



By-Laws

**Trinity Baptist Church
Pumpkin Center**

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PREAMBLE

These by-laws of Trinity Baptist Church, Inc., Pumpkin Center, Louisiana, have been adopted as guidelines for conducting the business of the church and carrying on its ministry. After adequate testing of these by-laws, they shall be developed into the constitution of the church.

The leadership of a Southern Baptist church is to be only by the Lord speaking to and through individuals. As far as we know, the best way to determine God's will for a church is by a vote of the baptized believers who are members of the church, who after prayer and communication with the Lord, determine what they feel the Lord is saying to them in each situation and then voting that way. That vote then is to be taken as God's direction. It is very important that individuals in no way try to influence others in the way they vote. It is also very important that after the vote is taken that everyone work toward and support the decision of the church no matter how they voted. It is also very important that in appropriate times of discussion, every person feels the freedom to express his feelings and that no one harbor hard feelings because of those expressions. We must love each other in a way that allows that to happen.

Trinity Baptist Church is a Southern Baptist church cooperating fully with the local Baptist Association, Louisiana Baptist Convention, and the Southern Baptist Convention. Our doctrines are those as stated in the Baptist Faith and Message as adopted by the Southern Baptist Convention in Kansas City, Missouri, in 1963. (copies available in the church office.)

Our church covenant is as follows:

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions, to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

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

NOTE: This covenant is to be read by the pastor at the morning worship service on the first Sunday of each church year.

ARTICLE I

MEMBERSHIP

Sec. 1. Receiving New Members

Trinity Baptist Church seeks to make church membership a meaningful part of each member's Christian life. Accordingly, the following practices are established to assist in meeting that goal:

1. Profession of faith followed by baptism.
2. By letter from another Baptist church of like faith.
3. By statement as follows:
 - (a) When due to special circumstances, the Baptist church from which the person came is no longer able to grant a letter.
 - (b) When coming from a non-Baptist church but has received New Testament baptism (by immersion upon profession of faith) and accepts the doctrines of the Baptist Faith and Message and the church covenant.

All new members in the church shall be urged to enroll in a new member training program of the church in order to become acquainted with life and work of our church. Such a program will be offered by the pastor at least twice a year.

Sec. 2. Terminating Membership

1. By letter of dismissal to a church of like faith and order.(See Article V, Section 16) (letters may not be granted directly to the individual.) The letter shall be a standard form as adopted by the church.
2. By dismissal at the request of the individual.
3. By identifying with a church of another faith
 - (a) The church with which the person is identified may notify Trinity Baptist Church of such identification and request that the name be removed from our church roll. If this is done, Trinity Baptist Church will remove the name from the roll and send a letter to the church expressing its best wishes for the welfare of the person.
 - (b) When no request for removal of the person's name from the church roll is made, the deacons shall arrange a visit with the member by at least two church members. This visit shall be made within three months from the time it has been determined that the member has identified with another faith. At the time of this visit, if the member states that he does not want to return to Trinity Baptist Church, the name will be removed from the church roll. If no determination is made at this time or within an additional three month period, a letter will be sent to the member stating the church's intent to remove the member's name from the church's roll.

NOTE: Nos. 1, 2, and 3 above shall be implemented by a majority vote of the church members present and voting.

4. Dismissal

It shall be the basic purpose of Trinity Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. No person shall be dismissed except in extreme circumstances and then only after every effort at reconciliation has been made. The pastor, other members of the church staff, and deacons are available for counsel and guidance.

Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.

Should some serious conditions exist which should cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and deacons to resolve the problem (Matt. 18:15-17). All such proceedings shall be pursued with a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a three-fourth vote of the members present and voting at a meeting called for that express purpose, and the church may proceed to declare the offender to be no longer in the membership of the church.

Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him may, upon his request and with evidence of his repentance and reformation, be restored to membership by a two-third vote of the members present and voting at the next regular business meeting.

5. Death

ARTICLE II

CALLING OF A PASTOR

Sec. 1. Election of Pastor Search Committee

A Pastor Search Committee shall be elected by the church to seek out a suitable pastor, and its recommendation will constitute a nomination.

