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SELMORE BAPTIST CHURCH BY-LAWS

2007 Revision

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**SELMORE BAPTIST CHURCH, INC.
4768 SELMORE RD.
OZARK, MO 65721**

BY-LAWS

The by-laws of the Selmore Baptist Church are secondary to the Church Constitution and are designed to support the Constitution. The by-laws will provide for the orderly functioning of the body in the daily life of the Church to insure the fulfillment of its purpose as outlined in Article II of the Constitution.

I. SECTION 1 CHURCH MEMBERSHIP

A. General

This is a sovereign and democratic Southern Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church.

The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.

B. Candidacy

Any person may offer themselves as a candidate for membership in this Church. The vote of the church to receive persons into the membership shall be taken at the next regular monthly business meeting, providing the membership committee has had sufficient time to meet with the candidate(s). A three-fourths favorable vote of those active Church members present and voting shall be required to elect candidates to the membership. A person can become a member of this Church by presenting themselves as a candidate for membership in one of the following ways:

- (1.) By public profession of faith in Jesus Christ as personal Savior and Lord and for baptism under the authority of this Church.
- (2.) By letter of recommendation from another Southern Baptist Church and upon personal testimony that they have received scriptural baptism in accordance with this Church's by-laws. (Reference Section 14, paragraph A.)
- (3.) By restoration upon a statement of prior public profession of faith in Jesus Christ as personal Savior and Lord and scriptural baptism (Reference Section 14, paragraph A.) under authority of a Southern Baptist Church from which it is not possible to obtain a letter because of lost records, Church closed, etc.
- (4.) By personal statement of prior public profession of faith in Jesus Christ as personal Savior and Lord and scriptural baptism (Reference Section 14, paragraph A.) under authority of a church that holds like beliefs in the doctrines of God, the Bible, Salvation, the Church, and Baptism.

This Church will require a reasonable period of time prior to voting to allow for verification by the membership committee of the candidate's status and Church doctrine relating to salvation, baptism, etc. with the Pastor, Chairman of Deacons, Church Clerk or Director of Missions of the candidate's home Church or Association. Recommendations from the Membership Committee will be presented during the regular monthly business meeting.

C. *New Member Orientation*

New members are expected to participate in the Church's new member orientation class as soon as possible.

D. *Rights of Active Members and Inactive Members (Rev. 06/01/2007)*

The Church considers it a personal responsibility of each of its members and encourages each one of them to be active and knowledgeable in the affairs and administration of the Church business.

- (1.) Active members are considered to be those individuals who have been received by the Church in accordance with Section 1, paragraph B of the Church's by-laws and are regular in attendance.
- (2.) Inactive members are considered to be those individuals who willfully, excepting illness, invalidism, or other proven providential reasons, absent themselves from the services of the Church for a period of six months. Members of inactive status are not permitted to vote upon matters of the Church, serve in elective office, or to be members of committees. Inactive members who return to attendance of the Church's regular service for a period of six weeks shall have the privileges of an active member reinstated.
- (3.) Active members are entitled to vote at all elections and on all questions/recommendations submitted to the Church during its regular business meeting or any special called meeting, providing the member is present or provision has been made for absentee ballot.
- (4.) Active members are eligible for consideration by the membership for all elective offices and for service on all committees within the Church.
- (5.) Active and inactive members may participate in the ordinances of the Church as administered by the Church.
- (6.) Enforcement of these rights shall be maintained by the moderator.

E. *Termination of Membership (Rev. 06/01/2007)*

Membership shall be terminated in the following ways:

- (1.) Death of the member.
- (2.) Transfer of church letter. Any member who desires their membership be transferred to another Southern Baptist Church of like faith and order shall receive it upon request of the Church to which the membership is being transferred and the individual's membership removed from our rolls. The letter shall state the person's record as a church member and be sent to the Church with which the individual desires to unite.
- (3.) Exclusion by action of this Church in accordance with Section 1, paragraph F. of the Selmore Baptist Church by-laws.
- (4.) Erasure upon request by a member who verifies that they have joined another denomination.
- (5.) All membership actions shall be read into the minutes of the next business meeting.

F. Discipline of Members

It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the Church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, the pastor and deacons will take every reasonable measures to resolve the problem in accordance with the eighteenth chapter of Matthew. If the problem cannot be resolved and it becomes necessary for the Church to consider disciplinary action to exclude a member, the following procedures will be followed:

- (1) Action will be taken during a special called business meeting.
- (2) Specific charges shall be introduced by the Chairman of Deacons.
- (3) The accused member shall be afforded the opportunity to appear before the Church during the special called meeting to present their views or other facts relative to the charges.
- (4) A three-fourths vote of active members present and voting is required for the exclusion of the member. Voting shall be accomplished by secret ballot. If the vote is in favor of exclusion the Church will declare the person to be no longer in the membership of the Church. If the vote is not in favor of exclusion the member shall retain all rights of a member.

All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. The Church may restore membership to any person previously excluded, upon the request of the excluded person, and by a three-fourths vote of the Church, providing there is evidence of the excluded person's repentance and reformation.

II . SECTION 2 CHURCH OFFICERS

In order that the faith, practices, covenant and the constitution of this Church shall be properly carried out, only those persons who are active members of this Church shall serve as elected officers of the Church. Officers shall be elected by a majority of the members present and voting, except where otherwise specified. The officers of this Church shall be the Pastor, Deacons, Moderator, Clerk, Treasurer and Trustees.

A. **Pastor** (Rev. 06/01/2007)

The pastor is responsible for leading the Church to function as a New Testament Southern Baptist Church. The pastor will be committed to the edification of the body of Christ, support the Southern Baptist Cooperative Program, and adhere to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000, and agree with the Constitution and by-laws of this Church. The pastor is the leader of pastoral ministries in the Church. As such he works with the deacons and church staff to:

1. Lead the Church in the achievement of its mission.
2. Proclaim the gospel to the believers and unbelievers.
3. Care for the Church members and other persons in the community.

The pastor shall preach the gospel during all scheduled worship services, administer the ordinances in accordance with Section 14, act as moderator during Church meetings in accordance with Section 10, paragraphs C and D, supervise the organizational functions of the Church, and is responsible for making regular visits with the sick, shut-ins and bereaved. He shall serve as an ex-officio member of all committees.

- (1.) Salary. The pastor's salary shall be for an annual amount, specified by the Church at the time the pastor is called. The annual salary shall be dispersed at the discretion of the budget committee, with provisions for withholding of taxes and allowances for professional and housing expenses as the pastor desires, in accordance with IRS regulations.
- (2.) Revival Meetings/Mission Trips. The pastor will be permitted to conduct 14 days (2 Sundays) of revival meetings annually away from this Church, with the Church providing for the supply pastor's honorarium.
- (3.) Denominational Conventions. The pastor may attend conventions and retreats as the Church and his pastoral duties permit. If these expenses exceed the budgeted amount, the excess will be paid by the pastor.
- (4.) Vacation. Paid vacation shall be 7 days (including 1 Sunday) after the completion of six months on the Church field, and 14 days (including 2 Sundays) each calendar year thereafter. The granting of any additional vacation time will be determined by recommendation of the Budget Committee and approved by the Church. Vacation time taken shall be made a matter of record during the monthly business meeting by the Church clerk. Pulpit supply to be paid by Church.
- (5.) Sick Leave. Sick leave shall not exceed 4 weeks (including 4 Sundays) per calendar year with the pulpit supply being paid by the Church. Sick leave shall not accumulate.
- (6.) Guest speakers are to be approved by Church Council with honorarium paid by Church, specified by the budget.

(7.) Pastor Selection. A pastor shall be elected by the Church whenever a vacancy occurs. A pastor search committee shall be elected by the Church, consisting of at least six members being nominated by the deacons, with at least one nominee being an active deacon. The time for voting on an individual who has come before the Church in view of a call shall be set and announced by the chairman of the pastor search committee from the pulpit during three regular scheduled services. Only one prospective pastor shall be before the Church in view of a call at any time. Voting shall be by secret ballot and tabulated before the Church body. An affirmative three-fourths majority of votes cast is required to extend an invitation to a prospective pastor to become pastor of this Church. The chairman of the pastor search committee shall make the results of the vote known to the prospective pastor immediately, and if the affirmative three-fourth majority was received, an invitation to come as pastor will be extended, advising him that he has ten days to accept or decline. See (Section 4, paragraph O.) for pastor search committee duties.

(8.) Qualifications.

- a) A man who is of high moral character, honest and trustworthy in all dealings, and abstains from the use of all alcoholic drink and drug abuse.
- b) A man who is the husband of one wife (having never been divorced), whose authority is respected in his home, and who accepts responsibility for the actions of his family.

Scripture references:

Divorce: (Ref: Matthew 19:3-9, ...'What therefore *God has joined together*, let no man separate.'...and, Matthew 5:32...'except for the cause of unchastity', and, Jeremiah 3:6-9 (God himself divorced the northern kingdom of Israel because of her idolatry, which He likens to sexual sin)...'that she polluted the land and committed adultery'...and, 1 Corinthians 7:12-15...'for the unbelieving husband is sanctified through his wife, and the unbelieving wife is sanctified through her believing husband'...'yet if the unbelieving one leaves, let him leave; the brother or the sister is not under bondage in such cases'...

Remarriage:

1 Corinthians 7:12-15 (see above)...1 Corinthians 7:39...'if her husband is dead, she is free to be married to whom she wishes, only in the Lord'...and, Romans 7:1-3...'if her husband dies, she is free from the law, so that she is not an adulteress, though she is joined to another man.'

- c) A man whose wife is faithful, trustworthy, and not prone to gossip, striving to efficiently manage her household and care for her family.
- d) A man who believes and practices tithing for the support of the Church.
- e) A man who believes the Bible is the inspired word of God.
- f) A man who studies the Bible, searching the scriptures for truth and willing to teach.

