

Constitution

Preamble

Believing that we have been led by the Holy Spirit to join ourselves together for the strengthening of our individual, spiritual lives, for sharing with each other in the worship and praise of God, and for furthering the Gospel of Christ in this community and throughout the world, we, therefore, proclaim and acknowledge our corporate existence through the adoption of this Constitution.

Article I:

This body shall be known as Mt. Carmel Baptist Church, Demorest, Georgia, established in 1890 and was incorporated in 2014.

Article II: Purpose

The purpose of this church shall be to maintain the public worship of God; to win the lost to Christ; to exemplify the standard of Christian living proclaimed in the New Testament; to teach and train those among us who are not fully mature in the Christian doctrine and practices; and to cooperate in spreading the Gospel throughout the world.

Article III: Statement of Faith

We believe that the Bible is the inspired word of God, and we accept it as the basis of our faith. We believe that baptism and the Lord's Supper are the two ordinances proclaimed for us by the New Testament, and that the baptism of the New Testament is by immersion. We believe that every Christian has the obligation to witness for Christ.

Article IV: Church Covenant

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord 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 so 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 and 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 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 feelings and Christian courtesy in speech; to be slow to take offense; but, always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

Article V: Policy

This is an independent and autonomous body and is subject to no other ecclesiastical organization in any matter. This church will cooperate on a voluntary basis with other Baptist churches of like faith and order through conventions, associations, and other organizations.

Article VI: Amendments

This constitution may be amended by a 2/3 vote of those voting in a regular business meeting or in a special business meeting called for the specific purpose of amending the Constitution and/or By-Laws. Proposed amendments must be made available in writing to the church membership at least one (1) week prior to the vote, and announcement of the upcoming vote will be made regularly through the church bulletin and from the pulpit during this one (1) week period.

By-Laws

Article I: Membership

Section 1. Qualifications

The membership of this church shall consist of those who:

- a. Have made a public acknowledgement of their acceptance of Jesus Christ as personal Savior and Lord; and
- b. Have been baptized by immersion; and
- c. Have been received into the fellowship of this church by vote of the members.

In the event that a candidate for membership cannot be baptized by immersion due to physical reasons, this requirement can be waived by a vote of 2/3 of those voting at any business meeting.

Section 2. Methods of Receiving Members

A candidate for membership in this church will present himself to the church in any worship service in which an invitation for membership is extended. He may make application for membership on any one of the following conditions:

- a. By public profession of his faith in Jesus Christ as his personal Savior; or
- b. By letter of commendation from another church of like faith and order; or
- c. By statement of previous Christian experience of salvation and baptism by immersion by a church of like faith and order in case where a letter is not obtainable; or
- d. In case of questions (item c above) the Chairman of the deacons will appoint a committee of deacons that, with the Pastor, will interview the applicant to determine his understanding and interpretation of his own baptism experience. Following this interview, the deacons will make a recommendation to the church concerning the application of membership before the application is acted on.

Section 3. Procedures for Acting on Membership Applications

Applications for membership shall be voted on at the close of the invitational period. Applicants who come for baptism will not be in full fellowship (and will not have voting rights of membership) until the baptism has been performed. Applicants who come by letter will not be in full fellowship (and will not have voting rights of membership) until the letter has been received. Applications for membership must receive a unanimous vote of acceptance to be accepted. In the event of a dissenting vote, the application (unless it is withdrawn by the candidate) will be referred to a committee of deacons, which shall be appointed by the Pastor or Chairman of deacons within 24 hours of the vote. This committee will investigate the application and the reason for opposition and will then

bring a recommendation to the church within 6 weeks of the original vote. Another vote on the application will then be made, and on that occasion the application will be accepted provided that it receives 2/3 of the votes cast.

Section 4. Rights

All church members must act and vote in the various transactions of the church with equal rights and privileges.

Section 5. Termination of Membership

Membership may be terminated in any one of the following ways:

- a. By a letter of dismissal to a church of like faith and order. Such a letter will be sent only on the request of the receiving church and will be sent only to that church. It will not be sent directly to the member.
- b. By removal from the roll under any one of the following conditions:
 1. The member joins another church without receiving a letter of dismissal.
 2. The member dies.

All terminations will be announced or acted on at church business meetings.

Terminations due to death will be announced as reported in the associational minutes.

All other terminations will be by action of the church on receipt of a motion by any church member.

Section 6. Resident/Non-Resident Membership

Current resident membership includes those persons who live close enough to the church to attend. If a member is in the Armed Forces, we will still report him on our resident church roll even though he “temporarily may be located a long distance from the church.

Current non-resident membership includes those persons who no longer live close enough to attend, but still retain their membership in our church.

Article II: Church Officers

Section 1. Pastor/NextGen Pastor

A. General

There shall be one principal pastor.

B. Call and Dismissal

When this church is without a pastor or a NextGen Pastor, a new pastor or

NextGen Pastor will be chosen and called by this church. His election will take place at a meeting called for that purpose. This meeting will be announced at least one week prior to the meeting. Election, as well as termination, shall be by secret ballot. Seventy-five percent of those voting will be required for either a call or a dismissal. An elected pastor or NextGen Pastor shall serve until such time as he desires to leave or the church feels it best that he be dismissed. The Pastor shall give a minimum of two weeks advance notice to the Chairman of the Deacons before the date his resignation will be announced. Termination with 30-days pay becomes effective on the day of the announcement.