The Pastor Search Committee shall be composed of five persons as follows: one deacon elected by the deacon body, and two men and two women elected from the membership at large. No paid staff members involved in the operation of the church program shall serve on the committee. No alternates are to be elected. If a vacancy occurs, the vacancy will be filled by the same method that the original committee was elected.

Method of Electing the Committee:

The deacons shall announce at least one week in advance the time of the election of the committee. At this time they will announce the deacon chosen to serve on the committee. The election shall take place at the Sunday morning worship service. This shall be by secret ballot. The ballot will provide for each church member to vote for two men and two women. The deacons shall be responsible for the preparation of the ballots. The ballots shall be tabulated by a committee composed of the chairman, vice-chairman, and secretary of the deacons.

The two men and two women receiving the highest number of votes will be elected. A husband and wife from the same family will not be eligible to serve. In the event both husband and wife are elected, the one with the highest vote will be the elected member and the other will be dropped in favor of the next highest in the category. One week later at the Sunday morning worship service, the five elected members will be announced to the church. The chairman of deacons shall call a meeting of the committee at which time a chairman, vice-chairman, and secretary will be elected.

Sec. 2. Duties of Pastor Search Committee

When elected, the committee shall be responsible for bringing before the church the person it feels that the church should consider for its pastor (other than interim).

In order to achieve this, the committee will observe the following procedure:

1. Review and investigate resumes submitted to it. It shall consider for pastor only those who meet requirements set forth by the church for its pastor. (See Article III, Sec. 1)
2. The committee shall call for a meeting with the deacons, finance committee, and other committees as needed concerning:
 - a. Salary and expense allowance
 - b. Vacation time
 - c. Number of revivals each year
 - d. Convention expenses
 - e. Pastor's supply
 - f. Pastorium and its upkeep

3. Make regular reports to the church, but no names of the prospects shall be given until a recommendation is ready.
4. Interview the prospective pastor, fully discussing the program of the church and answering all questions that he may have. It would be advisable to give the prospective pastor a copy of the church policies and any other pertinent information.
5. Hear the prospective pastor preach at a time mutually agreed upon by the prospective pastor and the committee.
6. Be unanimous in its decision to recommend a prospect for pastor.
7. It shall be the policy of the church that the pastor search committee arrange for the prospective pastor to preach in the church only once in view of a call.
8. Arrange for a joint meeting of the pastor search committee, deacons, and prospective pastor prior to his sermon in view of a call.
9. A church-wide fellowship will be held in the afternoon followed by an informal discussion with the prospective pastor.
10. Following the activities on Sunday, the committee shall prepare and present to the church a written recommendation reflecting all agreements made with the prospective pastor. (Refer to Sec. 2, No. 2). This recommendation shall be presented at a special business meeting on the following Wednesday night.
11. The committee shall lead in a discussion of its written recommendations on that Wednesday night. This shall be the final discussion before the vote to be taken the following Sunday morning at the 11 o'clock service.
12. The committee shall prepare ballots for voting.

The vote shall be by secret ballot with 75% of the votes cast being yes required to constitute a call. The chairman, vice-chairman, and secretary of the deacons shall count the ballots and report to the church.

ARTICLE III

DUTIES OF OFFICERS

Sec. 1. Pastor

The pastor shall be, under God, the spiritual leader of the church and shall so fulfill the duties of this high office that the kingdom of God may be advanced, all in accordance with the principles set forth in the New Testament.

The qualifications and responsibilities of the pastor shall be as follows:

1. The scriptural qualifications of the pastor shall be those found in I Timothy 3:1-7.
2. Preach the truth from the Word of God as his sole authority, and as one who has to give account of his ministry before God.
3. Serve as moderator of the church. As moderator, he shall conduct business meetings and shall be ex-officio member of all organizations and committees.
4. Be sympathetic to and supportive of the Local Association, Louisiana Baptist Convention, and the Southern Baptist Convention. The pastor shall be encouraged to attend denominational meetings. When attending State and Southern Baptist Conventions he shall attend as a messenger, and his expenses shall be paid as provided for in the budget.

