

## CONSTITUTION

### PREAMBLE

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

### I. NAME

This body shall be known as Temple Baptist Church of Covington, Virginia.

### II. MISSION STATEMENT

Love God, Love People, and Make Disciples.

### III. VISION STATEMENT

The vision of our church is to glorify our God and Savior, Jesus Christ, to make true disciples throughout all the nations by means of missionary activity and support, to minister the ordinances, to edify believers, and to do all that is sovereignly possible and biblically permissible to magnify the name of Jesus.

### IV. OBJECTIVES

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church which ministers unselfishly to persons in the community and the world in Jesus's name.

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

## V. STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the work of God and the basis for our beliefs. This church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

## VI. STATEMENT OF BIBLICAL BELIEF REGARDING MARRIAGE AND SEXUALITY

We believe and affirm the term "marriage" has only one meaning: a single, exclusive covenantal union between one man and one woman, for life, sanctioned by God as delineated in Scripture.

We believe and affirm that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God had commanded no intimate sexual activity be engaged outside of marriage between a man and a woman.

We believe and affirm from the teaching of Scripture that any other form of sexual conduct, such as adultery, fornication, homosexuality, bisexuality, gender reassignment, bestiality, incest, pedophilia, polygamy, or pornography is sinful and offensive to God.

We believe and affirm that in order to preserve the function and integrity of the church as the local body of Christ, and to provide a biblical role model to church members and the community, it is imperative that all church members, those employed by the church, or those who serve as volunteers in any capacity, shall abide by and agree to this Statement of Biblical Belief Regarding marriage and sexuality and conduct themselves accordingly by the grace of God.

## VI. CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Lord and 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 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, doctrines and discipline; 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 private 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 avoid excessive use of alcohol; to avoid illegal drugs

and pornography; to use our influence to combat the abuse of these things in others; 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 one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian 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.

## VII. POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article I of the Bylaws.)

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches. Insofar as is practical, this church will cooperate with and support the Natural Bridge Baptist Association, the Virginia Baptist General Association, and The Southern Baptist Convention.

## BY-LAWS

### ARTICLE I: CHURCH MEMBERSHIP

#### Section I. General

This is a sovereign and democratic 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.

#### Section 2. Candidacy

Any person may offer himself as a candidate for membership in this church in any of the following ways:

- A. By public profession of faith in the Lord Jesus Christ as personal Savior and following baptism, by immersion, into full fellowship; or
- B. Transfer of membership from another Baptist Church; or
- C. The statement he has trusted Christ as his personal Savior and was baptized into a Baptist church and that the record of his membership is not available; or
- D. Testimony of believer's baptism (having been immersed as a believer by a Christian evangelical church) and after having assented to accept the aims of this church as expressed in the church covenant.

Upon application for membership, each candidate shall have had or shall receive counseling by the pastor and/or designated deacon(s) before being presented to the congregation for full membership. This presentation shall be made to the congregation as soon as possible after the candidate's application is received. If the candidate decides to withdraw his application, a report of his decision will be given at the next regular business meeting of the church.

#### Section 3. New Member Orientation

New members of this church are expected to participate in the church's new member orientation by the pastor or his designee.

#### Section 4. Rights and Responsibilities of Members

A. Active member: Acceptance of membership in this church implies the member's intention of active participation in the affairs of the church through regular attendance as well as contributions of time, talent, and financial support.

B. Inactive member: A member who for two years does not attend church or demonstrate satisfactory interest unless good cause for absence is shown. An inactive member shall not have a vote in affairs of the church and shall not hold office in the church. It is the intent of this section to encourage members to be active and participate

C. Termination of Membership:

1. Death of member;
2. Erasure upon request of proof of membership in another church or transfer to another Baptist church;
3. Exclusion by action of this church

D. Discipline:

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

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member (see Article III, Section 5), a two-thirds vote of the members present at a business meeting is required, and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded upon request of the excluded person, and by vote of the church upon evidence of that person's repentance and reformation.

## ARTICLE II. CHURCH PROGRAM ORGANIZATION

The church shall maintain programs of Bible teaching; church member training; church leader training; new member orientation; mission education, action, and support; and music education, training, and performance. All organizations related to the church programs shall be under church control. All officers shall be elected by the church and report regularly to the church, and all program activities are subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

### Section 1. Sunday School

The Sunday School shall be the basic organization for the Bible teaching program. Its task shall be to teach the Biblical revelation, reach persons for Christ and church membership, and provide and interpret information regarding the work of the church and denomination.

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

### Section 2. Women's Missionary Union

Women's Missionary Union shall be the mission education, mission action, and mission support organization of the church. Its task shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

Women's Missionary Union shall have such officers and organizations as the program requires. These officers shall be elected by the Women's Missionary Union, subject to church approval.

### Section 3. Brotherhood Program

A Brotherhood Program shall be organized when possible.

