

MACLAND BAPTIST CHURCH

CONSTITUTION AND BY-LAWS



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CHURCH CONSTITUTION

ARTICLE I - Identification

This congregation is incorporated as the Macland Baptist Church. The office and principal place of business shall be 3732 Macland Road in Cobb County, Georgia.

ARTICLE II - Purpose

The purpose of this church shall be the advancement of the Kingdom of Jesus Christ. It shall seek to attain this end through the public worship of God, the preaching of the gospel, consistent Christian living by its members, personal and mass evangelism, missionary endeavor, and Christian education.

The local church is a fellowship of Christian believers united in and committed to the principles of love, humility, and forgiveness led by the Holy Spirit with Christ as its authority. The fellowship shall seek to carry out its purpose by: Praying, witnessing, preaching, teaching and training, exhorting each other in Christian love, worshiping, being willing to follow, seeking to help solve the needs of others, learning self discipline and giving of time, talent and tithe.

ARTICLE III — Polity and Doctrine

The government of this church shall be controlled solely by the membership. It shall not be subject to the control of any other denominational body, but shall recognize and sustain the obligations of mutual counsel and cooperation, which are common among Baptist Churches.

This church shall cooperate with, and have representation in, the denominational causes sponsored by the Southern Baptist Convention, Georgia Baptist Convention, Noonday Baptist Association, other affiliated auxiliaries and causes of Baptist Churches of association, state, nation and world. Messengers or representatives as may be allowed this church at any such convention meeting or council shall be elected by the church at any of the regular or called conferences. Messengers or representatives shall represent the church and shall enjoy privileges afforded them at such conventions or religious meetings. The pastor at all times represents the church at such convention or religious meetings, but cannot speak authoritatively for the congregation except by vote of the church. It is a part of the responsibility of the pastor to represent this church in the promotion of Christ's Kingdom at all such meetings.

This church accepts the Scripture as its sole authority on doctrine and in matters of faith and practice. It shall subscribe to Articles of Faith as stated in the Baptist Faith and Message as adopted by the Southern Baptist Convention, June 14, 2000, and church covenants as shown in App. A (see page 64), App. B (see page 80) and App. C (see page 81).

ARTICLE IV - Reception and Dismissal of Members

Reception of Members

Upon approval of the church, applicants may be received or accepted by:

1. Baptism — Any person publicly confessing personal faith in the Lord Jesus Christ, giving evidence of a regenerate heart and adopting the views of faith and practice held by the church, after baptism shall be admitted into the membership of the church.
2. Letter — Members from Baptist Churches of like faith and order may be received into membership by letter of recommendation from such churches.
3. Statement — Those who have been baptized upon profession of faith and previously accepted into the membership of a church of like faith and order, but who, because of loss of records or similarly unavoidable circumstance have no regular letter of dismissal, shall be received into membership.
4. Restoration — A) Any member whose name has been removed from the Church Roll because of joining another denomination may request restoration upon confirmation of accepting teachings of the Baptist faith. Their request must be voted on and accepted by majority of members present. B) Any member who has been excluded from church membership (see Dismissal of Members — Exclusion) may request restoration upon confession to the church of any error committed. Their request must be voted on and accepted by a majority of members present.

Dismissal of Members

The policy of this church shall be to remove names of members from the Church Roll and dismiss those persons from Church fellowship only in the following manner:

1. Death
2. Letter — Letters of recommendation for any member, who is in good standing with the church, shall be granted by vote of the church to any Baptist Church of like faith and order upon proper request for letter from said church. It will be the policy of this church to issue letters of recommendation only to Baptist Churches of like faith and order.
3. Exclusion — A) In case any member joins another denomination, the church will delete the name of such person from its membership roll. B) In case a member is guilty of conduct unbecoming a Christian that the church and the name of Christ are brought into disrepute, it will be the responsibility of 2 or 3 deacons to meet with said person in accordance with New Testament teaching (Matt. 18:15-17) in the hope of restoring that one. If he will not hear the members of the appointed committee, it will be their

responsibility to report his attitude to the church. If he will not hear the church, the name of the member in question shall be removed from the church membership roll if a majority of the members present at any regular business meeting vote to exclude him (see App D page 82).

4. Inactivity — If a member remains inactive in church attendance for a period of five years, and they fail to give the church accurate contact information (such as address and phone number), and the church is unable to contact the person after exhausting all possible contact sources, the member will be placed on the church inactive membership list. After 5 years on the inactive membership list, members will be presented for removal according to the following procedure:

Procedure: Upon approval by the pastor, the name of an inactive member with no contact information will be presented to the church at church conference by the church historian as part of the membership activity report. All members will then be given one month to give the church office new contact information for this member. At the following monthly church conference, if no new information is provided and the member still cannot be contacted, they will be presented to the church for dismissal. If a majority of church members present at the church conference vote to dismiss the member, the name will be immediately removed from the church membership rolls. The church will not grant a letter of recommendation to another church if such a request is received after the dismissal has occurred.

5. Member Request - If a member makes a request in writing or verbally to the church historian, their name will be removed from the church membership roll after presenting this information at a church conference.

ARTICLE V — Divine Worship

Meetings for divine worship shall be on the Lord's Day, morning and evening, on Wednesday evening, and on such other occasions as may from time to time be selected.

- A. Lord's Supper: The ordinance of the Lord's Supper shall be observed at least quarterly at a worship service and/or with such frequency as the church determines.
- B. Baptism: As candidates for baptism are received by the church upon profession of their faith, they shall be baptized as soon as possible in a regular worship service.

ARTICLE VI — Business Meetings

This church shall hold a regular monthly business meeting on the Wednesday after the first Sunday of each month except in case of scheduled revival meetings falling within this week, or on such other occasions as announced, or as acted upon by the church; in which

case the regular business meeting will be held on the subsequent Wednesday night. All the business and legal matters possible shall be attended to at these business sessions. Special business sessions of the church may be called by the moderator, or by request of the deacons (based on a majority vote of active deacons), or by request of a like number of adult resident members. Such called sessions must be announced publicly at a regular Sunday service(s) prior to the called meeting, or by personal contact or written notice sent to the resident membership of the church. No matters may be attended to at the called sessions except that for which it was called and previously announced.

All matters before the church shall be voted on by the church and settled by unanimous vote if possible, or, if necessary, by majority vote (unless otherwise stated) of members present. No votes will be accepted by proxy.

The order of business for the business session is recommended to be:

- A. Call to order
- B. Present the minutes of the previous business meeting or the statement of purpose if it is a called business meeting.
- C. Present the treasury report.
- D. Consider unfinished matters in the minutes.
- E. Call for departmental reports.
- F. Call for committee reports.
- G. Membership activity report.
- H. Church discipline.
- I. Recommendations from the deacons.
- J. New Business
- K. Adjourn until next regular business meeting or to a special time for a called business meeting. A called business meeting simply adjourns.

MODERATOR — The Senior Pastor of the church shall be moderator of the church, and the Chairman of Deacons shall serve in his absence (unless the church elects an assistant moderator). In the absence of all the above the church shall elect a temporary moderator for that specific business meeting. In the event that the Senior Pastor/Moderator is out, the Chairman of Deacons, Vice-Chairman of Deacons or an active deacon shall moderate.

ARTICLE VII — Financial Matters

The financial needs of this church, its organizations, and causes fostered by it, shall be supported by tithes and gifts of money which shall be paid into and disbursed from the church treasury. The church treasurer shall be custodian of all church funds. All disbursements of monies from the treasury shall be made only on authority of the church.

For the sake of efficiency, the church shall operate on the budget determined, adopted, and subscribed by the church. Other disbursements must be authorized by the church. All proposals for raising special funds must be authorized by the church.

No debt, commitment, or other obligation shall be created except by specific authority of the church.

All property, both real and personal, all monies, all equities, and the like shall be held and controlled by the church.

All persons handling funds of the church shall keep books of account of all funds received into and disbursed from the treasury; shall deposit such funds as soon as possible after receipt in the name of the church in a bank subject to state and national supervision and approved by the church; shall be under corporate surety bond payable to the church in such amounts as the church shall determine; shall submit all books, records, and support documents for audit every five years.

ARTICLE VIII - Volunteer Personnel

All volunteer officers shall be members of this church. The Scriptural officers of this church shall be the Pastors and Deacons. Its organizational officers shall be the Clerk, Treasurer, Trustees, Church Historian, Sunday School Director, Church Discipleship Director, Woman's Missionary Union Director, Brotherhood Director, Children's Church Director, Vacation Bible School Director, Upward Basketball Director, Awana or BLAST Commander, and others as the church may require from time to time, with such assistants as may be required, whose number, manner of election, terms of office, duties of office, and compensation (if any) shall be determined by the church.

At the expiration of any term of office, that office shall be vacant until filled by the church.

As its needs may require, the church shall create salaried positions on the church staff for the efficient operation of its programs.

Certain special functions of this church shall be performed through standing committees and special committees, each with definite duties and limitations of authority as the church shall authorize.

ARTICLE IX — Church Policies

All policies adopted by the church shall be in harmony with the letter and intent of this constitution.

ARTICLE X — Operation and Dissolution

Macland Baptist Church is organized and operated primarily for the purposes set forth under Article II of the Constitution. The Church is to be operated in such a way that does not result in the accrual of distributable profits, realization of private gain resulting from payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain.

Macland Baptist Church pledges its assets for use in performing the Church's religious and charitable functions. The Church directs that on discontinuance of the Church by dissolution or otherwise, the assets are to be transferred to another religious, charitable, or similar organization that qualifies under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any subsequent United States Internal Revenue law or laws.

ARTICLE XI — Changes and Amendments

Proposed amendments or changes shall be read in a regular business meeting one month prior to being voted on. The day it is read, the proposed amendments or changes and date of vote on same shall be made available in a prominent place in the church building and shall remain there until voted on.

This constitution can be changed or amended by a two-thirds vote of members present and voting at a church business meeting.

This constitution adopted by the church in regular business meeting held on July 19, 2023 shall supersede all prior resolutions, precedents and actions of the church.

MACLAND BAPTIST CHURCH BY-LAWS

INTRODUCTION

The affairs of Macland Baptist Church shall be conducted in accordance with the Church Constitution and these By-laws. Proposed changes and amendments to the By-laws, (see section 7 for exception), shall be read and copies provided to members present in a regular business meeting one month prior to being voted on. A copy of the proposed changes shall also be placed on a bulletin board, with the date of vote noted and remain there until voted on.

Two-thirds affirmative vote of the members present and voting in the business meeting is required to approve a change to the By-laws.

ARTICLE I

MINISTERIAL STAFF MEMBERS

The ministerial staff positions listed below reflects the positions most likely to be needed by the church in the near term. They are to be filled only as the church determines the need and may be vacated if the need no longer exists. As additional positions or changes to existing positions become needed, the personnel committee shall develop, coordinate appropriately and recommend to the church new or revised positions along with a description of the functions and responsibilities for church approval.

The ministerial staff positions are as follows:

1. Senior Pastor
2. Associate Pastor of Preschool and Children's Ministries
3. Associate Pastor of Youth, College and Career Ministries
4. Music Director

SECTION 1 - SEARCH AND CALL

The ministerial staff positions are filled by a search and call process. Prior to the establishment of the search committee, the personnel committee shall review existing or prepare a new job description. The finance committee will establish proposed compensation for the position. All other benefits shall be in accordance with the By-laws.

When the search committee selects a suitable candidate to present to the church, final compensation including salary, moving expenses, temporary relocation expenses and any other approved expenses shall be agreed on by the chairman of the search committee and the finance committee.

The proposed candidate shall be submitted to the church in accordance with the By-laws. If the church approves the candidate, a call is considered to have been made. Acceptance of the call by the candidate establishes a firm offer and acceptance for the position. The search committee chairman, along with the elected candidate, shall determine when the candidate reports to work.

SECTION 2 - SEARCH COMMITTEES

A. SENIOR PASTOR

When a vacancy occurs, a Senior Pastor shall be selected and called by the church in the following manner: a Senior Pastor Search Committee consisting of seven members shall be elected by the church; three of the seven members shall be nominated from and by the active deacons; the other four members may consist of men and/or women nominated from the floor of the business meeting.

It is preferable that the committee be unanimous in their choice, but when six of the search committee members agree on a prospective Senior Pastor, they will nominate him to the church as a potential candidate. Once this candidate is nominated, no other candidate will be considered until the nominated candidate is voted on by the church.

B. ALL OTHER MINISTERIAL POSITIONS

When a vacancy occurs, a search committee consisting of five members shall be elected by the church, two of the five members shall be nominated from and by the active deacons; the other three members may consist of men and/or women nominated from the floor of the business meeting.

It is preferable that the committee be unanimous in their choice, but when four of the search committee members agree on a prospective candidate, they will notify the Senior Pastor so that he can interview and approve of the candidate before the committee nominates the candidate to the church. Once this candidate is nominated, no other candidate will be considered until the nominated candidate is voted on by the church.

SECTION 3 — VOTE AND CALL

Once a Senior Pastor or other ministerial candidate has been selected, the search committee shall present information about the candidate to the church in a regular or called business meeting. The church shall be notified that the candidate shall be voted on after notice at two consecutive Sunday morning services.

A church wide get together to meet the candidate shall be scheduled prior to the day of the vote.

The vote shall be by secret ballot. An affirmative vote of 85% of members present and voting is required for a Senior Pastor or other ministerial candidate to be called. In the event the vote is between 75% and 85%, the call will be referred to the deacons for further evaluation to determine if a recommendation should be made to the church to extend the call. If the recommendation is to extend the call, the church will vote on the recommendation and 85% of members present and voting is required for the candidate to be called.

SECTION 4 - DUTIES AND RESPONSIBILITIES

The duties and responsibilities of all ministerial staff positions shall be designated by the personnel committee who shall prepare and maintain a Personnel Policy Handbook describing the details of all such staff positions.

