



FRIENDSHIP BAPTIST CHURCH

CONSTITUTION AND BYLAWS



Adopted 1984
Revised October 2007
Amended November 2023

FRIENDSHIP BAPTIST CHURCH
2912 Pleasant Grove Road
Lansing, Michigan 48910-2302
Rev. James Douglas, Interim Pastor

Constitution and Bylaws

Adopted 1984

Revised October 2007

Amended 2011, 2012, 2015, 2019, and 2023

Constitution and Bylaws Committee Members

11/2023 Committee

Sister Vivian Tansil, RP, Chair/Parliamentarian
Deaconess Zeferonia Demps
Deaconess Sallie Flanders
Sister Cheryl Howell
Deacon Robert Owens
Deacon Eugene Pernell,
Deacon Donald Suttles
Trustee Algie Watkins
Deacon James Yarborough
Rev. James Douglas, Interim Pastor, Ex-Officio

2015, 2019, and 1/2023 Committee

Deacon Eugene Pernell, PhD, Chair/Parliamentarian
Deaconess Zeferonia Demps
Deaconess Sallie Flanders
Sister Cheryl Howell
Deacon Robert Owens
Deacon Donald Suttles
Sister Vivian Tansil
Trustee Algie Watkins
Deacon James Yarborough
Rev. Dr. Clyde Carnegie, Pastor, Ex-Officio

2011 and 2012 Committee

Brother Eugene Pernell, PhD, Chair/Parliamentarian
Deaconess Zeferonia Demps
Deacon Hubert Flanders
Deacon Robert Owens
Trustee Donald Suttles
Sister Vivian Tansil
Brother Frank Warren
Trustee Algie Watkins
Deacon James Yarborough
Rev. Dr. Clyde Carnegie, Pastor, Ex-Officio

2007 Committee

Brother Eugene Pernell, PhD, Chair/Parliamentarian
Deaconess Zeferonia Demps
Deacon Hubert Flanders
Sister Jo-Reese Ford
Deacon Rufus Gladney
Deacon Robert Owens
Trustee Donald Suttles
Sister Vivian Tansil
Trustee Algie Watkins
Rev. Lester D. Stone, Pastor, Ex-Officio

2007 Tellers Committee

Sister Norma Champion-Jones
Sister Patricia Fitzpatrick
Trustee Jesse Maxie
Sister Rosemary Reed
Brother Frank Warren

Original Committee

Dr. Eugene Pernell, Chair
Mr. Curtis Fluker
Mrs. Mabel French
Deacon George Lawrence
Mrs. Helena McCarroll
Mrs. Orlando McMillan
Mr. Maynard Merchant

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Constitution

Article I: Name and Location

The name of this Church is Friendship Baptist Church, 2912 Pleasant Grove Road, Lansing, Michigan, 48910-2302.

Article II: Purpose

- A. The purpose of this Church is to advance the Kingdom of Jesus Christ. The Church will seek to attain this end through the public worship of God, the preaching of the Gospel, consistent Christian living by its members, personal evangelism, missionary endeavor, and Christian education.
- B. This Church's faith and principles is to teach and practice Missionary Baptist Doctrine.
- C. This Church believes:
 - 1. in the entire *Bible* as the inspired Word of God and is the basis for the Christian Church;
 - 2. in Baptism by immersion;
 - 3. in and participate in the Lord's Supper;
 - 4. in the Father, Son, and Holy Ghost;
 - 5. in and practice of the *Church Covenant*; and
 - 6. in the Virgin Birth, Life, Death, Burial, Resurrection, Ascension, and Second Coming of Jesus Christ.

Article III: Polity/ Government

The government of the Church is the body comprised of the members.

Article IV: Membership

- A. Membership will be accepted by baptism, letter, Christian experience, restoration, and association.
- B. Membership can be transferred by letter and statement.

Article V: Executive Officers

The Church Executive Officers are the Deacons, Trustees, and Deaconesses. All policies and procedures are to be approved by the membership.

Article VI: Fiscal Year

The Church's Fiscal Year is January 1 through December 31.

Bylaws

Article I: Members

Section 1: Membership Composition

The members of this Church consist of persons professing faith in the Trinity and the principles as defined and practiced by this Church.

Section 2: Admission of Members

- A. Members cannot hold full membership with multiple churches.
- B. New members are admitted as follows.
 - 1. Baptism-A person who confesses that Jesus Christ is Lord and Savior and adopts the faith and principles of this Church is baptized by immersion, as soon as possible.
 - 2. Letter-A person who is in accord with the views of faith and principles of this Church may be received by letter from another Christian Church.
 - 3. Christian Experience-A person possessing one or more of the following: was a member of a Christian Church, was baptized by immersion, cannot present a Letter, and is in accord with the views of faith and principles of this Church may be a member upon a statement of experience.
 - 4. Restoration-A member who has been absent from this Church's worship services for an extended period may be restored upon profession of faith and principles of this Church.
 - 5. Associate-A person desiring less than full membership and is in accord with the faith and principles of this Church.
- C. New members are expected to attend the New Member Orientation Program.

