

CONSTITUTION

AND

BY-LAWS

WINTERVILLE FIRST BAPTIST CHURCH

WINTERVILLE, GEORGIA

ADOPTED

2012

CONSTITUTION

ARTICLE 1, NAME

The name of this church is “Winterville First Baptist Church, Inc.” The church is located at 305 North Church Street, Winterville, Georgia, 30683.

ARTICLE 2, ARTICLES OF FAITH

Winterville First Baptist Church is a theologically conservative Southern Baptist Church holding to historically orthodox beliefs held by Christians since the time of the Apostles. We are unashamedly Baptist and accept the content of the Baptist Faith and Message 2000 as our doctrinal statement. (This document is attached to this Constitution as Appendix A.) The Senior Pastor, pastoral staff, Sunday school teachers, discipleship teachers, and all other Bible teachers shall teach and minister in accordance with the 2000 Baptist Faith and Message. Winterville First Baptist Church will strive to be a gospel-centered, mission-driven church exalting the Name of Jesus Christ in all that we do.

ARTICLE 3, CHURCH COVENANT

Because we have experienced the grace of God, through no efforts of our own, receiving a life transformed by the gospel of Jesus Christ, we covenant as a body of believers to pursue certain attitudes and actions and to reject certain others. We agree to strive for these standards apart from our own inadequate goodness but instead to live in the Spirit, pursuing godliness and Christ-likeness. The requirements of this membership covenant are not to be seen as extra obligations necessary for good standing with God.

Therefore, by the grace of God, we shall strive:

To work together in Christian love; to strive for the advancement of this church in knowledge, holiness and comfort for one another; to promote its prosperity and its spirituality; to sustain its worship, discipline and doctrine; to observe its ordinances, specifically baptism by immersion after conversion and regular celebration of communion as commanded by Jesus Christ.

To contribute cheerfully and regularly of finances, time, talents and spiritual gifts to the support of the ministry, the expenses of the church, the relief of the poor and the spread of the gospel of Jesus Christ to all nations.

To maintain family and secret devotions; to educate and train our children for Christian living; to study diligently the Word of God; to seek the salvation of relatives and acquaintances; to walk circumspectly; to be just in our dealings, faithful in our promises and exemplary in our conduct; to be zealous in advancing the cause of the Kingdom of Jesus Christ.

To aid each other and our neighbors in sickness and distress, exercising sympathy in feeling and courtesy in speech; to avoid tattling, back-biting and excessive anger; to watch over each other in brotherly love, remembering each other in prayer.

To avoid a contentious spirit, being slow to take offense, always eager for reconciliation and mindful of our Savior's rule to secure it without delay; to refrain from drunkenness, avoiding the use of substances that are likely to harm the body and/or mind of the user and cause the weaker believer to stumble.

To walk in holiness through our lives; if unmarried, this includes the practice of chastity. For those who are married, to live in complete fidelity in a monogamous heterosexual union, avoiding immorality, which includes adultery, incest and pornography; to seek to preserve the gift of marriage by exhausting all avenues of assistance that can reconcile a broken marriage before resorting to divorce.

To seek another like-minded body of believers to unite with among whom we can carry out the spirit of this covenant and the principles of God's Word when by providence we move from this place.

ARTICLE 4, CHARACTER

The government of this church is vested in the body of believers who compose it. This church will be, and is always to be, a sovereign, autonomous Baptist church. This church shall be self-governing on all matters by the majority of the members who compose it, and this church recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches of the Southern Baptist Convention, Georgia Baptist Convention, and the Sarepta Association. The co-operation and affiliation of Winterville First Baptist Church with these organizations is voluntary and is not a requirement of this church.

ARTICLE 5, ADOPTION AND AMENDMENT OF THE CONSTITUTION

This Constitution shall be adopted and become effective upon affirmative vote by written ballot of two-thirds (2/3) of the members present and voting at a regular or called conference of the Church. A quorum of church members as described in ARTICLE 2, Section IV of the By-Laws of Winterville First Baptist Church must be present. The adoption of such Constitution shall replace and affect a repeal of all previous Constitutions.

