

CONSTITUTION AND BYLAWS

**ELAM BAPTIST CHURCH
MILLEN, GA**

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APPROVED JANUARY 16, 2022

ELAM BAPTIST CHURCH, MILLEN, GEORGIA

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PREAMBLE

We declare and establish this constitution to preserve and secure the principles of the faith and to govern this body in an orderly manner in Christian love and understanding. This constitution seeks to preserve the liberties of such individual church members, while at the same time seeking the good of the whole body. This constitution also preserves the freedom of action of this body in relation to other churches and bodies.

I. NAME

This body shall be known as Elam Baptist Church, Millen, Georgia, (A/K/A Elam-Millen Baptist Church), located in the Four Points Community in Jenkins County.

II. INCORPORATION

The Elam Baptist Church (A/K/A Elam-Millen Baptist Church) is incorporated under the laws of the State of Georgia as a non-profit religious Corporation as of Summer, 2008.

III. PURPOSE AND OBJECTIVES

The purpose of Elam Baptist Church is to magnify and worship God through discipleship, evangelism, prayer, missions, and ministry. We desire to grow in our relationship with God, recognizing His person as Father, Son, and Holy Spirit and respond in obedience to His will and leadership.

- A. To grow in and experience an increasingly meaningful fellowship with God the Father, Christ our Lord, the Holy Spirit our Helper, and fellow believers.
- B. To help people experience a growing knowledge of God through education, training, and opportunities for missions and ministry.
- C. To be a church body made up of individual believers who seek to be Christ-like in their daily living by the total commitment of life, personality, and possessions.
- D. To minister unselfishly to persons in this community, state, nation, and the world with the love of Jesus and in His name.

IV. VISION

The Vision of Elam Baptist Church will be developed by the Senior Pastor and Church Council under the guidance of the Holy Spirit. The Vision of Elam Baptist Church will change at times to enable the Church to focus or refocus on the needs of the Church and surrounding communities.

V. STATEMENT OF BASIC BELIEFS

- A. We believe and affirm the Bible to be the inspired, inerrant, infallible Word of God and the basis for faith and practice.
- B. We subscribe to the doctrinal statement of *THE BAPTIST FAITH AND MESSAGE* as adopted by the Southern Baptist Convention in 2000 and approved by the church in 2008. Scripture references can be found therein.
 - a. We believe and affirm the Bible to be inspired, inerrant, infallible, complete Word of God and the basis for faith and practice.
 - b. There is only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.
 - c. Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before the crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

- d. The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals every believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.
 - e. Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In beginning man was innocent of sin and was endowed by his creator with the freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherited a nature and an environment included toward sin. Only the grace of God can bring man to fulfill the creative purpose of God.
 - f. Salvation involves the redemption of the whole person and is freely offered to all who accept Jesus Christ as Lord.
 - g. The New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the Gospel to the ends of the earth. We operate under the Lordship of Jesus Christ through the democratic process. Therefore, each member is responsible and accountable to Christ as Lord. We recognize two scriptural offices: pastors and deacons. The New Testament church includes of the redeemed of all ages, believers from every tribe, and tongue, and people, and nation.
 - h. We believe in the sanctity of human life. The sacredness of human personality is evident in the God created man in His own image, and that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect of respect and Christian love. For this reason, abortion, euthanasia, genocide, human trafficking, slavery, any other action that destroys or demeans any human life is an evil in the eyes of God.
 - i. God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one biological man and one biological woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide the man and woman in marriage a framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God since both are created in God's image. Children, from the moment of conception, are a blessing and heritage of the Lord.
 - j. God alone is Lord of the conscience and He has left it free from doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of spiritual ends. In providing for such no ecclesiastical group or denomination should be favored by the state more than others. Because civil government is ordained by God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.
- C. We voluntarily band ourselves together as Elam Baptist Church, Millen, a body of baptized believers in Jesus Christ, a community of faith and a family of the Living God, personally committed to growing in our faith, to sharing the good news of salvation by word and action to those who do not know God everywhere.
 - D. We practice the ordinances of believer's baptism and the Lord's Supper.

VI. POLITY AND RELATIONSHIPS

- A. The government of this church is vested in the body of believers who compose it as regulated by the bylaws.
- B. Persons duly received by members according to Article I of the bylaws shall constitute the membership.

- C. All internal groups created and empowered by the church body shall report to and be accountable only to the church body, unless otherwise specified by church action.
- D. This church is subject to the control of no ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among churches of like faith and order.
- E. Insofar as it is practical, this church will affiliate itself with, cooperate with, and support the Middle Baptist Association, the Georgia Baptist Convention, and the Southern Baptist Convention.

VII. CHURCH COVENANT

Having been lead, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and Lord and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of its ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all the nations.

We further engage to watch over one another in Christian love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of rules of our Savior to secure it without delay.

We furthermore covenant to refrain from causing dissension and division through backbiting, tattling, excessive anger, and selfish pride; to engage to oppose all conduct which compromises our Christian faith, and to uphold high standards of Christian morality and ethics; to uphold these high standards by abstaining from the sale of and use of intoxicating drinks as a beverage; by abstaining from the sale of and use of illegal addictive drugs; by abstaining from the abuse of over the counter and prescription medications; by abstaining from, buying, and viewing of pornography; by abstaining from gambling and its promotion; and by being zealous to use our influence to combat these evils.

We moreover covenant that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God’s Word.

BYLAWS

ARTICLE I - MEMBERSHIP

- A. General – Because this is an autonomous and democratic Southern Baptist church under the lordship of Jesus Christ:
 - 1. The memberships retain to itself the right of self-government in all phases of the spiritual and temporal life of this church.
 - 2. The membership retains the right to determine who shall be a member of this church and the conditions of that membership.
- B. Candidacy:
 - 1. Any person may offer himself or herself as a candidate of membership in this church in any of the following ways:
 - i. by profession of faith in Jesus Christ and for baptism;
 - ii. by promise of letter of recommendation from another church of like faith and order; and
 - iii. by statement of prior conversion experience and having been baptized by another church of like faith.
 - 2. A candidate may become a member only after having repented of his/her sins and having received Jesus Christ as Lord and Savior.
- C. Controversy – Should there be any dissent as to a candidate; such dissent shall be to the pastor and the deacons for investigation and making of a recommendation to the church within thirty (30) days. A three-fourth (3/4) majority vote of those church members present shall be required to grant such candidate membership.
- D. New Members’ Orientation
 - 1. All new members are to be informed of the meaning and responsibilities of being a member of the Church.
 - 2. The pastor and/or associate pastors shall be responsible for new member orientation.

