

CONSTITUTION AND BYLAWS
Flat Creek Baptist Church
Gainesville, Georgia

THE CONSTITUTION OF THE CHURCH

PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this organization may be governed in an orderly manner consistent with the general tenets common among Baptist people, and for the purpose of preserving the liberties inherent in each individual member and the freedom of action of this organization with respect to its relation to other churches, we do declare and establish this constitution.

ARTICLE I NAME

The name of this organization shall be the Flat Creek Baptist Church of Gainesville, Georgia.

ARTICLE II- PURPOSE

The purpose of the Flat Creek Baptist Church shall be to maintain the public worship of God, to witness to all men of the saving grace of God in Jesus Christ, to exalt the Christian way of life, to aid members in growth toward Christian maturity, and, under the leadership of the Holy Spirit, to cooperate with other churches and Christian groups in promoting the Christian faith and in extending the Kingdom of God throughout the earth.

ARTICLE III BELIEFS

Section 1: Primary Article of Faith.

The Scriptures of the Old and New Testament were given by inspiration of God, and are the only sufficient, certain, and authoritative standard by which all human conduct, beliefs and religious opinions are to be tried. The criterion by which the Scriptures are to be interpreted is Jesus Christ.

Section 2: Accepted Beliefs.

The beliefs of this church are in general accord with beliefs characteristic among Baptist people. The Baptist Faith and Message adopted by the Southern Baptist Convention on June 14, 2000 is an accepted illustration of these characteristic beliefs.

Section 3: Statement of Baptist Ideals.

I. Authority:

(1) Christ as Lord. The ultimate source of authority is Jesus Christ the Lord, and every area of life is to be subject to His Lordship.

(2) The Scriptures. The Bible as the inspired revelation of God's will and way, made full and complete in the life and teachings of Christ, is the authoritative rule of faith and practice.

(3) The Holy Spirit. The Holy Spirit is God actively revealing Him self and His will to man. He therefore interprets and confirms the voice of divine authority.

2. The Individual:

(1) His Worth. Every individual is created in the image of God and therefore merits respect and consideration as a person of infinite dignity and worth.

(2) His Competence. Each person is competent under God to make his own moral and religious decisions and is responsible to God in all matters of moral and religious duty.

(3) His Freedom. Every person is free under God in all matters of conscience and has the right to embrace or reject religion and to witness to his religious beliefs, always with proper regard for the rights of other persons.

3. The Christian Life:

(1) Salvation by Grace. Salvation from sin is the free gift of God through Jesus Christ, conditioned only upon trust in and commitment to Christ the Lord.

(2) The Demands of Discipleship. The demands of Christian discipleship, based on the recognition of the lordship of Christ, relate to the whole of life and call for full obedience and complete devotion.

(3) The Priesthood of the Believer. Each Christian, having direct access to God through Christ, is his own priest and is also under obligation to become a priest for Christ in behalf of other persons.

(4) The Christian and His Home. The home is basic in God's purpose for human well-being, and the development of Christian family life is a supreme concern of all believers in Christ.

(5) The Christian as a Citizen. The Christian is a citizen of two worlds—the kingdom of God and the State—and is responsible to obey the law of the land as well as the higher law of God.

4. The Church:

(1) Its Nature. The church, in its inclusive sense, is the fellowship of persons redeemed by Christ and made one in the family of God. The church, in its local sense, is a fellowship of baptized believers, voluntarily banded together for worship, nurture, and service.

(2) Its Membership. Membership in the church is a privilege properly extended only to regenerated persons who voluntarily accept baptism and commit themselves to faithful discipleship in the body of Christ

(3) Its Ordinances. Baptism and the Lord's Supper, the two ordinances of the church, are symbolic of redemption, but their observance involves spiritual realities in personal Christian experience.

(4) Its Government. The church is an autonomous body, subject only to Christ, its head. Its democratic government, properly, reflects the equality and responsibility of believers under the lordship of Christ.

(5) Its Relation to the State. Church and state are both ordained of God and are answerable to Him. They should remain separate, but they are under the obligation of mutual recognition and reinforcement as each seeks to fulfill its divine function.

(6) Its Relation to the World. The church is to be responsibly in the world; its mission is to the world; but its character and ministry are not to be of the world.

5. The Church's Continuing Task:

(1) Centrality of the Individual. The individual and his worth, his needs and moral freedom, and his potential for Christ have primary consideration in the life and work of the church.

(2) Worship. Worship which involves an experience of communion with the living and holy God calls for an emphasis on reverence and orderliness, on confession and humility, and an awareness of the holiness and majesty and grace and purpose of God.

(3) The Christian Ministry. Every Christian is under obligation to minister or to serve with complete self-giving, but God in His wisdom calls many persons in a unique way to dedicate their lives to a full-time church-related ministry.

(4) Evangelism. Evangelism, which is primary in the mission of the church and the vocation of every Christian, is the proclamation of God's judgment and grace in Jesus Christ and the call to accept and follow Him as Lord.

(5) Missions. Missions seeks the extension of God's redemptive purpose in all the world through evangelism, education, and Christian service and calls for the utmost dedication on the part of Christians to this task.

(6) Stewardship. Christian stewardship conceives the whole of life as a sacred trust from God and requires the responsible use of life, time, talents, and substance personal and corporate in the service of Christ.

(7) Teaching and Training. The nature of Christian faith and Christian experience and the nature and needs of persons make teaching and training imperative.

(8) Christian Education. Christian education grows out of the relation of faith and reason and calls for academic excellence and freedom that are both real and responsible.

(9) Self-Criticism. The church, if it is to remain healthy and fruitful, must accept the responsibility of constructive self-criticism.

(10) Cooperative Program. The church shall contribute systematically to the Co-operative Program.

ARTICLE IV - CHARACTER

Section 1: Polity.

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body of secular organization.

Section 2: Relationships.

The church recognizes and accepts the obligations of mutual counsel and cooperation with other churches and religious groups. Consistent with the principle of voluntary cooperation, the church maintains relationship with the churches of the Chattahoochee Baptist Association, The Georgia Baptist Convention, and the Southern Baptist Convention.

Section 3: Doctrine and Authority.

The church receives the Scriptures as its authority in all matters of faith and practice.

The accepted beliefs and ideals set forth in Article III express common Southern Baptist convictions, drawn from the Scriptures, and are to be used as guides in interpretation, and have no authority over the conscience, respecting the priesthood of the believer.

ARTICLE V - AMENDMENTS

This Constitution may be amended by three-fourths of the members present and voting at a meeting specially called for this purpose at the conclusion of the Sunday morning worship service, said proposed amendment having been laid before the church in writing at a business meeting not less than one month before the time of the proposed action and read from the pulpit at the Sunday morning worship service next succeeding such proposal.

BYLAWS FOR CHURCH CONSTITUTION

ARTICLE 1- MEMBERSHIP

Section 1: Qualifications.