### Section 4. Church Music Organization

The Church Music Organization is under the direction of the Church Music Committee. It shall be the objective of the Church Music Organization to provide music in the church and community. The church music program shall have such leadership and organization as the program requires.

### Section 5. Discipleship Program

The Discipleship Program is under the direction of the Discipleship Committee. It shall be the objective of the discipleship program to develop any existing or implement any new discipleship programs for children, youth, and adults.

The Discipleship Program shall have such leadership and organization as the program requires.

### ARTICLE III: CHURCH MEETINGS

#### Section 1. Worship Services

The church shall meet regularly on Sunday and Wednesday for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. Any changes or cancellations of worship services are at the discretion of the pastor and deacons. A regular accounting of worship service attendance, both in person and online, will be conducted by the ushers and person running the media.

#### Section 2. Special Services

Revival services and other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar in cooperation with the Church Council.

#### Section 3. Regular Business Meetings

The church shall hold regular bimonthly business meetings on designated Wednesdays in January, March, May, July, September and November.

#### Section 4. Special Business Meetings

The church shall conduct called business meeting to consider matters of special nature and significance. These meetings may be called by the Church Clerk at the request of the Pastor, Deacons, or Church Council. Should these bodies not respond to a request for a special meeting by a member, the Church Clerk shall, upon written request of not less than ten (10) active members, call such a meeting.

Notice of the time, place, and business to be transacted for all special meeting shall be announced through the church bulletin for two Sundays prior to the called meeting unless extreme urgency renders such notice impractical or the business to be transacted is considered incidental by the church. No other business shall be transacted except that for which the special meeting is called.

#### Section 5. Quorum

A quorum shall consist of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called. Because of the unusual interest and

importance of certain matters, a quorum of fifty (50) active members, which will include homebound members, to act on business such as the following shall be required:

- A. Calling or dismissing a pastor or youth minister.
- B. Sale or purchase of real estate.
- C. Assumption of a large financial responsibility (over \$5,000.00) which is not budgeted.
- D. Discipline of church members.
- E. Amendments of the Constitution.
- F. Approval of Church's yearly budget.

Procedures governing special called business meetings shall apply.

#### Section 6. Parliamentary Procedures

Robert's Rules of Order, Revised, or By-Laws of Temple Baptist Church are the authorities for parliamentary rules of procedure for all business meetings of the church.

### ARTICLE IV: CHURCH ORDINANCES

#### Section 1. Baptism

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

- A. Baptism shall be by immersion by water.
- B. The pastor, or whomever the church shall authorize, shall administer baptism.
- C. Baptism shall be administered as an act of worship during any worship service of the church.

## Section 2. The Lord's Supper

The church shall observe the Lord's Supper on a regular basis as approved by the church. The pastor and deacons shall administer the Lord's Supper.

## ARTICLE V: CHURCH OFFICERS

All who serve as officers of the church shall be active members of this church.

The officers of this church shall be the pastor, the deacons, the moderator, the clerk, the messengers, and those officers charged with the financial organization of the church.

### Section 1. Pastor

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The pastor is the leader of pastoral ministries in the church. As such, he works with the deacons and church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel, and (3) care for the church's members and other persons in the community. In performing these ministries, the pastor has the right to expect, and receive, the wisest counsel and cooperation from the members in formulating a general Church Program.

#### A. Duties and Responsibilities

1. Preach regularly to the church and administer church ordinances.
2. Be an ex-officio member of all church committees and organizations.
3. Visit prospects and members of the church.
4. Work cooperatively with church officials, committees, and organizations.
5. Will work under the supervision and guidance of the deacons.

#### B. Privileges

1. The pastor shall have permission to hold special meetings in other churches not to exceed two (2) weeks per year unless otherwise specified by the church.
2. The pastor with approval of the Pulpit Supply Committee shall secure the supply for the pulpit at all times and shall be responsible for the expense of said supply except when on vacation, due to illness, on business for the church, or at the two (2) special meetings.

3. The pastor and deacons shall secure evangelists for all meetings.
4. Other special privileges or benefits may be granted to the pastor by the church at its discretion.

### C. Pastoral Vacancy

The pastor shall be given an indefinite call; however, relations between the pastor and the church may be dissolved by the pastor with a thirty (30) day written and announced notice to the church; or by the congregation with a thirty (30) day written notice, by a two thirds (2/3) vote of the members present and voting by secret ballot, at a special meeting. (See Article III, Section 5)

### D. Pastoral Call

In the event of a vacancy in the office of pastor, a Pulpit Selection Committee shall be formed, consisting of not less than five (5) persons nominated by the Nominating Committee and elected by the church in a regular or special business meeting. This committee shall interview, hear, investigate, and recommend to the church a person for the position of pastor. Any church member has the privilege to make recommendations to the Pulpit Selection Committee. The person recommended by the Pulpit Selection Committee shall preach to the church at least one Sunday Service as set by the Pulpit Selection Committee.