SECTION 5 - TERMINATION

A. RESIGNATION

The Senior Pastor or **ministerial** candidate thus called shall continue in office so long as the relationship of both parties is in harmony. He shall be at liberty to resign his office in the church upon giving thirty days notice of his intentions.

B. DISMISSAL BY CHURCH VOTE

If a lack of harmony develops between the Senior Pastor or other ministerial staff and the church which affects the church's ability to perform its mission, the church may dismiss the offending person. Any action relative to the dismissal of the Senior Pastor or other ministerial staff member must come from a recommendation from the deacons. It will then be voted on by the church after being announced at every worship service for one week prior to the vote. A majority of the votes cast shall affect a termination effective the day of the vote. The church shall provide 4 weeks severance pay.

SECTION 6 - INTERIM MINISTERIAL POSITIONS

A. SENIOR PASTOR

If the office of Senior Pastor becomes vacant, the deacons shall be responsible to provide interim pastor coverage until a new Senior Pastor is called.

B. OTHER MINISTERIAL POSITIONS

If any of the other ministerial positions become vacant, they may remain vacant until a replacement is elected. If the position needs immediate filling, the responsibilities may be assumed by volunteer church members if approved by the church in conference.

The Senior Pastor or deacons may appoint persons to temporarily fill the positions until the next conference.

SECTION 7 - PRINCIPLE FUNCTIONS OF MINISTERIAL STAFF

This section of the By-Laws is the responsibility of the personnel committee. Since this section is subject to change more often than the By-Laws, the personnel committee can make recommendations in any regular or called conference without prior notice. A majority vote of members present shall approve the change.

A. SENIOR PASTOR

PRINCIPLE FUNCTION

The Senior Pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the chief administrator of the paid staff.

QUALIFICATIONS:

1. The Senior Pastor should be called by God to serve as the pastor of a local church.
2. He should be an ordained minister and a seminary graduate with Master of Divinity, Master of Arts in Biblical Studies, or other masters-level seminary degree.
3. He should be committed to preach from the Bible and be skilled in his ability to effectively communicate the truths of God's word.

4. He should possess an ability to effectively share the plan of salvation and be involved in a ministry of personal evangelism.
5. He should possess good organization, communication, and leadership skills, and be able to relate well to all age groups.
6. He should have previous experience in pastoral ministry and have previous supervisory experience in leading a ministerial staff.
7. He should be able to clearly communicate with the staff, other church leaders, and the entire church body in regard to church growth and the overall direction of the church.

B. ASSOCIATE PASTOR OF PRESCHOOL AND CHILDREN'S MINISTRIES

PRINCIPLE FUNCTION:

Reporting directly to the Senior Pastor, this position will be responsible for planning, coordinating, directing and evaluating the preschool and children's ministry of Macland Baptist Church (MBC). Additionally, this position will also be responsible for assisting the Senior Pastor in planning, conducting and evaluating a comprehensive outreach/evangelism ministry designed to reach into the community with the gospel of Jesus Christ. His responsibilities will include assisting the Pastor with the everyday administrative duties required to keep the church organized and functioning.

QUALIFICATIONS/ABILITIES:

- An ordained minister, called by God with a Bachelor's degree from an accredited institution, or equivalent work experience, and preferably a seminary degree (Masters of Religious Education, Arts in Biblical Studies, of Divinity).
- Experience in leading a vibrant and growing preschool and children's ministry program.
- A working knowledge of child development – cognitive, social and emotional – and an understanding of the spiritual and faith development of children.
- Excellent professional verbal and written communication skills.
- Exceptional interpersonal, teamwork, and problem-solving skills, displaying initiative and independent judgement.
- Proficient in Microsoft Office Products, such as Excel, Word, Outlook, Publisher etc.
- High level of empathy and ability to activate emotional connections with preschool, children, and church membership.
- Demonstrated ability to assist in pastoral duties, as needed, including but not limited to visitation, counseling, witnessing, and preaching.

- Share a common vision with the Senior Pastor regarding church growth and overall direction of outreach and evangelism ministry at MBC.
- This is a position of trust. Ability to exercise tact, courtesy, maintain strict confidentiality, and deal with difficult and personal situations.

RESPONSIBILITIES:

❖ *Departmental -*

- Plan, coordinate, direct and evaluate the Preschool and Children's educational ministries of MBC, birth through 5th grade. Ministries include Sunday school, mission's organizations, music/choir, discipleship and all other activities relating to preschoolers and children.
- Keep abreast of and study new materials, programs, curriculum, and educational methods for preschool and children's departments; make appropriate recommendations to Senior Pastor.
- Oversee, assist, and provide guidance to age division leaders and staff regarding: selection of department curriculum and training in its use; plan programs for leading children and parents to an understanding of the plan of salvation and to develop them in Christian nurture.
- Make Sunday School the main reaching, Bible teaching, winning, ministering and developing arm of the church.
- Lead in planning and conducting group activities and programs appropriate for the spiritual growth of MBC preschool and children including, but not limited to VBS, Fall Festival, Easter celebration, community-wide events, summer programs, retreats, camps, mission's activities, dramas
- Serve as staff representative to assist the AWANA or BLAST Commander with preschool and children's AWANA or BLAST groups.
- Serve as staff representative to the Classical Conversation home school groups.
- Promote a regular program of visitation for the preschool and children's departments in cooperation with MBC's overall outreach program.
- Chair and attend Children's Council meetings.

❖ *Administrative/Staff -*

- Sign and uphold the MBC Confidentiality Agreement.
- Establish consistent office hours: 6 hours per day, Monday through Thursday.
- Prepare the annual budget for the needs of the preschool and children's departments, including VBS, Fall Festival, and all other children's activities/programs. Administer the approved budget according to policy.
- Supervise and provide direction/instruction to paid preschool workers.
- Maintain a safe environment for children, ensuring procedures are in place for overall department security, cleaning and disinfecting classrooms, allergy-related prevention, and following church policy on risk management.
- Ensure that each volunteer has been screened according to the church's risk policy.

- Attend Sunday morning, Sunday evening, and Wednesday evening worship services and all church-wide activities.
- Attend and actively participate in weekly staff meetings and planning sessions.
- Attend monthly Church Council meetings.
- Participate in church visitation and soul-winning programs.
- Share with the staff responsibilities regarding pastoral care, nurture, hospital visits, counsel, weddings, and funerals.
- Preserve a mutually supportive, communicative relationship with all staff members.
- Maintain a consistent personal witness; a love for serving God, as well as caring for people.
- Perform other duties as assigned by the Senior Pastor.

C. ASSOCIATE PASTOR OF YOUTH, COLLEGE AND CAREER MINISTRIES

PRINCIPLE FUNCTION:

Reporting directly to the Senior Pastor, this position will be responsible for planning, coordinating, directing, and evaluating the education ministries for middle school, high school, college and career departments at Macland Baptist Church (MBC). Additionally, this position will also be responsible for assisting the Senior Pastor in planning, conducting and evaluating a comprehensive outreach/evangelism ministry designed to reach into the community with the gospel of Jesus Christ.

QUALIFICATIONS/ABILITIES:

- An ordained minister, called by God with a Bachelor's degree from an accredited institution, and preferably a seminary degree, or comparable work experience (Masters of Religious Education, Arts in Biblical Studies, of Divinity).
- Experience in leading a vibrant and growing youth ministry program.
- Excellent professional verbal and written communication skills.
- Exceptional interpersonal, teamwork, and problem-solving skills, displaying initiative and independent judgement.
- Proficient in Microsoft Office Products, such as Excel, Word, Outlook, Publisher etc.
- High level of empathy and ability to activate emotional connections with youth, young adults and church membership.
- Demonstrated ability to assist in pastoral duties, as needed, including but not limited to visitation, counseling, witnessing, and preaching.
- Share a common vision with the Senior Pastor regarding church growth and overall direction of outreach and evangelism ministry at MBC.
- This is a position of trust. Ability to exercise tact, courtesy, maintain strict confidentiality, and deal with difficult and personal situations.

RESPONSIBILITIES:

❖ *Departmental -*

- Plan, coordinate, direct, and evaluate the Youth, College and Career ministries of MBC.
- Oversee, assist and provide guidance to department leaders regarding: selection of department curriculum and training in its use; plan programs for leading young people to an understanding of the plan of salvation and to develop them in Christian nurture.
- Lead in planning and conducting particular age group activities and programs appropriate for the spiritual growth of the departments including but not limited to retreats, conferences, camps, fellowships, banquets, mission activities, dramas.
- Keep abreast of and study new materials, programs, curriculum, and educational methods for youth, college and career departments; make appropriate recommendations to Senior Pastor.
- Demonstrate a concentrated effort to be involved in local middle and high school, as well as college FCA programs and athletic events, striving to have MBC be a recognized sponsor, when applicable.
- Promote a regular visitation program for the Youth, College and Career departments in cooperation with the MBC overall outreach program.
- Chair and attend Youth Council meetings.

❖ *Administrative/Staff -*

- Sign and uphold the MBC Confidentiality Agreement.
- Establish consistent office hours: 6 hours per day, Monday through Thursday.
- Prepare the annual budget for the needs of the Youth, College and Career departments and administer the approved budget according to policy.
- Maintain a safe environment for students, ensuring procedures are in place for overall department security, cleaning and disinfecting classrooms, allergy-related prevention, and following church policy on risk management.
- Attend Sunday morning, Sunday evening, and Wednesday evening worship services and all church-wide activities.
- Attend and actively participate in weekly staff meetings and planning sessions.
- Attend monthly Church Council meetings.
- Participate in church visitation and soul-winning programs.
- Share with the staff responsibilities regarding pastoral care, nurture, hospital visits, counsel, weddings, and funerals.
- Preserve a mutually supportive, communicative relationship with all staff members.
- Maintain a consistent personal witness; a love for serving God, as well as caring for people.
- Perform other duties as assigned by the Senior Pastor.

STAFF TEAM WORK:

- A. Keep a mutually supportive, communicative relationship with all other staff members.
- B. Share with the staff in pastoral care, nurture, hospital visits, counsel, weddings, funerals, etc.
- C. Attend and participate in staff meetings and planning session.
- D. Maintain a consistent personal witness. Participate in church visitation and soul-winning programs.

D. MUSIC DIRECTOR

PRINCIPLE FUNCTIONS:

The Music Director will report directly to the Senior Pastor for planning, coordinating, directing and evaluating the music ministry of Macland Baptist Church.

QUALIFICATIONS:

- 1. The Music Director should be called by God to serve as a Music Director.
- 2. He should have either a degree in music from a college and/or seminary, or he should have at least five years of experience directing the music ministry of a local church.
- 3. He should possess the administrative and organizational skills necessary to direct a varied music ministry in a large church.
- 4. He should have a love for serving God through the music ministry of a local church.
- 5. He should have a love for ministering to and caring for people.
- 6. He should share a common vision with the Senior Pastor in regard to church growth, and the overall direction of the church.

RESPONSIBILITIES:

- A. Plan, coordinate, direct and evaluate the music ministry of Macland Baptist Church: including choirs, orchestra, Orchestra Director, vocal, and/or instrumental ensembles, and all instrumentalists.
- B. In consultation with the Senior Pastor, plan and direct the worship services of Macland Baptist Church.
- C. Give direction to the instrumentalists who will be involved in the worship services of the church. Coordinate with the Orchestra Director the instrumental selections to be used during the services.

- D. Coordinate with the Senior Pastor, Orchestra Director, Drama Director and all other appropriate parties the planning and production of all special event, singings or drama presentations, i.e. Christmas Cantada, Easter presentations, Thanksgiving, VBS and all other special worship service events.
- E. Prepare the adult choir to lead out in worship; direct the choir in regular practice times and in their presentations during the worship services.
- F. Organize and give direction to a graded choir program. Provide opportunities for children and youth to mature/grow using their musical talents for the glory of God
- G. Enlist leaders for the church music ministry including graded choir workers, song leaders and accompanists. Direct and coordinate the work of the lay choir directors; personally direct adult, youth and other choirs as needed.
- H. Work with soloists and ensembles to help members grow in their musical ability and be able to lead out in worship experiences.
- I. Direct and coordinate the work of the lay choir directors; personally direct youth, and other choirs as needed.
- J. Arrange and provide, as needed, music for weddings, funerals, special projects, ministries, and other church-related activities.
- K. Provide opportunities for choir members; adult, youth and children to attend special music camps and performances.
- L. Maintain a music library and other materials, supplies, musical instruments, and equipment as needed.
- M. Keep informed of music methods, materials, programs, and promotions.
- N. Prepare an annual music budget for approval; administer the approved budget.
- O. Assist the Nominating Committee in the selection of Sound Committee members. Supervise any paid sound or music personnel.
- P. Monitor the use and maintenance of the sound equipment.
- Q. Coordinate with the church secretary to ensure that all choir/music related events are properly promoted in the church bulletin and by other means as deemed appropriate.
- R. Attend and lead out in Sunday morning, Sunday evening, and Wednesday evening worship services. Direct choir rehearsals on Wednesday evening.
- S. Oversee the maintenance and upkeep of all music equipment and instruments. See that song books are maintained and replaced as needed.

STAFF TEAM WORK:

- A. Keep a mutually supportive, communicative relationship with all other staff members.
- B. Share with the staff in pastoral care, nurture, hospital visits, counsel, weddings, funerals, etc.
- C. Attend and participate in staff meetings and planning sessions.
- D. Maintain a consistent personal witness. Participate in church visitation and soul-winning programs.

**ARTICLE II
NON-MINISTERIAL STAFF**

SECTION 1 - FILLING NON-MINISTERIAL STAFF POSITIONS

The personnel committee is responsible for selecting and hiring all non-ministerial staff. Non-ministerial staff positions are filled by an application, interview and hiring process. The pastor shall be involved in the interview process and must approve the candidate before a job offer is made. The finance committee shall establish the compensation for the job. Offer of employment to all non-ministerial employees of the church shall be made by the personnel committee in writing, including a description of duties to be performed, and the compensation and employee benefits as defined in the personnel policy - General Information. An acceptance of an offer must be received in writing.

