

# **KERR MEMORIAL BAPTIST CHURCH, INC.**

## **BY LAWS**

### **PREAMBLE**

We declare and establish these Bylaws for the preservation and security of the principles of our faith, and so that this body may be governed in an orderly manner. These Bylaws will help preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

### **I. NAME**

This body shall be known as the Kerr Memorial Baptist Church, Inc.

### **II. STATEMENT OF FAITH**

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the Baptist Faith and Message (available through the church office) adopted by the Southern Baptist Convention in 1963. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the Good News of Salvation to lost mankind. The ordinances of the church are Baptism and the Lord's Supper.

### **III. 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 faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit,

We do now, in the presence of God, angels, and this 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 the salvation of our kindred and acquaintances;

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

To avoid all tattling, backbiting, and excessive anger;

To abstain from the sale and use of intoxicating drinks as a beverage, 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 each other in prayer; to aid each other 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.

#### **IV. PURPOSE**

Kerr Memorial Baptist Church, Inc. exists for the purpose of advancing and promoting the worship of God through the reading and study of the Holy Bible as the revealed Word of God; the teaching and preaching of the Gospel of our Lord and Savior, Jesus Christ; conducting regular services of worship for the spiritual training, development and benefit of each member; and for the winning of souls to Jesus Christ. This church shall be missionary in spirit, attempting to extend the Gospel to the entire world through organized religious channels. It shall seek to teach and defend those doctrines generally held by the people known as Baptists. It further exists to provide regular services for public worship, to sustain the ordinances, and to channel its offerings to the support of the objects of the Kingdom of God. This church receives the Scriptures as its authority in matters of faith and practice.

#### **V. CHARACTER**

##### Section 1. Policy

The government of this church is vested in the body of believes who compose it. It is subject to the control of no other ecclesiastical body anywhere. This congregation has the authority to determine the use of its property and all church policies relating thereto. The portion of the members being true to the spirit of these Bylaws will have the lawful right to church property in the event fellowship should be broken.

Section 2. Affiliation

Realizing that association and cooperation between churches of like faith and practice will enrich the educational and missionary efforts of each other; this church does, therefore, declare its intention to work in mutual cooperation with other Baptist groups to the degree that conscience will allow.

a. Association: Upon the adoption of these Bylaws this church shall be deemed to have affiliated itself with the Cabarrus Baptist Association.

b. Cooperation: Upon the adoption of these Bylaws this church shall be deemed to be in friendly cooperation with the aims and purposes of the Baptist State Convention of North Carolina and with the Southern Baptist Convention as set forth in the constitutions and Bylaws of those autonomous bodies. Through duly elected messengers this church will participate in their deliberative assemblies, and shall, as we are able, support the missionary, benevolent and educational programs of each.

c. Withdrawal from Affiliation: Should occasion arise when the congregation deems it wise to withdraw from either of the above Conventions or the Cabarrus Baptist Association, a special conference of the congregation must be called thirty days before the conference date, the purpose of which must be stated in writing to the resident membership of the church. Three-fourths of the members present and voting in favor of withdrawal will affect discontinuance of the relationship with any of the above bodies.

**VI. ADOPTION AND AMENDMENTS**

Section 1. Adoption

These Bylaws shall be considered adopted and in effect if and when three-fourths of the members present at a specially announced conference shall vote in favor of adoption. No vote may be taken on adoption of these Bylaws until at least thirty days will have lapsed since the Bylaws Committee formally presented the Bylaws to the congregation for study. The resident membership must be notified of the date when the Bylaws will be voted upon at least one week prior to the set date. Such notification must be in writing through the newsletter.

Section 2. Amendments

These Bylaws may be amended, altered, or repealed by a three-fourths vote of the members present at an announced business meeting of the church provided that the proposed amendment, alteration or repeal shall have been given to the Clerk in writing in ample time for the Clerk to place duplicated copies of the proposed change(s) in the hands of the resident membership at least thirty days prior to the time of the announced business meeting at which the vote will be taken.

## VII. MEMBERSHIP

### Section 1. General

The membership of this church shall be composed of persons who have given evidence of regeneration by the Spirit of God; have been baptized by immersion; have pledged their support to the Church Covenant, Statement of Faith, and the Bylaws of this church; and have been received into membership by a majority vote of the members present and voting.

