Approved February 2023

selmore baptist church  Ozark, Missouri

Selmore Baptist church bylaws

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# Selmore Baptist Church, Inc.

# Bylaws

# Revised February 2023

The bylaws of the Selmore Baptist Church are secondary to the Church Constitution and are designed to support the constitution. The bylaws will provide for the orderly functioning of the body in the daily life of the church to ensure the fulfillment of its purposes outlined in Article II of the constitution

## Church Membership

### 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.

### Candidacy

Any person may offer himself/herself as a candidate for membership in this church. A candidate making a first-time profession of faith in Jesus Christ may be received into membership upon baptism, at any time, pending affirmation of the church at a regularly scheduled service and completion of adequate spiritual counseling (Act 8:36-38). New members who have joined by baptism shall be announced by the church clerk at the next regularly scheduled business meeting. The vote of the church to receive all other persons into the membership shall be taken at the next regularly scheduled business meeting, providing the deacons have 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 himself/herself 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 he/she has received scriptural baptism in accordance with this church’s bylaws (reference Section IX, 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 IX, Paragraph A) under the 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 Lord and Savior and scriptural baptism (Reference Section IX, paragraph A) under authority of a non-Southern Baptist Church that holds like beliefs in the doctrines of God, the Bible, salvation, the church, and baptism.

Regarding methods two, three and four, this church will require a reasonable period of time, prior to voting in order to allow for verification, by the pastors and deacons, of the candidate’s status and church doctrine relating to salvation, baptism, etc. Recommendations from the deacons will be presented during the regularly scheduled business meeting. Until such time, candidates will be considered ‘provisional members’ under the watch care of the body. Upon approval by the church, candidates will become full members, with all the rights thereto, as outlined in Section I, Paragraph E.

### Membership Process

In conjunction with the senior pastor, the deacons will be responsible for the verification of candidates requesting membership in the Selmore Baptist Church under the provision of the church bylaws (Section 1, Paragraph B, Numbers 3 and 4).

The deacons and senior pastor will ensure copies of the Baptist Faith and Message and the Selmore Baptist Church Constitution and Bylaws are available to the candidate.

The deacons and senior pastor will obtain from the candidate the name and location of his/her home church, and if possible, the name of the pastor, chairman of deacons and the church clerk.

The deacons and senior pastor 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 with a spirit of Christian love, never criticizing or embarrassing the candidate. However, this church has a responsibility to maintain the integrity of the doctrinal beliefs of this church.

NOTE: The following areas of doctrine will be discussed in detail with the candidate: God, Bible, salvation, the church, and baptism.

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

The deacons will make recommendations to the church during the regularly scheduled business meeting.

The chairman of the deacons is responsible for informing the candidate of the church’s decision. If membership is not granted, the deacons will discuss in detail the reasons and other possible ways of obtaining membership.

### New Member Orientation

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

### Rights of Active and Inactive Members

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.

Active members are those individuals who have been received by the church in accordance with Section I, Paragraph B of the church’s bylaws, and who are regular in attendance.

Inactive members are those individuals who willfully, excepting illness, invalidism, or other proven providential reasons, absent themselves from the services of the church for a period of three months. Members of inactive status are not permitted to vote upon matters of the church, serve in elective office, or to be team leaders or assistant team leaders. Inactive members, who return to attendance of the church’s regular service for a period of three months, shall have the privileges of an active member reinstated.

Active members, ages 12 and older, 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.

Active members are eligible, for consideration by the membership, for all elective offices and for service on all teams within the church.

Active and inactive members may participate in the ordinances of the church as administered by the church.

Enforcement of these rights shall be maintained by the moderator.

### Termination of Membership

Membership shall be terminated in the following ways:

1. Death of the member
2. Transfer of church letter
3. Any member who desires his/her 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 will be 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.
4. Exclusion, by action of this church in accordance with Section 1, Paragraph G of the Selmore Baptist church bylaws.
5. Erasure, upon request by a member who verifies that he/she no longer desires to be a member of the church.

All membership actions shall be read into the minutes of the next business meeting.

### 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 restoration rather than punishment.

Should some serious condition exist which could cause a member to become a liability to the general and/or spiritual welfare of the church, the pastors and deacons will take every reasonable measure 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 business meeting to present his/her views of or the 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.

## 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 pastors, deacons, moderator, clerk, treasurer, trustees and pastor emeritus.

### Senior Pastor

The senior pastor is responsible for leading the church to function as a New Testament Southern Baptist Church. The senior 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 bylaws of this church. The senior pastor is the leader of pastoral ministries in the church. As such, he works with the deacons and church staff to:

* Lead the church in the achievement of its mission
* Proclaim the Gospel to the believers and unbelievers.
* Care for the church members and other persons in the community.

The senior pastor shall regularly preach the gospel during scheduled worship services, administer the ordinances in accordance with Section IX, act as a moderator during church meetings in accordance with Section VII, Paragraphs C and D, supervise the organizational functions of the church, and shall work in conjunction with the deacons to care for the sick, shut-ins and bereaved. He shall serve as an ex-officio member of all teams.

