

Harmony Baptist Church
Monroe, Georgia

BY-LAWS

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ARTICLE I. MEMBERSHIP

SECTION 1. GENERAL PROVISIONS

Harmony Baptist Church is comprised of persons who publicly profess a personal faith and belief in the Lord Jesus Christ, who have received believer's baptism, and who actively strive to follow the Lord Jesus Christ in discipleship. Membership in this church is a sacred responsibility and requires full commitment to Jesus Christ and to the purposes of this church. The membership of this church reserves the right to determine who shall be members of this body and the conditions of such membership.

SECTION 2. CANDIDACY FOR MEMBERSHIP

Evidence of acceptance of Christ as Savior and Lord and believer's baptism are the two primary requirements for membership in this body, without regard to denominational affiliation. Any person who gives evidence of a regenerate heart and is willing to subscribe to the purpose, covenant, and confession of faith held by this church shall be accepted as a candidate for membership at any regular church service in any one of the following ways:

- a) *By profession of faith and request for baptism.* Any person publicly professing faith in the Lord Jesus Christ may, after receiving believer's baptism, be received into membership.
- b) *By letter.* Any person in good standing in another Baptist church may be received into membership upon receipt by Harmony Baptist Church of a letter of transfer from the church in which the individual's membership was previously held.
- c) *By statement.* Any person who has made a public profession of faith and has been immersed in baptism by a Baptist church, but who, because of loss of records or similarly unavoidable circumstances, cannot obtain a regular letter of transfer from that church, may be received into membership by statement.

Any person who has made a public profession of faith and has been baptized by immersion in a church of like faith and practice may be received into membership by statement.

Any person who has previously professed a personal faith and belief in the Lord Jesus Christ but has not received believer's baptism may be received into candidacy for membership on the condition that he or she must receive believer's baptism for acceptance into membership.

- d) *By watchcare.* Any person who wishes to establish an affiliation with Harmony Baptist Church but may not wish to transfer his/her membership may come under watchcare of the church. The person shall be extended many of the privileges of church members, especially nurture and care by the church membership and participation in church activities, but the person may not serve in a position which requires church membership of its holder and may not vote in church conferences of the church.

SECTION 3. VOTE ON MEMBERSHIP

All candidates for membership shall be voted on in church. When approved, the clerk shall enter the names on the roll of the church. Should a candidate for membership not be approved, the matter shall be referred to the pastor

and deacons, who shall investigate and bring a recommendation to the church, convened in church conference, within thirty (30) days.

SECTION 4. *NEW MEMBER ORIENTATION*

New church members, regardless of how they become members, shall be expected to participate in the new member orientation program of the church.

SECTION 5. *RIGHTS OF MEMBERS*

Every member of the church, 18 years or older, is entitled to vote at all elections and upon all questions submitted to the church in church conference. Members must be present to vote; voting by proxy and absentee voting are specifically prohibited. Every member of the church is eligible for consideration for the elective offices of the church, unless otherwise stated. Every member of the church may participate in the ordinances of the church as administered by the church.

SECTION 6. *MEMBERSHIP ACCOUNTABILITY*

It shall be the desire of this church to hold its members accountable to God and to each other, as set forth in the church covenant. The church shall emphasize to its members that every reasonable measure be taken to assist in any troubling matter. The attitude of members toward one another shall be guided by a concern for redemption rather than judgment. Should some serious condition exist which could cause a member to become a liability to the general welfare of the church, the pastor and the deacons shall meet with the member and shall take every reasonable measure to resolve the problem in accord with Matthew 18:15-17. If it becomes desirable for the church to take action to exclude the member, a two-thirds (2/3) vote of the quorum at a church conference is required, after the member has been given opportunity to speak to the church body. Upon such an affirmative vote, the church may declare the person to be no longer in the membership of the church, and the member shall be so notified by the church clerk. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Any person excluded from the church may be restored to membership at a later time by vote of the church in regular church conference, upon request of the excluded person, and upon evidence of the excluded person's repentance and reformation.

SECTION 7. *TERMINATION OF MEMBERSHIP*

Membership shall be terminated in any one of the following ways:

- a) Death of the member.
- b) Transfer by letter to another Baptist church. No letter of membership shall be granted to an individual.
- c) Reasonable evidence of membership in another church.
- d) Exclusion from membership by action of this church as set forth in Article I, Section 6, of these bylaws, provided every reasonable measure has already been taken to assist the member and keeping in mind that the attitude of church members toward one another is to be guided by a concern for redemption rather than judgment.

SECTION 8. *MEMBERSHIP RECORDS*

Members are accepted into or dismissed from membership in the Harmony Baptist Church at regular church meetings. At such times, their names, along with the dates and methods of their acceptance or dismissal, shall be entered on the official membership roll of the church kept by the church clerk and on a duplicate roll kept in the church office by the office staff. Members who move to another community are expected, as soon as possible, to transfer their memberships to churches of like faith and practice in their new home communities, where they may continue to exercise the duties of Christian discipleship.

ARTICLE II. CHURCH MEETINGS

SECTION 1. REGULAR WORSHIP SERVICES

The church shall hold regular worship services open to all persons for the purpose of worship, prayer, preaching, instruction, evangelism, training, and fellowship each Sunday and Wednesday. Should circumstances so dictate, the pastor and the chairman of the active deacon body may approve the cancellation or re-scheduling of services. No other activities should be scheduled during the regular worship services unless approved by someone on the ministerial staff.

