

[2016]

CONSTITUTION AND BYLAWS
SECOND BAPTIST CHURCH of UNION CITY, INC.
UNION CITY, TN

As revised this 4th day of March 1998
As revised this 5th day of August 2005
As revised this 1st day of August 2013
~~New Deacon Election Procedure April 2013~~
~~New Severance Policy adopted August 2013~~
As revised this 4th day of June 2014
As revised this 7th day of September 2016

Please note: Italicized text is new language
Highlighted text is being moved to policy/procedure manual or relocated in document
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Preamble

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

I. NAME

This body shall be known as the SECOND BAPTIST CHURCH OF UNION CITY, INC. Union City, Tennessee, located at 831 Everett Blvd.

II. OBJECTIVES

Matthew 22:37-40 Jesus replied: “Love the Lord your God with all your heart with all your soul and with all your mind. This is the first and greatest commandment. The second is like unto it: Love your neighbor as yourself. All the law and prophets hang on these two commandments.”

We will endeavor:

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church that ministers unselfishly to persons in our daily living by emphasizing total commitment of life, personality, and possession to the lordship of Christ.

III. PROPERTY

All property of said Church is to be held for the use and benefit of those of the membership, even if they be a minority, who adhere to, maintain and propagate the doctrines, faith and practices of Southern Baptist churches, cooperating with the Beulah Baptist Association, Tennessee Baptist Convention, and the Southern Baptist Convention. Any group, even though they may be a majority, who deviate from the accepted usages, practices, customs and beliefs of Southern Baptist churches, shall no longer constitute the true congregation of said Church, and the title to the property of the Church shall vest in, and be held for the use and benefit of the minority of the membership, who do adhere to and maintain the doctrines, faith and practices of Southern Baptist churches, and who cooperate with the local Southern *Beulah* Baptist Association, Tennessee Baptist Convention and Southern Baptist Convention.

The above statement of affiliation presupposes the church’s expectation that the local Southern *Beulah* Baptist Association, the Tennessee Baptist Convention, and the Southern Baptist Convention shall adhere to the faith and practices of Southern Baptist churches as set forth in the following articles of faith. If at any time this body feels this faith and practice is not observed, then it reserves the right to change the above statement of affiliation but any change must be made in complete compliance with Article XVI, *page (To be affixed on final document)* of this constitution and must have a hearing in at least three regular business meetings in no less than sixty (60) days.

The foregoing shall be considered a part of any and all instruments transferring title to property to said Church whether the same be set out in said deeds or not.

IV. STATEMENT OF FAITH

The Holy Bible is the inspired word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in

2000. We should band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind.

V. RELATIONSHIPS

The government of this church is vested in the body of believers who compose it—It *and* is subject to the control of no other ecclesiastical body. ~~but it~~ *This church* recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as we desire, this church shall cooperate with and support Beulah Baptist Association and Tennessee Baptist Convention affiliated with the Southern Baptist Convention.

VI. 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 now, in the presence of God, and this assembly, most solemnly and joyfully enter in to 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 tattling, backbiting, and excessive anger; to abstain from the sale or use of intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.~~

~~————— We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready to 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.~~

VI. CHURCH COVENANT

We believe that God's purpose for Second Baptist Church is to love the Lord our God and to express that love by Delivering, Developing, and Deploying disciples of Jesus Christ into our neighborhoods and throughout the nations.

As a member of Second Baptist Church, we make the following covenant with God and one another. By God's grace and the help of the Holy Spirit:

WE WILL SUPPORT THE TESTIMONY OF OUR CHURCH

- *By Loving God Supremely*
Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and the greatest commandment" Matthew 22:37-38
- *By Living A Spirit-Filled Christ-Like Life*
"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things, there is no law" Galatians 5:22-23
- *By Faithfully Worshipping Together On The Lord's Day*
"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the day approaching." Hebrews 10:25
- *By Regularly Sharing The Gospel With Unbelievers*
"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." Acts 1:8
- *By Demonstrating Christ's Love To All People*
"...Love your neighbor as yourself." Matthew 22:39b

- *By Supporting The Church's Missions Efforts*
"Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age" Matthew 28:18-20

WE WILL GUARD THE UNITY OF OUR CHURCH

- *By honoring its doctrines*
"Guard the good deposit that was entrusted to you—guard it with the help of the Holy Spirit who lives in us." 2 Timothy 1:14
- *By showing love for one another.*
"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." John 13:34-35
- *By ministering to one another*
"You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love." Galatians 5:13
- *By praying with and for one another*
"And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the saints." Ephesians 6:18
- *By speaking in a way that builds up others*
"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:29
- *By following the leaders chosen by the church*
"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." Hebrews 13:17

WE WILL SUPPORT THE MINISTRIES OF OUR CHURCH

- *By Giving Generously Of Our Finances*
"Bring the whole tithe into the storehouse, that there may be food in my house. Test me in this, says the Lord Almighty, 'and see if I will not throw open the floodgates of heaven and pour out so much blessing that you will not have room enough for it.'" Malachi 3:10
- *By Being Equipped To Serve*
"It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up." Ephesians 4:11-12
- *By Developing A Servant's Heart*
"Never be lacking in zeal, but keep your spiritual fervor, serving the Lord." Romans 12:11
- *By Exercising Our Spiritual Gifts In Ministry*
"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." 1 Peter 4:10

We will, when we move from this place, 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.

