



**CONSTITUTION**

**AND**

**BY- LAWS**

**FOR**

**FIRST BAPTIST CHURCH**

**PINE MOUNTAIN, GEORGIA, INC.**

**Revised 03/2019**  
**Church Conference**

## **PREAMBLE**

This document will always be subject to the Bible as God's eternal word. The Bible remains the real and final authority in all matters for this church.

## **ARTICLE I**

### **Name, Purpose, and Affiliation**

**Section 1. Name** - The name of this congregation shall be First Baptist Church of Pine Mountain, Georgia.

**Section 2. Purpose** - Acknowledging the Lordship of Jesus Christ, the leadership of the Holy Spirit, and the infallibility of the scriptures as the revealed Word of God, the purpose of this church shall be to spread the gospel of Jesus Christ; to practice His teachings; to promote the spiritual and moral welfare of its members; to help the needy and suffering people within the sphere of its influence; to advance and promote the Christian faith and missions throughout the world in accordance with the doctrines set forth in the Holy Bible.

**Section 3. Affiliation** - This church shall be affiliated with the Southern Baptist Convention and the Georgia Baptist Mission Board.

## **ARTICLE II**

### **Membership**

**Section 1.** The membership of the First Baptist Church of Pine Mountain, referred to herein as the "Church," shall consist of all persons whose name appears on the Church Membership Roll.

**Section 2. Admissions to Membership** - Applications for membership may be received in any of the following:

- a. After a public profession of faith in Christ as personal Savior, and thereafter following Him in baptism by immersion in water;
- b. Upon receipt of letter of dismissal and recommendation from some other church of like faith and order;
- c. By statement, acceptable to the church of previous membership and immersion in a church of like faith and order;
- d. All candidates for membership shall be received and voted upon at the time of their move to join this fellowship. At which time, if received, the candidate shall be extended the right hand of welcome.

- e. The Church shall provide counsel and/or studies on Baptist beliefs and orientation to the ministries of this fellowship as directed by the Pastor.

**Section 3. Termination of Membership** - Membership may be terminated in the following manner:

- a. Upon the death of the member.
- b. Upon issuance of letter of dismissal and recommendation for membership in some other Baptist church.
- c. Upon the action of the member in joining a church of another faith.
- d. Upon request of letter.
- e. The exercise of church discipline as outlined in Holy Scripture.

**Section 4 Watch care Members** Temporary residents presenting themselves by statement, acceptable to the church, or previous membership and immersion in a church of like faith and order, shall be received under the watch care of this church. Those coming under watch care shall have all rights and responsibilities of a regular membership except voting.

## **ARTICLE III**

### **Meetings**

**Section 1. Public Worship** - The Church shall endeavor to meet each Sunday for the preaching of the Gospel. Bible Study, Sunday School, A Woman's Missionary Union, A Brotherhood Missions Organization, and other meetings and organizations for worship, training, and teaching shall be held as the church in conference may direct.

**Section 2. Business Meetings** -

Quarterly Business Conference A quarterly business meeting will be held each quarter in January, April, July and October. Said meeting will be immediately following the morning worship service (12:15 p.m.) on the third (3<sup>rd</sup>) Sunday morning of above said months. These said meetings are subject to cancelation with 1 week notice if no agenda items are present.

**Special Church Conference**

Special Church Conference meetings may be called by the Pastor, Chairman of the Deacons, or the church members requesting any Deacon to request the Deacon Body to schedule such a special Church Conference provided that notice of such a meeting has been announced in all departments of the Sunday

School and during the Worship service at least one week immediately preceding said meeting stating the purpose of the meeting.

**Section 3. Quorum** The members of the church present at any regular business meeting, or any special meeting duly called and announced shall constitute a quorum.

**Section 4. Voting of Members** Each member shall be entitled to one vote, which must be exercised in person or through an absentee ballot. Any member may vote absentee on the specified items below. The signed absentee ballot must be returned to the Church office by 1:00 pm on Thursday prior to the Sunday of the vote. All matters shall be decided by a majority vote except the following which requires a 3/4 vote:

- a. Calling a pastor, Youth Minister /Leader, Music Minister/Leader
- b. Licensing and ordaining a minister.
- c. Amending the constitution and by-laws.