SECTION 2. SPECIAL WORSHIP SERVICES

All special worship services essential to the promotion of the purpose and objectives of the church shall be placed on the church calendar, published in the church's newsletter, at least one (1) week before the services are held, and announced at all services on the Sunday prior to the conducting of the special services.

Special Services that shall be conducted are Homecoming, on the fourth Sunday in July and the Church shall meet at least once each year for a Revival Service. All other meetings will be canceled during this time.

SECTION 3. REGULAR CHURCH CONFERENCES

Regular conferences of the Church will be held quarterly following the Sunday morning or evening service. The Chairman of Deacons shall serve as Moderator. In the absence of the Chairman, the Vice Chairman shall serve as Moderator. The Church congregation will be given at least one month written notification of the times of regular conferences.

The government of the Church shall be in the hands of the members, of whom thirty five (35) shall constitute a quorum for the transaction of business. In the absence of a quorum, the assembly shall have power to adjourn to a date fixed by said assembly. In the absence or inability of the moderator to act, the majority may select a temporary moderator.

SECTION 4. SPECIAL CHURCH CONFERENCES

A church conference may be called for a special purpose. Notice of the subject to be considered, the date and time, and the specific location of the special church conference must be announced from the pulpit at all Sunday services at least two weeks prior to the meeting and shall be published in the church's bulletin, during the weeks before the meeting is held. In a special church conference, only the subject announced as the purpose for the meeting may be considered; no other items of business may be introduced. The Pastor and Chairman of Deacons may determine when such meetings are justified and when they will be held.

SECTION 5. PARLIAMENTARY RULES

The parliamentary authority of Harmony Baptist Church shall be *Robert's Rules of Order* (latest edition), and it's procedures will be used to conduct all church conferences of the Church. The Nominating Committee shall nominate a Parliamentarian who shall serve at the pleasure of the Church.

ARTICLE III. CHURCH ORGANIZATION

SECTION 1. PASTOR

- (a) *Calling a Pastor.* When a vacancy occurs in the pastorate of the church, the Nominating Committee shall nominate a Pastor Search Committee, comprised of no fewer than seven (7) and no more than eleven (11) church members within thirty (30) days of the date the vacancy is announced. The nominees for the Pastor Search Committee shall be representative of the various organizations of the church and of the membership at large.

Nominations to the Pastor Search Committee shall be presented by the Nominating Committee to the church membership for election in a special church conference. Should any person nominated not be elected, the Nominating Committee shall submit another nomination until, in this manner, a Pastor Search Committee of no fewer than seven (7) and no more than eleven (11) members shall be elected.

The Chairperson of the Nominating Committee shall convene the initial meeting of the Pastor Search Committee and serve as its temporary chairperson until the Pastor Search Committee elects its own officers. The Nominating Committee chairperson will no longer serve on the Pastor Search Committee.

It is the responsibility of the Pastor Search Committee to construct a profile of the church and its needs, to obtain information about all candidates regarding spirituality, doctrinal beliefs, education, experience, and compatibility and to recommend to the church the most suitable person available for the position.

Only one candidate shall be considered at any one balloting. The recommendation for his call must be acted upon before another recommendation is made to the church.

A candidate for a call shall be invited to the church for a weekend, during which he shall attend a fellowship, which will afford all church members the opportunity to meet him and his family, and he shall deliver a Sunday morning sermon to the church membership. At the conclusion of that service, the church shall meet in a special church conference in which a vote by written secret ballot shall be taken on whether to call the candidate. An affirmative vote of at least seventy-five percent (75%) of the membership present and voting in the church conference shall be required to constitute a call.

- (b) *Responsibilities of Pastor.* Under the leadership of the Holy Spirit and in a spirit of servanthood, the pastor shall have oversight of and care for the general welfare of the church. He shall be a non-voting member of the active body of deacons and of all committees and church organizations. He shall be empowered to convene special meetings of the deacons, committees, and church organizations as he may deem appropriate. He shall conduct religious services, administer church ordinances, and minister to the church body and to the community. He shall have special charge of the pulpit ministry of the church and arrange for workers to assist in revival and other special services, programs, and meetings of the church. The pastor shall serve as administrative leader of the church and as chairman of the Church Council.

In the event the church is without a pastor, or during an interim pastorate (see section III), the active body of deacons shall recommend to the church body, in a church conference, an interim chief administrator to oversee the administration of church affairs during the interim.

(c) *Procedure for Termination of a Pastorate.* A pastorate may be terminated in either of the following ways:

- (1) *By Resignation of Pastor.* A pastor may resign the office by giving thirty (30) days written notice to the church.
- (2) *By Declaration of Vacancy.* The church may declare the office of pastor vacant at a church conference, called for that purpose, provided the provisions for calling such a meeting as set forth in these bylaws have been met. Before steps to terminate the service of a pastor are initiated, the chairperson of the deacons and at least two other deacons currently serving on the active deacon body, who shall be selected by the entire deacon body, shall meet with the pastor to discuss any causes for disagreement, in an attempt to bring about reconciliation and resolution between the pastor and the body of the church. Should reconciliation be deemed unachievable, a church conference for the purpose of dismissal of the pastor shall be called upon by either (a) a written recommendation signed by 75% of the currently-serving deacons, or (b) a written petition signed by not less than one-fourth (1/4) of the resident members of the church, provided the signatures have been counted and validated by the church clerk. The chairperson of the Personnel Committee shall preside at such a church conference. A vote on the issue of declaring the office of pastor vacant shall be conducted by written, secret ballot by members present and voting at said church conference at which the issue of dismissal of the pastor is deliberated. A vote of at least 75% of members present and voting in said church conference is required for dismissal. In the event a pastor is dismissed, a recommendation concerning compensation for the dismissed pastor shall be brought to the church at the same church conference by the Personnel Committee in conjunction with the Budget and Finance Committee.

