

*The Constitution and
By-Laws of First
Baptist Church
St. Marys, Georgia*



The Constitution & Bylaws First Baptist Church St. Marys, Georgia

We, as the Trustees of First Baptist Church, St. Marys, Georgia, acknowledge this Constitution and By-Laws adheres to the practices of this Body and were incorporated through majority vote of a quorum present on the _____ day of _____ in the year _____.

Chairman of the Body of Deacons

Treasurer

Clerk

Church Seal

TABLE OF CONTENTS

	PAGE
I. DECLARATION	7
II. ORIGIN AND BRIEF HISTORY	7
III. COVENANT	8
IV. CONSTITUTION	9
A. Name	9
B. Place of Office	9
C. Purpose	9
D. Articles of Membership	9
1. Qualifications	9
2. Expectations	9
3. Rights	9
4. Quorum	9
5. Termination	9
6. Restoration	10
E. Pastor	10
1. Qualifications	10
2. Expectations	10
3. Absences	10
4. Conventions	11
5. Search Committee	11
6. Call	11
7. Operations	11
8. Termination of Pastorate	11
F. Associate Pastor	11
1. Qualifications	11
2. Expectations	12
3. Absences	12
4. Conventions	12
5. Search Committee	12
6. Call	12
7. Operations	12
8. Termination of Pastorate	12
G. Deacons	13
1. Number, Election, Qualifications and Terms of Service	13
2. Expectations	13
H. Nominating Committee	14
I. Duties and Responsibilities of Officers, Directors and Committees. 14	14
1. Officer Duties	14
a. General Provisions of Officers	14
b. Treasurer	14
c. Chairman of Body of Deacons	15
d. Vice-Chairman of Body of Deacons	15
e. Clerk	15

TABLE OF CONTENTS

	PAGE
f. Chairman of Personnel Committee	16
g. Chairman of Finance Committee	16
h. Moderator	16
i. Trustees	16
2. Director Duties	17
a. General Provisions of Directors	17
b. Director of Music	17
c. Chairman of Ushers	17
d. Sunday School Director	17
e. Activities Director	18
f. Women on Missions Director	18
g. Men's Ministry Director	18
h. Youth Director	18
i. Financial Secretary	18
j. Outreach Director	19
3. Committee Duties	19
a. General Provisions of Committees	19
b. Finance Committee	19
c. Budget Committee	20
d. Buildings & Grounds Committee	20
e. Baptismal Committee	20
f. Media Committee	20
g. Worship Committee	20
h. Youth Leadership Council	21
i. Pre-school Committee	21
j. Children's Committee	23
k. Community Ministries Committee	21
l. Transportation Committee	21
m. By-Laws Committee	21
n. Usher Committee	21
o. Personnel Committee	21
p. Kitchen Committee	22
q. Closing Committee	22
r. Missions Committee	22
s. Sound Committee	22
t. Technology Committee	22
u. Fishes and Loaves Committee	22
v. Senior Adult Committee	23
w. Decorating Committee	23
x. Publicity Committee	23
y. Women On Missions	23
z. Men's Ministry	23
aa. Women's Ministry	23

The Constitution & Bylaws First Baptist Church St. Marys, Georgia

bb. AWANA	23
cc. VBS	23
dd. Church Council	24
ee. Food Bank/Pantry	24
ff. Wednesday Supper	24
gg. Greeters	24
hh. Children’s Choir	25
ii. Video Production	25
J. Benevolence	25
K. Meetings	25
1. Worship Services	25
2. Business Meetings	25
3. Special Meetings	25
L. Ordinances	26
1. Baptism	26
2. Lord’s Supper	26
3. Minister	26
4. Deacons	27

ATTACHMENTS

- A. Pastor Job Description
- B. Associate Pastor Job Description
- C. Minister of Education Job Description
- D. Minister of Music Job Description
- E. Minister of Youth Job Description
- F. Administrative Secretary Job Description
- G. Secretary Job Description
- H. Custodial Job Description
- I. Deacon of the Week Suggested Responsibilities

I. DECLARATION

For the purpose of preserving, propagating and making secure the Principles of our faith, and to the end that this body of believing Christians may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist Churches affiliated with the State Baptist Convention and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish this constitution.

II. ORIGIN AND BRIEF HISTORY

St. Marys is believed to be the second oldest city in the United States. Its first settlers were Spanish, who brought a variety of religious influences, but it was not until March 7, 1937, that the First Baptist church in St. Marys, was organized under the leadership of Reverence W.C. DeLoach.

The First Baptist Church was called St. Marys Baptist Church and had nine charter members as follows: Mr. And Mrs. R.V. Alford, Sr., Mr. And Mrs. W.W. Davis, Miss Beulah Davis, Mr. And Mrs. W.C. Jones, and Mr. And Mrs. J.E. Holliman.

Successive pastors have been the Reverence E.H. Campbell, Reverence Shaw Harden, Reverend Carl Milton, Reverend Lester Edgy, Reverence J.H. Bland, Reverend A.F. Smith, Reverend R.S. New, Reverend Charles Sneed, Reverend Alfred Engelman, Reverend David J. Lundin, Reverend W. Carlton Owens, Reverend Archie C. Carmichael, Reverend John Goad, and Reverend Stan Sanford, Reverend Bob H. Halstead, Reverend Keith E. Harwood, and Reverend Steven W. Kegley. Several ministers have come from the ranks of the church members at St. Marys Baptist Church: Carl Sheffield, Jerry Harris, Hubert Aldridge, Ronnie Wildes, Marty McGhin and Quentin McArthur, III, Rick Quast, Daniel Branistarneau, and Terry Randle.

