

# *ADAMSVILLE BAPTIST CHURCH*

## CONSTITUTION AND BY-LAWS



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# ***PREAMBLE***

We acknowledge and proclaim that the sole authority for our faith and practice is the Holy Bible, the true and inspired Word of the living God (Ps 119:160 and 2 Tim 3:16). Our objectives are to:

- Worship individually and collectively
- Proclaim the Gospel to the lost
- Educate and train ourselves in biblical principles and witnessing
- Minister to spiritual and physical needs

We pray for and encourage unity in our efforts. We submit and dedicate this Constitution to these objectives and believe that it will help us to be properly organized to carry out the mission of Adamsville Baptist Church.

# ***CONSTITUTION***

## **ARTICLE I. NAME**

The name of this organization shall be *ADAMSVILLE BAPTIST CHURCH, INCORPORATED* of Goldsboro, North Carolina, Neuse Baptist Association.

## **ARTICLE II. PURPOSE**

Adamsville Baptist Church shall promote the worship of God through the reading and study of the Holy Bible as the revealed word of God, the teaching and preaching of the gospel of Jesus Christ for spiritual maturity, and the spiritual training and development of each member for the winning of souls to the gospel through our designated channels to the entire world. This church shall promote and maintain the teachings and doctrines of the Bible as so stated in the Southern Baptist Faith and Message, 2000. Adamsville Baptist Church shall exist to provide regular opportunities for public worship; to sustain the ordinances, doctrines and ethics set forth in the New Testament; and to use tithes and offerings to support the cause of Jesus Christ in order to effectively carry forward the objectives and purposes set forth above.

## **ARTICLE III. COVENANT**

The following Church Covenant expresses the commitment of the members to the above stated purposes.

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

We covenant, therefore, by the aid of the Holy Spirit, to walk together in Christian love (Eph 5:2); to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its future growth and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, the relief of the poor, and the spread of the gospel through all nations (2 Cor 9:7).

We also promise to maintain family and private devotions; to educate our children in and according to God's Word (Deut 6:6-7 & 11:18-21); 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 abstain from the promotion and abuse of intoxicating drinks and substances (Rom 13: 13, Eph 5:18); and to be zealous in our efforts to advance the kingdom of our Savior.

We further commit to watch over one another in brotherly love; to remember each other in prayer (Jas 5:16); to aid each other in sickness and distress; to show courtesy in speech and hospitality toward one another (Rom 12:13); to be slow to take offense but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay (Matt 18:16-20 and Phil 2:1-4); to rejoice with those who rejoice and to weep with those who weep (Rom 12:15); and to maintain our individual affiliation with the body of Christ in the event of relocation.

#### **ARTICLE IV: MINISTERIAL STAFF/OFFICERS**

The ministerial staff of Adamsville Baptist Church shall be called and employed by the church. The calling or dismissal of any ministerial staff member will be by secret ballot. The Senior Pastor, along with the Personnel Committee, shall determine the particular makeup of the ministerial staff in a manner that best addresses the needs of the church, making certain to address the needs of the youth and children, the elderly and shut-ins, music, administration, education and evangelism, and any other ministries that the church desires to pursue. All job descriptions, covenants or other duties and responsibilities relating to the ministerial staff shall be addressed in the Personnel Manual which shall be available for review in the church office. Non-ministerial staff shall be hired or terminated by the Senior Pastor, Personnel Committee and Deacons by a three-fourths (3/4) vote.

The officers of Adamsville Baptist Church shall be pastors and other vocational leadership as needed, deacons, trustees, clerk, treasurer, and such other officers as shall be required to do the work of the church in any of its departments or organizations. All officers of the church and its organizations, unless otherwise specified, shall be elected by the church upon the recommendation of the Nominating Committee. Members of the church may offer additional nominations for any position for which the Nominating Committee makes nominations. Church officers shall be members in good standing at the time of election, except that pastors and other vocational leaders need not be a member until after they are called.

#### **ARTICLE V. ELECTION/DUTIES OF CHURCH OFFICERS**

##### **SECTION I: SENIOR PASTOR**

- A. CALL:** The Pastor Search Committee will place in nomination at a called conference only one name at a time. No nomination shall be made except by the Pastor Search Committee. Upon a three-fourths (3/4) majority vote of those present and voting in the affirmative an indefinite call may be extended.
  
- B. TERMINATION OF RELATIONSHIP:** The office of Senior Pastor may be declared vacant by the church. Such action may only take place at a meeting called for that purpose. Such meeting may be held only after public notice has been given at a Sunday morning service, at least one (1) week prior to the meeting time. The notice must include

as a minimum the time, place, and purpose of the meeting. The meeting may be called upon the recommendation of a majority of the Personnel Committee and the Deacons, or by written petition signed by not less than one-fourth (1/4) of the resident church members. The moderator for such a meeting shall be selected by a majority vote of those members present, and shall be someone other than the Pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds (2/3) of the members present is necessary to declare the office vacant. Except in the instances of gross misconduct by the Senior Pastor so removed from office, the church will compensate the Senior Pastor with sixty (60) days compensation. The termination shall be immediate and the compensation rendered within 30 days.

- C. RELATIONSHIP TO THE LORD:** The Senior Pastor will have a living testimony of having been born again and having had a real encounter with Jesus Christ as his Savior and Lord. He shall be led, guided and directed by the Holy Spirit under the Lordship of Jesus. The church will always give the Senior Pastor freedom to obey the Holy Spirit. The Senior Pastor shall be responsible to the Lord Jesus Christ, that great Shepherd of the sheep, as His undershepherd to oversee the flock of God, to feed the sheep and lambs, and to perfect (mature) the saints for the work of ministry, and for the building up of the saints (Acts 20:28, Eph 4:11–14, 1 Pet 5:1–4, Heb 13:7, 17).

