

**LOWERY CREEK**

**BAPTIST CHURCH**

**BYLAWS**

**TABLE OF CONTENTS**

		<b>PAGE</b>
<b>Article 1 <u>Membership</u></b>		<b>5</b>
Section 1	General	
Section 2	Candidacy	
Section 3	Voting on New Members	
Section 4	New Members Orientation	
Section 5	Voting Rights of Members	
Section 6	Duties of Members	
Section 7	Termination of Membership	
Section 8	Inactive Membership	
Section 9	Discipline	
<b>Article 2 <u>Church Officers</u></b>		<b>8</b>
Section 1	Pastor and Ministerial Staff	
Section 1A	Pastor	
Section 1B	Ministerial Staff	
Section 2	Church Staff	
Section 3	Deacons	
Section 4	Trustees	
Section 5	Moderator	
Section 6	Clerk	
Section 7	Secretary-Treasurer	
Section 8	Concerning Church Officers	
<b>Article 3 <u>Other Officers-Duties and Qualifications</u></b>		<b>16</b>
Section 1	Sunday School Officers, Teachers, Church Training Officers, Sponsors, Leaders.	
Section 2	Nursery Coordinator	
<b>Article 4 <u>Staff Members, Employees, Co-Workers</u></b>		<b>17</b>
Section 1	Music Minister	
Section 2	Church Pianist	
Section 3	Additional Staff Members and Employees	
<b>Article 5 <u>Coordinating Groups</u></b>		<b>18</b>
Section 1	Personnel Committee	
<b>Article 6 <u>Committees</u></b>		<b>18</b>
Section 1	General	
Section 2	Nominating Committee	
Section 3	Church Ushers	
Section 4	Baptism Committee	
Section 5	Flower Committee	
Section 6	Lord's Supper Committee	
Section 7	Benevolence Committee	
Section 8	Family Life Building Committee	

Section 9	Visitation Committee	
Section 10	Evangelism and Revival Committee	
Section 11	Pulpit Committee	
Section 12	Youth and Children Committee	
Section 13	Building & Grounds Committee	
Section 14	Counting Committee	
Section 15	Van Committee	
Section 16	Constitution and Bylaws Committee	
<b>Article 7 <u>Program Organizations</u></b>		<b>23</b>
Section 1	General	
Section 2	Sunday School	
Section 3	Church Training Program	
Section 4	Music Ministry	
<b>Article 8 <u>Ordinances</u></b>		<b>24</b>
Section 1	Baptism	
Section 2	The Lord's Supper	
<b>Article 9 <u>Church Meetings</u></b>		<b>25</b>
Section 1	Worship Services	
Section 2	Special Services	
Section 3	Regular Business Meetings	
Section 4	Special Business Meetings	
Section 5	Deacons	
Section 6	Teachers and Officers	
Section 7	Other Organizations	
Section 8	Quorum	
Section 9	Parliamentary Rules	
<b>Article 10 <u>Denominational Meetings</u></b>		<b>26</b>
Section 1	Associational Meetings	
Section 2	Convention Meetings	
Section 3	Other Meetings	
<b>Article 11 <u>Church Finances</u></b>		<b>27</b>
Section 1	Budget	
Section 2	Stewardship	
Section 3	Funds	
Section 4	Special Offerings	
Section 5	Unified Budget	
Section 6	Tithes	
Section 7	Fiscal Church Year	

<b>Article 12 <u>Church Operations Manual</u></b>		<b>28</b>
Section 1	Organization Chart	
Section 2	Policies & Procedures	
<b>Article 13 <u>Amendments</u></b>		<b>29</b>
1	Regular Business Meeting	
2	Marriage	
3	Church Officers	
4	Church Meetings	
5	Family Life Building Committee	
6	Building & Grounds Committee	

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## **Article 1. Membership**

### **Section 1. General:**

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

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### **Section 2. Candidacy:**

Any person may offer himself/herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular worship service for membership in any of the following ways:

- 2.1** By Public profession of faith in Christ and baptism if physically possible.
- 2.2** By letter, from any other Baptist Church of like faith and order, provided such a person has been scripturally baptized. (Believer's Baptism by immersion.)
- 2.3** By restoration.
- 2.4** By statement, provided the individual has had scriptural baptism. (By immersion as stated in 2 above.)

### **Section 3. Voting on New Members:**

New members will normally be voted on at the first regularly scheduled business meeting of the church. However, at the discretion of the pastor or chairman of the deacons, they may be voted on during any regular worship service or special called business meeting. Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A majority vote of those members present and voting shall be required to elect such candidates to membership.

### **Section 4. New Member Orientation:**

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

### **Section 5. Voting Rights of Members:**

Every active 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 or provision has been made for

absentee balloting. Note: Absentee balloting can only be used for severe illness, hospitalization (to include 1 caregiver) work related or death within immediate family.

### **Section 6. Duties of Members:**

It shall be the duty of the members of the church to attend regular meetings appointed by its authority; to cultivate personal holiness and family devotions, to sustain the public worship of Almighty God and the ordinances of the church, to contribute to the necessary expenditures of the church, the spread of the Gospel to all nations, to the relief of the poor and to watch over and counsel one another in the spirit of brotherly love; to strive for the growth of the whole body in Christian knowledge and holiness, to govern their actions, conversation and hearts by the precepts of God's Word and by the Church Covenant.

It shall be the duty of the members, removing from Lowery Creek Baptist Church and not expecting to return, to request letters of dis-mission to some other Baptist Church. Any member with prolonged absences from the church without communication with the church respecting his spiritual life and interest in the cause of Christ will be subject to prayerful inquiry on the part of the deacons of the church to determine the reason for such and to seek a remedy.

