

CONSTITUTION AND BY-LAWS

Of the FIRST BAPTIST CHURCH Of JACKSON, OHIO

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ARTICLE 1 - NAME

The name of this Church shall be the First Baptist Church of Jackson, Ohio.

ARTICLE 11 - PURPOSE

This Church is dedicated to the advancement of the kingdom of Jesus Christ in individual lives and throughout the world. It shall seek to attain this end by the maintaining of public services for the worship of God and for the teaching and preaching of the gospel in accordance with the Holy Scriptures and through personal evangelism, continual missionary endeavor and Christian Education.

ARTICLE 111 - DENOMINATIONAL AFFILIATIONS

Section 1. Cooperation with other bodies

The Church's government is vested in the body which composes its membership; but because its parish is world-wide, it recognizes its obligation privilege to cooperate with other religious bodies having the same objectives. It shall therefore be affiliated with the Rio Grande Baptist Association, the American Baptist Churches of Ohio and the American Baptist Churches/USA.

Section 2. Declaration of Doctrine and Principles

This Church recognizes the Bible, both Old and New Testaments, as the divinely inspired word of God, and received the New Testament as an all sufficient basis of doctrine and practice. As a summary of principles for Christian conduct among its members, it adopts the Church Covenant commonly accepted by Baptist churches as follows:

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 Ghost, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

Biblical Community

We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines, to give it sacred pre-eminence over all institutions of human origin;

Charity

to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and spread of the gospel through all nations.

Godly Character

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

Compassion

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

We moreover engage that, when we move 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.

Recent Revision 12/21/2025

STATEMENT OF FAITH

1. WE BELIEVE IN ONE GOD, SELF-EXISTENT IN THREE PERSONS, EQUAL AND ETERNAL; FATHER, SON, AND HOLY SPIRIT.
2. WE BELIEVE IN THE DEITY OF THE LORD JESUS CHRIST ALONG WITH HIS VIRGIN BIRTH. Isaiah 7:14 Therefore the Lord himself will give you a sign. Behold, the virgin shall conceive and bear a son, and shall call his name Immanuel.....and lived a sinless life. 1 Peter 2:21 For to this you have been called, because Christ also suffered for you, leaving you an example, so that you might follow in his steps. 22 He committed no sin, neither was deceit found in his mouth.
3. WE BELIEVE IN THE PROCLAMATION OF THE GOSPEL OF JESUS CHRIST. CONSISTING OF CHRIST'S TEACHINGS, ATONING DEATH ON THE CROSS, AND RESURRECTION FROM THE DEAD. THE GOSPEL IS THE MESSAGE OF THE FIRST BAPTIST CHURCH OF JACKSON.
4. WE BELIEVE IN SALVATION THROUGH FAITH IN JESUS CHRIST ALONE IS SUFFICIENT FOR REDEMPTION. Ephesians 2:9 for by grace you have been saved through faith. And this is not your own doing; it is the gift of God.
5. WE BELIEVE IN THE BIBLE, GOD'S INFALLIBLE WORD, FULLY INSPIRED BY THE HOLY SPIRIT, THE SUPREME AUTHORITY FOR FAITH AND PRACTICE.
6. WE BELIEVE IN THE ORDINANCES OF THE CHURCH; COMMUNION, BAPTISM BY IMMERSION, AND THE FELLOWSHIP OF BELIEVERS.
7. WE BELIEVE IN THE CHURCH UNIVERSAL CONSISTING OF NOT ONLY BAPTIST ORGANIZATIONS BUT ALSO OF OTHER DENOMINATIONS AND ANYONE THAT HAS BEEN REDEEMED BY SCRIPTURAL STANDARD. Romans 10:9 because, if you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved. 10 for with the heart one believes and is justified, and with the mouth one confesses and is saved.
8. WE BELIEVE IN THE PROGRESSIVE GROWTH IN GRACE TOWARD CHRISTIAN MATURITY THROUGH A CONSISTENT CHRISTIAN LIFE OF GOOD WORKS MOTIVATED BY FAITH IN GOD AND OBEDIENCE TO HIS WORD.
9. WE BELIEVE IN THE GATHERING OF THE SAINTS 1Thessalonians 4:16 For the Lord himself will descend from heaven with a cry of command, with the voice of an archangel, and with the sound of the trumpet of God. And the dead in Christ will rise first. 17 Then we who are alive, who are left, will be caught up together with them in the clouds to meet the Lord in the air, and so we will always be with the Lord. 18 Therefore encourage one another with these words....and the personal return of Jesus Christ, Acts 1:11 and said, "Men of Galilee, why do you stand looking into heaven? This Jesus, who was taken up from you into heaven, will come in the same way as you saw him go into heaven.".....Jesus will gather His church to establish His kingdom on earth after judgment. Revelation 19:11 Then I saw heaven opened, and behold, a white horse! The one sitting on it is called Faithful and True, and in righteousness he judges and makes war. 12 His eyes are like a flame of fire, and on his head are many diadems, and he has a name written that no one knows but himself. 13 He is clothed in a robe dipped in blood, and the name by which he is called is The Word of God. 14 And the armies of heaven, arrayed in fine linen, white and pure, were following him on white horses. 15 From his mouth comes a sharp sword with which to strike down the nations, and he will rule them with a rod of iron. He will tread the winepress of the fury of the wrath of God the Almighty. 16 On his robe and on his thigh he has a name written, King of kings and Lord of lords.
10. WE AFFIRM THAT GOD'S PLAN FOR MARRIAGE IS ONE MAN AND ONE WOMAN. (Genesis 2:18-25) The First Baptist Church of Jackson does not accept homosexuality as an acceptable lifestyle to be lived among its membership. (Romans 1:26-28) For this reason the First Baptist Church will not allow same sex weddings to be officiated by the pastor, nor will same sex weddings be performed at or on the church facilities or premises.
11. WE THE MEMBERS OF FIRST BAPTIST CHURCH OF JACKSON, OHIO ADOPT THE FOLLOWING: American Baptist Churches of Ohio Resolution on Human Sexuality dated Nov. 6, 2006 as part of our Statement of Faith. Adopted Dec. 4, 2022