SECTION 2. *INTERIM PASTOR*

- (a) *Call of Interim Pastor.* Whenever a vacancy in the pastorate occurs, the active body of deacons shall arrange for supply of the pulpit until it is deemed advisable to call an interim pastor. An interim pastor shall be called by the church in a church conference especially called for that purpose.
- (b) *Procedure for Calling an Interim Pastor.* If the call of an interim pastor is deemed advisable, the Personnel Committee shall consider candidates for the position of interim pastor and shall recommend to the church, convened in church conference, the most suitable candidate for the position of interim pastor and shall report to the church terms of the agreement with the candidate, including compensation, expectation of duties to be carried out, and length of service of the interim pastor. In said church conference, an affirmative vote of at least 75% of the members present and voting shall constitute a call of the candidate as interim pastor and approval of terms of the agreement with the interim pastor. If a person elected as interim pastor is unable to lead all of the regular services of the church, it shall be the responsibility of the active body of deacons to recommend a suitable person to lead those services. Upon the expiration of the term of an interim pastor, the active body of deacons shall arrange for supply of the pulpit until the arrival of the new pastor.

SECTION 3. MINISTERIAL & NON-MINISTERIAL STAFF

The church staff shall be made up of ministerial staff and non-ministerial staff. The pastor and the Personnel Committee of the church shall study the need for church staff positions, both ministerial and non-ministerial, shall prepare job descriptions for staff members, and shall recommend the creation, deletion, and/or filling of positions to the church. The Personnel Committee and the pastor shall conduct an annual review of salaries and benefits for all church employees and make recommendations for salaries and benefits to the Budget and Finance Committee.

(a) *Ministerial Staff.* The ministerial staff (those who are educated and trained for church ministry) under the supervision of the pastor, shall serve for indefinite terms and shall share leadership, teaching, visitation, and other ministries with the pastor.

(1) *Procedure for Calling a Member of the Ministerial Staff.* The Nominating Committee shall nominate to the church, convened in a special church conference, a Staff Search Committee of not more than seven (7) resident members of the church plus the Pastor.

The chairperson of the Nominating Committee shall convene the initial meeting of the Staff Search Committee and serve as temporary chairperson until the Staff Search Committee elects its own officers. Upon election of these officers, the Nominating Committee chairperson will no longer serve on the Committee.

The Staff Search Committee and the pastor shall solicit and review resumes, interview the candidate(s), and agree on their choice of candidate. With the concurrence of the pastor, the Personnel Committee, and the Budget and Finance Committee, the Staff Search Committee shall bring to the church, convened in church conference, a recommendation concerning compensation for the potential new staff member.

Upon agreement by the pastor and the Staff Search Committee on the choice of a candidate, that candidate shall be invited to the church for a weekend, during which the candidate shall attend a fellowship to which the church membership is invited to meet the candidate.

In accordance with the stipulations of these bylaws, the church shall then meet in church conference and a written secret ballot vote shall be taken on whether or not to call the candidate. An affirmative vote of at least 75% of the membership present and voting during the church conference is required to constitute a call.

(2) *Procedure for Termination of Service of a Member of the Ministerial Staff.* The service of a member of the ministerial staff may be terminated either by resignation of the staff member or by dismissal action taken by the church.

(A) *Resignation.* A ministerial staff member may submit a written resignation to the church, after first submitting a copy to the pastor, giving thirty (30) days' written notice of intent to terminate service.

(B) *Dismissal.* The church may dismiss a member of the ministerial staff in a church conference called in accordance with these bylaws. Before steps to dismiss a member of the ministerial staff can be initiated, the pastor, the chairman of the deacons, and at least two other active deacons, who shall be selected by the entire deacon body, shall meet with the ministerial staff member to discuss any causes of disagreement, in an attempt to bring about reconciliation and

resolution between the ministerial staff member and the body of the church. Should reconciliation be deemed unachievable, steps to initiate the dismissal of the ministerial staff member may be taken in one of the following ways: (1) a recommendation from the pastor and the Personnel Committee may be brought to the church in a church conference, OR (2) two-thirds of the active deacons may bring a recommendation to the church, OR (3) not less than one-fourth (1/4) of the resident members of the church may sign a written petition to initiate such action, presenting the petition to the church clerk for counting and validation of the signatures. A vote on whether to dismiss the ministerial staff member shall take place in a church conference by written, secret ballot. An affirmative vote of at least 75.0% of the membership present and voting in the church conference shall be required for dismissal.

(b) Non-Ministerial Staff. – Are those employed by the church to assist the ministerial staff. Hiring shall be under the supervision of the Personnel Committee.

SECTION 4. *TERMINATION FOR CAUSE*

A Church employee may be terminated for Cause based on an unacceptable performance of duties or upon an act of moral turpitude which subjects or could be reasonably anticipated to subject the Church to public ridicule, contempt, scorn, or censure. Decisions to terminate an employee for Cause shall be made according to the termination guidelines as outlined in the Personnel manual. Termination for Cause may result in immediate separation without remedy.

Termination of the Pastor shall be made according to the termination guidelines as outlined in Article III Section 1c and for Ministerial Staff, Article III Section 3a(2) of these By-Laws.