### **Section 7. Termination of Membership:**

Membership shall be terminated in the following ways;

- 7.1** By letter of dis-mission to a church of like faith and order. But normally, the letter may not be granted to an individual.
- 7.2** By dropping from the roll on request of said member
- 7.3** Erasure upon becoming affiliated with a church of another faith or denomination.
- 7.4** Exclusion by action of the church.\*
- 7.5** Death

\*Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his covenant vows, or nonsupport of the church, the church may terminate his membership, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.

### **Section 8. Inactive Membership:**

- 8.1** Non-resident members may be considered to be inactive members and their names will be placed on the non-resident membership roll when known.

**8.2** If a member does not show evidence of faithful attendance in church services for a period of twelve (12) months, unless providentially hindered, they may be placed on the inactive membership roll, with loss of church voting rights.\*\*

\*\*If necessary, majority vote of the church will determine who is to be placed on the inactive roll after a full investigation by the pastor and deacons. The same method would apply to placing a name back on the active role.

## **Section 9. Discipline:**

**9.1** It shall be the basic purpose of Lowery Creek Baptist Church to emphasize to its members that ever reasonable measure will be taken to assist any trouble member. The pastor, other members of the church staff and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline, which governs the attitude of one member toward another.

**9.2** 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 by the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. The rules given by our Lord in the eighteenth chapter of Matthew, and other Biblical references, shall be used as a guide. But, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a majority vote of the members present 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.

**9.3** A member who has become a liability to the general welfare of the church may be asked by the pastor and Grievance Committee to resign certain places of leadership or responsibility held by such member. This would be done in the best interest of the church after every possible means has been used to resolve the individual's problem.  
**Reference-[Article 2 Section 3.6]**

**9.4** 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 vote of the church upon evidence of his repentance and reformation.

## **Article 2. Church Officers**

All church officers must be members of the church. Church Officers/Pastors/Ministerial Staff are employees and representatives of the Church and as such, they are to conduct themselves at work and in their private lives in an exemplary manner. Additionally, church officers of Lowery Creek Baptist Church will adhere to and abide by the church's governing documents (Constitution, Bylaws, policies and procedures).

**[Reference Church Constitution Amendment 3 Constitution Revision 3.1 Date 3/1/2015 Article 4 Relationships-New Section 4]**

The officers of the church shall be as follows:

### **Section 1: Pastor & Ministerial Staff**

#### **A. Pastor**

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organization, and the church staff to perform their tasks.

**1.0** The pastor is leader of pastoral ministries in a church. As such he works with the deacons and church staff to:

- 1.1 Lead the church in performing its tasks.
- 1.2 Lead the church to engage in a fellowship of worship, witness, and education, ministry, and application.
- 1.3 Proclaim the gospel to believers and unbelievers.
- 1.4 Care for the church's members and other persons in the community.

**[Reference Article 2 Section 5]**

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which advance notice shall be given to all members, as far as is possible.

The Pulpit Committee shall be appointed by the church (as spelled out under the section dealing with the Pulpit Committee.), to seek out a suitable pastor, and their recommendations will constitute a nomination, though any member has the privilege of making other nominations according to the policy established by the church. The committee shall bring to the consideration of the church only one man at a time.



Election shall be secret ballot, and affirmative vote of three-fourths of those present being necessary for a choice. The pastor shall preside at meetings of the church.

**[Reference Article 6 Section 11]**

**2.0** Pastor Position Description:

**2.1** The pastor shall be called to his office with an indefinite call.

**2.2** The pastor shall give the church 30-day notice before leaving the work. Likewise, the church shall give the pastor a 30-day notice if his resignation is desired. If the pastor and church mutually agree, the period can be shortened.

**2.3** The pastor shall secure the evangelist for all meetings with the consent of the congregation.

**2.4** The pastor shall be responsible for his pulpit supplies except when;

**2.4.1** On vacation

**2.4.2** Illness

**2.4.3** On business for the church

**2.4.4** 2 Sundays per year for revivals or other purposes such as indicated in 1.2.10 below.

**2.5** The church shall pay for the pulpit supply when the pastor is absent from the church conducting a funeral of one of the church members.

**2.6** When practical, the church shall send the pastor to the Southern Baptist Convention, Mississippi Baptist Convention, the State Evangelism Conference, and Assemblies. The church shall pay the supply when the Pastor is attending the Southern Baptist Convention or out of state Assemblies. (As approved by annual budget, and if money is available)

**2.7** In the absence of the Pastor as specified in 1.2.4 above, the chairman of deacons shall supply the pulpit or secure a supply. If a deacon fills the supply, there will be no compensation.

**2.8** The Pastor shall have an annual one-week vacation with pay.

- 2.9** The Pastor shall be ex-officio member of all organizations, departments and committees, and may call a special meeting of organization, department or committee whenever a need arises.
- 2.10** The Pastor shall be allowed to be absent two Sundays a year (excluding vacation) with not more than one of these Sundays to be taken in succession unless excessive absences are due to illness or church approved business. Suppliers for said two Sundays shall be supplied by the church budget.
- 2.11** The amount for the Pastor Supply will be determined annually by the Budget Committee.

### **Section B. Ministerial Staff**

The church may add any position it deems necessary to carry out the work of the Lord. This staff may include positions such as an Associate Pastor, Youth Minister, or other similar positions. These guidelines will be used to fill these positions as the need arises. These are paid positions; therefore they are employees of the church.

**1.0** The Nominating Committee shall provide a slate of up to five members willing to serve on Search Committee. Upon approval of the church, it will be the responsibility of this committee to find a suitable candidate to recommend for the position. Only one candidate will presented at a time. If a candidate is rejected by vote of the church, the Search Committee shall seek another one. **[Reference Article 6 Section 1] [Reference Article 6 Section 11]**

**2.0** The church shall vote on the candidate presented by the search committee. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary for a choice.