- E. Duties and Responsibilities of Church Membership – It shall be the duty of members of the church to follow God’s plan for the church as recorded in the Bible (Acts 2:41-47):
1. be in attendance at regularly scheduled services and business meetings. Exceptions would include illness, necessary work and being out of town. (Acts 20:7, Hebrews 10:24-25.) In the New Testament, the church met each week on the Lord’s Day.
 2. participate in the ministry by serving (Romans 12:6-8; I Cor. 12:4-11; I Peter 4:10-11) Members are expected to serve in the local church in some way. Service along the line of one’s spiritual giftedness and talents is a good guide as to place/point of service.
 3. participate in the ministry through financial contribution (Matthew 6:21; Malachi 3:8-12; Deut. 12:5-6). Biblical giving is to be regular, proportional, and offered in good faith. A tithe (10% of one’s income) is considered a biblical baseline. In addition, sacrificial offerings are also key to biblical giving.
 4. receive the Lord’s Supper regularly and frequently (Luke 22:19-20). It is the tradition to observe the Lord’s Supper. Every member should give priority to this time in obedience to scripture and in remembrance of Christ.
 5. be willing to submit to the spiritual leadership of the church as they submit to God and the scriptures (Hebrews 13:17; I Peter 5:1-5). The members of the church are to submit to the God-ordained leadership of the church regarding issues of the church, as the leaders submit to the Lord.
 6. vote on church matters. (2 Cor. 13:11, Rom. 14:2) The church business is a very important part of its ministry. Members are encouraged to prayerfully and carefully participate in church business.
- F. Types of Members
1. Resident members. These are members who reside in the vicinity of the Church. College, vocational and specialized training students and military personnel, also, are resident members. Members who regularly attend and faithfully follow God’s plan for the church reap the blessings of the church. Other members who are not following God’s plan for the church are encouraged to become faithful followers.
 2. Non-Resident members. These are members who no longer reside in the vicinity of the Church. These members are encouraged to remain in contact with the Church by:
 - a. attending special events such as Homecoming, church anniversaries, special occasions; and
 - b. supporting the Church financially through special offerings, such as cemetery fund, memorial fund, and building fund.
- G. Termination of Church membership – Membership from this church shall be terminated in the following ways:
1. death.
 2. letters of transfer to a church of like faith and practice.
 3. request by a member to be released from his or her covenant obligations to the church for reasons that may be deemed satisfactory, after the church has patiently and kindly endeavored to secure his or her continuance in the fellowship.
 4. joining of another church that is not of like faith and order; or
 5. exclusion by act of church disciplines.
- H. Church Discipline
1. The church may terminate the membership of a member who becomes an offence to Christ and to His church by reason of immoral or unchristian conduct, or by flagrant and persistent breach of covenant vows with this fellowship. Termination will be:
 - i. According to the manner prescribed by our Savior in Matthew 5:23-24 and Matthew 18:15-17.
 - ii. Only after due notice, a hearing, and every Christian effort has been made to bring such a member of repentance and amendment of his or her ways. Every reasonable measure will be taken by the pastor and deacons to assist any troubled member and to resolve the problem.
 2. The purpose of church discipline is reconciliation of the wayward member first with the Lord and then with his church.
 3. Finding that the name of Christ and the welfare of the church will be best served by the exclusion of the member, the church may take this action by a two-thirds (2/3) majority vote of members present at a conference called solely for this purpose. After an official vote, the church may proceed to declare the offending members to be no longer in the membership of this church.
 4. At such time that a disciplined member repents and seeks to be restored to the church, restoration can be granted by a two-thirds (2/3) majority vote of the members present at a conference called solely for this purpose. After an official vote, the church may proceed to declare the repentant member restored to membership of this church.

ARTICLE II – CHURCH OFFICERS

Church officers shall be resident members of Elam Baptist Church. They shall:

1. be in regular attendance at worship services and other church-related activities or programs.
2. contribute to the church with their time, talent, and money.
3. submit budget needs to the finance committee chairperson by the last week in June if they have budgeted accounts.
4. pastors and deacons, in addition, shall meet the qualifications set forth in the scriptures.

The officers of this church shall be as follows:

A. PASTOR AND ASSOCIATE PASTOR(S)

The pastors are to “shepherd the flock” as “under-shepherds” of the Lord Jesus Christ and as such are to be responsible to God for the ministry. They are also responsible for carrying out the responsibilities placed upon them by the church. Pastors are expected to possess the spiritual qualifications set forth in I Timothy 3:1-7 and Titus 1:5-9. Only qualified men are to be called as pastor or associate pastor. Their responsibilities and privileges will be listed in a job description* from the church. The pastors are responsible for leading the church to function as a New Testament church. As such they work with the pastoral staff, the deacons, and the church leaders to:

1. lead the church in obeying and performing its commission from God to take the Gospel to the whole world.
2. lead the church to engage in worship, fellowship, discipleship, ministry, and missions.
3. personally, proclaim the Gospel to believers and unbelievers.
4. care for the church members and other persons in the community; and
5. give financially to the church as outlined by biblical principles.

B. OTHER MINISTERIAL STAFF

As the need arises, the church may, by recommendation of the church council and deacon body, create ministerial staff positions. Duties, responsibilities, and qualifications shall be drawn up by the pastoral staff and the deacon body and be approved by the church.

C. DEACONS

1. Deacons are expected to possess the spiritual qualifications set forth in Acts 6:3-7 and I Timothy 3:8-13.
2. General qualification of a deacon are as follows:
 - i. shall be a resident, male member who regularly attends worship services and other Church-related activities.
 - ii. shall regularly contribute to the church with his time, talents, and money; and
 - iii. shall be twenty-five (25) years of age or older.
3. There shall be one (1) active deacon for every ten (10) family groups. (A family group is anyone [widow] or ones [traditional family, adult siblings, etc.] living under the one roof.)
4. The deacon rotating system shall be used with deacons rotating every four years. Terms may be fewer for deacons elected to serve expired terms of other deacons. The number of deacons to be elected will coincide with the number of deacons rotating off each year. A special election may be held for a vacancy on the body.
5. Deacon nominations shall be from members of Elam Baptist Church no later than the *fourth Sunday in July* with the pastor or chairman of deacons receiving the nominations in writing. Members may nominate men from the resident church membership roll. Persons making the nominations must: (a) be sure the candidates meet the qualifications set forth in sub-sections 1 and 2; and (b) secure prior consent of the persons being nominated.
6. The nominees shall be examined by the pastor, associate pastor, and deacon body to be sure they meet the spiritual and general requirements set forth in sub-sections 1 and 2. Those biblically qualified will be presented to the church for election.
7. Election of deacons shall take place on *the third Sunday of August*, unless there is a conflict. Any revision in the schedule shall be publicized as far in advance as possible. The church shall vote for the men to serve as deacons from the list of proven nominees. The men receiving the majority of votes shall be elected. The deacon body shall count the ballots.
8. It shall be the duty of the deacons to cooperate with the pastor(s) in oversight of the work of the church. They shall be responsible for:
 - a. the spiritual advancement and *other* interests of the church.
 - b. promotes and lead in accomplishing goals and objectives suggested by church council;
 - c. coordinate program plans recommended by church officers, organizations, and committees.
 - d. evaluate program achievements in terms of church goals and objectives.