VII. STATEMENT OF MARRIAGE

Second Baptist Church in Union City believes, supports, and affirms the Biblical view of marriage as found in Genesis 2:23-24. (The man said, 'This is now bone of my bones and flesh of my flesh; she shall be called women, for she was taken out of man.'" For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh.) God has ordained marriage and defined it as a covenant relationship between a biological man and biological woman (hereafter referred to man, woman) and Himself. Second Baptist Church will only recognize marriages between a man and a woman. Further, the Pastor and Ministerial Staff of Second Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. In addition, the facilities and property of Second Baptist church shall only host weddings between one man and one woman.

Article I. GENERAL

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self government in all phases of the spiritual and temporal life of this church.

We joyfully accept those whom the Lord adds to our fellowship by the ways indicated in the following
Article II. Candidacy.

Article II. CANDIDACY

Any person may offer ~~them-self~~ *themselves* as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in ~~any of~~ the following ways:

(A) By profession of faith and for baptism according to the policies of this church, as set forth by these bylaws.

(B) By promise of letter of recommendation from another Baptist church of like faith and order.

(C) By statement if a letter of recommendation for any person having been a member of a church of like faith and order cannot be secured, and/or the church is satisfied with the statement of the person requesting membership. If the candidate is not from a church of like faith and order, the pastor and/or the chairman of deacons and/or a member of the ministry staff will counsel with the person prior to presentation to the church for membership.

(D) By restoration if having been excluded on confession of error and giving evidence of repentance.

Those candidates for membership shall be voted on at the next regular scheduled business meeting.

Article III. NEW MEMBER ORIENTATION

New church members will be expected to participate in the church's new member orientation plan.

Article IV. VOTING RIGHTS OF MEMBERS

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

Article V. GENERAL DUTIES OF MEMBERS

In addition to such duties as are outlined in the church covenant, all members are urged to assume their responsibility in the following:

(A) ATTENDANCE

Members are expected to attend the two services of worship on the Lord's Day, the prayer services, the business meeting of the church and other organizational meetings of the church which are deemed helpful in their own spiritual development.

(B) SERVICE

Members are expected to serve willingly, joyfully, and cooperatively when asked to do so. Members are expected to study the Bible in Sunday School, and to train for better service, and to be better church members in the training program of the church.

(C) FINANCIAL

For as much as giving systematically and regularly to the Lord's work is a Christian grace, we would seek to cultivate it according as God has prospered us by giving tithes and offerings.

Article VI. TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

- A) Death
- B) Dismission to another church, Baptist or otherwise.
- (C) Exclusion by action of this church.
- (D) Vacate membership by written statement to the church.*

Article VII. DISCIPLINE

~~It shall be the~~ *The* basic purpose of the Second Baptist Church *shall be* to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. ~~Redemption~~ *Matthew 18:15-22* “*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there am I with them. Then Peter came to Jesus and asked, “Lord, how many times shall I forgive my brother when he sins against me? Up to seven times?” Jesus answered, “I tell you, not seven times, but seventy-seven times.”* *Restoration* rather than punishment should be the guideline which governs the attitude of one member toward another.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will be best served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present and voting at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church.

Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him may, upon his request, be restored to membership by a two-thirds majority vote of members present and voting upon evidence of his repentance and reformation.

Article VIII. CHURCH LEADERSHIP

All church leaders must be members of the church. The leadership of this church shall be as follows:

A. PASTOR

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The pastor is leader of pastoral ministries in a church. As such he works with the deacons and church staff to:

1. Lead the church in performing its tasks.
2. Lead the church to engage in a fellowship of worship, witness, education, ministry, and application.
3. Proclaim the gospel to believers and unbelievers.
4. Care for the church’s members and other persons in the community.

The pastor shall ~~measure up~~ *conform* to the requirements as found in I Timothy 3:1-7. “*Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his own family, how can he take care of God’s church?) he must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders,*

so that he will not fall into disgrace and into the devil's trap." The pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for the purpose, of which at least one week's public notice has been given.

A Pastor Selection Committee shall be elected in the manner indicated below to seek out a suitable pastor, and its recommendation shall constitute a nomination.

The Committee shall bring to the consideration of the church only one name at a time. The election shall be by an affirmative vote of three-fourths (75%) of those members present and voting. The pastor, thus elected and accepting, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of the church and if so designated may serve as moderator in all business meetings. The pastor shall give at least two weeks notice at the time of resignation before terminating his responsibilities as pastor. The church adopted a severance policy which will be followed for any termination. See Article XVIII page 17.

The nominating committee shall have the authority to select and recommend fifteen (15) names from all adult age groups to make up the ballot for the selection of the Pastor Selection Committee. Persons must give their consent to be placed on the official ballot. The names shall be placed on the ballot in groups of three representing each of the following age groups: 18-30; 31-40; 41-50; 51-60; and 61-up. The church shall elect any five (5) with the next two (2) highest, serving as alternates. The deacon officers shall serve as the counting committee for the voting. The Pastor Selection Committee will elect its own chairman and the church will pay the expenses of the entire committee for travel, food and lodging.