### **Section 2. 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.

The secretaries and custodians shall likewise be recommended to the church by the Personnel Committee and employed by church action.

All staff members and other paid personnel shall work in cooperation with the pastor. They shall have a sense of loyalty to the pastor and work under his general supervision but final responsibility shall be to the church.

[Reference Article 5 Section 1]

### **Section 3. Deacons**

There shall be up to seven active deacons. However, this number can be determined by the congregation as needs arise. Deacons shall serve on a rotating basis. Each year the term of office of one-third of the number of deacons shall expire. In the case of incapacity to serve, the church may elect to fill the un-expired term. After serving a term of three years, no deacon shall be eligible for re-election until the lapse of at least one year. The church will determine the number of deacons needed to replace those retiring each year. There is no obligation to constitute as an active deacon, a person who comes into the fellowship of this church from another church where he has served as a deacon (active or inactive). This church will recognize the valid ordination of a man who unites with this church from a sister church of like faith and order.

#### **3.1 Duties of Deacons:**

In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the church. The work of the deacon is to assist the pastor and staff in performing pastoral ministries tasks; proclaim the gospel to believers and unbelievers; care for church members and other persons in the community, lead the church to engage in a fellowship of worship, witness, education, ministry, and application; and lead the church in performing its tasks. With the pastor and as the Holy Spirit leads, they are to study the needs of the church and make recommendations to the church in matters pertaining to its work and progress; including oversight of church discipline; assisting the pastor observing the ordinances; oversight over the upkeep, repair, and use of the church property; and supervise the financial program of the church.

This general oversight will be in cooperation with the pastor, staff, Personnel Committee, and other committees as needed. The deacons will elect annually their own chairman, vice chairman and secretary. They shall elect other officers and committees within the active deacon body as needed to carry out their functions in the proper manner. The pastor, chairman, or vice chairman of deacons, may call the deacons into special session whenever need for such arises. The deacons shall meet at least monthly prior to the regular church business meeting. [Reference Article 9 Section 5]

First year deacons will serve on the Benevolence Committee. Second year deacons will serve on the Finance Committee. [\[Reference Article 6 Section 7\]](#) [\[Reference Article 11\]](#)

### **3.2 Eligibility for the Office of Active Deacon:**

Any man who is an active, resident member of Lowery Creek Baptist Church will be eligible for nomination as a deacon with the following exceptions;

- 3.2.1** An un-ordained man who has been a member less than one year prior to September 1<sup>st</sup>, the date of the rotation for the new deacon year.
- 3.2.2** An ordained man who has been a member less than 1 year prior to September 1<sup>st</sup>.
- 3.2.3** A man under twenty-one years of age.
- 3.2.4** A man who is completing a term as an active deacon.
- 3.2.5** A man who is an ordained or licensed minister, unless unusual circumstances prevail and the present active deacon body feels their name or names should be included for nomination.

### **3.3 Qualifications of Active Deacons**

To be elected and/or ordained man as an active deacon in a Baptist Church is a high honor and a responsibility not to be taken lightly. Every deacon should be a man who will bring honor to the name and cause of Christ and be a credit to the church and the community, in which he lives. Following is a list of the more important standards to be considered. However, this is by no means a complete list:

- 3.3.1** He is to be a man that has proved himself according to the scriptures. He must meet the scriptural qualifications as outlined in I Timothy 3:8-13 and Acts 6.
- 3.3.2** He must be willing to bear witness of what Christ has done for him.
- 3.3.3** He should be a faithful and loyal supporter of the entire church program.
- 3.3.4** He should be a tither. Example of good stewardship in our church leaders is necessary.
- 3.3.5** He should have made Christ, Lord and Master over his social life, time and possessions.

**3.3.6** He must possess a desire to minister to the church members and people of the community, for this is the work of a deacon. Deacons are the Pastor's assistants.

**3.3.7** He must be willing to attend all deacon's meeting unless providentially hindered. This principle should also apply to the entire church program.

**3.3.8** He should have a wife who is faithful and would complement his work as a deacon.

### **3.4 Term of Office for Active Deacons:**

A newly elected deacon, unless elected to fill an un-expired term, will begin his service on the first day of the New Calendar (September 1<sup>st</sup>), and will serve for three consecutive years. At the same time, those who have served for three consecutive years, will rotate off the active list. Those elected to fill an un-expired term will begin serving immediately upon election and continue to serve for the remainder of the un-expired term.

### **3.5 Election of Deacons:**

Election of deacons will be by secret ballot of the church members during the third quarter of the year. The following procedures will be followed:

**3.5.1 Nominations:** Let nominations be made by secret ballots by each member of the church who may write in up to three times the number of male church members needed to serve as deacons. Let those receiving the largest number of votes be declared nominees for the office of deacon (three times the number needed). Should there be a tie for the last place, let the number be increased to include the tie man. A candidate must receive at least 20 percent of the ballots cast to be nominated. Let nominating be done on a Sunday morning and/or evening, preferably the first Sunday in July. Absentee ballots may be mailed to the church office if they are signed and received prior to the day of nomination. Let the current active deacons serve as tabulators of the votes. Let one month elapse between the time of nomination and election during which time both the candidates and the voters will study the matter and pray earnestly for God's will to be done. The present active deacons and pastor will screen the names of those who qualify as outlined in the bylaws and also to their willingness to serve. During the screening process, those who wish to withdraw their names may do so. The list of nominees qualifying and willing to serve will be published in the weekly church newsletter, bulletin, and other means as soon as possible. Time will be spent with the nominees by the deacons and pastor prior to election to thoroughly cover the qualifications and importance of the deacon's responsibilities.