Section 3: Membership Rights and Privileges

- A. Every member is afforded all rights and privileges, eligible to vote in Church elections, and on questions before the Church, and hold a Church office.
- B. Members under the age of 16 cannot hold a Church office; vote on matters pertaining to the purchase, sale, or mortgage of property; and vote on the call and dismissal of the Pastor. They may hold offices in the Youth Department and in youth ministries and programs..
- C. Associate Members have limited rights and privileges; and cannot vote or hold an office.

Section 4: Member

A person who unites with this Church by Baptism, Christian Experience, Letter, or Restoration; and given the right-hand-of-fellowship is considered a member and will receive membership rights and privileges as described in these *Bylaws* and Church's policies.

Section 5: Active Member

- A. A member who regularly attends worship services and contributes financially through tithes/offerings is a Member in Good Standing. To enjoy rights and privileges, an Active Member must have regularly attended Sunday worship services each year and contributed financially to the church through tithes/offerings, for at least 7 months/7 times, each year. The amount contributed is not important, only the frequency of the contributions. The financial contributions will be documented by the offering envelopes. Failure to meet this financial standard, the member will be denied rights and privileges.
- B. Financial contributions for new members will be pro-rated in the year joined.

- C. A member who is incapacitated will have the Sunday worship service attendance and the number of financial contributions waived.
- D. A member attending college will have the Sunday worship service attendance and the number of financial contributions waived.
- E. A member residing at a Summer/Winter home and/or on an out-of-town job assignment will have the Sunday worship service attendance waived, but not the financial contributions.

Section 6: Inactive Member

- A. A member who is absent from Church for one year or more and has made no financial contributions, will lose rights and privileges. Rights and privileges can be restored by Restoration.
- B. A member, who united with another church, can reunite with this Church by Christian experience or Letter.

Section 7: Members Changing Church Affiliation

Members may transfer their Church membership as follows.

- A. Letter-Upon request, a member may be granted a Letter of Recommendation to affiliate with another church.
- B. Statement-Upon request, a member may be granted a certificate of good standing from this Church to affiliate with another church.

Article II: Meetings

Section 1: Worship Services

- A. Worship services will be held every Sunday.
- B. The Pastor may schedule other worship services.
- C. The Lord's Supper (Communion) will be served on the first Sunday of each month, at all worship services; Maundy (Holy) Thursday; and other services determined by the Pastor.

Section 2: Business Meetings

- A. Regular business meetings are held the third week of each month, in person and/or electronically. If conducted electronically, each member must have the proper equipment to view, hear, and vote to participate in the proceedings. Since it cannot be certain that only members are present, and based on the sensitivity of the agenda, some meetings may be conducted in-person only.
- B. The Annual Business Meeting is conducted in the third week in November for the election of officers and approval of the budget.
- C. A Special Business Meeting may be called by a minimum of seven members, in good standing, to consider a matter of a significant and immediate nature by contacting the Chair of the Deacon Board and the Moderator. The meeting's subject and notice must: (1) be announced at Sunday worship services, (2) published in the Sunday Bulletin, (3) distributed or posted by flyer, and/or (4) by email/US Postal Mail for three consecutive weeks preceding the date of the meeting. A Special Business Meeting is an official business meeting.
- D. Presidents and Chairs of all boards, departments, auxiliaries, and committees (or a designee) are expected to attend all business meetings to be knowledgeable about the Church's business.
- E. The Moderator is the presiding officer at all business meetings and prepare the agenda in coordination with the Pastor and Chairs of the Deacon and Trustee Boards; with additions and approval from the members in attendance.
- F. The Chair of the Constitution and Bylaws Committee (or a designee from this Committee) serves as the Parliamentarian to interpret these *Constitution and*

- Bylaws* and the current edition of *Robert Rules of Order Newly Revised*, as needed; and to be of assistance to the Moderator and members.
- G. The quorum for all business meetings is eighteen members in good standing, in attendance within 15 minutes of the scheduled start time.
 - H. Every member in good standing, 16 years and older, is entitled to one vote. There will be no proxy voting or absentee voting at any business meeting.
 - I. The usual method of voting on any question is by voice or show of hands.
 - J. A secret ballot can be used for the election of officers, matters regarding members, and any other confidential or sensitive issues deemed by members in attendance. Certified mail votes to the homes of members in good standing can be used as approved by the Church.
 - K. The outcome of a majority-vote and two-thirds vote is based on the number of votes cast.
 - L. All business meetings are conducted in accordance with these *Constitution and Bylaws* and the current edition of *Robert Rules of Order Newly Revised*.
 - M. Business meetings called or held in a manner other than that set forth in this article are unauthorized meetings and the actions taken are voided.

Article III: The Pastor

Section 1: Duties

- A. The Church must have a Pastor.
- B. The Pastor is the spiritual leader of the Church and responsible for all worship services and ministries.
- C. The Pastor preaches and teaches the Gospel to win souls to Christ and to edify the Saints.
- D. The Pastor, or a designee, will administer the Christian ordinances (Baptism and Communion) and other rituals and ceremonies such as weddings, funeral/memorial services, infant dedications, etc.
- E. The Pastor oversees the membership and is in charge of their spiritual welfare.
- F. The Pastor can seek the advice, cooperation, and assistance from the Deacon Board in matters pertaining to the spiritual programs of the Church.