Recent Revision 12/21/2025

Any member who practices a homosexual lifestyle will be strongly urged to repent and receive counseling by the pastor or an approved ministry or program for the purpose of restoration.

American Baptist Churches of Ohio Resolution on Human Sexuality

Because we are all wounded and broken people in need of the healing power of God's grace in Christ Jesus and being aware of the confusion of voices pertaining to human sexuality, the following statement defines our common understanding for sexual behavior.

We affirm the Bible as our rule for faith and practice and embrace the ethic of compassion, love and ministry to all persons and the availability of God's grace through repentance. (Luke 5:30-32, John 8:1-11, 1 Corinthians 6:11)

We affirm God's gracious intention in creation for human sexual conduct as defined in scripture is faithful, lifelong heterosexual union for married persons and committed celibate behavior for unmarried persons. Other sexual practices clearly defined as sinful in Scripture are destructive of individuals, of community and of the fellowship of believers, and like all sin, call for repentance, openness to the transforming power of God, and restoration to the community of faith. (Genesis 1:27, 2:24, 1 Thessalonians 4:3-8, Hebrews 13:4); (Leviticus 18:22, 20:13, Romans 1:18-32, 1Corinthians 6:9-11)

We abhor and reject violence of all kinds against persons of all sexual orientations.

Therefore, we resolve that this Region will encourage grace-motivated ministries which respond to human need and offer God's transforming love to all wounded and broken people, including heterosexual, homosexual, bisexual and transgendered persons.

Acknowledging the high calling of church and Region leadership, we resolve that this Region will not recognize for ordination or recognize the preexisting license or ordination of any person practicing, endorsing, and/or celebrating adultery, fornication, gay/lesbian/bisexual behavior.

And finally, because of our commitment to do mission together under the authority of the Word of God; we resolve that the professional staff of the American Baptist Churches of Ohio will counsel appropriate action consistent with this resolution to the association* of any church within this Region that endorses, celebrates, or affirms adultery, fornication, gay/lesbian/bisexual behavior.

*Pursuant Bylaws of ABC Ohio, Rule 3: Constituency, Rule 3.2.2

"A church shall be dismissed from the Region, and this denomination, by recommendation of the association of which it is a member. Each association shall implement its own criteria for dismissal of member churches with counsel from the Region's professional staff and with reference to the ABC/USA's Common Criteria for a Cooperating Church"

Adopted by the ABC/Ohio Board of Regional Ministries November 3, 2006

Adopted by First Baptist Church of Jackson December 4, 2022

ARTICLE IV - MEMBERSHIP

Section 1. Qualifications

The members of this Church shall be such persons as confess Jesus Christ to be their Savior and Lord striving to live a Christian life according to the New Testament, as outlined in the Church Covenant, and

- (A) Have been baptized by immersion, and are received by vote of the Church, or
- (B) Have presented, or promise, a letter of dismissal and recommendation from another Baptist Church and are received by vote of the Church, or
- (C) Have presented satisfactory proof that they have been immersed members of some other Christian church and are received by vote of the Church.