C. Duties

As spiritual and administrative leader of the church the Pastor has the following duties, responsibilities, and privileges:

1. He shall be responsible for leading the church in functioning as a New Testament church and will lead the congregation, the organizations, and the church staff in performing their tasks. The Pastor is the leader of worship, proclamation, education, and pastoral ministry.
2. He shall preside at the observance of baptism and the Lord's Supper. In case of the absence or inability of the Pastor, another ordained minister of like faith and order, or a deacon of the church, may be authorized by the deacons to preside.
3. He shall be available during the meeting of all standing committees and boards.
4. He shall have charge of the pulpit and, subject to the approval of the deacons, will select all visiting ministers, evangelists and speakers to occupy the pulpit. This duty is assumed by the deacons in the event of the unavailability of the Pastor.

Section 2. Interim Pastor

When this church is without a principal pastor, an ordained minister of like faith and order may be called to serve during the period the church is seeking a replacement, and this person shall be termed "Interim Pastor". The principal tasks of the Interim Pastor will be to minister to the spiritual needs of the church. The administrative functions will be performed by the deacons. The ordinary duties of a pastor may be performed by the Interim Pastor upon authorization by the deacons.

Section 3. Deacons

Deacons are mature spiritual men of the church, chosen and selected by the church members according to the church's Constitution and By-Laws.

A. General Purpose

In accordance with the New Testament, deacons are to be servants of the church. They serve the church by providing the spiritual leadership for the church. They are to be examples to the whole church.

B. Duties

Their duties include the following:

1. They are to serve with the Pastor and staff in leading the church in the achievement of its mission, in proclaiming the gospel to believers and unbelievers, and in caring for other persons in the community as needs arise.
2. They are to be responsible for the continuing operation and for the ministries of the church in the Pastor's absence.
3. They are to assist in the observance of the Lord's Supper.
4. They are to select and approve all visiting ministers, evangelists, and speakers who occupy the pulpit in the absence of the Pastor, in cases where the pastor is unavailable for such selection and approval.
5. They are to consider and study church-related matters that are brought to their attention and are to make recommendations to the church should they decide that such recommendations are appropriate.
6. It shall be the duty of this committee to investigate, select, and recommend to the church a suitable man as the interim pastor, while seeking a pastor candidate.

C. Number

The number of active deacons shall be determined by the church members, with the recommendation of the active deacon body. The number may be changed according to the needs of the church.

D. The Active Deacons

The deacons are actively involved in resolution of spiritual issues in the church. A deacon must be at least twenty-one years old and have been a church member for two consecutive years. All deacons qualify under the directions and distinct characteristics as defined in God's Holy Bible. An ordained deacon who joins himself to our church becomes eligible for active service nomination after his first membership year. Active deacons are expected to organize and accomplish their agenda as they perceive fit and proper for the good of the church, including the selection and placement of the chairman.

They elect their own chairman by September 1st, so the chairman named may serve on the Nominating Committee for Committees and Teachers as required in the By-Laws, Article III, Section 2. The name of the Chairman of the Deacons must be submitted to the Association by October 1st to be entered into the record of the associational minutes.

F. Deacon Rotation/Election

On the first Sunday in June, the church membership will receive a list of all deacons who are ineligible to be nominated as a new deacon for the coming year. On the second Sunday in June, the church membership will nominate men outside the active deacon body, who are eligible to become new deacons for the coming church year.

The nominees to be listed on the first and final ballot shall include:

- a. All inactive deacons who are willing to serve and have been inactive two years or more will necessarily be listed on the ballot.
- b. The name(s) of any man/men in the church who shall be considered as a new deacon.
- c.

These names shall be submitted to the active deacon board by mid-June for the consideration on the ballot for the new church year. All church members are encouraged to prayerfully select the nominees in accordance with spiritual qualifications consistent with the whole of God's Holy Bible as exemplified in the life of the man.

The names of these men (a and b) shall be given to the church for prayerful consideration beginning the first Sunday in July. After the casting of votes on the fourth Sunday in July, the ballots will be counted by a committee of active deacons and the confidential results will be given to the Chairman of Deacons, who will present to the church the following Sunday those who will serve as active deacons beginning September 1st. In the event an active deacon position should be vacated during the term of service, the Chairman of Deacons will contact the nominee who received the next highest number of votes in the last election. If this nominee is asked to serve one year or less, then that nominee can be recommended for the next deacon election forgoing the two year exemption.

Section 4. Moderator

The moderator shall be the Pastor or the Chairman of the Deacons.

Section 5. Clerk

The church clerk shall be elected by the church to serve on a church-year basis. The clerk shall be responsible for seeing that books of all official actions of the church be kept; shall keep a register of the names of those baptized, dates of admission, dismissal, or death. Together with other official records; shall issue letters of recommendation and dismissal; preserve and file all communications and written reports that come before the church in business meetings; and mailing the request for church letters within a period of ten days after the candidate has been received by letter. All books, records, etc., kept by the clerk shall be property of the church. Upon the vacation of the Clerk's office for any reason, the Clerk shall deliver to the new Clerk, Pastor, or Chairman of the deacons all books, records, etc., in hand pertaining or relating in any manner to the duties of the office being relinquished.

Assistant Clerk

The assistant Clerk shall assist the Clerk in all matters pertaining to the office. Said assistant shall act in the absence of the Clerk.

