

*Ebenezer Baptist Church*  
*Charlottesville, Virginia 22901*

## *Bylaws*

*Written 1993, Revised 2005*

*Committee Members:*

*Sister Deloris Campbell, Co-chairperson*  
*Trustee Benegal Paige, Co-chairperson*  
*Sister Ada Brown*  
*Trustee George Gardner*  
*Deacon Ed Morton*  
*Deacon Herbert Porter*  
*Sister Nancy Porter*

*May, 2005*

Addendum to May 2005 Revised Bylaws  
Ebenezer Baptist Church

Article VI, Pastor, Section 3:

“The call of a pastor shall come before the Church at a regular business meeting. Notice of such meeting and its purpose should be read to the membership on two (2) successive Sundays. A majority vote of the members present and qualified to vote shall be necessary to extend a call. Only one candidate shall be presented to the Church at any one regular meeting. The vote shall be by written ballot.”

Article X, Elections, Section 2:

“Qualifications of Voters- All matters including those pertaining to the purchase, sale or mortgaging of property, financial matters, and the calling of a pastor shall be voted on only by members in good standing who are twelve (12) years of age and older.

\*Voted Upon and Approved by the Church Membership at a Special Business Meeting held on Monday, December 26, 2005 at 7:00 p.m.

## EBENEZER BAPTIST CHURCH BYLAWS

### ARTICLE I

The name of this church shall be EBENEZER BAPTIST CHURCH OF CHARLOTTESVILLE, VIRGINIA.

### ARTICLE II

The purpose of this congregation is to give visible form to that faith and fellowship to which God has called His people. We acknowledge ourselves to be a local manifestation of the universal church through which Jesus Christ continues to minister to the world by His Holy Spirit. We shall seek to fulfill this calling through corporate worship services, a program of Christian nurture by which our members may be built up in their faith and love, proclamation of the Gospel by word and deed, and ministering to human need in the name of Christ.

### ARTICLE III

#### SECTION 1:

The government of this Church is vested in the members who compose it, and, as such, it is subject to the control of no other ecclesiastical organization. Also, none of its ministries can usurp its executive, governmental, or policy-making powers.

#### SECTION 2:

It shall maintain affiliation with the American Baptist Association, Virginia State Baptist Convention, National Baptist Convention USA, Inc., Piedmont Baptist Association and its affiliates. These affiliations are subject to change in accordance to their relevance and needs of the Church. The changes and affiliations must be initiated by the pastor, Deacon Ministry and Trustee Ministry. It must thoroughly be discussed and voted on by the pastor, Deacon Ministry, and Trustee Ministry.

#### SECTION 3:

This Church shall also cooperate with the National Council of Churches of Christ and the World Council of Churches of Christ.

## ARTICLE IV

This Church accepts the scriptures of the Old and New Testaments as the inspired record of God's revelatory actions in human history and is the authoritative basis for its doctrine and practice.

This Church also has adopted the following covenant as a means by which its members may express their intent to accept lordship of Jesus Christ in the affairs of daily life. This document shall be subject to revision by the congregation as new insights from the word of God shall indicate ways in which our faith and life may be brought into accord with the teachings of the scriptures.

## CHURCH COVENANT

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 of the Son, and of the Holy Spirit, 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, strive for the advancement of this Church in knowledge and holiness; to give it a place in our affections, prayers and services above every organization of human origin; to sustain its worship, ordinances, discipline and doctrine; to contribute cheerfully and regularly, as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and spread of the Gospel throughout the world. In case of difference of opinion in the church, we will strive to a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintance; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others; endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work' to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys and with tender sympathy bear one another's sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth chapter of Matthew. To secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God, who hath called us out of

darkness into His marvelous light. When we move from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's work.

## ARTICLE V

### CHURCH MEMBERSHIP

#### SECTION 1:

##### Admission of Members:

Persons may be received into membership by any of the following methods, subject in each case to the recommendation of the Membership Committee and the vote of the Church.