Positions to be filled by the personnel committee as described above are as follows:

Financial Administrative Assistant

Church Secretary

Pianist

Preschool Director

All non-ministerial staff positions shall be filled with qualified persons and who are of Christian faith. All employees shall execute a Confidentiality Agreement to ensure church business if not discussed with any individual not a part of the ministerial staff. Further, a member of Macland Baptist Church may fill the secretary position on a temporary basis while a search is being made for a permanent employee. Compensation for the temporary person shall be determined by the finance committee. A church member is not prohibited from becoming a part of the non-ministerial staff.

SECTION 2 - TERMINATION/DISMISSAL

Termination of any of the non-ministerial positions may be initiated by either the employee or the church as employer. Termination/dismissal by the church must be for cause, handled by the personnel committee upon recommendation by the Pastor. See Personnel Policy - General Information for more information and requirements for dismissing an employee.

A – FINANCIAL ADMINISTRATIVE ASSISTANT

PRINCIPLE FUNCTION

Reporting directly to the Pastor, this position will assist the Senior Pastor, Associate Pastor/Education, and other staff in their ministerial responsibilities. To work closely with the Treasurer, Finance Committee, and ministerial staff in maintaining adequate financial controls for the proper receipt, accounting, and disbursement of church funds.

QUALIFICATIONS/ABILITIES:

- A basic working knowledge of computers, computer hardware, the ability to trouble shoot, as well as effectively communicate with IT technicians.
- Knowledge and experience with Microsoft Office products including but not limited to Word, Excel, PowerPoint, and ability to work with graphics.
- An understanding of ACS, the church membership and financial management software, or the ability to quickly learn and execute this program.
- Ability to manage time and resources to meet assigned deadlines with accuracy and attention to detail.
- Exceptional interpersonal, teamwork, and problem-solving skills, displaying initiative and independent judgement.
- Excellent professional verbal and written communication skills.
- High level of empathy and ability to activate emotional connections with church members.
- This is a position of trust. Ability to exercise tact, courtesy, maintain strict confidentiality and deal with difficult and personal situations.

RESPONSIBILITIES:

1. Prepare and maintain accurate mailing lists and rosters of visitors, prospects, Sunday School, and church memberships using ACS program. Compile weekly reports for ministerial staff, and pertinent teachers/leaders.
2. Responsible for account receivables; recording deposits and individual contributions.
3. Work closely with the Treasurer in maintaining adequate records of individual contributions and prepare annual reports for contributors.
4. Responsible for account payables, in accordance with church policies and procedures. Serve as co-signatory.
5. Preserve use of church credit cards: distribute to authorized personnel, monitor usage and expenditures, ensure creation of accurate purchase orders and collection of receipts; make timely monthly payments.
6. Maintain a complete and current understanding of bank account(s) and cash flow; reconcile monthly bank statements and resolve discrepancies.

7. Work closely with Treasurer to prepare weekly, monthly, and annual financial reports for submission to the Finance Committee and church membership.
8. Assist Treasurer with developing the annual budget.
9. Regularly backup financial software files and submit accurate financial records for annual audits, according to policy.
10. Prepare and distribute weekly announcements for Sunday School classes.
11. Prepare and maintain Sunday School attendance sheets and prepare weekly attendance reports.
12. Prepare and process weekly payroll, per agreed specifications.
13. Calculate and prepare: state and federal deposits, quarterly and annual federal payroll tax returns (form 940, 941, W2, 1099).
14. Develop, proof, edit, and produce church communications (i.e., brochures, calendars, booklets, newsletters, publications).
15. Coordinate and assemble monthly outreach materials and prospect lists for visitation and letter writing.
16. Administering the church computer network and insure regular maintenance and service of computer equipment.
17. Assist the ministerial staff with research and organizing trips and special events.
18. Responsible for ordering and maintaining an adequate stock of general office supplies and postage stamps for ministerial/office staff; ensure expenditures are within budget and charged to appropriate budget accounts.
19. Assist program leaders with ordering and disseminating literature and supplies (Sunday School, Discipleship Training, AWANA, BLAST, W.M.U., Brotherhood, etc.) when applicable in a timely manner.
20. Assist with implementation and supporting the Reducing the Risk program, including conducting and filing criminal background checks.
21. Coordinate and share receptionist duties (answer phone, greet office visitors, prepare mailouts, recruit/coordinate volunteers, etc.) with the church secretary.
22. Perform other duties as assigned by the Pastor.

ADDITIONAL STAFF EXPECTATIONS:

- Sign and uphold the MBC Confidentiality Agreement
- Attend and actively participate in staff meetings and planning session
- Preserve a mutually supportive, communicative relationship with all staff members
- Maintain a consistent personal witness; a love for serving God, as well as caring for people
- Share a common vision with the Pastor regarding growth overall church direction

B - CHURCH SECRETARY

PRINCIPLE FUNCTION

The church secretary will report to and assist the Senior Pastor and other ministerial staff in the carrying out of their duties by performing necessary secretarial duties.

QUALIFICATIONS/ABILITIES:

- A basic working knowledge of computers, computer hardware, the ability to trouble shoot, as well as effectively communicate with IT technicians.
- Knowledge and experience with Microsoft Office products.
- Ability to manage time and resources to meet assigned deadlines with accuracy and attention to detail.
- Exceptional interpersonal, teamwork, and problem-solving skills, displaying initiative and independent judgement.
- Excellent professional verbal and written communication skills.
- High level of empathy and ability to activate emotional connections with church members.
- This is a position of trust. Ability to exercise tact, courtesy, maintain strict confidentiality and deal with difficult and personal situations.

RESPONSIBILITIES:

- Keep church staff informed of member's need such as deaths, illness and other crises.
- Answer the phone and screen calls for staff per their direction.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must.
- File sermons, reports, correspondence and other assigned materials.
- Exercise tact, courtesy, confidentiality and diplomacy in receiving callers, in person or by telephone; keep calendar of appointments.
- Edit and prepare weekly bulletins and other documents as requested.
- Make outgoing calls such as ordering materials or supplies; pick up supplies as needed.
- Prepare and maintain mailing lists and church roster.
- Photocopy documents and assemble as needed.
- Do routine letters and documents as needed/requested.
- Keep accurate church records, (e.g. church members, prospects, calendar, etc), working in cooperation with the Church Clerk.

- Enter Sunday School attendance records and prepare attendance sheets for each week.
- Scheduling and following church policy regarding building usage and key checkout.
- Perform other duties as assigned by the Pastor.

ADDITIONAL STAFF EXPECTATIONS:

- Sign and uphold the MBC Confidentiality Agreement
- Attend and actively participate in staff meetings and planning session
- Preserve a mutually supportive, communicative relationship with all staff members
- Maintain a consistent personal witness; a love for serving God, as well as caring for people
- Share a common vision with the Pastor regarding growth overall church direction

C - PIANIST

PRINCIPLE FUNCTION

The church pianist works closely and cooperatively with and is responsible to the Music Director in helping carry out the music ministry of the church.

QUALIFICATIONS/ABILITIES:

- A disciple of Jesus Christ, committed to growing in faith.
- Experience in church worship, and familiarity with MBC Hymnal.
- Flexibility to play in blended style worship services (incorporating both traditional and modern music).
- Ability to sight-read and improvise is desired.
- Knowledge of basic music theory and ability to perform simple transpositions or reharmonizations.
- Ability to sight read music as well as chord charts and lead sheets.
- Willingness to rehearse sufficiently to maintain a high quality of music.
- Sensitivity and the ability to interact with a variety of people.
- Ability to take direction and work as a team member.
- Ability to communicate well and in a friendly manner with the church leadership, church choir, and members of the congregation

RESPONSIBILITIES:

- The Pianist is accountable to the Music Director. This individual will need to notify the Music Director a minimum of three weeks prior to planned absences (preferably as soon as known) to allow for scheduling of a substitute pianist.
- Support the church's worship environment through the well-prepared execution of music presented by the choir.

- Serve as accompanist for the Choir in regular and special rehearsals and performances as assigned.
- Plan, select, and prepare preludes, postludes and offertories, according to the needs of the worship services.
- Play for weddings and funerals, as requested (and upon availability), being permitted to receive additional compensation from the parties involved.
- Maintain an accurate account of piano needs and maintenance, and notify the Music Director.
- Assist the Music Director in finding a substitute for Sundays when not available.

D - PRESCHOOL DIRECTOR

PRINCIPLE FUNCTION

The preschool director will be responsible for supervising the age-group nursery coordinators as they carry out their duties. Working with the age group coordinators, he/she will make sure that all nurseries are adequately staffed for the Sunday morning, Sunday evening and Wednesday evening services. He/she also will be responsible for coordinating the staffing of nurseries for special events and other church approved programs. The preschool director will serve under the supervision of the Associate Pastor of Preschool and Children's Ministries in the day-to-day performance of duties.

ARTICLE III VOLUNTEER PERSONNEL

SECTION 1 – DEACONS

The deacon body shall consist of brethren (ordained by our church or another Baptist church of like faith and practice) who have been a member of Macland Baptist Church for at least one year.

The deacon body shall consist of an adequate number of men to take care of the responsibilities of the church fellowship, preferably, at least one deacon per 50 resident members.

QUALIFICATIONS

1. Deacons should be men of good report both in church and community. Acts 6:3 "Honest report, "I Timothy 3:8a "Likewise must deacons be grave".
2. Deacons should be men who are filled with the Spirit of God whose life and actions are motivated by Him. Acts 6:3...look ye out among you...men...full of the Holy Ghost and wisdom."

3. Deacons should be men whose conversation is above reproach. They are to be truthful and consistent. I Timothy 3:8a, b "must be grave, not double-tongued..."
4. Deacons should be men who are sober. Every deacon enters into a church covenant which requires the abstinence from both sale of and use of all alcoholic beverages. I Timothy 3:8c "not given to much wine".
5. Deacons should be men who are possessed with a degree of wisdom that will enable them to be sound thinkers, act wisely and discreetly on church affairs. Acts 6:3 "...full of Holy Ghost and wisdom".
6. Deacons should be men who are tithers. It is hard to conceive how a person will be a good steward of the business affairs of the church of God if he is not a good steward of his own financial obligations to God. God's Word teaches us that the tithe (ten-percent) is the Lord's. (Mal. 3:10) I Timothy 3:8d "Likewise must the deacons be...not greedy of filthy lucre".
7. Deacons should be men who hold the revealed truth of Christianity in pure conscience. Orthodoxy without personal holiness is of little worth. I Timothy 3:9 "Holding the mystery of the faith in a pure conscience".
8. Deacons should be men who have first been proven worthy of the office. It is unwise to place spiritually immature men in this high office. The scripture requires that they first be proven. I Timothy 3:10 "And let these also first be proved; then let them use the office of a deacon, being found blameless".
9. Deacons should be men who have but one living wife. I Timothy 3:12 "Let the deacons be the husband of one wife..."
10. Deacons should be men who properly shoulder their responsibilities at home. I Timothy 3:12 "...ruling their children and houses as well".
11. Wives of deacons are obligated to meet scriptural qualifications. They are to be consecrated Christians. They are to guard their tongue well. They should be women of good temperament and their personal habits should be that which becometh godliness. I Timothy 3:11 "Even so must their wives be grave, not slanderers, sober, faithful in all things".

SELECTION AND ORDINATION

It is the duty of the deacon body to discern the need for additional deacons.

1. The deacon body may make a recommendation to the church to activate inactive deacons who have met the qualifications of the scripture and the church.

2. The deacon body may present to the church the need for additional men and request from the membership recommendations of qualified men to serve.
3. Recommendations will be subject to screening by the deacon body and assigned to a committee for the purpose of contacting those men and securing a signed covenant and their consent to serve if selected by our church.
4. The recommendations shall be initially requested at a regular monthly business meeting and the ballot for selection of deacon(s) shall be read in two consecutive business meetings before being voted on.
5. Each candidate for deacon must receive a majority vote of those present at the business meeting.
6. Plans for ordination of new deacons shall be developed by the Senior Pastor and the deacons.

DUTIES

Primarily the deacons have the responsibility of serving the church in its pastoral ministries as a part of the team which includes the Senior Pastor. The basic tasks of the church's pastoral ministries are:

1. To proclaim the gospel to believers.
 - a. Participating in the witnessing activities.
 - b. Administering the ordinances.
 - c. Participating in the preaching program.
2. Caring for the church members and other persons in the community.
 - a. Ministering in times of crises.
 - b. Providing pastoral counsel and referral.
 - c. Providing vocational guidance.
 - d. Performing acts of benevolence.
3. Leading the church in the achievement of its mission.
 - a. Setting a personal example of Christian living.
 - b. Interpreting the work of the church to church members and the community.

- c. Being informed about the life and work of the church.
 - d. Encouraging cooperative work with other churches.
 - e. Building and maintaining church fellowship through the Deacon Family Ministry Plan by which all deacons are expected to keep in contact with all families assigned to their care.
4. Deacon Dedication and Covenant:
- a. All who will serve our church on the deacon body during the new church year will sign the Deacon Covenant as a personal recommitment to their ministry as a deacon.
 - b. Deacon Covenant (see App E page 88)

SECTION 2 - TRUSTEES

Trustees shall serve as legal representatives in all transactions related to the church. They hold legal title to the church property and they sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular business session.

SELECTION

The trustees shall consist of three members of the church, one of which will be an active deacon. When a vacancy occurs, the nominating committee will present the name of a church member to the church for approval. If the vacancy is that of the deacon member, the nominating committee will receive a recommendation from the deacon body to be presented to the church for approval.

TERM OF OFFICE

Each member shall serve for a period of three years and will then rotate off the committee for at least one year before being reconsidered for the position. Only one member will rotate off each year.

DUTIES

1. Hold legal title to all church properties (as required by state law) and act only as directed by the church in regular business session.
2. Sign all legal documents involving church property, upon direction by the church in regular business session.