## **SECTION II: OTHER MINISTERIAL STAFF**

- A. CALL:** The Personnel Committee will place in nomination at a called conference only one name at a time for any given ministerial staff position. No nomination shall be made except by the Personnel Committee. Upon a three-fourths (3/4) majority vote of those present and voting in the affirmative an indefinite call may be extended.
- B. TERMINATION OF RELATIONSHIP:** A request for termination of employment by any ministerial staff must be in the form of a written thirty (30) day notice unless agreed upon by the church and the person involved. Any ministerial position may be declared vacant by the church. Such action may only take place at a meeting called for that purpose. Such meeting may be held only after public notice has been given at a Sunday morning service, at least one (1) week prior to the meeting time. The notice must include as a minimum the time, place, and purpose of the meeting. The meeting may be called upon the recommendation of a majority of the following: Senior Pastor, Personnel Committee, and the Deacons, or by written petition signed by not less than one-fourth (1/4) of the resident church members. The vote to declare a position vacant shall be by secret ballot, an affirmative vote of two-thirds (2/3) of the members present is necessary to declare a position vacant. Except in the instances of gross misconduct by a ministerial staff member so removed from office, the church will compensate the individual with sixty (60) days compensation. The termination shall be immediate and the compensation rendered within thirty (30) days.
- C. RELATIONSHIP TO SENIOR PASTOR:** The ministerial staff is supervised by the Senior Pastor. All programs and activities must be coordinated with and approved by the Senior Pastor.

### **SECTION III: DEACONS**

There shall be at least three (3) deacons for the first one hundred (100) members of the church and three (3) additional deacons for each one hundred (100) additional members, up to a maximum of twelve (12) deacons.

The active Deaconate of the church shall be composed according to membership, following a team concept of servitude to the church, especially to the sick, shut-ins, widows, fatherless, hungry and new members. Each deacon elected shall have been a Christian at least 5 years, a member of Adamsville Baptist Church at least 1 year, have only one living wife and have proved himself to be scripturally qualified according to 1 Timothy and Titus 1.

#### **A. ELECTION OF DEACONS:**

1. Each year, one-third (1/3) of the necessary number of Deacons is to be elected to serve for three years. Resident male church members, twenty-five (25) years of age and above (except those who have requested that their names not be included), shall be considered by the Deacon Nominating Committee and only those found scripturally qualified shall be presented to the congregation in ballot form.

2. The Deacon Nominating Committee shall be composed of the Chairman of Deacons, three (3) additional deacons, the church Nominating Committee Chairman, the Constitution Committee Chairman and the Senior Pastor as an ex-officio member. They shall send a letter to each male member of the church age twenty-five (25) and above asking if they will serve if qualified. From the response of the letter, the first ballot will be compiled of scripturally qualified men.

3. The number of deacons to be elected plus three (3), providing that spiritually qualifying men are available, shall constitute nominees for the second deacon ballot. These prospective nominees will be interviewed by the Deacon Nominating Committee as to their willingness to serve if elected. This ballot will then be presented to the congregation for the election of the required number of deacons. The men on the second ballot who receive the highest number of votes shall serve for a period of three years.

4. Vacancies: When a deacon dies, resigns, or is removed from the church roll, the church shall elect, as soon as possible, a man to serve the unexpired portion of the term of such former deacon. The position will be filled from the previous deacon election list as recommended by the Deacon Nominating Committee. This action will then be presented to the congregation for approval. Deacons retiring from active participation by rotation shall retain their title of deacon and may be called upon for service by the church at any time, but shall be ineligible for re-election to the active Deaconate until at least one year has elapsed following their retirement from this service. A deacon who serves less than twelve months shall be eligible to run again at the end of the expired term.

Deacons shall, at all times, regard themselves as servants of the church. With the Senior Pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in matters pertaining to its work and progress, including oversight of the discipline of the church. They shall assist the Senior Pastor in observance of the ordinances and have general oversight over upkeep, repair, and use of property (with proper respect for the responsibilities of the church

committees, trustees, and Property Committee). They shall arrange for regular meetings and such committees as necessary to the discharge of their duties. No love offerings (offerings not designated in the church budget) except for the Gideons shall be received until first recommended by the Deacons and approved by the Church in business session. The Senior Pastor or the Chairman of Deacons may call the Deacons into special session whenever need for such arises. A deacon shall not serve on the Personnel or Stewardship Committee at the same time he is serving as an active deacon.

#### **SECTION IV: TRUSTEES**

There shall be three (3) trustees who are to hold title to all church property as a service to the members of the church; who adhere and submit to the regular order of the church; and who follow the established usages, customs, doctrines, practices and organization of the church together with its connections with other denominational bodies whether a majority or a minority of the membership. All trustees shall be bonded at the expense of the church. The trustees shall execute all contracts, deeds, mortgages or other instruments when authorized to do so by the church in conference. The church shall elect at least three (3) members to serve as trustees whose terms of office shall be for three years with one-third (1/3) elected each year. Having served as a trustee during a previous term will not disqualify a member for re-election. There shall not be more than one person in a family, or one person from the same household, serving as a trustee simultaneously.

The church will have full power and authority to lease or acquire by gift, devise or bequest and to hold mortgage, convey and dispose of all kinds of property, both real and personal, provided that the title to all property shall be vested in the church as represented by the duly elected trustees.

#### **SECTION V: CLERK**

The church shall elect a clerk and an assistant clerk annually. It shall be his/her responsibility to attend, or be represented, at the church business meetings and to keep an accurate record (minutes) of all decisions made. A copy of those minutes shall be held in the church office and available to church members upon request. The clerk shall prepare an agenda for each regular business meeting that shall be included as part of the bulletin for the morning worship service prior to the business meeting that evening.

It shall be the duty of the clerk, with cooperation of the church secretary, to see that an accurate roll of the church membership is kept. This will include the dates and methods of admission and dismissal of members, changes of names, correct mailing addresses and other pertinent information. This information shall be kept in the church office and periodically updated and made available to each family.