(9.) Licensing. Any man who is an active member of the Church, who in the judgment of the Church gives evidence by his piety, zeal, and aptness to teach, giving testimony to the fact that he has been called of God to the preaching ministry, after having preached in the hearing of the Church, may be licensed to preach the Gospel of Jesus Christ, providing a three-fourth affirmative vote of active members present and voting is received. The licensing

service shall be announced during three regular Church services. Voting shall be by secret ballot and tabulated before the Church body.

- (10.) Ordaining. In the event the Church calls a licensed preacher to be the Pastor, who possesses the scriptural qualifications for full ordination after a period of six months, it shall call a council of ministers and brethren to examine the qualifications of the candidate, to which council the propriety of ordaining shall be wholly referred.
- (11.) Pastoral Termination. The pastor may relinquish the office as pastor by giving at least two weeks notice to the Church at the time of his resignation. The pastor shall be entitled to all normal pay, vacation time, and allowance to the day of termination. No pay shall be allowed for accumulated sick time. On the day of termination the pastor shall ensure that all Church property has been returned, including keys to all the buildings. The Church parsonage shall be vacated by the date of termination, unless other arrangements have been approved by the Church.

The Church may declare the office of pastor to be vacant. Such action shall take place at a special called business meeting. The special business meeting shall be called by the deacons or by written petition signed by not less than one-fourth of the resident Church members. The moderator during the special called meeting will be the current chairman of deacons. A vote for the termination of a pastor shall not be called for in the initial meeting, but shall be postponed for a period of at least two weeks, to allow time for prayer. The vote to declare the office of pastor vacant shall be by secret ballot, an affirmative vote of three-fourths of the active members present and voting being necessary to declare the office vacant. The termination shall be immediate and the pastor will immediately return all Church property, including the keys to the building. The Church parsonage shall be vacated within thirty days, unless other arrangements have been approved by the Church. There shall be compensation amounting to one month's salary (four weeks) and pay for accumulated vacation time. Compensation shall be rendered within thirty days. No pay shall be allowed for accumulated sick time.

B. Assistant Pastor (Added 06/01/2007)

- (1) The assistant pastor shall serve under, and in close cooperation with, the pastor. He is authorized to help the pastor carry out his duties, as described in Section II-A.
 - a) The assistant pastor is bi-vocational, and shall not be expected to fulfill all the duties of the pastor, nor shall he execute said duties without the consent of the pastor.
- (2) The assistant pastor will be committed to the edification of the body of Christ, support the Southern Baptist Cooperative Program, and adhere to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000, and agree with the Constitution and by-laws of this Church.
- (3) Policies regarding salary, revival meetings/mission trips, denominational conventions, vacation, and sick leave for the assistant pastor shall be the same as described for the pastor in Section II-A.
- (4) The selection of the assistant pastor shall be conducted in the same manner as described for the pastor in Section II-A.
 - a) Before presenting a prospective assistant pastor to the church in view of a call, the search committee shall obtain the blessing of the pastor.
- (5) Qualifications to serve as assistant pastor shall be the same as described for the pastor in Section II-A.
- (6) Policies regarding licensing and ordaining for the assistant pastor shall be the same as described for the pastor in Section II-A.
- (7) Policies regarding the termination of the assistant pastor shall be the same as described for the pastor in Section II-A.

C. Deacons. (Rev. 06/01/2007)

In accordance with the meaning of the word and the practice in the New Testament, deacons are to be Servants of the Church. Men serving in the office of deacon will be members of this Church, ordained by this Church or another Southern Baptist Church of like faith and order. Deacons will be committed to the edification of the body of Christ, support the Southern Baptist Cooperative program, adhere to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000, and will agree with the Constitution and by-laws of this Church. Deacons will be men of Christian love and good will, spiritually minded, honest in all dealings, and respected in the community. Men are elected and ordained by this Church to serve for life as deacons; however, the Church reserves the right to remove any man from the office of deacon and to ask for him to surrender his certificate of ordination for proven misconduct under Section 1, paragraph F.

- (1) **Active Deacons** of Selmore Baptist Church are responsible as a council to organize themselves and to elect a chairman annually. Deacons are expected to be present in Sunday and mid-week services unless providentially hindered, and to contribute regularly and generously to the financial support of the Church. Deacons will serve with the pastor and staff in the pastoral ministries tasks of:
 1. Leading the Church in the achievement of its mission.
 2. Proclaiming the gospel to believers and unbelievers.
 3. Caring for the church's members and other persons in the community.

Deacons will serve by promoting and leading in the support of Church activities, as teachers and organizational leaders, in assisting with the administering of the Church ordinances, and through visitation and outreach within the community.

Deacons will be sensitive and open to the needs and concerns of all members, working to uplift and encourage, striving to remove areas of discord and discontent and aggressively promoting an attitude of peace and harmony within the life of the Church.

- (2) **Inactive Deacons.** When an inactive status is assumed by any deacon, it will be maintained for a minimum of one year. When ordained men enter our fellowship they will assume an inactive status. The Church does not automatically accept responsibility and accountability for the actions of any other Church in their selection and ordination of men as deacons, and has no obligation to utilize their services. Active deacons may at any time request the Church to place them in an inactive status when they feel they are unable to actively and aggressively perform the work of the office. The Church may move an active deacon to an inactive status for failure to be regular in attendance or for refusing to perform the work of an active deacon, providing no justifiable reasons are provided.

When the services of additional deacons are deemed necessary by the Church, the Church may request the pastor and current deacon council to interview any inactive deacons, and the chairman of deacons will provide the Church with a statement of verification from the deacon council as to their willingness, qualifications, and eligibility to serve.

All planned action concerning inactive deacons will be announced during three regularly scheduled services and may be accomplished during a regularly scheduled business meeting. All actions require a two-thirds affirmative vote by secret ballot, which will be tabulated before the Church body.

- (3) **Nomination-Election-Ordination of Deacons.** The nomination and election of deacons shall be accomplished during a special called business meeting following a Sunday morning worship service. The ordination service will be coordinated by the pastor and chairman of deacons, who will provide the Church with a date and time for the ordination service.

The Church will specify the number of deacons to be ordained and set the dates for the special business meetings during its regular business meeting.

The Church body will seriously consider its responsibility and accountability to God for its actions in nominating, electing, and ordaining men to serve in the office of deacon. The Church will approach the task with a clear and open mind, removing all thought of bias, personal desires, and individual popularity, while prayerfully seeking God's guidance in selecting men to serve who meet the qualifications outlined in Acts 6:3 and 1 Timothy 3:8-13. This Church's interpretation of these scriptures includes the following as guidelines in determining the qualifications of men being considered for the office of deacon.

- a) A man who is currently an active member of the Selmore Baptist Church.
- b) A man who is of high moral character, honest and trustworthy in all dealings, and abstains from the use of all alcoholic drink and drug abuse.
- c) A man who is the husband of one wife (having never been divorced), whose authority is respected in his home, and who accepts responsibility for the actions of his family.

Scripture references:

Divorce: (Ref: Matthew 19:3-9,'What therefore *God has joined together*, let no man separate.'....and, Matthew 5:32...'except for the cause of unchastity', and, Jeremiah 3:6-9 (God himself divorced the northern kingdom of Israel because of her idolatry, which He

likens to sexual sin)...'that she polluted the land and committed adultery'...and, 1 Corinthians 7:12-15...'for the unbelieving husband is sanctified through his wife, and the unbelieving wife is sanctified through her believing husband'...'yet if the unbelieving one leaves, let him leave; the brother or the sister is not under bondage in such cases'...

Remarriage:

1 Corinthians 7:12-15 (see above)...1 Corinthians 7:39...'if her husband is dead, she is free to be married to whom she wishes, only in the Lord'...and, Romans 7:1-3...'if her husband dies, she is free from the law, so that she is not an adulteress, though she is joined to another man.'

- d) A man whose wife is faithful, trustworthy, and not prone to gossip, striving to efficiently manage her household and care for her family.
- e) A man who believes and practices tithing for the support of the Church.
- f) A man who is willing to work and accept the task of deacon as a humble servant.
- g) A man who believes the Bible is the inspired word of God.
- h) A man who studies the Bible, searching the scriptures for truth and willing to teach.

Deacon Nomination Procedures: (to be used as a guide)

1. The pastor/chairman of deacons shall act as moderator during this special called meeting.
2. The minutes of the business meeting calling for nomination of men to serve as deacons will be read.
3. The moderator will provide for the reading of the Selmore Baptist Church current by-laws, Section 2, paragraph C and C(1), and the Bible scriptures Acts 6:3 and 1 Timothy 3:8-13.
4. Nominations will be by secret ballot.
5. Each active member may vote for as many nominees as the Church has specified a need to ordain.
6. The ballots will be tabulated by the Church Clerk and two deacons. Those men receiving the highest number of votes shall be the considered nominees.
7. The nominees will be interviewed individually by the pastor and current deacon council to determine their eligibility to serve. The names of the nominees shall be announced to the Church after they have prayerfully considered and accepted.
8. Should an individual decline to serve or is found to be ineligible the next nominee receiving the most votes will be interviewed and considered for election.

Election Procedures: (to be used as a guide)

1. There will be a special called business meeting, at which the pastor/chairman of deacons shall act as moderator, to elect men to serve as deacons.
2. The minutes of the nomination business meeting will be read.

3. The chairman of deacons will provide the Church with a statement of verification from the deacon council as to the willingness, qualifications, and eligibility of each nominee to serve as deacon.
4. Nominees will be voted on separately, by secret ballot.
5. Ballots will be tabulated before the Church body.
6. A two-thirds affirmative vote is required for election to the office of deacon.
7. Call for the ordination of the deacon candidates.

Ordination Procedures: (to be used as a guide)

1. The pastor and chairman of deacons will plan and coordinate the ordination with the candidates to insure an appropriate date and time for the service.