- e. spreading of the Gospel to the community, the county, the state, our nation, and the world.
 - f. the watch-care of its members through the Deacon Family Ministry program or any other system they
 - g. deem advisable; and
 - h. the preparation and distribution of the Lord's Supper; and
 - i. closing of church building after worship services
9. The deacons shall meet monthly at a time of their choosing. Special meetings may be called by the chairman of the deacons or pastor. The absence of a deacon from three (3) consecutive monthly meetings or a total of five (5) in a calendar year shall cause a forfeiture of his office as deacon. However, no absence shall be counted if the reported cause is approved by the deacon body. Any vacancy on the deacon body shall be reported to the church in regular conference.
 10. The chairman of deacons shall attend church council meetings and serve as moderator of business meetings.

D. TRUSTEES

1. There shall be five (5) trustees, recommended by the nominating committee and elected by the church for five (5) years. Nominations shall be yearly with one (1) elected. Vacancies may be filled at any time.
2. A trustee must be at least 30 years old and must be involved in Church ministries for (ten) 10 years.
3. They will hold in trust the property of the church and serve as board of directors for the corporations—Elam Baptist Church and Elam Cemetery.
4. They have no power to buy, sell, mortgage, lease, or transfer any property in or out without a specific vote of the church authorizing each action
5. They shall affix their signatures to legal documents involving the sale, mortgaging, purchase or rental of property, or other legal documents.
6. They shall be responsible for keeping all property adequately insured with a yearly review.
7. They shall manage all CDs. Any new CDs created shall come as a recommendation from the finance committee and a majority vote from the church.
8. They shall manage an inventory of all property and other assets.
9. They shall furnish a finance report at quarterly business meetings.
10. They shall meet yearly and whenever necessary to conduct current business transactions.

E. CLERK

The Clerk shall be responsible for the clerical duties of the church which are as follows:

1. accurately keep the minutes of all church conferences.
2. keep an updated register of the membership, including date and manner of admission or dismissal.
3. grant letters to sister churches and request letters from sister churches upon authorization of the church.
4. be responsible for compiling the Annual Church Profile for the Middle Baptist Association; and
5. be elected to serve for four (4) years by the church.

F. TREASURER

The treasurer shall have accounting skills and knowledge. The treasurer shall be the financial custodian for the church and shall be authorized to write checks on the operating account and savings checking accounts. The treasurer may delegate clerical duties to the church secretary or assistant treasurer. The duties of the church treasurer are as follows:

1. be responsible for paying all bills, budgeted and non-budgeted, in an accurately and timely fashion.
2. validate all bills with a receipt or signed statement before payment.
3. prepare a quarterly financial statement for church approval.
4. have all books and records available for inspection by any member of the church and for auditing.
5. serve as chairperson of the finance committee; and
6. be elected to serve four (4) years by the church.

G. ASSISTANT TREASURER

The Assistant Treasurer shall have prior bookkeeping knowledge and shall be authorized to write checks on the operating account and savings checking accounts. The duties of the assistant treasurer are as follows:

1. assist the treasurer with his/her duties.
2. serve as active treasurer only when treasurer is unavailable; and
3. be elected to serve four (4) years by the church.

H. BIBLE STUDY DIRECTOR

The Bible Study Director shall oversee the operations of the Sunday School ministry. The duties of the Bible study director are as follows:

1. be responsible for staffing of Sunday school with qualified individuals for nominating committee and church approval.
2. work with the children's ministry director to ensure that classrooms are adequately equipped and cared for;
3. work with teachers in using the most relevant, yet biblical literature and resources.
4. encourage the Sunday school teachers and members to participate in the church's visitation and outreach ministry.
5. encourage teachers to participate in teacher training opportunities; and
6. attend church council meetings.

I. CHILDREN'S MINISTRY DIRECTOR

The Children's Ministry Director shall coordinate and oversee all activities of the children, preschoolers, and nursery. The duties of the children's ministry director are as follows:

1. be responsible for staffing the children's church with well-qualified members for the nominating committee and church approval.
2. work with the Bible study director to ensure classrooms are adequately equipped and cared for.
3. work with the Bible study director in coordinating literature used in Sunday school and TeamKid.
4. attend church council meetings.

J. GREETER MINISTRY DIRECTOR

Greeter Ministry Director shall oversee the operation of greeters and the greeter area. The duties of the greeter ministry director are as follows:

1. be responsible for staffing the greeter ministry with well-qualified individuals (number will vary);
2. keep greeter area adequately supplied with relevant and updated materials, such as guest cards, guest gifts);
3. ensure greeters are on the job 30 minutes before worship service.
4. instruct greeters with their responsibilities; and
5. familiarize oneself with the bulletin and church ministry activities to share with greeters

K. MEN'S MINISTRY DIRECTOR

The Men's Ministry Director is responsible for creating and leading a team to:

1. plan, promote, and oversee brotherhood ministry and meetings.
2. plan, promote, and oversee the outdoor ministry and meetings.
3. plan, promote, and lead Biblical studies for men.
4. plan, promote, and lead mission education and projects for men, teens, and boys.
5. support and promote local missions through State Missions, Home Missions (Annie Armstrong Easter Offering), International Missions (Lottie Moon Christmas Offering), and Samaritan's Purse; and
6. attend church council meetings.

L. SENIOR ADULT MINISTRY DIRECTOR

The Senior Adult Ministry Director shall coordinate and oversee the activities of the senior adults. The official name of the senior adult organization is Merrymakers. The duties of the chairperson are as follows:

1. plan and organize monthly meetings, special trips, and social activities for senior adults; and
2. encourage the Merrymakers to participate in church-wide activities.

M. SOUND SYSTEM OPERATOR

The Operators of the sound system shall be responsible for the operation and upkeep of the sound system. Operators shall be appointed based upon competency and ability. The duties of the sound system operator are as follows:

1. be available to operate the sound system whenever necessary (worship services, special meetings, funerals, weddings, etc.).
2. keep an inventory of all audio/visual equipment as designated by trustees.
3. communicate with other operators on problems and/or needs important to the working of the sound system.
4. be responsible for emergency repairs and upgrades of the current system.
5. present all major repairs or purchases of new equipment costing over \$500 to the (a) finance committee for cost analysis; deacons for feasibility review; and church for approval; (exception: emergency)
6. submit sound system budget needs to the finance committee the last week in June.
7. shall be appointed yearly by the pastor and staff.

N. VACATION BIBLE SCHOOL DIRECTOR

The Vacation Bible School Director shall coordinate and oversee the operations of the Vacation Bible School. The duties of the VBS director are as follows:

1. be responsible for staffing the Vacation Bible School with well-qualified individuals for church approval by the fourth Sunday in May.