This Constitution may be amended by the following process: A proposed amendment may originate from any church member in good standing (as defined in ARTICLE 1, Section III of the By-Laws of Winterville First Baptist Church). The proposed amendment must be a written document. The deacons will review and edit the amendment if necessary to be certain it is valuable in helping the church fulfill its mission. When the review is completed, the deacons will take a vote to approve if it will be presented to the membership of the church. If approved by the deacons, the amendment will be presented for review by the membership of the church for at least 14 days prior to a regular or called conference of the Church. In the church conference, the amendment must be approved by a two thirds (2/3) majority of a quorum of members present and voting. (A quorum of members is described in ARTICLE 2, Section IV of the By-Laws of Winterville First Baptist Church.)

BYLAWS

ARTICLE 1, MEMBERSHIP

SECTION I. GENERAL

Winterville First Baptist Church is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church. The membership reserves the executive right to determine who shall be members of this church and the conditions of such membership.

SECTION II. MEMBERSHIP CANDIDACY (QUALIFICATIONS)

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

- A. By profession of faith and for believer's baptism by immersion.
- B. By promise of letter from another Baptist Church.
- C. Upon statement of a prior conversion experience followed by baptism by immersion in a church of like faith. (A church of like faith shall be determined at the discretion of the Pastor.)

Should there be a question concerning a person's candidacy for membership, they shall be referred to the Pastor. At his discretion, the Pastor may decide on the candidacy issue or refer the matter to the deacons for a resolution to be completed within thirty (30) days of presentation to the deacons.

SECTION III. RIGHTS AND DUTIES

Members are expected to be faithful and obedient in all areas of the Christian life, attend the services of this church, give regularly to its support, and participate in its ministries. A member in good standing at Winterville First Baptist Church shall be a church member who is faithful to live in accordance with the Church Covenant described in ARTICLE III of the Constitution of Winterville First Baptist Church. Members in good standing may participate in the ministries of the church, vote in church conference, hold office and exercise leadership and service.

SECTION IV. DISCIPLINE AND RESTORATION

A. Definition

Church discipline is the redemptive process of correcting sin in the life of the congregation of Winterville First Baptist Church. The goal of church discipline is the redemption and restoration of a Christian (Galatians 6:1), not immediate expulsion from membership. This can mean correcting sin

through a private word of admonition or correcting sin by formally removing an individual from membership.

B. Biblical-Theological Foundations of Church Discipline.

1. Our Redemptive God. Since Adam and Eve sinned in the Garden, God has been restoring sinful humanity to Himself (Genesis 1:26-28; 3:1-6). God desires that those who have sinned be redeemed and brought to Himself. The church is a willing participant in this redemptive plan of God.
2. Jesus on Church Discipline. Jesus granted churches authority to discipline their own members (Matthew 16:16-19; 18:15-20). Church discipline is grounded in the local congregation because of the words of Jesus.
3. The Apostle Paul on Church Discipline. Paul described the process of church discipline in numerous passages: 1 Thessalonians 5:14; 2 Thessalonians 3:6-15, 1 Timothy 5:19-20, 2 Timothy 3:5, and Titus 3:9-11.

C. Occasion

Church discipline may occur in an informal setting when one brother or sister goes to another and gently, lovingly admonishes the other about sin in that member's life. This is not to say that a member of Winterville First Baptist Church is to rebuke every sin that a fellow member commits (Proverbs 19:11; 1 Peter 4:8). Using wisdom and discretion, any sin, no matter how small, may be discussed and addressed for seeking correction and repentance in Christ-like love by two Christians. However, biblical principles dictate that church discipline is required in cases of *outward*, *serious*, and *unrepentant* sins.

1. Outward sin. An outward sin is one that can be seen with the eyes or heard with the ears. There is no question whether the offending brother or sister is engaged in this sinful activity.
2. Serious sin. While it is true that all sins grieve the heart of God and sent Jesus to the cross, some are more serious in their effect and circumstances than others. Serious sins are those that compromise the witness and work of Winterville First Baptist Church and its members. Not every sin is serious enough to be pursued in discipline.
3. Unrepentant sin. Sin in the life of the Christian should produce Godly sorrow that leads to repentance (2 Corinthians 7:9-11). Where outward and/or serious sin exists, it may be safe to assume that the offending brother or sister is not repentant.