Section 2: Qualifications and Selection Process

- A. The qualifications include belief in God, Jesus Christ, Holy Spirit, the *Bible*, Baptist Doctrine, and the Church Covenant; and possess excellent personal character, ministerial education, ministerial experience, leadership, and administrative skills, teaching ability, preaching ability, and belief in this Church's faith and principles.
- B. Upon vacancy, the Deacon Board shall recommend an Interim Pastor to be approved at a business meeting.
- C. Upon vacancy, the Deacon Board will form a Pastoral Search Committee composed of two Deacons, two Trustees, two Advisory Council members, and three members-at-large, to include youth members, whenever possible, to recruit, review qualifications, and recommend candidates for panel interviews and trial sermons.
- D. The Pastoral Search Committee will visit a prospective minister's home church to collect information regarding the qualifications.
- E. The Pastoral Search Committee will develop other evaluations to collect the prospective minister's local community information from civic, elected leaders, and Pastors in the community.
- F. Only one candidate can be presented to the Church at a time.

- G. The selected candidate for the Pastorate requires a two-thirds-vote at a Special Business Meeting that has been properly announced as described in Article II, Section C.
- H. The duties of the Pastoral Search Committee are terminated upon the appointment of a Pastor.

Section 3: Employment, Compensation, Benefits, and Evaluation

- A. The appointed Pastor must become a member of the Church within 30 days after the appointment date and have all membership rights and privileges.
- B. The Chairs of the Deacon and Trustee Boards (or their designees) will negotiate the initial two-year contract and performance standards with the new Pastor, with contract approval by the Church. The new Pastor is not installed until the initial contract is signed.
- C. At the end of the first twelve-month period of hire, the Pastor will have the initial twelve-month probationary period and evaluation review, based on the performance standards in the signed contract. The initial performance standards and review will be conducted by the Chairs of the Deacon and Trustee Boards. The Advisory Council will develop the succeeding performance standards and conduct the performance evaluations.
- D. The negotiated written employment contract will be comprised of, but not limited to job duties; compensation; performance standards; office hours; vacation days; retirement contributions; transportation reimbursement; benefits and co-pays (i.e., health, medical, dental, and vision, prescription coverage, life and automobile insurance); and other conditions of employment.
- E. The terms of the employment contract are to be negotiated every two years with the incumbent Pastor based on the date of hire. Failure of the incumbent Pastor to negotiate and sign the employment contract will result in an automatic resignation and end the employment and pastoral relationship with the Church. A joint certified letter from the Chairs of the Deacon and Trustee Boards will be mailed as documentation..
- F. The Advisory Council will evaluate the incumbent Pastor every two years based on the date of hire on the agreed contract's performance standards. The process for evaluating the performance standards will begin no earlier than six months prior to the end of the incumbent Pastor's contract; and will be completed no later than the two months prior to the date that the current contract ends.

Section 4: Pastor's Release of Contract

- A. The Pastor may give a two-week notice to end employment and terminate the contract. No vote by the Church is necessary.
- B. The Pastor's contract can be terminated by the Church body upon a presentation of cause at a Special Business Meeting that has been announced as described in Article 11, Section C. The termination requires a two-thirds vote at a business meeting.
- C. Pastor's mandatory retirement age is 75 years.

Section 5: Pastor's Death

- A. In the event that the incumbent Pastor dies during the term of office, the widow will receive two months of compensation, and any benefits from the date of death.
- B. The Church will establish a mourning period.
- C. The Deacon Board will identify and seat the Pastoral Search Committee with oversight, no later than 60 days after death.

Section 6: Associate Ministers

- A. The qualifications include belief in God, Jesus Christ, Holy Spirit, the *Bible*, Baptist Doctrine, and Church Covenant; and possess excellent personal character, ministerial education, ministerial experience, leadership, and administrative skills, teaching ability, preaching ability, and belief in this Church's faith and principles.
- B. Must be ordained or at least licensed.
- C. Job duties include assisting at worship services, participating in the ministries of the Church, and other duties assigned by the Pastor.
- D. Associate Ministers are not under a contract and but will be compensated Per Diem to deliver sermons at Sunday morning worship services and funeral eulogies in the Pastor's absence.
- E. With the death of the Pastor or in the case of an incapacitating illness, the Deacon Board will assign the Associate Minister to be the Interim Pastor. In the event of a long-term interim assignment (six months or more), an employment contract is to be negotiated by the Chairs of the Deacon and Trustee Boards as described in Article III, Section 3. In both cases the Church approves these assignments by a majority-vote at a Business Meeting.
- F. In cases where the Pastoral Search Committee recommends a current Associate Minister for the permanent Pastorate; Article III, Sections 2E and 2F, evaluation steps are omitted.