B. CHURCH STAFF

This church shall call or employ such staff members as the church shall need. A job description shall be written when the need for staff members is determined. Vocational staff members, other than the Pastor, shall be recommended to the church by the personnel committee and employed by church action. At least two weeks notice at the time of resignation is desired from any staff member.

Before a ministerial staff member can be extended a final call by the church, a discussion session will be held on the Wednesday evening services ~~preceeding~~ *preceding* and following the Sunday of his coming before the church. Voting on Ministerial Staff members should be done on Sunday morning.

The secretaries shall likewise be recommended to the church by the personnel committee and employed by church action. The church adopted a severance policy which will be followed for any termination. See Article XVII page 17.

C. DEACONS

Part 1. CLASSIFICATION OF DEACONS

a. Active

To consist of all thirty (30) elected by the church for a term of three (3) years. They shall rotate in the following manner: Ten (10) will rotate off each year, until (30) have rotated off, requiring three (3) years for complete rotation. These numbers can be changed by a majority vote of the church members present at a regular business meeting if the needs of the church require such action. *The term of office shall be from September 1st through August 31st of the third year, unless the deacon is filling the vacancy of an active deacon caused by death, resignation or transfer of membership, then he would only serve the remainder of that deacon's term.*

After serving three (3) years the deacon will automatically return to the ~~active-reserve~~ inactive classification for one (1) year after which he will be eligible for reelection.

b. Active Reserve

To consist of all deacons not in the active classification but who would be willing to serve if elected by the Church.

e- b. Inactive Reserve

To consist of the deacons not currently serving on the active deacon body.

~~The term of office shall be from September 1st through August 31st of the third year, unless the deacon is filling the vacancy of an active deacon caused by death, resignation or transfer of membership, then he would only serve the remainder of that deacon's term.~~

~~After serving three (3) years the deacon will automatically return to the active reserve classification for one (1) year after which he will be eligible for reelection.~~

Part 2. QUALIFICATIONS OF A DEACON

- a. A deacon shall be at least twenty-one (21) years of age as of January 1st of the year in which the election is held.
- b. He shall have been a member of this church for at least one (1) year as of the day of election. This shall not apply to one who has held previous membership in the church within the last five years or someone who is ~~or~~ ordained from a sister church.
- c. He shall measure up to the requirements in I Timothy 3:8-13 *“Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.”* and Acts 6:3 *“Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word.”*
- d. He shall live a consecrated Christian life, bringing no reproach by his conduct upon the church or the cause of Christ.
- e. He shall regularly attend church Sunday morning and Sunday night, Prayer meeting on Wednesday night and special church meetings, unless hindered by circumstances beyond his control.
- f. He shall be a tither, bringing his tithes and offerings systematically to the church for the Lord's work.
- g. He shall be evangelistic and missionary in spirit, deeply interested in the salvation of souls at home and abroad.
- h. He shall be fully cooperative with the pastor and church in great spiritual program of advancement.
- i. He shall be a man who refrains from destructive criticism of his pastor and church, willing to settle all difficulties in a quiet and Christian manner, without hurting the cause of Christ and His church.
- j. He shall be able to keep in confidence those things which should not be discussed with others.

Part 3. ELECTION PROCEDURE

~~This was presented from the deacon body by Richard Arnold and approved by unanimous vote in the April 10, 2013 business meeting upon its third reading.~~

~~a. Blank nomination forms with qualifications for a deacon and active deacons will be presented to the congregation for the first (3) Sundays in May. Members of the congregation will have the opportunity to submit the names of qualified nominees to the deacon screening committee. (This committee will be composed of deacons who will be rotating off.)~~

~~b. The deacon screening committee will screen the names submitted by the congregation. The committee will compose a list of those men who meet the qualifications as voted upon by the church.~~

~~c. The composed list from the deacon screening committee will then serve as the election ballot. The ballot is to be published in the church newsletter by the first Sunday in June.~~

d. Any man who is wanting his name removed from the ballot will have the opportunity to do so during the first 2 publishings. A final sample ballot will be mailed in the church newsletter before the third Sunday in June.

e. The final election ballot will be presented to the church for a vote on the third Sunday in June. Any member who cannot be present on the election Sunday may come by the church office prior to that particular Sunday. It is then that they may register their name, get a ballot, mark it and put it in the ballot box.

D. MODERATOR

The moderator shall be the pastor, unless otherwise designated by the church. In the absence of the pastor, the chairman of deacons shall preside; or in the absence of both, the vice-chairman of deacons shall call the church to order and an acting moderator shall be elected.

E. CLERK

The clerk shall keep a faithful record of all business transacted by the church in business sessions and shall see that the minutes are read and approved and then brought to the church for final typing and filing. The clerk will be responsible for filling out the annual church letter.

The clerk shall automatically be the financial secretary of the church.

~~It shall be the~~ *The* duty of the financial secretary *shall be* to render to the church at each regular monthly business meeting a *financial* report for the preceding month. ~~of receipts and disbursements for the preceding month. The financial secretary shall make all statements, reports, and records available to the Finance Committee for internal auditing as they may desire.~~

All funds received for denominational or other causes shall be remitted at least monthly. Funds received for specific purposes must go as designated, or returned to the giver.

F. CHURCH TREASURER

The church shall elect annually one treasurer and one assistant treasurer not to serve more than three (3) consecutive years in the same position. Weekly, one or the other shall sign checks (as made by the financial secretary) for the payment of all bills.