#### Salary

The senior pastor’s salary shall be for an annual amount, specified by the church at the time the senior pastor is called. The annual salary shall be dispersed at the discretion of the Administrative Team, with provisions for withholding of taxes and allowances for housing expenses, as the senior pastor desires, in accordance with IRS regulations.

#### Denominational Conventions

The senior 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.

#### Vacation

Paid vacation shall be approved by the church at the time the senior pastor is called. The Administrative Team will review the vacation package annually and make necessary adjustments, to be approved by the church.

#### Guest Speakers

Guest speakers are to be approved by the senior pastor with honorarium paid by the church.

#### Senior Pastor Selection

A senior pastor shall be elected by the church whenever a vacancy occurs. A Senior 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 Senior Pastor Search Committee, from the pulpit, during three regularly scheduled services. Only one prospective senior 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 senior pastor to become senior pastor of this church. The chairman of the Senior Pastor Search committee shall make the results of the vote known to the prospective senior pastor immediately, and if the affirmative three-fourths majority was received, an invitation to come as senior pastor will be extended. See (Section II, Paragraph A, Sub paragraph 11) for Pastor Search Committee duties.

#### Qualifications:

1. A man who is of high moral character, honest and trustworthy in all dealings
2. 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
3. Scripture References:
4. Divorce: (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 I Corinthians 7:12-15 . . .”for the unbelieving husband is sanctified through his wife, one leaves, let him leave; the brother or the sister is not under bondage in such cases.”
5. Remarriage: I Corinthians 7:12-15 (see above) . . . I 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.”
6. A man whose wife is faithful, trustworthy, and not prone to gossip, striving to efficiently manage her household and care for her family
7. A man who believes and practices tithing for the support of the church
8. A man who believes the Bible is the inspired Word of God
9. A man who studies the Bible, searching the scriptures for truth and who is willing to teach

#### Licensing

Any man who is an active member of the church who, in the judgment of the church, gives evidence of 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-fourths 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.

#### Ordaining

In the event the church calls a licensed preacher (who possesses scriptural qualifications for full ordination, and has been sufficiently tested) to serve as a pastor, it shall vote at a business meeting to call a council of ministers and brethren to examine the qualifications of the candidate. The council shall submit its findings to the church at an ordination service, which shall be announced during three regularly scheduled church services.

#### Ordination Procedures

The Pastor and/or Chairman of the Deacons will plan and coordinate the ordination service with the candidate(s) to insure an appropriate date and time for the service.

Invitations to attend the ordination service may be provided to Tri-County Baptist Association Director of Missions, sister churches and family and friends of the candidate(s).

The Ordaining Council will form and elect both a chairman and secretary of the council. The chairman is responsible for the facilitation of the candidate’s examination and the secretary is responsible for providing the church with the results of the council’s actions and a recommendation as to the ordination of the candidate(s)

Prior to the ordination service the Ordaining Council shall examine the candidate(s) qualification for ministry. Questions relating to doctrinal and personal beliefs are referred solely to the discretion of the ordaining council.

The pastor and/or Chairman of the Deacons shall serve as moderator of the special called business meeting for the purpose of the ordination. They shall call the meeting to order and conduct the following business:

1. Reading of the minutes from the church business meeting which called for the special business meeting of the purpose of the ordination of the candidate(s)
2. Acknowledgement of the ordaining council
3. Receipt of the ordaining council’s recommendation regarding the candidate(s)
4. To call for a vote on candidate(s)

Church actions requires a motion and a second and a three-fourths majority of the church’s affirmative vote for approval of the candidate to the ministry. The vote will be by secret ballot and tabulated before the church.

#### Pastoral Termination

The senior pastor may relinquish the office as senior pastor by giving at least two weeks’ notice to the church at the time of his resignation. The senior pastor shall be entitled to all normal pay, vacation time, and expense allowance to the day of termination. On the day of termination, the senior pastor shall ensure that all church property has been returned, including keys to all the buildings.

The church may declare the office of senior 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 active church members. The moderator, during the special called meeting, will be the current chairman of deacons. A vote for the termination of a senior pastor shall not be called for 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 senior pastor vacant shall be by secret ballot and tabulated before the church body. An affirmative vote of three-fourths of the active members present and voting shall be necessary to declare the office vacant. The termination shall be immediate, and the senior pastor will immediately return all church property, including the keys to the building. There shall be compensation amounting to one month’s salary and pay for accumulated vacation time. Compensation shall be rendered as quickly as possible.