The name of St. Marys Baptist Church was changed to First Baptist Church November 7, 1973.

III. COVENANT

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

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

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and the use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior. We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our savior to secure it without delay.

We moreover engage that when we remove ourselves 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.

IV. CONSTITUTION

A. Name: First Baptist Church

B. Place of Office: City of Saint Marys, County of Camden, Georgia

C. Purpose:

The First Baptist Church of St. Marys is organized for the purpose of advancing and promoting the worship of God through the reading and the study of the Holy Bible as the revealed word of God, the teaching and preaching of the Gospel of our Lord and Savior, Jesus Christ, conducting regular services of worship for the spiritual training, development and benefit of each member and for the winning of souls to Christ. This church shall be missionary in spirit extending the Gospel through the organized religious channels to the entire world.

It shall exist to advance a benevolent ministry to a needy world, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the church of our Lord Jesus Christ, and to channel its offerings to the support of the objects and purposes set forth above. The church shall have full power and authority to purchase, lease and 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 trustees as hereinafter set forth.

D. ARTICLES OF MEMBERSHIP

1. **QUALIFICATIONS:** Church membership shall be open to (1) any person who, professing faith in the Lord Jesus Christ, and who shall express a desire to unite with the church, after baptism by immersion, shall be placed upon the church rolls under watch-care, or (2) any person who shall request a letter from a recognized church of like faith who practices baptism by immersion, or (3) any person without such a letter who shall relate a satisfactory Christian experience involving previous membership in a recognized church of like faith, who practices baptism by immersion. Disabled persons may be accepted based on testimony of family member or Christian friend.
2. **EXPECTATIONS:** Church members are expected to be faithful in all the duties essential to the Christian life, to attend regularly the services of this church on the Lord's Day and at the mid-week prayer service, to tithe regularly and systematically for the support of the church and its causes, to share in its organized work, and to be familiar with the church and bylaws.
3. **RIGHTS:** All members in full and regular standing and 16 years of age may act and vote in the transactions of the church. Each member should avail himself of the full ministry of his church. In times of stress and need he is encouraged to call upon the pastor, the deacons, and the resources of the church to aid him. In cases where material aide may be needed by the member, appropriate investigation will be conducted.
4. **QUORUM:** Fifty (50) members in full and regular standing of the active roll of the church membership shall constitute a quorum. For the election of officers and for the call and/or termination of a pastor, a minimum of one hundred twenty-five (125) qualified members shall be required. Election of the pastor shall be at a called business meeting following a regular Sunday morning service.

5. **TERMINATION:** The continuance of membership shall be subject to the principles set forth by the Baptist Faith and Message and the following:
 - a. Any member in good and regular standing who desires a letter of dismissal and recommendation to any other Baptist Church is entitled to have the request granted, upon request from the said church. Upon granting of letter, First Baptist St. Marys will mail such letter to requesting church.
 - b. If a member in good standing requests to be released from his Covenant obligations to this church for reasons which the church may finally deem satisfactory, and after efforts patiently and kindly have been made to secure his continuance in its fellowship, if he still desires to be released from his obligations then such request may be granted, and his membership will be terminated.
 - c. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his Covenant vows, or nonsupport of the church, the church may terminate his membership, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment. The church shall employ the methods in the 18th chapter of the Gospel of Matthew (vs. 15-17). This termination of membership will be brought to the church body for vote through the Deacon Body.

6. **RESTORATION:** Any person whose membership has been terminated for any offense may be restored by vote of the church, after presented by the Deacon Body, upon evidence of his repentance and reformation; or if an account of continued absence upon satisfactory explanation.

E. PASTOR

1. QUALIFICATIONS

In the selection of a pastor the church shall be guided by the scriptural qualifications. (1 Timothy 3:1-11) No person shall be called as pastor if he is not an ordained Baptist minister in good standing, preferably a Baptist Seminary graduate.

2. EXPECTATIONS

The pastor shall be the leader of this congregation and the minister of the Word of God. He shall have general supervision of all activities of this church. He shall be an ex-officio member of all committees. He shall examine all candidates for baptism and conversion and spiritual experience, and instruct all new members in the duties and privileges of church membership. He shall perform the ordinances of this church when he is present. He will perform duties of Pastor Job Description of Attachment A of this document.

3. ABSENCES

The pastor may be absent from the pulpit at the expense of the church for the following: two weeks in revivals, and two weeks at convention or summer assemblies, vacation weeks (determined on a case by case basis). In the event of absence from the city, the pastor shall advise the deacons as far in advance as possible and shall plan his absences to minimize the impact of the orderly

The Constitution & Bylaws First Baptist Church St. Marys, Georgia

operation of this church. It is understood that sickness is not included in the above absences. Other time off such as personal mission trips will be considered on a case by case basis and dealt with in a church business meeting. Vacation is not to exceed 4 weeks per year and is not accruable.

4. CONVENTIONS

The pastor may attend, if possible, the State and Southern Baptist Conventions and similar meetings. Expenses will be paid not to exceed the amount set forth in the budget of this church.

5. SEARCH COMMITTEE

When vacancy in the pastorate occurs, a Search Committee shall be selected. The committee shall be composed of five active members and two alternates, to represent the total life of the church, and to be recommended by the Deacons and elected by the body of the church.

6. CALL

The call of the pastor may be held at a called business meeting following a regular Sunday morning service. An affirmative vote of two-thirds of the established quorum present and voting shall be required to extend a call, by secret ballot (confidential vote).

7. OPERATIONS

The pastor shall be responsible to this church. However, for efficient operation of this church, all matters involving the pastor shall be presented to the deacons. If the matter requires church action, appropriate recommendations shall be made by the active deacons to this church at a regular or called business meeting.