A pastor recommendation by the Pulpit Selection Committee shall constitute a nomination. The committee shall bring to the consideration of the church only one person at a time. Pastoral election shall be by secret ballot. An affirmative vote of two thirds (2/3) of those members present (See Article I, Section 4 A and B) and voting at a Special Business Meeting of the church constitutes a call. (See Article III, Section 5)

## Section 2. Youth Minister

The youth minister is responsible for providing a well-balanced program for youth that will seek to win the lost to Christ.

### A. Duties and Responsibilities

1. Works under supervision of Personnel Committee.
2. Follows job description as prepared by the Personnel Committee, approved by the church, and on file in church office.

### B. Privileges

1. As outlined in job description and on file in church office.

### C. Youth Minister Vacancy

The youth minister shall be given an indefinite call; however, relations between the youth minister and the church may be dissolved by the youth minister with a thirty (30) day written and announced notice to the church; or by the congregation with a thirty (30) day written notice, by a two thirds (2/3) vote of the members present and voting by secret ballot, at a special business meeting. (See Article III, Section 5)

### D. Youth Minister Call

As the need arises to fill the office of Youth Minister, one or more members may make a motion at a regular business meeting to bring the matter before the church. Upon majority approved at the regular business meeting, the matter will be brought to vote before the church with a quorum of sixty (60). If there is an affirmable vote, Pulpit Selection Committee will be formed. This committee shall consist of a broad cross-selection of church membership. This committee shall interview, hear, investigate, and recommend to the church a person for the position of youth minister. Any church member has the privilege to make recommendations to the Pulpit Selection Committee. The person recommended by the Pulpit Selection Committee shall preach to the church at least one Sunday Service as set by the Pulpit Selection Committee.

A youth minister recommendation by the Pulpit Selection Committee shall constitute a nomination. The committee shall bring to the consideration of the church only one person at a time. Youth minister election shall be by secret ballot. An affirmative vote of two thirds (2/3) of those members present and voting at a Special Business Meeting of the church constitutes a call. (See Article III, Section 5)

## Section 3. Deacons

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor in performing the following pastoral ministries: (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

### A. Selection of Deacons

Deacons shall serve on a rotation basis for a three-year term. After serving a term of three years, a deacon shall be eligible for re-election only after the lapse of at least one year. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order

shall suffice for this church. There shall be one deacon elected for assigned service every ten to fifteen active church families.

On the second Sunday service(s) in September, a list of all men 21 years of age or older who have been active resident members of the church for at least two years shall be presented to the active members of the church present. From this list, the congregation shall select by secret ballot names to be contacted by the Pastor and Deacon Chairman as to their willingness to serve as deacon. The Pastor and Chairman of the Deacons will contact those nominees who received votes on at least 50 percent of the ballots returned. It shall be the responsibility of the Pastor and Deacon Chairman to explain to these nominees the qualifications for the office of deacon and the responsibilities of the deaconship based on the list of duties compiled by the Deacon Board and on file in the church office.

At the worship service on the last Sunday service(s) in September, a final slate of those willing to serve in the deaconship shall be presented to the active members of the church who are present. These members shall vote by secret ballot to elect the required number of deacons.

#### B. Duties and Responsibilities

1. Meet a minimum of ten (10) times per year.
2. Assist Pastor with the ordinance of the Lord's Supper.
3. Along with the Pastor, present to the Church at the July business meeting, nominations of active members to fill the vacancies on the Nominating Committee.
4. Manage the Deacon Fund. This fund is to be used primarily for members of our church, but can be used, at the discretion of the deacons, for the welfare of others.
5. Elect from their membership a committee of three (3) to serve as a Pulpit Supply Committee. (See Article V, Section 1.B)
6. Approve extra offerings.
7. Set compensation for supply speakers.
8. Assume or delegate responsibilities not otherwise specified in these by-laws.
9. Will provide supervision and guidance to the pastor.

10. Will provide a ballot requested by any active member who becomes homebound in order to vote on items listed in Article 3, Section 5. This ballot will be delivered by a deacon prior to the vote. Said ballot will be placed in a sealed envelope and returned to the church by that same deacon prior to the vote being taken.

#### Section 4. Moderator

The church shall elect annually a Moderator as its presiding officer. No person shall serve more than three (3) successive terms in this office. In the absence of the Moderator, the Chairman of the Deacons shall preside; or in the absence of both, the Clerk shall call the church to order and preside for the election of an acting Moderator.

##### A. Duties and Responsibilities

1. Preside at all business meetings.
2. Become acquainted with the church Constitution and By-laws and practices approved by the church body, but be otherwise governed by Robert's Rules of Order.
3. Prepare an agenda for all business meetings.

#### Section 5. Church Council

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations, both traditionally and electronically.

The primary functions of the Church Council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievement in terms of church objectives and goals.

Regular members of the Church Council shall be the Pastor, Youth Minister, Chairman of the Deacons, Director of the Women's Missionary Union, Sunday School Director, Director of Young at Heart, chairperson of the Recreation Committee, chairperson of the Music Committee, and other church officers and committee chairpersons as required.