Sec. 2. Deacons

A. Qualifications for the Office of Deacon

1. The basis of all qualifications is I Timothy 3:8-13 and Acts 6:3.
2. Personal Character - The deacon shall be an example of mature Christian character, commanding the respect of the church and community. He shall be willing to give a personal testimony of the redemptive power of Jesus Christ through example and by direct witness to the unsaved and unenlisted. He must be one who keeps in strict confidence personal matters shared with him as he ministers to the personal needs of others.
3. Church Relationship - The candidate for deacon shall be an active member and in support of the total church program for a period of at least 3 years, be willing to accept responsibilities in the various organizations and committees of the church, and be regular in attendance at weekly and special services of the church. He should be evangelistic and missionary in spirit.
4. Family Relationship - The deacon shall have (or, if unmarried, shall be the kind of man who is capable of establishing) a Christian home, being faithful in meeting his obligations to respect his wife, to discipline his children, to provide for their material needs, and to lead in maintaining family devotions. (See Ephesians 6:1-4 and Colossians 3:18-21).
5. Stewardship - The deacon shall be faithful in the use of his talents and possessions. In regard to material wealth, he shall accept scriptural standards with the tithe as a minimum for giving to the church. Furthermore, he should follow Bible standards both in the manner of earning and using that part which he retains for his personal and family needs.

6. He should be fully cooperative with the church, its pastor, staff, and spiritual programs of advancement, restraining from destructive criticism and be willing to settle all difficulties in a quiet, Christian manner.
7. The deacon shall be responsible for leading the church in its ministry to those within the community having physical and material needs.
8. The deacons shall hold monthly meetings to transact such business as pertains to their office.
9. The deacons shall elect officers consisting of a chairman, vice-chairman, and secretary. Each shall have been an active deacon for at least one year, and no deacon shall serve as chairman for more than two consecutive years.
10. In the absence of the regular pastor, the chairman of the deacons shall serve as moderator. During an interim pastorate, the chairman of deacons and the interim pastor shall share in the responsibilities of the office of moderator.
11. The deacons shall meet with the finance committee before the yearly budget is presented to the church for mutual discussion and suggestions for the tentative budget.
12. In the event of the absence of the pastor for reasons of illness, resignation, or in any other instance in which he is unable to provide a supply, the deacons shall care for the supply of the pulpit. In the event of resignation, it shall be the responsibility of the deacons to present to the church the person to be considered for interim pastor.
13. They shall have the authority to permit or withhold the church property for purposes other than regular church programs and shall not permit functions which are considered detrimental to the church.
14. A deacon shall consider it his personal responsibility to resign as an active deacon at such time when he may find himself out of harmony with the spirit of these by-laws.
15. Each year after the deacons have been elected, there shall be an installation service at which time the newly elected deacons shall publicly agree to be loyal and those already serving shall reaffirm their loyalty to the standards adopted by the church.
16. Have the privilege of consulting with any standing committee whenever the deacons feel that it is wise to do so.
17. It shall be the duty of the deacons to make necessary preparations for the ordinances of Baptism and Lord's Supper.
18. It shall be the duty of the deacons to stimulate interest in community missions sponsored by the church. The deacons shall administer the disposition of commodities and benevolent funds.
19. The deacons shall administer whatever visitation program that shall be adopted by the church.
20. The deacons shall greet visitors, assist in parking of automobiles, see that seating is provided, collect offerings, and secure extra help as needs arise. Be responsible for opening and closing buildings and having heating or air conditioning on long enough before regular services for the building to be comfortable at service time; also maintain proper temperature during services and make proper adjustments at the close of services. Involve the youth in using and developing their talents. Perform other services as required in maintaining an atmosphere conducive to worship.
21. As needed, meet with the pastor for the purpose of reviewing his work and discussing plans and objectives.