### Section 2. Candidacy

Any person may offer himself as a candidate for membership in this church through one of the following ways:

- a. By profession of faith and for Baptism according to policies stated below;
- b. By promise of a Letter from another Baptist church;
- c. By restoration upon a statement of conversion, baptism by immersion, and membership in a church from which no letter is available.

All candidates for membership must present themselves to the congregation making their profession of faith in Jesus Christ at a regular service at which the invitation to membership is extended. There will be a vote by the congregation to receive the candidate under watchcare. Each candidate will be interviewed by the Pastor. Baptism should take place in a timely manner following the candidate's profession of faith. In the case of new converts and those seeking to transfer from a denomination other than Baptist, a period of New Member Training will be required before acceptance into full membership in the church. If, in the judgment of the Pastor, a candidate transferring from another Baptist church should be exempted from the New Member Training sessions, that requirement will be waived and upon receipt of a letter of recommendation from the former church, such candidates will be granted full membership in this church. All candidates for membership should demonstrate Christian dedication during the watchcare period.

### Section 3. Termination of Membership

Membership shall be terminated in the following ways: (1) death; (2) transfer to another Baptist Church; (3) exclusion by disciplinary action of the church; and (4) erasure upon becoming affiliated with a church of another faith or denomination, in which case, the church shall not issue a letter of recommendation, but will have the Clerk inform the requesting church of the member's status in this church, whereupon the name shall be erased.

#### Section 4. Active and Inactive Rolls

A member may remove himself from active church roll when he does not, for a period of two years, attend any service or organizational meeting of the church, make a contribution to the church, or express, in writing, his desire to remain on the active roll. A member refusing to meet these minimum expectations will, after having been given due notice by the Clerk, be placed on the roll of inactive members. Such persons will not be considered members of the church, but a record of their names and status as inactive will be maintained by the Clerk. Restoration may take place upon vote of the congregation. Those suffering prolonged illness, old age, or those in military service will be exempted from these expectations when they cannot attend the services of the church.

Should a letter of recommendation be requested by another church for a member on the inactive roll, no letter of recommendation will be issued but the Clerk will write a letter to the requesting church making known the inactive status of the person(s) involved and will make erasure of such name(s) as directed by the congregation.

#### Section 5. Discipline

a. Should any unhappy differences arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew's Gospel.

b. Should any case of gross breach of covenant, or of public scandal occur, the Deacons shall endeavor to remove the offense; and if this effort fails, shall report the case to the church.

c. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the church may proceed to admonish or declare the offender to be no longer in the membership of the church.

No decision to terminate anyone's membership will be made until the offending party shall have been granted a hearing before the congregation. Termination of membership requires a vote by three-fourths of the members present at a called business meeting. At least one week prior to this meeting, notice of it shall be given, including the special intent of the meeting.

d. Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence of his repentance and reformation; or, if on account of continued absence, upon satisfactory explanation.

### VIII. CHURCH MEETINGS

#### Section 1. Worship Services

The church shall meet regularly each Sunday for preaching, instruction, evangelism, and for the worship of Almighty God. Weekday

services will be set on occasion by the congregation for further worship, instruction, and fellowship.

## Section 2. Regular Business Meetings

Regular business meetings shall be held at least once each month on a designated Sunday night (usually on the second or third Sunday). These meetings should begin with a brief devotion. The church shall hear reports from the Church Program Directors, the Clerk, the Treasurer, Deacons and Committees. The church shall dispose of all business matters not otherwise provided for in these regular business meetings, giving proper attention to the spiritual welfare and prosperity of the congregation. All recommendations will be published in a newsletter prior to each business meeting. A regular Deacons meeting shall be held at least one week prior to each regular business meeting.

## Section 3. Special Business Meetings

Special business meetings may be called to consider matters of a particularly significant nature. A one-week notice must be given when the matter of business to be conducted is of major importance to the church (such as extending a call to a candidate for pastor, the expenditure of a large amount of money, or changing church policy, etc.) The exception to this rule of one week's notice must come as a recommendation of the Board of Deacons and shall be approved by the majority of members present.

Ten percent (10%) of the church membership may petition for a special business meeting, giving attention to the above mentioned time factor.