#### Pastor Search Committee

The Pastor Search Committee shall consist of no less than six active members, with at least one member of the committee being an active deacon. All committee members must be 18 years or older. No two members on the committee shall be immediate family members. The Deacon Council shall nominate persons to serve on the Pastor Search Committee and an individual to serves as a chairperson, who shall be elected by the church in a regular or special called business meeting. Other persons may be nominated from the floor. The Pastor Search Committee members shall continue until they resign, are dismissed by majority of the church, or a pastor has been called by vote of the church and 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:

1. Funds to be used for the committee’s expenses incurred in the direct performance of its task.
2. Responsibility for the supply or interim pastor shall be established by the church.
3. 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.
4. 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.
5. 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.
6. The Pastor Search 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, the candidate will be followed until either the committee or the church decides to terminate the interview, or a call is extended to the prospective pastor. 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:

1. Choose an interim or supply pastor if the committee is tasked the responsibility.
2. Develop an information sheet/booklet about the church and community to be shared with prospective pastors.
3. Draft a statement of a pastor’s work expectations. This is a listing of formal expectations which are contained in the constitution and bylaws.
4. Develop a list of names of prospective pastors.
5. Investigate available information on the most likely candidates for pastor.
6. 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.
7. 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.
8. 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.
9. 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 meeting should be scheduled for a time of discussion before the congregation, if at all possible. Schedule a special called business meeting for the purpose of voting on the candidate.
10. 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 amount of salary and benefits package which was offered to the candidate.

The vote will be by ballot, with at least a three-fourths majority of the church affirmative vote required to extend a call to the candidate. The vote will be tabulated in front of the church. The voting results will be communicated by the Pastor Search Committee to the candidate immediately, and the committee will advise him that the church has allowed him ten days to make his decision known to the search committee.

Upon receipt of his decision, the committee chairman will advise the church at its next scheduled meeting. If the candidate declines the invitation, the committee will return to Item G/H and proceed from there. If the candidate accepts, the committee will assist the new pastor in making his transition to the church as smooth as possible.

### Associate Pastor(s)

In keeping with the New Testament model of a plurality of elders, the church may find it prudent at times to call one or more men to serve in the office of associate pastor, to assist the senior pastor in shepherding the congregation. Members of the ministry staff, who have been ordained as pastors by this church, or another Southern Baptist Church, shall also fall under this designation. An associate pastor shall meet the following criteria:

An associate pastor shall serve under and in close cooperation with the senior pastor.

An associate pastor 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 Southern Baptist Convention in 2000, and comply with the constitution and bylaws of Selmore Baptist Church.

Policies regarding salary, denominational conventions, and vacation for an associate pastor shall be the same as described for the senior pastor in Section II-A.

The selection of an associate pastor shall be conducted in the same manner as described for the senior pastor in Section II-A.

Note: Before presenting a prospective Associate Pastor to the church in view of a call, the search committee shall obtain the blessing of the Senior Pastor.

Qualifications to serve as an associate pastor shall be the same as described for the senior pastor in Section II-A.

Policies regarding licensing and ordaining for the associate pastor shall be the same as described for the senior pastor in Section II-A.

Policies regarding the termination of an associate pastor shall be the same as described for the senior pastor in Section II-A.

The pastor selection procedures (Section 2, Paragraph A, Sub paragraph 10) shall be utilized by the church in calling an associate pastor.

### Deacons

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 and 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 agree with the constitution and bylaws 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 office of deacon and to ask for him to surrender his certificate of ordination for proven misconduct under Section I, Paragraph G.

#### Active Deacons

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 ministry tasks of:

* Leading the church in the achievement of its mission
* Proclaiming the gospel to believers and unbelievers
* 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 and 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.

#### Inactive Deacons

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 ordained men enter our fellowship, they will assume an inactive status. Selmore Baptist Church does not automatically accept responsibility and accountability for the actions of any other church in its selection and ordination of men as deacons and has no obligation to utilize their services.

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 three-fourths affirmative vote by secret ballot, which will be tabulated before the church body.

#### Deacon Qualifications

The church body will seriously consider its responsibility and accountability to God for its actions in 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 I 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:

* 1. A man who is currently an active member of the Selmore Baptist Church
  2. A man who has completed the one year period for a deacon-in-training
  3. A man who is of high moral character, honest and trustworthy in all dealings
  4. 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
     1. Divorce: (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 I 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.”
     2. Remarriage: I Corinthians 7:12-15 (see above) . . . I 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 fee from the law, so that she is not an adulteress, though she is joined to another man.”
  5. A man whose wife is faithful, trustworthy and not prone to gossip, striving to efficiently manage her household and care for her family
  6. A man who believes and practices tithing for the support of the church
  7. A man who is willing to work and accept the task of deacon as a humble servant.
  8. A man who believes the Bible is the inspired Word of God and studies it regularly.

#### Deacon Selection, Training and Nomination

As there is a need, the deacons will interview men who are both willing to serve the church as a deacon and meet the qualifications of a deacon. The deacons will present any selected men before the church. Upon an affirmative three-fourths vote at a regularly scheduled business meeting, the deacon nominee will be considered as a deacon-in-training for a period of one year. Following the one year in training the nominee will be interviewed by the pastor, associate pastor(s) and deacons to determine his training progress and desire to serve as an active deacon. If the nominee meets the deacon qualifications and desires to serve as an active deacon; the chairman of the deacons will present him at a regularly scheduled business meeting as a candidate for election as an active deacon.