3. Maintain an up-to-date inventory of all church property, mortgage loans and insurance on church property. (Such information should be kept in a safety deposit box with copies filed in the church office safe for ready reference).
4. The trustees 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 authorizing each 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. All legal papers shall be kept in a safety deposit box. They shall also be charged with overseeing the church's insurance needs and making sure coverage is adequate.
5. Relate to appropriate civil officials in all legal matters involving the church.
6. Keep abreast of latest insurance and legal changes (innovations, programs, etc.), report such changes and advise the appropriate church leaders, staff and/or committees,
7. Counsel with appropriate church officers and committees in matters related to church properties, for example, finance committee, treasurer, property and space committee, deacons, insurance committee, and long-range planning committee.
8. Maintain all church legal documents in conjunction with the administrative assistant.
9. If qualified, serve as resource personnel to the church staff and church families in legal matters.
10. Stay in touch with the church council and deacon body to report on current plans and ideas as necessary.
11. Report to the church as necessary.
12. Serve as an ex-officio member of the church council.
13. Arrange for an audit of the financial records and procedures of the church by an independent qualified firm or individual every five years or as often as might be requested by outside sources such as banks or for loan purposes or the IRS if they should request it.

SECTION 3 - ORGANIZATIONAL OFFICERS

A. MODERATOR

The chief responsibility of the moderator is to make preparation and to preside at church business meetings, that is, to coordinate and facilitate productive business meetings in an orderly, efficient manner. (The Senior Pastor is the Moderator. See Article VI of the Constitution).

DUTIES

1. Develop a church business meeting agenda in cooperation with appropriate persons. Copies should be shared with church staff members, chairman of deacons, and others included on the agenda prior to each session, if possible.
2. Help members stay informed and involved in church business by promoting attendance and participation in business meetings.
3. Preside over all church business meetings. Clarify matters voted on for later action and follow up on these.
4. Evaluate each business session and its activities.
5. Consult with church staff members, committee chairpersons, church program organization directors and other responsible persons in preparation of the business meeting agenda and in evaluation of each business session and its activities.
6. Follow up after each business meeting with responsible committees, officers, individuals, and others to ensure that decisions are implemented.
7. Be in touch with as many members as possible to know the spirit and mood of the congregation.
8. Serve as an active member of the church council.

B. CHURCH CLERK

The church clerk is responsible for recording, processing and maintaining accurate records of all church business meeting transactions. (Some responsibilities may be assigned to church staff members.)

DUTIES

1. Assist in preparation of the agenda for church business meeting(s).

2. Keep an accurate record (in the form of minutes) of all business transactions made and approved in church business meetings.
3. Present the minutes of the prior meeting(s) at each business meeting for official church approval.
4. Work with the moderator in preparation of agenda before meetings and in preparation of minutes after meetings. (It may be necessary at times to consult with appropriate church staff members, church program leaders, committee chairpersons, deacons and others to be sure that the wording in the minutes is correct as given in the business meeting to avoid confusion either in the next business meeting or a later date).
5. A typed copy of the business meeting should be sent to the staff members and moderator no later than one week following a business session.
6. Serve as an active member of the church council.

C. TREASURER

The church treasurer is responsible for the proper receipt, accounting and disbursement of church funds within policies established by the church for adequate financial control. The treasurer's work focuses primarily on financial records and payment procedures rather than handling of cash. The church treasurer must execute and deliver a Confidentiality Agreement. (See App G page 90)

DUTIES

1. Keep accurate records in appropriate financial journals of all monies received and disbursed.
2. Reconcile monthly bank statement and correct ledgers as needed.
3. Sign checks in accordance with church policies and procedures, which will require two signatures, and always verifying supporting data for each check request.
4. Make monthly and annual reports to the finance committee and the church.
5. Suggest possible investment opportunities; advise about savings accounts, money market accounts, CD's, sweep accounts, etc.
6. Keep church staff informed of any trends or changes in fiscal matters.
7. Instill and preserve high financial morals throughout the congregation.

8. Submit accurate financial records for the annual audit, according to church policy.
9. Serve as ex-officio member of the finance committee.

Confer with this committee in:

- (a) Recommending and establishing policies related to the receiving, accounting, and disbursing of church monies.
 - (b) Developing the annual church budget and coordinating the annual stewardship campaign.
 - (c) Preparing and presenting a monthly financial report to the church business meeting. (Also confer with moderator about presentation of report).
 - (d) Providing a continuing program of stewardship education for the church.
10. Prepare and or assist the financial secretary in weekly deposits. Receive a copy of deposit slip and summary-of-receipts record from the tellers committee after each deposit.
 11. Work closely with the church secretary in maintaining records of individual contributions.
 12. Confer with the church staff members and deacons to maintain communication in financial matters of the church.
 13. Work with staff members, officers, and organizations in administering financial details of church projects; for example, as receipts fall above or below budgeted funds.
 14. At the request of the finance committee, serve as advisor to various requesting committees in preparing and maintaining their budget.
 15. Serve as an active member of the church council. Advise the council and various committee chairpersons about available funds and budgeted funds.

D. ASSISTANT TREASURER

The assistant treasurer is to assist, as directed by the church treasurer, in all activities relative to the receipt, accounting and disbursement of church funds within policies established by the church for adequate financial control. The assistant treasurer's work focuses primarily on financial records and payment procedures

rather than handling of cash. The assistant treasurer must execute a Confidentiality Agreement. (See App G page 90)

E. CHURCH HISTORIAN

DUTIES

1. Gather and preserve all significant church records.
2. Maintain accurate membership records. This includes (a) adding new names and pertinent information to the chronological membership roll and dropping other names as necessary through transfer or death; (b) correcting records for name change, change of address or phone number; and (c) sending a memo as needed to all church personnel; keeping separate records to avoid incorrect information.
3. Request letters by transfer from other churches for new members, forward letters to other churches requested by them and notify persons when their names are removed from the church roll for any reason other than transfer of membership by letter providing sufficient address is available.
4. Preserve records for present and future use.
5. Provide statistical information on the church membership as requested. Give necessary information about new members to the Associate Pastor of Preschool and Children's Ministries so the new members may be included in a deacon family or enrolled in other church programs.
6. Prepare or update church history at regular intervals.
7. Recommend policies and procedures regarding historical records.
8. Seek ways to educate and inspire church members through the use of church history information.
9. Prepare 'Monthly Activity Report' for each business meeting.
10. Keep separate books on staff, deacons, pastor (with pictures and information), land, budget, minutes, bulletins and miscellaneous. Keep main History Book up to date.
11. Keep pictures of each and every new member with information. Give copies to appropriate people.

SECTION 4 - GENERAL OFFICERS

The general officers of the church are the Directors of the various organizations of the church, i.e.: Sunday School Director, Woman's Missionary Union Director, Brotherhood Director, , Preschool Director and any others as the church should deem necessary.

DUTIES

1. To lead their organizations to strive for the standards encouraged by their organizations' respective S.B.C. agencies.
2. To lead their organizations to use S.B.C. curriculum. Use of other curriculum must be first approved by the Senior Pastor and authorized by the church.
3. To lead workers in their organizations to strive for excellence by taking advantage of training opportunities made possible through the church, association and conventions.
4. The general officers are to relate to the staff member who has been assigned responsibility for overseeing the ministry of their respective organization. They are to work closely with said staff member and use him/her as a resource person for the development of their department's ministry.
5. Each general officer shall be a member of the church council to coordinate and correlate their organization's ministry with that of the other organizations of the church.
6. Each general officer shall be an ex-officio member of the nominating committee to offer recommendations concerning their respective organization.

SECTION 5 - COUNCILS

A. CHURCH COUNCIL

The major functions of the church council relate to planning, coordinating and evaluating the total work of the church.

DUTIES

1. Formulate and recommend to the church objectives and goals for both immediate and long range action.
2. Develop and recommend to the church action plans for reaching church goals.
3. Prepare the annual church calendar of activities.

4. Review and coordinate suggested program plans and actions by the church staff, church officers, organizations and committees; and provide for adequate communication among staff, officers, organizations and committees.
5. Review and report as appropriate to the church the use of resources in terms of the needs of church programs as they work toward the achievement of the objectives and goals of the church.
6. Evaluate program achievements in terms of church objectives and goals, and report evaluations to the church.

MEMBERSHIP

1. Church staff members, directors of church program organizations, the AWANA or BLAST commander, preschool director, usher chairman, church officers and the chairman of the deacons. The moderator (Senior Pastor) serves as the chairman.
2. Ex-officio members include the chairpersons of all church committees and directors of specialized ministry services.

MEETINGS

The church council will meet regularly once a month and have called meetings as needed.

B. COLLEGE AND CAREER MINISTRY COUNCIL

The principle function of this council is to assist the Associate Pastor of Youth, College and Career Ministries in the planning and implementation of mission trips, ministries and other activities of the college and career group.

DUTIES

1. Assist in preparation and implementation of the annual budget.
2. Assist in the formulation of an annual plan of activities for the college and career group.
3. Give guidance and help facilitate planned activities for the college and career group.
4. Help plan and assist in the implementation of outreach and mission oriented ministries.

MEMBERSHIP AND TERM

The council shall consist of six members with the Associate Pastor of Youth, College and Career Ministries serving as chairman. The other members will consist of the Sunday school teacher for the college and career class, three members from the same Sunday school class and a deacon.

The term of office will be as follows: The Associate Pastor of Youth, College and Career Ministries and the Sunday school teacher for the college and career class will serve as indicated and not be subject to rotation. The remaining four members will serve three year terms with one person rotating off each year.

C. YOUTH COUNCIL

The principle function of this council is to assist the Associate Pastor of Youth, College and Career Ministries in the planning and implementation of youth ministries and other activities of the sixth through twelfth grades.

DUTIES

1. Assist in providing guidelines for the use of the church facilities for youth activities.
2. Assist in the preparation of a yearly financial budget for youth activities.
3. Assist the Associate Pastor of Youth, College and Career Ministries in all youth activities.
4. Work in relationship with the Associate Pastor of Youth, College and Career Ministries.
5. Assist in establishing a calendar of activities for the youth ministry.

MEMBERSHIP AND TERM

Membership shall consist of Associate Pastor of Youth, College and Career Ministries as chairman, one deacon, three core members, one parent from the high school department, one parent from the middle school department, one teacher from the high school department, and one teacher from the middle school department.

The deacon shall be selected by the deacons in their regularly scheduled meeting. The three core members, the parents from the high school and middle school department, and the teachers from the high school and middle school departments shall all be proposed by the nominating committee and voted upon by the church membership at a regularly called business meeting.

The terms for such members shall be as follows:

Three core members — 3 years
Two Parent members — 1 year
Two Teacher members — 1 year
Deacon — 1 year

D. CHILDREN'S EDUCATION COUNCIL

The principle function of this council is to assist the Associate Pastor of Preschool and Children's Ministries in the planning and implementation of children's ministries and other activities of the first through 5th grades. The Associate Pastor of Preschool and Children's Ministries shall be the chairman of the children's council.

DUTIES

1. Assist in providing guidelines for the use of church facilities for children's activities.
2. Assist in the preparation of a yearly financial budget for children's activities.
3. Assist the director of children's education.
4. Work in relationship with the director of children's education.
5. Assist in establishing a calendar of activities for the children's ministry.

MEMBERSHIP AND TERM

Membership shall consist of the Associate Pastor of Preschool and Children's Ministries as chairman, one deacon, three at-large members and two parents of first through fifth grade age children.

The deacon shall be selected by the deacons in their regularly scheduled meeting, and the three at-large members and the two members shall be proposed by the nominating committee and voted upon by the church membership at a regularly called business meeting.

The terms for such members shall be as follows:

Three at-large members — 3 years
Two Parent members — 1 year
Deacon — 1 year

ARTICLE IV COMMITTEES

There are two types of committees in the church which are:

1. Standing — relates to the long-term, on-going ministries and programs that are basic to the church's life.
2. Special — (i.e.) - relates to short-term or temporary needs of the church and is dissolved as soon as their task is complete.

SECTION 1 - SELECTION AND DUTIES OF COMMITTEE MEMBERS

A. SELECTION

The members of all committees (standing and special) should be recommended by the nominating committee and elected by the church.

B. COMMITTEE MEMBER

DUTIES

1. Know the purpose, duties, and other members of the committee.
2. Be present and on time for meetings.
3. Participate in discussions.
4. Contribute to the planning and achievement of activities/projects.
5. Complete assignments as agreed upon.
6. Keep the committee chairperson informed about progress on assignments; report at committee meetings.

C. COMMITTEE CHAIRPERSONS

DUTIES

1. Know the purpose, duties and other members of the committee.
2. Request and administer committee budget.
3. Serve as an ex-officio member of the church council.

4. Plan the agenda for each committee meeting.
5. Conduct committee meetings.
6. Supervise the work of the committee secretary.
7. Assign responsibilities to committee members for follow-through actions.
8. Lead the committee to complete activities/projects.
9. Report committee actions as appropriate to the church council and/or the church business meeting.
10. Work with church staff members, church officers, church council, church program directors and other committees.

D. COMMITTEE GUIDELINES

1. Rotational membership shall be maintained for all standing committees. One third of the members shall rotate off each year, except as noted under individual committees —TERM OF OFFICE.
2. Non-rotational membership shall be maintained on all special committees. All members are to serve until the work of the committee is completed or the committee is disbanded by church action.
3. Membership shall be limited to only one standing committee and to one special committee at a time. Exceptions may be permitted with church approval only in unusual circumstances.
4. Non-deacon members of all committees, standing and special, shall be recommended by the nominating committee. The nominating committee shall staff newly created committees with at least three members. Additional members may be added as necessary always keeping the total number on the committee an odd number (i.e.: 3,5,7,9, etc.)
5. A committee member should not be reelected to the same standing committee for a period of one year following a three year term. However, the year of ineligibility can be waived by special permission of the church in unusual circumstances. Need and willingness to serve should be the primary placement criteria.
6. The chairperson of each committee will be designated by the nominating committee. (This is to be done when the committee members are presented to the church for election. chairpersons of standing committees shall serve one

year. Chairpersons of special committees are to serve until the committee completes its work or is disbanded by church action.