#### **SECTION VI: TREASURER**

The church shall elect a treasurer and at least one assistant treasurer annually. The primary duty of the treasurer is custody of the church funds. An assistant treasurer will take over and be responsible for the duties of the treasurer in his absence for an extended period of time. The treasurer and/or assistant treasurer shall be an ex-officio member of the Stewardship Committee. The treasurer and assistant treasurer shall be bonded at the expense of the church. There shall not be more than one member of a family, or one person from the same household, serving as treasurer or assistant treasurer simultaneously. The duties of the treasurer are:

- Provide the church with financial management
- Be responsible for the care and safekeeping of all the funds and securities
- Sign all checks and drafts
- Supervise and maintain the church financial books
- Work with a certified accountant appointed by the church in the preparation of the church financial reports (scheduling of outstanding debts)
- Advise the Senior Pastor, staff and Stewardship Committee on financial plans and budgets

## **SECTION VII: CHURCH COUNCIL**

The Church Council shall consist of the following members by virtue of their office: Senior Pastor; full-time ministerial staff; leaders of all ministries; and chairpersons of all committees. The Senior Pastor shall serve as chairman. The work of the Council shall be to:

- Plan, coordinate and evaluate church programs (such as revivals and other special activities)
- Develop a comprehensive church calendar
- Handle other responsibilities as deemed necessary by the church

The Church Council does not have the authority to direct the work of any church program, organization or the congregation. It may, however, suggest and recommend that certain actions be taken by the church. At least bi-annually, the Senior Pastor shall call a meeting of the Church Council.

## **SECTION VIII: SUNDAY SCHOOL COUNCIL**

The Sunday School Council shall be responsible for planning and implementing the work of the Sunday School. The Sunday School Council shall consist of the following representatives: at least one member of the pastoral staff; Sunday School Director; Outreach Director; Preschool Division Director; Children's Division Director; Special Ministries Director; and Department Directors from Junior High, Senior High, College/Career, and Adult Departments. At least one member of the pastoral staff is responsible for leading the Sunday School Council meetings.

The purpose of the Sunday School Council is to plan, coordinate, implement and evaluate the programs, projects, campaigns, outreach efforts, and emphasis of the Sunday School. The council shall meet quarterly and more frequently when deemed necessary.

## **ARTICLE VI. CHURCH GOVERNMENT**

**SECTION I: Lordship** - Adamsville Baptist Church is first and foremost, in all matters, subject to the Lordship of our Lord Jesus Christ (Eph 5:23). The government of this church is vested in the body of believers of which it is composed. Persons duly received as members shall constitute the membership. All internal groups created and empowered by the church shall be accountable to the church body. This church is not subject to the control of any other ecclesiastical body.

**SECTION II: Church Conference** – A church conference shall be held on the fourth Sunday night of each month; however, exceptions will be made for the October business meeting which will be held on the third Sunday evening to accommodate homecoming and the December meeting

which will be held on the second Sunday evening for presentation of the budget. Any matter to be considered for vote during a regularly scheduled church conference must be submitted in writing to the Church Secretary or Clerk (including the proposed motion) by Wednesday prior to the Sunday of an upcoming meeting. The Clerk shall prepare an Agenda for all regularly scheduled church conferences which will be included as part of the bulletin for the morning worship service prior to the business meeting that evening. In addition to regularly stated conferences, the Senior Pastor and Chairman of Deacons may call a special conference to be held during a regular worship service by giving a one week notice at a previous worship service. Exceptions to the above would be:

- The reception of new members
- Licensing and ordaining ministers
- Approval of a bus/van driver
- Reports from the Nominating Committee

**SECTION III: Moderator** - The Nominating Committee shall recommend for appointment by the church a moderator and vice-moderator familiar with the latest edition of *Roberts Rules of Order* to serve for a term of two years. In the absence of the moderator and vice-moderator, the Senior Pastor shall preside or designate some other member equally qualified to preside.

**SECTION IV: Quorum** - A quorum shall consist of not less than sixty (60) adult church members (eighteen years of age and above) for the regular business conference and one hundred (100) adult church members (eighteen years of age and above) for a special called business conference.

**SECTION V: Minutes** - The clerk shall keep minutes of each business meeting and shall record the approximate number present, whether a quorum was present and what actions were taken by the church. A copy of the minutes shall be kept in the church office and made available to church members.

**SECTION VI: Referral to Committee** – To insure proper respect for all committees and to protect the individual’s right to bring a motion before the church, all items of new business will be referred to the appropriate committee for study and recommendation. If the item is not related to a particular committee’s function, it will be referred to the deacons. The appropriate committee/deacons will study the recommendation and take whatever action they deem necessary. If the committee/deacons feel that the motion should not be brought before the church, the Chairman of Deacons or of the appropriate committee will notify the individual of their decision within thirty (30) days. If, after receiving a response, the individual who made the motion still feels that it should be brought before the church, he should ask the moderator for permission to bring the matter before the church and it will be granted.

## **ARTICLE VII. ORDINANCES**

**SECTION I: Baptism** - Adamsville Baptist Church may receive for baptism all persons who have, by faith, received Jesus Christ as their personal Savior, who have professed Him publicly at any worship service, and who indicate a commitment to follow Christ as Lord.

Baptism is an act of obedience to God. It represents Christ’s death, burial and resurrection in a symbolic manner. Baptism shall be by immersion in water and shall be done in the name of the Father and of the Son and of the Holy Spirit. (Matt 28:19)

**SECTION II: Lord's Supper/Communion** - The Lord's Supper/Communion is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and the anticipation of His second coming.

The breaking of the bread represents the body of Christ that was broken for the forgiveness of our sins (Luke 22:19, 1 Cor 11:24). The fruit of the vine represents the blood of Christ that was shed to cover our transgressions (1 Cor 11:25).

The Lord's Supper/Communion shall be celebrated by the church body at least quarterly. Preparation for observance of this ordinance shall be the responsibility of the Lord's Supper Committee. The Senior Pastor and Deacons will be responsible for administering the Lord's Supper/Communion. In the event that the Senior Pastor or any of the deacons cannot be present, the Senior Pastor may appoint some other Christian person(s) to substitute for them.

## **ARTICLE VIII. AFFILIATION**

**SECTION I: Association** - The church recognizes the value and mutual helpfulness in the voluntary association of churches which are in such agreement in faith and practice as to make possible a spirit of fellowship and good will. The church declares its intention, as far as conscience will allow, to work in mutual cooperation with other Baptist groups and/or groups of like faith and practice.

**SECTION II: Cooperation:** Adamsville Baptist Church shall be deemed to be in friendly cooperation with the aims and purposes of the Neuse Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention as set forth in the Constitutions of these autonomous bodies. Through duly elected messengers, Adamsville Baptist will participate in their deliberative assemblies and shall, as we are able, support the missionary, benevolent and educational programs of each. To ensure cohesiveness, no literature may be distributed for teaching purposes in any organization of the church except Southern Baptist literature or that which has been approved by majority vote in regular church conference.