At the regularly scheduled business meeting the Chairman of the Deacons will present the candidate(s) as candidates for ordination into the deacon ministry. The church will vote by secret ballot and the votes will be tabulated in front of the church. If the candidate(s) receive an affirmative vote by three fourths or more of the voting active members the church will call an Ordaining Council for the purpose of examining the candidate(s) for ordination.

#### Ordination Procedures

Refer back to Section II, Paragraph A, subparagraph 9 for the procedures for the ordination of a deacon candidate.

### Moderator

The senior pastor shall act as the presiding officer of the church. In the absence of the senior pastor, his designee 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.

### Clerk

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 church 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 business meetings where notice is required by the bylaws. 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 deacons 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 safeguarding all official documents, which are the property of the church, relating to the functioning and administration of the church body. 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.

### Treasurer

The treasurer shall serve as the financial officer of the church, responsible for recording and preserving all money and things of value paid or given to the church. The treasurer shall be bonded. The treasurer shall maintain an itemized account of all receipts, including a record of deposit to the various account/funds. All disbursements and the exact balances of all church accounts shall be maintained for five years. The treasurer, assisted by the Administrative Team, as needed, will make an itemized report accounting for all receipts, disbursements and the exact balances of all church accounts and funds, for presentation at each regularly scheduled business meeting. The records are the property of the church and are open for review, except individual contribution records of 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 10. The treasurer’s reports and records may be audited, at any time, by a vote of the church, at a special called business meeting.

### Assistant Treasurer

The assistant treasurer shall be qualified to perform all duties associated with the treasurer’s responsibilities and shall be bonded. The assistant treasurer shall assist with the preparation of the monthly financial report as needed.

### Financial Secretary

The financial secretary is responsible for coordinating with the treasurer and offering counters 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 and shall provide, per IRS guidelines, each individual with an annual giving statement. 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.

### Trustees

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 a chairman of the trustees, and two members of the church who will serve two year terms. The Administrative Team shall submit a nominee to the church 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.

Trustees have the authority to direct emergency expenditures outside the normal budgeting procedures. 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 a regular review of the church’s insurance requirements versus cost, with various companies, and provide the church with a recommendation.

The trustees are responsible for the maintenance of all church property and real estate. They will coordinate with the building and grounds team concerning needed repairs, painting, custodial needs and maintenance of church grounds. The trustees will maintain a record of any furniture/equipment removed from church property.

### Pastor Emeritus

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 a pastor-interim pastor, due to the church declaring his office to be vacant as stated in Section 2, Paragraph A subparagraph 10 in these bylaws 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 bylaws, nor shall he execute said duties without the consent of the current pastor. The Pastor Emeritus shall not receive a salary.

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 senior 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.

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 shall be called by the deacons or by a 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. The vote to declare the office of Pastor Emeritus vacant shall be by secret ballot and tabulated in front of the church. An affirmative vote of three-fourths of the active members present and voting is necessary to declare the office vacant. The termination shall be immediate.

## Church Staff

The church staff shall be called and employed as the church determines the need for such offices or positions. The salary of church staff will be set yearly by the church and dispersed at the discretion of the Administrative Team. 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.

### Family Pastor (Ministerial Staff)

The Family Pastor shall be called by the church. The Family Pastor Search Committee shall be selected by the church using the same procedure as for the Senior Pastor Search Committee. The committee shall be augmented by one deacon and shall have representation from parents of youth and children. The pastor selection procedures (Section 2, Paragraph A, Sub paragraph 11) shall be utilized by the church in calling a Family Pastor.

The family pastor must have a personal relationship with God through Jesus Christ, have followed the biblical mandate of believer’s baptism, and become a member of Selmore Baptist Church.

He shall demonstrate: spiritual maturity and a commitment to ongoing personal spiritual growth, quality leadership skills, including a commitment to good interpersonal relationships, teamwork and a pleasant personality, ability to motivate and administrate adult volunteers, good organizational and administrative skills, ability to plan and administer a budget, ability to deal with conflict in a biblical and constructive way.

He is responsible to the senior pastor for overseeing ministry to youth, children, and their families while coordinating with their respective ministry team leaders regarding the planning & execution of children & youth ministry programs, special events, and mission/service opportunities.

He will develop and implement a comprehensive discipleship plan for Birth – 12th grade that coincides with Wednesday evening and Sunday morning church services. He is expected to attend and lead during those times. Due to overlapping responsibilities on Wednesday & Sunday, some delegation will be expected as agreed upon with the senior pastor.

He will serve as the church’s primary liaison to parents, to encourage and equip them to disciple their children and youth in the home. He will seek to build relationships with the families, youth, and children of Selmore Baptist Church showing no partiality.

Additionally, he will keep informed on associational and area youth and children activities, he will support the mission of the church speaking highly of it both to the congregation and community, he will be expected to exert a strong Christian influence upon the youth and children of the church and community. He will seek to lead, by example, with no suggestion of setting generation against generation or of causing divisions, dissensions, or factions (Rom 16:17, Gal 5:20)

All absences shall be approved by the senior pastor.