7. The Chairperson — not the Senior Pastor or any staff member — is to lead the committee. Also, the committee members — not the Senior Pastor or any staff member are to do the work.
8. The committees are to report via the chairperson directly to the congregation during a regular business meeting when necessary or upon request. Reports that involve major recommendations or required major decision making by the church shall be shared with the Senior Pastor/church council and deacons for review and/or response prior to the business meeting.

SECTION 2 - COMMITTEE FUNCTIONS

A. BY-LAWS COMMITTEE

Membership: Two active deacons appointed by the deacon board, three members selected by the nominating committee.

Term: Three years on a rotating basis.

RESPONSIBILITIES

1. Keep the Church By-Laws current, working through committees, where appropriate, to present changes to the church for approval.
2. Maintain five official copies of the By-Laws for the following:
 - a) Chairperson of the By-Laws Committee
 - b) Senior Pastor
 - c) Church Historian
 - e) Financial Administrative Assistant
 - f) Church Secretary
3. Copy and distribute current By-Laws to all church members as necessary.

B. FINANCE AND STEWARDSHIP COMMITTEE

Membership: 5 members

Term of Office: Three years on rotating basis

RESPONSIBILITIES

1. Lead the church in budget planning, promotion, subscription and administration.
2. Supervise the church's financial activities and the administration of the approved budget.
3. Meet prior to the monthly business meeting to study the treasurer's report.
4. Review the approved budget every quarter and recommend adjustments regarding income and new requirements to the deacons and the church as needed.
5. See that the appropriate financial records and procedures are maintained and that these records are made available for audit when requested.
6. Plan and promote stewardship education in all areas of the church's life.
7. Insure that the church's purchasing policy as stated under Article V is adhered to.
8. The budget for each new fiscal year (January — December) should be ready to present to the church in the previous December's conference.
9. Treasurer is ex-officio member
10. To establish and administer designated fund accounts in furtherance of the religious mission and purposes of our church, as well as to comply with IRS regulations. The administration of the funds, including all disbursements, is subject to the control and discretion of the finance committee. The finance committee shall establish all policies with respect to the designated fund accounts, and such policy may be changed by an affirmative vote of a majority of finance committee members.
11. Maintain and provide records of individual contributions.

C. NOMINATING COMMITTEE

The principle function is to lead the church in the staffing of all church-elected leadership positions filled by volunteers; to approve all volunteer workers before they are enlisted to serve in church related positions.

MEMBERSHIP AND TERM

Five members shall comprise the nominating committee.

Their term of office shall be one year. A new and different committee is to be elected at the August conference. This committee shall be nominated by the preceding year's nominating committee.

RESPONSIBILITIES

1. This committee will recommend during the September conference the following directors: Sunday school director, brotherhood director, W.M.U. director, BLAST and/or AWANA commander.
2. At the September conference this committee will bring to the church nominations for all church offices.
3. Only members of Macland Baptist Church will be eligible to hold a church elected office.

D. PERSONNEL COMMITTEE

Personnel committee is to study the staff and employment needs of the church (except the Senior Pastor and paid consultants), develop a personnel policy and administer that policy on behalf of the church.

MEMBERSHIP AND TERM

Five church members with the Senior Pastor serving as ex-officio. The vice chairman of the deacons shall serve as chairman of this committee. A third of this membership should rotate off each year.

RESPONSIBILITIES

1. Study the needs for future personnel.
2. Develop and keep current all position descriptions.
3. Maintain an organization chart and personnel policy.
4. Locate, interview, and recommend to the church all prospective employees of the church.
5. Work with the respective ministerial staff search committee in filling ministerial staff positions.
(See By Laws Article I, Sections 1, 2, 3, 4 and 5, Article V, Section 3).
6. Recommend to the church a salary and benefit plan.

7. Furnish finance committee suggested salary increases for each year for budget.

The personnel committee fills a significant place of service in the church. Its members should be spiritually mature, sensitive to the needs of persons, and willing to become knowledgeable in human resources development.

E. PLANNING AND GROWTH COMMITTEE

Membership: 5 Members

Term of Office: 3 years on a rotating basis.

RESPONSIBILITIES

1. Review the overall functions of the church to anticipate and activate the planning process to meet the needs for growth and expansion in all areas of church activities, including building needs, physical changes or modifications to buildings and/or grounds.
2. Be sensitive to planning-growth needs for all ages of church membership from infants to seniors.
3. Work with pastor, individual church committees, trustees, deacons and other elected leaders to identify and activate actions to meet growth and expansion needs of church; meet with church council at least twice yearly to receive and share ideas with leaders of all church functions and activities.
4. Bring ideas and/or recommendations to standing committees for action items or where no responsible committee exists; bring ideas and recommendations to church for consideration and action.

F. PRE-SCHOOL COMMITTEE

Membership: 5 members

Term of Office: Three years on a rotating basis.

RESPONSIBILITIES

1. Work in close cooperation with the nursery coordinator, preschool director and director of Sunday school.
2. Assist in coordinating the church's nursery activities and helping the nursery parents and workers to work together so as to correlate home and church teaching efforts for the greater effectiveness of each.

3. Become familiar with recommended nursery procedures.
4. Formulate and recommend nursery policies for church adoption including the review, evaluation and revision, as necessary, of the nursery activities.
5. Inform church members of nursery policies.
6. Develop and request a budget for operations and supplies.
7. Recommend purchase, construction and remodeling of nursery equipment and facilities as needed.
8. Make recommendations to the property committee through the Associate Pastor of Preschool and Children's Ministries concerning the care and cleanliness of the rooms.
9. Help department workers enlist church members to assist the regular workers in the nursery.
10. See that the nursery is open and staffed for all church services and special meetings, working with the nursery coordinator.
11. Assist the personnel committee in the employment of paid nursery workers by interviewing and making recommendations to the church if necessary.
12. Recommend needed policy changes, equipment, or personnel to the staff member who is responsible for this area of work.
13. Strengthen home/church relationships through meetings, visitation, appropriate literature and publicity.
14. Work with the proper church leaders in the selecting, enlisting, training and supervision of any paid workers that are necessary.

G. PROPERTY AND SPACE COMMITTEE

Membership: 5 members

Term of Office: Three years on a rotating basis.

RESPONSIBILITIES

1. Maintain the buildings and the grounds, and recommend adaptation and remodeling as the church's needs arise.

2. Supervise general building upkeep, minor repair, and the redecoration of present buildings.
3. Lead in the beautification and care of all grounds owned by the church, including the parking area.
4. Supervise all grounds maintenance such as mowing, edging, trimming, and weeding. Assist and advise in selection, placement and care of outside plants and shrubs.
5. Insure safe conditions of all buildings and surrounding grounds.
6. Inspect and inventory church properties, establishing an inventory and service record of all equipment. This record should be given to the trustees for safekeeping.
7. Maintain instructions for the operation and maintenance of all equipment.
8. Recommend to the personnel committee the employment, training and supervision of maintenance personnel; define the duties of and instruct such personnel.
9. Develop and initiate scheduled cleaning procedures and standards concerning floor care, painting, kitchen, rest rooms, and other facilities, and making provisions for necessary equipment and supplies.
10. Develop and initiate a program of preventive maintenance, including safety measures and accident and fire protection in church buildings, grounds, parking areas, dwellings owned by the church, and all other church property.
11. Request and administer maintenance, furniture and equipment budgets to take care of expected needs.
12. Continuously review and project present and future needs and make recommendations for special or large repair needs, equipment, and other property needs. Supervise the performance of required work after church approval.
13. Take over upkeep of any new building and cooperate with the property and space committee, who will make the proper contacts to obtain corrections in the guarantee period.
14. Cooperate with the trustees to provide proper insurance coverage on all church properties.

15. Work with Associate Pastor of Preschool and Children's Ministries in supervision of custodian(s).

H. TELLERS COMMITTEE

Membership: 4 members

Term of Office: 1 year

RESPONSIBILITIES

1. Teller responsibilities would include counting all funds received by the church on the following Monday morning. At least one committee member must be present when funds are being counting and prepared for deposit.
2. The committee member is responsible for accompanying deliveries to the bank for deposits.
3. Committee members shall execute a Confidentiality Agreement. (See App G page 90)

ARTICLE V

MINISTRY TEAMS

A. AUDIO-VISUAL MINISTRY TEAM

The Audio-Visual Ministry Team is to lead the church in providing audio-visual services in support of the various ministries of Macland Baptist Church.

MEMBERSHIP AND TERMS OF OFFICE

The Audio-Visual Ministry Team shall consist of as many members of Macland Baptist Church as want to be involved in this ministry. The ministry team will be led by a director and assistant director who shall serve a one-year term of office. The assistant director can be elected the year following his/her term of office as the director. The audio-visual ministry team director and assistant director shall be nominated for church approval each year by the nominating committee.

DUTIES

The primary duties of the director will be as follows:

1. Maintain an updated roster of all those serving on this ministry team.
2. Chair periodic meetings of the ministry team.

3. Work under the direction of the Music Director in making decisions concerning the purchase of equipment, including materials to be used by more than one group.
4. Work under the direction of the Music Director in making recommendations to the finance committee for an annual audio-visual budget.
5. Work under the direction of the Music Director in making recommendations related to the proper building facilities for audio-visual presentations.
6. Work under the direction of the Music Director in giving assistance in repair and maintenance of equipment presently owned by the church.
7. Work under the direction of the Music Director in the physical handling of equipment and the proper usage of this equipment when needed.
8. Work with the Music Director in the maintenance, use and purchase of sound equipment for the church facilities.
9. Be responsible for recording of worship services.
10. Be responsible for providing training opportunities in order to enhance current audiovisual ministries.
11. Be responsible for providing audio-visual services for weddings, funerals, and other events as requested. All requests for audio-visual services shall be in writing and provided to the audio-visual committee chairman on or before ten (10) days of the scheduled event.

B. BAPTISM MINISTRY TEAM

The Baptism Ministry Team is to lead in the support of the baptism ministry of Macland Baptist Church.

MEMBERSHIP AND TERMS OF OFFICE

The Baptism Ministry Team shall consist of as many members of Macland Baptist Church as want to be involved in this ministry. The ministry team will be led by a director and assistant director who shall serve a one-year term of office. The assistant director can be elected the year following his/her term of office as the director. The baptism ministry team director and assistant director shall be nominated for church approval each year by the nominating committee.

DUTIES

The primary duties of the director will be as follows:

1. Maintain an updated roster of all those serving on this ministry team.
2. Chair periodic meetings of the ministry team.
3. Help in making baptism a meaningful testimony to the dual design of immersion, demonstrating the death and resurrection of Christ, and the death of the believer to the old life and resurrection of the new life through faith.
4. Study the baptismal facilities and recommend needed improvement.
5. Arrange for maintenance of baptistery and dressing rooms.
6. Arrange for cleaning and storage of baptismal robes, towels, and other articles.
7. Lead teams in preparing candidates for baptism.
8. Lead teams in assisting the pastor in the service of baptism.
9. Lead teams in assisting the candidate before and after the service.

C. COMMUNITY EVANGELISM MINISTRY TEAM

The Community Evangelism Ministry Team is to lead the church in reaching out to the surrounding community through special events and projects, ministering to individuals practically and evangelistically at their point of need. These needs could include providing help with finances, food, health care, housing, education, employment, and transportation. Meeting practical needs will always be used as an evangelistic opportunity to share the Gospel of Jesus Christ. This team will lead our church in sponsoring special community evangelism projects in the Powder Springs area, and cooperate with the Noonday Baptist Association and other organizations on similar projects in the Metro-Atlanta area.

MEMBERSHIP AND TERM OF OFFICE

The Community Evangelism Ministry Team shall consist of as many members of Macland Baptist Church as want to be involved in this ministry. The ministry team will be led by a director and assistant director who shall serve a one-year term of office. The assistant director can be elected the year following his/her term of office as the director. The congregational care ministry team director and assistant director shall be nominated for church approval each year by the nominating committee.

DUTIES

The primary duties of the director will be as follows:

1. Maintain an updated roster of all those serving on this ministry team.
2. Chair periodic meetings of the ministry team.
3. Plan and coordinate local community outreach projects and events.
4. Maintain channels of communication with other like organizations and cooperate in Metro-Atlanta events.
5. Communicate regularly with the pastor as to the status and progress of the ministry as a whole, and about upcoming special projects and events.
6. Report to the church at church conference as to the status and progress of the ministry as a whole, and about upcoming special projects and events.
7. Be a member of and make a report to the church council at monthly meetings as necessary.

D. FLOWER MINISTRY TEAM

The Flower Ministry Team is to lead the church in providing flowers as decoration for Macland Baptist Church.

MEMBERSHIP AND TERMS OF OFFICE

The Flower Ministry Team shall consist of as many members of Macland Baptist Church who wish to be involved in this ministry. A director and an assistant director will lead the ministry team, and each shall serve a one-year term of office. The assistant director can be elected the year following his/her term of office as the director. The director and assistant director of the flower ministry team shall be nominated for church approval each year by the nominating committee.

DUTIES

The primary duties of the director will be as follows:

1. Maintain an updated roster of all those serving on this ministry team.
2. Chair periodic meetings of the ministry team.
3. Lead in securing and arranging flowers for use in the church auditorium.

4. Work with appropriate committees to provide flowers for special church functions.
5. Lead in disposing of flowers and in cleaning and care of floral equipment and supplies.
6. Supervise the care of plants in the church buildings.
7. Handle requests for floral arrangements given as memorials.
8. Assist and advise in selection, placement and care of outside plants and shrubs.

E. HOSPITALITY MINISTRY TEAM

The Hospitality Ministry Team is to lead the church in providing Hospitality services for regular and special events of Macland Baptist Church.

MEMBERSHIP AND TERMS OF OFFICE

The Hostess Ministry Team shall consist of as many members of Macland Baptist Church who wish to be involved in this ministry. A director and an assistant director shall lead the ministry team, who will each serve a one-year term of office. The assistant director can be elected the year following his/her term of office as the director. The director and assistant director of the Hospitality Ministry Team shall be nominated for church approval each year by the nominating committee.