Section 2. Dismissal from the Church shall be

- (A) Death
- (B) By letter of dismissal and recommendation. Any member in good and regular standing who desires a letter is entitled to receive it upon their request and by vote of the Church. The letter shall be sent to the Pastor or Clerk of the Church with which the individual is uniting.
- (C) By Exclusion:
 - 1. R-4/18/01* In all cases involving gross immorality or in case of delinquency through failure to comply with covenant obligations, members may be excluded, when it is so recommended by the Board of Deacons and approved by vote of the Church.
 - 2. When it comes to the attention of the Deacons that a member has united with another church, they shall investigate and make recommendation to the Church. The member shall be excluded by a majority vote of the Church.

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ARTICLE V - OFFICERS

Section 1. Terms of office

All officers except pastor and honorary officers under this article shall be elected for a period of one year and shall be members of the Church.

Section 2. Officers and their duties

(A) Pastor:

The Pastor shall preach the gospel, interpreting the Holy Scriptures, for the good and benefit of the congregation. He shall lead the Church in witnessing to the community of the saving power of Jesus Christ. He shall administer the ordinances, watch over his membership, promote the spiritual interest of the Church, organize and develop the strength of the Church; both spiritually and materially, for the best possible service. He shall be a member ex-officio of all boards and committees of the Church with exception of the Pulpit Committee, and its auxiliary organizations.

(A-2) The Associate Pastor; Qualifications:

Possess the ability to work cooperatively and creatively with others in a team relationship. Help the Church in witnessing to our community of the saving power of Jesus Christ.

Promote the spiritual interest of the Church and help develop its strengths, both spiritually and materially.

Duties:

The Associate Pastor shall assist in all areas that the Pastor deems necessary.

(A-3) R-7/9/08 - The Youth Director: Qualifications

Possess the ability to work cooperatively and creatively with others in a team relationship. Help the Church in witnessing to our community of the saving power of Jesus Christ.

Promote the spiritual interest of the church and help develop its strength, both spiritually and materially.

Duties:

The Youth Director shall follow the job description provided by the Pastoral Relations Committee and shall assist in all areas that the Pastor deems necessary.

(B-1) Moderator:

The Moderator shall preside at all business meetings and shall call special meetings in accordance with the provisions of Article V11, Section 4. At any meeting in which the Moderator is absent, the meeting may be called to order by the Vice Moderator. In the event the Moderator or Vice Moderator are absent, any officer or chairman of a board of the Church shall be the presiding officer of the Church Council.

(B-2) Vice Moderator: The Vice-Moderator shall preside at all meetings in absence of the Moderator, and shall be a member of the Church Council.

(C) Church Clerk:

The Church Clerk shall keep a correct and permanent record of the business meetings of the Church, sign all letters of dismissal. Take charge of all Church records, shall be a member of Church Council, and maintain a register of members in which shall be noted such changes as may occur. The Clerk shall enter upon the records of the Church current events in the life of the Church that are likely to be of historical value, thus making the Church records a continuous story of the history of the Church.

(D) Church Treasurer:

The Treasurer shall account for all moneys received and deposited by the church, other than funds under the control of the Board of Deacons, and pay out the same under the directions of the Board of Trustee. R-4/18/01 - *The Treasurer shall keep careful and accurate account of all moneys, showing for what purpose or object it was contributed, *R-4/14/21 - **and obtain receipts for all disbursements** and furnish a quarterly and annual report to the Trustees, giving a full and detailed statement of the receipts and disbursements. The Treasurer shall be bonded.

(D-2) Assistant Treasurer:

The Assistant Church Treasurer shall assume the duties of the Church Treasurer in the absence of said Treasurer. The Assistant Church Treasurer shall also assist the Church Treasurer if deemed necessary by the Church Treasurer.

(E) Financial Secretary:

The Financial Secretary shall keep a complete and detailed record of the pledges made by, and money received from members of the Church.