2. work with the youth ministry director and the children's ministry director in the use of equipment and other resources.
3. work with the church council in planning the time of VBS.
4. be responsible for obtaining literature and other VBS supplies and resources.
5. encourage teachers and workers to participate in training opportunities; and
6. keep records of VBS participants and give names of prospects to the church visitation and outreach ministry.

O. WOMEN'S MINISTRY DIRECTOR

The Women's Ministry Director is responsible for creating and leading a team to:

1. plan, promote, and oversee the Women on Mission ministry and meetings.
2. plan, promote, and lead Biblical studies for women.
3. plan and promote mission education and projects for women, teens, and girls.
4. support and promote local missions through State Missions, Home Missions (Annie Armstrong Easter Offering), International Missions (Lottie Moon Christmas Offering), and Samaritan's Purse.
5. attend church council meetings.

P. OTHER OFFICERS OF THE CHURCH

As the need arises, the church may, by recommendation of the church council and deacon body, create new official positions. Duties, responsibilities, and qualifications shall be drawn up by the pastoral staff and the deacon body for church approval in conference.

ARTICLE III – STANDING COMMITTEES

Members of Standing Committees are encouraged to serve on only (1) committee, if possible. Committees may be formed, as necessary, with approval of the church in a called conference. The pastor is an *ex officio* member of all committees. *Ex officio* members do not have voting rights. Committee members shall be resident members of Elam Baptist Church. They shall:

1. be recommended by the nominating committee and elected by the church.
2. be in regular attendance at worship services and other church-related ministries and activities.
3. contribute to the church with their time, talents, and money.
4. be elected yearly unless otherwise stipulated. Members who do not attend scheduled meetings and assist with committee responsibilities during the church year may be replaced by nominating committee at the end of the church year.
5. meet quarterly on first (1st) Sunday of the month (exception Sept.) of the quarterly church conference.
6. submit a written report of business discussed and transacted from each quarterly meeting to the church secretary prior to church conference (Reports shall be available to church members for review and to nominating committee);
7. elect own chairperson with assistance from nominating committee. All committees must have a chairperson.
8. submit budget needs of their committees to the finance committee by the last week in June, if they have budgeted accounts.

A. FINANCE COMMITTEE

The Finance Committee shall oversee the financial operations of the church. The committee shall:

1. prepare yearly budget.
2. submit budget to the deacons for review during their *July meeting* (Deacons shall bring any recommended changes to the finance committee for consideration.).
3. make the budget available to the church for study the *first Sunday in August* and to the church for approval on the *third Sunday in August*.
4. meet and review quarterly the financial statement for the quarter and adjust accounts that need addressing.
5. recommend, after study of financial status of the church, non-budgeted items for church approval; and
6. consist of treasurer (chairperson) and six (6) other members. Church secretary and chairman of the deacons shall be *ex officio* members.

B. GROUNDS COMMITTEE

The Grounds Committee shall be responsible for the upkeep of the church grounds, including pastorium and cemetery. The committee shall:

1. oversee the work done by the paid employee according to job description*.
2. be responsible for the landscaping of the church grounds and pastorium.

3. present major landscaping projects costing over \$500 to (a) finance committee for cost analysis, (b) deacons for feasibility review, (c) the church for approval.
4. periodically schedule workdays; and
5. consist of six (6) members.

C. HOSPITALITY COMMITTEE

The Hospitality Committee shall be responsible for all church social events except those sponsored by other organizations and shall be responsible for supervising the Family Life Center. The committee shall:

1. keep a calendar of all church events using the Family Life Center.
2. supervise the cleaning and upkeep of the FLC by paid employees*.
3. purchase all supplies used in the FLC.
4. be responsible for the purchase of equipment, appliances, and utensils for the FLC.
5. bring all purchases costing over \$500 to (a) finance committee for cost analysis; (b) deacons for feasibility review, (c) for church approval.
6. keep an inventory of all equipment, appliances, and utensils in the FLC as designated by trustees.
7. be responsible for planning and implementing all church social events except those sponsored by other organizations.
8. advise individuals using FLC for weddings, receptions, etc. on rules and regulations*.
9. periodically schedule workdays.
10. attend church council meetings (chairperson).
11. consist of six (6) members.

D. MAINTENANCE COMMITTEE

The Maintenance Committee shall be responsible for the upkeep of all church buildings including pastorium. The committee shall:

1. be responsible for keeping the church buildings in excellent physical condition.
2. oversee the work of paid employees* and contractors.
3. present all maintenance jobs costing over \$3,000 to (a) finance committee for cost analysis, (b) deacons for feasibility review, (c) church for approval; (exception: emergency)
4. periodically schedule workdays.
5. get a minimum of two bids for all contract work costing over \$2,000.
6. keep an inventory of all property located in sanctuary, foyer, and storage spaces as designated by trustees.
7. consist of six (6) members.

E. MUSIC COMMITTEE

The Music Committee shall oversee the music ministry of the church. The committee shall:

1. make recommendations for the improvement of the church music program.
2. equip the church with sufficient hymnals for worship services and other activities.
3. responsible for maintenance of the piano and organ.
4. encourage participation in the music program for all age groups.
5. keep an accurate inventory of all instrumental tapes and other items purchased by the church and other property located in music room and closets as designated by trustees.
6. attend church council meetings (chairperson).
7. consist of three (3) members plus worship leader.

F. OUTREACH COMMITTEE

The Outreach Committee shall coordinate and oversee all activities relating to outreach and missions. The committee shall:

1. work with pastor in planning outreach efforts and events.
2. organize and plan all short-term mission trips (stateside and overseas) as well as local outreach events.
3. work with directors and chairpersons to ensure missions focus across all ministries.
4. support and promote local missions through State Missions, Home Missions (Annie Armstrong), International Missions (Lottie Moon), and Samaritan's Purse.
5. work with Men's (Brotherhood) and Women's (Women on Mission) Ministries in the mission activities of the church.
6. attend church council meetings (chairperson).
7. consist of six (6) members.

G. PUBLICITY COMMITTEE

The Publicity Committee shall oversee advertisement and publicity efforts of the church and will work with committees and organizations to publicize their programs. The committee shall:

1. work with committees and organizations in getting news of various events in the local newspapers and MBA Lighthouse.
2. keep bulletin board areas (Sunday School wing, Conference Room, and Family Life Center. up to date with relevant materials.
3. keep website and social media current.
4. publish pictorial directory every five years.
5. keep ministry brochures updated.
6. attend church council meetings (chairperson).
7. consist of six (6) people.