B. Election and Term of Service

1. The body of deacons shall consist of eight members. Each member, unless elected to fill an unexpired term, shall serve with the active deacon body for four years.
2. One who has served two or more years will not be eligible for election until the lapse of one year.
3. The election shall be as follows:
 - a. On the second Sunday in August, sample ballots for "Suggested Nominations" will be distributed to members of the church during the Sunday morning worship service.
 - b. These ballots will be prepared by the deacons and will list the present body of deacons and indicate the ones who will be rotating off the active body of deacons. There will be space provided for the number of nominees needed - two to replace those rotating off plus any needed to fill unexpired terms because of vacancies that have occurred during the year. At this time, the pastor shall read the requirements for deacons as set forth in the by-laws of the church.
 - c. On the third Sunday in August, official ballots for voting will be distributed to the members. Those voting will write the names of those they wish to nominate. Fewer than the number indicated may be listed. Any ballot with more than the number indicated will be invalid. Any male member of the church twenty-one (21) years of age or older may be listed for nomination.
 - d. Prior to the third Sunday in August and with the approval of the active body of deacons, the chairman of the deacons shall have appointed four deacons to serve with him as a five-member screening committee. The ballots shall be collected by this committee. The committee will tabulate the suggested nominations and then consider them in the order of those receiving the highest number of votes. The committee will then meet with those whom they believe meet the standards set forth by the church. Following the meeting and with the mutual agreement of the committee and the individual being considered, the person will become a nominee. If the person has never been ordained, or if he has never served as a deacon at Trinity, he will appear before the whole body of deacons who will determine if he is qualified to become a nominee.

On the fourth Sunday of September, ballots will be distributed to the members of the church during the morning worship service. On these ballots the names of the nominees will be listed and the members will vote "Yes" or "No" on each person.

When an unordained person is elected, the deacons shall arrange for ordination as soon as possible.
 - e. When unexpired terms are to be filled, the full terms will be filled first and then in order of remaining time, the unexpired terms will be filled.
4. All who served will continue to be recognized as deacons, whether active or inactive in relation to the body of deacons.

Sec. 3. Church Clerk

The church clerk shall be elected for a period of one year with no limit as to the number of years served.

The clerk shall keep accurate records of all church business; receive reports from officers and committees; conduct correspondence relative to the office; file all reports, papers, resolutions, etc., so ordered by the church; keep the register of all members; sign all letters of transfer; and prepare the annual associational letter.

Sec. 4. Assistant Church Clerk

The assistant church clerk shall be elected for a period of one year with no limit as to the number of years served.

The assistant shall serve in the absence of the clerk and assist the clerk in the preparation of the annual associational letter.

Sec. 5. Treasurer

The church treasurer shall be elected for a period of one year with no limit as to the number of years served.

Duties and Responsibilities:

1. The treasurer shall maintain a unified budget by, recording, and disbursing all funds given to the church through worship services, Sunday School, Church Training, WMU, Brotherhood, or any other organization. The treasurer shall see to it that all funds are recorded properly on the church books. He shall disburse funds only as authorized by the budget adopted by the church or by special church action or designated gift. Funds raised by an organization for special activities by that organization shall be disbursed by the treasurer upon the request of the organization. Any necessary deviation from the budget must have the approval of the finance committee and if necessary, the church. The expenses of all church organizations shall be paid from the unified budget, as approved by the church. All received funds shall be deposited in a bank and in accounts approved by the church. The treasurer shall pay out church money only through the bank by check. Paid bills or receipts must be given to the treasurer for such funds to be reimbursed. Only the treasurer, the assistant treasurer, and other person shall be authorized to sign checks. This third person shall be nominated by the finance committee and the name reported to the church for election at the October business meeting each year. This person shall sign checks only when the treasurer and assistant treasurer are not available. Payment of bills for local work shall be made promptly and all funds received for denominational or other causes shall be remitted at least monthly, except when the finance committee and deacons deem a delay advisable. The treasurer shall present written monthly financial reports to the deacons and to the church and shall present an annual report after the close of the church year. (December 31)
2. All books, records, and accounts kept by the treasurer shall be considered the property of the church. The books shall be available for inspection upon request by any member provided the request is presented and approved at a regular business meeting. The treasurer may request that witnesses be present during the inspection of the books.
3. The treasurer will not be responsible for keeping personal records of contributions by church members and other individuals.
4. When the tenure of the treasurer ends, he shall promptly deliver to the finance committee all books, records, and accounts pertaining or relating to duties of his office.
5. The Deacons shall receive Sunday collections. The Deacons shall determine and implement secure procedures for counting and depositing Church collections; with no less than two persons counting funds.