##### By Baptism:

A person who confesses Jesus Christ as Lord and Savior, adopts substantially the views of faith and principles of this Church and is baptized by immersion may be received into the fellowship of the Church.

##### By Letter:

A person who is in substantial accord with the views of faith and the principles of this Church may be received from any other Christian Church.

##### By Experience:

A believer of worthy character who has formerly been a member of a Christian Church, but for a sufficient reason cannot present a letter from that church, but who is in substantial accord with the views of faith and principles of this Church may be received upon statement of experience.

##### By Restoration:

A person who has lost membership may be restored to membership upon recommendation of the membership Committee and the vote of the Church.

By Watchcare or Associate:

A person who is a member of another Christian Church but sojourning in this community for a brief period of time may be received into the membership of the Church for a three to twenty-four month period. A person may unite under watchcare or associate while he/she is sojourning in this area for short (6-24 months) periods of time because of work or other temporary visitation purposes.

All applications for admission to church membership shall be presented in the form of a recommendation from the Church Membership Committee.

SECTION 2:

Termination of Members:

By Letter:

Any member in good standing who desires a letter of dismissal and recommendation to any other Christian church may receive it upon his/her request and upon recommendation of the Deacon Ministry and the vote of the Church. The Church to which membership is requested shall be named in the request and the letter shall be sent to the pastor or clerk of that church. Such letter shall be valid only for six (6) months after its date, unless reviewed, and this restriction shall be stated in the letter.

By Statement:

Any member in good standing may be granted a certificate of standing for the purpose of associating himself with any evangelical church other than a Baptist church.

By Exclusion:

Should any member become an offense to the Church by reason of immoral or unchristian conduct, or by consistent breach of his/her covenant vows, the Church may terminate his/her membership. Exclusion occurs only after due notice and hearing before the pastor, Deacon Ministry, and Trustee Ministry, and after faithful efforts have been made to bring such a member to repentance and amendment.

By Suspension:

The Deacon Ministry should prepare from year-to-year a list of those members who have for a period of two (2) or more years failed to participate in the service of worship, financial support, and/or the education program of the Church without valid excuse. If they are satisfied that the person(s) so described cannot be reclaimed, they shall present to the Church a recommendation that these delinquent members be erased from the membership roll. Upon such action being taken by the Church, said member(s) shall thereafter cease to be member(s) of this Church.

By Death:

Date of death should be entered into Church record.

ARTICLE VI

PASTOR

SECTION 1:

The pastor shall preach the gospel, administer the ordinances, watch over the membership, and have charge of the spiritual welfare of the congregation and the stated services of public worship. The pastor shall be an ex-officio member of all ministries of the Church.

The pastor shall be a graduate of an accredited college, have Seminary training from an accredited college, and receive credentials through the ordination process.

SECTION 2:

When it is necessary to call a pastor, the Church shall select a representative Pastor Search Committee of seven (7) members. It shall be the duty of this Committee to take necessary steps to secure a pastor. The Committee shall investigate the merits of every candidate under consideration in regard to personal character, education, ministerial record, and preaching ability in determining his fitness for said pastorate. When a suitable candidate is found, the Committee shall recommend that person to the Church for consideration.

The candidate shall present all credentials and certifications. The results of an investigation on character and criminal record should be presented by the Pastor Search Committee to the Church.

### SECTION 3:

The call of a pastor shall come before the Church at a regular business meeting. Notice of such meeting and its purpose should be read to the membership on two (2) successive Sundays. A vote of two-thirds (2/3) of the members present and qualified to vote shall be necessary to extend a call. Only one candidate shall be presented to the Church at any one regular meeting. The vote shall be by written ballot.