### Minister of Worship (Ministerial Staff)

The minister of worship shall be called by the church. The minister of worship search committee shall be selected using the same procedure as the Senior Pastor Search Committee. The committee shall be augmented by one deacon and shall have representation from those who regularly lead the church in worship. The pastor selection procedures (Section 2, Paragraph A subparagraph 11) shall be utilized by the church in calling a minister of worship.

As a member of the Church Ministry Team, the minister of worship shall assume a significant role of leadership in the church as he serves under and in close cooperation with the senior pastor. It shall be his responsibility to plan appropriate music for all regular worship services and for any special services. He shall work with the Worship Team in developing the objectives of the church music program, but he shall be the leader in this area. He shall direct all choirs in their practices, public singing and social activities. He is to cooperate with the senior 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.

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. The minister of worship must be loyal to the aims and objectives of our church and all 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).

It shall not be the purpose of the minister of worship 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. Worship music should seek to achieve the same purpose as prayer, reading of the scripture and preaching the Word.

As minister of worship, 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.

All absences shall be approved by the senior pastor.

### Ministry Assistant

The Administrative Team is responsible for taking applications and for hiring qualified personnel for the job of ministry assistant. The senior pastor is responsible for the direct supervision of the ministry assistant, including his/her work schedule. The senior pastor will relay any problems or suggestions, regarding the ministry assistant, to the Administrative Team who will coordinate with the church body for action, if needed.

The ministry assistant shall be responsible for managing the church office and performing tasks as assigned to him/her by the senior pastor.

The ministry assistant shall assist, and coordinate with, the other members of the ministerial staff in the fulfillment of their duties.

The ministry assistant shall stay up to date on modern office technology and utilize these tools in the performance of his/her responsibilities.

The ministry assistant shall communicate clearly with members and guests to the office, while projecting a warm and Christ-like demeanor.

The ministry assistant shall serve as the financial secretary of the church, recording individual giving and ensuring each receives an annual giving statement.

The ministry assistant shall oversee bereavement, which may include providing flowers and/or Gideon Bibles, on behalf of the church, for the funerals of members. He/she shall also provide Gideon Bibles to bereaved members upon the death of a close family member.

The ministry assistant shall coordinate with the deacons regarding benevolence requests.

## Church Teams

The team leader and assistant team leader will be nominated by the Administrative Team and approved by the church before the start of the church year. Membership on all teams, other than the Administrative Team, is open to any active church member. The team leader and assistant team leader are responsible for recruiting members for their team at the beginning of the church year. If they are unable to fill their team, the Administrative Team can help recruit team members. In the case of a particularly large team, the team leader and assistant team leader may, at their discretion, appoint a “steering committee” comprised of select team members to help provide feedback and direction. Any member may be removed from a team, for conduct detrimental to the team, by a vote of the church.

Each team (other than the Administrative Team) has the authority to make single expenditures, within its approved budget, up to $500. Expenditures greater than $500 and less than $2000 must be approved by the Administrative Team. Expenditures greater than $2000 must be approved by the church. Any expenditure over the approved budget must be approved by the Administrative Team.

### Administrative Team

The Administrative Team shall consist of six active members, serving three-year terms. Each church year, two members shall rotate off the team and be replaced with new members nominated by the church’s pastors and approved by the church. Opportunity shall be given for the nomination of any active member from the floor. The senior pastor, church administrator (if filled), church treasurer, and church assistant treasurer, shall serve as ex-officio members. At the beginning of each church year, the Administrative Team shall elect one of its members as the chair. Additionally, a designated team member shall record and maintain minutes of all Administrative Team meetings. Immediate family members are not allowed to serve on the Administrative Team at the same time.

The Administrative Team shall meet on at least a quarterly basis. All Administrative Team meetings are open for any church member to attend, although only elected team members may vote. Each member of the Administrative Team shall make himself/herself available to receive recommendations from any church member, for consideration.

The Administrative Team is responsible for providing the church with planning, structure and order in four key areas:

Budgeting: The Administrative Team shall provide the church with recommendations in all areas of church finances, utilizing sound principles of financial management. It has the authority to approve any single expenditure less than $2000, although the church retains the right to suspend this authority, on a temporary basis, by a majority vote. It shall provide the church with monthly reports of expenditures and year-to-date financial status. It shall develop and present a unified church budget to be presented to the church for review, revision and approval, on an annual basis. The Administrative Team shall review the financial status of the church on a regular basis and recommend correction, when needed. It may, at any time, call for an internal or external audit of the church treasurer’s books and reports.

Nominating/Hiring: The Administrative Team shall coordinate 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 Administrative Team before they are approached for recruitment. The Administrative Team shall present to the church all who accept the invitation to serve. The Administrative Team will complete this work in time for the election of officers and teachers by the church prior to the beginning of each new church year. Opportunities shall be given for the nominations of any active member for any position from the floor. The Administrative Team is responsible for nominating qualified persons to fill any vacancies throughout the year. In addition, the Administrative Team shall be responsible for making a motion to the church for the hiring of the building custodian, grounds custodian and ministry assistant.