## Section 4. Time for the Ordinances

a. The Lord's Supper: This church shall observe the Lord's Supper at least once each quarter at a time agreed upon by the Pastor and the Deacons (usually the second Sunday of a Quarter). The Supper shall be the fundamental purpose of the service that hour.

b. Baptism: The ordinance of Baptism should be administered whenever candidates are recommended by the Pastor.

## Section 5. Other Meetings

Other meetings of the church or its organizations may be set according to the needs and desires of the congregation or the organizations involved.

## Section 6. Quorum

The quorum consists of those who attend the business meetings, provided it is a stated business meeting or one that has been properly called, and that the persons attending and voting are active members of this church.

## Section 7. Parliamentary Rules

Robert's Rules of Order, Revised is adopted as the authority for parliamentary rules of procedure for all business meetings of the church, the Deacons and the committees. A copy of Robert's Rules of Order, Revised shall be made available to the Moderator, the Clerk, and the Church Library.

## IX. CHURCH OFFICERS

All church officers shall be members of this church. The officers of this church shall be those named in these Bylaws and others, as the congregation deems necessary.

### Section 1. Pastor

a. Responsibilities: The Pastor is responsible for leading the church in functioning as a New Testament church. The Pastor will lead the congregation, the organizations, and other staff members in performing their tasks. A major concern of the Pastor is to perform pastoral responsibilities. The Pastor is the leader of worship, witnessing to the lost, the church educational program, and of the pastoral ministry. The Pastor has charge of the pulpit ministry of the church and will work with the Deacons in enlisting suitable pulpit substitutes (when desired), and in inviting outside speakers for special occasions as directed by the church. The Pastor shall administer the ordinances of the church and fulfill other duties that pertain to the office.

b. Calling a Pastor: A Pastor shall be called by the church when a vacancy occurs. The elections shall take place at a meeting called for that purpose, of which at least one week's notice shall have been given the congregation.

A Pulpit Committee (see Article X, Section 11b) shall seek out and nominate to the church, as Pastor, a minister of the Gospel whose Christian character and qualifications fit the office. The committee shall bring one name at a time to the church for consideration. No nomination shall be made from the floor. In case the committee's nominee is rejected by vote of the church, the conference will end without debate and the committee shall bring another nomination at a later time.

Election of a Pastor shall be either by standing vote or by written ballot, at the discretion of the Moderator and/or the congregation. An affirmative vote of three-fourths of those present and voting shall be necessary for the church to extend the call to a Pastor.

A written agreement shall be drawn up by the Personnel Committee and the Pastor concerning stewardship of time, financial remuneration, benefits, and related matters. This agreement shall be approved at a regular business meeting of the church.

c. Termination of Service: The Pastor shall serve the church until either the Pastor or three-fourths of the congregation requests the termination of service. In either case, a thirty-day notice shall be given prior to the effective date of termination.

If the situation warrants, the relationship may terminate immediately. In such event, the church shall pay the Pastor's salary for thirty days and shall pay it within thirty days of the termination. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice shall have been given.

## Section 2. Church Staff

This church shall call or employ such staff members, as the church shall need. A job description shall be written by the Personnel Committee when the need for staff members is determined.

### a. The Ministerial Staff

The Ministerial Staff, other than the Pastor, shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the Personnel Committee and called by church action. At the time of resignation, at least two weeks' notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the Deacon Council, such termination being immediate and the compensation conditions being the same as for the Pastor, except the amount shall relate to the individual's compensation.

### b. The Non-Ministerial Staff

Non-ministerial staff members shall be employed as the church determines the need for their services. A job description shall be written when the need for a staff member is determined. The church Personnel Committee shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be made after consultation with the supervising staff members and, as appropriate, with related committees of the church and Deacon Council.

## Section 3. Deacons and Deaconesses

Deacons and Deaconesses are the servants of the church. Scriptural qualifications for these servants are found in I Timothy 3 and Titus 1. They are part of the pastoral ministry of the church and in this capacity work closely with the Pastor in performing those tasks that lead to strengthening of the spiritual and physical life of the membership. They, along with the Pastor, are to consider matters such as church discipline; fellowship; ministering to the sick, new members and the bereaved; church finance and property (with proper respect to the directors and committees with responsibility in these areas), and in assisting the Pastor in administering the ordinances.

a. Election and Ordination

This church shall have Deacons and/or Deaconesses serving on a rotation system. The number of deacons shall be increased by 1 deacon with the addition of families to the church membership. Each shall serve a three-year term of office. None shall be eligible for reelection until having been off the active group one year. The Deacons rotating off each year retain the ordination title of Deacon or Deaconess, and may be called upon by the church for assistance as the need arises. Ordination may be revoked by the ordaining church should it prove necessary. Absences from fifty percent (50%) of the Deacons' meetings a year will be grounds for automatic expulsion except by consideration of the church membership.