Article IV: Church Officers

Section 1: The Church Officers

- A. The Church officers are the Deacons, Trustees, Church Treasurer, Assistant Church Treasurer, Church Financial Secretary, Assistant Church Financial Secretary, Church Clerk, Assistant Church Clerk, Deaconesses, Announcement Clerks, Parliamentarian, and Moderator.
- B. The elected officers are the Trustees, Church Treasurer, Assistant Church Treasurer, Church Financial Secretary, Assistant Church Financial Secretary, Church Clerk, Assistant Church Clerk, Announcement Clerks, and Moderator.
- C. The Chair of the Constitution and Bylaws Committee serves as the Church's Parliamentarian.
- D. All Church Officers must be active members. Any officer deemed inactive as a member is also considered inactive as a Church Officer. To return to active status as a Deacon and/or Trustee will be determined by these *Bylaws* and Church policies.
- E. An elected officer may resign from office upon giving a two-week notice.
- F. An elected officer can be removed from office by a majority-vote of the Church. An officer's position is considered vacated when the officer (1) has not performed the duties and (2) has been absent from board/committee meetings and/or Business Meetings for four consecutive months, without notification to the Chair of the Deacon Board. A joint certified letter from the Chairs of the Deacon and Trustee Boards will be mailed as documentation.
- G. The Pastor; members of the Deacon, Deaconess, and Trustee Boards; the Church Treasurer, Financial Secretary, and Church Clerk (including the Assistants); and other members and officers where financial matters and contracts are approved must avoid situations and activities where personal and family interests could conflict or appear to conflict with the interest of the Church. A conflict-of-interest may arise when a member's direct decision or vote can directly affect the member's professional, personal, financial, or

business interests. It is noted that not all financial interest may be a conflict-of-interest. The potential conflict-of-interest must be disclosed promptly to the Chair of the Trustee Board (or Chair of the Deacon Board if it affects that officer). The Joint Deacon and Trustee Board will review and discuss the matter and make a decision regarding the conflict. Failure for a member to disclose a potential conflict-of-interest may result in appropriate sanctions, up to removal from office. The member is excused from meetings where the discussion or vote on the matter is presented.

- H. All officers must keep secret and not disclose to non-members or make personal use of any confidential information concerning the Church's finances, operations, membership, or business, which becomes known during the tenure in office.
- I. A special election is to be promptly held at a regular Business Meeting to fill the remaining term of the elected officer's vacancy.
- J. All officers are installed in January.

Section 2: Officer Records

- A. At the end of the officer's term, all records must be submitted to the incoming officer by January 1.
- B. The retention period for all financial records (vouchers, bids, receipts, etc.) is seven years.

Section 3: Nomination and Election Process

- A. There will be an annual election process to elect and/or re-elect officers with expiring terms.
- B. The Nominating Committee will be elected at the August Business Meeting.
- C. Officers with expiring terms for that year must be announced at the August Business Meeting.
- D. Names for the Trustee Board must be submitted to the Deacon Board by the last Sunday in September.
- E. The Deacon Board will interview new candidates for the Trustee Board. Incumbent and returning Trustee Board members need not be interviewed. One week prior to the election, the Deacon Board will submit the candidate names to the Nominating Committee for placement on the ballot for election at the November Business Meeting.
- F. The Nominating Committee will present a slate of names at the October Business Meeting.
- G. Additional names are taken from the floor before the November election, excluding names for the Trustee Board because of the Deacon Board interview process.
- H. The Nominating Committee will prepare the ballot, including the names of the candidates for the Trustee Board.
- I. Elected officers must obtain a majority-vote. Where there are more than one open office with multiple candidates, and where the members can vote for the number of open offices, then the candidates with the highest number of votes, in descending order equal to the number of open offices. One unanimous ballot may be cast in cases where there is only one name for an office.
- J. All Officers are installed in December.
- K. An Officer's term-of-office begins on January 1.
- L. At the November Business Meeting, five Tellers (active members) are elected to count the ballots and announce the count to the Chair.

Section 4: Identification of Presidents/Chairs

All departments, boards, standing committees, and auxiliaries must submit to the Church Clerk the names of all elected Presidents/Chairs at the Annual Business Meeting in November.

Section 5: Deacon Board and Deacons

- A. The Deacon Board consists of seven or more ordained Deacons and holds meetings as appropriate.
- B. A Deacon's term of office is Life and may transfer their membership to another Church by letter from the Pastor. Deacons can transfer membership to this Church by letter from a current Pastor or by providing proof of an Ordination Certificate.
- C. A Deacon shall meet the scriptural qualifications described in I Timothy 3:8-13 and Acts 6:1-6, be full of the Holy Ghost, and possess an honest spirit.
- D. A candidate for the Deacon Board is recommended to the Pastor and Deacon Board. Each candidate must receive an affirmative vote at an official Business Meeting before beginning the training. Upon completion of training, each candidate must receive an affirmative vote to become ordained.
- E. Participation in a Deacon training program is mandatory for new and transferring Deacons.
- F. The Deacon Board:
 - 1. assists and counsels with the Pastor in matters pertaining to the Church's spiritual programs,
 - 2. administers the Lord's Supper and assist with Baptism,
 - 3. considers all applicants for membership with the Pastor,
 - 4. leads Prayer Meeting and *Bible* Study in the Pastor's absence.
 - 5. visits and counsels members,
 - 6. cares for the sick and distressed members,
 - 7. presents written reports at Business Meetings,
 - 8. is responsible for the Benevolence Committee and may request assistance from the Missionary Department, and
 - 9. are assigned and are a resource to all departments, boards, committees, and auxiliaries.
- G. The Deacon Board establishes committees, as necessary, and can include non-Deacons.
- H. The Deacon Board meets with the Trustee Board on joint issues, as needed.
- I. Should differences arise between the Pastor and members of the Church, the Deacon Board will be required to identify the issues and mediate them.