### SECTION 4:

The pastor shall be called for a stated period of time as agreed upon in the service agreement. The salary shall be fixed at the time of the call and may be changed by vote of the Church at any regular business meeting, provided that such a change has been considered by the Deacon Ministry and the Trustee Ministry in a joint meeting. The salary shall be paid in monthly installments. The pastor shall be given an annual vacation and conference period. This period will be specified in the service agreement and agreed upon by the Deacon Ministry and Trustee Ministry.

### SECTION 5:

The Pastor's term of office may be ended upon ninety (90) days of notification on the part of the pastor or of the Church by mutual consent. Termination of the office shall be voted on at a regular business meeting. Notice of such meeting and its purpose should be read to the membership on two (2) successive Sundays. A vote of the majority of the members present and qualified to vote, providing there be present a quorum of (50) members, shall make a valid termination of said office.

The Emeritus Status of a pastor—Honorary or retirement, needs to be voted on by the Church. It can be recommended by a member of the Church.

### SECTION 6:

In the event the Church considers it wise to have one or more assistant ministers, the pastor is given authority to select an assistant, subject to consent and approval of the Church. The pastor shall delegate certain duties to each as he deems fit to further the mission of the Church. The duties shall be spelled out in the job description of each assistant minister.



The assistant minister shall be under contract for a stated period of time. All candidates for assistant minister shall be fully investigated by the pastor, the Deacon Ministry, and the Trustee Ministry in regard to personal character, education, ministerial records, and preaching ability in determining his/her fitness for assisting the pastor. A criminal record check should be done on all candidates.

#### SECTION 7:

Termination of the assistant minister—the pastor, Deacon Ministry and Trustee Ministry must meet to discuss the termination of the assistant minister. A recommendation must be presented to the Church for approval.

### ARTICLE VII

#### CHURCH OFFICERS

The elected officers of this Church shall be:

#### SECTION 1:

Pastor and Assistant(s), if any, whose duties are set forth in Article VI, Section I and the job description approved by the Church.

#### SECTION 2:

Clerk/Secretary and Assistant Clerk—A clerk shall be elected at each annual meeting to serve for one year. The clerk shall keep a complete record of the transaction of all business meetings of the Church. This shall be read for approval at the next business meeting of the Church. The clerk shall keep a record of the names and addresses of the members, with dates and manner of admission and termination, also a record of baptisms, and a list of those suspended. The clerk shall notify all officers, committee members, and delegates of their election and appointment. The clerk shall issue letters of termination and recommendation voted by the Church, preserve on file all communications and written reports, and give legal notice of all meetings where such is required by these bylaws. The clerk shall assist in preparing denominational reports. The clerk shall deliver immediately to his/her successor all books and records for which he/she has been responsible as clerk. The clerk shall receive new members into the Church, and serve on the Membership Ministry. There shall be one (1) assistant clerk elected annually. He/she

shall serve as assistant to the clerk. The specific duties shall be spelled out in their respective job descriptions.

### SECTION 3:

**Treasurer**—A treasurer shall be elected every other year to serve two (2) years. The treasurer shall have custody of the funds of the Church and all the deposits made in the name of the Church. All checks drawn by the treasurer shall be in the name of the Church.

1. The treasurer shall receive all monies belonging to the Church.
2. The treasurer shall keep separate accounts of all funds raised or contributed for particular purposes. No funds shall be disbursed by the treasurer except for the purpose for which they were raised or contributed without expressed authority of the Joint Ministry.
3. The treasurer shall have custody of the securities, investments, title papers, and other valuable documents of the Church.
4. The treasurer, within twenty-four (24) hours, shall deposit the monies received in a bank selected by the Trustee Ministry.
5. Funds received for the support of the Church and for the reduction of the Church indebtedness shall be disbursed by the treasurer only on the order of the Church Trustee Ministry. This shall be expedited only upon warrants arrested by the signatures of the chairperson of the Trustee Ministry and the financial secretary.
6. The treasurer shall submit to the trustees, upon their request, information as to the condition of the treasury.
7. The treasurer shall keep a summary of the financial standing of the Church before its members, through bulletins or other publications, by posting on the bulletin board or by a quarterly letter.
8. The treasurer shall submit to the Church an itemized report of receipts and disbursements, showing the actual financial condition of the Church at each quarterly meeting. At an annual meeting of the Church, upon receipt of the treasurer's report, the books shall be submitted to the auditor(s) and a written report from the auditors shall be submitted to the Trustee Ministry.
9. The treasurer of this Church shall be bonded.
10. The chairperson of the Trustee Ministry shall serve as Assistant Treasurer.
11. All disbursements shall have a minimum of two signatures. Authorized signatures shall be the treasurer, chairperson of the Trustee Ministry, and financial secretary.