**3.5.2 Elections:** Let the voting be done by secret ballot by each member of the church present, who may write down (or mark) the exact number of deacons needed for the new year. Let those receiving the largest number of votes cast be duly declared active deacons until their term expires, or until such time as the church sees fits to discontinue their term of service, or until they move out of the church community, or until their decease. However, a candidate must receive at least 51 percent of the ballots cast to be elected to this office. Let this election be held during a Sunday morning service with active deacons serving as tabulators of the votes. In case of a tie, let the active deacons have a special called meeting the same day and vote on the tie with the man receiving the larger vote being declared duly elected.

**3.5.3 Replacement for Un-expired Term:** Let the election tabulation sheet be retained in the church files. In case there is a need to fill un-expired terms, let the man receiving the next highest number of votes be elected and so on down the line as needed to fill un-expired terms.

**3.5.4 Ordination:** Let the ordination examination of the candidates for deaconship be done at a meeting (on a week night if possible), such an examination be directed by the pastor of the church and to be entered into by the invited members of a presbytery or council. Let his examination be done before the actual public service of the ordination (preferably two weeks in advance), thus allowing time further indoctrination of the candidates and even for some resignations, which may be deemed wise following the examination. Let the ordination be done on a Sunday night or afternoon to afford the largest possible representation from other churches to add to the spiritual significance of the occasion. Let invitations be sent to sister churches inviting both the pastors and deacons to participate in the examination and the ordination.

**3.5.5 Preparation:** A series of sessions (or sermons) should be presented to the church prior to the nomination, election, and ordination service when possible. These sessions or sermons should give qualifications and tasks of a deacon in the church. The instructions should be built around written polices of the church and based on scripture. Some sermons preached during the time of the nomination, election and ordination include these and other: Our Form of Church Government, Qualification of Deacons, and Congregational Church Government (Acts 1:15-26), What Kind of Deacons Do You Want? How to Know How to Vote, The Meaning of Ordination (Numbers 27:15-23). Many deacons are lambasted for being a bad influence while in most cases the church was at fault for having elected the man to perform the functions of a deacon to begin with.

**3.6 Grievance Committee:**

The active deacons shall serve as a Grievance Committee, and any grievances, complaints or case of gross sin or doctrinal error shall be referred to this committee for consideration. The committee shall ever be mindful of the teachings of the New Testament on such matters and act accordingly. The committee if necessary may make recommendations to the church. [\[Reference Article 1 Section 9\]](#)

**Section 4. Trustees:**

Three 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 specific vote of the church authorizing such action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of trustees are required. The trustees are officers of the corporation of the Lowery Creek Baptist Church as well as officers of the church. They will work in close harmony with the Building and Grounds Committee to be assured that our buildings are always adequately insured. The trustees should meet at least twice a year. Trustees shall serve on a rotating basis, with one new trustee being elected every three years. The trustees are to be nominated by the Nominating Committee of the church and elected during a regular business meeting of the church during the last quarter of the year. Trustees will serve as elected by the church effective September 1<sup>st</sup> of each year and serve until their term of office expires.

**Section 5. Moderator:**

The pastor will serve as the moderator. In the absence of the pastor, the chairman of deacons shall preside: or in the absence of both, the clerk shall call the church to order and an acting moderator shall be elected. [\[Reference Article 2 Section 1A, 1.0\]](#)

**Section 6. Clerk:**

The church elected clerk of the church shall keep in a suitable book, a record of all the actions of the church, except as otherwise herein provided. The clerk is responsible for keeping a register of the names of members, with dates of admission, dis-mission or death, together with record of baptisms. The clerk shall issue letters of dis-mission voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicted in these bylaws. All church records are church property and should be filed in the church office when one is maintained. The church may delegate some of the clerical responsibilities to a church secretary.





**Section 7. Secretary—Treasurer:**

The Personnel Committee shall present for approval by the church a church treasurer as the need arises. It shall be the duty of the treasurer to receive, preserve, pay out, upon receipt of vouchers and/or statements, approved and signed by the Budget Committee, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. A public accountant may audit the treasurer's report when needed. To protect the assets of the church, the Secretary-Treasurer shall be bonded. [Reference Article 11] [Reference Article 2 Section 2] [Reference Article 5 Section 1]

**Section 8. Concerning Church Officers:**

**8.1** The number of church officers shall be determined by the needs of the church. New offices may be created and officers elected by the authority of the church.

**8.2** All officers shall be elected annually with the exception of those in Sections 1, 2, 3, 4, and 7.

**8.3** Be it hereby understood that there shall be a special expectation of church officers to adhere to the church covenant.

**8.4** All officers elected by the church shall notify the church in writing, in advance when desiring to offer their resignation. Thirty days' notice is preferred when possible.

**Article 3. Other Officers-Duties and Qualifications****Section 1. Sunday School Officers and Teachers, Church Training Officers, Sponsors, and Leaders.**

The church shall elect, through the Nominating Committee, all officers, teachers, sponsors & leaders of the Sunday School & Church Training from the church except classes may reserve the privilege of electing their own class officers. Nominations may also be made from the floor for church consideration. All officers and teachers are to be members of the church. They are to be spiritually minded and faithful to the church and to the cause of Christ, and loyal to the regular services of the church as well as the special services pertaining to their own duties.