8. TERMINATION OF PASTORATE

- a. The minister shall be called for an indefinite term. Should the minister or the church desire to terminate the pastoral relationship, the party desiring such a change shall give to the other written notice of at least thirty days. The minister shall discuss with the board of deacons his plan of resignation before presenting it to the church. If the situation ever warrants, the church may pay the minister's salary for thirty (30) days and the relationship may be terminated immediately.
- b. In order to terminate the pastoral relationship, a vote of the church shall be taken by secret ballot during a called business meeting. Also, when terminating the pastoral relationship, an affirmative vote of a majority of the established quorum present and voting shall be required.
- c. In the event the deacons fail to recommend that a vote be taken in a called Sunday morning business meeting, the members of the church participating in a Wednesday night or other called business meeting may vote (by majority) to place the matter before the full church body in a called Sunday morning business meeting. ROBERT'S RULES OF ORDER shall apply.

F. ASSOCIATE PASTOR

1. QUALIFICATIONS

In the selection of an associate pastor, the church shall be guided by the scriptural qualifications. (1 Timothy 3:1-11) No person shall be called as associate pastor if

The Constitution & Bylaws First Baptist Church St. Marys, Georgia

he is not an ordained Baptist minister in good standing, preferably a Baptist Seminary graduate.

2. EXPECTATIONS

The associate pastor shall be the leader of this congregation and the minister of the Word of God. He shall have general supervision of all activities of this church. He shall be an ex-officio member of all committees. He shall examine all candidates for baptism and conversion and spiritual experience, and instruct all new members in the duties and privileges of church membership. He shall perform the ordinances of this church when he is present. He will perform duties of Associate Pastor Job Description of Attachment B of this document.

3. ABSENCES

The associate pastor may be absent from the pulpit at the expense of the church for the following: two weeks in revivals, and two weeks at convention or summer assemblies, vacation weeks (determined on a case by case basis). Other time off such as personal mission trips will be considered on a case by case basis and dealt with in a church business meeting. In the event of absence from the city, the associate pastor shall advise the pastor as far in advance as possible and shall plan his absences to minimize the impact of the orderly operation of this church. It is understood that sickness is not included in the above absences. Vacation is not to exceed 4 weeks per year and is not accruable.

4. CONVENTIONS

The associate pastor may attend, if possible, the State and Southern Baptist Conventions and similar meetings. Expenses will be paid not to exceed the amount set forth in the budget of this church.

5. SEARCH COMMITTEE

When a vacancy in the associate pastorate occurs, a Search Committee shall be selected. The committee shall be composed of five active members and two alternates, to represent of the total life of the church, and to be recommended by the Deacons and elected by the body of the church.

6. CALL

The call of the associate pastor may be held at a called business meeting following a regular Sunday morning service. An affirmative vote of two-thirds of the established quorum present and voting shall be required to extend a call, by secret ballot (confidential vote).

7. OPERATIONS

The pastor shall be responsible to this church. However, for efficient operation of this church, all matters involving the associate pastor shall be presented to the deacons. If the matter requires church action, appropriate recommendations shall be made by the active deacons to this church at a regular or called business meeting.

8. TERMINATION OF ASSOCIATE PASTOR

- a. The minister shall be called for an indefinite term. Should the minister or the church desire to terminate the pastoral relationship, the party desiring such a change shall give to the other written notice of at least thirty days. The minister shall discuss with the pastor and body of deacons his plan of resignation before presenting it to the church. If the situation ever warranted

- it, the church may pay the minister's salary for thirty (30) days and the relationship may be terminated immediately.
- b. In order to terminate the associate pastoral relationship a vote of the church, as recommended by the deacon body, shall be taken by secret ballot, during a called business meeting. Also when terminating the pastoral relationship an affirmative vote of a majority of the established quorum present and voting shall be required.
 - c. In the event the deacons fail to recommend that a vote be taken in a called Sunday morning business meeting, then the members of the church may vote (by majority) to place the matter before the full church body in a called Sunday morning business meeting. Robert's Rules of Order shall apply.

G. DEACONS

1. NUMBER, ELECTION, QUALIFICATIONS AND TERMS OF SERVICE
 - a. The Deacons Body shall consist of not less than (5) members. It shall be permissible for the church to promote to honorary membership any deacon who by reason of age or infirmities and after honorable service, is no longer able to render active service.
 - b. The church membership shall be permitted to nominate a man as prospective deacon. This shall be done the last two (2) weeks in July of each year. The names are submitted to the present Deacon Body. The Deacons will meet and discuss the names submitted. If no reason is given by anyone why a nominated man should not serve, according to the guidelines given in God's Word, he will be given a Deacon's Questionnaire. All deacon candidates shall be members of FBCSM a minimum of 6 months to be eligible to serve as deacon. Former ordained deacons will also be given the Deacon Questionnaire to affirm deacon responsibilities and Christian living expected as a deacon. Deacons, who were previously members, who have rejoined the body may have the 6 month membership requirement waived during the nomination process.
 - c. A meeting will be called and prospective deacons will be asked to come and bring their completed forms. The chairman of the deacons and the pastor meet with them and once again go over the form and explain what is expected of a deacon. Those who feel they can meet the qualifications and that God is leading them to do so, are asked to turn their forms in. Those who are approved by this whole process are then presented to the congregation to be elected as deacons and voted on individually.
 - d. After serving a term of three (3) years those Deacons shall rotate off the active body. No Deacon shall be eligible for re-election until the lapse of at least one year. Under special circumstances, the pastor, along with the approval of the deacon body, may ask a deacon to extend over for up to one year. This request will require approval of the church body. This deacon will rotate off after this extension request.
 - e. The deacon officers, (Chairman, Vice Chairman, Scribe), shall be elected by the active Deacon's. Officer positions shall be elected annually.