Invitations to attend the ordination service will be provided to the Tri-County Baptist Association's director of missions, and sister Churches within the Tri-County Baptist Association.

2. The minutes of the business meeting calling for the ordination will be read.
3. The council of ordained ministers and brethren shall be assembled and organized to examine the qualifications of the candidate, to which council the propriety of ordaining shall be wholly referred.

D. Moderator. (Rev. 06/01/2007)

The pastor shall serve as the presiding officer of the Church. In the absence of the pastor, the assistant pastor shall preside, or in the absence of both, the chairman of deacons shall preside as presiding officer. Any moderator may defer the position temporarily when it would enhance the discussion of a matter before the Church for action. The Church reserves the right to remove any moderator for a specified time by a majority vote of active members present and voting.

E. Clerk. (Rev. 06/01/2007)

The Church clerk shall serve as the clerical officer and is responsible for keeping a suitable record of all official actions of the Church. except as otherwise herein provided. The clerk is responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The clerk will issue letters of dismissal voted by the Church, preserve on file all communications and written official reports, and give required notice of all special meetings where notice is required by these by-laws. The clerk's minutes of the previous business meeting will contain for approval the prior month's business; this will include actions approved/disapproved or tabled and the status of all outstanding requests for membership into Selmore Baptist Church. Request for membership which has exceeded three (3) months will be given to the membership committee for recommended action. The clerk is responsible for preparing the annual church profile of the Church to the association. The clerk is also responsible for safe guarding all official documents, which are the property of the Church, relating to the functioning and administration of the Church. These documents may be reviewed at any time by any member; however, no official document shall be viewed, copied, or released to any non-member without the approval of the Church body.

F. Treasurer.

The treasurer shall serve as the financial officer of the Church, responsible for receiving and preserving all money and things of value paid or given to the Church. The treasurer will make immediate deposit of all funds received by the Church to the appropriate bank account approved by the Church for maintenance of the Church account. No money will be maintained in the Church safe or offices at any time. The treasurer shall maintain an itemized account of all receipts, including a record of deposit to the various account/funds. All disbursements will be by check and the canceled checks maintained for five years. The treasurer, assisted by the budget and financial management committee as needed, will make an itemized report accounting for all receipts, disbursements and the exact balances of all Church accounts and funds at each regularly scheduled business meeting. The treasurer's reports and records shall be audited annually by the budget and financial management committee or by a public accountant at the direction of the Church body. The treasurer shall be bonded, with the Church paying for the bond. All treasurer's reports and records are the property of the Church and are open for review, except for individual contribution records, by any member; however, no document shall be released, copied or discussed with any person outside the Church body without Church approval. The treasurer is the custodian of all funds contributed to the Church; however, the Church body is accountable to God for the stewardship of all monies and property given to the Church; therefore, the Church treasurer is not authorized to approve or disapprove disbursement of Church funds other than in accordance with Section 15.

(1.) Assistant Treasurer/Financial Secretary

The assistant treasurer shall be qualified to perform all duties associated with the treasurer's responsibilities and shall be bonded with the Church paying the bond. The assistant treasurer shall assist with the preparation of the monthly financial report.

The financial secretary is responsible for coordinating with the treasurer and Sunday School Secretary/Treasurer for the collection of all individual records of tithes, offerings, and gifts given to the Church during the regular services or designated offerings received at any time.

The financial secretary shall post the individual tithes, offerings, and gifts to the financial log weekly and shall provide, upon request, each individual a year to date total by January 31st of the following year or in accordance with IRS regulations. Individual financial data is privileged information to be guarded with the utmost care. Individual financial information will not under any circumstances be discussed with or released to any person or organization without written permission of that person. Discussion or release of individual financial information without the written permission of the individual shall be cause for the Church to ask for the resignation of the person or persons involved.

G. Trustees. (Rev. 06/01/2007)

The trustees of the Selmore Baptist Church shall be a rotating committee consisting of the Chairman of Deacons, who will serve for one year as chairman of this committee, and two members of the Church who will serve two year terms. The nominating committee shall submit to the Church a nominee to fill the position of the retiring member during the annual election of officers.

The trustees shall, as provided by law and the action of the Church, hold in trust the title to all property of the Church and, pursuant to the specific direction of the Church, shall represent the Church in all matters of legal responsibility regarding the purchase, improvement, and disposal of Church property, the execution of deeds, mortgages, notes, and all other documents, transactions, and matters that the Church may direct.

The trustees shall control access to the Church safe and maintain a record as to the individual responsible for any document removed from the safe. All legal documents, abstracts, records of Church minutes, etc., shall be stored in the Church safe. No document shall be released to any individual who is not a member of the Church without approval of the Church.

Trustees have the authority to direct the emergency repairs of all Church equipment and property. If warranted, the chairman will call for a special business meeting to obtain the Church's direction for disposition of the situation.

The trustees will conduct an annual review of the Church's insurance requirements versus cost with various companies and provide the Church with a recommendation the month prior to the premium's, annual due date. Trustees will be responsible for seeing that the Treasurer, Assistant Treasurer, and Sunday School Secretary are individuals who have been approved by the Church. The trustees are responsible for the maintenance of all Church property and real estate (Including the parsonage). They will coordinate with the building and grounds committee concerning needed repairs, painting, custodial needs, maintenance of Church grounds, and the scheduling of a spring and fall clean-up. The trustees will maintain a record of any furniture/equipment removed from Church property: to include the individual responsible, purpose to be used for, and planned date of return. The trustees are responsible for the renting of the parsonage, collection of rent, depositing of rent with the Church treasurer, and collections of utility bills. Trustees are responsible for the establishment and cancellation of rental contracts in accordance with legal requirements and as directed by the Church body. These responsibilities may be delegated to a rental property overseer approved by the Church to perform these functions.

H. Pastor Emeritus. (Added 12/28/03)

Upon (1) consultation with the current pastor, (2) unanimous recommendation of the active deacons, and (3) an affirmative three-fourths majority of votes cast by the Church body, the Church may recognize one of its former pastors/interim pastors, with the strictly honorary title of Pastor Emeritus.

The title of Pastor Emeritus shall only be conferred upon a man who (1) demonstrated an unusually high level of faithfulness to the church during his tenure, (2) did not relinquish his position as pastor-interim pastor, due to the church declaring his office to be vacant as stated in Section 2, paragraph A (11) of these by-laws, and (3) is a current member in good standing.

The "Pastor Emeritus" shall not be held responsible to fulfill the duties of an active pastor as stated in these by-laws, nor shall he execute said duties, without the consent of the current pastor.

- (1.) Salary. The Pastor Emeritus shall not receive a salary.

- (2.) Pastor Emeritus Selection. The time for voting on an individual who has come before the church in view of recognition shall be set and announced by the current pastor during three regular scheduled services. Voting shall be by secret ballot and tabulated before the Church body. An affirmative three-fourths majority of votes cast is required to extend an invitation to a man to become Pastor Emeritus of this Church. The current pastor shall make the results of the vote known to the prospective Pastor Emeritus immediately, and if the affirmative three-fourths majority was received, an invitation to serve as Pastor Emeritus will be extended, advising him that he has ten days to accept or decline.

- (3.) Pastor Emeritus Termination. The Pastor Emeritus may relinquish the office as Pastor Emeritus by resigning at any time.

The church may declare the office of Pastor Emeritus to be vacant. Such action shall take place at a special called business meeting. The special business meeting shall be called by the deacons or by written petition signed by not less than one-fourth of the resident Church members. The moderator during special called meeting will be the current chairman of deacons. The vote to declare the office of Pastor Emeritus vacant shall be by secret ballot, an affirmative vote of three-fourths of the active members present and voting being necessary to declare the office vacant. The termination shall be immediate.

III . SECTION 3 CHURCH STAFF

The Church staff shall be called and employed as the Church determines the need for such offices or positions. The Salary of The Church Staff will be set yearly by the church and dispersed at the discretion of the Budget Committee. A job description shall be written when the need for a staff member is determined to serve as a general guide in the performance of the task. Staff members may resign their positions by giving the Church two weeks notice of their intent. The Church may vote to vacate any staff position with the procedures being the same as for pastoral termination, except that the amount of compensation shall relate to the individual's weekly salary.

A. Minister of Youth (Ministerial Staff) (Rev. 06/01/2007)

The minister of youth shall be called by the Church. The youth committee chairman (augmented by at least one deacon) shall serve as the minister of youth search committee, with the Youth committee chairperson as acting chairperson. The pastor selection procedures (Section 4, paragraph O.) shall be utilized by the Church in calling a minister of youth.

- (1) As a member of the Church ministry team, the youth director shall have an important place of leadership in the Church as he serves under and in close cooperation with the Pastor. He shall be expected to attend the Wednesday night and Sunday services and may plan youth activities to coincide with Wednesday evening or Sunday. Any other time will be by his choice or special arrangement.
- (2) He shall cooperate with the Pastor and youth committees of the Church in correlating the youth activities and social events, insuring that all activities are properly sponsored and have the support of the Church body. He will in no way replace the duly elected volunteer workers with youth groups in Sunday School, Discipleship Training, R.A.'s and G.A.'s, but will correlate what they do and cooperate with them.
- (3) He will lead in planning with the youth, social events and activities involving all youth groups to be approved by the Pastor. He will plan special activities for the youth at least quarterly and more often if something special might be occurring, such as youth led revivals, youth week, retreats and the like; However, he is to stay within the Church youth budgets.
- (4) He will keep informed on associational and area youth activities, have at least one service per year where youth take over adult reins, and have a youth visitation program.
- (5) He may enter into all phases of youth activities such as teaching a Sunday school class or Church Training group; and will strive to know each youth and child in a personal way, such as hobbies, interest, strong points, weaknesses, etc.
- (6) Having the ability to lead youth is a necessity, but even more so is the necessity of giving evidence of a born again spiritual experience, membership in the Church, and the ability to get along with people.
- (7) He will be expected to exert a strong Christian influence upon the youth of the Church and community. He will seek to lead them by example to support the total ministry of the Church, with no suggestion of setting generation against generation or severing them from the total Church family or program.
- (8) The youth director shall be granted 14 days (including 2 Sundays) annual vacation with pay after serving a full year. He shall secure someone to supply during his annual vacation and also during other absences. He shall provide the substitute's financial reimbursement.

