodate events being held off campus.
- Be responsible for maintaining adequate supplies of products used for meals, such as plates, cups, napkins, paper towels, and any other necessary items. When supplies of any items need to be replenished, the Chairman shall submit a written list of items needed to the Church Secretary to be ordered. If items are needed quickly, and there is not sufficient time to order them in bulk, the Chairman can purchase them locally using purchasing procedures established and followed through the church office.
- Be responsible to make certain that the kitchen is well stocked with utensils, dishes, detergents, cleaners, dishcloths, dish towels, and any other necessary items to make certain that any items needed to keep the kitchen clean are kept on hand. The committee shall launder any soiled towels or cloths and return them to their proper storage place in the kitchen.

Note: When other groups such as classes, groups, ministries, organizations, or individuals use the kitchen and/or fellowship hall, they are responsible for making certain that everything has been cleaned up, floors swept or mopped, trash disposed of in the dumpster, and tables and chairs put back in their proper storage place.

Personnel Committee

The Personnel Committee shall be composed of five (5) members elected to serve for one year. The committee shall elect a chairperson from within to lead and guide the committee in the performance of its designated responsibilities. The committee is responsible for notifying the Church Secretary who has been elected to serve as chairperson.

Responsibilities:

- Formulate, and keep current, all job descriptions for each paid employee or staff member. All job descriptions shall be adopted by the church through a business meeting.
- Review and present to the church any recommendations and/or changes related to salaried positions or responsibilities prior to any presentation to the church.
- Carefully review applications and interview potential applicants/candidates, including the verification of references and perform a background and/or security checks (as required). (Note: A background check must be performed on any salaried position that oversees children and/or youth.)
- Bring all recommendations concerning the employment and/or release of any and all paid employees except the Pastor. (Note: Includes those serving in a paid position under a MDO type program.)
- Work closely and cooperatively with the Pastor in matters related to all staff members and personnel who are under his supervision.
- Serve, in the event that disputes or problems arise that cannot be reconciled between paid employees and the Pastor, as mediator and/or arbitrator to settle such disputes or problems.
- Receive and act upon matters brought from the general membership related to the duties and/or performance of any paid employee.
- Act swiftly, in cooperation with the Pastor, in any matter of a moral or integrity issue related to any paid employee.
- Submit to the Budget Committee, at budget preparation time, recommendations regarding salary considerations associated with all staff positions except the pastor. (Note: The deacon fellowship shall bring recommendations regarding full-time pastoral staff positions.)

Article IX. Amendment to the By-Laws

The By-Laws or any of its provisions may be altered, amended, or repealed, and new By-Laws adopted any time with an affirmation of change, as reflected by 80 percent vote at any special or regular business meeting at which a quorum is present, as defined in Article III, Sections 2 and 3 of the By-Laws.

The church membership shall be given two weeks advance notice of the time of such meeting. Further, a copy of the proposed changes shall be made available to members at two consecutive weeks of Sunday morning worship services in advance of the meeting.

(Remainder of page intentionally left blank)