#### Section 6. Church Clerk

The Church Clerk shall be elected annually. The clerk must have ability to keep accurate

records and present them in an attractive manner, and to provide the Church History Committee access to all church records as requested.

#### A. Duties and Responsibilities

1. Be responsible for the accurate recording and processing of all business transactions approved in church business meetings, the minutes to be recorded in a suitable book provided by the church.
2. Keep a current copy of the Constitution and By-laws and a list of the church staff and organizational leaders in the minute book.
3. Maintain a current copy of the Constitution and By-laws and see that any constitutional changes approved by the church are added to the current documents and said changes are placed with copies that are on file.
4. Transfer all records to a permanent notebook or ledger at the end of the church year. All minutes must be approved by the church before being transferred. Records should be placed in a fireproof cabinet.
5. Complete bimonthly enrollment report from the Enrolling Clerk for preservation in the official church records.
6. Prepare annual letter to Southern Baptist Convention. This letter must be approved by the church in a business meeting.
7. Provide the church History Committee access to all church business records.
8. Be responsible for obtaining all information from prospective church members applying for membership.
9. Be responsible for receiving church letters for membership, submitting church letters to other Baptist churches upon request, and submitting acknowledgement of church membership to churches of other denominations.
10. In a suitable book provided by the church, keep a continuous copy of the active and inactive church membership including deceased members and members lost to other churches.
11. When new members are entered in the church records, show names, dates they were received; and whether by statement, letter, baptism, or by testimony of believer's Baptism. This information should be included in bi-monthly and annual reports.
12. Keep copies of all correspondence to the churches concerning transfer of members and letters of request for church letters. These should be given to the Church Clerk for

a permanent record annually.

#### Section 7. Financial Officers

Financial Officers include the Treasurer(s), Assistant Treasurer, and Financial Secretary(s) and are recommended by the church Nominating Committee and elected annually unless otherwise specified. All Treasurer(s) and Assistant Treasurer(s) shall be bonded, with the church paying the bond.

#### Section 8. Messengers

Messengers shall be elected annually by the church for the Natural Bridge Baptist Association, Virginia Baptist General Association, and the Southern Baptist Convention.

Messengers to these organizations shall be elected in accordance with guidelines of the respective organizations.

#### Section 9. Financial Organization

All financial officers and committees are recommended by the church Nominating Committee and elected annually, unless otherwise specified. These are: Trustees, Counting Committee and Stewardship Committee. All treasurers, assistant treasurers, and the counting committee shall be bonded, with the church paying the bond.

#### Section 9.01 Treasurer

##### A. Duties and Responsibilities

1. Receive a record of deposits from the counting committee.
2. Maintain adequate records of all church funds received and disbursed according to the budget, or specified by church action.
3. Provide monthly and annual reports to the Stewardship Committee.
4. Work in close cooperation with all financial officers and committees.
5. Provide financial records to Stewardship Committee for biannual review.
6. Shall not serve as a member of the Stewardship Committee.

## Section 9.02 Assistant Treasurer

### A. Duties and Responsibilities

1. Perform all duties of the treasurer in their absence or if they are unable to fulfill their prescribed duties.

## Section 9.03 Financial Secretary

### A. Duties and Responsibilities

1. Receive the empty collection envelopes from the Counting Committee and electronic payments from the Treasurer and accurately credit the amount to each individual's record.
2. Prepare and distribute annual records of all contributions to all members using the envelope system.
3. It is imperative that these records be handled in a confidential manner.

## Section 9.04 Trustees

The church shall elect three or more trustees to serve as legal officers of the church. Trustees shall serve on a rotation basis with one new trustee being elected every three years for a nine (9) year term. No trustees shall succeed themselves.

### A. Duties and Responsibilities

1. Hold in trust all deeded or titled church property.
2. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any deeded or titled church property.
3. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of deeded or titled property, or other legal documents related to church approved matters.

## Section 9.05 Counting Committee

The counting committee shall be composed of no less than eight (8) active members of the church.

### A. Duties and Responsibilities

1. Count and record the offerings following each service, and then place said monies in the depository of the appropriate bank.
2. Upon withdrawal from the depository and placement in church accounts of the bank, the depositor shall mail or deliver deposit slips to the treasurer.

### Section 9.06 Stewardship Committee

The Stewardship Committee shall be composed of no less than five (5) active members of the church representing a broad cross-section of the church life. One of these members shall be the Chairman of the Board of Deacons. Members, except the Chairman of the Board of Deacons, shall serve on a rotation basis. Each term of office shall be three years, no member shall succeed himself. The committee shall meet on a monthly basis.

The church shall operate under the “Unified Budget System”, whereby one weekly offering is encouraged and received from the people to be applied toward the church-adopted budget.

### A. Duties and Responsibilities

#### 1. Budget Planning

- a. Gather information for budget preparation for the calendar year January – December.
  - 1) Assess previous year’s receipts.
  - 2) Analyze budget items of previous year and expenditures.
  - 3) Consult with Department Directors and Chairpersons of committees and Deacons on anticipated needs.