Section 6: Trustee Board and Trustees

- A. The Trustee Board consists of nine or more male and female members.
- B. One-third of the Trustee Board shall be elected each year, for a three-year term.
- C. Trustees should have sound financial business skills and/or education; and skilled in management of human resources, property, and capital outlay.
- D. A new candidate for the Trustee Board is recommended by submission to the Deacon Board for an interview.
- E. All Trustees will be elected at the Annual Business Meeting in November.
- F. All Trustees must be bonded.
- G. The Church Clerk, Church Treasurer and Church Financial Secretary, Assistant Church Treasurer, and Assistant Church Financial Secretary attend Trustee Board meetings.
- H. The Trustee Board:
 - 1. holds the legal titles to the Church's properties;

2. counts the offerings every Sunday;
 3. records all financial contributions from the envelopes and prepares the year-end statements;
 4. manages all the Church's financial affairs, including investments and properties, and determine their appropriate use;
 5. be responsible for Church's payroll;
 6. supervises all Church employees including the church secretary, clerks, treasurer, financial secretary, assistant treasurer, assistant financial secretary, musicians, audio-visual technician, and custodian;
 7. authorizes payments for all Church bills;
 8. implement the Church's approved budget;
 9. makes proposals to purchase, mortgage, lease, or transfer property for approval at a business meeting;
 10. designates a bank to deposit the Church funds;
 11. responsible for the financial compilation of the books every year with a financial audit every third year, if annual revenues do not exceed 1.5 million dollars. If the annual revenues exceed 1.5 million dollars, an audit will be required. Both types of audits are to be completed by an outside audit firm.
 12. responsible for the annual inventory and inspection of the Church parsonage and Church properties;
 13. reviews all written proposals for Church fundraisers to protect the Church's Internal Revenue Service tax status and to determine their financial feasibilities for start-up funds and reimbursements;
 14. complies with city, state, and federal laws, regulations, and policies; and
 15. presents written reports at business meetings.
- I. The Trustee Board establishes committees as necessary; and can include non-Trustees.
 - J. The Trustee Board meets with the Deacon Board on joint issues, as needed.

Section 7: Deaconess Board and Deaconesses

- A. The Deaconess Board consists of female members with good Christian character as described in I Timothy 3:11..
- B. A Deaconess term of office is life.
- C. A candidate for the Deaconess Board is recommended to the Pastor and Deacon Board. Each candidate must receive an affirmative vote at an official Business Meeting.
- D. Deaconess Board:
 1. assists the Pastor and Deacons,
 2. prepares the Communion Table,
 3. cares for the sick and distress,
 4. visits and counsels members,
 5. serves as a resource to the Benevolence Committee, and
 6. functions as a resource for all Church departments, boards, committees, and auxiliaries.

Section 8: Church Treasurer

- A. Elected for a two-year term in the even-year and can be re-elected.
- B. Possesses financial educational background and/or bookkeeping and accounting experience.
- C. Responsible to the Trustee Board.
- D. Must be bonded.
- E. Coordinate financial records with the Church Financial Secretary and Trustee Board.

- F. The Treasurer:
1. is the custodian of all Church funds,
 2. disburses funds for regular and recurring approved expenditures as authorized in the budget and by the Trustee Board and Church,
 3. seeks approval from the Trustee Board and Church before disbursing non-budgeted expenditures over \$100,
 4. submits financial records to the Financial Secretary,
 5. presents written financial reports at business meetings on all income and expenditures, and
 6. maintains records of the securities, investments, title papers, and other financial documents in a bank, safety deposit box.

Section 9: Assistant Church Treasurer

- A. Elected for a two-year term in the odd-numbered year and can be re-elected.
- B. Possesses the financial educational background and/or bookkeeping and accounting experience.
- C. Must be bonded.
- D. Perform all Treasurer duties in the absence of the Church Treasurer.

Section 10: Church Financial Secretary

- A. Elected for a two-year term in the odd-numbered year and can be re-elected.
- B. Possesses a financial education and/or bookkeeping or accounting experience.
- C. Responsible to the Trustee Board.
- D. Must be bonded.
- E. Work closely with the Church Treasurer and Trustee Board.
- F. The Church Financial Secretary:
 1. maintains a record of all money received for deposit by the Church Treasurer based on vouchers and bank deposit slips.
 2. reviews and reconciles funds with bank deposits, and
 3. presents written financial reports at business meetings.