6. The term of the treasurer shall run concurrently with the Business year. (See Article V, Section 14: Business year)

Sec. 6. Assistant Treasurer

The assistant treasurer shall be elected for a period of one year with no limit as to the number of years served. He shall serve in the absence of the treasurer and assume all duties and responsibilities of that office in the event that the treasurer is unable to complete his term and will continue to serve in that capacity until the vacancy can be filled.

Sec. 7. Financial Secretary

The financial secretary shall be elected for a period of one year with no limit as to the number of years served. He shall be responsible for keeping personal records of contributions by church members and other individuals and mail a copy of these reports to each individual prior to January 31 of the following year.

ARTICLE IV

COMMITTEES

Unless otherwise stated in these by-laws, the moderator shall call the first meeting of each committee at which time the committee shall elect its chairman.

Sec. 1. Committee on Committees

All standing committees shall be nominated by the Committee on Committees and elected by the church unless otherwise indicated in these by-laws. The Committee on Committees shall consist of five members, namely; one to be nominated by the pastor, one deacon to be nominated by the deacons, one to be nominated by the members of the church council, one to be nominated by the members of the WMU, and one to be nominated by the members of the Brotherhood. The nominees shall be presented to the moderator by January 15 and elected by the church at the regular business meeting in February and will serve for one year.

Duties and Responsibilities:

1. Present nominees for the nominating committee to be elected by the church at the March business meeting. Nominees for all other committees shall be elected by the church at the June business meeting. All nominees shall be contacted before they are presented to the church.
2. Unless stated otherwise, the Committee on Committees shall make all committee nominations from the church at large. In the event that one person holds more than one of the required positions on a committee, the Committee on Committees shall complete the nominations for that committee from the church at large.
3. Serve as a standing committee for filling vacancies as they occur until the new committee is elected the following year.

Sec. 2. Standing Committees

A. Youth

This committee shall consist of four adults and three youth. The youth director and pastor shall serve as ex-officio members. The youth group shall have the privilege of submitting three youth nominees to the Committee on Committees. The four adult members shall consist of two women and two men nominated from the church at large by the Committee on Committees. The Committee on Committees shall nominate at least two parents of active youth as two of the four adults. In the event that two parents of active youth cannot serve, those positions will be filled by nominees from the adult members of the church at large. Only one member of any family may serve on the committee at any one time.

Duties and Responsibilities:

1. Work with the Minister of Youth in advising and coordinating the youth activities with the church programs.
2. Have the responsibility of submitting the annual proposed youth budget to the finance committee.

B. Trustees

The number of trustees shall be determined by the needs of the church but there shall never be less than three. The trustees shall serve for three years on a rotating basis, one being elected each year, there being no limitation as to the number of terms served consecutively. No trustee shall serve as treasurer.

Duties and Responsibilities:

1. The trustees shall not make policy but shall be the legal representative of the church.
2. The committee shall keep records of all the church property and sign for any legal transaction voted by the church. A minimum of two trustees shall sign all legal documents.
3. Prior to the end of March, the trustees shall conduct an unofficial audit of the financial records for the past year.

C. Nominating

The nominating committee shall consist of seven members who shall serve for one year. Three shall be nominated by the Committee on Committees from the church at large and shall be elected by the church.

The first duty of these three members of the committee will be to nominate four people for the offices of Sunday School Director; Church Training Director: and after consultation with the members of the WMU and the members of the Brotherhood, the directors for these two organizations. When elected by the church, these four shall become fully participating members of the nominating committee for the purpose of making all other nominations.

Duties and Responsibilities:

1. Nominate all officers, teachers, and leaders of the church organizations and obtain a personal commitment that the nominees will serve and support the total church program. These shall be presented and elected by the church at the September business meeting.
2. Assume responsibility for making nominations for any vacancies which may occur during the year.

D. Finance

The committee shall consist of the treasurer and six other members of which at least one shall be an active deacon.

All members other than the treasurer shall serve three-year terms with two rotating off each year. Any member rotating off shall be eligible for re-election after one year.