#### b. Preparation of Budget

- 1) Prepare a proposed budget from information acquired.
- 2) Work with personnel committee to set compensation for paid positions.
- 3) Present the proposed budget to the church for approval by November business meeting.

#### 2. Budget Control

- a. The annual budget is a goal for our financial program and a guide for the

disbursement of funds. A comprehensive audit of financial records shall be completed by an outside party during odd years for the previous two calendar years, with a written report presented to the church at a bimonthly business meeting and kept on file by the Church Clerk. The Stewardship Committee will be responsible for an internal audit during even years. A written report will be presented to the church at a bimonthly business meeting and kept on file by the Church Clerk.

b. The Stewardship Committee has the responsibility of interpreting and applying this budget in all its items.

c. Church Committee Expenditures:

- 1) Chairpersons shall ensure that any financial obligation incurred by their committee is in accord with purchasing procedure.
- 2) Chairpersons shall review all bills, invoices, and statements of financial obligation incurred by their committee. After verifying accuracy, they should authorize them as payable by writing the name of the committee, the date, and their name or initials on the bill and present it to the Treasurer.

d. Non-Budget Items

- 1) All non-budgeted items shall be presented to the Stewardship Committee in writing.
- 2) Non-budgeted items over \$1,000.00 shall be presented by the Stewardship Committee for church approval, except in case of emergency in which timeliness is necessary. (See Building and Grounds, Section 3.4)

3. Stewardship Education

a. The Stewardship Committee has the responsibility for developing and promoting a year-long Stewardship Education Program.

4. Auditing

1. Audit the books internally for the Treasurer and at the end of each financial year when an outside audit is not completed.
2. Submit a written report of said audits to the church.

## ARTICLE VI: CHURCH COMMITTEES

The ministry of the church rests heavily upon the committees which are nominated by the Nominating Committee and elected by the church. The purpose of the committees is two-fold: (1) conducting the work of the church in an efficient manner; and (2) involving the membership in church programs. All committees are accountable to the church.

Each committee shall be headed by a Chairperson nominated by the Nominating Committee and elected by the church, unless otherwise designated.

### Section 1. Chairpersons of Committees

#### A. Duties and Responsibilities

1. Call and hold meetings of the committee on a regular basis.
2. Prepare an agenda for and preside at the meetings of the committee.
3. Make a report of actions, activities, and/or recommendations at business meeting.
4. Ensure that any financial obligations incurred by the committee are in accord with the purchasing procedures of the church and are within the budget for that committee.
5. Approach the Nomination Committee whenever additional active committee members are needed.

### Section 2. Ordinances Committee

The Ordinances Committee shall be composed of at least four (4) active members, two (2) men and two (2) women. The Ordinances Committee shall prepare and be responsible for the elements of baptism and shall prepare the elements and the equipment used for observance of the Lord's Supper.

#### A. Duties and Responsibilities

1. Assist the pastor as requested.
2. Assist the candidate before, during, and after the ordinance of baptism.

3. See that the baptistery and related facilities are properly prepared for scheduled baptismal services.
4. See that the baptistery and related facilities following baptismal services are restored to order, and that the special clothing is adequately stored and safeguarded.
5. See that the equipment and supplies for the Lord's Supper are prepared and placed on the communion table before the service time.
6. Direct the purchase and preparation of all necessary supplies, glasses, trays, linens, bread, and juice.
7. See that the communion utensils are properly cleaned and stored after each observance of the Lord's Supper.
8. Maintain an inventory of the equipment for which the committee is responsible.

### Section 3. Building and Grounds Committee

The Building and Grounds Committee is directly responsible to the church for the direction of the operation, maintenance, and minor alterations and/or additions to all church property. This committee shall consist of no less than three (3) active members who shall serve on a three-year rotation basis and shall meet a minimum of one time each month.

#### A. Duties and Responsibilities

1. Periodically inspect church buildings and grounds. With respect to this duty, the committee shall:
  - a. Be aware of the need for repairs and see that all church properties are kept in good repair.
  - b. See that the church building and grounds are maintained in an orderly fashion and attractive appearance.
  - c. See that the grass is cut and snow is removed.
  - d. Assist other church committees with needs that arise relating to church property and space.
2. Promote the conservation of energy and other natural resources which are used in the operation of church facilities.

3. Be responsible for overseeing the janitorial services of the church. The Committee shall:
  - a. Prepare/update a job description and submit it to the Personnel Committee, who will approve it and keep on file in the church office.
  - b. Be responsible for interviewing and recommending a replacement to the Personnel Committee when a vacancy occurs.
4. Be responsible for the administration of building and repair contracts. In the event that an emergency occurs that will require quick and costly building and/or land maintenance and it is not feasible to follow the normal guidelines set for the Stewardship Committee (as outlined in Section 9.06, page 18), the Chairperson of the Building and Grounds Committee shall call an emergency meeting of the members. The chairperson shall include church leaders consisting of the Pastor, Chairperson of the Stewardship Committee, and the Chairman of the Deacons, and the sole purpose of the meeting is to resolve quickly the issue as agreed upon with a majority vote by these individuals.
5. The committee shall attempt to secure at least three (3) quotes for anything over \$5,000.