D. Types of Sins Encountered for Church Discipline

Some sins listed in the Bible where Winterville First Baptist Church would be appropriate in initiating formal church discipline are:

1. Scandalous vices and immoralities (1 Corinthians 5:11-13). Such vices and immoralities may include but are not limited to: adultery, drunkenness, fornication, homosexuality, incest, child abuse, child molestation, physical and/or mental spousal abuse, theft, and pursuing a divorce outside of biblical grounds of sexual immorality (Matthew 5:31-32; 19:8-10; Mark 10:11-12; Luke 16:18; Romans 7:3) and abandonment of an unbelieving spouse (1 Corinthians 7:10-16).
2. The denial of essential Christian doctrines (Galatians 1:8; 2 Timothy 2:17-21; 1 Timothy 6:35; 2 John 10). Such doctrines include but are not limited to the deity of Christ, the exclusivity of Christ, the virgin birth of Christ, the vicarious substitutionary death of Christ, and His bodily resurrection.
3. The stirring up of division (Titus 3:10). Such division is the result of gossip, tale bearing and dissention that would rob Winterville First Baptist Church of its unity (Ephesians 4:1-6; Philippians 2:1-4, 4:2-3).
4. Unreconciled enmity between church members (Matthew 18:7). Such enmity would exist where it was widely known among members of Winterville First Baptist Church that at least two fellow church members are harboring resentment, enmity, and/or unforgiveness toward one another.

E. Method of Church Discipline

Jesus described four steps of church discipline in Matthew 18:15-17:

1. If the sin can be resolved between two people by themselves, then the act of discipline is complete and stops with this step.
2. If the issue cannot be resolved, then the offended brother should approach the erring brother with two or three witnesses (Matthew 18:16). Involving fellow brothers or sisters in Christ will hopefully bring the errant member to his senses. This step and the prior step may include several meetings and an indefinite time period between steps and individual meetings.
3. If the unrepentant member fails to listen to the witnesses, the offended brother or sister is to tell the church (Matthew 18:17a). The offended brother or sister is to approach the Senior Pastor and/or Chairman of Deacons to inform them about the issues surrounding the discipline. The Senior Pastor and Deacons are the officers of the church given to provide oversight in all of the church's affairs (1 Timothy 5:17; Hebrews 13:17; 1 Peter 5:2). No act of church discipline will be brought to the congregation of Winterville First Baptist Church without the involvement of the Senior Pastor and the Deacons. The Senior Pastor and Deacons will pray and discuss the issue of church discipline. A decision will be made as to whether to continue step two for a longer length of time or announce the church discipline issue to the church. When step three begins the Senior Pastor and Deacons will decide how to inform the body as a whole of the church discipline issue. The church will be asked to pray for the unrepentant member, that he will turn from the outward and serious sin.
4. If the member continues to be unrepentant and live in this outward and serious sin, he will be excluded from membership and fellowship of the Lord's Table. The member will be notified by

certified mail of this action on behalf of the church. The excluded member will be encouraged to continue to attend the church's services.

F. Timeline

The Bible is silent on how much time should elapse between each step of the strategy that Jesus outlined the steps in Matthew 18:15-17. Great care and diligent prayer should be an integral part of the four steps of church discipline as it pertains to time. This process may be sped up if the sin may result in the division of Winterville First Baptist Church or the errant member is involved in a public scandal. A public scandal is a sin that may misrepresent Christ in the community and beyond Winterville First Baptist Church (1 Corinthians 5:1-8; Titus 3:10).

G. Restoration

Any member of Winterville First Baptist Church that is the recipient of church discipline can be restored to the fellowship of the church when there are signs of true repentance. These signs of repentance will be dependent upon the nature of the sin by which the member was disciplined. The erring brother or sister should show a new diligence to war against the sin for which he or she was disciplined. Caution and compassion should be balanced in order to discern if there is evidence of repentance (2 Corinthians 7: 9-11). The former member seeking restoration will meet with the Senior Pastor and Deacons so that an inquiry can be made to discern if genuine repentance has occurred. At such time as the Senior Pastor and Deacons deem appropriate, the former member will be voted on by the congregation for the purpose of restoration to full membership of Winterville First Baptist Church. A two-thirds vote on behalf of the congregation affirming restoration of the erring member will be necessary to restore membership.

H. Legal Issues

The church is obligated to report any illegal activity on the part of a church member to the proper authorities, whether discovered in the process of church discipline or otherwise.