Duties and Responsibilities:

1. Prepare the tentative annual budget.
2. Meet with deacons before the yearly budget is presented to the church for mutual discussion and suggestions for the tentative budget.
3. Present copies of the annual budget at the November business meeting for review. Present the budget in the December business meeting for church action. (Refer to Article V, General Policies, Sec. 14: Business Year)

4. Recommend plans for an annual stewardship emphasis to aid in underwriting the budget.
5. Preview any motions to be presented at the business meeting which might alter the budget. (Refer to Article V, General Policies, Sec. 3, paragraph 2.)
6. Supervise the budget expenditures according to the policies adopted by the church.
7. Meet quarterly to review the budget.
8. Nominate at the October business meeting the person of the committee that shall be authorized to sign checks in the absence of the treasurer and the assistant treasurer.

E. Insurance Service

This committee shall consist of three members including the chairman of the finance committee, the treasurer, and the chairman of the trustees committee.

It shall be the duty of this committee to update property values through appraisals, as warranted; to keep properties and other risks insured against loss; to maintain inventories of contents; and to take such other actions considered necessary to best protect the interest of the church.

F. Church Council

The members of the Church Council shall be the pastor (or interim pastor), all church ministry staff ministers (full or part time); church officers (Treasurer, Clerk, and any others stated in the By-Laws); chairs of all duly elected standing committees and chairs of any special committees formed by the church; directors and leaders of all duly approved ministries of the church. All of the above shall be voting members. Chairs, Directors, and Leaders may appoint a member of their committee or ministry to represent the work at any Church Council meeting if they are unable to attend.

The Church Council may invite other persons to attend Church Council meetings, but such persons will not be considered voting members.

The Church Council is to be chaired by any one of the following: pastor, church staff minister, or Chairman of Deacons. The Church Council shall elect the chairman in their first meeting of each new organizational year.

The Church Council shall formulate and present a church calendar of events and any other recommendations for the coming year to the church no later than the September business meeting.

Any new program, before being presented to the church, shall be presented to the Church Council in order for the council to evaluate and recommend the way in which the new program would fit into the total church program.

The council shall meet as needed, but no less than once a quarter.

G. Music

This committee shall be composed of six members including the Minister of Music, Pianist, and Organist with three members to be elected from the church at large.

It shall be the duty of the committee to plan the regular music program of the church and be responsible for special musical programs such as the Fifth Sunday Singing. It shall also be the responsibility of the committee to recommend to the church changes and/or improvements which are deemed necessary or wise, including the use and maintenance of all musical instruments and equipment.

H. Church Host or Hostess

It shall be the duty of this committee to make necessary arrangements for any church-wide fellowship involving dinners or refreshments.

I. Building and Grounds

The committee shall be composed of three men and two women to serve for a period of one year with no limit as to the number of consecutive terms they may serve.

It shall be the duty of this committee to see that the property (equipment, buildings, and grounds) is kept clean and in a good state of repair. The committee, along with the chairman of deacons and/or chairman of the finance committee, shall make decisions regarding emergency expenditures. Permanent custodial personnel shall be recommended by this committee and elected by the church. This committee shall provide a written job description for custodial personnel. The custodial personnel shall be directly responsible to the building and grounds committee, the chairman of that committee being the point of contact.

J. Nursery

The committee shall consist of three members.

The committee shall see that the nurseries are opened and staffed (with at least two people, one of which must be an adult) for all worship services. The committee shall also see that physical equipment for the nurseries is provided and maintained. Any special group within the church wishing to use the nursery shall make arrangements with the committee.

K. Recreation

This committee shall consist of seven members of which at least one shall be a woman.

Duties and Responsibilities:

1. Evaluate all functions sponsored by the church relative to their contributions to the ultimate objectives of the church.
2. Be responsible for all recreational activities of the church and any inter-church recreational activities.
3. Be responsible for the maintenance of all recreational equipment.
4. Carry out any recreational policy adopted by the church.
5. Be responsible for cleanup, maintenance, and repair of all recreational buildings and grounds.

6. All expenses incurred (league or tournament activities) shall be paid by revenues generated from these activities.
7. All functions shall be coordinated with the deacons and/or church council.
8. Establish and enforce rules regarding the use of the facilities.

L. Broadcast

The committee shall be composed of five members all of which shall be members of the ACTS Board.

It shall be the duty of the committee to carry out any policies in the area of broadcasting and receiving and make known to the church the possibilities for participation in the ACTS Network.