2. DUTIES

- a. Deacons shall at all time regard themselves as servants of the church. With the minister, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its work and progress, including oversight of the discipline of the church and establishment and maintenance of spiritual and fraternal relations with all members of the church. They shall assist the minister in observance of the ordinances.
- b. They shall have general oversight of the church property (with proper respect to the responsibilities of the church trustees), shall meet monthly, and have such committees as are necessary to discharge their duties. The chairman may call the deacons into special session whenever needs for such a meeting arises, and shall do so upon request of the minister or any two active deacons. A quorum shall consist of 60% of the active deacons. Honorary Deacons present shall be permitted to count in the make up of a quorum.
- c. Deacons shall assist in the Lord's Supper and assist in setting up the service.
- d. Deacons shall assist the Pastor and Sunday School Ministry in a church Family Care Ministry.

H. NOMINATING COMMITTEE

The Nominating Committee is a group of church members with the responsibility of recommending to the church the various officers and committees responsible for the operation of the church. The pastor will recommend the members of the nominating committee to the Body of Deacons. Upon approval by a majority vote of Deacons present, these nominees will then be presented to the church, at a regular business meeting for confirmation. After confirmation by the church, the committee will elect a chairperson. The term of the nominating committee shall be two years and there shall be a minimum number of five on the committee. If not enough volunteers are available to fill a rotated slot, a member may remain on the committee for an additional year at a time. The rotation shall be staggered for continuity.

I. DUTIES AND RESPONSIBILITIES OF OFFICERS AND COMMITTEES

1. OFFICER DUTIES

- a. GENERAL PROVISIONS OF OFFICERS:
 - i. One or more assistant(s) may be elected to assist each officer of this church as this church may from time to time elect.
 - ii. All church officers and assistants, with the exception of the deacon officers, shall be selected by the Church Nominating Committee and elected by the church. They shall take office the first day of September, corresponding with the church year.
 - iii. All officers and assistants of this are responsible to the church and should participate in its activities.
 - iv. Each church officer shall be prepared to make a report to this church at its regular business meeting.

The Constitution & Bylaws First Baptist Church St. Marys, Georgia

- v. The officers of the church are as follows: Church Treasurer, Chairman of the Deacons, Church Clerk, Chairman of the Personnel Committee, Chairman of the Finance Committee, and the Moderator.
- b. **CHURCH TREASURER** – The church Treasurer, shall have custody of the church funds and they shall keep a full and accurate account of receipts and disbursements in books belonging to this church. The Treasurer shall deposit all monies in the name and to the credit of this church in such depositories as may be designated by the Finance Committee. The Treasurer shall give an account of all transactions of the financial condition of this church when requested. The treasurer shall make no cash disbursements of church funds. Distribution of church funds shall be by check, signed by the Treasurer or chairman of finance committee in their absence. The Treasurer shall be a member of the Finance Committee. The Treasurer should cooperate closely with the Finance Committee. The Treasurer, assisted by the Finance Committee and Church Secretary, shall prepare a monthly financial statement for the finance committee meeting. The duration of the Treasurer shall not exceed 1 year before rotation is required. This may be waived on a year to year basis with approval of the deacon body.
- c. **CHAIRMAN OF BODY OF DEACONS** – The chairman of deacons shall be elected by the body of deacons at the first deacons meeting of the new church year. (Usually in September) The deacon chairman shall be responsible for hosting the deacon’s monthly meeting, assuring the proper and timely setup of the Lord’s Supper, assisting the Pastor when needed, and overseeing the general wellbeing of the church. The deacon chairman shall have the responsibility of recommending salary adjustments of all pastoral positions. The Chairman will serve as one of the three church Trustees. The Chairman will have signature authority on checks. The term of chairman shall be for one year only. This may be waived for up to a maximum of two years.
- d. **VICE-CHAIRMAN OF BODY OF DEACONS** – The deacon vice-chairman shall be elected by the body of deacons at the first deacons meeting of the new church year. (Usually in September) The deacon vice-chairman shall be responsible for assisting the deacon chairman when needed or when the chairman is unavailable to fill his responsibilities. The vice-chairman shall serve on the Finance Committee. The vice-chairman shall have signature authority on checks. The term of vice-chairman shall be for one year only. This may be waived a maximum of two years.
- e. **CLERK** – The clerk of the church shall be responsible for keeping a suitable book of record of all the actions of the church, except as otherwise provided. The Clerk shall keep a register of the names of members, with dates of admission, dismissal or death, together with a record of baptisms. The Clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written reports. The clerk shall conduct such correspondence for the church as the church may direct, and shall prepare

the annual letter to the association for approval by the church. The Clerk will serve as one of the three church Trustees. The duration of the Clerk shall not exceed 1 year before rotation is required. This may be waived on a year to year basis with approval of the nominating committee and church body.