#### SECTION 4:

The Financial Secretary—shall be elected at an annual meeting to serve for one (1) year. It shall be the financial secretary's duty:

1. To furnish each member of the Church envelopes for contribution to Church funds; to keep a record of pledges made; to collect all monies contributed; to keep a correct account thereof between the Church and its members.
2. To keep an accurate account of all monies received by the Church and to send a weekly statement to the treasurer.
3. To send out personal statements to all members once a year, listing their gifts.
4. To report to the Trustee Ministry an account of the matters pertaining to his/her office at each Trustee Ministry meeting or upon request of the Trustee Ministry.
5. To report to the Deacon Ministry the names of those members who have failed to make any contributions of record toward expenses and funds.
6. To submit his/her records upon receipts of the Church to the auditors at the annual meeting.
7. To keep an accurate record of the receipts and disbursements of all auxiliaries, groups, and ministries.
8. The Financial Secretary shall be bonded.
9. The Financial Secretary may delegate responsibilities to an assistant.

The Financial secretary shall also be an ex-officio member of the Budget Committee.

### ARTICLE VIII

#### MINISTRIES

#### SECTION 1:

The Deacon Ministry—There shall be a ministry of seven (7) or more deacons. The deacons shall be ordained to their work according to Acts 6:1-8 and Timothy 3:8-13.

As the need arises, this office may be filled upon recommendation from the Pastor, Deacon Ministry and the Church body. These recommendations shall be read on two (2) consecutive Sundays prior to an annual meeting of the Church. At an annual meeting, the Deacon Ministry shall make its recommendations to the Church Body.

Those persons to be accepted by the Church to fill the office of a deacon must pass the test of moral qualifications as listed in the above-mentioned scriptures.

Member(s) who believe that a candidate is not suited for the office must apprise the Church and confront the candidate with a charge at a special meeting to determine qualifications. One who so confronts must observe the following requirements:

1. Specific charges must be brought and stated in writing, presenting evidence that is clear, cogent, and convincing, as to its truth.
2. Remember the words of Jesus, "He that is without sin, let him cast the first stone."
3. Persons passing the test will be placed on a six (6) month training or orientation program, during which time they will undergo training and preparation for their tasks. At the end of this period and upon recommendation of the Church, the candidates shall be ordained.
4. Deacons shall actively hold office; provided they faithfully discharge their duties.
5. Any deacon who, for a period of three (3) months, fails to perform the duties of this office faithfully automatically vacates the same. The Church may, for good and sufficient cause, remove any deacon from office.

The chairperson of the Deacon Ministry shall be ex-officio of all ministries of the Church.

The Deacon Ministry shall choose annually a chairperson, vice chairperson, and a secretary who shall keep minutes and shall meet regularly each month. Special meetings may be called by the chairperson who shall notify other members. A majority of the members shall constitute a quorum.

This Ministry shall in every way assist the pastor in his/her work, consider with him/her all applicants for Church membership and all request for letters regarding change(s) in membership status; cooperate with the pastor in supplying the pulpit and leading prayer meeting and Bible Studies; visit the member; care for the sick; needy and distressed members of the Church; and be responsible for addressing community concerns.