(F) Discipleship Ministries

(1) Director

(2) Adult Ministries Coordinator

(3) Youth Ministries Coordinator

(4) Activities Coordinator

(5) Childcare Coordinator

(7) *R-4/14/21-Discipleship Ministry Sports Activity Coordinator

(6) Vacation Bible School Coordinators

Duties are covered under Article VI – Section 8

(G) Head Usher:

A Head Usher shall be elected to secure an adequate staff of ushers and to supervise activities at Church functions, as needed.

(H) Honorary Officers:

As deemed worthy, any person who has faithfully served the Church in a certain official capacity, and by reason of this service, may be nominated for the position of Honorary Life Officer in the line of their endeavor.

ARTICLE VI - BOARDS AND COMMITTEES

Section 1. Terms of Office

Unless otherwise stipulated, all boards and committees of this Church shall be members of this Church, shall serve for a period of one (1) year and shall elect their own chairperson and secretary. The first named in the following sections shall be temporary chairperson for the purpose of calling and presiding at the initial and organizational meeting. Such meetings shall be held during the first month of the fiscal year.

Section 2. Church Council

There shall be a Church Council composed of the Moderator as Chairman, the Vice Moderator, the Director of Discipleship Ministries, the Church Treasurer, the Church Clerk, two members elected annually from the Church body at large, and a member selected by and from each of the following: Board of Deacons, Board of Deaconesses, Board of Trustees, Flower Committee, Finance Committee, Music Committee, Constitution and By-Laws Committee, Fellowship Committee, Mission Committee, Auditing Committee, Pulpit Committee and Nominating Committee: Thus forming a group representing the entire scope of the Church program and activities. The Moderator shall preside at meetings of this group and prepare the agenda for such meetings.

The Council shall be the general planning body of the Church. It shall be constantly studying the needs of the Church and shall recommend the ways and means by which the policies and programs of the Church shall be carried forward. It shall seek to correlate the program of all the departments and groups within the Church into one coordinated whole. The Council shall meet preceding each Annual and each Quarterly Business meeting of the Church on a specified date fixed by this group. Special meetings may be called by the Pastor, Deacon Member, or Trustee member of this group. Recommendations made by this group shall be presented to the Church body at any business meeting for approval and official action of the group. The Moderator is responsible for the agenda.

Section 3. The Board of Deacons

There shall be a Board of Deacons consisting of twelve (12) male members. The term of office shall be arranged as to provide that there shall be four (4) members elected each year, to serve for a term of three (3) years. The consecutive full terms served by a member may not exceed two (2) years. The Board of Deacons shall have general oversight of the spiritual life of the Church, aid the Pastor in the performance of his duties, provide Christian instruction and ministry to the Church membership, advise with applicants for Church membership and recommend responsibility for authorizing disbursements from the Deacon's Fund

Section 4. The Board of Deaconesses

There shall be a Board of Deaconesses consisting of twelve (12) women, four (4) to be elected each year for a term of three (3) years. The term of office shall be arranged as to provide that there shall be four (4) members elected each year, to serve for a term of three (3) years. The consecutive full terms served by a member may not exceed two. They are to prepare the communion, assist in baptismal services and render such other duties as may be appropriately requested.

Section 5. The Board of Trustees

There shall be a Board of Trustee consisting of twelve (12) members. The consecutive terms served by a member may not exceed two (2) except a member serving a partial or unexpired term. They shall be eligible for two (2) consecutive terms. Their term of office shall be so arranged that there shall be four (4) elected each year to serve for a term of three (3) years. The Trustees shall receive and deposit all moneys contributed to the Church, other than funds under the control of the Board of Deacons. Moneys shall be collected and counted by two persons, consisting of one member of the Board of Trustee, assisted by one of the following: The Church Treasurer, Financial Secretary, another Trustee or a member of the Board of Deacons. They shall expend such funds in accordance with the approved Church budget, and shall make any other expenditures that may be authorized by the Church. In the case of designated gifts of moneys and property, the Trustees shall respect the request of the donor, independent of the Church budget, providing that such usage is in keeping with the policy and program of the Church as interpreted by the Board of Trustee. They shall be responsible for maintaining of Church properties within the above limitations, and shall make any major property improvements that may be authorized by the Church. They shall not sell or encumber the real estate or other property of the Church unless specifically authorized to do so by the Church at any regular meeting or at any business meeting called for the purpose of considering such transactions. Such a meeting must be called in accordance with the provisions of the law of the State of Ohio which governs the buying, selling or encumbering of church property.