#### Section 4. Discipleship and Training Committee

The Discipleship and Training Committee shall develop a program of leadership and/or membership training for all areas of the church. This committee shall consist of a chairperson and no less than four (4) active members and meet a minimum of one time per quarter.

##### A. Duties and Responsibilities

1. Determine needs for training in such areas as; but not limited to:
  - a. New Members
  - b. Sunday School teachers and officers
  - c. Church committees
  - d. Children and youth workers
  - e. Ushers
  - f. Deacons

g. Lay Witnessing

h. Discipleship Workers

2. Supervise the total discipleship program of the church.
3. Determine and promote training opportunities.
4. Develop and maintain discipleship programs that meet the needs of the church.
5. Assist Discipleship leaders in obtaining materials and literature as needed.
6. Schedule the time and the place for training sessions.
7. Promote the training sessions.

#### Section 5. Constitution and By-laws Committee

A special Church Constitution and By-laws Committee shall be elected by the church once every five (5) years and consist of no less than (5) active members.

This committee shall serve a term of one (1) year and then be dissolved. They shall review the Church Constitution and By-laws and revise if necessary. This committee shall follow the procedures outlined under the Section of By-laws entitled "Amendments."

#### Section 6. Flower Committee

The Flower Committee shall be composed of no less than three (3) active members and shall hold at least one meeting per quarter.

##### A. Duties and Responsibilities

1. Be responsible for seeing that the flowers are ordered for funerals of church members or their immediate families (parents, children or spouses).
2. Be responsible for providing suitable decorations for the Church Sanctuary on Sundays and for other church services as required.
3. Make the congregation aware that donations of flowers placed in the sanctuary in memory or in honor of a loved one are acceptable.
4. Recommend the purchase of supplies needed by the Flower Committee. Care for any potted plants used by the church; and clean and store vases, baskets, and artificial arrangements, etc.

## Section 7. History Committee

The History Committee shall be especially concerned with the gathering and preserving of available records, and using these records to help members understand and appreciate their heritage and mission. The History Committee shall consist of the Chairperson and no less than two (2) active members.

### A. Duties and Responsibilities

1. Preserve the historical records of the church.

## Section 8. Homebound Telephone Assurance Committee

The Homebound Telephone Assurance Committee shall provide a means of regular contact with homebound persons. This committee shall consist of a chairperson with at least three (3) active members.

### A. Duties and Responsibilities

1. Identify participants.
2. Design and implement a communications network that ensures that all participants are contacted within a specified time period.

## Section 9. Hospitality Committee

The Hospitality Committee shall consist of at least six (6) active members.

### A. Duties and Responsibilities

1. Plan and coordinate lodging and meals for visiting speakers and special groups.
2. Direct the planning, preparation, and execution of all:
  - a. Anniversaries
  - b. Receptions
  - c. Other occasions as needed
3. Work with other committees as the need arises.

## Section 10. Kitchen Committee

The Kitchen Committee shall be directly responsible to the church for formulating policies for the use of the church's kitchen facilities, communicating these policies to the church membership, and checking to ensure that the kitchen equipment is properly used and adequately maintained. This committee shall consist of no less than six (6) active members.

### A. Duties and Responsibilities

1. Regulate the operation of the kitchen and dining area.
2. See that the kitchen is kept clean and equipment properly stored.
3. Maintain an inventory of all kitchen equipment (Cooking utensils, table linens, silverware, etc.)
4. Coordinate the purchasing of food and kitchen supplies.
5. Keep a written record of any equipment loaned.
6. Be responsible for the planning and implementation of all church-wide meals.
7. Ensure that policies established by the committee are followed.
8. Work with other committees as the need arises.

## Section 11. Music/Media Committee

The Music/Media Committee shall consist of no less than four (4) active members. The members shall serve on a three (3) year rotation basis and no member shall succeed himself. The directors of all group choirs shall be ex-officio members.

### A. Duties and Responsibilities

1. Supervise the total music program of the church.
2. Recommend to the Personnel Committee the employment and conditions of employment for the choir director, organist, pianist, song leader, and media specialist.
3. Prepare/update and submit to the Personnel Committee a job description for all music program employees and keep on file.
4. Develop and maintain a graded choir program which meets the needs of the church.
5. Be responsible for maintaining all musical instruments and properties, including the audiovisual equipment.

## Section 12. Nominating Committee

The Nominating Committee shall consist of no less than five (5) active members on a three-year rotation basis and no member shall succeed himself. New members of the Nominating Committee shall be nominated by the Pastor and Deacons and presented to the church with the regular slate of officers and teachers at the July business meeting.