- f. **CHAIRMAN OF PERSONNEL COMMITTEE** – The Personnel Committee Chairman shall preside over all personnel meetings. The chairman of the Personnel Committee shall be responsible for organizing and hosting the monthly meeting with other committee members. The chairman shall call a meeting when necessary and shall host this meeting. The Personnel Committee Chairman will serve as a member of the Finance Committee. The chairman will be responsible for maintaining a job description of all paid staff other than Pastoral positions. The chairman will be responsible for direct communication with paid staff as designated above for all matters including performance. The term of the chairman of Personnel shall not exceed 1 year before rotation is required. This may be waived on a year-to-year basis with a majority vote by the deacon body.
- g. **CHAIRMAN OF FINANCE COMMITTEE** – The Chairman of the Finance Committee shall be responsible for organizing and hosting the monthly meeting with other committee members. The Chairman shall set the time and location of the monthly meeting and ensure that proper notice is given for this meeting. The Chairman shall have signature authority on checks written by FBCSM. The Chairman shall be responsible for the financial well being of the church and shall initiate appropriate action, through the Finance Committee, to alleviate financial conditions that may arise. The Finance Chairman will be responsible for conducting the Budget Committee in the fall of the year. The Finance Chairman will be responsible for reporting to the Deacon Body upon request. The duration of the chairperson of Finance shall not exceed 3 years before rotation is required. This may be waived on a year-to-year basis with a majority vote by the deacon body. This statement shall be presented to the church at the regular business meeting.
- h. **MODERATOR** – The Moderator shall proceed over all business sessions of the church. In the absence of the moderator, the chairman of the Body of Deacons shall preside, or in the absence of both, the Church Clerk or Pastor shall call the church to order and a moderator pro-tem shall be elected. The Moderator shall be well versed in **ROBERTS RULE OF ORDER**. The duration of the Moderator shall not exceed 1 year before rotation is required. This may be waived on a year to year basis with approval of the nominating committee.
- i. **TRUSTEES** – Three trustees (consisting of the Chairman of the Body of Deacons, Clerk and Treasurer) will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease or transfer any property without specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signature to legal documents

involving the sale, mortgaging, purchase, rental of property, or other legal documents where the signatures of trustees are required. Having served as a trustee the previous year will not disqualify the member for re-election.

2. DIRECTOR DUTIES

- a. GENERAL PROVISIONS OF DIRECTORS:
 - i. One or more assistants may be elected to assist each Director of this church as this church may from time to time elect.
 - ii. All church directors and assistants shall be selected by the Church Nominating Committee and elected by the church. They shall serve a term of office of one year except where otherwise provided. They shall take office the first day of September, corresponding with the church year.
 - iii. All directors and assistants of this church should be responsible to this church; however, for efficient operation of this church, all recommendations should be made to the church through the appropriate board.
 - iv. Every director and assistant should be a member of this church and participate as an active member in its activities.
 - v. Each church director shall be prepared to make a report to this church at its regular business meeting.
 - vi. The heads of organizations, committees and activities having items in the budget of this church shall approve all requests and requisitions involving his or her activity before presenting the same to the Finance Committee before making any purchase, or before being reimbursed for items they have purchased for cash.
- b. DIRECTOR OF MUSIC – The Director of Music shall be charged with the full responsibility of providing worshipful music for all services and departments of the church and shall have general oversight and direction of music. He shall work under the direction of the pastor and in full cooperation with the music committee. He shall direct the adult choir in all its practice and public singing and shall cooperate with the pastor and other leaders in the selection of appropriate musical programs for all occasions where needed. He will perform duties of Music Director Job Description of Attachment C.
- c. CHAIRMAN OF USHERS – The Chairman of Ushers will have the responsibility of selecting and training a sufficient number of ushers to care for the seating comfort of the congregation, greeting and introduction of visitors, and the prevention of interruptions and distractions of services. It will be the chairman's responsibility to see that the proper number of ushers are available at all services. The duration of the Chairman of the Ushers shall not exceed 1 year before rotation is required. This may be waived on a year to year basis with recommendation of the nominating committee and approval by the church body.

- d. SUNDAY SCHOOL DIRECTOR – The Sunday School Director shall have the general supervision of the Sunday School in cooperation with the Pastor. The Sunday School Director shall be responsible, in cooperation with the committees concerned, that efficient officers and teachers are provided, adequate space and equipment are available, and that the records are properly kept. The Sunday School Director shall preside at the meetings of the organizations. The Sunday School Director shall make a report on the Sunday School to this church at the regular business meeting. The Sunday School Director shall present such recommendations to this church through the pastor. The duration of the Sunday School Director shall not exceed 1 year before rotation is required. This may be waived on a year to year basis with approval of the nominating committee.
- e. PRESCHOOL DIRECTOR - It shall be the responsibility of the director to see that the nursery is maintained, staffed and kept in good repair. The director shall coordinate nursery services for the regular and special services of the First Baptist Church.
- f. CHILDRENS DIRECTOR - It shall be the responsibility of the director to plan special activities for the kids Easter Egg Hunt, Christmas Party, and other functions as appropriate.
- g. WOMEN ON MISSIONS DIRECTOR – The director of this organization shall be responsible, in cooperation with the committees concerned, that efficient leadership is provided, adequate space and equipment are available, and that records are properly kept. She shall make reports to this church and present such recommendations to this church.
- h. MENS MINISTRY DIRECTOR – The Director of the Men’s Ministry shall be responsible, in cooperation with the committees concerned, that efficient leadership is provided, adequate space and equipment are available, and that records are kept. He shall make reports to this church and present such recommendations to this church.
- i. YOUTH DIRECTOR – The Youth Director shall work under the direction of the Pastor and in cooperation with the Youth Leadership Council. The Youth Director shall establish and carry out such programs that promote Christian fellowship and spiritual growth among the youth of the church. He will perform duties of Youth Director Job Description of Attachment D of this document.
- j. FINANCIAL SECRETARY – The Financial Secretary will have the responsibility of recording all contributions made to the church by individuals or otherwise, shall maintain records, and shall issue statements to such individuals at quarterly intervals. The Financial secretary will maintain financial record, make statements available to the finance committee and produce financial reports as required. It is understood that the records of the Financial Secretary, upon request, will be made available to the individuals involved and/or the Church Treasurer, if requested. The duties of the Financial Secretary will be spelled out in detail under Attachment E.