R-10/14/2015 - *If at any time the appointed Nominating Committee is not able to fill openings to the Deacon, Deaconess and/or Trustee board due to term expirations or lack of qualified and interested members, they will be allowed to seek term extensions for existing board members. Those term extensions will be at the discretion of the nominating committee, will be one year in length and will be presented for approval by the congregation in their annual report.

Section 6. Pastoral Relations Committee and Calling of Pastor/Associate Pastor/Youth Director

(A) R-7/12/00 - *There shall be a Pastoral Relations Committee consisting of a member selected by and from the Board of Deacons, a member selected by and from the Board of Trustees, and three members of the Church at Large who will be elected annually by the Church, shall recommend to the Church a desirable candidate for the pulpit whenever a vacancy exists. No consideration shall be given by the Church to any candidate who is not first recommended to the Church by the Pastoral Relations Committee.

(B) The Pastor's relationship with the Church shall be for an indefinite period. His status including salary shall be reviewed by the Pastoral Relations Committee whenever it is deemed necessary, and in any event, once a year. This committee will make a definite recommendation to the Church upon the basis of its findings.

R-7/12/00 *(B) The Pastoral Relations Committee shall:

a. Meet with the Pastor/Associate Pastor/Youth Director quarterly to review any concerns and offer support and encouragement. The first meeting of the year shall be called by the Deacon Board representative and thereafter the Committee Chairman.

b. Submit any changes to the Pastor's/Associate Pastor's/Youth Director's current year budget items (i.e. insurance, travel allowance, FICA, etc.) to the Finance Committee Chairman for action.

c. Submit to the Finance Committee the committee's recommendation to the Pastor's, Associate Pastor's, and Youth Director's budget items for the coming year by November 15th of that year.

(C) Calling a Pastor:

The Pastor shall be called by the Church membership upon the recommendation of the Pastoral Relations Committee. His election shall be by secret ballot at a regular or special meeting of the Church, provided notice of intention to vote on the calling of a pastor at such a meeting has been given at each Church service during the two (2) preceding weeks.

(D) Calling of an Associate Pastor:

The Associate Pastor shall be chosen by the Pastor. He shall be approved by the Pastoral Relations Committee and submitted to the Church membership for approval by secret ballot at a regular or special meeting of the Church, provided notice of intention to vote on the calling of an Associate Pastor has been given.

(E) R-7/9/08 -*Calling of a Youth Director:

The Youth Director shall be chosen by the Pastor. He/she shall be approved by the Pastoral Relations Committee and submitted to the Church membership for approval by secret ballot at a regular or special meeting of the Church, provided notice of intention to vote on the calling of a Youth Director has been given.

(F) Termination of the Pastorate:

The Pastor's relationship to the Church may be terminated upon sixty (60) days notification on part of the Pastor, or the Church, unless otherwise mutually agreed upon. Termination of office shall be voted at a called business meeting, notice of said meeting and its purpose having been given in accordance with Article V11, Section 4, and a vote of the Church, in accordance with Article V11, Section 5, shall make valid termination of said office. The Pastor's resignation shall be made to the Church, through the Clerk, and in writing. Any action of the Church regarding suggested resignation of a Pastor, shall also be made in writing, by the Clerk of the Church, to the Pastor, stating the reason for such action.

(G) Termination of Associate Pastor:

The Associate Pastor's relationship to the Church may be terminated upon sixty (60) days' notice on part of the Associate Pastor unless otherwise mutually agreed upon. The Associate Pastor's resignation shall be made to the Church through the Pastor, the Church Clerk and in writing.

R-7/12/00 -*The Pastor, with the approval of the Pastoral Relation Committee, shall have the authority to terminate the tenure of the Associate Pastor when in the Pastor's judgment he is not performing his responsibilities.

R-7/9/08 -*Likewise, the Pastoral Relations Committee, acting on behalf of the Church body, shall have the authority to meet with the Pastor to suggest terminating the tenure of the Associate Pastor, when, in the judgment of the Pastoral Relations Committee, he is not performing his responsibilities.

(H) R - 7/9/08 -*Termination of Youth Director:

The Youth Director's relationship to the Church may be terminated upon 60 days' notice on the part of the Youth Director, unless otherwise mutually agreed upon. The Youth Director's resignation shall be made to the Church through the Pastor, the Church Clerk and in writing.