SECTION V. RECORD OF MEMBERSHIP

A recording secretary, at the direction of the Church Clerk, shall keep an accurate roll of all members, and insofar as possible, an up-to-date record of addresses and other contact information.

SECTION VI. TERMINATION OF MEMBERSHIP

Membership in Winterville First Baptist Church may be terminated as follows:

A. By death of the member.

B. By official church letter of dismissal to a church of like faith and order.

The letter shall state the true status of the lettered member whether in good standing or not and shall be approved by the church in conference unless there is an objection, in which case the matter shall be referred to the deacons for recommendation.

C. By disconnection of the member.

If a member has not attended church after an extended period of time, and an exhaustive, diligent, search has been unable to establish contact by mail, telephone, social network media, email, or personal contact, then membership may be terminated.

D. By being dropped from the rolls upon evidence of having joined another denomination.

E. By exclusion because of church discipline.

After completion of the process described above, and if the member does not submit to correction administered in love by the church, the member's name shall be dropped and the ex-member so notified by the clerk.

ARTICLE 2, CHURCH ORGANIZATION

SECTION I. GENERAL

The Church is the body of Christ at work in the world. Therefore, the Church is both a spiritual body and a nonprofit corporation under the laws of the state of Georgia. The church is subject to the authority of scripture in all matters and subject to the rules of duly constituted public authority (Romans 13: 1 – 7). In addition to these authorities, the Church in conference may authorize and delegate responsibilities determined necessary to facilitate and to achieve the work of the Church. The church calendar year shall run the 12 months from September through the following August.

SECTION II. OFFICERS

A. Elected Officers

The officers of the church shall be elected each year before the start of the church calendar year. The names of nominees for church offices shall be presented by the Nominating Committee and the election shall proceed as prescribed by the Moderator. Church officers will assume their duties the first month of the church calendar year (September). Elections to fill any vacancies that may occur during the year may be held in the same manner at a regular church conference.

B. Pastors

1. Senior Pastor

The Senior Pastor shall be able to fulfill the qualifications set forth in 1 Timothy 3:1-7 and Titus 1:7-9. He is to lead the church in fulfilling the work of the Great Commission (Matthew 28:18-20);

shepherd the church (1 Peter 5:1-4); supervise the pastoral and administrative staff; engage in pastoral ministry toward the congregation; lead the church in worship through preaching and observing the ordinances; serve as an ex-officio member of all church committees; work with the Deacons to serve the congregation; and perform other duties deemed appropriate by the church.

A licensed and ordained Baptist minister shall be chosen and called by the church whenever a vacancy occurs in the office of Senior Pastor. He will serve for an indefinite period of time. His election shall take place at a called church conference called for that purpose and announced at least two weeks prior to the time of election. The election shall be by secret ballot with an affirmative vote of three-fourths of those present and voting at the church conference. Only one nominee shall be considered by the church at a time as put forth by a Pastor Search Team.

The Senior Pastor shall give at least two weeks' notice at the time of his resignation unless his resignation occurs due to serious moral disqualification. Such serious moral disqualification includes, but is not limited to: theft, plagiarism, spousal abuse, divorce, adultery, sexual addiction/impropriety, drunkenness, brawling, or misrepresentation of his ministerial qualifications. In such case the Senior Pastor is to resign immediately in absentia by signed letter before the congregation.

When a vacancy occurs in the Senior Pastorate, the Deacon body will make nominations for members of a Pastor Search Committee. Due diligence should be made in order that church members of diverse ages and backgrounds be represented on the Pastor Search Committee. The deacons will review all nominations that are put before them and decide who will be nominated to serve on the Pastor Search Committee. At least one deacon will be on the Pastor Search Committee, and at least three at large members from the church will be on the Pastor Search Committee. There will be a total of five members and two alternates on the Pastor Search Committee.

The nominated candidates for the Pastor Search Committee will be presented before the church during a church conference to be elected as members of the Pastor Search Committee. The church will be asked to either affirm or deny the recommendation made by the deacons. The Pastor Search Committee will be considered as dissolved when the church elects a new Senior Pastor.

2. Pastoral Staff

As the Senior Pastor and necessary committees deem appropriate, pastoral staff members may be added to the church staff. Additional pastoral staff may include, but will not be limited to: Minister of Education and Administration, Student Pastor or Worship Pastor.