Section 11: Assistant Church Financial Secretary

- A. Elected for a two-year term in the even-numbered year and can be re-elected.
- B. Possesses a financial educational background and/or bookkeeping/accounting experience.
- C. Must be bonded.
- D. Performs all financial secretary duties in the absence of the Church Financial Secretary.

Section 12: Church Clerk

- A. Is elected for a two-year term in the even-numbered year and can be re-elected.
- B. The Church Clerk:
 1. keeps the Church Seal;
 2. takes minutes at the business meetings following parliamentary procedures;
 3. counts votes at business meetings;
 4. maintains an accurate record of the Church membership by name, address, and dates of admission and transfers;
 5. files all communications from departments, boards, standing committees, and auxiliaries;
 6. sends condolences to the immediate family of deceased members;
 7. prepares resolutions for deceased members; and
 8. maintain records of the terms of officers for all elected offices.

Section 13: Assistant Church Clerk

- A. Is elected for a two-year term in the odd-numbered year and can be re-elected.
- B. Performs all duties in the absence of the Church Clerk.

Section 14: Announcement Clerks

- A. Two Announcement Clerks are elected annually and can be re-elected.
- B. Announcement Clerks read the announcements; weekly calendar; notice of special events from departments, board, committees, and auxiliaries; and community activities to the Church congregation as approved by the Pastor

Section 15: Moderator

- A. Is elected annually and can be re-elected.
- B. Serve as the Presiding Officer at business meetings, maintains a neutral position, guards and maintains the Christian fellowship, and brings unity for different views, ideas, and convictions.
- C. If the Moderator wants to discuss a question or is absent, the presiding succession is the Chair of the Deacon Board, Chair of the Trustee Board, and Church Clerk.
- D. Can vote by secret ballot and cast the deciding vote in cases of a tie for other forms of voting.
- E. The Moderator:
 - 1. maintains order in the spirit of Christian love while presiding,
 - 2. is fair and courteous to all members,
 - 3. follows the prepared agenda,
 - 4. knows and follows *Robert Rules of Order Newly Revised* and help members understand parliamentary procedure,
 - 5. insists that motions be stated properly and seconded before discussion,
 - 6. ensures that members understand the motion and the implications of yes and no votes,
 - 7. encourages full and free debate by leading members to talk civilly through disagreements and avoid trivial matters,
 - 8. alternates discussions on both sides of the questions,
 - 9. determines eligible voters, and
 - 10. announces the outcome of a vote.

Article V: Departments, Boards, Standing Committees, Auxiliaries

Section 1: Identification and Governance

- A. The departments, boards, standing committees, and auxiliaries are the Board of Christian Education, Sunday School Department, Youth Department, Missionary Department, Music Department, Usher Board, Nominating Committee, Budget Committee, Advisory Council, Scholarship Committee, Constitution and Bylaws Committee, Vacation Bible School Committee, Altar Guild, Strategic Planning Committee, and Kitchen Committee.
- B. Departments, boards, standing/special committees, and auxiliaries cannot schedule meetings and rehearsals during worship services, Sunday School, *Bible* study, funeral/memorial services, prayer meetings, or business meetings.
- C. All departments, boards, standing committees, and auxiliaries elect their own officers.
- D. Meetings of departments, boards, programs, auxiliaries, and standing/special committees may be conducted in person and/or electronically. If conducted electronically, each member must have the proper equipment to view, hear, and vote to participate in the proceedings. Since it cannot be certain that only

members are present, and based on the sensitivity of the topics, some meetings may be conducted in-person only.

- E. All departments, boards, standing committees, and auxiliaries shall elect their own officers and the Presidents/Chairs are ratified at the Annual Business Meeting in November.
- F. All Church fundraisers sponsored by a department, board, standing/special committee, or auxiliary must be reviewed by the Trustee Board and approved by the Church.
- G. All departments, boards, auxiliaries, and standing/special committees must submit budget requests to the Budget Committee by the due date each year, if funds will be requested during that fiscal year.
- H. A special committee can be created for a temporary specific function or to solve a problem that is not connected to any existing department, board, standing committee, or auxiliary.
- I. All departments, boards, auxiliaries, and standing/special committees must submit budget requests to the Budget Committee in October of each year, if funds will be requested during that next fiscal year.
- J. The Pastor is an Ex-Officio non-voting member of all departments, boards, auxiliaries, and standing/special committees, except the Advisory Council during the Pastor's evaluation process. The Pastor cannot be used to establish a meeting quorum for a department, board, auxiliary, or standing/special committees.
- K. Any new permanent department, board, standing committee, or auxiliary must be approved by the Church and added to these *Bylaws*.
- L. Pastors, ministers, officers, and members of auxiliaries, boards, department, and committees may be conferred the honorary title and status of "Emeritus" upon retirement from active church service. The Emeritus title for ordained pastors, ministers, and deacons must be approved by the Church.

Section 2: Board of Christian Education

- A. The Board of Christian Education consists of the Pastor, Sunday School Superintendent, Director of Vacation Bible School, Youth Director, and Bible Institute Leader.
- B. Board of Christian Education:
 - 1. administers the educational program,
 - 2. trains educational leaders, teachers, and workers,
 - 3. coordinates training seminars and workshops,
 - 4. identifies workshops for leaders, teachers, and workers to attend, and
 - 5. develops a Library.