Section 6. Treasurer

The church shall elect annually a church Treasurer to serve on a church-year basis. It is the duty of the Treasurer to receive, preserve, and pay-out upon approval of the Building and Finance Committee or as included in the church budget, all monies or things of value paid or given the church, keeping at all times an itemized account of all receipts and disbursements. Payment of bills for work and expenses shall be made promptly by church, and all funds received for denominational or other causes shall be remitted at least monthly. Any designated gift not included in the church budget must have approval by the Building and Finance Committee prior to its acceptance as a gift to be made through the church, and any designated gift so approved shall be properly remitted immediately. It shall be the duty of the Treasurer to render to the Building and Finance Committee an itemized report of the receipts and disbursements for the preceding month, and report shall be delivered to the church and a duplicate sent to the church office for permanent filing. All books, records, and accounts shall be kept in the church office and shall be the property of the church. The financial books of the church shall be open for inspection to all members of the church at all times. (NOTE: This policy does not apply to the records of contribution by individuals). Upon the vacation of the Treasurer's office for any reason, all books, records, and accounts pertaining or relating in any manner to the duties of that office shall be relinquished promptly to the new Treasurer, Pastor, Chairman of Deacons, or church Clerk. The Treasurer shall be a permanent non-voting member of the Building and Finance Committee. In the event of a tie, the Treasurer shall vote to break the tie.

It will be the responsibility of the Treasurer to enlist a Counting Committee of church members to assist in the collection of the regular tithes and special offerings, complete necessary documents and deliver to the bank for deposit. The number of members of the Counting Committee shall be determined by the Treasurer and his Assistants. The Counting Committee is directly responsible to the Treasurer.

Assistant Treasurers

In addition to the Treasurer, two assistant treasurers shall assist the treasurer in complying with the responsibilities of that office. The Assistant Treasurers shall be the Chairman of the Deacons and the Church Secretary. In the absence of the Treasurer, the Assistant Treasurers may sign checks in order to conduct the business of the church.

Section 7. Trustees

There shall be three Trustees: Chairman of Deacons, Chairman of Building and Finance Committee and Treasurer. They shall hold in trust the property of the church; but shall not have power to buy, sell, mortgage, transfer, or lease any property without specific vote of the church authorizing such action. The Trustees shall see that adequate insurance is carried on the church property at all times.

Section 8. Messengers

As needs arise, the church will elect members of the congregation to serve as Messengers to national, state, and local functions at which the church wishes to be represented. These Messengers will be elected for specific occasions of interest to the church, and their terms of office will end with the conclusion of the function for which they were elected.

Section 9. General Secretary

A General Secretary shall be employed by the church. (Full Job Description on file).

Duties include:

1. Maintain the functions of the church office.
2. Serve as secretary for the Pastor.
3. Serve as financial secretary.
4. Maintain the church policy file
5. Serve as church office liaison with all church organizations.
6. Maintain records of contributions of individual church members.
7. Duplicate tapes for tape ministry.
8. Maintain van and fellowship hall calendar.
9. Print bulletin weekly and newsletter monthly.
10. Compile a list of all church owned furniture and equipment and keep it up to date. A copy of the inventory record shall be kept on file in the church office and in the safe deposit box.
11. Oversee all items removed from church by church members or other individuals or groups.
12. Schedule use of church van and all church or other group activities in the church building.
13. Maintain in the church policy file any policies pertaining to the church property and its use. Copies of this policy shall be available upon request.
14. Serve as Purchase Officer for all church supplies.

Any additional details concerning the duties and responsibilities of the General Secretary can be updated as necessary by the church.

Section 10. NextGen Pastor (Full Job Description on File)

Principal Function

A NextGen Pastor is a pastor to the next generation. He is the person who is leading and overseeing the ministry of our church from cradle through college. A NextGen Pastor does not in any way refer to a pastor of a singular ministry, such as Children's, Student, or a College/Career Pastor, but a pastor in charge of coordinating an entire group of young people from cradle through college known as the next or upcoming generation of adults.

Article III: Committees

Section 1. Standing Committees

The following named committees and any others that may be necessary by the church shall constitute the standing committees.

Each committee shall elect their chairperson. All committees are elected at the beginning of each new church year, unless otherwise indicated in these By-Laws.

A. Audio-Visual Committee

This committee shall consist of three (3) members. The major responsibilities of the Audio-Visual Committee are:

1. Be in charge of the sound system and its maintenance.
2. Assist the church in showing audio-visual material.
3. Make recommendations to the church concerning needs.
4. Record church services for tape ministry.
5. Record conferences and maintain tape file of conference.

This committee may enlist additional workers of the Sound System as needed for church services or special events. The Audio-Visual Committee will train workers and set up a schedule for each Sunday. The workers shall be responsible to the Audio-Visual Committee.

B

Budget and Finance Committee

Purpose of the Committee

The committee shall assist the church in administering the financial affairs of the church.

Duties of the Committee

The members of this committee are the following: One (1) member of the benevolence committee, one (1) member will be an active deacon, one (1) member of the building/grounds/ maintenance committee, one (1) personnel member, and the NexGen Pastor to represent all the standing committees for a number of five (5). A chairperson will be chosen each year from this committee who will serve a one (1) year term. These members will serve until they come off their committee or ask to be taken off. The NexGen Pastor will serve until replaced.

Responsibilities of the Committee

- Submit to the church for approval an annual budget at least one month prior to the beginning of the new fiscal year. This shall be done after consulting with staff members, program directors and committee chairmen regarding their requests for allocations.
- Oversee the expenditure of funds in relationship to offerings received and allocations. Make recommendations for changes in budget allocations during the year as needed.
- Consider and recommend to the church for approval methods of financing special projects and/or purchases not included in annual budget.
- Consider and recommend to the church for approval the allocation of any special donations of money and/or property received by the church, which are not previously designated.
- Consider and recommend to the church for approval the allocation of any money received from the sale of church property.
- Advise the treasurer, when requested, regarding the paying of bills and the investing of money in savings accounts after church approval.
- Give guidance, when requested, to any member or organization of the church engaging in fund raising activities to see that they comply with the will of the church.
- Take steps to see that sound procedures are used for receiving, counting, safeguarding, disbursing and accounting for all funds.
- Work cooperatively with the trustees in conducting an annual audit.