The following directors shall be ex-officio members of the Nominating Committee: the Sunday School Director, WMU Director, Church Training Committee Chairperson, and Chairperson of the Music/Media Committee.

The Nominating Committee shall coordinate the staffing of all church leadership positions filled by volunteer workers, unless specified otherwise herein. Persons considered for any church position shall first be approved by the Nominating Committee before they are approached for recruitment.

### A. Duties and Responsibilities

1. **No later than May 1**, the committee shall begin deliberations to provide a list of candidates for the coming year which begins on September 1<sup>st</sup>.
2. Present to the church for election at the **July Business meeting**, a complete list of individuals who have been contacted to serve as departmental officers, committees, and their chairpersons, leaders and teachers of the Sunday School, Church training, WMU, Baptist Men, and Messengers to the Natural Bridge Baptist Association. The term of these positions is to begin **September 1**.
3. Ensure that officers, chairpersons, leaders, and teachers are aware of the duties and responsibilities of their respective committees prior to their election. This can be accomplished by passing out sections of these by-laws relating to the duties of chairpersons and duties and responsibilities of the committee for which they will be responsible.
4. Work with each department director to staff their departments and keep them staffed. This procedure will continue throughout the year.
5. Ensure that all nominees presented to the church for confirmation are active members of the church.
6. Endeavor to maintain a current list of church members from the Church Clerk and continuously screen this list for potential nominees.

7. Endeavor to search out the talents, interest, and abilities of church members with the viewpoint of enlisting members in positions that can best utilize them in service to the church. However, the Committee should strive not to overlap individuals in similar committees.
8. The Nominating Committee shall meet as needed to fulfill their duties.

### Section 13. Nursery Committee

The Nursery Committee shall consist of no less than four (4) active members.

#### A. Duties and Responsibilities

1. Supervise the total Nursery Program of the church.
2. Maintain and staff supervised nursery to meet the needs of the church.
3. Prepare a job description for paid nursery employees and keep on file in the office.
4. Maintain safety and health standards.
5. The Nursery Committee shall meet as needed to fulfill their duties.

### Section 14. Personnel Committee

The Personnel Committee is responsible for any matters related to personnel employed by the church. The pastor is specifically excluded from all references to personnel listed below.

The Personnel Committee shall be composed of six (6) active members of the church. Three of those members are to be nominated by the Nominating Committee to serve on a three-year rotation, so one member is replaced each year. Remaining positions shall be the Chairman of the following: Deacons, Music/Media, and Building and Grounds.

The chairperson of the Personnel Committee is to be nominated by the Nominating Committee and shall not be any paid employee of the church.

#### A. Duties and Responsibilities

1. Keep on file job descriptions for all employed personnel in the office. These descriptions should be prepared by the appropriate supervising committee. Prepare job descriptions and provide supervision for the Church Secretary, ~~and~~ Youth Minister, Treasurer, Assistant Treasurer, Financial Secretary and other employed personnel not falling under a supervising committee.
2. Ensure all employees understand they are under the direct supervision of the committee designated for them in the By-Laws.

3. Hear requests and suggestions from employed personnel and make recommendations to the appropriate committee.
4. Work with the Stewardship Committee in regard to compensation for the employed personnel in a written evaluation.
5. Review with the Deacons considerations of employment termination.
6. Evaluate annually the effectiveness of performance by employed personnel and suggest changes that need to be made.
7. Work closely with the appropriate supervising committee in selecting personnel related to that committee.
8. Recommend candidates for employment, excluding seasonal and contract workers, at a regular Business Meeting for an employment vote as outline in By-Laws.
9. The Personnel Committee shall meet quarterly to fulfill their duties.

#### Section 15. Recreation Committee

The Recreation Committee shall provide a ministry of church-wide recreation for fellowship development and seek to use church recreation as a tool for ministry and outreach. The Recreation Committee shall consist of no less than six (6) active members.

##### A. Duties and Responsibilities

1. Coordinate church-wide recreational activities, including the church-wide picnic.
2. Shall work with other committees as needed.
3. The Recreation Committee shall meet as needed to fulfill their duties.

#### Section 16. Scholarship Fund Committee

The Scholarship Fund Committee shall administer the Scholarship Fund of Temple Baptist Church. This Committee shall consist of the Chairman of the Deacons, Chairperson of the Stewardship Committee, and the Sunday School Director. They shall appoint their own chair. The church Treasurer shall be an ex-officio member of this committee. This scholarship is a gift given to show support and encouragement to its recipients.