M. Children's Ministry Committee

This committee shall be composed of six members, consisting of at least two men and two women, to be elected from the church at large. Each member shall be elected for a three-year term with one man and one woman rotating off each year. There shall be no limit as to the number of consecutive terms served. Only one member of a family may serve at any one time.

Duties and Responsibilities:

1. To work with the Children's Ministry Director in advising and coordinating children's ministry activities, including Children's Church, with the Church program.
2. Children's Church activities includes providing adequate space, equipment, literature, additional personnel when needed, acquiring special guest speakers, and planning the order of the worship services. The committee shall also provide at least one additional assistant at all worship services.
3. The committee will assist the Children's Ministry Director to develop an adequate Children's ministry program.
4. To have the responsibility of submitting an annual proposed children's Ministry budget to the finance committee.

N. Bus Ministry

The committee shall be composed of three men and three women to be elected from the church at large to serve for a period of one year with no limit as to the number of years served.

This committee shall be responsible for the maintenance and repair of the bus, for the schedule and route of the bus, and for having at least one other adult in addition to the driver on the bus at all times.

The committee shall have the responsibility of submitting an annual proposed bus ministry budget to the finance committee.

O. Flower

The committee shall consist of three women. Each member shall be elected for a three-year term with one member rotating off each year. There shall be no limit as to the number of consecutive terms served.

Duties and Responsibilities:

1. See that flowers are provided for worship services. Anyone wishing to donate flowers should contact the committee.
2. Assist with floral decorations when requested to do so for special services and to secure additional help if needed.
3. Send flowers or in the case of memorials to notify the church treasurer as to where the funds would be sent. Flowers or memorials may be sent for church members, their spouses, their children, parents, brothers, or sisters. In extenuating circumstances, the committee will use its own judgment.

P. Cemetery

There shall be six members on the committee. Each member shall be elected for a three-year term with two members rotating off each year. There shall be no limit as to the number of consecutive terms served.

Duties and Responsibilities:

1. Prepare and present to the church for approval a complete list of policies pertaining to the cemetery.
2. Enforce these policies after they have been adopted by the church.
3. Be responsible for caring for the overall needs of the cemetery as the needs arise.

Q. Personnel Committee

This committee shall be composed of five members, consisting of two men and two women to be elected from the church at large and an active Deacon nominated by the Deacons. Members of the committee are to serve for one year, with no limit as to the number of consecutive terms they may serve.

Duties and Responsibilities:

1. Recommend to the church the ministry staff personnel after consulting with the appropriate ministry committee (Youth, Music, etc.) and the Deacons. The church staff shall consist of the Minister of Music, Minister of Youth, Associate Pastor and Secretary. As the need arises and as directed by the church, additional positions may be added or deleted.
2. Provide written job descriptions for the staff and obtain the church's approval. When the needs of the church change, modifications to the job description should be completed and the church's approval obtained.
3. Meet with the staff members in October and March for the purpose of reviewing his or her work for the past six months and discuss objectives for the coming six months. If warranted, the job descriptions should be modified. Church approval of all job description changes is required.

4. Maintain a personnel file for each staff person, which should include the current job description and notes documenting each semiannual performance discussion. These notes should at a minimum contain the dates of the review and the items discussed.
5. Ensure that the Abuse Prevention Procedure of the church is followed.
6. Recommend to the church changes in staff salaries after consulting with the Finance Committee and the Deacons.
7. Recommend to the church the terms of employment, working conditions, work benefits, vacations, sick pay, and all other matters of this nature. All matters involving church finances shall be discussed with Finance Committee before the recommendation comes before the church.
8. Prepare ballots for the election of personnel, except for the Pastor and Deacons. Tabulate votes and report the results at the next regular worship service.
9. All job descriptions, modification of job descriptions, and terms of employment should be discussed with the appropriate ministry committee (Youth, Music, etc.) before obtaining church approval.

R. Media

This committee shall consist of six members chosen from the church at large. Each member will serve a three-year term, with two members rotating off each year. There are no limits to the number of consecutive terms served.