This Ministry shall promote Christian instruction minister to the Church membership, provide for aid in the administering of the Lord's Supper and baptism; instruction of Junior Deacons; secure and deliver to the treasurer the fellowship offering received during Church service; and write a written report at each annual of the Church on the matters in its charge.

## SECTION 2:

Deaconess—The Deaconess Ministry shall be composed of an indefinite number of women who are members of the Church and whose services are needed by the Church. A woman wishing to become a member of this Ministry must be recommended by the Deacon Ministry with approval of the Pastor and the Church.

A woman may remain on this Ministry for as long as the Church feels she is rendering effective service.

Each year a president shall be elected by the Deaconess Ministry along with a vice president and secretary selected by this Ministry. Meetings shall be held on a regular basis, with special meetings called by the president or the secretary, who shall notify the other members.

The responsibilities of this Ministry are as follows:

1. Preparation of communion
2. Preparation of all candidates for baptism.
3. Assist in promoting the spiritual well being of the Church members by supporting the missions of the Deacons.
4. Assist in the communion service when asked to by the Pastor and Deacon Ministry.

## SECTION 3:

The Trustee Ministry—There shall be a Ministry of 7-10 Trustees, one of whom may serve as the Church Financial Secretary, and one of whom shall be the Church Treasurer.

As the need arises, this office may be filled upon recommendation from the Pastor, Deacon Ministry, and the Church body.

This Ministry shall choose bi-annually a chairperson, a vice-chairperson, and a secretary who shall keep the minutes, notify members of meetings, etc. The Ministry shall meet regularly each month. Special meetings may be called by the chairperson. A majority of the members shall constitute a quorum.

This Ministry shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management, and upkeep. It shall determine the use of the Church buildings for all extra or secular purposes, but it shall have no power to buy, mortgage, lease, or transfer any property without specific vote of the Church authorizing such action. It shall designate the bank where the funds of the Church shall be deposited. All bills authorized by the Church shall be cleared through the Trustee

Ministry before payment is made. It shall, when so instructed by the Church, secure the services of the custodian at such salary as is authorized by the Church, and secure the services of a church secretary. It shall perform such other duties as are imposed upon it by the Church and state.

The Ministry shall supervise ways and means of raising the necessary funds for the support of the Church and for benevolence. It shall supervise the disbursement of these funds as appropriated. It shall make written reports to the Church at the quarterly business meeting and at such other times as may be desired.

Chairperson of the Trustee Ministry shall serve as an ex-officio member of all ministries of the Church.

Any trustee who, for a period of three (3) months, fails to perform the duties of this office faithfully automatically vacates the same. The Church may, for good and sufficient cause remove any trustee from office.

The chairperson of the Trustee Ministry shall serve as Assistant Treasurer.

The chairperson of the Trustee Ministry shall serve as a member of the Budget Committee.

#### SECTION 4:

Christian Education—This Ministry shall consist of six (6) elected members, one-third of whom shall be elected each year for a term of three (3) years. Consecutive terms shall be limited to two (2) terms.

In addition to the elected members, the following persons shall serve by virtue of their office as ex-officio members. They are the pastor, the director/minister of Christian Education and the general superintendent of the Church (Sunday) School.

The work of the Ministry will be divided into the following areas: children, youth, young adult, adult, leadership development, education for membership, athletics and recreation, the Church arts, library, and audio/visual. The Ministry will operate with task groups. A task group is any ad hoc subcommittee appointed to accomplish a particular job within a given length of time. The Ministry shall be responsible for the organization, administration, and supervision of the entire education program of the Church. It shall be responsible for:

Developing and interpreting to the constituency and potential constituency of the Church; the educational objectives, or goals;

Studying the educational needs of the Church and for making decisions concerning time schedules, educational use of housing and equipment, and the elimination or addition of classes or organizations;

Discovering, enlisting, training, and appointing all Church educational workers;

Coordinating and approving the outreach program of the groups and organizations under its jurisdiction;

Evaluating, determining and supervising the curriculum of the educational Program; and

Preparing the educational budget of the Church and submitting the same to The Budget Committee.