The membership of Flat Creek Baptist Church shall consist of persons who confess faith in Jesus Christ as personal Savior and who commit themselves to faithful discipleship to Christ as Lord, who have been baptized by immersion, who express agreement with the purposes and beliefs of the church as described in its Constitution, and who are received into membership by an affirmative vote of the church according to the procedures set forth in these By-laws.

Section 2: Regular Membership.

1. Persons may be received into full and regular membership who present themselves to the church consistent with the qualifications set forth in Section 1, and who request membership in the church in any one of the following ways:
 - Upon profession of faith in Jesus Christ as personal Savior and Lord and request for baptism by immersion;
 - Upon transfer of membership by letter from a church of like faith and order
 - Upon statement of faith in Jesus Christ as personal Savior and Lord and baptism by immersion as an act of obedience; Upon request for baptism by immersion and transfer of membership from a church of some other branch of the Christian family.
2. Members in full and regular standing, and who do not hold letters of dismissal, may share equally in the democratic government of the church and may act and vote in all transactions of the church. Such members shall be entitled to full participation in the programs and activities of the church and its organizations, as provided in these By-laws, and to share in and receive the full benefits of the spiritual ministry of the church.

Section 3: Watchcare Membership.

1. Persons who are members of a church of like faith and order and wish to participate in the programs and activities of the church and receive the benefits of its spiritual ministry during their residency in the Gainesville area, but who prefer to retain their church membership, may be received into Watchcare Membership.
2. Persons received into Watchcare Membership have the same privileges as regular members, except in acting and voting in the transactions of the church and holding regular offices in the church and its organizations.
3. The Watchcare Membership of a person shall automatically terminate when he is no longer a resident in the Gainesville area.

Section 4: Reception of Members.

Persons who present themselves for membership in response to the invitation of the church shall be greeted by the pastor, or someone designated by him, and that person shall present to the congregation the names of such persons and the nature of their requests. The congregation shall then be led by the pastor to make an appropriate expression of welcome to them.

Section 5: Duties.

1. Membership in the church is a sacred duty, and involves full commitment to Jesus Christ and to the purposes of the church. Each member is expected to practice faithful discipleship as taught in the New Testament, and to strive for the realization of the ideals set forth in Article III of the Constitution.
2. Members are expected to be faithful in all the duties essential to the Christian life; and to attend habitually the services of the church, to contribute regularly for its support and its causes, and to share in its organized work.
3. Members who move to another community are expected, as soon as possible, to transfer their memberships to a church of like faith and order in their new community, where they may continue to exercise the duties of Christian discipleship.

Section 6: Inactive and Nonresident Members.

1. Members of the church who fail to attend any of its services or to contribute to its support for one year, except for ill health, confinement, or other valid reasons shall be classified as inactive members and their names placed on an inactive membership roll.
3. Members of the church who move from the Gainesville area, and who are therefore unable to fulfill the duties of church membership, shall be classified as nonresident members, and their names placed on a nonresident membership roll.

Section 7: Termination of Membership.

- I. Any person holding regular membership in the church who desires a letter of dismissal and recommendation to a designated church of like faith and order is entitled to receive it upon his request, and such a letter shall be granted by the church.
2. If a member of the church unites with another church, his membership in Flat Creek Baptist Church shall be terminated automatically.
3. The church may, after faithful efforts to make such action unnecessary, terminate the membership of persons whose names appear on the nonresident membership roll for five consecutive years. The church shall keep a permanent list of the names of such persons, however. If a request for the transfer of membership of any such person is received, the church shall consider the desire of the person for an active church relationship to be an act of rededication, shall restore the name of the person to the membership roll of the church, and shall grant a letter of dismissal. An exception to this procedure may be made by the church if a nonresident member requests in writing that his name remain on the membership roll of the church.

4. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of the duties of the church membership, the church may terminate his membership, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment. Action regarding such termination of membership shall first be considered by the deacons, who shall make recommendation to the church.

ARTICLE II- MEETINGS

Section 1: Meetings for Worship, Evangelism, Bible Study, Training and Service.

1. Services for worship, open to all persons in the community, shall be held morning and evening each Sunday at the time determined by the church.
2. A Bible teaching program and a Christian training program shall be held each Sunday at the time determined by the church.
3. A Mid-week service of prayer and worship, and other correlated activities, shall be held on Wednesday evening of each week, at the times determined by the church.
4. The ordinance of the Lord's Supper shall be observed during the first month of each quarter, at the time determined by the pastor and the Lord's Supper committee. The ordinance of Baptism shall be observed under the direction of the pastor as need arises.
5. Revival meetings shall be held under the guidance of the pastor. Other occasional religious meetings may be held at such times as appointed by the pastor, or as determined by vote of the church.

Section 2: Meetings for Conducting Church Business.

1. A quarterly church conference shall be held on the 4th Sunday evening of each month; at the time determined by the church. Exception may be made when there is a conflict with other scheduled activities.
2. The pastor may call from the pulpit a special business conference, and shall do so when requested by the deacons, trustees, or a duly authorized committee, the purpose of the meeting being clearly stated in the notice read from the pulpit at the Sunday morning worship service one week prior the time of the special meeting.
3. Meetings for the purpose of extending a call to a pastor shall be in accordance with Article III; Section 2; Subsection IV; Item D 2& 3 of these bylaws.
5. The church shall recognize the common rules of procedure set forth in Roberts Rules of Order, Revised, in all matters of parliamentary procedure governing the deliberations of the church.

ARTICLE III : STAFF MEMBERS, OFFICERS AND EMPLOYEES

Section 1:

The following shall be considered staff members and officers of the church:

Pastor, Youth/Education Minister, Music Director, Deacons, Treasurer, Clerk, Trustees, Sunday School Director, Adult Director, Children's Director, Outreach Director, Baptist Men's Director, WMU Director and other officers and staff members as the need arises and is authorized by the church.

The following shall be considered employees of the church:

Secretary, custodian, organist, pianist, and others as the need may arise and as authorized by the church.

Section: 2 Pastor

The Pastor shall be called for an indefinite period. The Pastor shall be the spiritual, evangelistic and administrative leader of the church. The Pastor of Flat Creek Baptist Church must be a Southern Baptist, baptized into a Baptist church, and ordained by a Baptist church. He shall meet the qualifications of 1 Timothy 3:1-7. It is recommended that he be a graduate of a college, university or an accredited Southern Baptist theological seminary. He must believe that the Bible is the inspired, inerrant Word of God.

I. Principal Function

The Pastor of Flat Creek Baptist Church will serve as the spiritual, evangelistic, and administrative leader of the church. He will be responsible for the proclamation of the Gospel and pastoral care of the church

II. Specific Responsibilities

A. TEACHER OF THE WORD OF GOD

1. The Pastor shall preach the Sunday morning and evening worship service, the Sunday Evening Turning Point Service and conduct the mid-week Bible Study and Prayer Meeting.
2. The Pastor shall encourage and assist in teaching mission studies.
3. The Pastor shall teach through administering the church ordinances.