~~All funds received for denominational or other causes shall be remitted at least monthly. Funds received for specific purposes must go as designated, or returned to the giver.~~

~~The treasurer shall consider it part of his duty to promote in every way scriptural giving on the part of the entire church membership.~~

G. TRUSTEES

Three or more trustees elected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church membership authorizing each action. ~~It shall be~~ The function of the trustees to affix their signatures to legal documents where the signatures of trustees are required. They shall be President, Vice President and Treasurer of Second Baptist Church of Union City, Inc. They shall rotate positions yearly as required by the State of Tennessee for the submission of our annual report. In addition, a secretary will be voted on yearly for the corporation.

Article IX. COMMITTEES AND COORDINATING GROUPS

Part A. GENERAL

1. The Nominating Committee members shall be recommended by the Pastor, Ministerial Staff and Chairman of Deacons and approved by the church. All church committee members shall be recommended by the nominating committee and elected by the church. ~~unless otherwise indicated in the description below.~~ The committee members shall serve on a three (3) year

rotation system with one third to be elected each year, unless noted otherwise. The pastor is considered an ex-officio member of all committees.

2. If applicable, the committee chairman will receive a budget request form prior to the new budget year. The chairman will meet with his/her committee to evaluate the budget line item associated with their committee. They will return a detailed budget request to the financial secretary by the date stated on the form.

3. *If or when needed, a committee that is not currently in bylaws can be added or deleted to the bylaws by a recommendation and vote of church.*

Part B. CHURCH COUNCIL

—————The primary function of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by the church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to church priorities; and to evaluate program achievements in terms of church goals and objectives.

—————The council, unless otherwise determined by vote of the church, shall have as regular members: the pastor, minister of education, minister of music, minister of youth, Sunday School director, Church Training director, WMU director, Baptist Men's director, and chairman of deacons.

—————All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

Part C. B. COMMITTEES

Note: All committees shall operate according to Policies and Procedures

1. BAPTISMAL - *This committee shall consist of three (3) men and three (3) women.*

This committee shall assist the pastor in the ordinance of baptism. They shall see that robes and other items are clean and available and that new robes, etc. are purchased as necessary. Their committee shall consist of three (3) men and three (3) women.

2. BUS - *This committee shall consist of three (3) members with the bus driver(s) serving as an ex-officio member(s).* This committee shall be responsible for the operation/maintenance of the church's van(s) and bus(es). It shall bring any major expense item to the church for approval and shall be responsible in providing the financial secretary with the necessary forms for proper expense transfer. The use of vehicles for groups outside of Second Baptist shall require the approval of this committee. This shall be a three (3) member committee with the bus driver(s) serving as an ex-officio member. This committee shall operate according to the policies adopted by the church.

3. FINANCE - This committee shall consist of six (6) members. The church treasurer shall serve as an ex-officio member unless elected to serve on this committee. They shall determine the church budget, based on anticipated revenues and requests from department heads and committee chairmen. They shall present the budget to the church, review it on a quarterly basis, and if necessary, make adjustment recommendations to the church.

4. FLOWER – This *committee shall consist of three (3) members.* six (6) member- *This* committee shall be in charge of the flowers and/or decorations for the sanctuary on a week by week basis. Any special arrangements, memorials, or special donations are arranged through this committee .

5. HOSPITALITY - This *committee shall consist of* six (6) members. *This* committee shall coordinate the serving of meals on special occasions ~~such as revivals.~~ *as needed.*

6. KITCHEN - This *committee shall consist of* three (3) members. *This* committee shall have responsibility of planning the Wednesday fellowship meals. They will give guidance to the kitchen workers on such matters as menu planning and purchasing. They will set prices for the Wednesday meals and see that the kitchen is properly equipped. They shall recommend to the church to employ or to release kitchen workers. ~~This committee shall make salary recommendations to the Finance Committee for budget~~

purposes for the kitchen personnel.

7. BENEVOLENCE - This *committee shall consist of* three (3) members. *This* committee shall work with the Pastor *and/or* minister of education *Ministerial Staff* in cases of church *and community* benevolence. The church will give a monthly donation to Helping Hand Ministries. ~~In addition, monies will be used to minister to our church family during times of extended illness, tragedy or unusual circumstances.~~

8. LONG RANGE PLANNING ~~This nine (9) member committee shall analyze church and community needs, recommend and/or interpret long-range goals and strategies to the congregation and appropriate church groups. This committee shall elect its own chairman and meet at least quarterly. At the discretion of the pastor and chairman of this committee, it may be requested that the three (3) year rotating plan be altered for this committee. The ministry staff shall serve as ex-officio members of this committee.~~

9. LORD'S SUPPER - *This committee shall consist of* ~~three (3)~~ *nine (9)* members. This committee is to prepare the elements for the observance of the Lord's Supper. After the observance of the ordinance, they are to see that the serving glasses and other vessels are washed and properly stored. They are to recommend the purchase of additional glasses, etc. for the Lord's Supper when needed. ~~This shall be an eight (8) member committee. They shall rotate off as follows: (3) year one, (3) year two and (2) year three.~~

10. MUSIC - This committee shall consist of six (6) members, one which shall be a deacon and one a representative of the church that is not a member of the choir(s). This committee shall work closely with the music director in planning the total music program of the church. Acquisition of instruments shall be the responsibility of this committee upon direction from the church.