(2) **Building/Ground/Maintenance**

Purpose of the Committee

The committee shall assist the church in the care and utilization of its buildings, furnishings and grounds as they relate to church programs and activities.

Duties of the Committee

This committee shall consist of six (6) members with at least one (1) member being an active deacon serving for a term. The other five (5) members will be nominated by the nominating committee. Committee members shall serve on a three-year rotation system, with 1/3 of the members to rotate off each year and 1/3 to be elected as new members. The committee shall elect their chairperson for the new church year at the first scheduled meeting following the approval of the named committee submitted by the nominating committee.

Responsibilities:

- To be responsible for the upkeep of all church grounds.
- To be responsible for maintaining all church properties.
- To bring before the church for approval any expenditures in excess of \$1,000 (not included in the annual budget) with the exception of necessary repair
- Review all requests from groups to use our buildings and facilities not associated with the church and make decisions based on church policy.
- When considering any building (projects) the Committee will select a committee to get estimates and information and report back to the Building/Ground/Maintenance and Finance Committee who will in turn report to the Church.
- Organize itself into subcommittees in order to more effectively carry out its duties.
- Enlist church members to assist in carrying out its duties.
- Maintain an inventory of all church properties. Original should be filed in a safe place.
- Maintain all properties, buildings, and equipment. This work may be done by committee members, other church members or contractors outside the church upon approval by church vote.
- Develop and maintain a service record of all operational equipment such as air conditioning units, speaker system.
- Inspect all church properties periodically(at least twice yearly).
- Recommend policies for loaning of equipment to individuals, churches, schools, or civic organizations.
- Inspect and maintain all fire-fighting equipment and exit plans.
- Recommend the need for hiring maintenance personnel or for contracting custodial services.
- Represent the church in contracting for custodial services in regards to cost and services to be rendered.
- Develop and recommend an adequate insurance plan to protect all buildings and property.
- Recommend and administer budget allocations for maintenance and repair of church buildings and property.
- Provide supervision and inspect all work done by outside contractors.
- Work with the church council in space utilization.
- Report to the church as needed concerning the status of buildings, equipment and expenditure.

(3) Personnel Committee

Purpose of the Committee

This committee will insure that staff members adhere to their job descriptions and make staff replacements as necessary with the exception of the Pastor.

Duties of the Committee

Personnel committee will consist of: one (1) active deacon, one (1) member of Children's Ministry Committee, one(1) member of Budget/Finance committee, one(1) member of Building/Ground/Maintenance Committee, and one member of the Leadership Committee. This committee will determine all hiring as to staff needs, job descriptions, salaries, benefits and other compensations. No one may serve on this committee if a member of his or her family is a paid staff member of the church. Terms of committee will be for 2 years with the exception of the active deacon will be for 1 year.

Responsibilities

- Work with the pastor in determining the need for additional staff positions and recommend additional personnel to the church as needed and fill staff positions in accordance with church policy.
- Maintain a file for each staff member, which shall include any agreement made at the time of employment, the job description, and any other information deemed useful by the committee.
- Prepare and update, as necessary, job descriptions for all employed personnel, with the exception of the pastor, and monitor adherence to the same.
- Develop and recommend salary and benefit package for church positions.
- Perform salary and benefit surveys yearly to ensure adequate compensation ranges are used.
- Counsel each staff member at least once per calendar year concerning performance, duties, working conditions, equipment, compensation, vacation, and other related matters.
- Recommendations relating to salaries and benefits of all employees shall be made to the Budget/Finance Committee.
- The committee shall assume the responsibility for coordinating appropriate recognition for staff members at Christmas, birthdays, anniversaries, retirement, or resignation.
- Ensure confidentiality regarding personnel issues and, when necessary, recommend to the church the dismissal of any employee.

C. By-Laws Committee

This committee shall consist of three (3) members. The responsibilities of this committee shall be as follows:

1. To propose corrective actions in cases where the By-Laws are not followed

The committee shall gather all possible information concerning the violation(s) and the present the information to the deacons, along with a recommendation for corrective action.

2. To consider proposed amendments to the By-Laws. All proposed amendments to the By-Laws will be referred to this committee for its recommendation before church action is taken on the amendments.
3. When the church wishes to formally recognize a particular interpretation of a segment of the By-Laws, the question of the interpretation shall be referred to the By-Laws Committee. Within 30 days, the Committee shall bring to the deacons its recommendations (and its reasoning) on the matter.

D. Bereavement Committee

This committee shall consist of three(3) or more members. This committee is responsible for providing meals for bereaved families within our church and for bereaved families within our church and for bereaved families in our church community according to the direction of the committee. Their major responsibilities are:

1. Plan meals
2. Contact potential contributors of food.
3. Pick up and transport food to the home.
4. Purchase additional food and materials as needed.
5. Keep records for purchases made for reimbursement.
6. Maintain records of contributors for the benefit of the family.
7. Serve the meal and return food containers to the church building.

E. Decorating Committee

This committee shall consist of minimum of three (3) members. Responsibility of this committee is: Decoration of the church for various events.

F. History Committee

This committee shall consist of three (3) members. The major responsibilities of this committee are:

1. To be in charge of any future directory.
2. To promote and encourage the preservation of church records, books and documents of historical interest and significance by all organizations of the church.
3. To work with the Church library in developing a historical information area for the assembling of historical materials, publications and aids, to be available to the membership for reference.

G. Hostess Committee

This committee shall consist of five(5) or more members. This committee shall serve as official hostesses for all church-wide functions requiring serve of a meal or refreshments.