B. PASTORAL/ADMINISTRATIVE DUTIES

1. The Pastor shall be a faithful and consistent visitor of prospects and members of the church.
2. The Pastor should be able to provide counseling or to make referrals for counseling services.
3. The Pastor shall be the administrator of the church. He will serve as direct supervisor of all paid and volunteer staff. He will conduct staff meetings as needed. He will assist the Personnel Committee and Deacons in hiring staff and the Personnel Committee in performing yearly evaluations of all paid staff.
4. He will perform weddings and funerals as needed.
5. He will provide support for all the programs of the church.

6. The Pastor will serve as moderator at church conferences.
7. He will promote evangelism through revivals, instruction in personal soul winning, and in personal involvement in evangelistic work,
8. He will serve as an ex-officio member of all committees.

III. Organizational Relationship

The Pastor is accountable directly to the church. The Pastor may resign from his office after publicly giving 30 days notice at either a Sunday morning worship service or at a regular, emergency, or called conference. The requirement of this 30 days notification may be waived by a simple majority vote of those members present and voting at such meeting. The tender of a resignation is deemed automatically accepted without a vote. Such resignation shall be tendered to the Chairman of the Deacons. The church may terminate the Pastor for failure to perform his duties, failure to adhere to these bylaws, or for immoral or unethical conduct. The sole procedure for addressing serious questions concerning the Pastor's leadership will be the following scriptural steps: (Matthew 18:15-17; 1 Thessalonians 5:12-13; 1 Timothy 5:19; Romans 14:19 and Ephesians 4:29 should be consulted in the process.)

- A. Anyone who finds fault with the Pastor should meet with him privately. If there is no resolution of the problem, the one with the complaint should return to the Pastor with one or two others who share the complaint.
- B. If this group is unable to find a resolution to the problem, they and the Pastor shall meet with the Deacons and Personnel Committee to seek a solution.
- C. If the Deacons and Personnel Committee, after meeting with the Pastor and the ones making the complaint, are unable to find a resolution and bring about reconciliation between all parties, the situation MUST be brought before the church in a called conference. Notification of such a conference must be given to the church members in writing at least two weeks before the meeting is to be held.
- D. Should (C) be necessary, those finding fault with the Pastor must make a written public complaint to the church, and the Pastor must respond in writing. If resolution and reconciliation are not achieved through the meeting of the church, the pulpit may be declared vacant by a 75% vote of those members present and voting at the meeting. Such a vote is not mandatory and the Church may consider all reasonable alternatives.
- E. If the Pastor is terminated, the Deacons will negotiate a separation package with him. It will provide a minimum payment of one month's compensation and benefits to the Pastor up to a maximum of three month's payment. This amount may be paid in a lump sum or on a monthly basis according to the recommendation of the Deacons. The church will vote on the separation package before it is formally offered. If the Pastor is terminated as a result of immoral or unethical conduct, no separation package will be required.
- F. If the Pastor resigns; the Deacons, at their discretion, may recommend a separation package.

IV. Interim Search Committee and Pastor Search Committee

Should the pulpit become vacant for any reason, the active deacons and Nominating Committee will meet immediately and choose both an Interim Search Committee and a Pastor Search Committee. The nominees for both Committees will be chosen according to the general guidelines for committees, and the nominations will be presented at the first regular conference following the time of the vacancy.

- A. The Interim Search Committee shall have the responsibility of locating and recommending to the church an Interim Pastor who is in agreement with these bylaws. It will be the responsibility of the Deacons to make appropriate arrangements for filling the pulpit until the Interim Search Committee has been approved by the church. Thereafter, the Deacons will work with the Interim Search Committee to fill the pulpit until an Interim Pastor or Pastor is called by the church.
- B. The Pastor Search Committee shall have the responsibility and authority of:
 1. Locating and recommending to the church a Pastor who is in agreement with these bylaws.
 2. Reporting to the church on a regular basis concerning the progress of the committee.
 3. Consulting with appropriate officers and committees of the church or with others whose responsibilities are closely affected by their relationship with a Pastor.
 4. Receiving reimbursement by the church for all reasonable expenses upon presentation of written receipts.
 5. In all aspects of its work, the committee shall welcome input from the membership and shall seek the advice and counsel of the deacons in regard to major decisions.
- C. The church shall be asked to consider a call for only one man at a time, and until the church shall make a decision concerning a proposed call, no other call may be considered.
- D. The interim Pastor Search Committee shall present its recommendation for a Pastoral call in the following manner:
 1. Salary and Benefits: All necessary and appropriate matters concerning the proposed Pastor such as salary, benefits, vacations and other times away, responsibilities and authority, and all other matters concerning his relationship to the church shall be determined according to the budget and policies of the church in consultation with the the active deacons, Personnel and Finance Committees.
 2. Consultation with the Church: When the Pastor Search Committee has agreed upon a prospective Pastor, the congregation will be given two weeks written notice of a called conference to consult with the church concerning their choice. The Committee will inform the church of its choice for a prospective Pastor and give any and all pertinent information concerning his background, experience, and qualifications. The church will be given the opportunity to discuss the Committee's choice, to ask any necessary questions, and to propose additional measures to be taken by the Committee.

3. Presentation to the Church: The prospective Pastor and his family shall be given the opportunity to meet with the church in an informal fellowship the weekend he is to be presented to the church. He shall preach for the church at the following Sunday morning worship service. Following the worship time the church shall be convened for an official conference for the purpose of voting on the prospective Pastor. The vote for Pastor will be by secret ballot. The Chairman of the Pastor Search Committee and the Chairman of the Deacons, and/or their representatives, will count the ballots, and the church will immediately be informed of the result of the vote. An affirmative vote of 75% of the total ballots cast will be required to call a Pastor.
4. Transition: If the prospective Pastor accepts the call of the church, the Pastor Search Committee shall continue its responsibilities by coordinating the church's welcome of the new Pastor. This Committee shall also work with the new Pastor and his family to coordinate relocation. The church will pay the Pastor's reasonable moving expenses. The Committee shall be dismissed sixty days following the new Pastor's first full Sunday in the pulpit.