### A. Duties and Responsibilities

1. Follow the guidelines in screening applicants.
2. Maintain accurate records of the screening process.

### B. Guidelines

1. The scholarship shall be available to persons who have been active members of Temple Baptist Church for at least 12 months prior to receiving the gift.
2. The scholarship will be given to individuals for their first year of college, vocational, or technical training.
3. A person may receive the scholarship only once.
4. The scholarship shall be no more than \$500.00.
5. Scholarship availability and amount will be determined by the amount of money in the fund and the number of applicants.
6. The timetable for scholarship fund administration is as follows:
  - a. The Scholarship Fund Committee shall meet in February to prepare for the distribution of applications.
  - b. Applications will be made available in March, being announced in the church bulletin.
  - c. Applications shall be returned to the Scholarship Fund Committee by May 1.
  - d. The Scholarship Fund Committee shall meet in May to screen the applicants.
  - e. The scholarship(s) shall be awarded in June.

### Section 17. Transportation Committee

The Transportation Committee shall coordinate and supervise transportation needs of the Church for regularly scheduled church services. This committee shall consist of no less than four (4) active members.

### A. Duties and Responsibilities

1. Shall determine the transportation needs of the membership.
2. Shall plan and organize methods to meet the need discovered.

### Section 18. Ushers

Ushers are to be of service to congregational members and guests before, during, and after all services and shall assist in maintaining a worshipful atmosphere in the church. There shall be at least eight (8) active ushers.

### A. Duties and Responsibilities

1. Know the order of service.
2. Greet the people both before and after the service, giving special attention to visitors.
3. Seat the people and be aware of any problem situations, such as
  - a. Illness during the service
  - b. Emergency phone calls
  - c. Seating late-comers
  - d. Persons with special needs
4. Provide the offertory prayer and receive the offering.
5. Assist as required in restoring the ~~auditorium~~ sanctuary to physical orderliness.
6. Report any problems regarding heating, lighting, and ventilation to Building and Grounds members.
7. Lock exterior doors as deemed necessary for safety.
8. Keep accurate records of attendance during Sunday morning services.

### Section 19. Young at Heart

The primary function of the Young at Heart Committee shall be to provide social activities and fellowship opportunities for senior adults and guests. It shall be composed of the Chairperson and no less than six (6) active members.

A. Duties and Responsibilities

1. Plan and coordinate meetings.
2. Prepare the physical facilities and make arrangements for meals and/or refreshments.
3. Coordinate special activities for senior adults and guests.

Section 20. Youth Ministry Team

The youth ministry team shall be responsible for helping the Youth Minister to provide a well-balanced program for youth that will seek to win the lost the Christ.

A. Duties and Responsibilities

1. Shall consist of at least three (3) active members.
2. Shall be chaired by the Youth Minister. In the absence of Youth Minister, a chairperson will be nominated by the Nominating Committee.

ARTICLE VII: AMENDMENTS AND CHANGES

Amendments/changes in the Constitution and By-Laws may be made at any business meeting of the church provided each amendment/change shall have been presented in writing at a previous business meeting, that copies of the proposed amendment/change shall have been furnished to each member present at the earlier meeting, and that copies shall be made available.

Amendments/changes to the Constitution shall be a quorum of fifty (50) active members (as defined in these by-laws at Article III, Section 5) of church members present and voting.

Amendments/changes to the By-laws shall be approved by a majority of the members present and voting.

Approved: January 30, 1983  
Constitution and By-laws Committee  
Betty Hodges, Chairperson  
Geraldine Anderson  
Ovella Worsham  
Norman Riddleberger  
T.E. "Curley" Smith  
Mark Weikle

Amended: May 24, 1989  
Constitution and By-laws Committee  
Betty Hodges & T.E. "Curley" Smith,  
Co-chairs  
Jean Brinkley  
Hugh Scott  
Mark Weikle

Amended: November, 16, 1994  
Constitution and By-laws Committee  
Norman Riddleberger, Chairperson  
Harriet Hepler  
Betty Hodges  
Mark Butler  
Dewey Lawson

Amended: July , 1999  
Constitution & By-laws Committee  
Betty Hodges, Chairperson  
Valerie Humphreys  
Ovella Worsham  
David Hipes  
T.E. "Curley" Smith

Amended: January 24, 2007  
Constitution and By-laws Committee  
David Hipes, Chairperson  
Betty Hodges  
Norma Hazelwood  
Linda Wakefield  
T.E. "Curley" Smith

Amended: July 28, 2010  
Constitution and By-laws Committee  
T.E. "Curley" Smith, Chairman  
Betty Hodges  
Norma Hazelwood  
Dewey Lawson  
Bruce Bazzrea

Amended September 28, 2011  
Constitution and By-laws Committee  
T.E. "Curley" Smith, Chairman  
Betty Hodges  
Norma Hazelwood  
Dewey Lawson  
Bruce Bazzrea

Amended: October 13, 2019  
Constitution and By-laws Committee  
T.E. "Curley" Smith, Chairman  
Mike Green  
Aline Mattox  
Becky Scott  
Matt Smith

Submitted December 1, 2024  
Amended January 5, 2025  
Constitution and By-laws Committee  
Jennifer Unroe, Chairperson  
Lorie Bess  
Julie Douglas  
Laura Meadows  
Steve Meadows  
Becky Scott  
Fred Vaughan