Keeping in mind qualifications for the office of Deacon as set forth in the Scriptures, nominations shall be accomplished in the following manner:

By the last Sunday in July, nomination forms shall be made available to the entire church membership. Names for consideration shall be submitted in writing by the first Sunday in August to the Deacon Council. The names shall then be considered by the entire Deacon body, with the three or more persons receiving the highest number of votes becoming the nominees for Deacons. These persons shall then be visited by the Deacon Chairman and Pastor prior to their presentation to the Church. This visit shall involve consideration of the responsibilities and qualifications of a Deacon. In the event someone so named cannot serve, the Deacons shall then select the person or persons receiving the next highest number of votes as submitted by the congregation. The three or more nominees shall be presented to the Church membership at the September Conference. One need not have been ordained to be nominated as Deacon. Ordination may follow election.

b. Organization

The Members of the Deacons Council shall elect their officers annually. There shall be a chairman, a vice-chairman, a secretary and standing committees as follows (to be appointed annually by the Deacon chairman):

1. The Lord's Supper Committee shall be composed of three or more members.

2. The Baptism Committee shall be composed of three or more members. This committee shall call on deacon's wives to assist with baptism services when there are female baptism candidates.

3. The Personnel Committee shall be composed of three or more members and Chairman of related committees whose job it shall be to:

- (a) Recommend the hiring of staff workers (except Pastor and Music and/or Youth Director) in which event no nominations shall be made except those of this Committee;
- (b) handle grievances of staff;
- (c) make recommendations concerning salaries to the Budget Planning Committee;
- (d) negotiate and enter into contracts for employed staff workers when no special committees are involved; and
- (e) make written job descriptions, duties, and time requirements for all employed staff members.

4. The Benevolence Committee shall consist of three or more members who shall handle reports of personal needs of the community missions and dispose of these needs within the boundary of guidelines approved by the church.

5. The Spiritual Development Committee shall be composed of all members of the Deaconate, the chairman to be elected by the Deacons.

Other special committees may be appointed as needed.

The Deacons shall hold a monthly meeting at a time agreed upon by the group on week prior to each regular business meeting. Special meetings may be called by either the Pastor or the Deacon Chairman.

#### Section 4. Moderator

The Pastor shall be the Moderator. In the absence of the Pastor, the chairman of the Deacons shall preside; or in the absence of both, the Clerk shall call the congregation to order and have the church elect an acting Moderator.

#### Section 5. Clerk

The church elected Clerk shall keep a record of all the actions of the church on the record forms provided by the church for this purpose. The Clerk shall keep a register of the names of members, with dates of admission, transfer, or death, together with a record of baptisms. He (or she) shall issue letters of transfer voted on by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is indicated in this Constitution. The Clerk is to prepare the annual associational letter and shall keep an up-to-date history of the church. All church records are church property and are valuable for future reflection. All church records, except those currently in use by the Clerk, shall be safely stored in the church office.

Section 6. Treasurer

The church shall annually elect a Treasurer. He (or she) shall receive a weekly record of receipts, including a copy of the bank deposit slip, from the chairman of the Stewardship Committee. The Treasurer shall not be expected to handle the counting or depositing of any church money.

The Treasurer shall pay all church bills covered by the budget and/or as directed by the Stewardship Committee. He shall keep, on church provided forms, a complete accounting of all receipts and disbursements. An itemized report of receipts and disbursements will be duplicated and presented to the membership in each monthly business meeting.

The Treasurer shall be a member of the Budget Planning Committee. He shall meet with the Deacons upon their request and will present his books for auditing upon church order. All financial records are the property of the church and shall be safely stored with other church records when the Treasurer does not need them in his current record book.

Section 7. Financial Secretary

The Financial Secretary shall receive the empty offering envelopes from the Stewardship Committee and from the envelopes shall credit the contributions of each individual on church provided forms. Empty envelopes must be kept by the church for a period of three years after which they should be destroyed. A record of contributions will be provided by the Financial Secretary for each person giving to the church by envelope. Individual records of contributions shall be distributed semi-annually.