Long Range Planning: The Administrative Team shall continually monitor and evaluate the future needs of the church to ensure that means are available to provide consistent and logical growth of the church. It shall maintain a permanent plot map of the church property with detailed locations of buildings, facilities, water, gas, electric and sewer lines. It shall be responsible for recommending the location of any new facility. All plans or recommendations will be coordinated in detail with other teams and staff members to ensure that there is no conflict and to eliminate any duplication prior to presentation to the church for action.

Governing Documents: The Administrative Team shall review the constitution and bylaws on an annual basis and recommend amendments where necessary (See Section XIV). It shall work to ensure that current church policies and procedures are in compliance with the governing documents.

### Youth Ministry Team

The Youth Ministry Team shall serve under the leadership and direction of the family pastor. The Youth Ministry Team shall assist the family pastor in formulating and carrying out a ministry plan and shall be a liaison to church members.

The team will consist of the family pastor, assistant team leader and other team members as necessary.

Responsibilities include, but are not limited to:

Assist the family pastor with planning and coordination of youth activities and help recruit volunteers to serve the youth ministry.

Assist the family pastor with preparation of his annual budget request.

### Children’s Ministry Team

The Children’s Ministry Team shall serve under the leadership and direction of the family pastor. The Children’s Ministry Team shall assist the family pastor in formulating and carrying out a ministry plan and shall be a liaison to church members.

The team will consist of the family pastor, assistant team leader and other team members as necessary.

Responsibilities include, but are not limited to:

1. Assist the family pastor with planning and coordination of children’s activities and help recruit volunteers to serve in the children’s ministry.
2. Assist the family pastor with preparation of his annual budget request.

### Worship Ministry Team

The Worship Ministry Team shall serve under the leadership and direction of the minister of worship. The Worship Ministry Team shall assist the minister of worship in formulating and carrying out a ministry plan and shall be a liaison to church members.

The team will consist of the minister of worship, assistant team leader and other team members as necessary.

Responsibilities include, but are not limited to:

1. Assist the minister of worship with planning and coordination of music ministry events, including church choir and special music, and help recruit volunteers to serve in the music ministry.
2. Assist the minister of worship with preparation of his annual budget request.

### Fellowship Team

The Fellowship Team shall be responsible for the coordinating of all church social events including fellowship dinners, baby and wedding showers and funeral dinners.

1. Baby Showers: The church will host a shower for all newborns and newly adopted children of members. Should a circumstance arise where a member parent is engaged in the church’s disciplinary process (Section I, Paragraph G) the baby shower shall be postponed until the circumstance is scripturally resolved at the discretion of the church’s pastors.
2. Wedding Showers: The church will host a wedding shower for all church members for their first wedding as defined by Section 15. Should a circumstance arise where the bride or groom in in the wedding is engaged in the church’s disciplinary process (Section I, Paragraph G) the wedding shower shall be postponed until the circumstance is scripturally resolved at the discretion of the church’s pastors.
3. Funeral Dinners: The church will host a dinner, or provide a meal at the home, for the family of any deceased church member (per the family’s preference).

The Fellowship Team shall consist of a team leader, assistant team leader and other team members as necessary.

### Building and Grounds Team

The Building and Grounds Team is responsible for the maintenance of the church building and church grounds.

The Building and Grounds Team shall consist of a team leader, assistant team leader and other team leaders, as necessary.

Responsibilities include, but are not limited to:

1. Monitoring all church equipment, making sure it is functional through regular and preventative maintenance.
2. Reviewing the building and grounds spending and submit a budget to the Administrative Team as part of the annual church budgeting process.

### Transportation Team

The Transportation Team is responsible for ensuring transportation is provided for individuals needing transportation to church services and activities.

The Transportation Team shall consist of a team leader, assistant team leader and other team members as necessary.

Responsibilities include, but are not limited to:

1. Maintenance and coordination of all church vehicles(s).
2. Making sure the church has a sufficient supply of drivers and that the drivers are properly licensed and trained.
3. Responsibility for the annual registration of all church vehicle(s).
4. Review transportation spending and submit a transportation budget to the Administrative Team as part of the annual church budgeting process.

### Missions Team

The Missions Team is responsible for helping the church fulfill the Great Commission.

The Missions Team shall consist of a team leader, assistant team leader and other team members as necessary.

Responsibilities include, but are not limited to:

1. Plan a comprehensive mission strategy (Acts 1:8).
2. Coordinate all church sponsored mission trips.
3. Implement witness training.
4. Remind the church to pray for Christian workers and un-evangelized people groups.
5. Review missions spending and submit a mission’s budget to the Administrative Team as part of the annual church budgeting process.
6. Set goals for and promote special mission offerings.
7. Lead the church to participate in church planting, as God convicts of a need.

### Security Team

The Security Team is responsible for the general safety and security at all regularly scheduled church services and special events.