H. RECREATION COMMITTEE

The Recreation Committee shall be responsible for the recreational activities of the church except those sponsored by other groups. The committee shall:

1. oversee all athletic teams that participate in local leagues, including practices.
2. work with other groups in assessing recreational needs for children, youth, and adults.
3. plan and implement recreational activities for all age groups.
4. purchase athletic supplies and equipment and keep an inventory of equipment as designated by trustees.
5. oversee upkeep and care of equipment.
6. keep playground area in safe condition.
7. work with hospitality committee in sponsoring church-wide suppers and dinners.
8. attend church council meetings (chairperson).
9. consist of six (6) members.

I. TRANSPORTATION COMMITTEE

The Transportation Committee shall supervise the use and upkeep of the church vehicles. The committee shall:

1. keep the vehicles in safe running condition.
2. make sure drivers are approved by the church and that copies of their driver's licenses are on file at the Church and insurance office. Bus drivers must have a CLD license.
3. make certain that groups using the vehicles follow bus and van rules*.
4. present all maintenance jobs or purchases costing over \$1,000 to the (a) finance committee for cost analysis, (b) deacons for feasibility review, (c) church for approval; (exception: emergency).
5. consist of three (3) members.

ARTICLE IV – SPECIAL COMMITTEES

Special Committee members must be resident members of Elam Baptist Church. They may serve on a standing committee and on other special committees. The Pastor is an *ex officio* member of all committees *Ex officio* members do not have voting rights. They shall:

1. be recommended by the nominating committee and elected by the church.
2. be elected yearly unless otherwise stipulated. Members who do not attend scheduled meetings and assist with the committee responsibilities during the church year may be replaced by the nominating committee at the end of the church year; and
3. keep a record of attendance of scheduled meetings and participation by members of committee responsibilities to give to church secretary for the church records and to the nominating committee.

A. BAPTISM COMMITTEE

The Baptism Committee shall oversee the arrangements for each baptismal service. The committee shall:

1. advise each candidate prior to the baptismal service about his/her clothing and other needs.
2. be responsible for preparing baptismal waters.
3. assist the candidates for baptism and the pastor during the baptismal service.
4. consist of two (2) men and two (2) women.

B. BENEVOLENCE COMMITTEE

The Benevolence Committee shall be responsible for the benevolence ministry of the church. The committee shall:

1. plan the menu and serve the meals for families during a death using the ladies of the church.
2. provide light refreshments for families using the cemetery for graveside services.
3. cooperate with other organizations to provide meals for individuals experiencing health or other hardships.

4. minister to individuals who are experiencing financial hardships because of uncontrolled circumstances (fire, bad weather, traumatic health problems, etc.).
5. encourage the women in the church to participate in the benevolence ministry by dividing into groups.
6. submit benevolence committee budget needs to the finance committee last week in June.
7. consist of six (6) members

C. BUILDING COMMITTEE

The Building Committee shall be formed when there is a need for major improvements or additions to current buildings or for new building structures. The committee shall:

1. be selected by the nominating committee with church approval.
2. be responsible for the planning and constructing of all new building projects and for improvements and additions to current building.
3. oversee the workmanship of building projects by paid employees and *contractors*.
4. get a minimum of two bids for all contract work.
5. present all building projects to (a) finance committee for cost analysis; (b) deacons for feasibility review, (c) church approval.
6. consist of five (5) members.

D. CEMETERY COMMITTEE

The Cemetery Committee shall be responsible for the oversight of the cemetery. The committee shall:

1. keep an accurate record of money given for grave openings, for pre-paid grave openings, and for the sale of plots, and keep a permanent record of all monies given to the cemetery for its upkeep or in memory of a loved one.
2. oversee that funeral home personnel follow rules of the cemetery* for grave openings.
3. be available for families and funeral home personnel needing use of the cemetery.
4. keep map of cemetery located in cemetery up to date.
5. consist of three (3) members.

E. CHURCH COUNCIL

The Church Council shall keep an accurate calendar of church activities. The church council shall:

1. recommend goals and objectives for the various church ministries.
2. plan a calendar of activities.
3. plan and implement Pastor Appreciation Month, other appreciation, and special recognition occasions. Form a committee consisting of Church Secretary, Deacon Chairman, Women's Ministry Director, Men's Ministry Director, and Hospitality Committee Chairlady to implement plans.
4. have as regular members, the pastor, worship leader, youth minister, chairman of deacons, ministry directors, and standing committee chairpersons stipulated in Bylaws. Additional members may be added at the discretion of the pastor. The church secretary shall serve as recorder. The pastor shall serve as chairman.

F. CONSTITUTION AND BYLAWS

The Constitution and Bylaws Committee shall form every five (5) years to review and update the Constitution and Bylaws. The committee shall:

1. consist of five (5) members.
2. be recommended by the nominating committee and approved by the church.

G. COUNTING of MONEY COMMITTEE

The Counting of Money Committee shall oversee the counting of money received through tithes, regular offerings, and special offerings. The committee shall:

1. count all money received.
2. use guide sheet Counting and Handling Procedures for Church Offerings to ensure accuracy and proper recording of funds and deposits.
3. consist of five (5) members.
4. be elected for five (5) year terms.

H. FLOWER COMMITTEE

The Flower Committee shall be responsible for securing floral arrangements for the Sanctuary and for decorating the church for special occasions. The committee shall:

1. work with the church secretary in keeping an up-to-date calendar for floral arrangements to be placed in the church.
2. oversee that floral arrangements are placed on the altar each Sunday.
3. decorate for special occasions including outside (cross and nativity scene), oversee *Hanging of the Green*.

4. purchase new floral arrangements as needed.
5. submit flower committee budget needs to the finance committee the last week in June.
6. consist of six (6) members.

I. HISTORIAN

The Historian shall be responsible for gathering, preserving, and maintaining historical records of the church.

J. LIBRARY COMMITTEE

The Library Committee shall be responsible for managing a functioning library. They, consulting with the senior pastor will define what suitable material for the church library is. They shall:

1. keep the library stocked with approved books and audio-visual materials for all age groups.
2. prepare a systematic way to check out/in books and audio-visual materials.
3. have a designated time for the library to be available for patrons.
4. submit library budget needs to the finance committee the last week in June; and
5. consist of three (3) members.

K. MEMORIAL COMMITTEE

The Memorial Committee shall oversee the planning and making of memorials using monies donated to thememorial fund. The committee shall:

1. advise and counsel with families planning memorials for loved ones.
2. assess the need for certain memorials using the monies given in memory of individuals.
3. maintain a permanent record of all monetary donations and other memorials.
4. bring all recommended memorials to the deacons for review and to the church for approval.
5. consist of three (3) members.