SECTION 5. *TRUSTEES*

DUTIES: The sole responsibility of the Trustees is to represent the Church in a legal capacity as directed by the Church in conference. Typically, it would be their function to affix their signatures on behalf of the Church to legal documents involving the sale, mortgage and purchase of land, borrowing capital and any other documents that represents the Church as a corporate entity. These responsibilities shall involve no personal liability on the part of the trustees. The trustees shall keep written minutes of their meetings, copies of which shall be filed in the church office and preserved as official church records.

When required to sign or attest a particular matter, and all Trustees are unable to be present, at least two Trustees may represent the whole as long as the decision is consistent with Church policy and/or the authority of the Church in conference. Church authorization may be documented by minutes from Church conference.

In addition, the Trustees shall have supervision over all the deeds, bonds, insurance policies, and important papers of the Church. They are authorized to receive and disburse monies in accordance with the terms of wills, bequests, and special instruments in which the Church is named beneficiary. If the Church is named beneficiary through any of these documents, and there is no designation as to a particular program, the Trustees will bring a recommendation to the active body of Deacons as to which program the money should be designated.

Trustees shall be responsible for all legal documents. They shall make an annual report to the Church listing all Church legal papers in their custody and identifying where they are kept. All such documents will be maintained in a locked file cabinet on the premises of the church or in a bank lock box with the current president of the trustees having responsibility for the keys.

TERM AND ELECTION: There shall be Three Trustees. Trustees shall be elected to serve a five-year term and shall be eligible to succeed themselves. The active body of Deacons shall nominate these Church officers from the Church membership, and they shall be elected by the Church in conference. The term of service shall be from January 1 – December 31. Only those who have been a member of the Church for at least three years shall be eligible to serve as a Trustee.

OFFICERS: The Trustees shall elect from among themselves a President, Vice-President, and Secretary. The President of the Trustees shall be the Registered Agent for the Church. The Deacon Chairman and the Pastor shall be ex officio members of the Trustees with the right to notice of meeting and the right to participate in the meetings, but shall not have the right to vote.

SECTION 6. DEACONS

The Scriptural basis, qualifications, and instruction for the church deacons is in accordance with the teachings found in Acts 6:1-7, I Timothy 3:8-13, and Romans 16. Deacons are expected to set a consistent example, both within and without the church body, in terms of faithfulness, stewardship, ministry, witnessing, and fulfillment of their covenant obligations. The role of the deacon is that of servant, as recognized in the root meaning of the Greek word *diakonos* (servant).

- (a) **Number of Deacons.** The active deacon body of the Harmony Baptist Church shall consist of a minimum of nine (9) deacons. The deacons shall serve on a rotation basis of 3 years. Each year before June 1st, the church clerk, the pastor, and the chairman of deacons shall examine the church membership roll and shall determine how many deacons should constitute the active body of deacons for the following year.
- (b) **Term of Service.** The term of service for an active deacon shall be three (3) years, after which the deacon must serve one year in reserve before being eligible for re-election as an active deacon. Active deacons shall be elected on a rotating basis, with a sufficient number being elected each year to fill vacancies and new positions on the active body of deacons. The filling of vacancies will be appointed by the deacon body from the list of inactive deacons.
- (c) **Nomination of Candidates.** The church shall have a Deacon Nomination Committee, comprised of the chairman of deacons (who shall serve as chairman of the Deacon Nomination Committee), the pastor, the church clerk, and two members-at-large elected annually by the church. Each year the Nominating Committee shall recommend to the church in the August church conference the names of two members-at-large to serve on the Deacon Nomination Committee. In June of the following year, the Deacon Nomination Committee shall begin the process of determining the nominees whose names shall be placed on the deacon election ballot. This will be done by providing the opportunity for any member of the church to submit in writing recommendations for the office of deacon. The Church membership will have at least 2 weeks to submit names.

The Deacon Nomination Committee shall consider the suggested candidates' qualifications according to the precepts of New Testament scripture as noted above. Candidates suggested must be male, must be at least twenty-five (25) years of age, must have been an active member of Harmony Baptist Church for at least two (2) years, must be regular in attendance and in support of the services, programs, and ministries of the church; must be faithful in the practice of financial stewardship; must meet the principles and conditions set forth in Acts 6:1-7, I Timothy 3:8-13, and Romans 16 and must be of good rapport among church

members. Members of the ministerial staff, employees of the church, and ordained ministers actively serving in their calling are not eligible for election as deacons.

The Deacon Nomination Committee shall interview each suggested candidate to make certain that the candidate feels a call from God to the office of deacon and is qualified to serve in the office of deacon, that the candidate is aware of the duties and responsibilities of serving in the office of deacon, and that the candidate is willing to accept and carry out those responsibilities. The Deacon Nomination Committee shall carefully consider all of the candidates and prepare the deacon election ballot containing the names of candidates deemed eligible for service on the active deacon body.

- (d) *Election.* The deacon election shall be held in a church conference on or before the last Sunday in August each year. Voting shall be by written, secret ballot. Each church member of voting age (18) present in the church conference shall have the right to vote for only the number of persons needed to fill available positions on the active deacon body.

The Deacon Nomination Committee shall count the ballots immediately after the church conference is concluded and certify the results at that time. The available positions shall be filled by the candidates receiving the largest numbers of votes. If a non-ordained candidate is among the number elected, the pastor and chairman of deacons shall proceed with plans for a service of ordination for that member.