The Ministry shall be organized promptly; following the annual election. It shall elect from its own membership a chairperson, an assistant chairperson, and a secretary. The Ministry shall meet monthly at a stated time. Special meetings may be called by the chairperson or the director of religious education. The Ministry shall prepare a report of the activities of the program to be submitted at the quarterly meeting of the Church.

The Ministry of Christian Education shall appoint the counselors for youth and shall interview and approve the teachers for the Church School. The Ministry shall nominate the leaders for the Church Sunday School and Baptist fellowship groups, subject to the approval of the Deacon Ministry and Trustee Ministry.

#### SECTION 5:

**Missionary**—The Missionary Ministry shall consist of nine (9) elected members. The chairperson of Deacon Ministry, Chairperson of Trustee Ministry, Chairperson of Deaconess Ministry, and/or Chairperson Christian Education Ministry shall be non-voting members. An assistant/associate in the ministry, if any, may be assigned to work as staff with this Ministry.

This Ministry shall worship God through service to others. It shall promote interest in missions at home and internationally. It shall accept and reach a high goal of missionary giving and shall cooperate with regional and national groups on missionary cooperation to promote giving.

This Ministry shall cooperate with the pastor in proving practical ways for implementing the evangelistic mission of the Church, such as neighborhood visitation, preaching services, and study groups, etc.

This Ministry shall plan and administer the missions and evangelism budget. This Ministry shall be organized promptly following the annual election. It shall elect from its membership a president, a vice president, a secretary, and a treasurer. This Ministry shall meet monthly at a stated time. Special meetings may be called by the president.

This Ministry shall provide information, encouragement, and channels by which the lordship of Christ may be acknowledged, as it relates to social issues in the family, community, nation, and world.

This Ministry shall prepare a report of activities to be submitted at the quarterly Church meetings.

#### SECTION 6:

Office Tenure—Except for Deacons, Deaconesses, and Trustees, after a Church member has held office for three (3) consecutive terms, (three years per term) he/she shall not be eligible for election to the same office for a period of one (1) year after the expiration of the third term.

Any officer who for a period of three (3) months shall fail to perform faithfully the duties pertaining to the office thereby automatically vacates said office.

Resignations from elected officers shall be made in writing to the Church by giving notice to the Deacon Ministry and Trustee Ministry.

### ARTICLE IX

#### MINISTRIES AND AUXILIARIES

The ministries of this Church shall be the Choir, Ushers, Junior Ushers, Missionary, Church Sunday School, and E. D. McCreary Trustee Auxiliary, and shall report to the Deacon Ministry and/or Trustee Ministry, as designated herein, which created them. The Church Sunday School shall be an auxiliary of the Christian Education Ministry.

Other ministries of the Church are listed in the appendix. (Page 20)



### SECTION 1:

Music—This Ministry shall be comprised of seven (7) members, the pastor, and/or directors of the choirs/Ministry of Music.

This Ministry is charged with the responsibility of providing for and maintaining a program of musical excellence for the Church. This Ministry, appointed by the Deacon Ministry and Trustee Ministry, shall cooperate with the pastor in the selection of an organist, instrumentalists, choir directors, and in the securing of musicians for the various Church services.

This Ministry shall plan and review the Church musical program for the year; maintain a file of all the musicians in the Church; provide training experiences for Church musicians, including workshops, seminars, etc.; select hymnals to be used by the Church for worship; provide for the robing of the choirs; and prepare the music budget of the church and submit the same to the Budget Ministry of the Church.

The Choir Ministry should be under the supervision of the Music Ministry.

### SECTION 2:

Ushering Ministry—This Ministry shall be under the supervision of the Deacon Ministry. The ushers shall attend to the seating of the congregation and to the receiving of the offering.

The Junior Ushers shall greet and assist our guests and members in a godly-like manner at all times.