H. Ordinance Committees

The Lord's Supper Committee and Baptism Committee will assist the Pastor.

1. Lord's Supper Committee

This committee shall consist of three (3) members. The major responsibilities of this committee are:

- a. Be responsible for the physical preparation of the Lord's Supper.
- b. Clean and store all equipment used during the Lord's Supper.

2. Baptism Committee

This committee shall consist of two (2) members. The major responsibilities of this committee are:

- a. Assist the Pastor and candidates in preparation for the observance of baptism.
- b. Assist in any way needed after the baptismal service.

I. Van Committee

This committee shall consist of two (2) members.

The major responsibilities of this committee are:

1. Recommend policies and guidelines for use of the van.
2. Be responsible for the upkeep of the van.
3. Policies concerning the van shall be placed in the policy file of the church.
4. Copies of the van policy shall be signed for and issued to anyone requesting use of church vehicles before use.

J. Benevolence Committee

This committee shall consist of 3 members with one being an active deacon.

The major responsibilities of this committee are:

1. Develop, recommend, and oversee policies and procedures which establish the type, amount, and frequency of assistance provided to individuals and families who request assistance.
2. Investigate and administer benevolence resources as needed.
3. Make recommendations to the finance committee for monies needed for supporting people through benevolent ministries.

K. Children's Ministry Team Committee

This committee shall consist of a minimum of (6) members who serve a two-year, Children's Ministry Coordinator (responsible for Sunday Programming) and the WMU Director (responsible for Wednesday Programming). The committee shall elect their chairperson for the two-year term at the first scheduled meeting following the approval of the named committee submitted by the nominating committee. The major responsibilities of this committee are:

1. Meet once a quarter to plan programming and activities.
2. Develop a Christ-centered Children's Program to cater to the member and non-member.
3. Pray weekly for the children and Children's Ministry Coordinator.
4. Faithfully attend and assist or lead planned Children's Programming and activities.

5. Support the Children's Ministry Coordinator and encourage the support of parents.
6. Recruit and enlist additional Children's Ministry volunteers.
7. Organize and lead parent/children retreats, conferences, workshops. Etc.

L. Student Ministry Team Committee

The Student Ministry Committee will consist of a minimum of six(6) members who serve a two-year term plus the Student Ministry Coordinator(responsible for Wednesday programming). The committee shall elect their chairman for the two-year term at the first scheduled meeting following the approval of the named committee submitted by the nominating committee. The major responsibilities of the committee are:

1. Meet once a quarter to plan programming and activities.
2. Pray weekly for the students and Student Ministry Coordinator.
3. Assist the Student Ministry Coordinator in scheduling and chaperoning activities and fundraisers for the Student Ministry.
4. Work with the Van Committee to provide transportation for students.
5. Lead Wednesday Night Student Service on a rotating basis as set by the Student Ministry Team.
6. Assist with refreshments and other tasks related to certain activities as needed.
7. Recruit and enlist additional Student Ministry volunteers.

M. College/Career Ministry Team Committee

The College/Career Ministry Committee will consist of a minimum of six(6) members who serve a two-year term plus the College/Career Ministry Coordinator(responsible for Wednesday programming). The committee shall elect their chairman for the two-year term at the first scheduled meeting following the approval of the named committee submitted by the nominating committee. The major responsibilities of the committee are:

1. Meet once a quarter to plan programming and activities.
2. Pray weekly for the students and College/Career Ministry Coordinator.
3. Assist the College/Career Ministry Coordinator in scheduling and chaperoning activities and fundraisers for the College/Career Ministry.
4. Work with the Van Committee to provide transportation for students.
5. Recruit and enlist additional College/Single Student Ministry volunteers.

N. Outreach and Follow-Up Ministry Team Committee

The Outreach and Follow-Up Ministry Team will consist of a minimum of eight (8) members and the pastor. The major responsibilities of the committee are:

1. Meet once a quarter as designated by the pastor or in his absence, by a current member of the committee selected by pastor.
2. Pray for the evangelistic work of the church.
3. Contact prospects and follow-up with visitors through writing a postcard, making a phone call or sending an email or visitation if possible.

4. Assist the pastor in promoting outreach events.
5. At worship services and outreach events, welcome visitors, gather their information and introduce them to other church members.

O. Leadership Team Committee

The committee shall consist of the Church officers, Staff and Chairpersons of Standing Committees as follows:

1. Pastor or Interim Pastor
2. Chairman of the Deacons
3. NextGen Pastor
4. Music Director
5. Sunday School Director
6. Brotherhood Director
7. WMU Director
8. Church Secretary
9. Building and Finance Chairperson
10. Benevolence Chairperson
11. Hostess Director
12. Bereavement Committee Director
13. Van Committee Director
14. Children's Ministry Coordinator
15. Student Ministry Coordinator
16. College/Career Ministry Coordinator
17. Outreach and Follow-up Ministry Director

The Leadership Team Committee shall conduct regular monthly meetings on every 1st Sunday evening immediately following the Worship Service. If no evening service is held on the 1st Sunday, then an alternate date preceding or following the 1st Sunday shall be communicated to the team by the pastor. If a committee chairperson is not available to attend a scheduled meeting, then a designee of that committee may attend as a representative and report for that committee.

All meetings shall be conducted under the leadership of the Pastor (or Interim Pastor) or, in his absence, by Pastor designee.

When appropriate, other individuals may be invited to participate in a scheduled meeting or portion of a meeting to present/discuss special projects/events that are outside the regular team's membership. These special circumstances shall be proposed during a preceding meeting and approved by the majority of regular committee members present.