The active body of deacons, as constituted above, shall serve from September 1 through August 31 of each year. The active body of deacons shall select a vice chairman and a secretary, with the previous Vice-Chairman becoming the Chairman. They may also select any other officers it may deem advisable from among its membership and shall hold monthly meetings at a time the deacons shall determine.

- (e) *Duties.* The following duties of deacons shall be considered primary:

- 1) They shall be responsible for guarding the unity of the spirit within the church in the bonds of peace.
- 2) They shall serve as an advisory council to the pastor in all matters pertaining to the work of the church and shall cooperate with him in the general oversight of the moral, spiritual, and temporal welfare of the church.
- 3) They shall cooperate with the pastor in the care of the membership. They shall seek to know the physical, moral, and spiritual needs of members and shall serve in ministering to those in need.

- (f) *Attendance:* Faithfulness being an important quality of a deacon; a deacon being absent from three (3) successive regularly scheduled deacon's meetings, without a reasonable cause, will automatically be placed on the inactive list of deacons. The unexpired term will be appointed by the deacon body from the list of inactive deacons.

- (g) *Records.* The deacons shall keep written minutes of their meetings, copies of which shall be filed in the church office and preserved as official church records.

(h) *Deacons Emeritus*

- 1) *Qualifications.* A nominee for deacon emeritus must be especially admired and deeply respected by the church membership because of Christian character and integrity and must have proven by dedication and loyal, unselfish service to the church that the position of deacon emeritus– the highest honor the church can give one of its deacons – is merited. A nominee for deacon emeritus must have served in the capacity of active deacon in a Baptist church for at least twenty years, at least ten of which must have been served in Harmony Baptist Church, and must have attained at least 65 years of age.
- 2) *Election.* The Deacon Nomination Committee shall propose to the church in a church conference any nominees for the position of deacon emeritus. Any candidate so proposed who receives a majority vote of members present and voting shall be named a deacon emeritus.
- 3) *Responsibilities.* A deacon emeritus may attend any or all meetings of the deacon body, may accept assignments to deacon committees, or may participate in serving the Lord’s Supper, but they are not required to perform any of these functions. A deacon emeritus may accept or decline any or all responsibilities and duties normally assigned to active deacons. A deacon emeritus shall not vote in meetings of the active body of deacons; however, they shall have the privilege of participating in discussion and debate.

SECTION 7. *CHURCH CLERK/ASSISTANT CLERK*

The duties of the clerk/assistant clerk include, but are not limited to, the following:

- (a) Keeping appropriate records of all of the formal actions of the church.
- (b) Keeping a roll containing the names of members, with dates of admission and dates of termination of membership, as well as a record of baptisms.
- (c) Issuing any letters of exclusion from membership as voted upon by the church body, as well as any official letters dealing with termination of employment of church officers and/or staff.
- (d) Giving legal notice of all church meetings wherein such legal notice is necessary and appropriate.
- (e) Being responsible for the oversight and safekeeping of official church records. Such oversight and safekeeping may be delegated to the church office staff as is deemed prudent and appropriate.
- (f) Being responsible for various other duties as requested by the church body.
- (g) The clerk will serve a 3 year term. At the end of that term, the assistant clerk will assume the position of clerk.
- (h) An assistant clerk will be nominated by the Nominating Committee at the end of the clerk’s 3 year term.

The Clerk is responsible for training and preparing the Assistant Clerk. The Clerk may delegate tasks as they deem necessary to the Assistant Clerk. The Assistant Clerk shall serve in the absence of the Clerk.

In case of assistant clerk vacancy, the Nominating Committee will nominate a replacement at the next church conference.

SECTION 8. *CHURCH TREASURER/ASSISTANT TREASURER*

The treasurer shall work with the Budget and Finance Committee to ensure the following:

- (a) A budget is properly prepared and presented to the church before the beginning of each fiscal year.
- (b) Personnel handling contributions are following established procedures in the accurate accounting of individual contributions.
- (c) Funds are accurately distributed and divided as designated.
- (d) The physical safety of all deposits is ensured.
- (e) A written report is given to the congregation of the financial condition of the church at each regular church conference.
- (f) The treasurer will serve a 3 year term. At the end of that term, the assistant treasurer will assume the position of treasurer.
- (g) An assistant treasurer will be nominated by the Nominating Committee at the end of the treasurer's 3 year term.
- (h) In case of assistant treasurer's vacancy, the Nominating Committee will nominate a replacement at the next church conference.
- (i) The treasurer or assistant treasurer shall not serve as the church clerk.

Additionally, the treasurer shall ensure that the Administrative Assistant is following prescribed procedures in recording and reporting all financial transactions. The treasurer shall serve as a non-voting member of the Budget & Finance Committee. The treasurer shall be bonded and shall sign and/or co-sign checks as required.

The Treasurer is responsible for training and preparing the Assistant Treasurer. The Treasurer may delegate tasks as deemed necessary to the Assistant Treasurer. The Assistant Treasurer shall serve in the absence of the Treasurer.

SECTION 9. REGISTERED OFFICE AND AGENT

In accordance with the requirements of Title 14, Chapter 3, Article 5 of the Georgia Code, the Church must appoint a registered agent and maintain a registered office as part of incorporation.

The purpose of a registered agent and registered office is to designate a place for the service of legal process and for the receipt of notices from governmental entities and legal documents from other entities.