L. NOMINATING COMMITTEE

The Nominating Committee shall be elected yearly and serve from *June 1 to May 31*. The committee shall be nominated for church approval by the existing nominating committee using the following format:

1. Shall consist of five (5) members.
 - a. Chairman of the deacons (or his designee from the active deacon body).
 - b. Each adult Sunday School class shall nominate qualified individuals to serve on the committee. Number of nominees from each class shall be flexible. Nominees do not have to be members of the classes. Names of nominees must be given to committee by first (*1st*) *Sunday in May*.
 - c. The existing committee shall select four from the list of nominees for church approval by the *4th* *Sunday in May*.
 - d. The newly elected committee shall present candidates for the directors of the various ministries to the church for approval on the *1st* *Sunday in July*. These organizational heads are responsible for staffing their organizations with nominating committee and church approval.
 - e. The newly elected committee shall fill other positions of leadership, standing committee positions as well as special committees. Work with committee chairpersons and their reports of attendance at meetings and events.
2. The committee shall choose its chairperson. Work with committee members in selecting their chairpersons (All committees must have a chairperson for church approval).
3. Members shall not serve in consecutive years.
4. The recommendations for the new church year shall be presented to the church for previewing on the *2nd* *Sunday of August*. The nominations for the new church year will be voted on by the church on the *3rd* *Sunday of August*.
5. Church members have the right to make nominations from the floor for any and all church officers and committee members.

M. NURSERY COMMITTEE

The Nursery Committee shall supervise the operation of the nursery. The committee shall:

1. keep the nursery equipped with adequate and safe furniture and other items.
2. purchase nursery supplies.
3. make nursery staffed with qualified workers available for church events requiring a nursery.
4. present all major purchases costing over \$500 to the (a) finance committee for cost analysis, (b) deacons for feasibility review; (c) church for approval.
5. consist of three (3) members.

N. PROFESSIONAL STAFF RELATIONS COMMITTEE

The Professional Staff Relations Committee shall serve as a link to maintain harmony between the church body, pastor, and other paid employees of the church. The committee shall:

1. consist of five (5) members who have experience in overseeing companies, groups, organizations, etc.
2. evaluate performances of employees annually (first of church year), and whenever necessary.
3. prayerfully and tactfully solve problems referred to committee; and
4. refer to the church, if unresolved.

O. SEARCH COMMITTEE (PASTORAL)

A Search Committee (Pastoral) shall be formed when there is a pastoral vacancy. The committee shall be nominated for church approval by the nominating committee using the following format:

1. Shall consist of five (5) members (minimum of two women).
 - a. Shall consist of the chairman of deacons (or a designee of his choice from the active deacons) who shall serve as chairman.
 - b. Each adult Sunday School class shall nominate qualified individuals to serve on the committee. Number of nominees is flexible. Nominees do not need to be members of their class.
 - c. Nominating committee shall select four (4) of the nominees for church approval.
2. Shall be responsible for securing an interim pastor for church approval.
 - a. Shall review job responsibilities with interim pastor.
 - b. Shall consult with finance committee concerning pay.
3. Shall report monthly to the church concerning progress being made in seeking pastor.
4. Shall be in unanimous agreement before a prospective pastor is recommended to church in view of a call.
5. Shall bring one prospective pastor at a time before the church.
6. The church shall vote the Sunday morning the prospective pastor preached.
7. Shall consult with the finance committee regarding salary and benefits for prospective pastor for church approval.
8. Ninety (90) % of members present and voting shall be necessary to constitute a call.
9. Shall review job description* with prospective pastor.

P. SEARCH COMMITTEE (NON-PASTORAL)

A Search Committee (Non-Pastoral) shall be formed when there is a vacancy among the paid personnel of the church. The committee shall be nominated for church approval by the nominating committee using the following format:

1. Shall consist of five (5) members.
 - a. Shall consist of the pastor who shall serve as chairman.
 - b. Shall consist of the chairman of deacons (or a designee of his choice from the active deacons).
 - c. Each adult Sunday School class shall nominate a qualified individual to serve on the committee. Nominee does not have to be a member of their class. Number of nominees is flexible.
 - d. Nominating committee shall select three (3) of the nominees to serve on the committee for church approval.
2. May advertise job opening through the local media and accept resumes.
3. Shall be in unanimous agreement before a prospective employee is recommended to the church for employment.
4. Shall consult with finance committee regarding salary for church approval.
5. Shall review job description* with prospective employee.
6. Seventy-five (75) % of members present and voting shall be necessary to approve employment.

Q. USHERS COMMITTEE

The Ushers shall seek in every way to create the most favorable atmosphere for all worship services. The committee shall:

1. provide at all services of the church a staff of ushers sufficient for properly seating and making comfortable the congregation.
2. be available and assist at funerals, weddings, and other occasions.
3. provide bulletins and/or other materials to the congregation.
4. consist of (6) six members.

ARTICLE V – ORDINANCES

The ordinances of the church, as set forth in the Holy Scriptures, are baptism and the Lord's supper.

A. BAPTISM

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to

sin, the burial of the old life, and resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. It is a prerequisite to the privileges of church membership and participation in the Lord's Supper.

B. LORD'S SUPPER

The Lord's Supper is a symbolic act of obedience whereby baptized believers, 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 by this church once per quarter at the discretion of the pastor.

ARTICLE VI – CHURCH MEETINGS

A. WORSHIP SERVICES

The church shall regularly meet each Sunday morning and evening and each Wednesday evening for preaching, instruction, evangelism and the worship of the Almighty God. These meetings will be open for all people and shall be conducted under the direction of the pastor.

B. BUSINESS MEETINGS

Business Meetings (Church Conferences) shall be held quarterly (Sep, Dec, Mar, June) on the fourth Sunday of the month during the evening services. Special business meetings may be requested by the pastor, chairman of the deacons, or committee chairpersons. The subject, date, and time of the meeting must be announced at a regularly scheduled service prior to the requested meeting. Calling or hiring of paid personnel, major building projects, and other significant items of business are held at the close of morning worship services. The chairman of deacons shall serve as moderator of business meetings. The vice chairman of deacons shall serve as moderator in the absence of chairman of deacons.

C. QUOROM

A quorum consists of a minimum of 40 resident church members, provided it is a regular meeting or one that has been properly called.

D. RULES OF ORDER

The *Revised Robert's Rules of Order* is the authority for rules of procedure for all business of the church.

ARTICLE VII – CHURCH FINANCES

Membership in this church involves a financial obligation to support the church and its causes with regular, proportionate gifts. All members shall be encouraged to give at least a tenth of their income for the church for the work of the Lord. The church encourages members to give first to the general fund and any excess to the special and designated funds.

A. GENERAL FUND

Money given through the regular offerings each Sunday are placed in the general fund account. These offerings are used to meet the financial obligations set forth in the yearly budget and church-approved, non-budgeted items.

B. SPECIAL FUNDS

Money given to special funds are placed in the general fund account specified as special offerings. Special offerings include Southern Baptist Convention, Georgia Baptist Convention, Middle Baptist Association offerings (Lottie Moon, Annie Armstrong, State Missions, Samaritan's Purse, Baptist Children's Home, etc.) and love offerings given to individuals, organizations, or special causes. All specified offerings are paid for indicated purposes through the general fund account.