Section 8. Administrative Officers

The Administrative Officers of the church shall be the Directors. Three Directors, one-third of whom shall be elected annually to three year terms, shall be nominated to the church by the Nominating Committee, shall be elected by the church and shall hold in trust the property of the church until their successors shall have been elected. Administrative Officers have no power to buy, sell, mortgage, lease or transfer any church-owned property without the specific vote of the church. They shall affix their signatures to legal documents involving the sale, mortgaging, purchase or rental of property, or to other legal documents where the signatures of Administrative Officers are required.

Section 9. Church Ushers

Every regular church usher shall be selected by the Nominating Committee and shall be elected by the church. The ushers shall be led by a Head Usher who will be nominated as such at the time of his election. The ushers are to greet people as they enter and leave the

church, seat people at the proper times, provide bulletins and/or other materials at the time of seating. The ushers shall reverently receive the offering and see that it is placed in the hands of the Stewardship Committee for counting and depositing.

Section 10. Church Council

a. The primary function of the Church Council shall be to recommend to the congregation suggested objectives and goals for the church; to review and coordinate program plans; to work out a calendar for the best utilization of time and leadership; and to evaluate the total church program in light of goals adopted.

b. The Church Council shall have as regular members the Pastor, Sunday School Director, Church Training Director, Discipleship Training Director, Music Director, Brotherhood Director, Woman's Missionary Union Director, Chairman of the Stewardship Committee, Deacon Chairman, and the Youth Director. Other church officers and committee members may be asked to serve as ex-officio members on the Council as the need arises.

c. All matters agreed upon by the Council, calling for action not already provided for, shall be referred to the church for consideration.

**X. COMMITTEES**

Section 1. General

All church committee members shall be nominated by the Nominating Committee and shall be elected by the church unless otherwise indicated in the description below. Some committees shall employ a rotation system whereby one-third of the members rotate off after serving a specified term. The Pastor shall be an ex-officio member of all Committees.

Section 2. Stewardship Committee

The Stewardship Committee, in addition to the Treasurer, shall form the Budget Planning Committee, in consultation with the Church Council, shall prepare and submit to the church for consideration, an inclusive budget, indicating by item the amount of money needed and sought for fulfilling all local and worldwide ministries of the church. This committee shall consist of nine members, three of whom shall rotate off the committee for 1 (one) year following three-year terms of service. The Committee members shall elect their chairman at the first meeting following their election. It shall be his duty to stay in communication with the Treasurer regarding the financial condition of the church, to preside at the committee meetings, to present the budget to the church for consideration, and to call special meetings of the committee when needed. The budget should be presented to the church during the Quarter prior to the effective date of the budget. January 1 is the start of each budget year.

This committee shall be responsible for counting and depositing all monies received.

The Stewardship Committee shall recommend a program of stewardship promotion to the church for implementation during the fall of the year.

### Section 3. Nominating Committee

The Nominating Committee shall consist of three elected members, one designated as chairman, plus the five Church Program Directors after their election by the church. The members of the Nominating Committee shall be nominated to the church by the out-going Nominating Committee and shall be elected to take office in October of each year. Members of this committee shall serve one-year terms and may be reelected without a time lapse.

It is the task of the Nominating Committee to coordinate the staffing of all church leadership positions filled by volunteers. The committee recommends persons for all offices not provided for in some other manner.

Like other committees, the Nominating Committee shall serve from October to September. This committee shall present nominees for Church Program Directors by the first Sunday in June. After their election, the Program Directors join the committee in seeking leadership for the remaining offices of the church and its organizations. All offices for the new year shall have been nominated and elected by the Business meeting in August.

This committee shall nominate persons to fill unexpired terms during the year.

The work of this committee is to recommend or nominate, not to appoint. The membership of the church may feel free to nominate others for any office this committee names nominees.

### Section 4. Properties Committee

The Properties Committee assists the Church in matters related to the maintenance of all church owned property; the church building, and all grounds. This committee is responsible for arranging for all routine repairs of buildings and grounds funded by the budget.

This committee shall consist of three members. Members of this committee may be reelected without a time lapse. The properties committee at its first meeting following election by the church will elect the chairman.