B. Minister of Music (Ministerial Staff) (Rev. 06/01/2007)

The minister of music shall be called by the Church. The music committee (augmented by at least one deacon) shall serve as the minister of music search committee. The pastor selection procedures (Section 4, paragraph O.) shall be utilized by the Church in calling a minister of music.

- (1) As a member of the Church ministry team, the minister of music shall assume a significant role of leadership in the Church as he serves under and in close cooperation with the pastor. It shall be his responsibility to plan appropriate music for all regular worship services (including Wednesday night), for any special services, and to work with the pastor and/or evangelist in planning for revival music.
- (2) He shall work with the music committee in developing the objectives of the Church music program, but he shall be the leader in this area. He shall direct all graded choirs in their practice, public singing, and social activities. He is to cooperate with the pastor and other leaders in devising appropriate musical programs for all occasions where such services are needed. He shall place strong emphasis upon the varied individual talent in the Church, discovering, developing, and using soloists and small ensembles on a somewhat regular basis.
- (3) Technical knowledge of music is important, but even more so is the necessity of giving evidence of a born again spiritual experience, membership in the Church, and the ability to get along with people. He must be loyal to the aims and objectives of our Church and ALL of our programs. He should understand the basic principles of worship, how to guide a group in worshipping, and how to help people sing. (There are no "preliminaries" in public worship. From the prelude and call to worship to the benediction, the service is a high and holy transaction with the living God.)
- (4) It shall not be the purpose of the minister of music to call attention to himself, but to exalt Christ and guide the Church in worshipful singing. He will not build a department of music around himself, but he shall promote the choir's loyalty and support of the Church and its program as a part of the "body fitly framed together", for music alone is not worship. Music in worship should seek to achieve the same purpose as prayer, reading of the scripture, and preaching of the Word.
- (5) As director of music, he must strive to minister to ALL the people through the selection of a wide variety of worshipful music that will fulfill the individual needs of ALL who attend, not just the music department.
- (6) The minister of music shall be granted 14 days (including 2 Sundays) annual paid vacation after serving a full year, or he may choose to take one week after six months of service. He shall arrange for a substitute to serve during his vacation absence. In case of other absences, he shall provide a substitute and personally take care of that person's financial reimbursement.

C. Custodians. (Non Ministerial Staff) (Rev. 06/01/2007)

As the members of the Church are to reflect and portray the very character of our Lord and Savior, Jesus Christ in their daily lives, it is imperative that the physical facilities of their meeting place be kept in such a manner as to emanate the purpose of it being in the community; namely to glorify the Heavenly Father. The following duties and responsibilities are listed in order to provide a guide for accomplishing that purpose. If the responsible custodian is unable to perform any designated task, they are to obtain a qualified individual to perform that function at the expense of the responsible Custodian. Satisfactory accomplishment of a job/task will always be the responsibility of the designated Custodian. Additional duties or deletions of those listed are at the discretion of the Church.

Designated Custodians:

Building and Grounds Committee
Building Custodian
Grounds Maintenance custodian

JOB DESCRIPTION: Building and Grounds Committee
(Custodians)

- A) The building and grounds Committee is responsible for taking applications and for hiring qualified personnel for the job of building custodian and grounds maintenance custodian.
- B) The building and grounds committee is responsible for the direct supervision of the building custodian and the grounds maintenance custodian and for the coordination of any problems or suggestions with the Church body for action.
- C) The building and grounds committee is responsible for having the field brush hogged/mowed as required.

JOB DESCRIPTION: Building Custodian

A. General Cleaning instructions of building:

- (1) Clean all floors and carpets weekly.
- (2) Pick up bulletins, trash, and place hymnals in place after each service in the sanctuary weekly.
- (3) Clean nursery weekly.
- (4) Straighten classroom furniture weekly and wash tables as needed.
- (5) Strip and wax all tile floors as needed.
- (6) Dust furniture and woodwork throughout the building once per month.
- (7) Dust and remove cobwebs from ceiling and overheads monthly.
- (8) Empty all trash cans from classrooms, kitchen and the office each week.
- (9) Clean, mop and disinfect all restrooms weekly.
- (10) Keep steps and walkway free of snow and ice as required.

- B. General Maintenance of the Church building will be performed by the building custodian if qualified; otherwise, coordinate with the building and grounds committee to insure that the situation is corrected by qualified personnel.
- (1) Replace broken windows.
 - (2) Replace burned out lights.
 - (3) Replace/clean air conditioner/furnace filters as needed.
 - (4) Replace worn out/broken electrical receptacles as needed.
 - (5) Do routine maintenance work as needed.
- C. Building use and security: Use of the building will be in compliance with rules and regulations as set by the Church body. The building custodian is responsible for insuring that the building is ready for all regularly scheduled services and for the security of the building following the services.
- (1) Insure that the building is open prior to scheduled services, heating/air conditioning of areas to be used are comfortable and outside lights are on as needed.
 - (2) Insure that the building is secured after all scheduled services, including lights turned out, and all of the thermostats set in accordance with Church policy. Due to the amount of P.A. and electronic equipment, special care will be taken to insure that all doors are locked.
 - (3) The custodian will fill, heat and drain the baptistery as needed.
 - (4) The custodian will coordinate with Building and Grounds Committee for the purchase of maintenance supplies as permitted by allotment of monies in the budget for maintenance supplies. Custodian will be responsible for providing cleaning supplies needed.
- D. All individuals responsible for class meetings/socials and organizational meetings should coordinate the activity with the building custodian and are responsible for the cleaning and security of the building following the activity.
- E. Associational and other Church approved activities, including the fifth Sunday dinner, will be coordinated with the building custodian and if required the Church will provide additional personnel for set-up and cleaning of the building.
- F. The building custodian is granted one week vacation with pay after one year of service. During this absence or any other, it is the responsibility of the building custodian to secure a replacement. The replacement will be paid by the Church during the week of vacation.
- G. The building custodian is responsible to the building and grounds committee for the performance of all tasks. Any questions, suggestions, or problems which arise will be directed to this committee for action.

JOB DESCRIPTION: Grounds Maintenance Custodian

Employed April through October, or as needed to care for the grounds, at a rate approved by the Church.

A. General Maintenance:

- (1) Mow lawn and tend flowers and shrubs weekly.

- (2) Keep grass and weeds trimmed around the building and along the sidewalks and curbing weekly.
 - (3) Pick up trash from parking lot, around building and from roadway in front of the Church weekly.
- B. The grounds maintenance custodian is responsible to the building and grounds committee for the performance of all tasks. Any questions, suggestions or problems which arise will be directed to this committee for actions.

D. Office Secretary (Non Ministerial Staff) (Rev. 06/01/2007)

The trustees are responsible for taking applications and for hiring qualified personnel for the job of Office Secretary, with preference given to church members. The pastor is responsible for the direct supervision of the office secretary, including their work schedule. The pastor will relay any problems or suggestions to the trustees, who will coordinate with the church body for action, as needed.

JOB DESCRIPTION: Office Secretary

- A. The office secretary should have the following general skills:
- (1) Working knowledge of common office technology, including the: telephone, answering machine, copier, printer, fax machine.
 - (2) Working knowledge of how to effectively use a computer, including: typing ability, office management software, and graphics software.
 - (3) Communicate clearly with people, while projecting a warm and Christ like demeanor.
 - (4) Accomplish tasks independently, thoroughly, and in a timely fashion.
- B. The office secretary is responsible for competently performing the following specific tasks, or delegating them to other competent church members:
- (1) Prepare the weekly bulletin, including copying and stuffing inserts.
 - (2) Update/decorate bulletin boards.
 - (3) Prepare and mail a church newsletter.
 - (4) Type/copy business meeting proposals on behalf of the pastor and committees.
 - (5) Mail birthday and anniversary cards.
 - (6) Mail visitor letters.
 - (7) Perform the duties listed for Church Clerk.
 - (8) Answer the phone and take messages.
 - (9) Maintain office equipment in working order.
 - (10) Maintain/update official church calendar.

- (11) Coordinate with the building and grounds committee, regarding building/grounds usage.
- (12) Take notes at church council and business meetings.
- (13) Send sympathy gift on behalf of the church, in cases of hospitalization or death of members working in conjunction with bereavement committee.
- (14) Organize/maintain church files and records.
- (15) Witness pastor counseling sessions, maintaining strict confidentiality.
- (16) Warmly assist visitors to the church office.
- (17) Prepare fliers for church events and mission projects.
- (18) Get/sort mail.
- (19) Other tasks assigned by the pastor, as needed.

IV . SECTION 4 CHURCH COMMITTEES

(Standing and Non-Standing)

All Church committee members must be active members of the Selmore Baptist Church. All Church committee members shall be elected by the Church. Voting shall be by show of hands unless a ballot vote is requested. Committee members shall serve on a three year rotation basis, with one-third to be elected each year, unless otherwise specified within these by-laws. The Church reserves the right to remove or replace any committee member for failure to perform in accordance with Church guidelines for the function of that committee by a majority vote.

Non-Standing committee members and chairpersons shall be elected by the Church to accomplish specified tasks. The Church will provide the committee with:

1. A clear description of the task to be accomplished.
2. General guidelines.
3. Time limits, and progress report requirements.
4. Provisions for expenditure of specified funds if needed.