### SECTION 3:

Hospitality Ministry—This Ministry is appointed by the Deacon Ministry and Trustee Ministry. It shall promote fellowship within the Church and, when so requested by the pastor, Deacon Ministry and/or Trustee Ministry shall be responsible for entertainment. It shall help members become better acquainted.

### SECTION 4:

Membership Ministry—This Ministry, appointed by the Deacon Ministry, shall meet with the proposed new members to orient them. It shall recommend to the Church those who are deemed ready for membership. It shall keep an accurate record and account of the membership of the Church.

### SECTION 5:

Budget Ministry—There shall be a Budget Ministry of six (6) members, appointed by and responsible to the Trustee Ministry. One-third (1/3) of this Ministry shall be appointed at each annual meeting for a term of three (3) years. Consecutive terms shall be limited to two (2).

It shall act as a Budget Ministry for the Church and shall devise means and solicit subscriptions for the revenue of the Church. It shall report all pledges to the financial secretary. The chairperson of the Trustee Ministry shall serve as ex-officio member of this Ministry. It shall lead and direct the financial efforts of the Church Ministry.

This Ministry shall elect a chairperson and secretary and shall meet quarterly or whenever the need arises.

### SECTION 6:

E. D. McCreary Trustee Auxiliary—shall be composed of the spouses of Trustees automatically. All other members shall be by vote of the membership. The officers of this Auxiliary shall be elected every two years and shall consist of a president, vice president, secretary, assistance secretary, treasurer, and chaplain.

### SECTION 7:

Special Committees—shall be the Nominating, Auditing, and Pastor Search Committees. They shall be appointed by the Deacon Ministry and Trustee Ministry as the need arises.

Any committee member who for a period of three (3) months shall fail to perform faithfully the duties pertaining to the office thereby automatically vacates the same. The Church has the power, for good and sufficient cause, to remove from office any committee member.

Resignations of committee members shall be made in writing by giving notice to the committee chairperson and ministry that appointed them.

The specific duties of these committees are as follows:

#### Nominating Committee

The Nominating Committee shall be appointed by the Church body at the third quarterly meeting of the Church. It shall be a representative committee and shall prepare a list of those qualified to fill various offices. It shall interview each nominee proposed and

ascertain his/her willingness to serve if elected. This Committee shall nominate one or more persons for each office to be filled and report the names to the Church at least two (2) weeks before the election is to be held. All committees shall submit the slate of their officers to the Nominating Committee to be placed on the ballot for ratification by the Church.

#### Auditing Committee

The Auditing Committee, appointed by the Church body, shall audit or have audited the financial records of the Church at least once each year and shall make a report in writing to the Church body at the first quarterly meeting.

#### Pastor Search Committee

(See Article VI, Section 2)

## ARTICLE X

### ELECTIONS

#### SECTION 1:

Time—The annual election of officers shall be held during the annual meeting in December, which shall be effective as of January 1<sup>st</sup>.

#### SECTION 2:

Qualification of Voters—All matters pertaining to the purchase, sale, or mortgaging of property, financial matters, and the calling of a pastor shall be voted on only by members in good standing, who are of legal age (18 years of age). On all other matters, members in good standing who are fifteen (15) years of age or older are entitled to vote.

#### SECTION 3:

Procedure—At least three (3) weeks before the election, the Nominating Committee shall present to the Church the names of one or more persons for each office to be filled. No nominations shall be made from the floor at the time of election, but each voter may vote for any one whom he/she pleases by writing in the name on the ballot. All annual elections shall be by written ballot, a majority of the ballots cast being necessary for the election of any officer. Voting by proxy may be allowed. This ballot is to be posted so

that all members might know those who are being placed in nomination. At this time, it shall be the privilege of any two (2) members, qualified to vote, to place in nomination the name of any eligible person for any office, not so nominated, and such nomination shall be placed on the ballot.

#### SECTION 4:

Vacancies—When a vacancy occurs during the year, it may be filled for the unexpired term at any business meeting of the Church.