**SECTION III: Discontinuance of Affiliation and/or Cooperation:** The calling of a church conference for the purpose of voting on withdrawal from the Neuse Baptist Association and/or discontinuance of cooperation with the Baptist State Convention of North Carolina and/or the Southern Baptist Convention will require that written notice stating the purpose and time of said conference be sent to each resident member of the church thirty (30) days prior to said conference. Valid action to withdraw must be carried by a vote of three-fourths (3/4) of the members present and voting at that called conference.

## **ARTICLE IX. POLITY, AUTHORITY AND RELATIONSHIPS**

Confidentiality is to be exercised by the Senior Pastor, other ministerial staff, and the Deacons. The Bible teaches that Christians should carefully guard any personal and private information that others reveal to them. Protecting confidences is a sign of Christian love and respect (Matt 7:12). It also discourages harmful gossip (Prov 16:28 and 26:20), invites confession (Prov 20:19, Prov 11:13, Prov 28:13 and Jas 5:16), and encourages people to seek needed counseling (Prov 20:19 and Rom 15:14). Since these goals are essential to the ministry of the gospel and the work of this

church, all members are expected to refrain from gossip and to respect the confidences of others. The Senior Pastor, other ministerial staff, and Deacons shall carefully protect all information that they receive through pastoral counseling, subject to the following guidelines.

Although confidentiality is to be respected, there are times when it is appropriate to reveal certain information to others. In particular, when the Senior Pastor, other ministerial staff, and/or Deacons of this church believe it is biblically necessary, they may disclose confidential information to appropriate people in the following circumstances:

- When the Senior Pastor, other ministerial staff, and/or Deacons are uncertain of how to counsel a person about a particular problem and need to seek advice from other pastors, ministerial staff, and/or Deacons in this church or, if the person attends another church, from the staff of that church (Prov 11:14; 13:10; 15:22; 19:20).
- When the person who disclosed the information, or any other person, is in imminent danger of serious harm unless others intervene (Prov 24:11–12).
- When a person refuses to repent of sin and it becomes necessary to institute disciplinary proceedings (Matt 18:15–20) and/or seek the assistance of individuals or agencies outside this church (Rom 13:1–5).
- When required by law to report a situation such as in a case of suspected child abuse.

Scripture commands that confidential information is to be shared with others only when a problem cannot be resolved through the efforts of a small group of people within the church (Matt 18:15–17). Therefore, with the exception of those circumstances stated above, the Senior Pastor, other ministerial staff, and/or Deacons may not disclose confidential information to anyone outside this Church without the consent of the person who originally disclosed that information.

#### **ARTICLE X. LIABILITY INSURANCE**

Adamsville Baptist Church shall maintain liability insurance covering the actions of its corporate and church officers and potential liabilities relating to activities taking place upon church property.

#### **ARTICLE XI. CONCILIATION CLAUSE**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the church (Matt 18:15–20; 1 Cor 6:1–8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation or, if necessary, legally binding arbitration. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

#### **ARTICLE XII. ADOPTION AND AMENDMENTS**

**SECTION I: Adoption** - This Constitution shall be considered adopted and in immediate effect when two-thirds (2/3) of the members present at the business meeting at which vote is taken shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of

the Constitution to the church with notice of such meeting being given at least one week in advance.

**SECTION II: Amendments** - This Constitution may be amended, altered or repealed by a two-thirds (2/3) vote of the members present at a regularly scheduled business meeting of the church; provided that such amendment, alteration or repeal shall have been given to the clerk in writing; submitted to the Constitution Committee for consideration; and presented to the church at the preceding regular business meeting. If a question or controversy arises within the membership as to the constitutionality of an action or policy, the Constitution Committee shall be consulted to render an opinion.

### **ARTICLE XIII. LICENSING AND ORDAINING**

Licensing and ordaining pastors and ordaining deacons shall be under the authority of the church and joint leadership of the Senior Pastor and Deacons.

### **ARTICLE XIV. DISSOLUTION**

If the corporation (Adamsville Baptist Church, Incorporated) is formally dissolved or has become extinct by reason of the dispersal of its members, the abandonment of its work, or any other cause, the corporation shall, after paying or making provision for payment of all the liabilities of the corporation, distribute all remaining assets, both real and personal, present and future to the Neuse Baptist Association or to another church or organization of like faith and order that is a qualified charitable organization under Section 501C(3) of the Internal Revenue Code of 1986, as amended, or corresponding section of any future federal code, which will be determined by church action and shall require at least two-thirds (2/3) of the vote of the members present at a meeting at which a quorum is present, having been duly called and held in accordance with adopted procedures.

### **ARTICLE XV. NON-PROFIT CORPORATION**

Adamsville Baptist Church is a nonprofit corporation organized under the North Carolina Non-Profit Corporation Act of the North Carolina General Statutes (N.C.G.S. 55-A) and shall have all of the powers, duties, authorizations and responsibilities as provided therein. Notwithstanding the foregoing, Adamsville Baptist Church shall neither have nor exercise any power, nor engage directly or indirectly in any activity that would invalidate its status as an organization exempt from Federal income tax and described in Section 501 C (3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision or provisions of any subsequent United States Internal Revenue law or laws (the Internal Revenue Code of 1986).

***ADAMSVILLE BAPTIST CHURCH***

**BY-LAWS**

**Adopted  
April 26, 2009**

## **ARTICLE I. MEMBERSHIP**

**SECTION I: Membership by Salvation** - The membership of Adamsville Baptist Church shall be composed of persons who have given evidence of regeneration by the Spirit of God, who have been baptized by immersion, and who have subscribed to the Church Covenant, and the Constitution and By-Laws of the church, and who have been received into membership by vote of the church.

**SECTION II: Letter of Transfer** - A member of another Baptist Church of like faith and practice may be received by a vote of the church upon promise of letter of transfer from the church where membership resides. The applying member will be in a watch-care relationship until that letter of transfer is received from the other church.

**SECTION III: - Statement to the Membership** - Anyone who has once been a member of a Baptist church of like faith and practice and in consequence of peculiar circumstances has lost that relationship or is not able otherwise to promise a letter of transfer may be received into the fellowship of this church upon statement to the membership and by a vote of the church.