The purpose of this team is to provide an avenue for communication and coordination between all church groups and members. The major responsibilities of this team committee are:

1. Establish and maintain a written calendar of events for the entire church year.
2. Individual team members shall prepare and present a list of planned events

pertaining to their ministry/committee.

3. Coordinate special emphasis plans for regular times (i.e. Sunday School, Worship, Prayer Service).
4. Coordinate church-wide, age-specific, or specific group events to ensure available meeting spaces, transportation, or other resources needed.

Section 2. Ad Hoc Committees

The following committees and any others that may be deemed necessary by the church shall constitute the ad hoc committees.

A. Nominating Committee

1. Church Directors Committee

This a three(3) member committee appointed by the Pastor in the June business meeting. The purpose of this committee is to nominate to the church at the July business meeting the names of Directors of the church departments that will serve as the Nominating Committee to fill the Committees identified in Article III of the By Laws.

2. Nominating Committee for Church Committees and Teachers.

The Nominating Committee for Church Committees and Teachers shall consist of five (5) members. Four members of the committee will be chosen by the Nomination Committee for Church Directors including the Sunday School Director, Music Director, WMU Director and Brotherhood Director. The fifth member of the nominating committee will be the Chairman of the Deacons. The term of this committee will begin at the time of the July business meeting and continue until the following July. The Nominating committee shall select its own chairperson and proceed with its work in whatever manner it feels best. The major responsibilities for the activities of this committee are:

- a. To fill all vacancies that occur during the church year, except as otherwise provided herein.
- b. To seek out those they feel are most qualified and present to the church in August business meeting all offices that are filled by church election, except as otherwise provided in this Constitution.

B. Pulpit Committee

Should the occasion arise for the election of a Pastor or NextGen Pastor, the church at a conference called for this purpose, notice of which shall have given from the pulpit two (2) weeks in advance, shall select a committee of five (5) members.

1. This committee shall be elected by secret ballot from the membership of the church by those present at the called conference. The Pulpit Committee shall elect its own chairman.
2. When the committee feels it has found the candidate the Lord has called to this

- position, the announcement is made to the church of the date when the prospective candidate shall visit the church.
3. During the Sunday morning service immediately following the candidate's visit, the Pastor (in case of a NextGen Pastor) or Interim Pastor will call the church into conference to hear the recommendation of the Pulpit Committee.
 4. Only one person at a time shall be recommended for consideration as Pastor or NextGen Pastor.
 5. After the call by the church, additional details concerning his duties, responsibilities, and privileges will be specified in a Memorandum of Understanding between him and the Pulpit Committee at the time of his call.
 - This Memorandum will be presented to the church (by the Deacons) for approval in (a later) business meeting. A copy will be filed with policy file. It can be updated as necessary by the church during the period of the Pastor's tenure.
 6. Should the recommendation be approved and the call extended, such a call shall be for an indefinite term of service.
 7. Should the church fail to approve the recommendation of the Pulpit Committee by $\frac{3}{4}$ vote of the members present, the Moderator shall declare the motion not carried and the conference shall be adjourned without debate.
 8. On the following Sunday, at the option of the church or of the Pulpit Committee members themselves, a new committee, in part or entirely, may be selected.

Article IV: Organizations

Section 1. General

All organizations are subject to control by the church and are responsible to the church. The church will sponsor those organizations named in this article and such other organizations as it may see fit to create. Authority to create and disband organizations lies exclusively in the church. No other individual or group may create or is to speak or act on behalf of the church. All officers of church organizations will be members of the church, except during temporary periods when it may be necessary to fill positions on an interim basis.

Section 2. Sunday School

There shall be a Sunday School which shall hold regular meetings on Sunday mornings. The tasks of the Sunday School will be to:

1. Teach the Biblical revelation
2. Establish and cultivate prospects for the church
3. Encourage all church members to witness and worship regularly.

Section 3. Women's Missionary Union

There shall be a Woman's Missionary Union which will hold regular meetings at such times as shall be determined by that organization. Its tasks will be to promote and

encourage participation and involvement by the entire church in local, state, national and world mission endeavors by:

1. Teaching missions
2. Engaging in mission action
3. Supporting world missions through prayer and giving
4. Providing organization and leadership for special mission projects of the church when requested
5. Providing such mission organizations as may be approved by the church such as Gas and RAs.

Section 4. Music Department

There shall be a church music department. It will provide for an adult choir and such choirs as the church may authorize upon recommendation by the Church Music Committee (Music Director, Pianist, Organist and Pastor). Its principal tasks will be to:

1. Teach music to choir members
2. Provide music and musicians for the congregational services
3. Lead members to participate in hymn singing
4. Provide organization and leadership for all church-sponsored music programs
5. Represent the church in community music activities.
6. Be responsible for the maintenance, repair and tuning of all musical instruments in the church.
7. Make recommendations to the Building and Finance Committee concerning the budget for the Church Music Department.
8. The director of the Music Department will work with the Hostess Committee in planning Homecoming.

Article V: Meetings

Section 1. Regular Business Meetings

Regular business meetings of this church shall be held on the second Sunday night of each month. All business affairs of this church may be discussed and acted on at these meetings, unless otherwise provided by these By-Laws.

Section 2. Special Business Meetings

A special business meeting may be called by:

1. The Pastor, or
2. The Chairman of the Active Deacons, or
3. A resolution of a majority of the Active Deacons.

A special business meeting must be announced at a regularly scheduled worship service at least one (1) week prior to the meeting and at every scheduled worship service within this period prior to the meeting. The announcement must state the items to be acted on.

No other business can be transacted at a special business meeting except the business directly pertaining to the announced purposes of the meeting.