Section 3: Sunday School Department

- A. The purpose is to promote *Bible* study and Christian education for the religious training of children, youths, and adults.
- B. Sunday School classes are conducted every Sunday.
- C. The General Superintendent is the executive officer, and all Sunday School officers are elected by the Sunday School Department.
- D. The General Superintendent, or his designee, conducts educational classes for the Sunday School teachers.

Section 4: Youth Department

- A. The purpose of the Youth Department is to train young people (ages 5-21) about Christian leadership and enhance spiritual growth through involvement in the Church's program, dramatic, and recreational activities.

- B. The Youth Department:
 1. elects its own officers;
 2. conducts the Youth Church for Baptist training;
 3. develops Christian performance, recreational, and creative arts activities; and
 3. participates in the order of service for Youth Sunday worship service.
- C. Members from the Youth Department may be elected by the Church to serve as at-large members on designated committees and boards.

Section 5: Missionary Department

- A. The purpose is to promote missionary activities and give leadership in the domestic and foreign mission programs and assist the Deacon Board with benevolence duties.
- B. The Missionary Department includes the Reach-Out, Mission Circle No. 4, Layman's League, Nurses Guild, and Youth Mission Seekers.
- C. The President of the General Missionary Department is elected by the members of the Missionary Circles.
- D. The Layman's League is comprised of men of all ages to develop programs that inform men about Christ to advance the Kingdom of God.
- E. The Nurses Guild is to be comprised of members knowledgeable about personal health care, first-aid, and emergency health interventions

Section 6: Music Department

- A. The Music Department is comprised of the Music Director and all choir presidents, musicians, directors, Youth Church musicians, and others as needed.
- B. The purpose is to provide music for worship services, member funeral services, and other Church programs.

Section 7: Usher Board and Greeters

- A. The Usher Board and Greeters are comprised of the Senior, Young Adult, and Youth Ushers and Greeters
- B. The Ushers and Greeters:
 1. greets members and visitors,
 2. provides for safe seating during worship services, funerals, and other church programs, and
 3. provides assistance to the congregants, as needed.

Section 8: Nominating Committee

- A. The Nominating Committee is elected annually at the August Business Meeting.
- B. The Nominating Committee is comprised of seven members: two Deacons, two Trustees, and three Members-at-Large.
- C. The Nominating Committee:
 1. obtains names for the elected officers (except Trustee Board),
 2. reviews their qualifications,
 3. presents the slate at the October Business Meeting,
 4. obtains additional names from the floor, excluding names for the Trustee Board, prior to the November election, and
 5. create one ballot (including the Trustee Board candidates) and conduct the election at the Annual Business Meeting in November.

Section 9: Scholarship Committee

- A. The Scholarship Committee is comprised of the Youth Director and five members.
- B. The Scholarship Committee provides financial assistance through the Church to qualifying enrolled college undergraduate student members pursuing higher education.

- C. Sponsors the Church's high school and college graduation luncheon/brunch and/or other recognition programs.

Section 10: Budget Committee

- A. The Budget Committee is elected at the November Annual Business Meeting to develop a budget that will be effective at least a year in advance.
- B. The Budget Committee is comprised of seven members; two Deacons, two Trustees, and three Members-at-large. The Church Treasurer and Financial Secretary are non-voting members.
- C. The Budget Committee will:
 - 1. review previous years' income and expenditures;
 - 2. develop guidelines to obtain budget requests from departments, boards, standing committees, and auxiliaries;
 - 3. prepare the budget and present at the November Annual Business Meeting for Church approval;
 - 4. distribute the final approved budget at the December Business; and
 - 5. in conjunction with the Trustee Board, revises the budget based on varying financial circumstances (income and expenditures) and notify the Church.

Section 11: Advisory Council

- A. The Advisory Council consists of thirteen voting members: Chair of the Deacon Board, Chair of the Trustee Board, Chair of the Deaconess Board, President of the Senior Usher Board, Chair of the Board of Christian Education, Chair of the Layman's League, President of the General Missionary Department, Music Director, Youth Director, and four Members-at-large, to include youth members, whenever possible.
- B. The Members-at-large are elected at the Annual November Business Meeting.
- C. The Advisory Council:
 - 1. coordinates the annual Church calendar;
 - 2. develops performance standards and evaluate the incumbent Pastor;
 - 3. disseminates information to the appropriate departments, boards, standing/special committees, and auxiliaries;
 - 4. mediates problems and conflicts concerning programming, the calendar, and other concerns;
 - 5. discusses events and issues related to the Church;
 - 6. maintains open communication between departments, boards, standing/special committees, and auxiliaries;
 - 7. provides a source of support for new ideas, creativity, and innovation in the Church;
 - 8. conducts interviews, surveys, focus groups, etc. to gather information on congregational opinions and aspirations; and
 - 9. monitors the Church approved long-range plans developed by the Strategic Planning Committee; and ensures that the departments, boards, standing/special committees, and auxiliaries are aligned with the Church's goals, vision, and mission statements.
- D. Advisory Council meetings do not substitute for Business Meetings.
- E. The Advisory Council will jointly oversee the implementation of the Strategic Plan with the Strategic Planning Committee.