**SECTION IV: Statement of Faith** - Applicants for membership from other denominations, who have been immersed as believers in Jesus Christ, must present themselves at a worship service to be considered by the church as members by statement of faith. Anyone coming from another denomination, who has not been immersed, must confess Jesus Christ as Savior and Lord followed by baptism by immersion.

**SECTION V: Perspective Members** – The Senior Pastor shall meet with perspective church members prior to a vote by the congregation. In the absence of the Senior Pastor, a member of the pastoral staff or deacons shall meet with perspective church members.

**SECTION VI: Duties** - Members should take church orientation and discipleship training classes for new members as available. Members will strive, with the aid of the Holy Spirit, to act in accordance with the Church Covenant as defined in Article III of the Constitution. Members will abide by all affirmative obligations identified in the Constitution and By-Laws. Members will make themselves available, as is requested and practicable in light of their circumstances, to serve in the church. After six (6) months members may serve as corporate officers, on church committees, as Sunday School teachers, AWANA leaders or in positions of leadership throughout the church. It is desired that all members be familiar with the doctrines, procedures and objectives of the Southern Baptist Convention, North Carolina State Baptist Convention, Neuse Baptist Association and Adamsville Baptist Church.

**SECTION VII: Voting Rights** - Every member of the church eighteen (18) years of age and older is entitled to vote in all elections and on all matters submitted to the church body at a business meeting, provided the member is present. Voting by proxy is prohibited unless civil law specifically requires that voting by proxy shall be permitted as to a particular corporate matter.

**SECTION VIII: Removal** - Members shall be removed from the church membership by letter, death, personal request, or by exclusion as described in Article I, Section VIII of these By-Laws. Members of Adamsville Baptist Church who have not attended, supported, or shown any interest in the church over a period of three (3) years or more disqualify themselves for church membership and their names shall be removed from the church roll after a good faith effort has been made by the ministerial staff and the deacons.

**SECTION IX: Discipline** - It shall be the intent of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Senior Pastor and the Deacons will be available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another. (Matt 5:23–24 and Matt 18:15–17) Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Senior Pastor and the Deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, if it is found that the welfare of the church will best be served by the removal of a member, the church body may, upon recommendation of the Senior Pastor and Deacons, remove such member by a two-thirds (2/3) vote of the members present at a business meeting. No member may be excluded except in a manner that is fair, reasonable, in accordance with the Holy Bible and carried out in good faith. Any person whose membership has been terminated for any condition which has made it necessary for the church to remove him, may upon his/her request and recommendation of the Senior Pastor and Deacons, be restored to membership upon presenting evidence of his/her repentance and reformation. This, however, does not also constitute restoration to any position previously held.

## **ARTICLE II. MEETINGS**

Adamsville Baptist Church shall hold regular meetings for worship, teaching, training, and fellowship. The church shall hold regular business meetings for the disposition of all business matters not otherwise provided for, to hear reports from the various church organizations and committees, and to consider other matters essential to the spiritual welfare and prosperity of the congregation. All church-wide functions shall be announced through the church bulletin prior to the event. Other meetings of the church, as a whole or of authorized groups within the church, may be set according to the needs of the congregation and as follows:

**SECTION I: Regular Services** - The church shall hold regular services of worship on Sunday morning and on Sunday and Wednesday evenings unless otherwise agreed upon by the church. The Lord's Supper shall be observed at least once a quarter as stated in Article VII (Section 2) of the Constitution.

**SECTION II: Business Meeting** - The fourth Sunday evening of each month shall be the scheduled time for business meetings (church conferences) of the church with the exceptions of the October business meeting which is to be held on the third Sunday evening in order to accommodate homecoming and the December meeting which will be held on the second Sunday evening for presentation of the budget. If circumstances force a change in this schedule, the membership will be properly notified by publishing notice in all regular church publications.

**SECTION III: Called Business Meeting** - The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for a called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and the time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting.

## **ARTICLE III. DUTIES OF CHURCH OFFICERS**

**SECTION I: Sunday School Director** - The Director of the Sunday School shall have general oversight of the entire school and shall assist in administering its affairs in cooperation with

the Minister of Education and Administration and according to the plans and methods of Lifeway Christian Resources of the Southern Baptist Convention, subject to the approval of the local Church. He must be acquainted with the best methods of religious education and endeavor to adopt them in this school. It shall be his duty to assist in all officers' and teachers' meetings. He shall see that a full and accurate report is made regarding the work of the Sunday School in the regular business meetings of the church.

**SECTION II: Director of Men's Ministry** - The Director of the Men's Ministry shall seek to enlist the men and boys of the church in an active program for Christ. He shall see that a full and accurate report is given at the regular business meetings of the church.

**SECTION III: Director of Women's Ministry** - The Director of the Women's Ministry shall seek to enlist all the girls and women of the church in an active program for Christ. She shall see that a full and accurate report is given at the regular business meetings of the church.

#### **ARTICLE IV. COMMITTEES**

**(The Pastor shall serve as ex-officio on all committees)**

**SECTION I: STANDING COMMITTEES** - The church shall elect such standing committees as may be deemed necessary to efficiently and effectively carry out the various phases of the church. All committee members shall be recommended by the Nominating Committee and elected by the church unless otherwise specified within these By-Laws. Committee members shall serve on a three-year rotation basis with one-third to be elected each year unless otherwise specified within these By-Laws. In the initial year of the three-year rotation, an equal number will be elected to one (1), two (2), and three (3) year terms. Thereafter, as a member's term expires, a replacement will be elected to a three-year term. Unless otherwise specified in the By-Laws, members will be eligible for re-election after the expiration of a previous term.

The policies and procedures of all committees shall be set forth in a Church Policy and Procedure Manual which shall be updated by the individual committees when changes occur and shall be made available to the church membership in the church office. Proposed changes to the Policies and Procedures of any committee shall be presented to the ministerial staff for review and to the Constitution Committee to render an opinion as to whether they comply with the adopted Constitution and By-Laws. If a member feels that a change to the Policy and Procedures Manual is in conflict with the Constitution/By-Laws or otherwise not in the best interest of the congregation, he may request a motion be placed on the agenda for the next meeting to have the change rescinded. To rescind a change, a 2/3 vote of the members present shall be required. Any change to the Policies and Procedures Manual shall be published in the next church bulletin and posted on the church informational bulletin board.