Section 3: Other Staff, Church Officers and Employees

1. General Requirements for Church Staff, Officers and Employees

- A. All staff and officers shall be people who exhibit exemplary Christian character. They shall conduct themselves at all times, whether in church, the community, the workplace, or the home, in such a way as to bring glory and honor to God and to His church.
- B. All staff unless otherwise stated, must be members of Flat Creek Baptist Church or become a member at the first Sunday morning service following his employment by this church. Officers shall have been members of the church for at least one year before taking office.
- C. All staff members/officers will be under the supervision of the Pastor.
- D. All staff members/officers of the church will be expected to set an example of faithful attendance at church services and participation in the programs of the church.
- E. All staff/officers will be expected to be faithful and consistent financial supporters of the church as directed in Malachi 3:10 and Hebrews 7:8.
- F. All staff and those officers who have a need to expend church funds will prepare a yearly budget request and present this request to the Finance Committee by September 1 of each year.
- G. All staff/officers shall work within the confines of his budget. Should a staff member/officer require an increase in his budget within a church year, he must meet with the Finance Committee and Treasurer and present a written proposal of such request. If the Finance Committee approves the increase, the Chairman of that Committee will bring the request before the church at the next regularly scheduled business meeting.

- H. Every staff member/officer should be available to help other staff and officers of the church in achieving the goals of the church and in carrying out its ministries.
- I. All staff members shall attend regular staff meetings called by the Pastor.
- J. All staff members shall meet yearly at a scheduled time with the Personnel Committee and Pastor for a job appraisal.
- K. In order to become an employee of Flat Creek Baptist Church, **a staff member** must be recommended by the staff search committee, active Deacons and Personnel Committee and receive a 75% affirmative vote of church members present and voting at a regular or called conference.
- L. All officers must be approved by a vote of the church and will serve a one year term, unless otherwise stated in these bylaws.
- M. Employees shall be secured by the Personnel Committee as needed and as is provided in the annual budget. Their duties, conditions of employment, and their resignation or the termination of their services shall be determined by the church upon the recommendation of the active deacons and Personnel Committee.
- N. A staff member may resign from his position by giving public notice of such decision at either a Sunday morning worship service or at a regular or called conference. He will be required to serve a 30 day notice; however, this notice may be waived by a simple majority vote of those church members present and voting when the resignation is offered. The active deacons shall recommend a search committee to fill a vacancy or to staff a new position. Salary, benefits, vacations and other times away, responsibilities and authority, and all other matters concerning his/her relationship to the church shall be determined according to the budget and policies of the church in consultation with the active deacons, Personnel and Finance Committees.
- O. A staff member/officer may be dismissed from his job for failure to perform his job, failure to adhere to these bylaws, or for immoral or unethical conduct. All complaints against and/or dismissal of a staff member/officer will be handled in the following manner:
 - 1. The one with the complaint should meet with the staff member or officer privately.
 - 2. If there is no resolution to the problem, these two should meet with the Pastor.
 - 3. If there is still no resolution to the problem and the complaint is against a staff member, the staff member, the one with the complaint, and the Pastor shall meet with the Personnel Committee. It shall be the responsibility of the Personnel Committee to reach a solution to the problem if possible. When the complaint is against a church officer, the complainant, officer, and Pastor will meet with the Deacons to seek a solution.

4. If there is still no resolution to the problem, the situation MUST be brought before the church at a regular or called business meeting. The one with the complaint must state his case publicly and the staff member/officer must respond publicly. It shall then be the responsibility of the church to decide what action shall be taken, including dismissal of the staff member or officer, discipline of either or both parties, or other appropriate steps. Depending on the reason for dismissal, the church may, but is not required to, vote to grant a dismissed staff member up to one month's separation pay.
5. Reconciliation of all parties shall be a goal of any resolution of problems.

Section 4. Minister of Education/ Youth

The Minister of Education/Youth shall be called for an indefinite period of time. He must be a Southern Baptist and have been baptized into a Baptist church. It is recommended that he have specialized training, education, and professional experience, which will particularly enable him to minister to the educational and youth needs of this church. This is currently a full-time position paid on an annual salary basis. As the need may arise and is authorized by the church, this may become separate positions or a different combination of positions (music/education director, etc.)

I. Principal Function (Education)

He should be a person who has the desire, ability, and calling to meet the educational needs of this church. He will assist the Pastor and church in pastoral ministry. He will plan programs and activities, individually and in cooperation with other staff members and officers, that will encourage members to participate fully in and to benefit from the life of this church. He will be attentive to any educational needs of this church, and will inform others in the church of any needed changes that would make the church more amenable, either physically or spiritually.

II. Specific Responsibilities

1. Oversee and give leadership to the educational needs of the church (Sunday School, Discipleship, Missions, VBS, etc).
2. Provide training of leadership for each of the programs.
3. Assist in preparing the budget for each of the assigned program areas and oversee the disbursement of funds related to these programs.
4. Shall participate in the church visitation program.
5. Serve on the Nominating Committee, in an advisory capacity, and will make recommendations for Sunday School and Discipleship Training leaders and teachers.
6. Other duties as may be assigned by the Pastor or Personnel Committee.

I. Principal Function (Youth)

The Youth Director should be a person who has the desire, ability, and calling to work with the youth of this church. He will assist the Pastor and church in pastoral ministry to the youth of this church. He will plan programs and activities, individually and in cooperation with, the Youth Committee and other staff members and officers that will encourage youth to participate fully in and to benefit from the life of this church. He will be attentive to the special spiritual and emotional needs of youth and will endeavor, with the help of the church, to lead young people to turn to Christ for fulfillment of their needs.

II. Specific Responsibilities

A. EDUCATION

1. Coordinates the youth program of the church.
2. Advises the Sunday School Director and Discipleship Training Director on classes and materials for youth.
3. Provides training as needed for youth teachers and workers.
4. Provides on-going discipleship training on both Sunday and Wednesday nights to the youth through group studies, fellowships, and other learning experiences.
5. Provides information to the youth and to the church concerning events and materials that would aid spiritual development of the youth.

B RECREATION/ MISSIONS

1. Plans and participates in recreation and outings for the youth.
2. Provides opportunities for spiritual growth through programs such as retreats, conferences, summer camps, and mission action programs.
3. Develops and encourages a continuing youth outreach program.
4. Provides or arranges for counseling for youth and their parents.

C. ADMINISTRATIVE/ ORGANIZATIONAL

1. Schedules regular meetings with the Youth Committee and parents of youth to discuss the goals and direction of the youth program.
2. Leads the Youth Committee in planning activities and programs.
3. Keeps accurate records of youth members, visitors, and prospects.
4. Works with the Youth Committee in preparing the annual youth budget to be presented to the Finance Committee by September 1 of each year.
5. Monitors and ensures compliance with the Youth budget.
6. Works with the Youth Committee in planning an 18 month calendar with quarterly calendars being provided to the youth and its leadership.
7. Meets with the Nominating Committee to make recommendations for Youth Committee members.
8. Shall be ultimately responsible to see that all programs and events are carried out.

Section 5. Church Secretary

I. Principal Function

The Church Secretary performs routine clerical and typing duties in support of the church functions and is under the direct supervision of the Pastor. This position is paid at an hourly rate. The Church Secretary is not required to be a church member.