- A) Principle and Registered Office.** At present, the principle office for the Church for all corporate purposes is located at 1310 Harmony Church Road, Monroe, Georgia 30655, and in accordance with the requirements of Section 14-3-501 (1) of the Georgia Code, the Church shall continuously maintain as its registered office the principle address for the Church office. The members may change said principle and registered office at any time. The Church may have offices and places of business at such other places within the State of Georgia as shall be determined by the members.
- B) Registered Agent.** In accordance with the requirements of Section 14-3-501 (2) of the Georgia Code, the Church will continuously maintain a registered agent. The President of the Trustees of the Church shall be the registered agent. The registered agent's duties are:
1. To receive or accept, and forward to the represented entity at the address most represented entity recently provided to the registered agent by the represented entity, or otherwise notify the represented entity at that address regarding, any process, notice, or demand that is served on or received by the registered agent; and
 2. Provide the notices required or permitted by law to be given to the represented entity to the address most recently provided to the registered agent by the represented entity.
- C) Resignation of Agent.** In the event of resignation or change of registered agent refer to state title 14-3-502 of the Georgia Code.

ARTICLE IV. CHURCH COUNCIL

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The primary functions of the church council shall be to recommend to the Church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, ministry teams, and committees; to recommend to the church the use of leadership, calendar times, facilities, and other resources according to program priorities; to evaluate achievements in terms of church objectives and goals.

The Church Council shall be composed of the Pastor, Ministerial Staff, Administrative Assistant, Sunday School Director, Woman's Missionary Union Director, Men's Ministry Team Director, Chairman of the Deacons, Music Director, Chairperson of Ministry Teams and Committees. The Pastor or his designee, shall serve as the chairperson of the Church Council. In the absence of the Pastor or his designee, the Chairman of the Deacons shall serve as chairperson of the Church Council. From time to time, the Church Council may request other church leaders to attend the council meetings.

ARTICLE V. COMMITTEES

SECTION 1. GENERAL PROVISIONS

The church shall establish such standing and *ad hoc* committees as it deems necessary to fulfill its stated purpose. Members of all committees shall be members of Harmony Baptist Church. The pastor shall be a non-voting member of each committee.

SECTION 2. CREATION OF COMMITTEES

Whenever the creation of a new committee, either standing or *ad hoc*, becomes necessary, except in cases as otherwise designated in these bylaws, the chairman of the Nominating Committee shall bring to the church body in church conference a recommendation concerning the responsibilities of the committee. If the majority of the quorum votes to establish the new committee, the Nominating Committee shall nominate members of the church to make up the committee, including a recommendation for chairperson of the committee. The members of the newly-created committee shall be elected by the church in church conference.

SECTION 3. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of all church committees shall be set forth in detail in a Policies and Procedures Manual.

SECTION 4. STANDING COMMITTEES

Standing committees shall serve on the program year (September 1 through August 31). The terms of members of all standing committees, unless otherwise designated, shall be for three years, set up on a rotation basis with one-third of the members on each committee elected annually to replace the members whose terms expire that year. Members of standing committees who have served a three-year term shall not be eligible to serve again on the same committee until one year has passed. When a new standing committee is formed, one-third of the members shall be elected for a one-year term, one-third for a two-year term, and one-third for a three-year term. The chairperson of each standing committee shall be designated annually by the Nominating Committee, preferably a person who has served at least one year on the committee. All standing committees are accountable to the church body and shall report regularly to the church in church conference. Upon recommendation from the Nominating Committee, a standing committee may be disbanded only by vote of the church body. Each standing committee shall meet at least once each quarter and shall keep written minutes of its meetings, copies of which shall be filed in the church office and preserved as official church records.

SECTION 5. PERMANENT COMMITTEES

Permanent committees are standing committees with a special designation that eliminates the requirement to rotate members. Committees shall be designated permanent when the skills required to perform the duties of the committee are specialized and not easily taught (i.e. technical skills on the Audio Visual Committee). Additionally a committee may be designated permanent when the duties deal with privacy of members (i.e. Counting Committee). A committee may be designated permanent by recommendation of the Nominating Committee and approved by the church under the same rules as the creation of a committee.

SECTION 6. AUTHORIZED STANDING COMMITTEES

The following standing committees are authorized by the church:

Section A – Nominating Committee:

General: The purpose of the Nominating Committee is to select and enlist active Church members into the mission and ministry of the Church, to serve on all Committees and Ministry Teams, through the nominating process. The Nominating Committee is representative, not authoritative. This committee is the servant of the Church.

Organization: Seven (7) Members, Three (3) Year term.

Responsibilities:

- This committee shall nominate an active member or members to all leadership positions on all standing and permanent committees or ministry teams of the Church, except the W.M.U. Director and Men's Ministry Director. Nominees for these positions will be presented to the Nominating Committee by each organization, prior to the annual church conference. Also, to distribute responsibility equally, where possible, a member will not be asked to serve on more than two committees or ministry teams.
- The Nominating Committee will nominate one Church member to represent the Church on the Associational Executive Committee in the annual conference.
- The Nominating Committee, along with the Pastor, will appoint a Sunday School Director who will then serve with the Nominating Committee in an advisory capacity.
- Update and submit for Church approval, a description of each committee or ministry team and associated responsibilities on an annual basis for the up-coming year.
- The Nominating Committee shall meet with the Chairperson of each committee or ministry team at least once in the first six months of the Church calendar year and once during the last six months to review the responsibilities of their committee and discuss the status in completing the responsibilities.
- Present names of recommended committee members to the Church two weeks prior to the Annual Church conference.
- Constantly seek prospective nominees to fill committee or ministry team vacancies that may occur during the year.
- Committee vacancies occurring during the year shall be filled for the unexpired term at any church conference. The Nominating Committee shall present to the church nominees for the vacancy to be filled.