C. Deacons

1. Roles and Responsibilities of Deacons

The church shall select deacons to serve as co-ministers in service with the ordained pastoral staff. They shall be peacemakers, striving to maintain a spirit of unity within the church. They shall be counselors, advising the pastor and staff in matters related to the work and welfare of the church.

They are to minister, establishing personal relationships with members of the church through a strategic ministry-care plan. They are to be guardians, overseeing necessary discipline as required, in accordance with scriptural guidelines. They are to be administrators, overseeing the total spiritual program of the church. They are to be accountable, meeting on a monthly basis, to report on ministries, to monitor the direction of the church and to consider other issues as needed. Special meetings may be convened as necessary. The specific tasks of deacons relating to ministry to members, outreach to the community, discipleship of the church body and administration of affairs of the church shall be determined as required by the pastor and the deacons.

2. Qualifications

The qualifications for deacons shall conform to Acts 6: 1 – 6 and Timothy 3: 8 – 13. In addition men are required to be 21 years of age, a member of Winterville First Baptist Church for at least 1 year and otherwise active in the affairs of the church.

3. Number of Deacons

The number of deacons shall be appropriate to the size of the membership. One guideline is to attempt to have no more than 15 families per active deacon.

4. Types of Deacons

Deacons shall serve in the following capacities; active deacons, serving deacons, inactive deacons and senior emeritus deacons, defined as follows:

- a. Active deacons: Those serving a three-year term as members of the deacon board, maintaining ministry relationships with assigned families. They are entitled to serve as deacon officers and to vote on administrative decisions that the deacons might consider.
- b. Serving deacons: Those deacons who maintain ministry relationships with assigned families outside of their 3 year term of service. They may not be an elected deacon officer, nor may they vote in deacon meetings. Their advice and council, however, is still worthy.
- c. Inactive deacons: Those deacons who have previously served a term but who no longer maintain ministry relationships with assigned families.
- d. Senior emeritus deacons: Those deacons who upon recommendation of the deacon board may be honored for extended service, dedicated ministry to the church and an exemplary lifestyle. Senior emeritus deacons shall not hold office or vote, but may participate in family ministry and other activities of deacons to the extent that they are willing and able.

5. Deacon ordination

The office of deacon is an ordained office. Men selected to serve should be ordained. It will be the responsibility of the senior pastor and the deacon board to set an appropriate time to ordain men to the office. The church will accept ordination from other Southern Baptist Churches.

6. Terms and Selection

The 3 year term of deacons shall correspond to the calendar year. Officers, chairman, vice-chairman, and secretary shall serve 1 year terms. These officers may hold these positions no more than 2 consecutive years. They shall be elected at the final meeting of the calendar year. The selection of deacons shall proceed as follows:

- a. Members of the church shall receive a list of qualified men, excluding active deacons and those whose 3 year term expires. The members shall nominate as many men as are needed to fill vacancies on the active board. The nomination of deacons should be completed during a calendar year so that the candidates may be elected in a church conference and can take office in January of the following year. Vacancies arising during the calendar year may be filled by the serving deacon body by selection of deacons from the body of inactive deacons in the church membership.
- b. Except for previously ordained deacons, men who are nominated shall be examined by the active deacons, via questionnaire and/or direct interview as determined by the active deacons.
- c. Nominated men who are determined to be qualified shall be presented to the church at a church conference and shall be voted on by a quorum of members. A nominated man shall be elected by simple majority of votes.

7. Service

- a. Baptism. As the spiritual leaders of the church, deacons will serve in preparing for baptismal services. In the ordinance of baptism, deacons may assist the Pastor in training and instruction of candidates. For the baptismal service itself, deacons and their wives will assist the candidates in preparing for the service, as guided by the Pastor.
- b. Lord's Supper. For the Lord's Supper service, deacons and their wives will prepare the elements and the table for the service. During the Lord's Supper service the deacons will serve the church members and any visiting believers the elements.
- c. Benevolence. As servants to the church, the deacons will administer the benevolence offerings to those who are needy in our church membership or the community.
- d. Deacons who may serve in the above capacities include active deacons, serving deacons, inactive deacons, and senior emeritus deacons.