DUTIES

The primary duties of the director will be as follows:

1. Maintain an updated roster of all those serving on this ministry team.
2. Chair periodic meetings of the ministry team.
3. Meet and provide hospitality services for all official social functions of the church.
4. Work with the kitchen ministry leadership team in making sure all the necessary supplies are available for each function.
5. Act as the church's personal hospitality in seeing that every person at a social event is made to feel welcome and that his/her concerns are of personal interest.
6. Enlist and assign teams of greeters for each Sunday service, making each person attending the services feel welcome. Provide assistance and direction

to visitors when needed. Work with Sunday School leadership in providing greeters for the Sunday School hour.

7. As part of coordinating a crisis ministry, lead in ministering to the needs of church member families when there has been the death of an immediate family member.
8. Coordinate and ensure that food is carried to wherever the family is gathering, especially on the day of the funeral.
9. Coordinate the serving of food to the family and cleaning up afterward, especially when the meal is served in the fellowship hall of the church.

F. KITCHEN MINISTRY TEAM

The Kitchen Ministry Team is to lead the church in overseeing the use and operation of the kitchen facilities of Macland Baptist Church.

MEMBERSHIP AND TERMS OF OFFICE

The Kitchen Ministry Team shall consist of as many members of Macland Baptist Church who wish to be involved in this ministry. A director and an assistant director shall lead the ministry team, and each shall serve a one-year term of office. The assistant director can be elected the year following his/her term of office as the director. The director and assistant director of the Kitchen Ministry Team shall be nominated for church approval each year by the nominating committee.

DUTIES

The primary duties of the director will be as follows:

1. Maintain an updated roster of all those serving on this ministry team.
2. Chair periodic meetings of the ministry team.
3. Formulate and recommend to the church policies outlining the proper use of the food service facilities.
4. Communicate all policies and procedures to the kitchen staff, church leaders and the members of the church.
5. Evaluate and report to the church, as is appropriate, the services rendered by the kitchen in terms of church program needs.
6. Prepare a yearly financial budget for the operation of meal service equipment and submit to the finance committee.

7. Assist the church hospitality in an advisory capacity as required.
8. Recommend food-handling procedures to assure compliance with the city (or county) board of health.
9. Periodically spot-check the food services operation to assure compliance with established operating procedures.

G. USHER MINISTRY TEAM

The Usher Ministry Team is to lead the church in providing ushers for all services of worship of Macland Baptist Church.

MEMBERSHIP AND TERMS OF OFFICE

The Usher Ministry Team shall consist of as many members of Macland Baptist Church as want to be involved in this ministry. The ministry team will be led by a director and assistant director who shall serve a one-year term of office. The assistant director can be elected the year following his/her term of office as the director. The usher ministry team director and assistant director shall be nominated for church approval each year by the nominating committee.

DUTIES

The primary duties of the director will be as follows:

1. Maintain an updated roster of all those serving on this ministry team.
2. Chair periodic meetings of the ministry team.
3. Be responsible to the church for the general conduct, seating arrangements, ventilation, and order in all worship services.
4. Be responsible for greeting people as they enter and leave the church. Be responsible for the seating of people at the proper time, and provide bulletins and other materials at the time of seating.
5. Arrange for the best possible seating of the congregation for all services of worship.
6. Adjust and adapt heat and air-conditioning to the needs of the congregation.
7. Be ready and available at all times during the regular worship services to meet any emergencies which may arise.
8. Be responsible for receiving the offering at each regular worship service or any special services when a collection is received.

9. Be attentive to the needs of the congregation and pastor at all times. Help prevent interruptions and distractions.
10. Be responsible for the visitor's cards and other needed services as required.
11. Enlist and train a reserve of men to serve as ushers and schedule them as needed.

ARTICLE VI

POLICIES

SECTION 1 - PURCHASING POLICY

A. Cash Advance Purchases

Church Organizational or Committee members requesting a purchase will submit a completed purchase order with anticipated expenses to the organization or committee chairperson for approval. If approved, the chairperson will forward to the finance committee for approval and processing by the treasurer. The treasurer will forward a check to the organization or committee member for purchase. Following the purchase, the member or chairperson is responsible for forwarding receipt(s) along with leftover monies to the treasurer to balance all accounts.

B. Cash Reimbursement Purchases

Church Organizational or Committee members requesting reimbursement for a purchase will submit a completed purchase order with attached receipt(s) to the organization or committee chairperson for approval. If approved, the chairperson will forward to the finance committee for approval and processing by the treasurer. The treasurer will forward a check to the organization or committee member for reimbursement.

C. Direct Billing Purchases

Church Organizational or Committee members purchasing or ordering materials that are to be billed to a church account will submit a completed purchase order with attached receipt(s) to the organization or committee chairperson for approval. If approved, the chairperson will forward to the finance committee for approval and processing by the treasurer. The treasurer will forward a check to the appropriate vendor.

D. Utility Expenses

All utility expenses are billed directly to the church; are to be monitored and approved by the finance committee and submitted to the treasurer for payment.

E. Expenditure Guidelines

A church department head or committee chairperson may not request expenditures for more than one-third of their designated annual budgeted funds at any one time on non-budgeted items without church approval. Budgeted items may be purchased at any time with the approval of the finance committee. In the event a church department head or committee chairperson has spent 85% of their annual budget, all needed expenditures must be submitted to the finance committee before additional purchases are made. Non-budgeted items that are proposed by a church member, which exceeds \$100, shall be submitted to the finance committee for funding availability before being presented in conference for approval.

SECTION 2 — PROPERTY POLICY

Policy on use of church buildings, grounds and equipment of Macland Baptist Church.

A. Purpose: The properties are for worship, evangelism, study of God's Word, training in Christian character, and developing in every area a mature, well-rounded Christian life. All use of church property must be related to this purpose.

B. Conduct: Members using **church property must keep in mind that it is dedicated to God**. Social activities must be confined to social areas and all other rooms used for the purpose provided. No food or beverages will be allowed in the atrium or sanctuary. All are required **to refrain from** the use of tobacco inside the church buildings or near entrances. Alcoholic beverages are prohibited on church premises.

C. Outside Groups: Due to the busy schedule of our own activities, our buildings and grounds cannot be used by outside groups unless the group activity is endorsed by the deacons and approved by the church in business session.

D. Members: Permission must be requested by members of our church through the church office. Any group given permission must conform to the general church policy.

E. Arranging Meetings: Members are to schedule all meetings of any organization of church through the church office as far in advance as possible and are to endeavor to avoid conflicts. Room assignments will be made by the church office with convenience and economy in mind as to air conditioning and heating. Each group will be responsible for arranging or having arranged the area for use and for returning all properties to their proper place after use.

F. Keys: Only members of the church staff and other authorized persons should have keys. When such a person cannot be present to open and close the buildings, a definite understanding should be made as to who should do it. Any member

scheduling the church shall check out keys through the church office prior to the event and return the key immediately after the event.

G. Electrical Lights: All members are requested to see that all lights and electrical appliances are turned off when rooms are not in use.

H. Nursery: Request for having the nursery open should be made through the nursery coordinator.

I. Kitchen and Fellowship Hall: Permission to use this area must be cleared through the church office. Any group using the kitchen is responsible for cleaning it or having the cleaning done. (Section 6 - page 61)

J. Storage Areas: All storage areas will be assigned by the Senior Pastor.

K. Heating and Air Conditioning: Only designated individuals should operate the controls or thermostats on major units.

L. Room Accessories: Always contact the church staff before attaching anything to the walls. Room assignments will be made each fall in cooperation with all organizations. No area is the exclusive domain of any particular group.

M. Signs and Posters: All must be checked by the church staff before being put up on the main bulletin board. Bulletin board space will be assigned. All outdated material must be removed.

N. Borrowing Church Property: Borrowing church property is discouraged. With only one exception all properties are to remain at the church. A small number of folding chairs and tables can be borrowed for church functions in homes but they must be checked out through the church staff and returned at the scheduled time.

O. Musical Instruments: Permission to use church musical instruments must be granted by the Music Director, or Senior Pastor, if they are for any unscheduled event.

SECTION 3 - PERSONNEL POLICY - GENERAL INFORMATION

A. FILLING STAFF VACANCIES

Staff vacancies are filled primarily in two ways: through an application and hiring process and through a search and call process. The former is used to fill Non-Ministerial positions, while the latter is the way vacancies for Senior Pastor, Associate Pastor of Preschool and Children's Ministries, Associate Pastor of Youth, College and Career Ministries and other Ministers are filled.

1. Offer of employment to all non-ministerial employees of the church shall be made by the personnel committee in writing, outlining the duties of the office, its compensation, and all the conditions set forth in this personnel policy. Acceptance of the offer must be presented in writing to the committee.
2. Offers of positions to Ministerial Staff members, other than the Senior Pastor, will be made by the personnel committee upon recommendation of the corresponding search committee and approval of the church (Article 1, Section 1, 2, 3, 4, and 5). Offer of employment shall be made by the personnel committee in writing, outlining the duties of the office, its compensation, and all the conditions set forth in this Personnel Policy. Acceptance of the offer must be presented in writing to the committee.

B. RESIGNATIONS

1. All resignations from the non-ministerial staff must be presented to the personnel committee in writing.
2. To dismiss a non-ministerial staff employee, the personnel committee shall present a letter in writing to the chairman of the deacons. If the majority of the deacons approve the recommendation, the personnel committee shall be notified to implement the termination.

C. EMPLOYEE BENEFITS

1. PAID VACATIONS

- a) Within each calendar year, vacations are regularly scheduled for all employees. Unused vacation time cannot be carried over into the next year, nor will employees receive additional pay for vacation time not taken.
- b) Vacation time is allotted according to the following policy.
 1. An employee will be eligible for two weeks (ten work days) after twelve months of continuous service unless otherwise specified at time of employment. The ten days must be taken during the ensuing twelve month period.
 2. After ten or more years of continuous service, an employee will receive three weeks (15 work days) vacation. The 15 days must be taken during the ensuing twelve month period.

D. HOLIDAYS

The church facilities will be closed for one day to observe New Year's Day, Good Friday, Memorial Day, Independence Day, and Labor Day. Church facilities will be

closed two days each to observe Thanksgiving and Christmas. When any of these holidays occur on the weekend, employee-selected weekdays will be observed with approval from supervisor.

E. PAID LEAVE

The following policy will be adhered to regarding paid leave for each calendar year.

1. Leave will be granted due to: personal illness; illness of a member of the immediate family which required hospitalization; a death in the family. The immediate family includes mate, child, parent and sibling.
2. Prior to the completion of one year of service, leave will be prorated on the basis of one day for each month employed. Leave is not to exceed ten work days.
3. After one year of continuous service, two weeks leave (ten work days) will be granted.
4. Three days leave will be granted for the death of a member of the immediate family and grandparents. One day will be granted for the death of aunt, uncle, niece, nephew, and first cousin. Leave will be granted whether deceased person was related by blood or marriage.
5. Deductions from salary will be made for leave extending beyond above stated policies unless an extension of leave has been granted by the personnel committee.
6. A request for extension of leave should be made to the personnel committee.
7. Leave is not cumulative, nor will employee be paid for unused leave upon termination of employment.

F. TIME OFF

The ministerial staff shall be allowed to be away with pay, for two weeks of revival, conferences, and/or educational meetings per calendar year, in which they serve as guest minister or conference instructor. In addition, they are granted two weeks away from the church with pay, for conventions and conferences such as Ridgecrest and Glorietta per calendar year.

G. RETIREMENT

The finance committee of the church will be advised by the personnel committee of any proposed supplement as each annual budget is planned.

H. DEATH OF THE SENIOR PASTOR

In the event of death of the Senior Pastor, the church shall pay the house payment or rent and all utilities of his primary residence for up to three months to provide his widow a residence. If the Senior Pastor is residing in a church furnished parsonage, his widow may continue to reside there for three months. If the Senior Pastor is not married at the time of his death, the above benefits do not apply. If his widow elects to move before three months, the benefits will terminate at the time she moves. The widow shall be granted the sum equal to one months' compensation for the Senior Pastor. In the event the Senior Pastor is a widower and children are living with him at the time of his death, the church shall determine the benefits that should be provided for the children, not to exceed the above benefits.

I. ILLNESS OF THE SENIOR PASTOR

In the event of illness of the Senior Pastor that prevents performance of pastoral duties, the church shall pay up to four weeks salary for any single illness within a calendar year.

It shall be the responsibility of the personnel committee to implement this personnel policy.

SECTION 4 - POLICY ON CHURCH WEDDINGS

One of the many functions of our church is to provide a place where a Christian marriage ceremony can be performed for active members of our church and their children or grandchildren. For purposes of this paragraph, "active members" shall mean any person or persons regularly attending church services. The reason for these rules and policies is to establish a uniform and regular practice with regard to weddings in Macland Baptist Church, and to make available to all interested parties the accepted custom of the church. It is the desire of the church that these policies will aid in making your wedding a memorable and happy occasion.

A. THE DATE AND ARRANGEMENTS

No Sunday weddings will be scheduled. A request for a reservation on the church calendar should be made to the church office at the earliest possible time. Weddings must be scheduled so that they will not conflict with church activities, or in the event of an emergency the church will have priority. All arrangements must be made exclusively with the church secretary or church wedding coordinator. Wedding invitations should not be printed until reservations are confirmed in writing through the church secretary.

B. WEDDING DIRECTOR

The bride should select her own wedding director. The Senior Pastor, Church Secretary and Church Wedding Coordinator shall be given the name and phone number of the wedding director. The wedding director is to work directly with the Church Secretary or Church Wedding Coordinator with regard to decorations, church availability and any other activities associated with the wedding involving matters taking place on church property.