The church shall have the following standing Committees:

- A. Baptismal Committee:** The Baptismal Committee shall consist of six members (three men and three ladies) whose duties shall be to assist the Senior Pastor and baptismal candidates as needed.
- B. Bereavement Committee:** The Bereavement Committee shall consist of at least three members. This committee's duties shall be to handle cards, flowers and meals when needed. The church will send flowers when a member, a member's mother or father, or a member of the immediate family of a church

member is deceased.

- C. Cashiers/Tellers:** The counting, tabulation, and bank depositing of all church funds shall be handled by the cashiers/tellers and supervised by the Stewardship Committee. All cashiers/tellers shall be bonded at the expense of the church. No less than two (2) cashiers/tellers shall count church monies at any given time. No more than one member from the same family, or one person from the same household, shall serve simultaneously as a cashier/teller. Accurate records shall be maintained and greatest caution shall be exercised to insure the safety of all church funds. As stipulated in Article IV, Section I, Item Q, the Stewardship Committee is responsible for the nomination of persons to serve as tellers/cashiers.
- D. Church Vehicle Committee:** The Vehicle Committee shall be composed of six (6) members. Their duties are to supervise the maintenance and operation of the church bus/van and approve all uses of the vehicles according to adopted guidelines.
- E. Constitution and By-Laws Committee:** This committee shall consist of six (6) members whose duties shall be to prepare and present for church consideration recommendations for updating the Constitution and By-Laws. If a question or controversy arises within the membership as to the constitutionality of an action or policy, the Constitution Committee shall be consulted to render an opinion. (Reference Article XII, Section II of the Constitution and Article V, Section II of the By-Laws.)
- F. Decorating Committee:** The Decorating Committee shall consist of three (3) members who shall be responsible for any decorations within the church facilities. The committee shall prepare a schedule of those who will provide flowers for the worship services and fill vacancies on the schedule when they occur. This schedule shall be posted at the church so that individuals may reserve dates for flower placement. Decorations for all special occasions, such as weddings etc., shall first be cleared with this committee and any other appropriate committee.
- G. Library Committee:** The Library Committee shall consist of five (5) members. They shall maintain a regular schedule of hours for the circulation of books and shall assist in the processing and selection of books for the library. The committee shall use discretion when placing donated books in the library. The committee shall determine rules and regulations concerning the operation of the library.
- H. Local Missions Giving Committee:** The Local Missions Giving Committee shall consist of 5 persons (4 lay and 1 church ministerial staff member). The purpose of this committee shall be to present recommendations for assistance to the Stewardship Committee who will then submit recommendations to the church body at a regularly scheduled business meeting. In order to be considered for assistance, a mission must meet the following criteria:
1. Believe that Jesus Christ is the Son of God, that He was born of a virgin, died on the cross as a sacrifice for our sins and was resurrected.
  2. Share the gospel of Christ with their clients.
  3. Be located in or providing services to Wayne County residents.
  4. Not be directly associated with a single church or denomination.
  5. Be a non-profit organization.

The Committee will recommend missions to be supported, how much support and how this support is to be paid (monthly, yearly, etc.). Ideally, this committee will provide substantial support for a few missions rather than token support for a large number.

Prior to the new financial year, the committee will need to meet and review giving for the previous year, meet with the supported missions for an update of their work and decide whether to continue support or change support to another mission. The recommendations, along with any requests for additional funds, will be submitted to the Stewardship Committee by September 25th as they begin putting the new budget together.

- I. Lord's Supper Committee:** The Lord's Supper Committee shall consist of three (3) members whose duties shall be to have custody of all Lord's Supper fixtures, to secure (at church expense) and prepare the elements to be served according to the schedule of the church. The committee shall be assisted, at the time of observance of the ordinance, by two deacons and their wives according to the schedule prepared by the Deacons. (Reference Article VII, Section II of the Constitution.)
- J. Music Committee:** The Music Committee shall be composed of the Minister of Music who serves as chairman, the directors of other choirs in the church, the church organist and pianist, and a media representative. This committee shall be responsible for keeping musical instruments tuned and in good repair. It shall advise the Minister of Music on all music purchases and other expenses incidental to the music program. The committee shall encourage the development of the musical talents of the church members and assist in enlisting suitable talent for the choirs. It shall assist in the planning, coordinating, and evaluating of the music program of the church.
- K. Neuse Baptist Association Executive Board:** Two lay members and an alternate shall be elected each year to serve, along with all pastors, on the Neuse Baptist Association Executive Board. They shall attend the meetings of the board and report on important matters that need to be brought to the attention of the church.
- L. Nominating Committee:** The Nominating Committee shall consist of six members who will begin serving October 1. During the October meeting, the positions of chairperson and secretary will be filled. This committee shall not have more than one member from the same family, or one person from the same household, serving simultaneously. This committee will work in conjunction with the Minister of Education and Administration and the Sunday School Director in recommending a slate of church officers, teachers and members to other church committees. The Nominating Committee will earnestly and prayerfully seek to recommend only those members to office who are spiritually, mentally and physically qualified. A list of these recommendations will be presented to the church for vote at the September business meeting. Any vacancy that may occur during the year shall be announced to the church by the Nominating Committee at the next regularly scheduled business meeting. The Nominating Committee shall bring any nomination for a vacant position to the church as they occur.
- M. Personnel Committee:** The Personnel Committee shall consist of five (5) members recommended by the Nominating Committee and elected by the church to serve three

year terms. This committee shall not have more than one member from a family, or one person from the same household, serving simultaneously. No person may serve on the Personnel Committee and the Stewardship Committee at the same time. No paid employee or contracted person of the church, except the Senior Pastor, shall serve on this committee.

The major concern of this committee is, in cooperation with the Senior Pastor, to seek out, interview and recommend qualified persons to fill all employed church ministerial and other staff positions. (Reference Article IV and Article V, Section II) Two additional persons may be added to this Committee temporarily for broader representation when seeking a Senior Pastor. (Reference Article IV and Article V, Section I) The Personnel Committee is responsible for surveying the need for additional ministerial staff positions as well as preparing and updating job descriptions for all employed ministerial staff and other personnel. A salary and benefit plan is to be prepared and recommended to the Stewardship Committee on any ministerial position prior to an individual being presented to the church. Questions concerning the termination of employment in a church ministerial staff position shall first be referred by this committee to the Deacons and then to the church for further action if necessary.