D. Trustees

1. Election

(Life service option) The trustees shall be three members elected by the church at large. Their term of office shall be for life or until they are incapable of performing the legal functions of the position. They will serve as the designated corporate officers of the church. The trustees will organize themselves in regard to positions and internal duties. Whenever a vacancy occurs, the Nominating Committee shall recommend a suitable person to the church as a whole to fill the vacancy. The church shall vote on said nominee in a called or regular church conference. Nominees who are determined to be qualified shall be presented to the church at a church conference and shall be voted on by a quorum of members. A nominee shall be elected by simple majority of votes.

(Term Option) The trustees shall be three members elected by the church at large. Their term of office shall be for three years or until they are incapable of performing the legal functions of the position. They will serve as the designated corporate officers of the church. One person shall be selected each year to serve as a trustee, replacing the most senior member. A person cannot be reelected to the trustees until one year after the end of a three-year term. The trustees shall organize themselves such that trustees progress through the seats as follows: secretary the first year, vice chairman the second year and chairman the third year. The election of trustees shall be performed as follows: The Nominating Committee shall recommend a suitable person to the church as a whole to fill a vacancy. The church shall vote on said nominee in a called or regular church conference. Nominees who are determined to be qualified shall be presented to the church at a church conference and shall be voted on by a quorum of members. A nominee shall be elected by simple majority of votes.

2. Qualifications

The qualifications for the trustee's position shall be as follows: a member in good standing of the church, 21 years of age or older, active in and supportive of the ministries of the church, and faithful in giving.

3. Duties

The duties of the trustees shall be as follows:

- a. The trustees will be the legal representatives of the church. They will have the authority to execute deeds, debentures, mortgages, liens and other legal documents for the church. They will not have the authority or privilege to execute said actions without the approval of the church.
- b. The trustees shall have supervision of and maintain any deeds, bonds, insurance policies and important documents of the church.

- c. The trustees shall consult with the Pastor and Finance Committee regarding the receipt and disbursement of funds in accordance with terms of wills, bequests and special instruments that name the church as the beneficiary.
- d. The trustees shall make at least one written report annually, at one regular conference, informing the body on the status of actions executed since the last report.

E. Church Clerk

The Church Clerk is an elected officer who shall keep minutes of all church conferences and have charge of the minute books. The Church Clerk shall be responsible for working with church staff in maintaining a record of the names of church members. Membership records will include the date of admission and how each member joined the church. The Church Clerk will be responsible for issuing letters of dismissal and notify the church in conference, as well as preserve all official membership reports. All membership records are church property and shall be filed in the church office. The Church Clerk will serve for a 3 year term and may be re-elected.

F. Treasurer

The Treasurer is an elected officer who shall be charged with the oversight of the financial affairs of the church and shall have the responsibility to recommend action concerning the church's financial affairs to the Pastor, pastoral staff, financial secretary, and Finance Committee. In addition, the Treasurer will work alongside the financial secretary to properly receive, account for, and disburse church funds within policies established by the church for adequate financial control. The Treasurer shall serve as an ex-officio member of the Finance Committee. The Treasurer will serve for a 5 year term and may be re-elected.

SECTION III. CHURCH COMMITTEES AND VOLUNTEERS

A. Standing Committees

1. Nominations and Elections of Members of Standing Committees

Members of all committees and Sunday School Teachers shall be presented by the Nominating Committee to the church during a regular church conference for approval. This election shall occur before the beginning of the church calendar year. No person may serve on a committee more than three consecutive years. No person may serve as a chairman of a committee more than two consecutive years. Each committee shall elect officers necessary to fulfill its ministry duties. Each committee shall create and/or maintain policies related to its internal organization. These policies and procedures will be filed in the church office. Such policies should be reviewed and/or revised when necessary. Committee members shall serve on a three-year rotation basis with one-third to be elected each year.

2. Nominating Committee

The Nominating Committee coordinates, with the guidance and support of the pastoral staff, the staffing of all church leadership positions, such as Sunday School Teachers and committee members, unless otherwise specified herein. Individuals considered for any such positions shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept the invitation to serve, as described above.

3 Personnel Committee

The Personnel Committee shall assist the Senior Pastor and church in matters related to employed personnel, including those called by church action. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services.

4. Buildings and Grounds Committee

The Buildings and Grounds Committee assists the church in matters related to properties administration. Its work shall include: maintaining all church properties for ready use, recommending policies regarding use of properties, making recommendations regarding the employment of environmental services-maintenance personnel. The Buildings and Grounds Committee shall be responsible for on-going maintenance and beautification of buildings owned by the church as well any yards-landscaping around such buildings.