The Security Team shall consist of a team leader, assistant team leader and other team leaders as necessary.

Responsibilities include, but are not limited to

1. Having a representative present at all Church Council meetings to make sure the team is aware of church events.
2. Provide the necessary security for all regular church services and special events.
3. Review the security spending and submit a security budget to the Administrative Team as part of the annual church budgeting process.

1. Women’s Ministry Team

The Women’s Ministry Team is responsible for building a community of godly women at Selmore Baptist Church.

The Women’s Ministry Team shall consist of a team leader, assistant team leader and other team members as necessary.

Responsibilities include, but are not limited to:

1. Prepare a schedule and appropriate budget for all Women’s Ministry activities.
2. Provide special events, support groups and activities for women to deepen faith, experience spiritual growth, and outreach.
3. Encourage women to conform to the Biblical model of a Christian woman.
4. Build networks among women.
5. Mentor young women, teens and girls and women who are new believers.
6. Promote women’s opportunities for service to God, the church and the community.
7. Encourage women to use events and activities as opportunities for evangelism and outreach.
8. Challenge women to use spiritual gifts for the glory of God in the home, church, and community.
9. Provide input to the church staff regarding women’s perspectives.
10. Men’s Ministry Team

The Men’s Ministry Team is responsible for building a community of godly men at Selmore Baptist Church.

The Men’s Ministry Team shall consist of a team leader, assistant team leader and other team members as necessary.

Responsibilities include, but are not limited to:

1. Prepare a schedule and appropriate budget for all Men’s Ministry activities.
2. Provide special events, support groups and activities for men to deepen faith, experience spiritual growth, and outreach.
3. Encourage men to conform to the Biblical model of a Christian man.
4. Build networks among men.
5. Mentor young men, teens and boys and men who are new believers.
6. Promote men’s opportunities for service to God, the church and the community.
7. Encourage men to use events and activities as opportunities for evangelism and outreach.
8. Challenge men to use spiritual gifts for the glory of God in the home, church, and community.
9. Provide input to the church staff regarding men’s perspectives.

### Church Council

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

The senior pastor, or his designee, 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 business meeting.

### Members

The Church Council includes 1) staff: senior pastor, associate pastor(s), ministry assistant, minister of worship, family pastor, and 2) church officers: chairman of deacons, church clerk, church treasurer, team leaders, and Sunday School director.

### Meetings

The church council will meet monthly or as announced. All meetings will be open to any church member and he/she is encouraged to present ideas or suggestions for discussion by the council.

## Church Programs and Ministries

The church shall maintain a Sunday School Program and other programs, as needed, to facilitate the discipleship of its members. All officers, directors and lead teachers of the church’s programs and ministries will be active member of the Selmore Baptist Church for a minimum of one year, 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 ensure 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 Administrative Team as requested.

### Sunday School

Sunday School shall be the basic organization for the Bible teaching ministry of the church. Its purpose shall be to teach the biblical revelations, reach persons for Christ, disciple fellow believers and encourage church membership.

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.

#### Sunday School Director

The Sunday School director serves as the leader and coordinator for all adult Sunday School classes. The Sunday School director is responsible for determining the Sunday School organization, for enlisting workers, for providing worker training and for promotion of Sunday School.

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

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

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

The Sunday School director will report to the church, at the regularly scheduled business meeting, on the Sunday School accomplishments, special needs and planned activities.

#### Sunday School Teachers

Sunday School teachers and assistants will be committed to studying the Bible and believe in the accuracy of the Bible as the divinely inspired record of God’s revelation of himself to man. Lead teachers 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, classrooms 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 will use Sunday School quarterlies or materials approved by the Sunday School director and the senior pastor. All instruction will be based on the Bible and in agreement with the Baptist Faith and Message, dated 2000.

## Church Meetings

### 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, discipleship training, and evangelism shall be among the ingredients of these services. The senior 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 vote of the Church Council. Emergency weather cancellation shall be made by the senior pastor and chairman of deacons. The chairman of deacons will immediately notify all deacons of emergency weather cancellation and will utilize all available means, including email and social media, to announce the cancellation.

### Special Services

Revival services and any other church meetings essential to the advancement of the church’s objectives shall be placed on the church calendar after being approved by the church.

### Regular Business Meetings

The church shall hold regular business meetings quarterly. Each meeting shall be scheduled at the prior, regular business meeting.

### Special Business Meeting

The church may conduct special 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 and through any other available means deemed appropriate. 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 the 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. No business shall be conducted on any matter other than that for which the Special/Emergency meeting was called.

## Conduct of Business

### Order of Business

The moderator shall call the church to order for the transaction of business (Section 2, Paragraph D).

1. Reading and approval of minutes of preceding meeting and actions of church
2. Treasurer’s Report/Financial Statement
3. Reports of Officers
4. Reports of Teams
5. Old/Unfinished Business
6. New Business
7. Adjourn

### Quorum

The quorum shall consist of no less than 25 active members, ages 12 and over, who attend the business meeting, provided it is a regularly scheduled meeting, or one that has been properly called and announced (Section 7).