II. Specific Responsibilities

- A. Types a variety of routine materials including correspondence, reports, and office forms for all staff and committees as needed.
- B. Copies, assembles and distributes material.
- C. Files correspondence, reports and similar materials.
- D. Opens and date stamps mail for action or distribution.
- E. Checks outgoing mail for signature, address and enclosures and prepares for mailing.
- F. Prepares weekly church bulletin from information provided by staff and others.
- G. Prepares, publishes and mails a monthly church newsletter.
- H. Keeps the church roll current including addresses and telephone numbers.
- I. Answers the telephone and receives visitors.
- J. Keeps a current computer file of all actions approved in monthly or special business meetings. These shall be furnished by the Church Clerk and should be categorized accordingly.
- K. Assists the church treasurer in maintaining contribution records, recording weekly contributions and generating yearly reports for contributors.
- L. Reports weekly contribution totals in weekly bulletin and monthly newsletter.
- M. Maintains church calendar, orders office and church supplies, maintains office supplies and responds to members needs.
- N. Sends memorial gift notices.
- O. Prepares checks as requested by Treasurer or, in the absence of the Treasurer, the Assistant Treasurer or Finance Committee Chairman.
- P. Performs other secretarial duties as assigned by the Pastor and/or Personnel Committee.

Section 6. Music Director

The Music Director shall be called for an indefinite period of time. It is recommended that the Music Director have specialized training, education, and professional experience which will particularly enable him to minister to the church through music. This is currently a part-time position paid on an annual salary basis. As the need arises and is authorized by the church, this may become a full time position or a combined position i.e., music/youth director, etc.

I. Principal Function

The Music Director shall coordinate the overall music program of the church. He/she shall provide an opportunity for the church to worship and witness through music. The music ministry shall encourage and strengthen the church and community with the good news of our Savior, Jesus Christ.

II. Specific Duties

- A. In cooperation with the Music Committee and Pastor, plans implements and oversees the total church music ministry.
- B. Directs all music for worship services and leads choir practice at least once each week.
- C. Provides and/or selects appropriate special music for worship services.
- D. Provides for special music groups (choirs, ensembles, quartets, etc.).
- E. Encourages music activities for youth and children as appropriate.
- F. Provides leadership and assists in the work of instrumentalists.
- G. Selects church music and organizes the music library.
- H. Assesses the need for instruments, makes appropriate requests to church for such, and ensures maintenance of instruments.
- I. Assesses the need for, acquires, and maintains all choir property (robes, chairs, etc.).
- J. Supervises the use and maintenance of the sound system and supervises all sound engineers.
- K. In cooperation with the Music Committee prepares a music budget to be presented to the Finance Committee by September 1 of each year.
- L. Insures the proper allocation of the music Budget.

Section 7. Deacons.

Number and term of office.

- (1) The active deacon body of the church shall consist of twelve men, one fourth of whom shall be elected annually to serve for four year terms.
- (2) After serving a term of four years, no deacon shall be eligible for re-election until a lapse of at lease one year. Any deacon, however, who is elected to fill less than two years of an un-expired term shall be eligible for re-election without the lapse of one year.
- 2. Men elected to the office of deacon shall have qualities of character consistent with the teaching of Acts 6:3-5 and I Timothy 3:8-13. They shall be regular in attendance and support of the services of the church, faithful in the practice of Christian Stewardship, cooperative in attitude, and men whose influence will strengthen the witness of the church.
- 3. Men chosen to fill regular terms on the active deacon body shall be elected by the church no less than thirty days before assuming office. To the extent possible the active deacon body shall be fairly representative of all adult age groups in the church body. The following procedure shall be observed in the election of deacons:
 - (1) On the 1st Sunday in July of each year it will be requested from the pulpit that the congregation submit, in writing, the names of qualified men (previously ordained or not) to serve on the active deacon body.
 - (2) The retiring three members of the active deacon body, the pastor, and the chairman of deacons shall constitute a Nominating Committee.
 - (3) Each member of this Nominating Committee shall bring three names for recommendation to a committee meeting, these may include the names of men not recommended by the congregation.

- (4) After considering all recommendations, the committee will agree upon three recommendations to present to the active deacon body at the regular deacon's meeting in July and for their approval at the regular deacon's meeting in August of each year.
 - (5) Upon the approval of the active deacon body, the three recommendations will be presented to the church at the August conference for its vote of approval. After approval by the church they will assume office on October 1st of that year.
4. Whenever a vacancy occurs on the active deacon body, the active deacons shall nominate to the church a man to fill the vacancy. The man thus elected by the church shall complete the un-expired term.
 5. Consistent with the meaning of the word and the practice of the New Testament, deacons shall consider themselves as servants of the church. The following duties shall be considered primary:
 - (1) They shall be zealous to guard the unity of the spirit within the church in the bonds of peace.
 - (2) They shall serve as a council of advice and consultation with 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, particularly the sick and distressed. They shall seek to know the physical, moral, and spiritual needs of the members, and shall serve in the ministering to those in need.
 - (4) They shall administer the financial affairs of the church, reporting to the church of their actions. Structural changes, any matter which will incur debt, or any changes affecting the salary of the pastor or other staff members, shall be submitted to the church in conference.
 - (5) In counsel with the pastor, and by such methods as the Holy Spirit may direct consistent with the teachings of the New Testament, the deacons shall have oversight of the discipline of the church.
 - (6) In the event of the failure of another leadership group or committee of the church to carry out an assigned responsibility, the deacons shall be responsible to see to it that the will of the church is accomplished.
 7. The deacons shall meet monthly at a time they shall determine, and shall elect their own officers. The chairman of the deacons, in consultation with the pastor, shall appoint members to serve on the Standing Committees of the active deacon body, subject to the approval of the active deacons.
 8. Any complaint against a Deacon **must** be brought before the active deacon body with both the Deacon and the one making the complaint being required to address the complaint. Should the Deacons decide to dismiss one of their members, for any reason, the issue must be brought before the church at a regular or called business conference.

Section 8. Treasurer and Assistant Treasurer

I. Principal Function

The Treasurer shall be the overseer of all money received and disbursed by the church. The Treasurer shall work in conjunction with the Finance Committee to insure adherence to the budget of the church and to supervise the payment of all accounts of the church. In the absence of the treasurer and upon his/her request, the Chairman of the Finance Committee will assume these duties.

II. Specific Responsibilities

- A. Maintains a file of all invoices, receipts, etc., related to the expenses of the church.
- B. Has the authority, along with the Chairman of Deacons and the Chairman of the Finance Committee, to serve as one of two required co-signers on all checks issued by the church and should be the primary signatory of all checks.
- C. Prepares or requests all checks.
- D. Receives and approves all check requests. (A paid receipt and a voucher approved by the committee chair must be presented to receive reimbursement for expenditures.)
- E. Prepares and presents monthly financial reports to active deacon body and at conferences.
- F. Meets monthly with the Finance Committee Chairman to review reconciled bank statements.
- G. Has responsibility for insuring that expenditures of any department, program, or staff member of the church do not exceed the budgeted amount available for that area.
- H. Seeks approval of the church at a regular or called conference before making any non-budgeted dispersals.
- I. Posts offerings to individual accounts, posts receipts an offerings of all accounts and generates yearly reports for contributors.
- J. Reconciles all bank statements.
- K. Checks all invoices received and informs responsible persons of their budget expenditures.