11. NOMINATING - *The committee shall consist of six (6) regular members serving a three (3) year rotating term.* This committee shall prayerfully consider and select various members for the tasks of the church. ~~The Sunday School and Discipleship Training directors will work with this committee in selecting workers for their particular departments. The pastor, the minister of education, and the deacon chairman will make recommendations to the church for members of the Nominating Committee in the spring of the year. The committee will have six (6) regular members serving a three (3) year term.~~

12. PRESCHOOL - This committee shall consist of six (6) members. They shall oversee the preschool ministry of the church. They are to follow the guidelines for the preschool department as adopted by the church. This committee shall recommend to the church to employ or to release preschool workers. They shall make salary recommendations to the Finance Committee for budget purposes for preschool personnel.

13. PERSONNEL - *This committee shall consist of five (5) members - three (3) elected by the church plus the chairman of the deacons and the chairman of the finance committee.* This committee shall assist the church in matters related to the ministry staff and secretaries, including interim *pastor and* staff positions. This committee shall recommend staff needs, employment needs, salaries, benefits, and personnel services. They shall prepare an annual benefit package to the Finance Committee for budget purposes for the ministry staff and secretaries. ~~All other employed personnel shall be handled by their appropriate committee. The members of the Personnel Committee shall be selected only after careful consideration. Members shall be active in the total program of the church, have good judgment, a knowledge of the church and its objectives, a spirit of Christian good will and a willingness to support the church staff. This committee shall be composed of five (5) members - three (3) elected by the church plus the chairman of the deacons and the chairman of the finance committee.~~

14. HOUSE & GROUNDS ~~This committee shall be broken into three separate rotating committees like all other church committees. These committees shall consist of three (3) members. All nine (9) committee members shall be appointed through the normal procedures the church follows for the selection of committee members. The yearly chairmen of these committees shall be the persons whose terms expire that church year (oldest tenured member).~~

The three committees shall be as follows:

1. Building Maintenance Committee

A. Duties Relative To Property

- 1. Overall maintenance and repair of the physical plant of Second Baptist Church, includes the church building itself, and any permanent fixtures attached to the building.
- 2. This committee should make periodic checks of the church plant, receive necessary information from the janitorial and church staff concerning items needing attention and then determine any needed repair and make provisions for such.
- 3. This committee should make periodic checks of the heating and air conditioning equipment, the roof, etc. and try to detect any major problems and bring appropriate recommendations to the congregation regarding repair, maintenance or replacement.
- 4. This committee shall exercise control and implement policies concerning heating, cooling and cleaning.
- 5. This committee will inspect all facilities/building at least once a year for fire and other safety hazards. Corrective action will be taken by this committee for any condition found to be unsatisfactory.
- 6. This committee shall maintain firefighting equipment and see that fire extinguishers are inspected and recharged as required by law. Additionally this committee should make periodic checks to make sure all hallways and doors are open for any occasion that might call for the emergency evacuation of the building.
- 7. This committee shall have the responsibility to recommend to the church person or persons to be hired or released for custodial duties, salaries, and job descriptions.
- 8. Any approval to alter any of the interior or exterior of the church plant must have previous consent from this committee.

————— **B. Duties Relative To Housekeeping**

- 1. This committee will have oversight of the cleaning, heating and cooling, and arranging of furnishings of the building.
- 2. To check the building periodically and see that the building is being kept properly.

————— **C. Financial Matters**

- 1. This committee will prepare for the finance committee an itemized list of financial needs in preparation of the annual budget. This would include an annual salary package to the Finance Committee for budget purposes for custodial help.
- 2. This committee will conduct an annual study of the insurance needs of the church and report such findings to the congregation.

2. Facilities Management Committee

————— **A. Duties Relative To Property**

- 1. Overall maintenance and repair of all church furnishings, contents, and equipment owned by the church.
- 2. Responsible for purchases of any new furnishings, contents, or equipment needed by the church that is not affixed to physical plant.
- 3. Responsible for control of facilities and their use including equipment and furnishings. Committee will make recommendations to the church that govern guidelines concerning the use of building, contents, and or equipment. A copy of the detailed guidelines can be obtained in the church office. The policies for said use of buildings, loaning of equipment or contents will be implemented by this committee.
- 4. This committee will confer with the church staff and the church leadership as to the needs of any new furnishings or equipment for the church. Committee will address how these items will be utilized and study the need for these items before being recommended for purchase.

—5. Non-church activities desiring the use of any church facility will obtain approval and instructions prior to use from this committee. A copy of the detailed guidelines can be obtained in the church office.

—6. Committee will maintain control over the loaning of any church property.

B. Financial Matters

—1. This committee will prepare for the Finance Committee any itemized lists of financial needs in preparation of the annual budget.

—2. This committee will approve/disapprove of all expenditures from the new equipment account.

—3. This committee shall be responsible for any recommendations concerning fees for use of church property and bring proper procedures to congregation for approval.

3. The Grounds Committee

A. Duties Relative To Grounds

—1. This committee shall have the responsibility for overseeing the church landscaping, the church parking lot, outside signs and fences, and all property that is located outside the physical building of church including rental property.