The Pastor, with the approval of the Pastoral Relations Committee, shall have the authority to terminate the tenure of the Youth Director when in the Pastor's judgment he/she is not performing his/her responsibilities.

Likewise, the Pastoral Relations Committee, acting on behalf of the Church body, shall have the authority to meet with the Pastor to suggest terminating the tenure of the Youth Director when, in the judgment of the Pastoral Relations Committee, he/she is not performing his/her responsibilities.

Section 7. Nominating Committee

The Nominating Committee will consist of five (5) members, one elected by and from each of the following groups: Board

of Deacons, Board of Trustees, Board of Deaconesses and two (2) members at-large. This committee shall place a candidate in nomination for each office for which a vacancy occurs by virtue of resignation, death or termination of tenure. The committee shall meet not less than 30 days before the annual meeting. The Church will vote to fill such vacated offices at the next regular or special business meeting at which time other nominations for such office may be made from the floor.

Section 8. Disciple Ministries

Director – The Director of Discipleship Ministries shall serve as member of the Church Council, report directly to Pastor, and provide general supervision over all coordinators. Responsibilities include:

- Schedule and facilitate quarterly meetings.
- Communicate all ministry efforts to the pastor and the broader church body on a regular basis.

Assist coordinators in their respective duties/responsibilities including, but not limited to: scheduling, curriculum planning, selection and training of teachers/helpers, procurement of resources, communication/promotion of ministry efforts, etc.

Adult Ministries Coordinator – The Adult Ministries Coordinator will provide resources for the following adult ministry efforts: Sunday School, small group studies. The Adult Ministry Coordinator, in conjunction with the Director, will:

- Work with group leaders to choose curriculum, topical, and/or study materials.
- Generate a quarterly (minimum) planning schedule for each ministry.
- Ensure teachers procure the necessary resources for effective group leadership.

Provide quarterly (or as requested) informational updates to the Director to allow for promotion of ministry efforts and broader communication to the church body.

Youth Ministries Coordinator – The Youth Ministries Coordinator will supervise all children and ministries from ages 4 to 12 grade in conjunction with the Director. The Youth Ministries Coordinator will:

- Choose appropriate curriculum/activities/lessons/projects for each ministry.
- Generate a quarterly (minimum) planning schedule for each ministry.
- Ensure classrooms are properly organized and equipped.

Provide quarterly (or as requested) informational updates to the Director to allow for promotion of ministry efforts and broader communication to the church body.

Activities Coordinator – The Activities Coordinator shall be responsible for assisting, as needed, in:

- Planning, organizing, coordinating, and/or promoting occasional enrichment and outreach activities, especially those which involve travel and/or the special use of church property or resources.
- Scheduling and organizing recurring annual youth church camp and church cookout activities.
- Provide a quarterly report of activities to the Director.

Childcare Coordinator – The Childcare Coordinator shall be responsible for supervision of the infant and toddler care programs. The Childcare Coordinator, in conjunction with the Director, will:

- Schedule and train childcare workers. ➤ Select appropriate curriculum and activities.
- Generate a quarterly (minimum) planning schedule and contact list for childcare coverage.
- Ensure childcare rooms are properly organized and equipped.

Provide quarterly (or as requested) informational updates to the Director to allow for promotion of ministry efforts and broader communication to the church body.

***R-4/14/21-Discipleship Ministry Sports Activity Coordinator programs: Any sport ministry initiated by the church in the future. Sports Ministry coordinator responsible for:**

- **Plan and organize the sports program**
- **Schedule and train coaches needed to implement the sport**
- **Acquiring personnel and/or overseeing items needed for snack shack and any other fundraisers for sports programs.**
- **Any monies generated from said fundraiser programs may be used by the Coordinator's discretion to purchase the needs for the sports ministry.**

***This will make it a part of the nominating committee under, Section 8 as needed in by-laws.**

Vacation Bible School Coordinators – Vacation Bible School Chairperson shall be responsible for the selection of material and organization of VBS.

Section 9. Auditing Committee

An Auditing Committee composed of three (3) members elected annually by the Church or the Board of Trustees may hire an outside accountant to perform the audit at their discretion. It shall be the duty of this committee or accountant to audit the books of the Church Treasurer at the end of the fiscal year and to make a report of the same to the Church at its annual meeting.