C. DESIGNATED FUNDS

Money may be given to approved designated funds. Approved designated funds are building, memorial, van, cemetery, His Heart Our Hands, and youth, which are savings accounts or savings checking accounts. A proposal for a new designated fund must be approved by the church. All designated funds are deposited in the appropriate savings accounts and are used for the purpose for which they are designated.

D. LOVEOFFERINGS

Love Offerings are collected for revivals and Christmas gifts. Procedures for love offerings are located in the appendix. Finance Team consists of Treasurer, Assistant Treasurer, and Deacon Chairman.

E. CEMETERY PERPETUAL CARE FUND

This fund is for the perpetual care of the cemetery grounds. Monies for the fund are given through the purchase of plots, cost of grave openings, and through donations given to the cemetery perpetual care fund by individuals. Only in case of a disaster and a unanimous vote of the church body can this fund be used. (Fund is in the form of CDs. Interest from CDs goes into general fund for care and upkeep of the cemetery.)

F. SALARIED POSITIONS

As its needs may require, the church shall create salaried positions on the church staff for the efficient operation of its total program. A job description shall be written when the need for staff members is determined. Job descriptions shall be written by the pastor and deacon body. Salaries shall be determined by the finance committee. Current salaried positions are pastor, youth minister, secretary, associate pastor of worship (worship leader) custodian, and grounds keeper. Job descriptions* are available for each position.

ARTICLE VIII – USE OF CHURCH PROPERTY

No individuals, church officers, or committees can alter the church buildings and grounds including cemetery in any manner without prior approval of church. All church buildings and grounds are to be respected as having been dedicated to Lord’s ministry.

1. There shall be no alcoholic beverages or illegal drugs on the premises; appropriate dress shall be worn.
2. Church facilities may be used for weddings and funerals for non-members with prior approval from the pastor and chairperson of the hospitality committee (refer to wedding and family life center rules).
3. Church buildings, furnishings and kitchen facilities are to be used only for church activities or for family events held on church grounds by church members. The copier, electronic equipment, and supplies (including copy paper, office supplies, and kitchen supplies) are intended for use for church *purposes* only.
4. Church activities include all church services, revivals, weddings, funerals, and outreach. Family events include family reunions, anniversary celebrations, birthdays, or other family celebrations requested by church members to occur at church facilities
5. All personal activities, even those made in advance, must yield to church-wide activities such as revivals, organizations, etc.
6. Any individual or groups must be given a list of rules and regulations* for use of the church facilities.

ARTICLE IX – CHURCH-SPONSORED ACTIVITIES

Church-sponsored activities are a vital part of the outreach of the church. These activities shall be God-centered, promote fellowship among the church family, and be evangelistic. Participants of activities must believe and practice the basic beliefs of the church. (Statement of Basic Beliefs)

1. There should never be fewer than two adults present when transporting or supervising activities of youth or children.
2. When transporting youth or children, one of the supervising adults must have a mobile phone that is kept on and whose number is known by someone in the church.
3. The church must have on record emergency contact information for each child present.
4. All federal, state, and local safety requirements must be obeyed.
5. Any incident, regardless of how “minor” must be reported to the pastor or in his absence the chairman of deacons or the sponsoring program’s director as soon as possible.

ARTICLE X – SUPERVISORY RESPONSIBILITIES

Supervision of paid employees shall be as follows:

- Pastor – Deacons
- Youth Minister, Worship Leader, Church Secretary – Pastor
- Pianist – Worship Leader
- Custodial Help – Pastor and Maintenance Committee
- Groundskeeper – Grounds Committee

ARTICLE XI – AMENDMENTS TO CONSTITUTION AND BYLAWS

Changes in this constitution and bylaws may be made at any regular conference of the church, provided amendment shall have been presented in writing at a previous conference and copies of the proposed amendment furnished to each member present. Amendments to the constitution shall be by two-thirds (2/3) of members present and voting.

*located in appendix
Special dates are in italics.

APPENDIX

FAMILY LIFE CENTER (FLC)
ELAM BAPTIST CHURCH, MILLEN
Rules and Regulations

GENERAL

The FLC is to be used for Church activities or family events by Church members which promote Christian fellowship in the Church and community.

Because the FLC is an extension of the sanctuary, good judgment and common sense are to be used when using the building. It takes each doing his/her part to keep the FLC in good condition.

No alcoholic beverages or illicit drugs are allowed in the FLC or on the church grounds. Modest and appropriate dress must be worn.

There should never be fewer than two adults present when supervising activities of youth or children. There shall be no rough housing, ball playing, or running inside the FLC. Supervised Bible drills, table games and movies are encouraged.

SCHEDULING

Requests for use of the FLC must be approved by the hospitality committee chairlady after consultation with the Pastor to avoid a conflict.

All personal activities, even those made in advance, must yield to church-wide activities such as revivals, organizations, etc.

Requests for use of the FLC will be scheduled in order received.

USE AND CARE

Groups using the FLC must furnish all supplies for their event, such as paper plates, dish cloths, trash bags, etc. Ice is available for their use. Tablecloths must be used only for church functions.

All garbage and trash must be placed in plastic bags and removed by those using the FLC. After removing trash from container, a new trash bag must be placed in empty container.

The building must be cleaned and ready for the next function after each use. Tables and chairs need to be set back up in proper order after each use. If the memorial garden and/or the pavilion areas are used, all litter must be picked up and furniture cleaned and straightened.

The icemaker provides ice primarily for church functions. Church members may take ice for personal use but **must always leave the bin at least half full.**

The pavilion should be used, weather permitting, for activities such as fish fries, egg hunts, festivals, crafts, etc.

All lights must be turned off, heating/air conditioner turned off, doors locked.

Members using FLC for non-church activities (reunions, family parties, etc.) are asked to pay a minimum of \$100 for utilities and other costs.

FAMILY EVENTS

Requests for use of the FLC must be approved by the hospitality committee chairlady after consultation with the Pastor to avoid conflicts.

Groups using the FLC must furnish all the supplies, such as paper plates, dish cloths, trash bags, etc. Ice is available for their use.

All regulations pertaining to the cleaning and use of the FLC and adjoining areas must be followed.

A rental fee of \$1,000 will be charged with \$300 returned after inspection. (FLC is cleaned and not damaged.)

JUDGEMENT CLAUSE

Any event or activity not specifically listed above is subject to approval of the chairman of pastor and hospitality director. Participants must believe and practice the basic beliefs of the church. (Page 1, IV, **Statement of Basic Beliefs**)

WEDDING POLICIES

ELAM BAPTIST CHURCH, MILLEN

Use of the sanctuary must be approved by the pastor. Use of the Family Life Center, memorial garden, or pavilion approved by hospitality committee chairperson after consultation with the Pastor to avoid conflict.