5. Finance Committee

The Finance Committee shall develop and recommend an overall stewardship development plan and a unified church budget. It advises and recommends in the administration of the gifts of church members and others, using sound principles of financial management. It shall work with the treasurer and the financial secretary in the preparation and presentation to the church of required reports regarding the financial affairs of the church.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee. Expenditures and obligations usual and necessary to the proper functioning of the church may be made by authorized church officers within limits set by the budget or by notice of the Finance Committee given at church conference. The Church Financial Year Calendar shall run January through December.

All funds received for any and all purposes, including special gifts, designated funds, gifts in honor or in memorial, shall be under the oversight of the finance committee and the financial secretary, and be properly recorded. All monies received by and for the church shall be deposited in a bank or banks approved by the church upon recommendation of the Finance Committee.

The church finances will be audited by an independent auditor once per year and shall be

reported at a church conference. The audit will be arranged for by the Finance Committee.

6. Counting Committee

The Counting Committee shall be responsible to count the tithes, offerings, and gifts received in offering collections from services of the church. The Counting Committee shall organize and conduct counting of all collected offerings in a manner that assures full accountability, integrity, and safety. The Counting Committee shall be responsible to place all offerings in a safe location until monies can be deposited in the bank account of the church.

7. Missions Committee

The Missions Committee seeks to discover possibilities for local, state-wide, national and international missions projects and serves the church in establishing and conducting such missions projects as may be assigned to it.

8. Hospitality Committee

The Hospitality Committee shall lead the church in observing the spiritual discipline of fellowship. This committee will be responsible for any church-wide ministry opportunities where food, snacks or drinks will be served. Such ministry events include, but are not limited to, yearly homecoming, banquets, or church socials. In addition, the Hospitality Committee will be responsible for the upkeep and organization of any food service areas within church owned facilities.

9. Church Council

The church council will work alongside of the Senior Pastor and staff to prepare, maintain, and execute the church calendar of ministry events. The Church Council should meet regularly to hear ministry reports, provide details on upcoming ministry events in the church, and update the church calendar. The Senior Pastor shall serve as the Chair of the Church Council. The Senior Pastor shall have the discretion to invite any or all ministry leaders to attend regular Church Council meetings. The Church Council shall have no authority as a body within the church other than those prescribed herein.

10. Weekday Early Education

The Weekday Early Education School and Program is a ministry of the Winterville First Baptist Church. The Weekday Early Education Committee shall support and serve this ministry of the Church. The Committee shall work together to make the Weekday Early Education School of the Church a gospel-based, evangelical ministry of the Church designed for out-reach and to provide support to families with young children. The Committee shall provide vision for the school and work actively to promote the ministry in the community. Under the direction of the Senior Pastor, the Committee shall recruit a Director of the Weekday Early Education Program. The Director and Committee shall propose a budget that will be approved by the Church body

when the Church budget is considered in Church conference. In consultation with the Weekday Education Committee, the Director will recruit and select the teachers who will serve in the ministry. The Director shall be a staff position of the Church which reports to the Senior Pastor. The Director shall be responsible for managing the budget, teachers, curriculum and day to day activities of the school.

B. Short Term Committees and Volunteers

The Pastoral staff shall have the authority to recruit and organize short term committees and volunteers within the church to accomplish other ministry duties not included in the committees described above. Short-term committees are teams of church members that are called to work with the pastoral staff on a specific issue or need of the church. Short term committees shall be called for a 1-year membership period which can be renewed by the church staff. Activities of short term committees should be reported at least quarterly in either the Church Council or a regular Church Conference. Volunteers recruited by the pastoral staff can include, but are not limited to, ushers, greeters, first responders, and audio-visual technicians.

SECTION IV. MEETINGS

The church shall meet for regular worship services each Sunday at times and places as may be determined by the Pastor and the Deacons. Additionally, the church may meet at other dates and times as may be deemed appropriate by the Pastor and Deacons for purpose of worship, edification, proclamation and observance of church ordinances.

The church shall meet in regularly scheduled or duly called church conference for the purpose of conducting the business of the church. Regular church conferences are to be scheduled quarterly in the months of March, June, September and December. Other church conferences may be called by giving at least a ten (10) day notice through mailings, newsletter, announcements on Sundays or other means to contact members of Winterville First Baptist Church.