—2. This committee shall recommend to the church to hire or release any employees under the responsibility of this committee.

—3. This committee shall make periodic checks of previous items and make any necessary recommendations to the congregation for appropriate action.

—4. This committee will have the responsibility for making and implementing any policies concerning needs that might arise for the parking area of the church.

—5. This committee shall have the responsibility for renting, leasing and approving the use of all properties outside the physical plant of the church.

—6. This committee shall set rent fee recommendations, drawing up of any leases or contracts for said property, and enforcing these policies.

—7. This committee shall oversee the maintenance of all such property and shall take care of any needed upkeep or landscaping of such property.

B. Financial Responsibilities

—1. This committee will prepare for the finance committee an itemized list of financial needs in preparation for the annual budget. This committee shall make salary recommendations to the Finance Committee for budget purposes for the grounds-related employees.

—2. This committee will conduct an annual study of insurance needs for rental property and report such findings to the congregation.

14. Building and Maintenance-- This committee shall consist of three (3) members. They shall be responsible for overall maintenance and repair of the physical plant of Second Baptist Church, including the church building itself, and any permanent fixtures attached to the building. Any additional duties will be found in the policy & procedure Manual

15. Facilities Management-- This committee shall consist of three (3) members. Committee members shall be responsible for control of facilities and their use including equipment and furnishings. Committee will make recommendations to the church that govern guidelines concerning the use of building, contents, and or equipment consistent with Article II and Article VII of the

Constitution. A copy of the detailed guidelines ~~can be obtained~~ will be available in the church office. The policies for said use of building, loaning of equipment or contents will be implemented by this committee.

16. Grounds-- *This committee shall consist of three (3) members. This committee shall have the responsibility for overseeing the church landscaping, the church parking lot, outside signs and fences, and any additional properties outside the physical building of church.*

15. PUBLIC RELATIONS—~~This committee shall work closely with the pastor in presenting the church to the community at large through brochures, radio and newspaper publicity, and other means. The maintenance of signs giving directions to the church shall be their responsibility. The committee shall consist of three (3) members.~~

16. RECREATION & FELLOWSHIP—~~This three (3) member committee shall lead in planning and coordinating church wide recreation activities for all age groups. It shall assist Sunday School, Discipleship Training or any group within our church with recreational needs when called upon.~~

17. SOUND - This committee shall consist of three (3) members. They shall be responsible for all professional audio equipment owned and/or used by the church. This includes the sound system installed in the auditorium as well as the church portable sound system. The Sound Committee shall be responsible for “providing sound” for all church services and activities in the auditorium as planned by the church. They shall operate according to the guidelines as adopted by the church.

18. TELLERS - This *committee shall consist of three (3) members.* ~~four (4) member~~ *This* committee shall be responsible for counting the Sunday School and Worship service offerings. Each member shall be responsible for securing his alternate in the event of his absence. Two members will rotate off every three (3) years.

19. VIDEO - This committee shall consist of three (3) members. ~~It is~~ The responsibility of the Video Committee *shall be* to oversee the use of the video equipment as a ministry and outreach of the church. The committee should be sure that the video equipment is transported, set-up, and operated by properly trained and experienced personnel. This committee shall operate according to the guidelines adopted by the church.

20. YOUTH - This committee shall ~~be composed~~ *consist of* of six (6) members and shall work closely with the staff member charged with youth responsibilities. ~~and also with those persons directing the youth in Sunday School and Discipleship Training.~~ They shall be involved in the planning of a well-rounded program of spiritual and social values. Money for the youth programs will be provided through the budget *and* special offerings approved by church. ~~or by an intra-church project.~~

21. MISSIONS – This committee shall *consist* ~~be composed~~ of three (3) rotating members in addition to ~~(3) advisory members which consists of Minister of Missions, Brotherhood Director, and WMU Director, Deacon Chairman and Finance Committee Chairman. in addition to (3) rotating members.~~ The Missions Committee is responsible for promoting and administering the missions program of the church, based upon the Biblical guidelines set forth in two definitive passages in the New Testament: Matthew 28:18-20 (*Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father Son and Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age” and Acts 1:8. (But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria and to the ends of the earth.)*) ~~All mission projects will be under the direction of the Minister of Education.—~~

22. CHILDREN-- This committee shall *consist of* be composed of six (6) members and shall work closely with the staff members charged with children activities and also with those persons directing the children in Sunday school and Children’s Church. They shall be involved in the planning of a well-rounded program of spiritual and social values. Money for the children’s programs will be provided through the budget *and* special offerings approved by church. ~~or by an intra-church project.~~

23. SECURITY —~~It will~~ *This committee shall consist of three (3) rotating members to be filled by the nominating committee.* This committee will oversee security for events and services held on the church property, rental property, and off-site events. This committee will address emergency procedures pertaining to the safety of the congregation. This committee will have the responsibility to recommend to the church people *candidates* to be hired or released. ~~oversee salary and job description according to the by-laws, for security duties. This committee will oversee salary and job description. It will have three (3) rotating members to be filled by the nominating committee.~~ They will be advised by the Chairman of the Ushers and the lead Ushers.

Article X. PROGRAM SERVICES

A. GENERAL – The elected staff of program services shall be recommended by the Nominating Committee for election by the church.