**Section 5. Presiding Officer** Chairman of Deacon Body or his designee shall preside at all business meetings.

**Section 6. Rules of Order** In the absence of specific rules of procedure in these by-laws, parliamentary procedure will be governed by Robert's Rules of Order.

**Section 7. Weddings**

All Weddings performed and able to use the Church facilities fall under this adopted statement:

"First Baptist Church of Pine Mountain, defines a marriage as the union between one man and one woman, classified as husband and wife. The word 'Spouse' refers only to a person of the opposite sex, who is therefore either a husband or wife.

**Section 8. Georgia Safe Carry Protection Act**

In accordance with the provisions of the Georgia Safe Carry Protection Act, we at First Baptist Church, hereby approve and permit the carrying of weapons, by licensed holders, on the property of FBC.

## **ARTICLE IV**

### **Deacons**

**Section 1. Members** The Deacon Body shall be composed of no more than nine or fewer than three active members, who meet the qualifications listed in section 3a.

**Section 2. Term of Office** Staggered terms shall be for three years, from October through September.

**Section 3. Selection of Deacons**

- a. On the first Sunday in August scriptural qualifications and duties of deacons will be explained in the morning worship service. (I Timothy 3:8-13)
- b. A standard deacon nomination form will be available on that Sunday for any church member who desires to nominate another adult church member. The person making a nomination must have the consent of the person being nominated. Nominations will close on the last Sunday in August.
- c. The qualifications of the people nominated will be evaluated by the church officers by the first Sunday of September.
- d. Names of the qualified nominees will be made available to the congregation on the second Sunday in September.
- e. These nominees will be presented on a written ballot and elected by the congregation on the third Sunday morning in September. Each successful candidate must receive a majority of the total votes cast.
- f. After serving a full three year term, a deacon shall not serve another term until the expiration of one year. However, when deacon vacancies are not filled, the deacon body may accept current deacons willing to serve, to fulfill the duties of the church for one additional year.

**Section 4. Vacancies** All vacancies on the Deacon Body shall be filled in like manner by special elections (as soon as possible). Any person filling a vacancy for less than two years will be eligible for a full term.

**Section 5. Meetings** The Deacon Body shall hold regular monthly meetings.

**Section 6. Duties**

**The Deacon Body:**

- a. Shall minister to the business aspects of the church using the approved budget

- as a guide with church conference guidance and approval.
- b. May be called upon to serve the congregation and assigned deacon family members with spiritual concerns. Deacons may refer any member requesting such spiritual concerns to the pastor with the requesting members consent.
  - c. Shall make recommendations to the church on any matter which they consider to be in the interest of the church, provided however, that the church may initiate any other action without reference to a recommendation from the Deacon Body.
  - d. Shall, as directed by the church have the authority to enter into contracts and to borrow money in anticipation of collections, or payment of pledges, provided however, that such funds shall be used as authorized by the church.
  - e. Shall, along with the pastor, plan and direct church revivals.
  - f. Shall set church policies on all items not covered by a committee.

## **ARTICLE V**

### **Officers**

#### **Section 1. Officers**

The officers shall be as follows:

Pastor, Chairman of Deacon Body, Sunday School Superintendent, Church Clerk, Church Treasurer, WMU Director, and Youth Minister/Leader, Music Minister/Leader, and Children's Minister/Leader.

In order to serve, an officer must be a member of First Baptist Church, Pine Mountain.

#### **Section 2. Terms of Office**

- a. The Pastor will be called for an indefinite period of time with an annual evaluation by a committee appointed by the Deacons.
- b. The Chairman of the Deacon Body shall be elected annually by that board.
- c. All other elected officers shall serve for a term of one year.

#### **Section 3. Duties of the Officers**

All Officers will be responsible for making short and long-range planning goals for the church.