A. Nominating Committee (Standing)

The nominating committee shall consist of three active members serving on a rotational basis with the individual serving their last year acting as the chairperson. Each department director shall participate in the work of the committee after he/she has been selected by the nominating committee to help select workers for their respective departments.

The nominating committee is responsible for coordinating the staffing of all Church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for any such positions shall first be approved by the nominating committee before they are approached for recruitment. The nominating committee shall present to the Church all who accept the invitation to serve. The nominating committee is responsible for taking a Church survey during the month of March to obtain the names of members who wish to volunteer to fill the various positions.

The nominating committee will complete its work in time for the election of officers and teachers by the Church during its regular June business meeting. Opportunity shall be given for the nominations of any active member for any position from the floor.

The nominating committee is responsible for nominating qualified persons to fill any vacancies throughout the year.

B. Budget and Financial Management Committee (Standing) (Revised 8/22/04)

The budget and financial management committee shall consist of not less than five active members, including one active deacon. The Church treasurer, assistant treasurer, and the chairperson of the long range planning committee will be members by virtue of their positions. The Church shall elect annually two persons to serve on this committee. The Church will elect the chairperson of this committee. All members will be knowledgeable of basic accounting and financial procedures.

This committee is responsible for providing the Church with recommendations in all areas of Church finances, utilizing sound principles of financial management. It has no authority to direct or disapprove expenditure of any funds. This authority rests solely with the Church body.

The budget and financial management committee will assist the Church treasurer with the preparation and presentation to the Church, during the monthly business meeting, the monthly report of Church expenditures and the year-to-date budget and financial status report. This committee is responsible for developing a unified Church budget to be presented to the Church for review, revision and approval during the December business meeting. In developing the budget the committee will

- (1) Project New Year's revenue based on prior years revenue, considering percent of increase, percent of inflation, and a realistic percentage of growth.
- (2) Confer with department heads with budgeted expenses and accumulate the New Year's projected expense information.
- (3) Analyze projected expense information and compare projected revenue to projected budgeted expenses for the New Year, recommending areas of increase or decrease to insure that projected expenses do not exceed projected revenue.
- (4) Review salaries of Church staff and reflect recommendation for changes in projected budget.

The budget and financial management committee will meet at least quarterly, or as directed by the chairperson to review the financial status of the Church and provide a report to the Church with recommendation for correction when needed.

The budget and financial management committee may audit all treasurer's books and reports or recommend the audit be done by a professional accountant, with the results being reported to the Church.

C. Youth Committee (Standing)

The youth committee shall consist of three persons, serving on a rotational basis with the individual serving their last year acting as youth committee chairperson. The youth shall elect annually one member from each Youth Sunday School class to serve as representatives to the youth committee.

The youth committee shall serve as the church's representative in all matters pertaining to youth activities, coordinating with and insuring that the youth director has the support of the Church to carry out his responsibilities.

The youth committee will insure that all activities are coordinated well in advance with all other youth departments through the Church Council to minimize scheduling conflicts and to maximize youth participation.

The youth committee will insure that a youth activity planning session is conducted at least quarterly with the youth director.

The youth committee is responsible for the planning and coordination of all youth activities and for the support requirements that insure adequate transportation and adult supervision.

The youth committee will assist the youth director in planning the annual budget request, and coordinate with the youth director on budgeted expenditures.

The youth committee will insure that all parents are fully briefed on all aspects of all activities as to transportation, type of activity, location, and time of departure and return. Parental permission slips are required for all off-premises activities and overnight on-premises activities.

In the absence of a called youth director, the chairman shall serve as interim youth director.

D. Children's Ministry Team (Standing) (Rev. 06/01/2007)

The children's ministry team shall consist of all persons who work with the children's programs. The work of the children's ministry team shall be coordinated by a children's ministry team leader, elected annually through the nominating committee. The children's ministry team shall serve as the Church's representative in all matters pertaining to children's activities, insuring that all activities are planned and coordinated well in advance through the Church Council to minimize conflicts and maximize the children's participation.

The children's ministry team is responsible for planning at least two activities annually and will insure that adequate transportation and adult supervision needs are provided.

The children's ministry team will insure that all parents are fully briefed on all aspects of all activities as to transportation, type of activity, location, and time of departure and return. Parental permission slips are required for all off-premises activities and overnight on-premises activities.

The children's ministry team is responsible for planning the children's activity budget and responsible for the funds allocated to this activity by the Church.

The children ministry team will oversee the children's Church program, insuring that the program is adequately manned, and that sound Biblical teaching is taking place.

E. Long Range Planning Committee (Standing) (Rev. 8/22/04)

The long range planning committee shall be comprised of at least eight members, who will be appointed on a non-rotational basis, consisting of at least two women and two active deacons. The Church shall appoint the committee chairperson and the replacement of any member who resigns their position.

The long range planning committee is responsible to the Church for maintaining before the congregation a vision of growth and maturity relating to both the physical and spiritual aspects of Church life.

The long range planning committee is charged with the responsibility to continually monitor and evaluate the future needs of the Church to insure the spiritual maturity of the individual members and that real property requirements are available to provide consistent and logical growth of the Church.

The long range planning committee will maintain a permanent plot map of the Church property with detailed locations of buildings, facilities, water, gas, electric and sewer lines. The committee is responsible for recommending the location of any new facility.

Each committee member will make themselves available to receive any and all recommendations from any Church member for presentation at the next committee meeting. All recommendations will be studied and evaluated as to their feasibility. The results of the evaluation will be discussed with the member making the recommendation.

All plans or recommendations will be coordinated in detail with other committees and staff members to insure that there is no conflict and to eliminate any duplication prior to presentation to the Church for action.

The long range planning committee has no budgeted funds; therefore, any commitment or expenditures of funds must first be approved by the Church.

F. Church Host Committee (Standing) (Rev. 06/01/2007)

The Church host committee shall be comprised of a committee chairperson and three assistants. (Shower, Anniversary, Graduation, etc.), (Social/Special events), (Supply manager) Members of this committee shall serve one year terms.

The Church host committee is responsible for the directing of Church resources to insure that the Church hosts' obligations are fulfilled for regularly scheduled Church social functions, holiday activities, showers, anniversaries, academic accomplishments, events deserving special recognition, and special events, activities, or meetings approved to be hosted by the Church.

The work of the host committee must be closely coordinated to insure that all activities are scheduled well in advance, that needed resources are available and that the host committee chairperson has sufficient time to discuss the event with the Church council. Any problem encountered by an assistant host shall be referred immediately to the host committee chairperson. If the chairperson is unable to resolve the problem it will then be referred to the pastor or chairman of the deacons.

(1.) Church Host Committee Chairperson

Host is responsible for coordination of all functions that utilize the facilities of the Church kitchen, and fellowship hall. The Host is responsible for the allocation of funds budgeted for host functions and will insure that expenditures do not exceed the approved budget without Church approval.

The chairperson must be an active member of the church council. If the chairperson is unable to attend a scheduled council meeting one of the assistants will be asked to be the host committee representative.

(2.) Shower/Anniversary/Graduation Assistant Host

The assistant host must be very familiar with the Church family and review Church records regularly to be knowledgeable of events and dates deserving special recognition by the Church.

The assistant host is responsible for the planning and coordination of activities to fulfill the Church's obligations to provide support, show appreciation, give honor, and insure appropriate recognition of accomplishments and special events of families and individuals.

The assistant host will coordinate the planned expenditure of budgeted funds with the Church host committee chairperson. The following is a guide to be used in meeting the minimum obligations of the Church; however, when the Church host committee determines that a need exists or that circumstances warrant additional support by the Church family, the assistant host will schedule additional activities, giving the Church the opportunity to meet the needs of each individual.

a) Baby Showers

1. Church members:
The Church will host a shower for all newborns.
2. Non-Church members:
The assistant host will receive monies as a love offering which may be presented as a gift, or used to purchase a gift to be presented to the child, insuring proper recognition of the parents and child receiving the gift.

b) Weddings

Church members:

The Church will host a shower for the first marriage.

c) Anniversaries

Fiftieth wedding anniversary couples will be presented with an appropriate gift.

d) Graduations

Graduates will be presented with an appropriate gift.

(3.) Social /Special Events Assistant Host

The assistant host is responsible for coordinating and directing all activities associated with Church socials and special events, for maintaining a current listing of volunteer workers, and for notification and scheduling of workers as required.

The assistant host will coordinate all planned expenditures of budgeted funds with the Church host committee chairperson.

a) Fifth Sunday Dinners

The assistant host will:

1. Insure that the brotherhood director/chairman of the deacons arranges for the set up of tables and chairs.

2. Notify the Sunday school class responsible for the food table set up, beverage preparation and clean-up of the kitchen and fellowship hall following the meal.

b) Special Events

The assistant host will insure that volunteer workers are available to meet the responsibility for any event or meeting that the Church has voted to host.

c) Refreshment Time

The assistant host will schedule volunteer workers to serve refreshments and to clean the kitchen and fellowship hall following the activity.

d) Activities Day

The assistant host will plan at least one activities day annually. Activities will be planned to involve the total Church family.

NOTE: CLEAN UP OF THE KITCHEN AND FELLOWSHIP HALL FOLLOWING ANY INDIVIDUAL GROUP ACTIVITY SHALL BE THE RESPONSIBILITY OF THE GROUP DIRECTOR.

(4.) Supply Manager

The supply manager is responsible for maintaining a supply of staple kitchen items. The host may notify the Church of specific needs or the items may be purchased from budgeted funds.

The supply manager will check the kitchen supply inventory at least monthly and all planned expenditures of budgeted funds will be coordinated with the Church host committee chairperson.

G. Building and Grounds Committee (Standing)

1. The building and grounds committee shall consist of four active members, serving on a rotational basis, with the individual serving their last year acting as chairperson.