[Reference Article 6 Section 2] [Reference Article 7 Section 2] [Reference Article 7 Section 3]

**Section 2. Nursery Coordinator:**

The church shall elect, through the Nominating Committee, a Nursery Coordinator. The Nursery Coordinator will have full responsibility for the nursery for all regular services and special occasions. This will include working with the Sunday school and Church Training Program Directors, the Nursery committee, church staff and the pastor in carrying out all the functions of the nursery. The Nursery Coordinator will see that the nursery is properly staffed, clean and equipped at all times. This person will systematically contact all volunteer and/or paid personnel who are scheduled to work in the nursery. [Reference Article 6 Section 2]

**Article 4. Staff Members, Employees and Co-Workers****Section 1. Music Minister:**

This person must be a consecrated servant of God with a sense of a divine calling to this particular work. The Music Minister will have the responsibility of promoting, directing or supervising the fully graded choir program of the church. In cooperation with the Pastor, he or she will provide for the special music at the worship services, the selection of hymns, and the leading of the choir and congregation in singing. He or she will be available to lead the singing during revivals according to the discretion of the church. The Music Minister shall have a sense of locality to the Pastor and work under his general supervision but final responsibility shall be to the church.

**Section 2. Church Pianist:**

The church pianist must be a consecrated Christian and church member, and one who is faithful to his or her duties. He or she should be elected by the church upon recommendation and request of the Nominating Committee of the church in cooperation of Pastor, the Music Minister and the church. The church may, at its discretion, elect as many pianist as may be practical in meeting the needs of the services of the church. The basic duties of the organist will parallel those of the pianist. [Reference Article 6 Section 2]

**Section 3. Additional Staff Member and Employees:**

Additional staff members and employee may be secured at the discretion of the church based on obvious needs, and in line with the financial policies and provisions of the church.

## **Article 5. Coordinating Groups**

### **Section 1. Personnel Committee:**

- 1.1** This committee shall consist of the deacon body minus any family members of church employees.
- 1.2** All matters agreed upon by the Personnel Committee calling for action not already provided for, shall be referred to the church for approval or disapproval.
- 1.3** The Pastor shall serve as a member but will be ineligible to serve as chairman.
- 1.4** This committee will meet at least quarterly or as needed.
- 1.5** Will select and recommend to the church all church staff positions that are not Ministerial Staff.
- 1.6** Any employee who has become a liability to the general welfare of the church may be asked by the Pastor and Personnel Committee to resign certain places of leadership or responsibility held by such employee. This would be done in the best interest of the church after every possible means has been used to resolve the individual's problem.

[Reference Article 2 Section 3]

## **Article 6. Committees**

### **Section 1 General:**

- 1.1** All church standing committee members shall be selected by the church unless otherwise indicated in the description of some specific committee's description listed below. Each committee members shall serve for a one-year period, unless otherwise specified.
- 1.2** Each committee will have a chairman and vice-chairman designated by the committee. When needed, each committee may elect other committee officers within their committee. The Chairman will be responsible for overseeing the budget of the committee and approve and sign off on any purchases made by the members with the respect to the amount budgeted for the fiscal year. [Reference Article 11]
- 1.3** If a committee member becomes inactive, they can be replaced at any suitable time by proper church action. Committee Chairman or Vice-Chairman will be responsible for addressing this issue and discussing with the Nominating Committee and Pastor for appropriate actions to be taken.
- 1.4** The following standing committees shall be elected.

## Section 2 Nominating Committee

- 2.1 The Nominating Committee shall consist of;
- 2.1.1 Three at large church members
    - 2.1.1.1 Which serve three years terms.
    - 2.1.1.2 The longest serving member rotating off each year. (Having served three full years)
    - 2.1.1.3 The member serving their third year shall assume the role of chairmen of the committee. (If there is no third year member on the committee then the committee will elect a chairmen.)
  - 2.1.2 Ex-officio members [[Reference-Definitions 1](#)]
    - 2.1.2.1 The Pastor (Chairman of Deacons if the church does not have pastor.) who will serve as the moderator for the committee.
    - 2.1.2.2 The Sunday School Director
    - 2.1.2.3 The Church Training Director
    - 2.1.2.4 The Music Minister
- 2.2 The committee coordinates the staffing of all church leadership positions that are filled by volunteer positions to be elected by the church. The committee will also seek the consent of each person selected before presenting their name to the church for election. The Nominating Committee will fill vacancies as needed during the church year. The following schedule will be followed:
- 2.2.1 At the July business meeting, the Nominating Committee shall present to the church the names of the various officers.
  - 2.2.2 At the August business meeting all other officers, teachers or members of the various organizations and committees shall be recommended and voted on by the church.
  - 2.2.3 At the September business meeting a list of all committees with their elected Chairman and Vice Chairman will be presented to the church. No voting required.

## Section 3 Church Ushers:

Every regular church usher shall be selected by the Nominating Committee and elected by the church. The users shall be led by a Head Usher selected by the Nominating Committee. The ushers shall also receive the offering at each regular church service, or any special service at which collection is received. They will be responsible for handing out visitor's cards, hearing aid devices, prayer request cards and other needed services as required. [\[Reference Article 6 Section 2\]](#)

#### **Section 4 Baptism Committee:**

The Baptism Committee is to assist the Pastor in preparing for the ordinance of baptism. The committee is responsible for preparing the candidates and the baptistery for the ordinance. They will be chosen by the Nominating Committee annually. [\[Reference Article 6 Section 2\]](#)

#### **Section 5 Flower Committee:**

The Flower Committee is responsible for securing, arranging, and disposing of floral arrangements for church services. In case of death, the committee shall use their discretion for who will receive flowers according to their committee budget.