#### **The Pastor**

- a. Shall be an ordained Baptist minister of like faith and order and shall pledge himself to the principles set forth in the Holy Bible.
- b. Shall be the spiritual leader of the church and shall direct any public worship

service.

- c. Shall be the chief administrator of the church staff, which shall look to him for leadership, counsel, guidance and suggestions. In the event of any disagreement the matter shall be referred to the Personnel Committee.
- d. Shall be available for counseling, funerals, weddings, and other such special events.
- e. Shall visit and minister to members and others who are in need of pastoral care.
- f. In the event the church feels led by the Holy Spirit to call another Pastor, the church shall grant its present Pastor immediate release and provide thirty days severance pay.

**Chairman of Deacons:**

- a. Shall preside over the deacons' meetings directing their work
- b. Shall preside over church conferences.

**Sunday School Superintendent:**

- a. Shall lead in Bible Study Ministry of the church.
- b. Shall preside over general Sunday School meetings and shall see each class is provided with a qualified teacher(s) and distribute materials.

**W.M.U. Director:**

- a. Shall coordinate all W.M.U. work in the church and see that each organization of the W.M.U. is provided with a qualified leader.

**Church Clerk:**

- a. Shall faithfully record minutes of all conferences.
- b. Shall ensure that all letters of recommendation of transfer are signed and transmitted.
- c. Shall assist the Pastor in securing information concerning those who came forward during worship services for membership.
- d. Shall ensure that correspondence is done with other churches and persons at the direction of the church conference.
- e. Shall ensure the receipt and filing receive for safekeeping all deeds, contracts, insurance policies, reports, church minutes and other papers of the church. The original official governing and policy documents such as the Constitution and Bylaws shall be signed and dated by the appropriate church officer. The original copies of all deeds, contracts, insurance policies, Constitution and Bylaws as well as any other official governing documents shall be held for safekeeping in a lockbox rented by the church from an approved bank.
- f. Shall ensure that an alphabetical list of the names of members showing when

- and how they became members is kept.
- g. Shall ensure that an alphabetical list of former members showing when and how they were removed from the rolls is kept.
  - h. Shall act as Parliamentarian at church conferences.

**Church Treasurer:**

- a. Shall pay the expenses approved by the church. All itemized expenses of church officers/ staff members must be submitted by the tenth of the following month in order to be reimbursed.
- b. Shall pay only budgeted demands made upon the treasury, unless otherwise authorized by the church; in an emergency, by order of the Finance Committee.
- c. Shall pay all bills keeping regular accounts showing all receipts and disbursements.
- d. Shall provide financial reports for quarterly church conferences.
- e. Shall keep an accurate record of tithes, offerings, and designated gifts to the church.
- f. Shall be a member of the Finance Committee.

**Youth Minister/Leader and Children's Minister/Leader**

- a. Shall provide Christian Leadership for the Youth of the church
- b. Shall lead the Youth in Group Bible Studies and other Christian activities.
- c. Shall encourage Youth participation in all regular church services.
- d. Shall coordinate workers and materials for student-aged Sunday School, Vacation Bible School, and children's ministries.
- e. Shall visit with students and other church members in various settings.
- f. Shall perform other Pastoral duties as needed.

**Music Minister / Leader**

- a. Shall be a music leader for all church choirs
- b. Shall be responsible for coordinating all music with the pastor and for leading congregational singing.
- c. Shall provide leadership for all special programs such as Christmas and Easter.
- d. Shall be involved in the selection of the pianist and organist for the church.



## **ARTICLE VI**

### **Committees**

**Section 1**    **Committees** The Church shall have the following standing committees and shall appoint other committees for any specific purpose as desired by the members of the church. One member of the Deacon Body as selected by the deacons shall serve on each of the standing committees. All committee decisions can be made by a simple majority vote of a quorum.

**Hospitality Committee:** It shall be the duty of this committee to plan and encourage participation in the social life of the church to include organizing refreshments (per the family's request) for funerals. This committee shall be composed of the selected deacon and at least three (3) other church members.