### Parliamentary Rules

Roberts Rules of order, Revised is the authority for parliamentary rules of procedures for all business meetings of the church.

### Voting Procedures and Approval Requirements

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 tabulated in front of the church. The results shall be entered into the church records.

Voting for the call of all church staff will be by secret ballot and tabulated in front of the church.

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

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

## 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.

### Baptism

This church believes that all the following conditions must be present for scriptural New Testament Baptism:

A Scriptural Authority: Christ’s authority is extended through a New Testament Baptism.

A Scriptural Administrator: The church is the administrator; The pastor, or whomever the church authorizes, acts as the agent.

A Scriptural Candidate: A person who has repented and professes faith in Christ.

A Scriptural Act: Baptism will be by immersion.

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.

The church shall receive any person as a candidate for baptism who has publicly, at any worship service, professed his/her faith in Jesus Christ, stating that he/she has accepted Jesus Christ as Savior and is 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, he/she shall be deleted from those awaiting baptism.

### 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 its 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 at least on a quarterly basis, including at least once a year on a Sunday evening.

The pastors and deacons shall administer the Lord’s Supper. The chairman of the deacons is responsible for coordinating the physical preparations.

## 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.

The 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 by 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 evangelism by financially contributing to the Tri-County Baptist Association and through the Cooperative Program of the Missouri and Southern Baptist Conventions.

### Receipts

#### Undesignated Offerings

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

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

#### 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.

#### 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.

#### 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.

#### Budget

The Administrative Team shall have the responsibility of preparing, for church action, a proposed budget which shall be presented to the church at the regularly scheduled business meeting, 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 (Section 4, Paragraph A).

### Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the offering counters and be properly recorded in the books of the church by the church treasurer. Those who have responsibility that involves actual handling of funds shall be bonded, with 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 Administrative Team. The treasurer’s records will be available and open to any member of Selmore Baptist Church, at any time; however, the records will not be provided to any non-member without the approval of the church.

### Offering Counters

Each week there will be a minimum of two offering counters counting the weekly offering. The counters shall be elected annually by the church. Once the monies are counted, a deposit summary should be prepared and given to the church treasurer or assistant treasurer before funds leave the church. Funds shall be deposited, by one of the counters, to the night deposit box as quickly as possible. The treasurer is responsible for verifying the deposit against the summary report prepared.

### 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 disbursements of funds (Section 2, Paragraph F).

No revolving credit account may be established, nor may individuals be assigned to said account, without prior approval from the Administrative Team. No individual or team may charge more than their allotted budget, nor may any single charge exceed $500, without the approval of the Administrative Team. Furthermore, no single charge may exceed $2000 without 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 teams, department heads and staff are responsible for the wise use of allocated fund to their respective areas, as specified by the church budget, and are authorized to spend those funds.

Expenditures that will exceed the amount allocated by the church budget, for the year, will be referred by the treasurer to the Administrative Team and must be approved by the Administrative Team before being spent.

### Fiscal Year

The church fiscal year shall begin January 1 and ends December 31.

### 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.

## Representation

### Board Member of the Tri County Baptist Association

The pastor is a member of the Tri-County Baptist Association Executive Board by virtue of his position. The church may 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 voting their consciences, 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 will provide the church with a critique of the meeting.

### Messengers (Tri-County Baptist Association)

The Church may elect annually active members to serve as messengers and alternates to represent the Selmore Baptist Church at the 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.

### Messengers (Missouri Baptist Convention and Southern Baptist Convention

The church may 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 consciences, 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

## 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 teams and trustees.

No Church facility shall be used for private enterprise for profit making activity. The sale of religious material (music, sermons, etc.) is permissible, but the sale of nonreligious 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 coordinated through the ministry assistant and church council. All those using church facilities are subject to the relevant policies and guidelines adopted by the church, copies of which shall be available in the church office. 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 be subject to the relevant policies and guidelines adopted by the church, copies of which shall be available in the church office.

## Church Year

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

## Amendments

Changes in the bylaws 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 bylaws shall have a concurrence of a majority of the members, present and voting, with the exception of an amendment to change an established approval requirement (which must receive an affirmative vote at least equal to the established requirement, in order to become valid).

The Administrative Team shall make printed updates to these documents as needed.

## Wedding Policy

Selmore Baptist Church’s statement of faith, the Baptist Faith and Message, 2000, expresses our fundamental biblical conviction that Christian marriage is, by definition, the spiritual and physical uniting of one naturally born man and one naturally born woman, in an exclusive covenant commitment, for their joint lifetime. Christian marriage is God’s unique gift to reveal the union between Christ and His church. As such, this local church believes that the wedding ceremonies on church property are spiritual observances of worship of God who created this divine institution. As Worship Services, weddings on church property shall be officiated by one or more ordained ministers of the Gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and/or legally qualified to marry. Such determinations may be made by the pastor or his designee, subject to the direction of the church. No minister or employee of this church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.