Section 9. Board of Trustees

The Board of Trustees shall consist of three members elected by the church for an indefinite period. The Trustees shall act solely at the instance and direction of the church. The Deacons shall review the status of the Board of Trustees annually.

I. Principal Function

The Board of Trustees shall act as legal agents of the church and shall be responsible for preserving all important documents.

II. Specific Responsibilities

- A. Act as legal agents of the church in the signing of deeds, contracts, mortgages, promissory notes, insurance applications, and other legal documents.
- B. Maintain possession of the originals of all church legal documents such as mortgages, deeds, notes, contracts, and plats of survey. The Trustees shall provide the Church Secretary with copies of all such documents to be maintained in a document file in the church office.
- C. Supervise and maintain adequate insurance of all types for the church facilities, property, personnel and membership.
- D. Maintain insurance on and provide tags for all church vehicles.**
- E. Insure that all annual corporate reports are filed with the Secretary of State.
- F. **Maintain fidelity bonds on the church's Treasurer, Assistant Treasurer, Financial Secretary, and all signatories on the church's accounts.**

Section 10. Clerk and Assistant Clerk

I. Principal Function

The Clerk shall record minutes of all conferences and present to the church all correspondence relating to church membership. In the absence of the Clerk, the Assistant Clerk will perform these duties.

II. Specific Responsibilities

- A. Records the minutes of all conferences in the official minutes book and provides a copy to the Church Secretary to be recorded in permanent computer file.
- B. Presents minutes of previous conference at current conference and makes corrections if any are noted.
- C. Receives requests for church letters from other churches, and, if approved by church sends letter. Provides Church Secretary with information concerning any departing member along with date when action concerning said member was taken.
- D. Requests letters for new members joining by letter. Informs the joining member and Church Secretary when letter is received.
- E. Makes arrangements with Assistant Clerk to serve at any conference which the Clerk is unable to attend.

ARTICLE IV. : COMMITTEES, ORGANIZATIONS, AND PROGRAMS

Section 1. General Requirements for Committees, Organization Directors, and Program Directors

- A. Except as otherwise provided, all committee members and directors, with the exception of the Nominating Committee and intra-organization committees, will be proposed by the Nominating Committee and selected by the church. This provision shall not preclude nominations by any member for any position.

- B. No church member may serve on more than two committees in any church year with the exception of intra-organization committees or by virtue of office as stated in these bylaws.**
- C. To the extent possible, all committees shall have an equal number of male and female members and shall be fairly representative of all age groups in the church body.
- D. No church member, serving on a three year rotation, should be re-elected to that committee until he has been absent from that committee for one full year.
- E. All committee members, teachers and directors will serve a one-year term from October 1 to September 30, unless otherwise specified.
- F. All committee members and directors must be members of Flat Creek Baptist Church for a period of one year prior to election.

- G. Standing Committees shall be established by the Nominating Committee and the deacons and shall be responsible to the church. They shall report to the deacons and through the deacons to the church, except the Nominating Committee; which shall report directly to the church.
- H. Special committees shall be established as needed. Persons serving on these shall be appointed or elected to serve until the responsibility assigned by the church is completed. Periodic progress reports shall be made to the church.
- I. All committees referred to in Article IV shall be Standing Committees.
- J. Committees shall be responsible for the expenditure of funds authorized to them in the annual budget. Funds shall not be authorized to any committee without a written statement, recommended by the nominating committee and approved by the church, of that committee's principal function and specific responsibilities.
- K. Standing Committees shall serve for one year, unless otherwise noted in these bylaws.
- L. For any existing or newly formed committee whose members serve on a three- year rotating basis, the rotation will be handled as follows:
 1. In the first year of the committees existence, or the first year it becomes a three year rotating committee, the Nominating Committee will select one member to serve a one year- term, one member (two members if the committee has five members) to serve a two year term, and one member (two members if the committee has five members) to serve a three year term.
 2. When the members with one and two year terms complete their service, they will rotate off the committee to be replaced by members with three- year terms.
 3. Thereafter the member(s) of the committee who has (have) completed his **(their) three year term(s) will rotate off each year with no more than two members leaving the committee and no more than two members joining the committee at the start of any church year.**

Section 2. Nominating Committee

The Nominating Committee shall consist of five elected members to serve on a three-year rotating basis. The active deacon body will recommend replacements for those members rotating off each year. The committee will meet by the first week in May of each year to select a chairman and vice-chairman. The committee shall not render a perfunctory service, either by re-nominating uncritically those already in office or by merely confirming suggestions made by others. The committee shall seek to be the heart, mind and conscience of the church, and shall seek the leadership of the Holy Spirit in recommending for election such persons as will honor Christ and serve most effectively in the work of the kingdom.

I. Principal Function

The Nominating Committee shall be responsible for nominating, screening, and presenting to the church people to serve in all church positions other than paid staff, Deacons, or those committees and officers who serve within a program such as the TLP Club, choir, etc. These positions shall include Sunday School teachers, church officers, organization directors and standing committees.

II. Specific Responsibilities

- A. Remain active throughout the church year to fill any vacancies that might occur during the church year.
- B. Provide to church members a list of prospective nominees for church review by the second Sunday in September.
- C. Present all nominees to the church at the regular September church conference.
- D. Compile and maintain a current list of names and phone numbers of all teachers, officers, organization directors, and committee chairs, and see that this list is posted in the Church Secretary's office.
- E. Maintain and update, as needed, a file of the purpose and duties of all committees and officers and furnish a copy to each newly elected committee chairman and officer.
- F. Meet with the Minister of Education/Youth for teachers, directors and Youth Committee recommendations.
- G. Review all committees annually and, if needed, make recommendations to combine or alter the duties of a committee or dissolve a committee altogether.

Section 3. Finance Committee

The Finance Committee shall consist of five elected members with the Treasurer serving as an ex-officio sixth member. The elected members will serve on a three-year rotating basis from October 1st to September 30th.

I. Principal Function

The Finance Committee shall be responsible for developing, maintaining, and supervising the budget of the church and for developing, recommending and implementing financial policies and procedures consistent with Article VI; Section 4; Item 6 of these bylaws.