Section 10. Special Projects Committee

The recommendations made to the Church by the Church Council may indicate the need for a Special Projects Committee. In such cases the Church Council shall appoint such committee to the approval of the Church. The authority, responsibilities, and the tenure of such committee shall be definitely established at the time of approval by Church action.

Section 11. The Flower Committee

There shall be a Flower Committee composed of five (5) members elected at the Annual Business Meeting. The duties of this committee shall be: 1. Plant and maintain suitable flowers in the bulletin board planter. 2. Providing of floral decorations for all special occasions, such as Mother's Day, Easter, Christmas and special services (revivals, associational

meetings, community meetings in the Church, etc.) and providing of floral decorations for the regular Sunday Services of the Church, without incurring expenses unless so authorized by the current Church budget.

Section 12. Finance Committee

This committee shall consist of the chairman of the Board of Trustee, the Chairman of the Board of Deacons, the Financial Secretary, the Treasurer, the Director of Discipleship Ministries and two members at-large. It shall be the duty of this committee to recommend to the Church at its annual meeting a proposed budget of anticipated receipts and expenditures, covering all the regular work of the Church for the coming year. This committee shall report to the Church at the annual meeting upon the general financial condition of the Church. This committee shall conduct an annual every member enlistment for the promotion of stewardship in support of the Church budget. This committee shall conduct all special financial drives as approved by the Church.

Section 13. Music Committee

This committee shall consist of five (5) members elected by the Church, with due consideration for the musical ability and interest of the person selected. This committee shall in cooperation with the Pastor and Music Director, have general oversight in planning the musical program for the Church. It shall be responsible for arranging for an organist and/or pianist to be present for each Church service; arranging for special music; and providing leadership for the Choir of the Church.

Section 14. Constitution and By-Laws Committee

This committee shall consist of three members (3) elected at the Annual Business meeting. The duties of this committee shall be:

1. To interpret the intent of the Constitution and By-Laws whenever a questioner order arises.
2. To submit amendments to the Constitution and By-Laws upon the written request of any member to the Church Council.
3. To submit amendments to the Constitution and By-Laws where frequent misunderstanding exists.

Section 15. Fellowship Committee

This committee shall consist of five (5) members elected by the Church. They shall have the responsibility of organizing social functions for which the Church is the official host.

Section 16. Missions Committee

There shall be a Missions Committee consisting of five (5) members. Two (2) members shall be elected from the Church At Large to serve for a term of one (1) year and three (3) members shall be elected from the Church At Large to serve for a term of three (3) years. This committee will be charged with the promotion, education and expenditures of the total mission program in accordance with the Church budget -*R1/19/05 and present the missions expenditures at the December Business Meeting.

ARTICLE V11 – MEETINGS

Section 1. Fiscal Year

The Fiscal Year of the Church shall begin on January 1, and close on December 31, of each year.

Section 2. Annual Business Meeting

(A) The Annual Business meeting for the election of the Church officers and the adoption of the Church budget shall be held on the **second Sunday** in December. All new elected officers and appointees shall take office on January 1.

(B) The Annual Business Meeting of the Church shall be held the third **Sunday** in January of each year. At this meeting the annual reports of all phases of the Church work shall be made in writing.

Section 3. Quarterly Business Meeting

A regular Quarterly Business Meeting for the transaction of business shall be held the second **Sunday** in April, July and October.

Section 4. Special Business Meetings

Special meetings may be called by the Pastor, the Board of Trustees, or the Board of Deacons. The Moderator also may call a special meeting upon the request of any five (5) members of the Church. The initial announcement for special meetings must occur a minimum of one week prior to the anticipated meeting time. During the notification period, announcements stating the object of said meeting shall occur the Sunday morning scheduled church service and two times through the church's mass communication system.

Section 5. Quorum

R - 4/18/01 - Nine (9) members shall constitute a quorum at any business meeting of this Church. A majority of those members voting, with a minimum of the nine (9) affirmative votes, are required for any official action on the part of the Church.

Section 6. The Lord's Supper

The Lord's Supper shall be commemorated monthly as regulated by the Board of Deacons.

ARTICLE V111 - CONSTITUTION AND BY-LAWS

This constitution may be revised, amended, annulled, or new by-laws adopted by any business meeting of the Church provided notice has been given at three (3) previous regular Church services of such proposal.

ARTICLE 1X - BUSINESS MEETING PROCEDURE

Except as otherwise provided herein, procedures of Roberts Rules of Order must be followed at each Church Business meeting.