Each Sunday school class or other organization may develop their own policy pertaining to flower for the ill and cases of death. They may do so, but at their own expense. [\[Reference Article 6 Section 2\]](#)

#### **Section 6 Lord's Supper Committee:**

The Lord's Supper committee is the Chairman of the Deacons and he prepares the elements and the equipment for the observance of the Lord's Supper. The committee does the preparatory and maintenance work needed to observe the memorial service. The Lord's Supper will be observed at least quarterly. The Active Deacons will assist the pastor in the observance of the ordinance and all other deacons will be recognized by the being seated at the front and served by the pastor. [\[Reference Article 2 Section 3\]](#)

#### **Section 7 Benevolence Committee:**

The Benevolence Committee is to perform acts of benevolence to persons in need in the name of Christ and His Church. These needs may be physical, social or mental. This Committee works closely with other organizations in the church on benevolence matters. This is a deacon committee and shall consist of the deacons who are serving in their first year after being elected. Benevolence can be given at any time at the discretion of this committee. The

amount that is to be given is set in the annual budget. However a larger amount can be given if approved by the church body. [\[Reference Article 2 Section 3\]](#)

### **Section 8 Family Life Building Committee:**

The Family Life Building coordinator shall endeavor to develop the social life of the church by acceptable means, especially among the new members. This committee shall be charged with the duty of coordinating the social activities of the various departments of the church, as needed. It shall be in charge of the kitchen and equipment, and responsible for its use. It shall make arrangements for socials planned by the church. This committee will be responsible for special programs planned at our church, including revivals, Associational, State or Convention functions. This committee is responsible for formulating and recommending to the church, policies for the kitchen and for communicating these policies to church members. The Family Life Building Coordinator will be presented by the Nominating Committee and elected by the church body.

The family life building is for church activities, however members can use the building for approved functions. The member using the Fellowship Hall for a personal function is responsible to ensure that the building is cleaned, trash removed, floors sweep and moped (if needed), as well as putting all tables, chairs and etc. back in the proper places as they were prior to the members function. If the member wants additional cleaning prior to their function, beyond the regular cleaning, that member will be responsible for the cost.

The family life building will be cleaned once a week; this includes both upstairs and downstairs. The floor in the kitchen and dining area will be stripped and waxed once a year. Use of Lowery Creek Baptist Church owned buildings, equipment, and grounds is restricted to activities consistent with the charitable purpose and objectives of Lowery Creek Baptist Church as outlined in the Church's Constitution and Bylaws. In particular, the purpose of Lowery Creek Baptist Church is to "reach the lost for Christ, equip the saints, and further the Kingdom of God in all parts of the world."

[\[Reference Article 6 Section 2\]](#)

### **Section 9 Visitation Committee:**

The Visitation Committee shall consist of the Sunday School General Director, Discipleship Training General Director, Pastor and Chairman of Deacons. The Visitation Committee will be responsible for instigating and the general supervision of church wide visitation program. They will work with all organizations of the church in visitation plan, programs, training members for visitation, and be responsible for seeing that needed follow up visitation is provided for new members. They will also see that visitation is provided for shut-ins, the sick

and others who need special visits. This committee can have sub-committees as needed to carry out their task.

### **Section 10 Evangelism and Revival Committee:**

This committee shall consist of the active deacons and others as needed. They will work with the Pastor and Church staff, and other necessary committees, to see that all evangelism needs are cared for. This will include revivals, crusades, or other evangelistic outreach programs. They will help with the planning, promotion, taking care of visiting, evangelist and/or musicians, or other special workers, as needed. They will work with the visitation committee to see that visitation and follow up programs are provided. [\[Reference Article 2 Section 3\]](#)

### **Section 11 Pulpit Committee:**

The Pulpit Committee shall consist of seven (7) or more persons recommended by the Nominating Committee and approved by the church. When seeking a pastor, the Pulpit Committee shall bring before the church, one (1) recommendation at a time, and the church shall extend a call or instruct the Pulpit Committee to seek another man. In calling a pastor, all member families shall be notified of trial sermons of prospective pastors, in advance. The Pulpit Committee shall prayerfully seek the leadership and guidance of the Holy Spirit in seeking, hearing or recommending to the church a prospective pastor. [\[Reference Article 6 Section 2\]](#)

### **Section 12 Youth and Children Committee:**

This committee, with the Pastor, shall work with the youth/children in carrying out the youth/children ministry of the church. They shall make recommendations as to needed youth/children activities and the improvements of existing activities. They will work with other committees as needed to carry out a youth/children program, which is in harmony with beliefs and policies of this church. This committee shall see that there is someone responsible for carrying out youth/children activities. Each committee should meet at least once a month with time and date announced. The Nominating Committee will nominate members. [\[Reference Article 6 Section 2\]](#)

### **Section 13 Building & Grounds Committee:**

Five or more people will be nominated by the Nominating Committee annually to be elected by the church body. This committee shall be charged with the responsibility of studying the needs of the church in regards to property, buildings, equipment, personnel, and other needs pertaining to the future growth of the church. They will bring recommendations to the deacon body for final approval by vote of the church.

The Building & Grounds Committee will coordinate the use of all buildings, equipment and grounds along with the Family Life Building Committee. The use of Lowery Creek Baptist Church owned buildings, equipment, and grounds is restricted to activities consistent with the charitable purpose and objectives of Lowery Creek Baptist Church as outlined in the Church's Constitution and Bylaws. In particular, the purpose of Lowery Creek Baptist Church is to "reach the lost for Christ, equip the saints, and further the Kingdom of God in all parts of the world."

[Reference Article 6 Section 2]

#### **Section 14 Counting Committee:**

The Counting Committee shall consist of two members and one alternate, with the Secretary-Treasurer and Sunday School General Director serving as ex-officio members. The two committee members and alternate will be presented by the Nominating Committee annually for election by the church body.

The Sunday School Director and Secretary-Treasurer will receive the offering envelopes from the Sunday School classes and total the amounts on the envelopes. These envelopes are held in the safe until after the morning worship offering is received. Immediately after church the worship offering is taken to the treasurer's office to be counted along with the Sunday school offering. Once the morning worship offering is in the treasurer's office, the Sunday School offering envelopes are opened. The money is divided into two work stacks. Each person counts a stack and totals and signs the tally sheet. The stacks are swapped, counted and counter-signed. The Secretary-Treasurer will then verify the total. During the handling and counting of the offerings two people shall be present at all times.