II. Specific Responsibilities

- A. Develop the annual church budget by soliciting and receiving budget requests from the Pastor, all staff members, Personnel Committee, Youth Committee and Building and Grounds Committee by September 1 of each year and all department directors, committee chairs, and organization directors not later than October 15th of each year.
- B. Present final budget to the church for approval at the regular November conference.
- C. Administer the budget through:
 1. Working in conjunction with the Treasurer to see that expenditures are within the amounts allocated for a department, organization, or committee.
 2. Hearing requests by any staff member, department or organization director, or committee for expenditures beyond allocated amounts and presenting a recommendation on such requests to the church for a vote.
 3. Developing and maintaining adequate financial records.
 4. Recommending any needed adjustments to the budget.
 5. Assisting the Treasurer in the monthly reconciliation of bank statements.
 6. Notifying the Pastor, the staff, Personnel Committee, Youth Committee and Building and Grounds Committee to have budget requests and salary adjustments in by September 1 of each year.
 7. Notifying all other committees to begin work on budget requests by September 1 and submit to Finance Committee by October 15th of each year.
 8. Arranging an annual independent audit of financial records maintained by the Treasurer and/or Church Secretary.

Section 4. Building and Grounds Committee

The Building and Grounds Committee shall consist of seven members who will serve for an indefinite period. The chairman shall review the status of members annually and make member recommendations to the Nominating Committee. This committee is not responsible for newconstruction or structural remodeling of the church. Any modifications, such as adding/removing walls, changing paint color, etc. shall be by approval of the church from a joint-recommendation by the this committee and the Decorating Committee.

1. Principal Function

This Committee shall direct all activities associated with the maintenance and upkeep of the church's buildings and grounds.

II. Specific Responsibilities

A. BUILDING MAINTENANCE

1. Develop a maintenance work list and have quarterly walk throughs to ascertain maintenance needs.
2. Estimate yearly budget needs before submitting its budget request by having a walk through to determine major maintenance and repair needs for the upcoming year.
3. Schedule major repairs and maintenance for the year and inform church of Committee plans at conference.
4. Obtain quotes for all major maintenance and repairs, recommend a contractor to the church for approval, and inspect and accept completed project.
5. See that all routine repairs provided for in budget are done promptly.

B. EMERGENCY REPAIRS

1. Shall have the authority to tend to maintenance and repair emergencies to the extent of containing the situation and assuring prevention of further damage.
2. Shall have the authority of permanently repairing any emergency items up to the extent of budget. Any such repairs that would exceed this committee's budget shall be brought to the church for approval.

C. SUPERVISING JANITORIAL SERVICE

1. Develop a comprehensive, detailed work list for the Janitorial Service and provide the service with this list. Oversee the work of the Janitorial Service.
2. Make periodic inspections of buildings to determine compliance with the contract and provide feedback to the contractor where improvements are required.
3. Procure and stock in storage the church furnished supplies (toilet paper, paper towels, tissues and hand soap).
4. Determine the need for carpet cleaning or buffing tile and notify contractor.
5. Meet annually with the Personnel Committee to make any required changes to the janitorial contract and shall either extend or amend the current contract or advertise for a new contract.

D. GROUNDS

1. In conjunction with the Personnel Committee, shall be responsible for securing a service contract to supply mowing, trimming and edging of lawn and shrubs. An agreement shall be reached with the contractor as to whether he or the church will furnish equipment, supplies, and materials
2. Be responsible for implementation of contract and inspection of grounds to ensure compliance.

E. PARKING LOTS

- I. Ensure that parking stripes, barriers and surface are properly maintained as needed.
2. Determine and budget for resurfacing needs before submitting new yearly budget.

F. CHURCH POLICY

1. Develop and maintain a church policy for use of facilities and post this policy in the Church Secretary's office.
2. Monitor to ensure that policy is being followed.

Section 5. Personnel Committee

The Personnel Committee shall consist of five elected members. Three of whom will be recommended by the Nominating Committee to serve, along with the chairman of the deacons and the chairman of the finance committee. When their respective tenures are completed; the chairman of the deacons and the chairman of the finance committee will not be eligible to serve on this committee until one year has lapsed. The three elected members will serve on a three- year rotating basis. Immediate family of full or part-time staff and other paid employees will not be eligible to serve on the committee. If, this applies to the Chairman of the Deacons or Chairman of the Finance Committee; the vice-chairman of that respective committee shall serve.

I. Principal Function

The Personnel Committee shall act for the church in matters that relate to personnel administration such as employment procedures, salary plans, and staff benefits.

II. Specific Responsibilities

- A. Study and recommend to the church the need for additional non-pastoral staff.
- B. Interview, along with the deacons and staff search committee, and recommend to the church personnel to fill vacancies in existing or newly created church **staff** positions.
- C. Recruit, interview and along with the deacons, recommend to the church new **employees** (secretary, pianist etc.).
- D. Assist the Pastor in performing annual evaluations of all staff members.
- E. Review and update job descriptions on an annual basis and bring any recommended changes to the church.
- F. Develop and recommend to the church policies and procedures for staff members and ensure that these policies and procedures are being followed.
- G. Develop and recommend to the church a salary and benefits plan.
- H. Recommend to the Finance Committee annual salary increases for all staff and paid employees by September 1st of each year.
- I. Implement personnel matters approved by the church.

Section 6. Transportation Committee

I. Principal Function

The Transportation Committee shall consist of three elected members serving on a three-year rotating basis. They shall oversee the maintenance and scheduling of all church owned vehicles.

II. Specific Duties

- A. Maintain a regular service schedule for all vehicles.
- B. Develop and implement a process for scheduling the use of church owned vehicles.
- C. Maintain a log of all use (including name of user, mileage etc.).
- D. Develop and present to the church, for approval, policies concerning the use of vehicles (such as: who can use them; returning with full tank of fuel, etc.)

Section 7. By-laws Committee

This committee shall consist of three members selected by the nominating committee to serve on a three-year rotating basis.

I. Principal Function

This committee shall ensure that the church is operating within the scope of the guidelines of the Constitution and By-laws.

II. Specific Responsibilities

- A. Conduct a periodic review, not less than annually, of the By-laws
- B. If the church is not operating within the scope of the Constitution and By-laws, this committee shall bring such matters before the church at a scheduled conference.
- C. Recommend any proposed changes to the Constitution and By-laws through the deacons to the church

Section 8. Missions Committee

This committee shall consist of five members recommended by the nominating committee to serve on a three-year rotating basis.

I. Principal Function

This committee shall help raise the awareness of and promote missions, both foreign and home.

II. Specific Responsibilities

- A. Work with appropriate church, community and/or associational organizations to determine needs.
- B. Enlist volunteers from the church to accomplish goals.
- C. Promote special mission events.
- D. Plan, promote and implement mission trips and, as specified in the budget, help offset the expenses incurred by youth age and older church members on mission trips.

1. The church shall also have the following standing committees: Executive, Audio/Visual, Baptism, Bereavement, Youth, Children, Church Life/Recreation, Counting, Decorating, Kitchen, Evangelism/GROW, Library, Senior Adults/TLP, Nursery/Preschool, Social, Usher, Homecoming and Women's Ministry.
2. As need may arise the active deacons and Nominating Committee may recommend to the church other standing committees, with such duties as may be assigned when the committee is established.