B. CHURCH LIBRARY SERVICE – The church library will serve as the resource center for the church. The church library staff will seek to provide and promote the use of printed and multimedia resources. The librarian will also provide consultation to church leaders and members in the use of printed and multimedia resources.

Article XI. X PROGRAM CHURCH ORGANIZATIONS

All organizations of the church shall be under church control, with all officers being elected by the church and reporting regularly to the church.

A. SUNDAY SCHOOL – There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of the Minister of Education for the study of God’s Word.

The tasks of the Sunday School shall be to teach the biblical revelations; reach persons for Christ and church membership; provide and interpret information regarding the work of the church and denomination.

B. DISCIPLESHIP TRAINING – There shall be a Discipleship Training Program, divided into departments for all ages and conducted under the direction of a general director. The Discipleship Training shall serve as the training organization of the church. The tasks of the Discipleship Training program shall be to orient new church members; train church members to perform the functions of the church; train church leaders; teach Christian theology, Christian ethics, Christian history, and church policy, and organization; provide and interpret information regarding the work of the church and denomination.

C. A. WOMAN’S MISSIONARY UNION – There shall be a Woman’s Missionary Union with such officers and organization as needed. The tasks of the Woman’s Missionary Union shall be to teach missions; engage in mission action; support world missions through praying and giving; provide and interpret information regarding the work of the church.

D. B. BAPTIST MEN/BROTHERHOOD - There shall be a Baptist Men unit with such organization as needed. This program shall be directed by a director who shall be elected by the church. The tasks are to teach missions; engage in mission action; support world mission through praying and giving; provide and interpret information regarding the work of the church and the denomination.

E. CHURCH MUSIC PROGRAM – There shall be a Church Music program under the direction of the Minister of Music. Such officers and/or organizations shall be included as needed. The music tasks shall be to teach music, train persons to lead, sing, and play music; provide music in the church and community; provide and interpret information regarding the work of the church and the denomination.

Article XII. XI ORDINANCES

A. BAPTISM - A person who receives Jesus Christ as Savior by personal faith; who professes him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for baptism. *New Testament baptism shall be on the basis of the interpretation of the church fellowship from which a person comes, not on the individual’s personal feelings as to the meaning. This is because baptism is a public proclamation of one’s belief in and commitment to Christ; therefore, the conditions under which this public proclamation is made proclaims to observers the meaning of baptism.*

1. Baptism shall be by immersion in water.

2. Baptism shall be administered by the pastor, assistant pastor, *Ministerial Staff* or other ordained persons as authorized by the church *Pastor*.

3. Baptism shall be administered as an act of worship during a worship service.

4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the

pastor and/or staff and deacons. If negative interest is ascertained, he shall be deleted from those awaiting baptism.

~~5. Interpretation of what consists of New Testament baptism shall be on the basis of the interpretation of the church fellowship from which a person comes, not on the individual's personal feelings as to the meaning. This is because baptism is a public proclamation of one's belief in and commitment to Christ; therefore, the conditions under which this public proclamation is made proclaims to observers the meaning of baptism as held by that particular church. The meaning of baptism, by the church which performs it must be consistent with the New Testament or it is not scriptural baptism. It is recognized that a Baptist baptism is not the only New Testament baptism.~~

B. LORD'S SUPPER - The Lord's Supper is a symbolic act of obedience whereby members of the church through partaking of the bread and fruit of the vine, *after self examination* commemorate the death of Jesus Christ and anticipate his second coming.

1. The Lord's Supper shall be observed ~~at least quarterly~~ *on a regular basis* in the morning worship or at another service as designated by the pastor and deacons.
2. The pastor and deacons shall be responsible for the administration of the Lord's Supper.
3. The Lord's Supper shall be offered for observance to all who have professed Christ as their personal Savior.

Article ~~XIII.~~ XII. CHURCH MEETINGS

A. WORSHIP SERVICES

1. Normally, the church will meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God.
2. These meetings will be open for the entire membership of the church and for all people.
3. Activities conflicting with the services mentioned above may be scheduled only upon approval of the church.

B. SPECIAL SERVICES

Revival services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar.

C. REGULAR BUSINESS MEETINGS

Regular business meetings shall be held the first Wednesday night following the first Sunday of each month. In the event of conflicts, the business meeting can be scheduled on another date so long as it is listed on the calendar of activities or announced one Sunday in advance.

D. SPECIAL BUSINESS MEETINGS

A special called business meeting may be held to consider special matters of significant nature. Only matters as stated may be considered. Nature and reason for the called meeting must be announced the Sunday prior to the called meeting. Extreme precaution is to be taken to avoid a business meeting on Sunday. ~~Special called meetings can be called by the moderator or his assistant in the event of his absence after he and at least one third (1/3) of the active deacons have agreed upon such a meeting.~~ *Special called meetings can be called by the moderator and at least one third (1/3) of the active deacons having agreed upon such a meeting. In the event of absence of the moderator, his assistant and (1/3) of the active deacons may call such a meeting.*

E. QUORUM

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called.

F. PARLIAMENTARY RULES

Robert's Rules of Order, Revised is the authority for parliamentary rules of procedure for all business meetings of the church, and by point of order not covered in these by-laws shall be determined by Robert's Rules of Order, Revised.