Duties and Responsibilities

1. Recommend the manner in which the church presents our message to the community.
2. Make recommendations to the church regarding the purchase/maintenance of the equipment necessary to present that message.
3. Train individuals that are necessary to operate the media equipment.
4. Make sure that all people necessary to operate the equipment are in place for each service/function.
5. Submit an annual proposed media budget to the Finance Committee.

Note: The rotation of the initial committee will be specified when the committee is recommended.

ARTICLE V
GENERAL POLICIES

Sec. 1. Amending By-Laws

These by-laws may be amended as follows:

1. A person or committee desiring to present a recommendation for revision to these by-laws must present the proposed revision in writing for discussion at a regular business meeting.
2. The proposed revision will be printed in the church bulletin on the following Sunday.
3. At the next regular business meeting, the proposed revision will be discussed and voted upon with a two-third vote being required for passage.

Sec. 2. Parliamentary Procedure

Unless otherwise specified by these by-laws, the parliamentary guide for transacting all business shall be Robert's Rules of Order.

Sec. 3. Motions Affecting the Budget

Any committee recommending personnel for which salary is involved shall recommend the salary to the church after consulting with the finance committee.

Any motion affecting the budget must be presented to the finance committee in writing one week prior to the business meeting.

Sec. 4. Business Meetings

1. Regular business meetings will be held on the Wednesday following the first Sunday of every month.
2. The order of business shall be:
 - (a) Call to Order
 - (b) Reading of Minutes and Approval
 - (c) Report of Treasurer
 - (d) Reports of Organizations
 - (e) Report of Deacons
 - (f) Reports of Standing Committees
 - (g) Reports of Select Committees
 - (h) Old and Unfinished Business
 - (i) New Business
3. All special business meetings shall be called by the deacons and will be held only after the church has been notified at two regular worship services prior to the special meeting.

Sec. 5. Voting

All voting shall be by open ballot except for recommendations from the pastor's search committee; and the nomination and election of deacons. At the time of the voting, church members will raise their hand to receive the ballot. All voting by secret ballot shall be at a Sunday morning worship service.

Refer to each committee for the method of tabulating votes and reporting the results to the church.

Sec. 6. Designated Gifts

Designated gifts for programs not already approved by the church and/or designated gifts containing conditions shall be approved by the church upon recommendation of the appropriate committee.

Sec. 7. Ordinances

1. Lord's Supper

The Lord's Supper will be observed at least once a quarter. The time shall be coordinated by the pastor and ordinance committee.

2. Baptism

All baptisms should be conducted as soon as circumstances permit after professions of faith.

Sec. 8. Reports of Committees

A report from any committee shall be made by the chairman or member of that committee designated to do so.

If any member or members of a committee wish to submit a minority report, they must notify the committee in the regular committee meeting of such intent. It is customary to receive the report immediately after receiving the report of the committee, but it cannot be acted upon unless a motion is made and seconded to substitute it for the report of the committee.

Sec. 9. Quorum

At least 25 members present shall constitute a quorum authorized to transact any business duly presented at any regular or called business meeting of the church.

Sec. 10. Representation at Associational Meetings, State Conventions, and the Southern Baptist Convention

Messengers and alternates to the annual meetings of the Chappapeela Association, the La. State Baptist Convention, and the Southern Baptist Convention shall be elected by the church prior to such meetings. The number shall be according to the policy of the respective associations and conventions.

Sec. 11. Resignations

Any person wishing to resign from an elected position in the church should submit a personal or written resignation at a regular business meeting.

Sec. 12. Revivals

Revival meetings will be decided upon by the church in regular business sessions and usually upon recommendation of the pastor, the deacons, and/or church council. The pastor will be responsible for obtaining the evangelist after consultation with the deacons.

Sec. 13. Literature

The primary literature for all church organizations shall be literature published by the Southern Baptist Convention or in harmony with Southern Baptist Convention teachings.

Sec. 14. Business Year

The fiscal year will be from January 1 to December 31.

Sec. 15. Sunday School Year

The Sunday School Year will begin September 1.

Sec. 16. Churches of Like Faith and Order (9/10/97)

Only Churches associated with the Southern Baptist Convention or the Louisiana Baptist Convention or the Local Baptist Association shall be considered to be a Church of like faith and order.