Section 3. Quorum

The quorum for a business meeting shall be 30 members. If a quorum is not present, the meeting shall be held the following week. At that time, the members present shall constitute a quorum.

Section 4. Voting Procedures

Secret ballot shall be used on financial(over \$1,000.00) or personnel matters. Every member of the church shall be entitled to one (1) vote each time a vote is taken. All motions will be declared carried if they receive a majority (50% plus 1) of the votes cast, except where provided otherwise by the Constitution or these By-Laws. Church members must be present to vote.

Section 5. Postponed Meetings

Any regular business meeting may be postponed by a majority vote of the deacons. In this case, the meeting will be held the following week. Business meetings may not be postponed except:

1. By vote of the deacons as provided in this section, or
2. For lack of a quorum as provided in section 3 of this article.

Section 6.

Any committee, organization, or individual of the church can bring recommendations or make motions at any regular business meeting or any special business meeting, within the limitations of Section 2 above.

Article VI: Discipline

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of

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

Article VII: Miscellaneous

Section 1. Parliamentary Procedures

All business meetings of the church will be conducted according to the provisions of Robert's Rules of Order.

Section 2. Calendar

The church will observe two types of year: The calendar year and the church year. The calendar year will be from January 1 through the following December 31, inclusive. The church year will be from September 1 through the following August 31 inclusive. The fiscal year shall be the calendar year.

Section 3. Amendments

These By-Laws may be amended by a 2/3 vote of those voting in a regular business meeting or in a special business meeting called for the specific purpose of amending the Constitution and/or By Laws. Proposed amendments must be made available in writing to the church membership at least one (1) week prior to the meeting and announcement of the upcoming meeting will be made through the regular church bulletin and from the pulpit at least one week prior to the meeting.

Section 4. Licensing and Ordaining

Any member who gives evidence that he is called of God to preach may request licensing from the church. Following recommendation from the Pastor and Board of Deacons and with the approval of the church, he may be licensed to preach the gospel.

Section 5. Voting

A majority of members voting in any business meeting is sufficient to bind the church on any motion, except where otherwise provided in the Constitution and By-Laws.

Section 6. Files

In addition to the usual files pertaining to the orderly execution of church business, the church General Secretary will be responsible for maintaining a policy file. This file will contain a copy of each policy, procedure, or agreement entered into or adopted by the church or any of its authorized agencies. (Legal documents are specifically excluded from this file.) This will include, among other things, the following:

1. Church Constitution and By-Laws
2. Memoranda of Understanding between the church and the Pastor and other Employees.
3. Job descriptions for all church employees.
4. Policies for use of kitchen, sanctuary, fellowship hall, visual aids equipment, van, and other items of property, as approved by the church or established by authorized agency.

This file is to be maintained in a current status and updated within two (2) weeks of any action taken. It is to be available for inspection by the church membership.

Section 7. Marriage Belief

Marriage is the basic institution of all human society. It was established by God at creation when God created the first human beings as “male and female” (Genesis 1:27) and said to them “be fruitful and multiply and fill the earth” (Genesis 1:28).

Marriage begins with a commitment before God and other people. Marriage is a union between one man and one woman for life. Marriage is a commitment in which God stands as a witness. And Jesus says that a married couple creates a unity that “God has joined together” (Matthew 19:6). When a marriage occurs, a man and a woman have a new status before God. He now considers them to be husband and wife together. Some kind of public commitment is also necessary to a marriage. This public commitment is the wedding ceremony. In Mt. Carmel Baptist Church, the only wedding ceremony allowed must follow biblical teachings of one man and one woman together for life with the blessing of God.

Section 8 Church Adoption of By-Laws

This constitution and By-Laws shall be effective upon adoption by the church and shall supersede all by-laws and rules of order and any amendments thereto previously in effect.

The following changes after much prayer, thought and voting was presented to the church on to change the following in the Constitution and By-Laws of Mt. Carmel Baptist Church.

Page 7

Section 3 Deacons(add)

Deacons are mature spiritual men of the church, chosen and selected by the church members according to the church’s Constitution and By-Laws.

Page 8

C. Number**Change to read.....**

The number of deacons shall be determined by the church, with the recommendation of the active deacon body. The number may be changed according to the needs of the church.

D. Active Deacons**Change wording underlined as stated.**

They elect their own chairman by (**September 1st**), so the chairman named may serve on the Nominating Committee for Committees and Teachers as required in the By-Law, Article III, Section 2. The name of the Chairman of the Deacons must be submitted to the Association by (**October 1st**) to be entered into the record of the Associational minutes.

Page 9**F. Deacon Rotation/Election**

On the first Sunday in June, the church membership will receive a list of all deacons who are ineligible to be nominated as a new deacons for the coming church year. On the second Sunday of June, the church membership will nominate men outside the deacon body, who are eligible to become new deacons for the coming church year.

The nominees to be listed on the first and final voting ballot shall include:

- a. All deacons who are willing to serve and have been inactive two years or more will necessarily listed on the ballot.
- b. The name(s) of any man/men in the church who shall be considered as a new deacon.

These names shall be submitted to the active deacon board by mid-June for the consideration on the ballot for the new church year. All church members are encouraged.....

The following changes were given to the church for consideration on March 2, 2014 and after much prayer and consideration were adopted in the church monthly meeting by vote on March 9, 2014.

Under Article II Church Officers**Page 9 Under Letter F Deacon Rotation/Election**

4th paragraph ending:

In the event an active deacon position should be vacated during the term of service, the Chairman of Deacons will contact the nominee who received the next highest number of votes in the last election. **(*new addition recommendation from By-Law committee to read after word election):** If this nominee is asked to serve one year or less, then that nominee can be recommended for the next deacon election forgoing the two year exemption.