#### **Section 15 Van Committee**

The Nominating Committee shall recommend up to five members to serve on this committee:

- 1.0 Any member who is authorized to drive one of the vans must have valid driver's license and be insurable. The insurance agency that insures the church's vehicles maintains a list of approved drivers and requires that anyone driving them provide a copy of their driver's license to their agent. A list of members that are eligible to drive the vans will be provided by the insurance company.
- 2.0 Anyone group requesting to use the church vans must have a person who is on the eligibility list and this person shall be responsible for driving the vehicle. This person is also responsible to see that the vehicle is clean after using it.
- 3.0 The vans are to be used for church group activities and/or church related functions.



- 4.0 Any conflict in the use of the church vans will be referred to the Van Committee.
- 5.0 The vans are not to be parked anywhere that would give the appearance of impropriety.
- 6.0 The Committee will be responsible for the upkeep of the vans.
- 7.0 [\[Reference Article 6 Section 2\]](#)

## **Section 16 Constitution and Bylaws Committee:**

The Constitution and Bylaws Committee shall meet at least once a year. This Committee will be responsible for updating and maintaining the current revisions of the Constitution and Bylaws. Church members should submit to the committee, in writing, suggestions for changes and updates to the Constitution or Bylaws.

## **Article 7. Program Organizations**

### **Section 1 General:**

The church shall sponsor such organizations that contribute to the up building of the church and as is consistent with the normally recognized organizations of the Southern Baptist Convention. The number of organizations will be determined by the needs, space, financial resources, number of people in the church, and the availability of acceptable officers, sponsors, directors or teachers. All organizations of the church shall be under church control, all officers being elected by the church and reporting to the church.

### **Section 2 Sunday School:**

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of the Sunday School Director for the study of God's Word. The tasks of the Sunday School shall be to teach the biblical revelation; reach persons for Christ and church membership; perform the functions of the church within its constituency; provide and interpret information regarding the work of the church and denomination.

[\[Reference Article 3 Section 1\]](#)

### **Section 3 Church Training Program:**

There shall be a Church Training Program, divided into departments and classes for all ages and conducted under the direction of a General Director. The Church Training Program shall serve as the training organization of the church.

The tasks of the Church 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. [Reference Article 3 Section 1]

#### **Section 4 Music Ministry:**

There shall be a Music Ministry under the direction of the Music Minister. Such officers and organizations shall be included as needed. The music task shall be to teach music and hymnody; provide music and musicians for the congregational services and the organization of the church; lead persons to participate in hymn singing; train persons to lead, sing, and play music; provide organizations and leadership for special projects of the church. [Reference Article 4 Section 1] [Reference Article 5 Section 1]

### **Article 8. Ordinances**

#### **Section 1 Baptism:**

A person 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.

- 1.1 Baptism shall be by immersion in water.
- 1.2 Baptism shall be administered by the pastor, or whomever the church shall authorize. The deacons shall assist in the preparation for, and observance of baptism.
- 1.3 Baptism shall be administered as an act of worship during any worship service.
- 1.4 A person professing Christ and failing to be Baptized after a period of ninety (90) days shall be counseled by the pastor and/or staff and deacons, if negative interest is ascertained, the person shall be deleted from those awaiting baptism.

#### **Section 2 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, commemorate the death of Jesus Christ and anticipate his second coming.

- 1.1 The Lord's Supper shall be observed quarterly on the first Sunday of the quarter.
- 1.2 The Lord's Supper shall be observed in the morning.
- 1.3 The pastor and the Lord's Supper Committee shall be responsible for the administration of the Lord's Supper.
- 1.4 The Chairman of the Deacons shall be responsible for the physical preparations of the Lord's Supper.
- 1.5 Any baptized believer of like faith can participate in the Lord's Supper.

## **Article 9. Church Meetings**

In addition to regularly scheduled worship services, ministry related meetings, and the daily ministries of Lowery Creek Baptist Church, use of the Church owned facilities must be preapproved and coordinated by the Church's Deacons/Building & Grounds Committee in accordance with the Church's Constitution and Bylaws and the Church's stated charitable purpose. Use of Lowery Creek Baptist Church owned facilities for wedding ceremonies shall also adhere to the Biblical standards for marriage as stated in The 2000 Baptist Faith and Message, Section XVIII: "Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race."

### **Section 1 Worship Services:**

The church shall meet regularly each Sunday morning, Sunday Evening, and Wednesday evening for preaching, instruction, evangelism and for the worship of Almighty God. These meetings will be open to for the entire membership of the church and for all people and shall be conducted under the direction of the pastor. If a church member dies and the wake/funeral conflicts with the regular scheduled service, that service may be omitted to respect the family.

### **Section 2 Special Services:**

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

### **Section 3 Regular Business Meeting:**

Regular business meetings shall be held on the third Wednesday night of each month.

### **Section 4 Special Business Meetings:**

A specially called business meeting may be held to consider special matters of significant nature. Notice of special called business meeting of the church shall be given by announcement of other means, prior to the meeting, unless extreme urgency renders such notice impracticable.

**Section 5 Deacons:**

The deacons shall meet at least monthly prior to the regular church business meeting. Other meetings may be called as necessary. [Reference Article 2 Section 3]

**Section 6 Teachers and Officers:**

Teachers and officers should meet at least once a month if practicable. [Reference Article 3 Section 1]

**Section 7 Other Organizations:**

Other organizations of the church may meet at times appropriate to the church, as often as desired or needed, provided these meeting do not conflict with the above mentioned meetings, or upon church approval, or by mutual agreement with the above mentioned organizations of the church.