- k. **OUTREACH DIRECTOR** – The outreach director shall be responsible for the leadership and direction of the outreach program. The Director will develop a plan and schedule for the outreach program. The Director may form teams and provide leadership of these teams. The Director shall furnish a monthly report to the Deacon Body.

3. **COMMITTEE DUTIES**

a. **GENERAL PROVISIONS OF COMMITTEES:**

- i. All committees shall be selected by the Church Nominating Committee, and elected by this church in a regular business meeting.
- ii. Each committee shall be composed of at least three active members of this church. The Church Nominating Committee shall select the number that is required for each committee to efficiently carry out its duties.
- iii. Except as otherwise provided herein, the Church Nominating Committee shall name the chairman of each committee, subject to approval of this church.
- iv. All members of all committees, unless otherwise provided, shall serve for a term of one year. Each shall take office the first day of September, corresponding to the church year. Vacancies shall be filled promptly by the Church Nominating Committee.
- v. Each committee shall meet at the call of the Chairman or Pastor. A quorum shall be two-thirds of the members of the committee. Recommendations shall be made to the church.
- vi. Any additional, temporary or permanent committee, within the discretion of the church nominating committee, may be recommended to this church for election from time to time. Any organization may suggest changes and modifications or additions to the committee to the church nominating committee. Its decision shall be final, subject only to review by the active deacons of this church.
- vii. These committees listed may include one (1) youth serving as an associate member in the capacity of help and observer: Church, Budget, Building, Baptismal, Media, Music, Building and Grounds, Pre-School, Transportation, Youth Leadership, Pre-School, Community Ministries, By-Laws, Fishes and Loaves, Usher, Kitchen, Closing, Missions, Sound, Technology, Senior Adult, Decorating, Publicity, WOM, Men's, AWANA, and VBS . The Youth Director shall select these youth associate members.

- b. **CHURCH FINANCE COMMITTEE** – The Church Finance Committee shall be composed of the Treasurer, Personnel Committee Chairman, the Vice-Chairman of Deacons and two (2) at-large members. It shall be the duty of this committee to maintain an accurate account of each allocation, seeing that funds allocated are used for specified purposes as indicated in the church budget. The Finance Committee shall have authority to spend up to \$2,000.00 a month on a non-budget item. All non-budgeted matters over \$2,000.00 shall be presented to the church for approval. The two at-

large members will serve two years then rotate off for a minimum of 1 year. This rotation will be staggered for these two members. This committee will meet at least once monthly and will also assist in preparing the monthly business meeting. The Church Finance Committee will see that an annual audit is taken prior to the new church year. The Church Finance Committee will obtain the input from the Church Council for the new budget year.

- c. **BUDGET COMMITTEE** – The Budget Committee will be composed of Church Officers, Directors, and Committee Chairs who are responsible for any portion of the church budget. This committee will be responsible for preparing the church budget to be presented to the church for approval by vote. It is understood that this committee will meet yearly, so, the proposed budget can be presented to the Body of Deacons at the regular December meeting for their approval and then presented at a called business meeting for church vote during the month of December. The budget committee must hold its first meeting by September 15. Chairman of the Finance Committee will Chair this committee and set all dates for the meeting.
- d. **BUILDING & GROUNDS COMMITTEE** – At least one member shall be an active deacon. It shall be the duty of this committee to see that the grounds are properly maintained and to make recommendations to the church of items requiring capital expenditure. They shall supervise the help necessary for maintaining the appearance of the inside and outside of the church. They will coordinate any janitorial supplies that are needed, beyond what the janitorial contractor requires. They will also be responsible for any building projects and renovations/modifications to the church that is minor in nature. Large building projects will be deferred to a designated building or renovation committee.
- e. **BAPTISMAL COMMITTEE** – The duties of this committee shall be to make all necessary arrangements for the ordinance of baptism and to render any assistance to the pastor and to the candidates as may be necessary. This committee shall consist of two men and two women.
- f. **MEDIA COMMITTEE** – The Media Committee shall consist of three members elected by the church. It shall be the duty of this committee to maintain space, keep records and see that media are kept in an orderly manner. In addition, this committee is to review new publications and make recommendations as to the purchase of media items for the church.
- g. **WORSHIP COMMITTEE** – This committee shall be composed of the organist, pianist, music director and two choir members who will be nominated by the nominating committee and will be responsible for the general music program of the church.
- h. **YOUTH LEADERSHIP COUNCIL** – The Youth Leadership Council is composed of adults and youth that are selected by the Youth Pastor for planning of activities and guidelines of the youth program. Its responsibility shall be to promote Christian growth, fellowship and evangelism among the youth of the church and community. The meetings