Section 12: Constitution and Bylaws Committee

- A. The Constitution and Bylaws Committee is to be comprised of nine members including two Deacons, two Trustees, one Deaconess, and four members appointed by the Chair that includes a youth representative, knowledgeable about parliamentary procedure.
- B. The Chair of the Constitution and Bylaws Committee will function as the Church Parliamentarian. The Chair may appoint a designee from this Committee to serve in the absence at business meetings.
- C. The Constitution and Bylaws Committee:
 - 1. keeps the *Constitution and Bylaws* current,
 - 2. collects and reviews proposed amendments from members,
 - 3. interprets the *Constitution and Bylaws*, and
 - 4. interprets the current *Robert Rules of Order Newly Revised*.

Section 13: Vacation Bible School Committee

- A. Vacation Bible School staff is comprised of members interested in teaching.
- B. The Vacation Bible School evangelizes and teaches children, youth, and adult members and the community for one week during the summer, by creating an atmosphere where they can learn about Jesus Christ through arts and crafts, *Bible* study, games, songs, and other activities.

Section 14: Strategic Planning Committee

- A. At its discretion, the Church will call for the formation of a strategic plan.
- B. The members of the Strategic Planning Committee are named at the November Annual Business Meeting to develop long-range and/or short-range plans.
- C. The Strategic Planning Committee is to be comprised of thirteen members; three Deacons, three Trustees, two Deaconess, and five Members-at-Large to include youth members.
- D. The Strategic Planning Committee develops a plan affirming the Church's Mission, Vision, and Value Statements, by identifying the major goals, objectives, and timetables by proactively planning the priority initiatives and accomplishments over a five-year period. After the plan is approved by the Church, this committee is discharged.

Section 15: Altar Guild

- A. The Altar Guild is comprised of adult and youth members, who want to work for the glory of God and the beauty of holiness in the sanctuary.
- B. The Altar Guild, in consultation with the Pastor and the Deacon Board, is responsible for making recommendations to the Trustee Board for the purchase of sanctuary furnishings that will enhance the worship experience.
- C. The members of the Altar Guild are responsible for the care and preparation of the altar, which includes caring for the Bible, linen, paraments, candles, and flags for the worship services.

Section 16: Kitchen Committee

Members volunteer to assist with the purchasing, storing, preparing, serving, and cleanup of meals/refreshments after funerals/memorial services and other events in the Fellowship Hall and Kitchen for church sponsored events.

Article VI: Church Employees

- A. The incumbent Pastor is to be under a written contract, negotiated every two years, by January 31.
- B. The Church employees supervised by the Trustee Board are the Secretary, Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial

Secretary, Church Clerk, Assistant Church Clerk, Custodian(s), Youth Director, Audio Technician, and Musicians. They may be compensated or perform duties on a volunteer basis.

- C. Each compensated employee will sign an employment contract upon hire.
- D. Each compensated employee will sign an annual employment contract. Failure to sign the annual contract by January 31 each year will result in an automatic resignation that ends the employment relationship with the Church. A joint certified letter from the Chairs of the Deacon and Trustee Boards will be U.S. mailed as documentation.
- D. The contract describes the duties, salary, work hours, employment benefits (if any), job performance expectations and evaluations, and other conditions of employment.
- E. The Trustee Board will formally evaluate the job performance every year.

Article VII: Church Affiliations

The Church shall maintain membership in the Chain Lake District Missionary Baptist Association, Wolverine State Baptist Convention, National Baptist Convention USA, Inc., and other organizations and associations approved by the Church.

Article VIII: Parliamentary Authority

The Church is governed by these *Constitution and Bylaws* and the current edition of *Robert's Rules of Order Newly Revised*.

Article IX: Distribution and Amendments

- A. A copy of the current *Constitution and Bylaws* will be given to each member.
- B. The official copy of the *Constitution and Bylaws* is maintained by the Parliamentarian with a copy in the Church Clerk's files.
- C. Proposed amendments to the *Constitution and Bylaws* must be submitted in writing, with a rationale, to the Parliamentarian for the Constitution and Bylaws Committee to review and process.
- D. The Constitution and Bylaws Committee will distribute and give notice of amendments at the previous Business Meeting or thirty days before the next Business Meeting to conduct the vote.
- E. The Business Meeting to discuss and/or vote on the proposed amendments will be announced at Sunday Worship Service; published in the Bulletin; and/or by US mail, email, telephone, or other communication methods for three consecutive weeks preceding the date of the meeting.
- F. These *Constitution and Bylaws* can be amended, by a two-thirds vote, at a properly called Business Meeting with a quorum.
- G. The amendments to the *Constitution and Bylaws* will have immediate implementation.

Article X: Dissolution of the Church

In the event of liquidation or dissolution of the church, no member will personally be entitled to any of the Church's assets. After paying all just claims upon it, the remaining assets are to be transferred to the Friendship Forever Fund, with the Capital Region Community Foundation, and distributed as stated in the Endowment Agreement.