2. The building and grounds committee will periodically inspect all Church property and equipment and coordinate closely with the Trustees, Church staff and Church custodians to insure that all equipment is functional through operational and preventative maintenance and that all facilities are maintained in a high state of repair. They will insure that chlorine tablets are placed in the well during the months of June and December and that the water filter is changed annually or as needed.
3. The building and grounds committee will be allocated specified budgeted funds annually within the church budget. These funds are authorized by the Church to be expended for the routine maintenance and repair of all Church facilities and furnishings, including the parsonage. Maintenance or repair needs which will exceed the budgeted funds will be presented to the Church during the regular monthly business meeting for disposition. Emergency repairs to Church equipment or buildings are limited to \$500.00. Repairs above this amount will be approved by the Selmore Baptist Church Trustees. (Reference Section 2, paragraph G.)
4. The building and grounds committee will monitor the consumption of electricity and propane and, at least twice annually, make the Church aware of energy cost and the need to conserve energy resources.
5. The building and grounds committee is responsible for the hiring and for the termination of the services of building custodian and grounds maintenance custodian. The committee is responsible for direct supervision of these custodians in the performance of their tasks outlined in respective job descriptions. (Reference Section 3, paragraph C.)
6. The building and grounds committee is responsible for having the vacant property brush hogged/mowed as required.
7. The building and grounds committee will submit to the budget committee a request for funds during the first week of November. This request will include projected needs for general, routine and preventative maintenance, and salary recommendations for the Church custodian and grounds maintenance custodian.

H. Transportation Committee (Standing)

The transportation committee shall consist of three members serving on a rotational basis, with the member serving their last year acting as chairperson.

1. The transportation committee is responsible for insuring that transportation is provided for any individual to any scheduled service or activity for which a request is made, to include returning the individual to their home, providing sufficient time is available to coordinate the pick up prior to the service or activity. The committee will also draft written transportation guidelines, to be provided to all riders.
2. The transportation committee is responsible for the coordination of the use of the Church vans, for the approval or disapproval of its use, and for maintaining a record of expenses and scheduled maintenance completed.
3. The transportation committee is responsible for securing drivers and providing training/briefings, insuring that each driver is aware of their responsibility to perform:
 - a) Pre-trip check to include: tires, gas, oil, water, transmission fluid, and lights.
 - b) Operation of Van: Driver will monitor all indicator lights/gauges to insure that the engine is functioning properly. The driver will operate the van safely and within state

laws at all times. (Traffic violations are the responsibility of the driver and fines will not be paid by the Church).

- c) Post-trip check: The driver is responsible for refueling of the van if possible and for reporting any malfunctions to the transportation committee.

I. Missions Committee (Standing) (Added 06/01/2007)

The missions committee shall consist of the Pastor, Assistant Pastor, Youth Minister, Brotherhood Director, WOM Director, and two other members (at least one female).

Objective:

The objective of this committee is to help our Church in fulfilling the great commission.

Responsibilities:

- (1) Plan a strategy for going to each of the four areas implied in Acts 1:8. (community, region, nation, world)
- (2) Plan, in detail, all church-sponsored mission trips.
- (3) Invite mission's speakers.
- (4) Implement witness training.
- (5) Organize an annual "Missions Celebration Sunday."
- (6) Remind the church to pray for Christian workers and unevangelized people groups.
- (7) Review missions spending and submit a mission's budget to the budget committee.
- (8) Set goals for, and promote, special missions offerings.
- (9) Lead the church to participate in church planting, as God convicts of a need.

J. Constitution and By-Laws Committee (Standing) (Rev. 06/01/2007)

The Constitution and by-laws committee shall consist of the chairman of deacons, Church clerk and one member elected annually with the chairman of deacons serving as chairman.

The Constitution and by-laws committee will review and compare these documents annually at the beginning of the Church year to the current Church records and insure that the Constitution and by-laws are updated to reflect the current policies and operating procedures of the Church.

K. Flower Committee (Standing)

The flower committee shall consist of one individual who will coordinate closely with the pastor and chairman of deacons to insure that the established policies are met.

The flower committee is responsible for securing, arranging and disposing of all flowers and decorations used for congregational worship, with special attention being given to the Easter season, Christmas season, Thanksgiving, and special worship services such as the Lord's Supper.

L. Bereavement Committee (Standing) (Added 06/01/2007)

The flower committee will provide flowers, on behalf of the Church congregation, for all members who are hospitalized, and for bereaved members on the death of a spouse, child, brother, sister, father or mother. The flower committee is responsible for requesting funds to be approved in the Church budget.

M. Historical Committee (Standing)

The historical committee shall consist of a chairperson and one member elected annually. The historical committee is responsible for the gathering and preserving of all Church historical records. The committee will insure that current historical events and data are recorded. The committee will coordinate with the pastor and Church secretary to insure that historical events are used to help members understand and appreciate their heritage and mission.

N. Membership Committee (Standing) (Rev. 8/22/04)

The membership committee shall consist of the Chairman of deacons, pastor and one active deacon. The membership committee is responsible for the verification of candidates requesting membership in the Selmore Baptist Church under the provision of the Church by-laws, Section 1, paragraph B(3) and (4).

The committee will insure the candidate is provided a copy of the Baptist Faith and Message and the Selmore Baptist Church's Constitution and by-laws.

The committee will obtain from the candidate the name and location of their home Church, and if possible, the name of the pastor, chairman of deacons and the Church clerk.

The committee will arrange for a meeting with the candidate to discuss the candidate's views concerning basic doctrines as outlined in the Baptist Faith and Message.

Discussion concerning this Church's requirements for membership by statement will be conducted openly, honestly and within a spirit of Christian love, never criticizing or embarrassing the candidate. However, this Church has a responsibility to maintain the integrity of the Southern Baptist Convention and the doctrinal beliefs of this Church.

NOTE: The following areas of doctrine will be discussed in detail with the candidate and the representative of their home Church: God, Bible, Salvation, The Church, and Baptism.

The committee will use every means available to obtain the information needed to verify the candidate's request.

The committee will make their recommendations to the Church during the regular monthly business meeting.

The committee is responsible for informing the candidate of the Church's decision. If membership is not granted, the membership committee will discuss in detail the reasons and other possible ways of obtaining membership.

O. Pastor Search Committee (Non-Standing) (Rev. 06/01/2007)

The pastor search committee shall consist of no less than six active members, with at least one member on the committee being an active deacon. The deacon council shall nominate persons to serve on the pastor search committee and an individual to serve as chairperson, which shall be elected by the Church in regular or special called business meeting. Other persons may be

nominated from the floor. The pastor search committee shall continue until they resign, are dismissed by a majority vote of the Church, or a pastor has been called by vote of the Church and has accepted.

The Church will notify the pastor search committee in writing of any limits and special responsibilities of its work. The following guidelines are the minimums that will be provided:

- (10) Funds to be used for the committee's expenses incurred in the direct performance of its task.
- (11) Responsibility for the supply or interim pastor shall be established by the Church.
- (12) How the committee is to report its progress to the congregation. How often and what kind of information is expected shall be established by the Church.
- (13) The committee will be provided clear directions from the Church concerning salary, benefits, housing, vacation time, provision for continued education, and other considerations relative to the pastor's position and responsibilities.
- (14) The Church body and search committee must understand and agree that the committee is elected to recommend a prospective pastor to the congregation not to hire a preacher.
- (15) The pastor selection committee will never deal with more than one prospective pastor at a time. While the committee may compile a list of several names and quite a few are likely prospects, when a decision is made to talk seriously to the candidate, follow the contact until either the committee or the Church decides to terminate the interview or a call as pastor is extended. Never have more than one man before the Church at a time. Respect the candidate's present ministry in all that you do and say.

A basic outline of the duties and functions for the pastor search committee is provided as a guide:

- a) Choose an interim or supply pastor if the committee is tasked the responsibility.
- b) Develop an information sheet/booklet on the Church and community to be shared with prospective pastors.
- c) Draft some statement of a pastor's work expectations. This is a listing of formal expectations which are contained in the constitution and by-laws.
- d) Develop a list of names of prospective pastors.
- e) Investigate available information on the most likely candidates for pastor.
- f) Send preliminary letter of inquiry to persons nominated by the committee to narrow the list of men being considered to discover those who are truly interested.
- g) Determine the most helpful sources of reliable information about the men being considered and discuss the candidate's background, qualifications and personal character with as many references as possible.
- h) Narrow the list of candidates and then interview him in person if possible. If not make contact by telephone and arrange for the committee to visit in his worship service.
- i) Providing the committee is agreed on the selection of the candidate, make arrangements for him to visit with our congregation during at least one worship service (morning and evening if possible). A meeting will be scheduled for a time of discussion with the deacon

council; and a time of discussion before the congregation, if at all possible, should be scheduled. Schedule a special called business meeting for the purpose of voting on the candidate.

- j) Providing the committee is still agreed on the selection of the candidate, recommend to the Church the call of the candidate as pastor. At this time the committee will provide the Church with as much information concerning the candidate as possible and the salary and benefits package which was offered the candidate.
- k) The vote will be by ballot, with at least a three fourths majority affirmative vote required to extend a call to the candidate. The voting results will be communicated by the pastor search committee to the candidate immediately, and advise him that the Church has allowed him ten days to make his decision known to the search committee.
- l) Upon receipt of the decision, the committee chairman will advise the Church at its next scheduled meeting. If the candidate declines the invitation, the committee will return back to item g/h and proceed from there. If the candidate accepts, then the committee will assist the new pastor to transition to the Church as smoothly as possible.

P. Music Committee (Standing) (Rev. 06/01/2007)

The music committee shall consist of five active Church members serving on a rotational basis with the individual serving their last year acting as the music committee chairperson. The members shall be two choir members, one instrumentalist, and 2 persons from the congregation at large, with a deacon as adviser, and the minister of music and pastor as ex-officio members.