Section B – Budget and Finance Committee

General: The purpose of the Budget and Finance Committee is to plan, direct and coordinate the financial activities of the church. The committee will at all times keep itself informed as to the financial standing and progress of the church.

Organization: Five (5) members, plus the Chairman of Deacons. 3 Year rotating term. The Church Treasurer and Pastor will serve as a non-voting members.

Responsibilities:

- Advise committees and ministry teams on ways to plan and support church ministries through budget development, promotion and commitment
- Take steps to ensure that sound procedures are used for receiving, counting, depositing, disbursing, recording, reporting and auditing church funds
- Work with church administrative assistant concerning the financial records of the church
- Work with church committees, ministry teams, organizations and staff to develop the church budget to be presented for the new year
- Provide forms, time tables and spending vs. budget to date to all committee and ministry team chairperson and staff, no later than September 15th
- To obtain budget recommendations from all committees and ministry teams and staff personnel
- To complete the proposed church budget no later than November 1st and present to the Deacon Board for review and approval.
- Proposed budget must be presented to the church two weeks prior to the church conference
- Present the proposed church budget to a church conference not later than December 31.
- To encourage a sense of stewardship among church members

Additional Responsibilities:

- The Finance portion of this Committee shall be charged with the responsibility as overseer and manager of all finances of the Church, with the following duties:
- The Committee will assure that the necessary actions or recommendations are brought before the Church to finance items of the budget.
- Items suggested as an expenditure by the Church and not covered in the budget shall go before the Finance Committee for their recommendations to the Church on the next church conference or called meeting for that purpose.
- Where securing of loans is necessary, the committee will make necessary preparations and bring same before the Church for approval and signing by the Officers of the Church.
- Shall make recommendations to the Church, for approval, as to the securing of bonds, certificates, or any other investments by the Church as monies become available to do so.
- Shall act as check and balance body for expenditures, against receipts, and make reports to the Church at regular or special church conferences.

Section C. – Personnel Committee:

General: The purpose of the Personnel Committee is to provide assistance to the Church in matters relating to the ministerial and non-ministerial staff.

Organization: Four (4) members, plus the Chairman of Deacons. Three (3) Year term.

Responsibilities:

- Determine and recommend to the Pastor, staff positions, personnel services and staff discipline

- Prepare and update job descriptions for employed church staff members
- Provide oversight and assistance to the Pastor for the semi-annual job performance review of staff members
- Review and submit annual compensation recommendations to the Budget and Finance Committee, within the format and time frame required by the Budget and Finance Committee for all paid staff members
- Advertise, recommend and participate in the interview process, with the Pastor in securing prospective staff employees to be approved for employment by the Church. The exception would be the Pastor whose position would be secured by a "Pastor Search Committee" elected by the congregation.
- Encourage professional growth and development for all staff
- Confer with the Pastor on any important issues of concern involving Staff members
- At a minimum conduct Quarterly meetings.
- Provide updates at Church Conferences when needed.
- Develop, update and maintain a Church personnel policies manual regarding benefits, hours of work, sick days, holidays, health and other insurances, retirement benefits, etc. The personnel policies and benefits review and update is to be completed by July 15th each year. The official personnel policies manual is to be maintained in the Church office.
- The Personnel Committee also acts as a sounding board for the church. It must be willing and able to approach its responsibilities with a listening ear, sympathetic to the needs of the church personnel. Loyalty and confidence must be assured in order to encourage staff members to speak openly to this committee about concerns and needs. If disagreement occurs between staff members, it is the duty of this committee to study thoroughly the situation and make a recommendation to the church.

SECTION 7. *AD HOC COMMITTEES*

An *ad hoc* committee serves until the task for which it was elected has been completed. It shall make its report to the church body, and then it shall be disbanded and have no further responsibilities.

SECTION 8. *AUTHORIZED AD HOC COMMITTEES*

Section A. - Constitution and ByLaws Committee

This committee will be appointed by the active body of Deacons as needed. It will be made up of five (5) active church members (excluding active deacons) plus the Pastor.

ARTICLE VI. ORDINANCES

SECTION 1. BAPTISM

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. The authority to baptize rests with the local church. The pastor or his designee shall perform baptism on behalf of this church. Baptism shall be administered as soon as possible after the believer's public confession of faith and shall be administered at any regular worship service.

SECTION 2. LORD'S SUPPER

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

The Lord's Supper shall be observed at least quarterly. The pastor, the church staff, and the active body of deacons shall plan and administer the Lord's Supper.

The church may observe the Lord's Supper during any worship service.

ARTICLE VII. PROGRAM ORGANIZATIONS

SECTION 1. GENERAL

All organizations of the church shall be under church control and report regularly to the church.

SECTION 2. SUNDAY SCHOOL

The Sunday School program shall be the Bible-teaching organization and evangelistic outreach of the church. It shall be organized as appropriate for all ages and shall be under the direction of the Sunday School director and other officers elected by the church, with help from appropriate advisory committees. All Sunday School leaders and teachers shall be members of the church and shall be elected by the church. Teachers must teach in accordance with church approved programs and literature.

SECTION 3. WEDNESDAY NIGHT PROGRAMS

Specified programs may be held as approved by the ministerial staff.

SECTION 4. WOMAN'S MISSIONARY UNION

The Woman's Missionary Union program shall be organized and directed by the Woman's Missionary Union director, elected by the church body, with help from appropriate advisory committees.