Under Article V Meeting**Page 20 Section 3. Quorum**

Paragraph reads:

The quorum for a business meeting shall be 50* members. If a quorum is not present, the meeting shall be held the following week. At that time, the members present shall constitute a quorum. **(* The By-Laws Committee recommends this be changed to *30 members.)**

Under Article VII Miscellaneous

Page 23

Move what is now Section 7 to newly created Section 8 and rename Section 7 Marriage Belief as stated below:

******(New Section to be voted on by church as recommended by By-Laws Committee)**

Section 7. Marriage Belief

Marriage is the basic institution of all human society. It was established by God at creation when God created the first human beings as “male and female” (Genesis 1:27) and said to them “be fruitful and multiply and fill the earth” (Genesis 1:28). Marriage begins with a commitment before God and other people. Marriage is a union between one man and one woman for life. Marriage is a commitment in which God stands as a witness. And Jesus says that a married couple creates a unity that “God has joined together” (Matthew 19:6). When a marriage occurs, a man and a woman have a new status before God. He now considers them to be husband and wife together. Some kind of public commitment is also necessary to a marriage. This public commitment is the wedding ceremony. In Mt. Carmel Baptist Church, the only wedding ceremony allowed must follow biblical teachings of one man and one woman together for life with the blessing of God.

Adopted: May 21, 2017 by vote in favor of:

The following new Committees have been suggested by the pastor or deacons as a means to better serve the members and congregation of Mt. Carmel Baptist Church. Due to a mistake in lettering in the past, each committee under Article III Standing Committees Section 1, it is first suggested to move K to J (J is missing), L to K and add L, M, N, and O as follows:

Under Article III Section 1 add

L. Children’s Ministry Team Committee

This committee shall consist of a minimum of (6) members who serve a two-year, Children’s Ministry Director (responsible for Sunday Programming) and the WMU Director (responsible for Wednesday Programming). The committee shall elect their chairperson for the two-year term at the first scheduled meeting following the approval of

the named committee submitted by the nominating committee. The major responsibilities of this committee are:

1. Meet once a quarter to plan programming and activities.
2. Develop a Christ-centered Children's Program to cater to the member and non-member.
3. Pray weekly for the children and Children's Ministry Director.
4. Faithfully attend and assist or lead planned Children's Programming and activities.
5. Support the Children's Ministry Director and encourage the support of parents.
6. Recruit and enlist additional Children's Ministry volunteers.
7. Organize and lead parent/children retreats, conferences, workshops. Etc

M. Student Ministry Team Committee

The Student Ministry Committee will consist of a minimum of six(6) members who serve a two-year term plus the Student Ministry Director (responsible for Wednesday programming). The committee shall elect their chairman for the two-year term at the first scheduled meeting following the approval of the named committee submitted by the nominating committee. The major responsibilities of the committee are:

1. Meet once a quarter to plan programming and activities.
2. Pray weekly for the students and Student Ministry Director.
3. Assist the Student Ministry Director in scheduling and chaperoning activities and fundraisers for the Student Ministry.
4. Work with the Van Committee to provide transportation for students.
5. Lead Wednesday Night Student Service on a rotating basis as set by the Student Ministry Team.
6. Assist with refreshments and other tasks related to certain activities as needed.
7. Recruit and enlist additional Student Ministry volunteers.

N. Outreach and Follow-Up Ministry Team Committee

The Outreach and Follow-Up Ministry Team will consist of a minimum of eight (8) members and the pastor. The major responsibilities of the committee are:

1. Meet once a quarter as designated by the pastor or in his absence, by a current member of the committee selected by pastor.
2. Pray for the evangelistic work of the church.
3. Contact prospects and follow-up with visitors through writing a postcard, making a phone call or sending an email or visitation if possible.
4. Assist the pastor in promoting outreach events.
5. At worship services and outreach events, welcome visitors, gather their information and introduce them to other church members.

O. Leadership Team Committee

The committee shall consist of the Church officers, Staff and Chairpersons of Standing Committees as follows:

1. Pastor or Interim Pastor
2. Chairman of the Deacons
3. Children's Minister
4. Music Director
5. Sunday School Director
6. Brotherhood Director
7. WMU Director
8. Church Secretary
9. Building and Finance Chairperson
10. Benevolence Chairperson
11. Hostess Director
12. Bereavement Committee Director
13. Van Committee Director
14. Children's Ministry Director
15. Student Ministry Director
16. Outreach and Follow-up Ministry Director

The Leadership Team Committee shall conduct regular monthly meetings on every 1st Sunday evening immediately following the Worship Service. If no evening service is held on the 1st Sunday, then an alternate date preceding or following the 1st Sunday shall be communicated to the team by the pastor. If a committee chairperson is not available to attend a scheduled meeting, then a designee of that committee may attend as a representative and report for that committee.

All meetings shall be conducted under the leadership of the Pastor (or Interim Pastor) or, in his absence, by Pastor designee.

When appropriate, other individuals may be invited to participate in a scheduled meeting or portion of a meeting to present/discuss special projects/events that are outside the regular team's membership. These special circumstances shall be proposed during a preceding meeting and approved by the majority of regular committee members present.

The purpose of this team is to provide an avenue for communication and coordination between all church groups and members. The major responsibilities of this team committee are:

1. Establish and maintain a written calendar of events for the entire church year.
2. Individual team members shall prepare and present a list of planned events pertaining to their ministry/committee.
3. Coordinate special emphasis plans for regular times (i.e. Sunday School, Worship, Prayer Service).
4. Coordinate church-wide, age-specific, or specific group events to ensure available meeting spaces, transportation, or other resources needed.