### Section 5. Flower Committee

A Flower Committee of three members shall be responsible for securing, arranging, and disposing of floral arrangements for all regular church services and special occasions. The committee shall encourage the membership of the church to provide flowers for the sanctuary throughout the year. When no flowers are donated, the committee should purchase arrangements in accordance with budgeted funds. This committee shall purchase appropriate floral arrangements

on behalf of the church when death of a church member or Sunday School member occurs.

Members of this committee may be reelected without a time lapse. The chairman will be elected by the committee at its first meeting following election.

#### Section 6. Nursery Committee

The Nursery Committee is to coordinate the church's nursery activities and to help Nursery parents and teachers work together. The committee will see that the nursery is staffed for all services when nursery-age children are likely to be present. An adult will be present in the Nursery when it is open. This committee shall consist of three members. Members of this committee may be reelected without time lapse. The chairman will be elected by the committee at its first meeting following election. Section 7. Social Committee

This committee of six, who will serve a three year term, shall plan and prepare for receptions and/or meals for all Churchwide sponsored social functions. The committee shall elect its chairman each year at its first meeting following election. Chairman of social committee is responsible for coordinating support offered by kitchen committee. Members of this committee may be reelected without a time lapse.

#### Section 8. Kitchen Committee

A kitchen committee of three members, who will serve a three year term, shall be responsible for purchasing kitchen supplies and coordinating the maintenance and use of the kitchen and fellowship hall by different organizations and individuals. The committee shall keep an inventory of all the church kitchen equipment. Chairman of kitchen committee is responsible for coordinating support to the social committee. Members of this committee may be reelected without a time lapse.

#### Section 9. Messengers to Cabarrus Baptist Association

The church shall elect Messengers to the annual sessions of the Cabarrus Baptist Association in keeping with the Constitution of the Association as stated in Articles III & IV.

The church shall be represented on the Associational Executive Board by the Pastor and two members who shall be elected along with other church officers. Both Messengers and Executive Board members are nominated by the Nominating Committee and elected by the church. The above serve one-year terms but may be reelected without a time lapse.

#### Section 10. Bereavement Committee

Members of this committee shall be six in number. Each member shall serve a three year term but may be reelected without a time lapse. The Chairman will be elected by the committee members at their first meeting following election. The main responsibility shall be to prepare and serve a meal in the church fellowship hall for the family

of the deceased church member, Sunday School member, or immediate family residing with said members.

#### Section 11. Special Committees

a. Bylaws Committee: This is not a standing committee. A Bylaws Committee will be elected at such time as the church deems the Bylaws should be revised. The committee serves until its report is accepted by the church, whereupon it is dissolved.

b. Pulpit Committee: Upon the resignation of the Pastor, the Deaconate shall serve as a nominating committee to recommend to the church five persons to be considered as a Pulpit Committee. These five persons shall represent all aspects of the church. The chairman shall be designated by the Nominating Committee of the Deaconate.

This committee, under the leadership of the Holy Spirit, shall seek out the person they feel led to recommend as Pastor of this church. After securing a credit report and checking at least five references, the committee shall present this person to the congregation for consideration. Should the first nominee be rejected by the church, the committee should then seek out another candidate, in the same manner, and present the candidate. In no case shall the committee present more than one candidate at a time to the church.

The Personnel Committee of the Deaconate is responsible for securing an Interim or Supply Pastor(s) to serve the church until a Pastor is called and accepts the work. When the Pulpit Committee invites a prospective minister to preach before the congregation or to visit in the community, it is the responsibility of the chairman to see that the expenses of the visitor be paid by the church Treasurer. In like manner, the church will pay the expenses of the committee members while fulfilling their assignment. When a Pastor has been called, accepted the call, and moved on the field, the Pulpit Committee shall be dissolved.

c. Music and/or Youth Director Committee: The Music and/or Youth Director Committee shall consist of five persons nominated by the Deacons and elected by the church and shall represent all aspects of the church. It shall be this committee's job, in conjunction with Personnel Committee, to seek out and recommend to the church a person (candidate) for the position of Music and/or Youth Director. Only one person shall be considered by the congregation at a time.

d. Temporary Committees: The church may elect committees to perform temporary tasks not assigned to a standing committee.