Its task will be to teach missions; engage in mission action; support all missions through praying and giving; provide and interpret information regarding the work of the church and the denomination.

SECTION 5. MEN'S MINISTRY

The Men's Ministry program shall be organized and directed by the Men's Ministry director, elected by the church body, with help from appropriate advisory committees.

The purpose of the Men's Ministry is to assist in the fulfillment of the Great Commission by empowering men and boys for kingdom service through education and personal development in missions and ministries. They shall create an environment in which men and boys will sense and respond to God's call for salvation and service in the church and their personal life.

ARTICLE VIII. JOB DESCRIPTIONS

SECTION 1. *SUNDAY SCHOOL DIRECTOR*

The Sunday School Director serves as the general administrative leader of a church's Sunday School ministry and reports to the Pastor. This person is responsible for coordinating the work of all Sunday School classes and departments, plus other Bible study groups, toward the overarching objective of Sunday School. The Sunday School Director leads the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders and in mobilizing members to achieve goals toward the stated objectives. (For further information, see Sunday School Manual).

SECTION 2. *SUNDAY SCHOOL OUTREACH/EVANGELISM LEADER*

The Sunday School Outreach/Evangelism Leader provides overall direction and leadership toward involving unreached people in Sunday School classes and departments. This person gives essential leadership to keeping the focus on evangelism. The outreach-evangelism leader reports to the Sunday School Director. (For further information, see Sunday School Manual).

SECTION 3. *VACATION BIBLE SCHOOL DIRECTOR*

The Vacation Bible School Director shall have general charge of the Vacation Bible School. He/she shall look to the ministerial staff for counsel and leadership in Vacation Bible School. He/she is to guide the organization of the school, determining the organizations required, recommending and enlisting other workers, and leading in planning, promoting and directing faculty training. He/she provide supplies and resources by: ordering curriculum materials in time for advanced planning, collecting supply and equipment lists from department workers, distributing supplies to departments, cooperating with the church staff in scheduling the use of equipment. The Vacation Bible School Director leads in the enlistment of members, planning and conducting publicity for the school, and coordinating activities of the school. The VBS director shall maintain an adequate system of records, preparing and distributing to the proper persons reports of the school, guide follow-up activities and shall perform such other duties as pertains to his/her office.

SECTION 4. *WOMAN'S MISSIONARY UNION DIRECTOR*

The W.M.U. Director is responsible to the church for leading in planning, coordinating and evaluating the W.M.U. (including females of all ages). She shall lead the W.M.U. in the three (3) basic tasks: (1) Teach missions, (2) Engage in mission action, and (3) Support world missions through prayer and giving. She shall lead in W.M.U. planning, work with the Men's Ministry Director, and Mission Ministry Team in planning joint work. She shall also assist in selecting W.M.U. officers and leaders, and coordinate the ordering of W.M.U. literature and supplies.

SECTION 5. *MEN'S MINISTRY TEAM DIRECTOR*

The Men's Ministry Director shall direct the Men's Ministry (including males of all ages) of the church. The Director should have a general understanding of the total Men's Ministry program. He shall lead the Men's Ministry in three (3) basic tasks: (1) Teach missions, (2) Engage in mission action, and (3) Support world missions through prayer and giving. The Men's Ministry Director should seek to establish the necessary units to involve as many men and boys as possible.

ARTICLE IX. ADOPTION, PROCEDURES AND AMENDMENTS

SECTION 1. ADOPTION OF BYLAWS

The bylaws shall be made available to the Church for a period of review for thirty (30) days. A vote shall be taken not less than fourteen (14) days and not more than thirty (30) days after the presentation of these bylaws to the church. These bylaws shall be considered adopted and in immediate effect if and when two-thirds (2/3) of the quorum shall vote in favor of adoption. Once adopted, these bylaws shall abolish, supersede, and replace all bylaws which preceded them.

SECTION 2. PROCEDURE FOR AMENDMENT

Amendments to these bylaws shall be made by the following procedure:

- a) Any member of the church shall have the right to submit in writing a request for an amendment to these bylaws to the Chairman of the Deacons. The request for amendment shall be referred automatically to the active body of Deacons for review. The Deacons shall bring its report concerning the request for amendment to the next regularly scheduled church conference to vote for or against forming a Constitution and By-Laws Committee.
- b) If the Church approves forming a committee, the Deacons shall appoint a committee as outlined in Article V, Section 8.
- c) The Constitution and Bylaws Committee shall bring its report concerning the request for amendment to the Church.
- d) If the Constitution and Bylaws Committee recommends the amendment, the text of the proposed amendment shall be published in writing and made available to the Church. The church shall have 30 days to review the amendment(s). A vote on adopting the amendment shall be taken in a church conference not less than fourteen (14) days or more than thirty (30) days after the presentation of the amendment to the church by the Constitution and Bylaws Committee.
- e) No changes or amendments to the Constitution and By-Laws shall be made unless it comes before the Constitution and By-Laws Committee.

SECTION 3. AMENDMENTS TO BYLAWS

An amendment shall be adopted and take immediate effect when a majority (more than 50%) of the quorum in a church conference in which the amendment is voted upon shall vote in favor of adoption.

SECTION 4. MAINTENANCE OF BYLAWS

A copy of these bylaws shall be kept in the church office. All amendments and revisions to these bylaws, after passage by church vote, shall be prepared by the church clerk and incorporated into the bylaws of the church. The bylaws, and all amendments and revisions thereof, shall be made available to church members upon request.

Date Ratified: XX/XX/XXXX