### ARTICLE XI

#### MEETINGS

#### SECTION 1:

Worship Services —Public services shall be on each Lord's Day (Sunday). The youth fellowship and Church School shall meet at times fixed by the Church and approved by the Church.

The Lord's Supper shall be celebrated on the second Sunday of each month, and at such other times as the Church may determine.

Occasional religious meetings may be scheduled by the pastor, the Deacon Ministry, Trustee Ministry, or the vote of the Church Body.

#### SECTION 2:

Business Meetings—The annual business meetings shall be held in December for the purpose of receiving the annual reports of individual officers, ministries, and committees of the Church, and its auxiliary; the election of officers; and the transaction of such business as is proper to come before this meeting. For the annual or special meeting of the Church, at least 25 (twenty-five) members in good standing, qualified voters, all constitute a quorum for the transaction of business, except the calling or dismissal of a pastor, then there must be two-thirds (2/3) of the membership in good standing present.

#### SECTION 3:

Regular Meeting of the Church Body—Special business meetings may be called at any time by a group consisting of the pastor, chairperson of the Trustee Ministry or Deacon Ministry, or by one-third of the Church members in good standing who are qualified voters. Notice of such meeting and the subject for which it is called shall be given on the Sunday preceding the date of the meeting. At any of the regular meetings of worship,

however, the Church may, act upon the reception of members, upon the dismissal of members to other churches, and upon the appointment of delegates to councils, associations, and conventions, but not upon extraordinary business.

## ARTICLE XII

### CHURCH YEAR

The fiscal year of the Church shall be the calendar year, January 1<sup>st</sup>. – December 31<sup>st</sup>.

## ARTICLE XIII

### RULES OF ORDER

#### SECTION 1:

The **King James Bible** and latest revision of the **Hiscox Directory** are the reference tools on which our Church is incorporated.

#### SECTION 2:

The rules contained in the latest edition of *Robert's Rules of Order* Newly Revised shall govern the business proceedings of this Church in all cases where they are not consistent with this constitution.

## ARTICLE XIV

### AMENDMENTS

These Bylaws may be amended at any regular or called business meeting of the Church by a two-thirds (2/3) vote of those present and voting, provided a quorum is present and voting, and that notice of such amendment, stating the proposed change, shall have been given from the pulpit on three (3) successive Sundays.

## APPENDIX

### MINISTRIES and their MISSION STATEMENTS

**HEALTH**—The mission of this Ministry is to support the close relationship between health and faith, both in our congregation and our community.

**SICK**—The mission of this Ministry is to help the sick and people in need through prayers, visits, encouragement, and/or financial support.

**HELPING HAND**—The mission of this Ministry is to support those in need and encourage the sick and shut-ins. This Ministry helps with the finances of the Church.

**CHOIR**—The mission of this Ministry is to save souls with adoration and praises to God through Music.

**YOUTH**—The mission of this Ministry is to focus on developing a relationship with Christ and to expand their influence of God.

**TRANSPORTATION**—The mission of this Ministry is to provide transportation to those in need.

**GREEN LEAF GARDEN**—The mission of this Ministry is to beautify the sanctuary for special occasions.

**SENIOR CITIZENS**—The mission of this Ministry is to support senior citizens of our Church and community spiritually, emotionally, and socially.

**PASTOR'S AID**—The mission of this Ministry is to help the pastor implement plans for effective leadership, support anniversaries and workshops, and maintain pastor's study.

**PUBLICITY**—The mission of this Ministry is to keep the community informed through e-mail communications, local on-line calendar, local newspapers, and radio stations in a timely manner of activities and events planned by our Church.

**CALENDAR**—The mission of this Ministry is to collect information for all Church events, weekly and monthly meetings, and to secure sponsors for annual days.

**TUTORIAL**—The mission of this Ministry is to teach the students the importance of studying and learning to enhance their academic achievements.