The Personnel Committee will meet with each ministerial staff employee annually to evaluate the ministry of the church and any concerns the employee or the Personnel Committee may have.

**N. Property Committee:** The Property Committee shall be composed of six (6) members. This committee shall perform all duties pertaining to the upkeep and maintenance of the Church property. It shall render a report of the condition of the church properties at least quarterly and shall make recommendations relative to needed improvements. The Property Committee shall perform an annual physical inventory of the church property and shall report the result of this inventory to the church. A copy of this inventory is to be kept in the church office.

**O. Recreation Committee:** The Recreation Committee shall be composed of the Minister of Education and Administration, Minister of Youth and the Minister of Music plus six (6) members. This committee shall be responsible for organizing and directing all church recreational activities. Adamsville Baptist Church will refrain from sponsoring any form of dancing as a church related form of recreation. All equipment and supplies will be available for use by the entire church membership upon request to the Minister of Education and Administration, Minister of Youth and/or the Minister of Music. The Recreation Committee is charged with the responsibility of purchasing, maintaining and controlling all sporting equipment.

**P. Social/Kitchen Committee:** The Social/Kitchen Committee shall consist of twelve (12) members. They shall be in charge of all church social functions except those sponsored by specific groups within the church. This committee shall be in charge of the use and care of all kitchen equipment. They shall post regulations on the use of the kitchen in a prominent place in the kitchen.

**Q. Stewardship Committee:** The Stewardship Committee shall oversee the financial operations of the church including the recommendation of the annual church budget. The Stewardship Committee shall be composed of seven (7) voting members who are

expected to be tithers. No one may serve on the Stewardship Committee and the Personnel Committee at the same time. This committee shall not have more than one member from the same family, or one person from the same household, serving simultaneously. No member will be eligible for re-election until one year after the expiration of a previous term. A Stewardship Committee member who has served less than twelve (12) months shall be eligible to serve again. New members will be elected by the church at the regular business meeting in September from nominees submitted by the Nominating Committee. Their terms will begin the following January 1. Vacancies of unexpired terms will be filled as soon as possible as provided for under the duties and responsibilities of the Nominating Committee.

The Stewardship Committee will request ministerial staff, Sunday School Director, Men's and Women's Ministry Directors, and all organizational chairpersons to meet with the committee yearly to discuss their upcoming budgetary needs. The Stewardship Committee shall submit the annual proposed church budget to the Deacons for their review by the November Deacons' meeting. The proposed budget will be prepared and presented to the church at least two weeks prior to the December business meeting. The budget shall be the only item on the agenda and shall be presented for vote by the church at the business meeting which is held on the second Sunday in December. The budget, as adopted by the church, will be for the following calendar year (January 1 through December 31).

The Stewardship Committee will also be responsible for the nomination to the church of persons to serve as tellers/cashiers.

**Special Authorizations:** Except for ongoing expenses, the annual adopted church budget is not an authorization to commit or spend any church funds. When the budget is approved by the church, persons having budgetary responsibilities will be authorized to spend the amounts approved provided funds are available. The church treasurer, in coordination with the CPA/accountant, must assure that funds are available to meet contractual and necessary expenses, such as payroll and utilities, before committing the church for additional amounts. Should there be a shortfall of funds, priorities will be established by the Stewardship Committee. All requests for funds outside the approved annual budget will be brought to the Stewardship Committee for consideration. In cases of emergency when funds must be committed by responsible persons, the Stewardship Committee must be informed as soon as practical. Any expenditure exceeding \$1,000.00 per line item per month must be approved by the Stewardship Committee. The Stewardship Committee will bring any expenditure exceeding \$3,000.00 per line item per month to the church for approval. One (1) signature is required on checks up to \$2,000.00. After that, two (2) signatures are required unless it is a recurring bill.

**Stewardship Education:** Stewardship Committee will work with the Senior Pastor and the church staff in year-round stewardship education. This is to include at least one major stewardship emphasis each year.

**R. Usher Committee:** Four (4) head ushers shall be elected annually by the church. The chairman of the Usher Committee will be responsible for assuring that the required number of ushers is available for all scheduled services including revivals. The members of this committee should at all times be friendly, courteous and considerate.

The ushers should meet and greet all persons entering the church and assist worshipers as needed. Ushers should present a church bulletin to each person desiring one. The ushers will insure that visitors arriving during the Sunday School hour are properly directed to appropriate classes. The ushers will be responsible for receiving all offerings. As guardians of the worship services, the ushers should act as necessary to provide for the comfort and security of worshipers. The head ushers are responsible for insuring that each usher is familiar with his duties and render them as a service to Christ and the church.

**S. Vacation Bible School Committee:** The Vacation Bible School Director, together with the Senior Pastor and Minister of Education and Administration, shall enlist the faculty and make plans for the Vacation Bible School using the literature and suggested procedures of the Southern Baptist Convention. Any exception will need the approval of the church.

After the school ends, the director will submit reports to the church, the Neuse Baptist Association, and the Southern Baptist Convention using the forms provided in the Vacation Bible School supplies. The director will insure that all textbooks, decorations and other reusable materials are gathered, sorted and appropriately stored. All facilities used during Vacation Bible School should be returned to their original status prior to the next regularly scheduled meeting or service.

## **SECTION II: TEMPORARY COMMITTEES:**

The church, upon recommendation by the Deacons, may elect committees at any time to perform temporary functions.

## **ARTICLE V. ADOPTION AND AMENDMENTS**

**SECTION I: ADOPTION** - These By-Laws shall be considered adopted and in immediate effect if and when a majority of the members present at the business meeting at which vote is taken shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the By-Laws to the church.

**SECTION II: AMENDMENTS** - These By-Laws may be amended, altered or repealed by a two thirds (2/3) vote of the members present at any regular business meeting of the church; provided, however, that such amendment, alteration or repeal shall have been given to the clerk in writing; submitted to the Constitution Committee for consideration; and presented to the church at the preceding regular business meeting. If a question or controversy arises within the membership as to the constitutionality of an action or policy, the Constitution Committee shall be consulted to render an opinion.