C. OFFICIANT

If anyone other than the Senior Pastor of the church is to preside, the Senior Pastor must be consulted. The Senior Pastor is authorized to approve or disapprove officiates. Only ordained Protestant Ministers, active, retired or ordained denominational ministers are acceptable to perform the wedding ceremony.

D. FACILITIES

The sanctuary and fellowship hall are available for weddings. The fellowship hall is available for receptions.

In the worship center of the church sanctuary there exists a setting for a sacred service which is dignified and beautiful. A minimum of decorations is required and that should be carefully planned. It is the responsibility of the wedding party to make arrangements for the decorations.

Much care must be taken to protect all church property. The following must be observed and should be called to the attention of those providing the decorations.

1. No nails, tacks, staples or tape may be used to attach decorations to the walls, woodwork, furniture or floor.
2. Only dripless, mechanical candles can be used in the sanctuary.
3. No decorations should be brought into the church until thirty minutes after any regular service of the church. All decorations must be immediately removed following the wedding.
4. The wedding party will be liable for all damages to the church building, equipment and facilities.

E. MUSIC

The wedding music should reflect Christian values. The music selected for all weddings must be approved by the Music Director. He will also assist in selecting

music for the wedding if requested. The wedding party shall be responsible for providing their own organist, pianist and soloist. The Music Director must approve a musician if one outside the church is requested.

The dignity of the sanctuary and the deep significance of the service are basic guides for planning wedding music. Whether the mood be lofty or serious, or joyful and festive, all should be done with the underlying thought of glorifying God. The bride and groom who want to be married in church will readily agree that a marriage is sacred and therefore, all phases of the ceremony, including the music should be sacred.

F. FEES

There is no charge for the use of the church facilities for weddings. However, it is the responsibility of the wedding party to:

1. Remove all wedding decorations from the church immediately following the wedding.
2. Place all church furniture back to original locations, i.e., pulpit, pulpit chairs, etc.
3. Remove all equipment and supplies used by caterer and/or florist.
4. Fold and store all fellowship hall furniture not desired for use during wedding and place this furniture back to original location after wedding.
5. Collect all trash, bag and secure all trash bags for church custodian to place in dumpster.
6. Clean and place in original location all kitchen equipment and utensils used for wedding reception.

If the church audio system is needed, the Music Director should be notified on or before ten (10) days in advance and the church will provide an audio technician who shall be paid a fee by the wedding director. The minister's honorarium is traditionally taken care of by the groom. If it is desired for the minister to wear formal attire, other than a conservative suit, he should be notified in advance and the wedding party will be responsible for the rental expense.

Reservations for use of the church for weddings cannot be put on church calendar until the "Wedding Information" form is submitted and approved (see page 59-60).

G. MISCELLANEOUS

The following additional rules must be observed. The observance of these rules will be the responsibility of the wedding party.

1. No alcoholic beverages of any kind may be served or consumed on the church premises.
2. No smoking is permitted in the church buildings.
3. No rice may be thrown in or around the church buildings. Bird seed is acceptable outside the buildings.
4. If personal recording equipment is used, it should be located inconspicuously and controlled remotely.
5. The Church Secretary or Church Wedding Coordinator will do their best to accommodate the wedding party with regard to a bride's room and/or groom's room.

H. SUMMARY

It is intended that this outline will be informative and helpful. If there are questions, the Church Secretary will be glad to answer them or to refer you to the proper person.

When you are familiar with this material, please complete and sign the form on the next page, giving particular attention to the statement preceding your signature. The form should then be detached and returned to the Church Secretary.

RESERVATIONS FOR THE USE OF THE CHURCH FOR WEDDINGS CANNOT BE PUT ON THE CHURCH CALENDAR UNTIL THE "WEDDING INFORMATION" FORM IS SUBMITTED AND APPROVED BY ALL REQUIRED PERSONS.

Wedding Information Form

MACLAND BAPTIST CHURCH

3732 Macland Road

Powder Springs, GA 30127

770-943-5511

Brides Name: _____

Current Address: _____

Phone Number: _____

Church Membership: _____

Groom's Name: _____

Current Address: _____

Phone Number: _____

Church Membership: _____

Address after Wedding: _____

Date of Wedding: _____ Hour: _____

Date of Rehearsal: _____ Hour: _____

Rehearsal Dinner at Church: Yes___ No_____

Reception at Church: Yes_____ No_____

Officiating Minister: _____ Coordinator:

Phone Number: _____ Phone No.: _____

Approval of Music: ____

AGREEMENT

I have read the statement of policies and rules concerning weddings and receptions at Macland Baptist Church, and I agree to abide by them and make every effort to insure that those in attendance do likewise. I understand that I must have all music selections approved by the Minister of Music and obtain his signature upon application.

SIGNATURE: _____ DATE: _____
Groom

SIGNATURE: _____ DATE: _____
Bride

DISCLAIMER

Macland Baptist Church will assume no liability for loss or damage to any **personal property, equipment** or personal injury of anyone in the wedding party or guests during rehearsal or wedding.

Signature of Church Pastor: _____ Date Approved: _____

SECTION 5 - NURSERY POLICY

RULES

1. No children over three years old are allowed in the nursery unless accompanied by a parent working in the nursery.
2. No one is allowed in nursery except scheduled nursery workers and children as noted under item 1.
3. When any nursery supplies (cookies, baby wipes, tissues, etc.) are low, notify the "Coordinator of the Week".
4. All toys are to be put back where they originally came from. This is an effort to combat lost pieces.
5. Each child must be assigned a number for the nursery paging system.
6. Infant room is to be used for infants only. Toddler room is to be used for toddlers only.
7. All doors are to be locked when Sunday School/Church service is in progress. When parents come to pick up their children, a nursery worker should stand at the door to make sure that no child leaves without his/her parent.
8. The "Coordinator of the Week" should be notified when sheets, blankets, smocks, etc., need to be washed.
9. No toys except those provided by the nursery are to be used in the nursery. Any suggestions as to additional toys should be made to the nursery committee.
10. The nursery coordinator should be notified any time the church nursery is used.
11. Cookies/snacks are only to be given once during each service.
12. A nursery worker should always accompany toddlers to the restroom.

SECTION 6 - KITCHEN USE POLICY

POLICY

1. A "Facilities Request" form must be filled out in order to use the kitchen. This can be done in conjunction with requesting the use of the fellowship hall or as a separate entity.
2. Kitchen is to be cleaned after use.

3. No food, drinks, etc are to be left in the kitchen, and the refrigerator is to be left empty. Coffee maker is to be left empty and clean (pots and filter basket emptied and washed).
4. Any unused paper products are to be returned to their proper storage area.
5. All trash should be placed in tightly closed plastic bags and placed in dumpster in back of the church. DO NOT LEAVE TRASH IN KITCHEN.
6. Ice scoop should not be left in ice machine. Leave the ice machine door closed.
7. Broom/dust pan and mop are provided for floor clean-up and are located by the ice machine. These are kitchen property and are not to be removed.
8. Any kitchen linens that are used are to be washed and returned ASAP.
9. Any kitchen utensils that are used will be washed and returned to their proper storage area (put back from where they were taken).
10. Follow instructions posted on dishwasher for use.
11. If paper products are used, this is to be documented on the clipboard in the storage room, i.e. who, what and how much.
12. White linen tablecloths can be reserved through any member of the kitchen committee. These are kitchen property. Please return clean and ready for use.
13. Turn off oven(s), stove burners, exhaust fan, and stove light before locking up.
14. When leaving, check thermostat and turn out light.

This policy applies to the main kitchen off the fellowship hall and the kitchenette in the Family Life Center.

SECTION 7 - BENEVOLENCE FUNDS POLICY

POLICY

1. The deacons are allowed to expend up to \$200.00 for each occurrence of immediate aid in the form of paying bills or purchasing needed items for members of our church -cash will not be given at any time. Each occurrence is deemed to be within 30 day period and will not exceed 3 months without church approval. All requests will be evaluated by at least two deacons.
2. Any request for assistance that is more than \$200.00 will be brought to the church for approval.

3. Requests received from persons outside the church will be limited to our geographic area as determined by the deacons in a called meeting to evaluate the request. If the need is verified and funds are available assistance will be given in the same manner as for members.

Church By-Laws Revision Committee 2023

Cheryle Bettis, Chairman

Suzanne Rainwater

Billy Honea, Deacon

Hilda Bankston

Appendix A

Report of the Baptist Faith and Message Study Committee to the Southern Baptist Convention

Adopted, June 14th, 2000

The 1999 session of the Southern Baptist Convention, meeting in Atlanta, Georgia, adopted the following motion addressed to the President of the Convention.

"I move that in your capacity as Southern Baptist Convention chairman, you appoint a blue ribbon committee to review the Baptist Faith and Message statement with the responsibility to report and bring any recommendations to this meeting next June in Orlando."

President Paige Patterson appointed the committee as follows: Max Barnett (OK), Steve Gaines (AL), Susie Hawkins (TX), Rudy A. Hernandez (TX), Charles S. Kelley, Jr. (LA), Heather King (IN), Richard D. Land (TN), Fred Luter (LA), R. Albert Mohler, Jr. (KY), T. C. Pinckney (VA), Nelson Price (GA), Adrian Rogers (TN), Roger Spradlin (CA), Simon Tsoi (AZ), Jerry Vines (FL). Adrian Rogers (TN) was appointed chairman.

Your committee thus constituted begs leave to present its report as follows:

Baptist are a people of deep beliefs and cherished doctrines. Throughout our history we have been a confessional people, adopting statements of faith as a witness to our beliefs and a pledge of our faithfulness to the doctrines revealed in Holy Scripture.

Our confessions of faith are rooted in historical precedent, as the church in every age has been called upon to define and defend its beliefs. Each generation of Christians bears the responsibility of guarding the treasury of truth that has been entrusted to us [2 Timothy 1:14]. Facing a new century, Southern Baptists must meet the demands and duties of the present hour.

New challenges to faith appear in every age. A pervasive anti-supernaturalism in the culture was answered by Southern Baptists in 1925, when the Baptist Faith and Message was first adopted by this Convention. In 1963, Southern Baptists responded to assaults upon the authority and truthfulness of the Bible by adopting revisions to the Baptist Faith and Message. The Convention added an article on "The Family" in 1998, thus answering cultural confusion with the clear teachings of Scripture. Now, faced with a culture hostile to the very notion of truth, this generation of Baptists must claim anew the eternal truths of the Christian faith.

Your committee respects and celebrates the heritage of the Baptist Faith and Message, and affirms the decision of the Convention in 1925 to adopt the New Hampshire Confession Faith, "revised at certain points and with some additional articles growing out of certain needs"

We also respect the important contributions of the 1925 and 1963 editions of the Baptist Faith and Message.

With the 1963 committee, we have been guided in our work by the 1925 "statement of the historic Baptist conception of the nature and function of confessions of faith in our religious and denominational life" It is, therefore, quoted in full as a part of this report to the Convention:

(1) That they constitute a consensus of opinion of some Baptist body, large or small, for the general instruction and guidance of our own people and others concerning those articles of the Christian faith which are most surely held among us. They are not intended to add anything to the simple conditions of salvation revealed in the New Testament, viz., repentance toward God and faith in Jesus Christ as Saviour and Lord.

(2) That we do not regard them as complete statements of our faith, having any quality of finality or infallibility. As in the past so in the future, Baptists should hold themselves free to revise their statements of faith as may seem to them wise and expedient at any time.

(3) That any group of Baptists, large or small, have the inherent right to draw up for themselves and publish to the world a confession of their faith whenever they may think it advisable to do so.

(4) That the sole authority for faith and practice among Baptists is the Scriptures of the Old and New Testaments. Confessions are only guides in interpretation, having no authority over the conscience.

(5) That they are statements of religious convictions, drawn from the Scriptures, and are not to be used to hamper freedom of thought or investigation in other realms of life.

Baptists cherish and defend religious liberty, and deny the right of any secular or religious authority to impose a confession of faith upon a church or body of churches. We honor the principles of soul competency and the priesthood of believers, affirming together both our liberty in Christ and our accountability to each other under the Word of God.

Baptist churches, associations, and general bodies have adopted confessions of faith as a witness to the world, and as instruments of doctrinal accountability. We are not embarrassed to state before the world that these are doctrines we hold precious and as essential to the Baptist tradition of faith and practice.

As a committee, we have been charged to address the "certain needs" of our own generation. In an age increasingly hostile to Christian truth, our challenge is to express

the truth as revealed in Scripture, and to bear witness to Jesus Christ, who is "the Way, the Truth, and the Life."

The 1963 committee rightly sought to identify and affirm "certain definite doctrines that Baptists believe, cherish, and with which they have been and are now closely identified." Our living faith is established upon eternal truths. "Thus this generation of Southern Baptists is in historic succession of intent and purpose as it endeavors to state for its time and theological climate those articles of the faith which are most surely held among us."

It is the purpose of this statement of faith and message to set forth certain teachings which we believe.

Respectfully Submitted,
The Baptist Faith and Message Study Committee

Committee Members:

Adrian Rogers, Chairman

Max Barnett

Steve Gaines

Susie Hawkins

Rudy A. Hernandez

Charles S. Kelley, Jr.

Heather King

Richard D. Land

Fred Luter

R. Albert Mohler, Jr.

T. C. Pinckney

Nelson Price

Roger Spradlin

Simon Tsoi

Jerry Vines

<http://www.sbc.net/bfm/bfmpreamble.asp>

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The Baptist Faith and Message

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I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which **all** human conduct, creeds, and religious opinions should be tried. **All** Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3, 15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:18; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6,21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:79; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification,

sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8,22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14,26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's

sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:130; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12;

Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking

of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate

His

second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8, 16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12;
Matthew 6:14, 19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21, 42; 16:1-13;
Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians
4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1
Peter 1:18-19.*

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah
4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.;
Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15;
12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

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.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to

teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

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APPENDIX B
CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior,

And on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost,

We do now, in the presence of God, angels, and the assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort;

To promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines;

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek salvation of our kindred and acquaintances;

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment;

To avoid all tattling, backbiting, and excessive anger;

To abstain from the sale and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and 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 courtesy in speech;

To be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

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

APPENDIX C

Macland Baptist Church — Leadership Covenant

The following Leadership Covenant signature page shall apply to all Macland Baptist Church members serving in areas of formal and lay leadership including Staff, Deacons, Trustees, Church Officers, Teachers, and Committee members.