The Constitution & Bylaws First Baptist Church St. Marys, Georgia

- of the church council will be attended by the Youth Sunday School and AWANA Directors.
- a. **COMMUNITY MINISTRIES COMMITTEE** –This committee shall be composed of at least three members recommended by the Nominating Committee. It shall be the responsibilities of this committee to monitor the social actions of the surrounding community and what we as a church can do to help. Some examples are benevolence, divorce care, marriage enrichment, unwed mothers, and substance abuse. The committee shall stand up for biblical principles in the political realm. This committee shall report to the Deacon Body.
 - b. **TRANSPORTATION COMMITTEE** – Members should include one deacon, one person representative of the Youth Department, and other members recommended by the nominating committee. It shall be the duty of this committee to set up rules and regulations pertaining to the operation of the bus, maintenance, and providing an adequate number of CDL drivers.
 - c. **BY-LAWS COMMITTEE** – The committee shall be appointed by the Church Nominating Committee to review the by-laws, and update if necessary, at least once every two years, unless directed by the church. At least one member of this committee shall be an active deacon. All members shall serve for a maximum of three years. The chairman shall serve for a one-year term. The rotation years shall be staggered to provide continuity for this committee.
 - d. **USHER COMMITTEE** – This committee shall be composed of at least four members appointed by the Church Nominating Committee. The usher chair may add members as he sees fit. It shall be the duty of this committee to recruit, train and provide ushers for services.
 - e. **PERSONNEL COMMITTEE** – The Personnel Committee shall be composed of three (3) or more members to be appointed by the church nomination committee. At least one member will be an active deacon. This committee will provide the leadership necessary to interview and recommend staff positions for all paid support staff positions of the church other than any called pastoral position. Contracted positions shall be under the committee responsible for the work being performed. Where applicable, direction for these positions will be per the attached Job Descriptions at the end of this document. All members shall serve for a maximum of three years. The chairman shall serve for one year. The rotation years shall be staggered to provide continuity for this committee.
 - f. **KITCHEN COMMITTEE** – The Kitchen Committee shall be composed of three (3) or more members to be appointed by the church nominating committee. This committee will be responsible for the supervision of menus and preparation of all food and church wide dinners. In addition, they will be responsible for the procurement and upkeep of all supplies and utensils necessary for the operation of the kitchen.
 - g. **CLOSING COMMITTEE** – The Closing Committee shall be composed of at least six (6) members as appointed by the Church Nominating

Committee. This Committee will be divided into groups of two (2) or more and will have the responsibility of seeing the church building is secure and all lights, air conditioning, etc., are turned off at the completion of services.

- h. MISSIONS COMMITTEE – The Missions Committee shall be composed of a minimum of three (3) members. At least one member of this committee shall be a deacon. The purpose of the Missions Committee is to develop strategies whereby church members will become better educated about missions and get personally involved in missions. This committee will plan church wide mission trips periodically and help cultivate mission functions of WOM, AWANA, and the youth program. This committee will also perform a yearly evaluation on the giving to the missions to make sure the amount is representing the direction of the church body.
- i. SOUND COMMITTEE – The Sound Committee shall be composed of a minimum of three (3) members as appointed by the Church Nominating Committee. This committee will be responsible for running and maintaining the sound system of all church facilities. A chairman will be appointed by the nominating committee that will ensure that a qualified sound person is available for running the sound system at all necessary services. The chairman, with the concurrence of the committee, will be responsible for requesting additional equipment for repair and replacement as necessary. The sound ministry is also responsible for the radio ministry and all aspects of the broadcast on Sunday Mornings. The sound ministry is responsible for the lighting system in the Sanctuary during worship services.
- j. TECHNOLOGY COMMITTEE – The Technology Committee shall be composed of a minimum of three (3) members. The committee is responsible for the purchase and maintenance of the computers and office equipment at the church. This would include all necessary software upgrades, maintenance, etc. This committee will be accountable for all laptop computers, desktop computers, printers, LCD Projectors, and associated hardware. This committee will be responsible for the audio/video use during worship services and will provide the necessary personnel for LCD Projection during morning and evening worship services.
- k. FISHES AND LOAVES COMMITTEE – The Fishes and Loaves Committee may have up to three members at the discretion of the church Nominating Committee. Fishes and Loaves is a ministry designed to encourage church members to fellowship with other members in various age groups and stations in life, enabling the church body to better meet the need of their brothers and sisters in Christ. The group will meet once per month for four months. The host will be responsible for inviting someone else (i.e. visitors, new church members, or members not in the fellowship) to dinner. The host will provide the meat/main dish and bread for the month.

The Constitution & Bylaws First Baptist Church St. Marys, Georgia

- l. SENIOR ADULT COMMITTEE – The Senior Adult Committee shall be composed of a minimum of three (3) members as appointed by the Church Nominating Committee. This committee will coordinate with the Pastor an ongoing plan of activities and trips for our Sr. Adult members. They will also plan the meal and program for our monthly Sr. Adult Dinner.
- m. DECORATING COMMITTEE – The Decorating Committee shall be composed of a minimum of three (3) members as appointed by the Church Nominating Committee. They shall provide for the enhancement and décor of the inside of our facilities. They will decorate the Worship Center for each season and holiday of the year.
- n. PUBLICITY COMMITTEE – The Publicity Committee shall be composed of a minimum of three (3) members as appointed by the Church Nominating Committee. This committee will seek to photograph/video the various activities of the church for the purpose of placing such activities in our local news publications. Other mediums for advertising our church activities in the community shall be considered by this committee. (i.e. billboards, flyers, TV, etc.)
- o. WOMEN ON MISSIONS – The Women on Missions committee will promote the study of missions and will set the goals for our annual Lottie Moon and Annie Armstrong Offerings.
- p. MEN’S MINISTRY – The Men’s Ministry Committee shall be composed of a minimum of two (2) members as appointed by the Church Nominating Committee, preferably one being a Deacon. This committee shall be responsible for developing the men of the church into future leaders. This committee through fellowship, training, and accountability will help men grow in their Christian walk
- q. WOMEN’S MINISTRY – The Women’s Ministry Committee shall be composed of a minimum of two (2) members as appointed by the Church Nominating Committee. This committee shall be responsible for developing women of the church into future leaders. This committee through fellowship, training, and accountability will help women grow in their Christian walk.
- r. AWANA – The AWANA Committee shall be composed of a minimum of three (3) members. There shall be an AWANA Commander, Secretary, and Treasurer. The AWANA Treasure shall have authority to write checks against the AWANA bank account for AWANA expenses. Two committee member signatures are required on any AWANA Checks drawn.
- s. VBS – The Vacation Bible School Committee may have up to three (3) members as appointed by the Church Nominating Committee. This committee will have a Chairman appointed who will coordinate with the committee the planning and executing of the Vacation Bible School week during the summer. The committee will select the program and materials required and submit these items for purchase in a timely manner prior to the actual VBS week. This committee will be responsible to ensure proper promotion of VBS in the preceding months and during the event.