### **XI. CHURCH PROGRAMS AND PROGRAM SERVICES**

#### Section 1. General

Major functions of a church are: to worship, to educate, to minister to the needs of its community, and to apply Christian principles in all areas of life. To assist the church in performing these functions, the work has been assigned to programs with particular tasks and leadership personnel.

## Section 2. Sunday School Program

The Sunday School shall offer Bible teaching to all age groups in the church. It shall be graded by four age group divisions: Preschool, Children, Youth, and Adult. Closer grading shall be by school grade, age and gender were desired.

The work of the Sunday School shall be led by the Sunday School Director and staff of church elected leaders and teachers. In addition to the Sunday morning program of teaching, the Sunday School may offer other programs of Bible teaching at various times. The Vacation Bible School in summer is part of the Sunday School.

The tasks assigned to the Sunday School are (1) to teach the biblical revelation, (2) to lead in reaching all prospects for the church, (3) to lead all members to worship, witness, learn and minister daily, (4) to provide and interpret information regarding the work of the church and denomination.

## Section 3. Discipleship Training Program

There shall be a program of membership, leadership, and new member training under the leadership of the Discipleship Training Director and church elected leaders as needed. Working with the Church Council, the Director shall seek to provide courses of study designed to help the members' spiritual growth, to provide courses for church leadership, and to work with the Pastor in conducting a program of training for new members and candidates for membership.

The Director and his staff shall be responsible for keeping records for all study courses offered to members and for reporting the same to the Sunday School Board in Nashville, Tennessee.

## Section 4. Church Music Program

There shall be a Church Music Program under the leadership of the Church Music Director and other church elected music personnel. The Director, the Choir Leaders, the Organist, the Pianist, the Church Choir President, the Deacon Chairman, the two members from the congregation (to be elected annually) form the Music Council and seek to make the music program fill the needs of the church.

The tasks of the Music Program are (1) to teach music, (2) to train persons to sing, play and lead music, (3) to provide music and musicians for the church and community, (4) to interpret the work of the church and denomination.

## Section 5. Woman's Missionary Union

Woman's Missionary Union is part of the Church Missions Program. Under the leadership of the W.M.U. Director and her Council, the W.M.U. shall provide missions education and action for preschool children, girls, young women and the women of the church.

W.M.U. tasks are to: (1) teach missions, (2) engage in missions action, (3) support world missions through praying and giving, (4) provide and interpret information about the church and domination.

Section 6. Brotherhood

The Brotherhood is part of the Church Missions Program. Under the leadership of the Brotherhood Director and his Council, the Brotherhood offers missions education and action to boys and men of the church.

Brotherhood tasks are to: (1) teach missions, (2) engage in mission action, (3) support world missions through praying and giving, (4) interpret the work of the church and denomination.

Section 7. Church Media Center

The Church Media Center is a resource center. It assists all church programs in fulfilling their tasks by providing printed resources. Under the guidance of the Media Center Director and a church elected staff, this program has as its tasks: (1) to provide printed and audiovisual resources, (2) to promote the use of printed and audiovisual resources.

Section 8. Youth Program (completed by Youth Council)

**XII. CHURCH FINANCES**

Section 1. Fiscal Year

The fiscal year shall be the calendar year, not the associational year.

Section 2. Budget

The church elected Budget Planning Committee shall present to the church an inclusive budget that shall be followed as a guide in the expenditure of church funds. Should the budget, of necessity, have to be altered, it shall be the task of the Treasurer by the Budget Planning Committee to bring to the church recommendations concerning the necessary changes.

Section 3. Miscellaneous

a. All funds relating to the church should pass through the records of the Treasurer who is responsible for keeping such records for the church.

b. All church indebtedness shall be paid by the Treasurer as soon as possible. Should the balance of funds be insufficient to pay all outstanding debts, the Treasurer should give priority to salaries. In no event shall advance payments be made without church permission.

c. Insurance and Annuity Premiums are to be paid directly to the agency involved.

Section 4. Member's Financial Responsibility

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. All members shall be provided a packet of offering envelopes, a copy of the current budget, monthly reports from the Treasurer and semi-annual reports from the Financial Secretary.

The church shall place special emphasis upon Christian Stewardship through a program led by the Stewardship Committee and the Pastor, usually during the fall months.

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Current revision 7-2-08

**KERR MEMORIAL BAPTIST CHURCH, INC.**

**BY LAWS**

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