ARTICLE V - CHURCH ORGANIZATIONS

Section 1: Church Control.

All organizations of the church shall be under the control of the church; all officers, leaders, and workers of the organizations shall be elected by vote of the church upon recommendation of the Nominating Committee; and all organizations shall make regular reports to the church.

Section 2: Primary Organizations.

1. The Sunday School shall function as the principle Bible teaching agency of the church, endeavoring to enlist in Bible study all members of the church, and all persons in the community who are not engaged in regular Bible study elsewhere.
2. The Discipleship Training shall function as the principle training agency of the church, endeavoring to enlist for training in church membership and Christian service all members of the church and their families.
3. The Woman's Missionary Union shall function as the principle organization for the women of the church, endeavoring to enlist all women, children and young ladies of the church in the study and support of the world mission enterprise.
4. The Brotherhood shall function as the principle organization for the men of the church, endeavoring to enlist all men and boys in the study and support of missions and in under-girding the entire program of the church and the denomination.

Section 3: Election of Duties.

- I. The general superintendent of the Sunday School and the general director of the Discipleship Training shall be elected by the church upon recommendation of the Nominating Committee. After election, they will serve with the Nominating Committee in the enlistment and recommendation of persons to serve in their respective organizations.
2. A special nominating committee of the Woman's Missionary Union shall suggest to the Nominating Committee persons to serve in that organization. The Nominating Committee shall bring recommendations to the church for the election of the necessary leaders and workers.

3. The president of the Brotherhood shall be elected by the church upon recommendation of the Nominating Committee. After election, he will work with a committee selected by the Brotherhood organization to suggest other leaders. The Nominating Committee shall bring recommendations to the church for the election of the necessary leaders and workers,
4. The duties of the officers, teachers, leaders and workers of the four principle organizations shall be those ordinarily designated in the approved denominational standards.

Section 4: Other Organizations.

The church may, as need is determined, establish other organizations or departments of work, specifying the purpose of the organization, and setting forth the duties of the officers.

ARTICLE VI - GENERAL PROVISIONS

Section 1: Use of Buildings and Equipment.

1. Members may use the facilities of the church for weddings and funerals, and for other similar occasions. Such use, however, shall be subject to the policies and procedures adopted by the church. All scheduling shall be handled as directed by the Building and Grounds Committee.
2. Church buildings and facilities may be used for meetings of the denominational organizations with which the church is related, and for meetings sponsored by church organizations and committees.
3. Any person, or groups of person, wishing to use the church buildings, equipment and/or grounds for special or unusual occasions shall secure the permission of the Building and Grounds Committee. Those using the facilities for such occasions shall be expected to pay the expenses incident to such use, as determined by the Building and Grounds Committee.
4. None of the buildings, grounds or equipment shall be used for commercial purposes, nor shall they be used by any organization functioning for monetary profit.
5. The above provisions may be waived only by a specific vote of the church authorizing the granting of special permission.

Section 2: Procedure for Licensing and Ordination.

1. The church may grant a license to preach to any man who gives evidence that he is called of God to preach the gospel.
2. The church may ordain a man as a Minister of the Gospel who gives satisfactory evidence of his call to preach and of the scriptural qualifications for ordination. The church shall for this purpose call an Ordaining Council composed of ordained men of This and neighboring churches of like faith and order, who shall examine the qualifications of the candidate and bring recommendation to the church concerning the ordination.

Section 3: Discipline.

1. In the event that personal differences should arise between members, the aggrieved member shall, in the spirit of Christ, seek reconciliation in the manner suggested in the eighteenth chapter of Matthew.
2. Should any case of a gross breach of conduct or of public scandal occur, the deacons shall endeavor to remove the offense; and if such effort fails, shall report the case to the church.
3. Consistent with the procedure set forth in Article III, Section 3, Item 5, Division (5), all proceedings dealing with discipline shall be pervaded by a spirit of Christian kindness and forbearance.
4. In the case of grave difficulty, the church shall be ready, if requested, to ask the advice of an acceptable council from neighboring churches.

Section 4: General Financial Policies.

1. All monies received by and for the church shall be deposited in a bank or banks approved by the active deacons upon recommendation of the Finance Committee.
2. Deposits shall be made in the name of the Flat Creek Baptist Church, and shall be distributed according to the annual budget adopted by the church, or as designated by individuals as provided in item 4 below.
3. As need may arise the church, upon a recommendation from the Deacons and Finance Committee, may establish a Building Fund account, or other such accounts, in which funds shall be kept separate from the regular account of the church. Records of such funds shall be kept separately and audited monthly by the Finance Committee and Treasurer. No check may be issued from the account without the prior approval of the Finance Committee and the Treasurer and must be used for the purpose for which the fund was established.
4. No monies shall be transferred from one budgeted line item to another without the prior approval of both the Finance Committee and Treasurer. All such transfers shall be clearly noted in the next monthly financial report.
5. All designated receipts from any source shall be deposited and disbursed for the cause designated; and such receipts shall be used for no other purpose, except with the permission of the person making the designation, or by the consent of the church in the event it is impossible to contact the person making the designation. Designated gifts other than those for denominational or church-related causes shall be approved by a committee composed of the Chairman of the Active Deacons, the Chairman of the Finance Committee, and the Chairman of the Properties Committee prior to acceptance. The church, also, shall reserve the right to refuse acceptance of a designated gift.
6. The active deacons and finance committee shall establish such procedures for purchasing and budget control which they may deem necessary to safeguard the expenditures of the church.
7. Special offerings may be sought by the church, or by any of its organizations, only upon approval of the active deacons. This does not preclude, however, the privilege of individuals to make special offerings at any time as the Spirit of God may move them.

Section 5: Cemetery

The church has established a perpetual fund with the Georgia Baptist Foundation to maintain the church cemetery in perpetuity. The annual interest, or a portion thereof, from this fund is to be used for general maintenance (mowing of the grass, etc.) of the cemetery. On January 1st of each year any unused interest shall be returned to the “Foundation” for deposit into this account.

Section 6: Definition and Terms

Except for the offices of pastor and deacon, any office or position may be held by male or female. When referring to the duties or functions of any office or staff, if the masculine form of the pronoun has been used exclusively; it is for simplicity of expression only.

ARTICLE VII - AMENDMENTS

These Bylaws may be amended by a three-fourths vote of the members present and voting at a regular or special business meeting of the church, said proposed amendment(s) having been laid before the church in writing at a business meeting not less than two weeks before the time of the proposed action. A copy of the proposed amendment(s) shall be printed in the church bulletin or read from the pulpit on the Sunday next succeeding such proposal. In the event of multiple changes; the latter may be waived.

ARTICLE VIII- REPEAL

All Constitutions and Bylaws, Rules of Order, and rules and regulations heretofore adopted by the church are hereby superseded and repealed.