Having been led, as we believe, by our Lord and Savior Jesus Christ and being gifted by the Spirit of God, to serve the local Body of Christ at Macland Baptist Church. Fully recognizing that the area of leadership and ministry exacts a higher standard as outlined in Luke 12:48 *"For unto whomsoever much is given, of him shall be much required: and to whom men have committed, much of him they will ask the more."*, we most solemnly and joyfully enter into the Leadership Covenant with one another, as one body in Christ. In doing so, I commit myself to God and to the other members of Macland Baptist Church to follow and adhere to the Constitution and By-Laws of Macland Baptist Church. If at anytime I find that I cannot continue to support the above I will resign my leadership position.

Name (Print): _____

Name (Signature): _____

Address: _____

Ministry Role: _____

Date: _____

APPENDIX D

Macland Baptist Church Church Discipline — Policy Statement

Policy statement: Church Discipline is plainly taught in Scripture and is designed to edify the body of Christ by ministering to those within the body who are dominated by some area of sin. The goal of Church Discipline is to have the sinning party experience liberation and to bring them back into fellowship with Christ. Church Discipline is designed to train, restore, and edify the body of Christ. It honors God through obedience to His word. By nature, Church Discipline is confrontational and therefore should be administered without prejudice to the individual, with extreme care and only after prayer. Church Discipline is not designed to be punitive or to carry out any personal vendetta. Though Church Discipline is a very difficult area of doctrine and one hard to practice, it nevertheless rests upon the divine authority of Scripture and is vital to the purity, power, progress, and purpose of the church. The responsibility and necessity for discipline is not an option for the church if it obeys the Word of God, but a church must be equally concerned that Scripture is carefully followed in the practice of Church Discipline.

In practicing Church Discipline, each member of a church assumes the responsibility of lovingly watching over the members of the church for the purpose of encouraging holiness and discouraging disorderly behavior in each member and in the church as a whole; and each member consents to being so watched over. When other Biblical measures prove ineffective, those members of the church who refuse to repent of sin and submit to the church will be expelled from the church and turned over to Satan. When the disciplined member gives sufficient evidence of genuine repentance, the church is to heartily express forgiveness and receive the offender into fellowship again.

Application: These procedures will apply to the membership body of Macland Baptist Church. Each member of Macland Baptist Church desiring to continue as a member in good standing will agree to submit to and participate in the discipline of the church. Church Staff members are subject to this policy. However, there are existing measures in place within the By-laws to address staff positions.

Addenda: Should a member become guilty of sin that the church deems scandalous, the church may excommunicate him immediately and without prior implementation of less drastic means of discipline, such as private exhortation or public rebuke. 1 Corinthians 5 records the command to immediately withdraw fellowship from a man who was guilty of scandalous sin. See also Galatians 2:11-16.

The decision as to whether or not it is necessary for a repenting member to confess his sin to the entire church rest with the pastors (also called elders and overseers) of the church; but the general principle is the repentance ought to be as public as the sin is notorious. That is, publicly known sins are to be repented of publicly.

Any member who requests to have their name removed from the membership roll of Macland Baptist Church while subject to any stage of Church Discipline will have his name removed from the church roll upon the majority vote of the church. The disciplinary process will cease at that time. This policy does not address situations where civil or criminal law is in question. The appropriate legal authorities should always be contacted in those situations. This policy is intended to address internal matters of the Church. Any Christian considering legal action against another Christian is encouraged to heed 1 Corinthians 6:1-8.

Macland Baptist Church Church Discipline — Procedures

The following procedures outline the process Macland Baptist Church will use to administer Church Discipline. The scriptural procedure for Church Discipline is clear and specific. Examples include: 1 Cor. 4:6; 1 Cor. 5:1-13; Matt. 17:15-19; Titus 3:10; 2 Thess. 3:6-5; 1 Tim. 5:20; and Gal. 6:1. The Procedures adopted for Macland Baptist Church are patterned after these Scriptures and are outlined below.

- Church Discipline Defined
- The Pattern and Basis for Discipline
- The Purpose of Church Discipline
- The Practice and Manner of Church Discipline
- The Pre-Requisites, Directives and Cautions of administering Church Discipline
- General and Specific Reasons for Church Discipline
- Outline of procedures for administering Church Discipline and Restoration

Procedures for Church Discipline:

1) Seek private correction and/or reconciliation with the offender (Matt. 18:15).

a. Responsibility: The individual church member who witnesses the offense.

Note: The aid of church leadership should be sought if the problem involves an offense that is against the whole body or if it is a threat to the unity of the body. Additionally, any charge against an Elder includes the additional scriptural constraint of two to three witnesses as outlined in 1 Tim 5:19.

b. Action Steps:

- i. Begin by expressing your genuine appreciation for the person and their good qualities to show you are genuinely concerned about their welfare. Then and only then bring up the matter which is of concern.
- ii. In some situations the sin is apparent and there is no question, but we must allow for the possibility that we have misjudged or have wrong information. We must listen to the other person's side of the story and seek the facts in the interest of truth and fairness.
- iii. If the person fails to respond, warn them that, according to the instructions of Scripture (Matt. 18:16), you will have to get others as witnesses and return with them to deal with the problem.
- iv. If the person responds with genuine repentance then you have won your brother (Mat 18:15). No additional actions are required. If not, continue to step #2.

2) Take witnesses to strengthen the effect of the discipline. To be completed if Step #1 fails.

a. Responsibility: Individual Church Member and Deacon Body / Church Staff.

b. Action Steps:

- i. If step #1 fails, or there is no resolution, the offended party should notify an ordained ministerial staff or a deacon of Macland Baptist Church to discuss the matter to ensure proper criteria are met to proceed.
- ii. That staff member or deacon should then bring the matter up in a deacons meeting for further discussion, and a plan of action can be formulated.
- iii. Upon approval from the deacons and ministerial staff, a group can be appointed to directly approach the offending party to discuss the matter so that if it has to be brought before the whole church it can be firmly proven and established (Matt. 18:16-17; 1 Tim. 5:19).
- iv. If the person responds with genuine repentance then you have won your brother (Mat 18:15). No additional actions are required. If after these first two steps the person continues to fail to respond, inform them that further action will be taken and provides occasion for serious rebuke (2 Tim. 4:2; 1 Thess. 5:12-13; Titus 2:15; 3:10). Continue to step #3.

3) Seek reconciliation and restoration through the whole body. The first two steps,

private and with witnesses, provide opportunity for loving admonition, correction, and forgiveness. If these steps fail Scripture requires any additional action to be taken before the whole church (2 Thess. 3:14-15; Matt. 18:17; 1 Tim. 5:20, and 1 Corinthians 5:9-13).

a. Responsibility: The Deacons (and only the deacons) can then bring the matter before the church for church wide discussion and action.

b. Action Steps:

- i. Prior to bringing this topic to the church body, the appointed group (Deacons and / or Staff) should establish a Disciplinary Action Plan that outlines the steps this group would recommend the church body take in this matter.
- ii. The appointed group will provide a copy of this action plan to the offending party for the purpose of seeking repentance.
- iii. The appointed group (see section 2.b.iii) will submit an official notification to the church that the offended party is behaving in a way that is detrimental to the church body, and that disciplinary procedures have begun. If the offending party holds any lay leadership positions the appointed group will recommend to the church body that they be removed from these positions. Approval will be required by majority vote of the church.

- iv. If repentance is still not forthcoming, the deacons and ordained ministerial staff should recommend to the church that the church exercise group disapproval by way of social ostracism (refusal to have intimate fellowship).
- v. If this is not sufficient, the church body of believers is to exercise excommunication: removal from church membership, loss of voting privileges, and continuation of the loss of intimate fellowship. This must be approved of and done by the entire congregation (2 Cor. 2:6). This action should be continued until such a time that the person repents before the church or they formally request that their membership be withdrawn. The withdrawing of membership would have to be by a majority vote of the church at a regular business meeting or special called meeting for that purpose.
- vi. A Restorative Action Plan will be created by the appointed group and provided to the excommunicated member outlining the criteria for reestablishing church fellowship.

Procedures for Restoration: In keeping with the goal of restoration, the role of the church must change after there is true repentance. This means accepting the person and forgetting the past (2 Cor. 2:5-7). Aspects of restoration include the following:

1) Forgiveness: Required when Repentance is genuine. (1 John 1:9, Matt 5:23-24, PS 51:17, Gal: 5:22).

a. Responsibility: The Church Body.

b. Action Steps:

- i. The excommunicated party should contact either a Deacon or Staff member expressing their desire to re-establish fellowship with the church.
- ii. Once a contact has been made, the excommunicated party will be invited to either appear before the deacon body or the whole church body (depending on the issue) to express their desire to re-establish fellowship and express their repentance.
- iii. Restoration to church membership would also be by majority vote, once the criteria for restoration have been met.

2) Comfort:

a. Responsibility: The Church Body

b. Action Steps:

- i. Actively reach out to them, assuring them of your support, and encouraging, exhorting, and challenging them to move on (2 Cor, 2:7b).

3) Love:

a. Responsibility: The Church Body

b. Action Steps:

- i. This means including them, drawing them close, doing for them that which will aid their growth and complete recovery (2 Cor. 2:8).

- ii. This would include encouraging them to get involved in ministry (Luke 22:31-32). For positions of leadership, there should be a time of testing to demonstrate their qualifications after the analogy of 1 Timothy 3:10.

APPENDIX E

A Covenant of the Deacons Of Macland Baptist Church

We, the deacons of the Macland Baptist Church, enter into this covenant to encourage one another and to state clearly to the questioning world the high scriptural ideals of a deacon.

1. I hereby covenant that I believe in the inspiration of the scripture and will take it as my sole guide for my conduct.
2. I hereby covenant that a deacon is to be the husband of one wife.
3. I hereby covenant that I will refrain from the sale or use of alcoholic beverages, illegal drugs, paraphernalia and I will not rent any property owned by me to be used as a place for the sale of such products.
4. I hereby covenant to be honest and just in all my business dealings.
5. I hereby covenant that my tongue shall not be used for cursing, lying, telling of smutty stories or to be used to slander the character of my brethren, or to be a talebearer, which may result in harm.
6. I hereby covenant to accept and discharge the responsibilities assigned me by my church to the best of my ability.
7. I hereby covenant to practice the scriptural admonition to give a tithe of my income into the treasury of my church as a minimum of my stewardship.
8. I hereby covenant to refrain from dancing, gambling, desecrating the Lord's Day and other questionable worldly amusements.
9. I hereby covenant to be faithful in attendance to services on the Lord's Day and to prayer meeting.
10. I hereby covenant that I will attend all the regular and called meetings of the deacons unless providentially hindered, and in such cases, I will notify the chairman, pastor or church office, so every deacon may be accounted for in the meeting.
11. I hereby covenant that 3 unexcused absences from the deacon's meeting shall automatically place me on the inactive board, without official action from the deacons and church.
12. I hereby covenant to be a faithful husband and father and to lead my family in their devotional life.
13. I hereby covenant that I will be faithful as a witness to the power of Christ who saves those who are lost.
14. I hereby covenant that the habitual violations of any of the obligations of this covenant shall disqualify me as an active Deacon of the Macland Baptist Church.

In the spirit of love and humility and with the desire to be more effective, I sign this Covenant.

Date _____

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

APPENDIX F

By-law Amendment Procedure

When the need to amend these By-Laws arises, there are two avenues to follow:

1. Any member may go to the Chairman of the By-Laws Committee and give them a requested change in writing for consideration by the committee and then it would be brought to the church as the By-Law Committee recommendation to the church conference.
2. A member may make a motion from the floor at conference which would then be referred to the By-Laws Committee by the moderator, including any amendments that have been made from the floor, for their consideration and recommendation to the church conference at a later date.

APPENDIX G

EMPLOYMENT And CONFIDENTIALITY AGREEMENT

This agreement is made between _____ ("Employee/Committee Member") and Macland Baptist Church (Employer) on _____20____.

Position Title:

Confirmed Salary: \$_____ Annually/Hourly Start Date:

Employee/Member will perform services for Macland Baptist Church (MBC) that may require MBC to disclose confidential and proprietary information ("Confidential Information") to Employee/Member. (Confidential Information is information and data of any kind concerning any matters affecting or relating to Macland Baptist church, the business, or operations of MBC, and/or the staff or church members of MBC not generally known or available outside of the church.)

Accordingly, to protect the Confidential Information that will be disclosed during employment/time of service, the Employee/Member agrees as follows:

1. Employee/Member will hold the Confidential Information received from MBC in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.
2. Employee/Member will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by the Senior Pastor of MBC.
3. Employee/Member will not reproduce the Confidential Information nor use this information for any purpose other than the performance of his/her duties for MBC.
4. Employee/Member will, upon request or upon termination of his/her relationship with MBC, deliver to the Senior Pastor any notes, documents, equipment, and materials received from MBC or originating from MBC employment/service.
5. MBC reserves the right to take disciplinary action, up to and including termination, for violations of this agreement in addition to pursuing civil or criminal penalties.
6. This agreement will be interpreted under and governed by the laws of the state of Georgia.
7. All provisions of this agreement will be applicable only to the extent that they do not violate any applicable law and are intended to be limited to the extent necessary so that they will not

render this agreement invalid, illegal, or unenforceable. If any provision of this agreement or any application thereof will be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of other provisions of this agreement or of any other application of such provision will in no way be affected thereby.

Employee/Member represents and warrants that he or she is not under any pre-existing obligations inconsistent with the provisions of this agreement.

Signing below signifies that the Employee/Member agrees to the terms and conditions of the agreement stated above.

Employee/Member Signature Print Name Date

MBC Witness Signature Print Name Date