The music committee shall serve as the church's representative in the capacity as overseer to insure that the minister of music is fulfilling the worshipful music needs of the church and meeting the responsibilities set out in the minister of music's job description (Section 3, Paragraph B.). The Committee also assists the minister of music in developing objectives of the church music program, as well as serving as the minister of music's search committee (Section 3, Paragraph B.).

The committee shall meet twice yearly and more often if necessary.

In the absence of a called minister of music, the music committee is to be responsible for interim provision.

V . SECTION 5 (VACANT)

VI . SECTION 6 (VACANT)

VII . SECTION 7 (VACANT)

VIII . SECTION 8 CHURCH COUNCIL

The Church council shall serve to enhance the ministry of the Church by acting as a body through which the different programs, ministries, and activities of the Church will be coordinated during the regular monthly meeting to insure that there are no conflicts as to calendar dates and times. The council will aid in planning the Church program and insure that ministry strategies are well developed when presented to the Church for implementation. The Church council will assist the various committees and departments in the implementation of plans and programs that have been approved by the Church and directed to be initiated.

The pastor/chairman of deacons shall serve as the moderator. The Church clerk shall serve as the recording secretary for the council and shall be responsible for the presentation of all matters agreed upon by the council to the Church for action during the business meeting.

A. *Members:* (Rev. 06/01/2007)

The Church council includes: (Staff) Pastor, Asst. Pastor, Church Secretary, Minister of Music, and Minister of Youth; (Church Officers) Chairman of Deacons, Church Clerk, Church Treasurer; (Program Organizational Leaders and Committees), Sunday School Director, WMU Director, Brotherhood Director, and the Chairperson of all Standing committees and active non-standing committees.

B. *Meetings:*

The Church council will meet monthly, or as announced. All meetings will be open to any Church member and they are encouraged to present ideas or suggestions for discussion by the council.

IX . SECTION 9 CHURCH PROGRAMS AND MINISTRY

The Church shall maintain programs of Sunday school, Discipleship Training, Brotherhood, and Women's Missionary Union. All officers, directors, teachers and assistants of the Church's programs and ministries (except "helpers") will be active members of the Selmore Baptist Church, under Church control, and elected annually by the Church. The various officers and department leaders will report regularly to the Church on their areas of responsibility and will insure that all activities are coordinated with and approved by the Church. The Church shall provide the human resources, the physical resources and the financial resources for the advancement of these programs. The officers/directors who are allocated funds by the Church budget will submit their request for the next year's funding to the budget committee no later than the first Sunday in November.

A. *Sunday School*

Sunday school shall be the basic organization for the Bible teaching ministry of the Church. Its tasks shall be to teach the biblical revelations, reach persons for Christ and Church membership, perform the functions of the Church within its constituency, provide and interpret information regarding the work of the Church and denomination.

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

(1.) *Sunday School Director*

The Sunday school director serves as the leader and coordinator of the Bible study and teaching responsibilities of the Church.

The Sunday school director is responsible for determining the Sunday school organization; for enlisting workers; for providing worker training; and for developing the outreach program of the Sunday school.

The Sunday school director will coordinate with department leaders/workers in determining curriculum materials to be used and continuously monitor the materials use and effectiveness.

The director is responsible for monitoring individual class growth, attendance and space requirements, and will make adjustments in the utilization of class rooms as needed.

The Sunday school director will review Sunday school records periodically to determine trends, areas in need of special attention, budget status, and insure that the Church is aware of the financial and physical resources needed for the Sunday School to function properly.

The director will coordinate with the transportation committee and assist in establishing bus routes and obtaining drivers.

The Sunday school director will report to the Church each week on the Sunday school accomplishments, special needs, planned activities, and encourage participation by all individuals in all Sunday school areas of study and activity.

(2.) *Sunday School Secretary/Treasurer*

The Sunday school secretary/treasurer is responsible to the Church for tabulation and posting of Sunday school attendance, offerings and for insuring that the Sunday school record books are maintained accurately. The secretary's report book shall be kept on file for five years. The transfer of all Sunday school enrollees to a new class record book shall be accomplished under the supervision of the secretary during the month of June.

The Sunday school secretary/treasurer will coordinate with the Church treasurer to insure that the Sunday school offering is secured at all times and deposited in the Church bank account as soon as possible.

The secretary/treasurer will be elected annually and shall be bonded, with the Church paying for the bond.

(3.) *Sunday School Teachers* (Rev. 06/01/2007)

Sunday school teachers and assistants will be committed to studying the Bible, believe in the accuracy of the Bible as the divinely inspired record of God's revelation of himself to man. Teachers and assistants will have been an active member of Selmore Baptist Church for a minimum of one year, willing to accept the responsibility of leading Christians to a mature life with Christ and attempting to lead the lost individuals to an understanding of God's redemptive solution to man's sin.

Teachers are expected to have Sunday school lessons prepared, class rooms organized, training aids in place and be in class to welcome class members as they arrive. Teachers who must be absent will notify their assistant/Sunday School director as early as possible.

Teachers are encouraged to use Sunday School quarterlies, Bible Commentaries, and books relating to lesson subject matter in personal preparation for teaching the Sunday School lesson; however all instruction will be based on the Bible and in agreement with the Baptist Faith and Message, dated 2000.

B. *Discipleship Training*

Discipleship training shall be the basic organization for the member training ministry of the Church. Its tasks shall be to teach theology, Christian history, Christian ethics, and Church policy and organization; give orientation to new Church members; train all Church members to worship, witness, and to minister daily; train leaders for the Church and denomination; discover, recruit and train potential leaders; provide for specialized training as directed by the Church.

The Discipleship training program shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Discipleship Training Director.

(1.) *Discipleship Training Director*

The discipleship training director serves as the leader and coordinator of the member training ministry of the church.

The discipleship training director is responsible for determining the discipleship training organization, for enlisting workers, and for providing worker training.

The discipleship training director will coordinate with department leaders/workers in determining curriculum materials to be used, insure that materials are ordered and will continuously monitor the materials use and effectiveness.

The director is responsible for monitoring individual class growth, attendance and space requirements and will make adjustments in the utilization of class rooms as needed.

The discipleship training director will maintain attendance records for all training sessions and periodically review these records to determine trends, areas in need of special attention, budget status, and insure that the Church is aware of the financial and physical resources needed for the training program to function properly.

The director will coordinate with the transportation committee and assist in establishing bus routes and in obtaining drivers.

The discipleship training director will report periodically to the Church on the accomplishments of the training program, special needs, planned training session and activities and encourage participation by all individuals in some area of discipleship training.

C. *Woman's Missionary Union*

The Woman's Missionary Union shall be organized under the direction of the WMU director. The organization shall elect such officers and maintain such forms of organization as is needed to help fulfill the Church's responsibilities to support and maintain a Missions Ministry program.

The Woman's Missionary Union promotes and supports missions, helps the Church fulfill its mission, and educates in missions by providing:

1. Missions organizations for women, girls and preschoolers.
2. Missions events and projects for the Church.
3. Missions involvement for families.

The tasks of the Woman's Missionary Union are:

1. Teach missions,
2. Engage in mission action and personal witnessing.
3. Support missions. ,
4. Interpret and under gird the work of the Church.

(1.) *Woman's Missionary Union Director*

The Woman's Missionary Union Director is responsible to the Church for leading in planning, coordinating, and evaluating the work of the WMU.

The WMU director will work with the pastor, insuring that he is informed of all activities and needs of the WMU.

The WMU director is an active member of the Church council, and responsible for insuring the WMU scheduled events and special mission offering dates are coordinated and included on the Church calendar.

The WMU director will work closely with the Brotherhood director on mission education projects in the Church, and insure that joint projects are planned, coordinated, and scheduled so as to obtain the maximum participation of the Church.

X . SECTION 10 CHURCH MEETINGS

A. *Worship Services*

The Church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for worship of Almighty God. Prayer, Preaching, Bible Study, Praise, Instruction and Study of Mission Work, Music and Discipleship training, and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all Church members and for all others who may choose to attend.

Cancellation of services shall be approved by a majority vote during a regular business meeting. Emergency weather cancellation shall be made by the pastor and chairman of deacons. The chairman of deacons will immediately notify all deacons of emergency weather cancellation and they will in turn notify the families on their deacon family ministry list.

B. *Special Services*

Revival services and any other Church meeting essential to the advancement of the Church's objectives shall be placed on the Church calendar after being approved by the Church.

C. *Regular Business Meetings*

The Church shall hold regular business meetings monthly on the third Sunday night of the month immediately following the evening worship service.

D. *Special Business Meetings*

The Church may conduct called business meetings to consider matters of special nature and significance. Plans to conduct a special business meeting shall be announced during three regularly scheduled Church meetings prior to the special meeting. The announcement shall include the date, time, place, and a brief statement of the subject to be discussed during the meeting. If extreme urgency renders such notice impractical the Trustees are authorized to make decisions for the Church in accordance with Section 2, paragraph G or the chairman of deacons may call an emergency business meeting. The chairman of deacons will immediately notify all deacons of his decision, the date, time, place and purpose of the meeting. The deacons will in turn notify the families on their deacon family ministry list. No business shall be conducted on any matter other than that for which the Special/Emergency meeting was announced.

XI . SECTION 11 CONDUCT OF BUSINESS

A. Order of Business

The moderator shall call the Church to order for the transaction of business. (Reference Section 2, paragraph D.)

1. Reading and approval of minutes of preceding meeting and actions of the Church.
2. Monthly Treasurer's Report/Financial Statement
3. Reports of Officers
4. Reports of Committees.
5. Old/Unfinished Business.
6. New Business.
7. Adjourn

B. Quorum

The quorum shall consist of no less than fifteen active members who attend the business meeting, provided it is a regular scheduled meeting or one that has been properly called and announced. (Reference Section 10)

C. Parliamentary Rules

ROBERT'S RULES OF ORDER, REVISED, is the authority for parliamentary rules of procedures for all business meetings of the Church.