**Section 8 Quorum:**

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

**Section 9 Parliamentary Rules:**

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedures for all business meetings of the church.

**Article 10. Meetings****Section 1 Associational Meetings:**

Once each year the church may send messengers to the District Association, with which it is affiliated, whose duties it shall be to furnish the Association with a statement of the condition of the church and to cooperate with the messengers of other churches, in promoting the interest of the Kingdom of Christ.

**Section 2 Convention Meetings:**

Messengers may be elected each year to attend the sessions of the Mississippi State Baptist Convention and of the Southern Baptist Convention.

**Section 3 Other Meetings:**

The Pastor shall be considered, by virtue of his office, an appointed messenger to these denominational meetings and such other meetings as the church may approve.

## **Article 11. Church Finances**

### **Section 1 Budget**

The Budget Committee shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses. The budget shall be presented for adoption by the December business meeting. The budget is a projection of expenses or expenditures. The budgeted amounts for any group or church program can be amended up or down depending on available funds. Any monies not used during the budget year cannot be transferred into the next year's budget for use by any group or other account.

The Budget Committee shall consist of the Pastor, Clerk, Secretary-Treasurer and Deacons in the second year of their three-year term. They will meet the Sunday prior to the regular scheduled monthly business meeting. At the monthly committee meeting, all payments for goods and services that appear on the Treasurer's report and in the bank statements shall be reviewed for discrepancies before they are approved by the Budget Committee. These reports are then submitted to the church at the monthly business meeting for church approval. The maximum amount of any invoice that can be paid, without prior church approval, is determined in the annual budget.

At least annually, the Budget Committee will put into operation a stewardship program for the purpose of subscribing the adopted church budget. The Budget Committee will work in cooperation with the Personnel Committee, Deacons, and other committees in carry out all stewardship programs.

### **Section 2 Stewardship**

As a church, we approve the system of individual systematic, regular, proportionate giving as set out in the New Testament: "Upon the first day of the week, let every one of you lay by him in store as God has prospered him" (I Corinthians 16:2) We accept tithing of 10% as a minimum standard of giving. (Malachi 3:8-10)

### **Section 3 Funds**

All funds contributed to the church by members, or others shall be deposited with the treasurer of the church in an approved bank subject to the order of the church to be appropriated in defraying the current expenses and for contributing to the various missionary, benevolent and charitable objects fostered by the church and denomination. All designated funds shall be applied according to the will of the donors. We strongly discourage designation.

### **Section 4 Special Offerings**

Special offerings may be sought by the church or by any of its organizations upon approval of the church. This does not preclude individuals making special offerings at any time as the Spirit of God may move them.

### **Section 5 Unified Budget**

We recommend a unified budget with a minimum of special offerings for any causes.

### **Section 6 Tithes**

All members are requested and encouraged to give their tithes and offerings through their church.

### **Section 7 Fiscal Church Year**

The fiscal year of the church shall begin on September 1 and ends on August 31.

## **Article 12. Church Operations Manual**

### **Section 1 Organizational Chart**

An organizational chart shall be prepared which will depict lines of responsibility in the administration of the church. This chart shall be reviewed periodically by the Constitution & Bylaws Committee and shall be revised as needed. A copy shall be included in the church operations manual.

### **Section 2 Policy's & Procedures**

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 church secretary shall maintain the manual. Any church member or organization may initiate changes in policies and procedures.

#### **2.1 Additions, revisions, or deletion of church policies require:**

**2.1.1** The recommendation of the church officer, organization, committee chairman to whose areas of assignment the policy relates.

**2.1.2** Discussion by the Department heads: and

**2.1.3** Approval by the church.

#### **2.2 Procedures may be added, revised, or deleted by**

**2.2.1** Recommendation of the appropriate official, or group.

**2.2.2** Approval by the Department Heads: and

**2.2.3** Approval of the church if deemed necessary by the department heads.

## **Article 13. Amendments**

Changes in this constitution and bylaws may be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous meeting, and copies of the proposed amendment be furnished to each member present. Amendments to the constitution shall be by two thirds vote of all members of the church present entitled to vote; amendments to the bylaws shall have concurrence of a majority of the members present and voting.

Once an amendment has been approved by the church the amendment will be included in the next revision release of the bylaws and the amendment will removed from the amendment list that is located in Article 13 of the bylaws.

**Amendment 5** Change (insertion) to **Bylaws Article 6 Committees Section 8 Revision 3.2.D March 12 2015**

### **Article 6      Committees** **Section 8      Family Life Building Committee**

Use of Lowery Creek Baptist Church owned buildings, equipment, and grounds is restricted to activities consistent with the charitable purpose and objectives of Lowery Creek Baptist Church as outlined in the Church's Constitution and Bylaws. In particular, the purpose of Lowery Creek Baptist Church is to "reach the lost for Christ, equip the saints, and further the Kingdom of God in all parts of the world."

#### DEFINITIONS (From Wikipedia)

- 1) **Ex-officio Member**- An **ex officio member** is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. The term is Latin, meaning literally "from the office", and the sense intended is "by right of office"; its use dates back to the Roman Republic.

A common misconception is that the participatory rights of ex officio members are limited by their status. This is incorrect, although their rights may be indeed limited by the by-laws of a particular body. *Robert's Rules of Order, Newly Revised* (10th ed.), clarifies that the term denotes only how one becomes a member of a group, not what one's rights are. It is a method of sitting on a committee, not a class of membership (466-67).<sup>[1]</sup> Frequently, ex officio members will abstain from voting, but unless by-laws constrain their rights, they are afforded the same rights as other members, including debate, making formal motions, and voting.