Article ~~XIV~~. **XIII. CHURCH FINANCE**

A. BUDGET

The Finance Committee shall have the responsibility of preparing the church's budget based on our mission as a church with consideration given to our past experience, requests from department heads, committee chairman, etc. and anticipated receipts from the budget year. The Finance Committee shall have the final approval on all budgeted items to be presented to the church for approval. ~~If necessary to reduce the total requests, the chairman of the Finance Committee will contact the committee affected and that committee will make alterations of individual items. The affected committee will have the right to appeal to the entire Finance Committee of any reduction in requested funds.~~

~~It is understood that membership in this church involves financial obligations to support the church and its causes with regular proportionate gifts. Information regarding the Bible concept of stewardship and the church's program of financial support shall be shared with each new member.~~

B. ACCOUNTING PROCEDURES

All funds for any and all purposes shall pass through the hands of the ~~church treasurer or~~ financial secretary and be properly recorded on the books of the church.

~~A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.~~ *There shall be a system of accounting that will adequately provide for the handling of all funds by the financial secretary.*

Special offerings may be taken only upon approval of the church. This shall not preclude individuals from giving designated offerings. The general plan of the church, however, is to encourage all members to give their tithes and offerings through the regular budget of the church.

~~Any non-budgeted items that exceed \$1000 shall be published in the newsletter the week prior to the regular business meeting, or a special called business meeting. This does recognize the case of emergencies and that this may not be possible. However, the emergency situation must be reported at the business meeting.~~

C. MISSION GIVING

~~It shall be~~ The policy of the church *shall* to contribute as much as possible to mission causes through the denomination *and other mission endeavors. However, mission giving shall not drop below ten percent (10%) of undesignated gifts except by vote of the church. Only by express vote of the church, shall mission giving ever drop below ten percent (10%) of undesignated gifts.*

D. UNBUDGETED BENEVOLENT REQUESTS

All benevolent requests presented at business meetings shall be handled on an individual basis through special offerings, ~~fund drives~~ or through Benevolent Committee Funds.

E. FISCAL YEAR

The fiscal year of the church shall be the church year, September 1 through August 31.

Article ~~XV~~. **XIV. CHURCH PERSONNEL POLICY**

The management of ministry staff and secretaries is assigned to the Personnel Committee. *This committee shall recommend to the church all personnel to be hired or released.*

The church, only in duly constituted business session, shall call or release staff members only upon the recommendations of the appropriate committees. A three-fourths (75%) majority of those present and voting shall be necessary to call, and a simple majority of members present and voting to release. While the supervision of all staff members and personnel employed by the church shall be considered a part of the authority and the responsibility of the pastor, it will be the responsibility of the appropriate committee to consult with the pastor about the functioning of personnel and refer any complaint to the pastor made by the membership of the church. Any complaint any member of the congregation has relative to an employee of the church should be referred to the appropriate committee rather than to the employee or to the church in business meeting. It shall be considered against church policy for any personnel type meeting(s) to be called by any person or persons other than the appropriate committee. The appropriate committee shall serve to arbitrate any grievance within the staff and personnel as well as from the outside membership.

Article XVIII. XV. SEVERANCE POLICY

This policy was presented by the 2012-2013 Personnel Committee consisting of Leroy Segraves, Angie Snow, Sam Sinclair Sr., Maurice Carroll, and Claud Perry. This was voted on and passed unanimously in the July 17, 2013 business meeting upon its third reading.

I. Voluntary Resignation-No Severance

II. Voluntary or Involuntary Resignation-Moral Failure-No Severance

III. Involuntary Resignation (Asked to Resign)-No Moral Failure, Inadequate Performance

0-3 years—No Severance

3-5 years—1 month (base salary)

5-10 years—2 months (base salary)

10+years—3 months (base salary)

IV. The Severance Policy to be reviewed with present full time staff, the signature affixed and to be made a part of the personnel file. New full time staff hires will review this, sign a sheet, and also, be made a part of their personnel file.

Article XVI. CHURCH OPERATIONS POLICY & PROCEDURES MANUAL

Church policies and procedures shall be described in the church operations manual. The manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the church secretary. Changes in policies and procedures may be initiated *at any regular business meeting by recommendation of appropriate committee.* by any church member or organization. Addition, revision, or deletion of church policies requires: (1) the recommendation of the church officer or organization (including committees) to whose areas of assignment the policy relates, (2) discussion by the church council, and (3) approval by the church. Procedures may be added, revised, or deleted by: (1) recommendation of the appropriate officer or group, (2) approval by the church council, and (3) approval of the church if deemed necessary by the church council.

Article XVII AMENDMENTS

Amendments of *and/or* additions to this constitution and by-laws will be valid only after the following procedures have been followed:

A. Motion for amendment or addition to the document has been stated before the church in a business session and presented to the clerk in writing.

B. This motion for amendment or addition has been restated in a second business session no less than thirty (30) days following the session of the first statement of the motion.

C. The vote on the motion may then be called for in a third business session no less than sixty (60) days following the original motion. For passage the motion must carry a two-thirds (2/3) vote of all members present and voting.

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10+years—3 months (base salary)

IV. The Severance Policy to be reviewed with present full time staff, the signature affixed and to be made a part of the personnel file. New full time staff hires will review this, sign a sheet, and also, be made a part of their personnel file.

Reference: Scripture quoted from The New International Version, Revised 1984