The Pastor will, in most cases, preside over church conference and serve as the Moderator, provided the church has a Pastor. If there is no Pastor or in the event that the Senior Pastor or his designee is absent, the Chairman of the Deacons or his designee shall act as Moderator. The Moderator is to utilize the "Robert's Rules of Order" (latest revised edition) for the purpose of conducting meetings and may appoint a parliamentarian, if he determines such appointment to be appropriate.

A minimum of 30 members shall constitute a quorum for a church conference. The voting members shall be at least 18 years of age. There will not be any use of absentee ballots.

ARTICLE 3, LICENSING AND ORDINATION

The church, under the direction of the pastoral leadership, may grant a license to preach the gospel to any man who gives evidence that he has been called by God to preach. The pastoral leadership should exercise sound judgment in examining any man who senses God's call on his life to preach the gospel of Jesus Christ. The candidate should possess an adequate and orthodox understanding of Christian

doctrine. This should be accompanied by faithfulness and zeal on the part of the candidate. The candidate will be encouraged to preach the gospel at any opportunity that presents itself.

The church, under the direction of the Pastor, may ordain a man as a minister of the gospel of Jesus Christ. Ordination may normally be done when the candidate who is a member of Winterville First Baptist is called to serve as Pastor or a pastoral staff member in another Baptist church. The Pastor shall have the authority to convene the ordination council and invite any ordained ministers and/or deacons that he wishes. The ordination council will examine the candidate to discern if he possesses the qualifications of 1 Timothy 3:1-7 and Titus 1:5-9. The ordination council will then bring a recommendation to the church concerning the ordination.

ARTICLE 4, ARBITRATION

The church believes that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other either in private or within the Christian Church (See Matthew 18: 15-20; I Corinthians 6: 1-8). Therefore, the church strongly encourages that any claim or dispute by or against a standing staff member, deacon, trustee, pastor, employee, agent of the church, volunteer, church member or their family, or vendor be resolved in a biblically-based conciliation. If necessary, the church strongly encourages arbitration in accordance with standard dispute resolution programs such as the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (a complete text of the Rules is available at www.peacemaker.net), or any similar Christian-based dispute resolution program chosen by the deacons of the church. The mediation, conciliation, and arbitration process is not a substitute for the disciplinary process set forth in the By-laws of the church and shall in no way affect the authority of the church to investigate reports of misconduct, conduct hearings, or administer discipline of members. If necessary, or if the unity of the church is threatened, the deacon body may intervene to mediate or settle the matter, as appropriate.

ARTICLE 5, CORPORATE RESPONSIBILITIES

All tithes, and offerings, and any gifts and all property of this non-profit corporation are irrevocably dedicated to Christian ministries and purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of an officer or member of the corporation or to the benefit of any private individual.

If upon discontinuance of the Church, it is directed that dissolution of this corporation would require an affirmative vote of three-fourths of the church members present at a duly called meeting for that purpose, and that after paying or adequately providing for the debts and obligations of the corporation, the remaining assets will be transferred to an evangelical Christian charitable organization qualified under Section 501(c)(3), Internal Revenue Code of 1986, as amended.

ARTICLE 6, ADOPTION AND AMENDMENT OF BY-LAWS

These By-Laws shall be adopted and become effective upon affirmative vote by two-thirds (2/3) of the members present and voting at a regular or called conference of the Church. A quorum of church

members as described in ARTICLE 2, Section IV of these By-Laws must be present. The adoption of such By-Laws shall replace and affect a repeal of all previous By-Laws.

These By-Laws may be amended by the following process: A proposed amendment may originate from any church member in good standing (as defined in ARTICLE 1, Section III of these By-Laws). The proposed amendment must be a written document. The deacons will review and edit the amendment if necessary to be certain it is valuable in helping the church fulfill its mission. When the review is completed, the deacons will take a vote to approve if it will be presented to the membership of the church. If approved by the deacons, the amendment will be presented for review by the membership of the church for at least 14 days prior to a regular or called conference of the Church. In the church conference, the amendment must be approved by a two thirds (2/3) majority of a quorum of members present and voting. (A quorum of members is described in ARTICLE 2, Section IV of these By-Laws.)