**The Finance Committee:** Shall prepare an annual budget. This committee shall be composed of the church Treasurer, the selected deacon, and three (3) other members of the church. They shall identify and recommend the means of financing proposed church projects. They may authorize emergency expenditures.

**Church Properties Committee:** It shall be the duty of this committee to keep themselves informed on the condition of the church properties and to recommend to the church repairs, renovations and improvements. This committee shall have authority to make repairs and may spend up to \$2,000 on emergency needs. Emergency needs are defined as those that must be addressed immediately to prevent injury or damage from occurring or to allow for ongoing normal church operations. The Church Properties Committee shall be composed of the selected deacon and four (4) other members. The Building Superintendent shall be an ex-officio member of the committee.

**Ordinances Committee:** It shall be the duty of this committee to assist the pastor or the presiding officer in conducting the ordinances of the Lord's Supper and Baptism. This Ordinance Committee shall be composed of four members, one of which shall be the selected deacon and three (3) other members. The Lord's Supper shall be held quarterly and when requested by the Pastor.

**Usher Committee:** This committee shall be in charge of welcoming all comers to the meetings of the church and provide ushering for all church meetings. This committee shall consist of at least eight (8) members, two of which shall be deacons as selected by the Deacon Body and six other members of the church.

**Youth and Children's Committee:** The purpose of this committee shall be to supplement the youth and children's activity of the church. This committee shall be composed of the Youth/Children's Minister, leaders of the church youth/children and

children's organizations, the selected deacon, one (1) youth member named by the youth, and at least two (2) other church members.

**Nursery Committee:** It shall be the duty of this committee to provide workers for the Sunday morning service and other special services. This committee shall be composed of the selected deacon and at least two (2) other church members.

**Personnel Committee:** Shall prepare and update job descriptions; develop and recommend a salary program; recommend additional church staff positions; appoint interim church staff after notifying the Deacon Body of the intent to appoint, hire all non-officer staff members; maintain open communication between congregation and the staff. It shall consist of the selected Deacons and four (4) other church members. Members elected will serve a two-year term. One half of the members' terms will expire each year. This committee will establish and use adequate, written, job performance reviews for church staff members during an annual revision process. The annual job performance and salary review of church staff members will be completed and their final salary recommendations submitted to the Deacon Body and Finance Committee by August Deacon Body meeting of each year. This committee's basic attitude toward the staff and the church is one of representation. The committee must therefore be assured of the church's support and encouragement. The committee is to serve as a sounding board for the church and the staff. They must be willing and able to listen and be sympathetic to the needs of all church personnel.

**Pulpit Committee:** The Pulpit Committee shall not be considered as a Standing Committee. It shall be composed of two (2) deacons as appointed by the Deacon Body and three (3) church members appointed by the Church Conference. When there is a vacancy in the Pastorate, the Pulpit Committee shall seek a qualified person to fill said vacancy. The pulpit search committee shall present only one candidate at any given time to the church after notifying the deacons of the intent to present said candidate. The meeting shall be a Conference, called by the Deacons, for the consideration of the recommended candidate for Pastor. The Called Conference shall be held during or immediately after the regular Sunday morning Worship Service. The Conference shall be advertised for at least one week. All active members shall be notified by mail and other available media of the up-coming election. The vote shall be by paper ballot. Should the recommendation be rejected, another candidate shall be recommended.

## **ARTICLE VII**

### **Election of Officers and Committees**

All officers and committee members shall be nominated as provided in these by-laws. Others may be nominated from the floor. Election shall be by a majority vote and shall be held in the October conference.

## **ARTICLE VIII**

### **Church Year**

The fiscal year of the church shall be January through December

## **ARTICLE IX**

### **Repealer**

Upon the adoption of these by-laws all prior by-laws of this church are hereby repealed.

## **ARTICLE X**

### **Amendments**

To amend these by-laws, a proposed change shall be presented in writing and read at a Quarterly Business Conference or a Special Church Conference and lie over until the next regular Quarterly Business Conference or a Special Church Conference can be scheduled a minimum of 30 days later and be voted upon at that time.