- t. CHURCH COUNCIL – The Church Council is composed of the following committee heads and directors: Chairman of the Deacons, Church Finance, Budget, Building, Baptismal, Media, Music, Building and Grounds, Pre-School, Transportation, Youth Leadership, Pre-School, Community Ministries, By-Laws, Fishes and Loaves, Usher, Personnel, Kitchen, Closing, Missions, Sound, Technology, Senior Adult, Decorating, Publicity, WOM, Men’s, AWANA, and VBS. This committee is responsible for setting the budget for the new church year and reporting this budget to the Finance Committee.
- u. FOOD BANK/PANTRY – Committee accepted. Assigned duties not approved.
- v. WEDNESDAY SUPPER – The Wednesday Supper Committee shall be composed of a minimum of two (2) members as appointed by the Church Nominating Committee. This committee’s Chairman may appoint additional members. This committee will have a Chairman appointed who will coordinate with the planning and preparation of meals for Wednesday evenings. This committee shall coordinate with the Kitchen Committee as needed for help with other meals.
- w. GREETER – The Greeter Committee shall be composed of a minimum of two (2) members as appointed by the Church Nominating Committee. This committee’s Chairman may appoint additional members as needed. This committee will have a Chairman appointed who will supply volunteers to help greet visitors and members at the front doors of the church before services. This committee will provide information to visitor and members as requested and direct such request to appropriate classrooms and nursery.
- x. CHILDRENS CHOIR – The Children’s Choir Committee shall be composed of a minimum of two (2) members as appointed by the Church Nominating Committee. This committee’s Chairman may appoint additional members. This committee will provide and direct a choir for children on an evening to be coordinated with the pastor.
- y. VIDEO PRODUCTION – Committee accepted. Assigned duties not approved.

J. BENEVOLENCE:

“It is the desire of this church to take care of the needy. Any member, who is knowledgeable of a person or persons needing assistance, should bring it to the attention of the pastor, deacons and/or church in general so that necessary action can be taken.

K. MEETINGS

1. WORSHIP SERVICES

- a. Worship services shall be held each Sunday, both morning and evening. The Sunday School shall precede the morning worship service (except in case of dual worship services, then Sunday School shall be held between morning services). The church may direct otherwise.

The Constitution & Bylaws First Baptist Church St. Marys, Georgia

- b. Prayer services shall be held during the week. This traditionally is held on Wednesday evening.
 - c. Special worship services and revivals shall be held as recommended by the pastor, with the approval of the Deacon Body.
 - d. Upon recommendation of the pastor and approval of the active deacons, occasional worship services may be suspended in order for this church to cooperate with some associational or convention-wide worship service in this area.
 - e. In case of emergencies, the Chairman of the Deacons and/or pastor may suspend the service.
2. BUSINESS MEETINGS
- a. The regular business meeting of this church shall be held a minimum of once per quarter at a time and date determined by the Pastor, Deacon Body, and Finance Committee.
 - b. A special business meeting of this church may be called at any time by the pastor and two other deacons providing the hour named is the time for a regular service of the church. A signed petition by a quorum along with two deacons may call a special business meeting. Any special called business meeting must be announced according to ROBERT'S RULES OF ORDER. Any action taken at said meeting must be ratified at the next regular business meeting.
 - c. The Moderator, if present, shall moderate over the meeting. In the Moderator's absence, the Chairman of the Deacons shall serve as moderator. The Pastor may preside in the absence of both Moderator and Chairman of the Deacons.
 - d. All business meetings shall be conducted in accordance with ROBERT'S RULES OF ORDER, newly revised. The chairman of the committee shall hereby be authorized to poll his committee by phone.
 - e. The first regular business meeting of the church, of the new fiscal year, shall be the Annual Business Meeting, at which time the church letter to the association shall be approved.
3. SPECIAL MEETINGS
- a. Regular and special meetings of all departments, committees and organizations of this church may be held at the church on reasonable notice to the church office.

L. ORDINANCES

1. BAPTISM
- a. Baptism shall be by immersion.
 - b. The pastor shall perform this ordinance. In his absence or inability, an ordained Baptist Minister or Deacon, upon approval of the Deacon Body, shall perform this ordinance.
2. LORD'S SUPPER
- a. The Lord's Supper shall be observed at least once in each quarter.

The Constitution & Bylaws First Baptist Church St. Marys, Georgia

- b. The pastor and the Chairman of the Deacons shall preside. In the absence or inability of either, ordained members of this church shall be designated to preside.
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- 2. MINISTER
 - a. This church may ordain anyone who gives evidence of being called by God to preach His Word.
 - b. A person who has felt the call to preach, may be licensed by the church before ordination.
 - c. Upon receipt of a request to ordain an individual as a minister, a ordination council shall be called by the pastor. This council, after examination of the candidate, shall make an appropriate recommendation to this church, through the deacons at the Ordination Service.
 - d. A date shall be set by the pastor for an appropriate Ordination Service.
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- 4. DEACONS
 - a. This church may ordain any member of this church who meets the qualifications set forth in Section 4.G, of the Constitution and By-Laws.
 - b. Upon proper investigation and approval by the pastor and deacons, recommendation to this church and approval of this church, the pastor and active deacons shall arrange an appropriate ordination service of members chosen by this church as deacons.