D. Voting Procedures and Approval Requirements (Rev. 06/01/2007)

Voting will be via an uplifted hand or as specified by the moderator at the time of the vote for the transaction of general business. Any member may call for a secret ballot vote on any question or items of business. Ballots will be counted by the Church clerk and two deacons. The results shall be entered in the Church records and certified by the signatures of the Church clerk and two deacons.

Voting for the call of a Pastor, Asst. Pastor, Music Director, and Youth Director will be by secret ballot.

Approval of items of general business requires a majority affirmative vote. Specific action requirements are established under the various sections of these by-laws.

A recommendation to change an established approval requirement must receive an affirmative vote at least equal to the established requirement to become valid.

XII . SECTION 12 (VACANT)

XIII . SECTION 13 (VACANT)

XIV .SECTION 14 CHURCH ORDINANCES

The ordinances of Baptism and the Lord's Supper are administered by this Church. These ordinances were given by Christ to the local New Testament Church to dramatically portray the four primary truths of the gospel, which are:

1. That he died for our sins.
2. That he was buried.
3. That he arose again on the third day.
4. That he is coming again.

These ordinances serve as a memorial to Christ, reminding the Christian of Christ's blood that was shed for the salvation of mankind and proclaiming the fact that Christ will return.

A. *Baptism*

This Church believes that all of the following conditions must be present for scriptural New Testament Baptism.

- (1) A scriptural authority: Christ's authority is extended through a New Testament Church.
- (2) A scriptural administrator: The Church is the administrator, the pastor or whomever the Church authorizes acts as the agent.
- (3) A scriptural candidate: A person who has repented and professes faith in Christ.
- (4) A scriptural act: Baptism will be by immersion.
- (5) A scriptural purpose: Baptism is observed only as a testimony to the gospel and the person's faith in Jesus Christ as Savior.

Baptism is a prerequisite to the privileges of Church membership and to the partaking of the Lord's Supper.

This Church shall receive any person as a candidate for baptism who has publicly at any worship service professed their faith in Jesus Christ; stating that they have accepted Jesus Christ as Savior and are making a commitment to follow Christ as Lord.

Baptism shall be administered as an act of worship during any worship service of the Church. The deacons will assist in the preparation for, and in the observance of the baptism as needed.

A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor/chairman of deacons. If negative interest is ascertained on the part of the candidate, they shall be deleted from those waiting baptism.

B. The Lord's Supper

The Lord's Supper is observed as a memorial, commemorating the sufferings and death of our Lord Jesus Christ. The Lord's Supper is administered by a local New Testament Church under the authority of Jesus Christ, with the Pastor or whomever the Church authorizes acting as their agent for the observance.

The Lord's Supper is an ordinance of the local New Testament Church. The agent for the Church shall, prior to the observance, remind the members of its purpose, and their personal responsibility as they commune with their God.

Although the Lord's Supper is a local Church ordinance, no attempt will be made to judge another person's worthiness to partake of the elements as they are served.

The Church shall observe the Lord's Supper three times per year. The observances in the Spring and Fall shall be part of the evening worship service. The observance on the first Sunday in August shall be part of the Sunday morning worship service.

The Pastor and deacons shall administer the Lord's Supper. The chairman of deacons is responsible for the physical preparations.

XV .SECTION 15 CHURCH FINANCES

Giving is an act of worship. It is understood that membership in this Church involves financial obligations to support its causes with regular, proportionate gifts.

This Church accepts responsibility and obligation to be a wise steward of all financial support it receives and to utilize approved accounting procedures in all phases of Church finances.

It is the policy of this Church that the work and ministry of the Church is to be supported by the tithes, offerings and gifts of the membership or those persons who may not be members but desire to contribute to the Lord's work by contributions to this local Church. The practice and policy of this Church will be to financially support the causes of ministry, education, missions and evangelization by financially contributing to the Tri-County Baptist Association and through the Cooperative Program of the Missouri and Southern Baptist Conventions. No special offering other than those sponsored by the Tri-County Baptist Association, Missouri Baptist or Southern Baptist Conventions shall be promoted by the Church unless approved by action of the Church.

A. Receipts

(1.) Undesignated Offerings:

These funds are the Sunday school offerings, worship services offering or funds received at any time which is not for a designated purpose.

The undesignated offering will be used for budgeted expenditures or as the Church directs.

(2.) Designated Offerings:

These funds will be received by the Church automatically when designated to support an already approved and established fund or activity.

Funds that are received and designated for a purpose which the Church has not approved will be maintained until the next scheduled business meeting, at which time the Church will either accept the designated offering, or vote to return it with a letter of explanation. Once accepted, the Church is obligated to use the funds or gifts as designated or they will be returned with a letter of explanation.

(3.) Missions, Special and Love Offerings:

These funds will be received for specified purposes. The offering shall be recorded, payment made to the appropriate agency or individual and reported on the financial statement as an in and out transaction.

(4.) Material Gifts:

Appropriate material gifts will be accepted by the Church. Gifts for which the Church has no use may be returned with a letter of explanation.

B. Budget

The Budget and Finance committee shall have the responsibility of preparing for Church action a proposed budget which shall be presented to the Church at the regular monthly business meeting the month prior to the beginning of the Church fiscal year.

Adjustments may be made by the Church during the Church year to meet needs that may arise due to lack of funds or increase in expenses. (Reference Section 4, paragraph B.)

C. Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the Church treasurer and be properly recorded in the books of the Church. Those who have responsibility that involves actual handling of funds shall be bonded, the Church paying for the bond.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Budget and Finance Committee. The treasurer's records will be available and open to any member of the Selmore Baptist Church at any time; however, the records will not be provided to any non-member without the approval of the Church.

D. Disbursements

The treasurer serves as the financial officer of the Church and will disburse funds as directed by the Church. All payments will be by check. The treasurer is not authorized to approve or disapprove disbursement of funds. (Reference Section 2, paragraph F.)

No revolving credit account may be established, nor may individuals be assigned to said account, without prior approval from the budget committee. No individual or committee may charge more than their allotted budget, nor may any single charge exceed \$500, without prior church approval. All revolving credit accounts must be billed directly to the church, and paid in full by the treasurer upon receipt. Interest shall not be allowed to accumulate. A revolving credit account may be closed at any time by a vote of the church body.

Individual committees, department heads and staff are responsible for the wise use of allocated funds to their respective areas as specified by the Church budget and are authorized to expend these funds.

Expenditures that will exceed the amount allocated by the Church budget for the year will be referred by the treasurer to the budget committee and must be approved by the Church before being spent.

E. Fiscal Year

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

F. Ownership

All funds, gifts, equipment, and books offered to the Church, once accepted, become the property of the Selmore Baptist Church to use and dispose of as is directed by a majority vote of the Church.

XVI . SECTION 16 (VACANT)

XVII . SECTION 17 (VACANT)

XVIII .SECTION 18 REPRESENTATION

A. Board Member

The Pastor is a member of the Tri-County Baptist Association Executive Board by virtue of his position. The Church shall elect annually one active member to serve as the Church's representative on the Tri-County Baptist Association's Executive Board. The elected member and pastor are responsible for attending and for voting their conscience relative to the desires of the Selmore Baptist Church on all items of business during meetings of the Tri-County Baptist Association Executive Board, and then provides the Church with a critique of the meeting.

B. Messengers (Tri-County Baptist Association)

The Church shall elect annually active members to serve as messengers and alternates to represent the Selmore Baptist Church at the semi-annual and annual meeting of the Tri-County Baptist Association. The number of messengers allowed is specified by the Tri-County Baptist Association. Messengers are responsible to vote their conscience relative to the desires of the Selmore Baptist Church on all items of business and then provide the Church with a critique of the meeting.

C. Messengers (Missouri Baptist Convention and Southern Baptist Convention)

The Church shall elect annually active members to serve as messengers to represent the Selmore Baptist Church at the annual meeting of the Missouri Baptist Convention and the Southern Baptist Convention. The number of messengers is specified by the respective convention. Messengers are responsible to vote their conscience relative to the desires of the Selmore Baptist Church on all items of business and then provide the Church with a critique of the meeting.

D. Expense Allowance

No expense allowance is authorized for any board member or messenger without prior approval for specific items and amounts by the Selmore Baptist Church.

XIX .SECTION 19 CHURCH FACILITIES AND EQUIPMENT

All facilities and equipment are the property of the Selmore Baptist Church and will be controlled through the powers of the Church vested in various committees and trustees.

No Church facility or equipment shall be used for private enterprise or for profit making activity. The sale of religious material (music, sermons, etc.) is permissible, but the sale of non-religious items is not an acceptable practice. Church facilities and equipment shall be used only for those activities supporting the programs, functions and ministry of the Church.

Reserved use of Church facilities will be controlled by the chairperson of the Church Host Committee and coordinated with the Church Council. Equipment will not be removed from the Church without the approval of the Trustees.

Weddings, Receptions, and Funeral services of persons who are not members of this Church shall require a \$50.00 deposit, with \$25.00 being refunded providing the facility is cleaned to the satisfaction of the Church custodian.

XX .SECTION 20 CHURCH YEAR

The Church year for programs and terms of office of directors, officers, committee chairman and members and other positions held for yearly terms shall be from July 1 through June 30.

XXI .SECTION 21 AMENDMENTS

Changes in the by-laws may be made at any regular business meeting of the Church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the by-laws shall have a concurrence of a majority of the members present and voting, except an amendment to change an established approval requirement, which must receive an affirmative vote at least equal to the established requirement to become valid.

The constitution and by-laws review committee shall make printed updates to these documents once a year that result from amendments approved by the Church.