## **ARTICLE VI: RULES OF ORDER**

The church shall follow the latest edition of *Robert's Rules of Order* in the conducting of its parliamentary procedures. A copy of the latest edition or *Robert's Rules of Order* shall be made readily available at all business meetings.

## **ARTICLE VII. VALIDATE**

**SECTION I: ADOPTION** - The adoption by the church of these By-Laws shall repeal all previously adopted rules in conflict herewith; provided, however, that no actions taken by the church prior to this date shall be invalidated by the adoption of this Constitution and By-Laws.

**SECTION II: AVAILABILITY** - A copy of these By-Laws shall be kept by the clerk at all times among his/her records and another copy shall be kept in the church office. A copy of the Constitution and By-Laws shall be present at all business meetings. Amendments to, or revisions thereof, shall be prepared by the clerk in cooperation with the church secretary and attached to copies of the Constitution and By-Laws and made available to any church member upon request.

## **ARTICLE VIII: USE OF CHURCH FACILITIES**

**Church Members** may use any of the facilities for family activities provided they are scheduled on the Church calendar by the Church Secretary. In an endeavor to present a good Christian example, modest attire should be worn on the grounds and in the buildings by all. All requests for use of the facilities by **non-members and non-church groups** may be approved on a case-by-case basis by the Senior Pastor and Deacons and scheduled on the church calendar by the church secretary.

### **SECTION I: SANCTUARY**

#### **A. Regularly Scheduled Church Meetings**

All other meetings must be authorized by the Senior Pastor and/or Deacons.

#### **B. Neuse Baptist Association and the Baptist State Convention of North Carolina**

These organizations are welcome to use the sanctuary without charge as authorized by the Senior Pastor and/or Deacons.

#### **C. Funerals:**

1. The church will provide reasonable assistance at no charge as authorized by the Senior Pastor and/or Deacons.
2. If the family requests that another minister conducts or participates in the service, the Senior Pastor may extend an invitation to that minister.

#### **D. Outside Groups**

Each request for use of the sanctuary will be considered by the Senior Pastor and/or the Deacons.

#### **E. Weddings (Members and Non-members of Adamsville Baptist Church)**

1. The Senior Pastor should be contacted in advance by thirty (30) days or more of an anticipated wedding.
2. No marriage ceremony will be performed in the sanctuary of this church other than those between one man and one woman.
3. After having met with a couple and determining that they meet biblical guidelines, the consulted pastor has the right to determine whether he will perform the marriage ceremony.
4. If assistance by another minister(s) is requested, it must first be approved by the pastor who will then extend a personal invitation.

5. Pulpit furniture will be moved only under the supervision of the church custodian, the property committee and a media representative.
6. No contribution is expected from members of Adamsville Baptist Church. Honorariums are permissible for individuals providing special services.
7. The wedding party is responsible for cleaning the sanctuary after the wedding. A deposit of \$100.00 will be charged for cleaning. This deposit will be refunded if the sanctuary is cleaned to acceptable standards as defined in church policies.
8. Non-members are expected to make a contribution of \$300.00 for building operational expenses.
9. No food or drink, tobacco products, intoxicating drinks or substances, profane language or inappropriate music will be allowed.
10. Proper care of the pews and furniture is required.
11. Only dripless candles may be used and the carpet must be protected by coverings underneath the candles. No rice, etc., is to be thrown inside the sanctuary or vestibule.
12. Musical instruments are in the custody of the Minister of Music; therefore, all visiting musicians must clear their use, as well as musical and vocal selections, with him.
13. The ceremony will be prepared by the pastor as led by the Holy Spirit since it is the pastor's message to the couple and congregation. The vows should be agreed upon by the couple and the officiating pastor.
14. A wedding at Adamsville Baptist Church is a Christian service and all individuals involved are expected to conduct themselves in a Christian manner.

## **SECTION II: SEARS FELLOWSHIP HALL/KITCHEN**

- A. **Use of the Sears Fellowship Hall/Kitchen by Adamsville Baptist Church Groups**
  1. No charge for meetings scheduled in the church program and announced through the church bulletin.
  2. No tobacco products, intoxicating drinks or substances, or profane language will be allowed.
  3. All activities should be conducted in a Christian manner.
  4. The kitchen is under the supervision of the Social/Kitchen Committee.
  5. Any equipment borrowed or removed from the kitchen must be signed out and in through the church custodian or the church secretary.
  6. Drinks, food, etc., will be supplied by the group using the kitchen.
  7. Paper cups, plates, napkins, knives and forks are provided by the church for all church functions.
- B. **Use of the Sears Fellowship Hall/Kitchen by Non-Members**
  1. Any request by non-members for use of the fellowship hall/kitchen must be considered by the Senior Pastor and/or Deacons.
  2. Non-members are expected to make a contribution of \$200.00 to the church for building operational expenses.
  3. The fellowship hall/kitchen will be left clean and in the order in which it was found (tables and chairs in place) or a \$100.00 custodial fee will be

assessed.

4. No tobacco products, intoxicating drinks or substances, or profane language will be allowed.

## **ARTICLE IX: LOANING OF CHURCH PROPERTY/EQUIPMENT**

### **SECTION I: Loaning of Church Property/Equipment to Church Members**

- A. Church members may use any equipment; however, it must be used at the Church.
- B. Exception(s): Tables and chairs may be taken away from the facility but must be signed out and in through the church custodian or the church secretary.
- C. Projectors, movie screens, televisions, VCRs, etc. may be taken from the church to be used for a function which is Christian in nature but must be signed out and in through the Minister of Education and Administration.
- D. Any item of music, musical instruments, and/or sound equipment taken from the church must be signed out and in through the Minister of Music.

### **SECTION II: Loaning of Church Property/Equipment to Non-Church Groups or Non-Religious Bodies**

Church property/equipment is not to be loaned to non-church groups or non-religious bodies.

**CERTIFICATION OF ADOPTION:** This Constitution consisting of the Preamble and fifteen (15) Articles for a total of fourteen (14) pages and these By-Laws consisting of nine (9) Articles for a total of eleven (11) pages were adopted at a regularly scheduled business meeting on Sunday, April 26, 2009. Any future amendments adopted shall be shown as a Footnote in the original document, shall be numbered consecutively and written out in their entirety at the end of the document.