Marriage is the uniting of one biological man and one biological woman in covenant commitment for a lifetime. Any proposed union outside of these biblical grounds will not be approved in or on the campus of Elam Baptist Church.

All rules and regulations concerning the FLC must be observed. (A copy is attached.)

Top quality (dripless) candles or plastic drop cloths placed under all candelabras must be used in the sanctuary.

Pulpit, other church furniture, and church items must not be moved unless permission is granted by pastor.

All wedding paraphernalia and debris must be removed from the sanctuary, Sunday school rooms, restrooms, and FLC immediately following wedding and reception.

All materials used to decorate the groom's vehicle and other litter must be cleaned up and removed from the church grounds immediately following the wedding and reception.

Rice, birdseed, etc. must be thrown only on the outside of the church building and front entrance. Any rice, birdseed, etc. remaining on the sidewalk must be removed immediately following the wedding and reception.

Sound system may only be operated by church personnel.

A donation is requested to help defray the cost of using air conditioner or heating system by church members. Non-members are required to pay a fee of \$1,000 for sanctuary with \$300 returned if church and surrounding area is cleaned and not damaged.

must be

BUS AND VAN RULES

ELAM BAPTIST CHURCH, MILLEN

NOTE: The bus and van are arms of the church. Conduct on the bus and van should be same as that in the church house or the Fellowship Life Center. Bus and van rules should be observed by all individuals.

The bus and van are the property of the church and will be parked at the church.

The bus and van are to be used only by church organizations or groups. A group must consist of five or more for the van and ten or more for the bus. (*Exceptions must be approved by Transportation Committee.*)

The transportation committee shall be responsible for maintenance of the vehicles.

Any user of the vehicles is responsible for returning them at least half-full of gas or diesel, cleaned, and ready for use. Any violations should be reported to the transportation committee and may result in un-cooperating organization being restricted in the use of the vehicles.

Anyone who drives the bus or van must have the approval of the transportation committee. All drivers must have copies of their drivers' licenses on file. (*Bus drivers must have a CLD license with a passenger endorsement*) A list of all authorized drivers will be posted. If your name is not on the list, you may not drive the bus or van. An organization or group using the bus or van is responsible for making certain that the driver is on the list of authorized drivers.

The vehicles should be returned to the church promptly after use.

The person driving the bus or van is fully responsible for its use.

The bus or van driver must record the beginning and ending odometer readings of each trip. The necessary forms are located in the bus and in the van.

All receipts for gas and other van- or bus-related expenses must be given to the church treasurer.

All traffic laws must be observed, and any accident must be reported.

There must never be fewer than two adults present when transporting or supervising activities of youth or children.

The church must have on record emergency contact information for each child when transporting children.

When transporting youth or children, one of the supervising adults must have a mobile phone that is kept on and whose number is known by someone in the church.

CEMETERY POLICIES ELAM BAPTIST CHURCH, MILLEN

NO PERSON will use cemetery for burial without first obtaining permission from the Chairperson of Cemetery Committee. This applies to ALL—even when a lot is already assigned.

Lots will be granted to church members for their immediate families without cost. Lots will be sold to non-members at a cost of \$1,500 per grave site plus a fee described later which will be due at the time a grave is opened. ALL NEW LOTS must be approved by the cemetery committee. When a lot is granted to an individual, or a family, corner posts marking the boundary must be placed (at own expense) within one month. Cemetery committee cannot protect a lot that is not marked by corner posts.

The cemetery committee asks that ONE person be designated in each family to arrange the use of the plot. The committee cannot be responsible for the arrangement of graves on the plot. Usually this can be done by common consent of all.

ANY PERSON who desires to bury in Elam Cemetery must provide a \$200.00 perpetual care fee at the time of burial. This fee is given to the chairperson of the cemetery committee BEFORE permission is granted to open the grave. The fee may be paid to your funeral home director, who will give it to the church; however, it is your responsibility to make certain church receives the fee. These funds are placed in a Perpetual Care Fund and all earnings provide for cemetery upkeep. THE FEE APPLIES TO EVERYONE, WHETHER A LOT HAS BEEN GRANTED OR NOT.

EXCEPTIONS: Persons may pay the grave opening fee of \$200.00 in advance. An accurate record is kept of all individuals who have paid their grave opening fees. The cemetery chairperson will inform individuals that their fees have been paid in advance.

USE OF CEMETERY AND GROUNDS BY THOSE DIGGING GRAVES, SETTING MONUMENTS, ETC.

Not all conditions can be covered by written rules. Care should be taken to leave the grounds in as good condition as they are found. Suggestions that we ask you to observe are:

Vehicles MUST NOT be driven over graves. Use HEAVY vehicles in cemetery only when absolutely necessary to reach grave. Do not drive in cemetery for convenience of pall bearers, etc. Be sure to refill tracks made by any vehicle the SAME DAY as they are made.

Graves are to be dug so vault top is 18” underground. Cut sod from site, reserve and replace for quick growth renewal. Use excess dirt to cover tracks or scatter in roadway or place where groundskeeper indicates. DO NOT MOUND IN CEMETERY.

When setting markers, crushed stone and mortar must be removed from cemetery. Excess sand will be scattered or removed, not left.

Area is designated to place excess dirt, crushed stone, etc. Funeral homes must use this area. If funeral homes fail to abide by rules, a *fine of \$100* will be given.

If vault top is a slab, place 2” above ground and level.

NO SHRUBBERY will be set around grave lots.

Within 30 days after burial, not more than two flowers per lot. SEASONAL FLOWERS must be removed within 60 days after season or groundskeeper will discard.

PLEASE REMEMBER THE PURPOSE OF THESE RULES: We want to care for your cemetery and keep it in excellent physical condition. We ask family members with loved ones buried in the cemetery to help maintain their plots.

ELAM BAPTIST CHURCH, MILLEN
SENIOR PASTOR
JOB DESCRIPTION

The Senior Pastor is responsible for proclaiming the Gospel of Jesus Christ to the Church and community. The Senior Pastor is also responsible for providing overall spiritual and administrative leadership to all ministries of the church.

Ministerial Duties

1. Pray for congregation, preaches, and plans worship service with Worship Pastor/Director.
2. Trains Deacon Body for the care of the congregation.
3. Conducts counseling sessions, performs wedding ceremonies, and conducts funerals.
4. Provides spiritual leadership for the staff as they direct the church in fulfilling the vision and mission of Elam Baptist Church.
5. Guides all church members to a greater awareness of their responsibilities to Christian service.
6. Contacts prospect by letter, email, or visit.
7. Proclaims the gospel to both believers and unbelievers.

Administrative Duties

1. Cooperates with state and denominational leaders in furthering the work of the Southern Baptist Convention and the Church.
2. Represents the Church at major state and denominational meetings and keeps the Church informed of developments.
3. Ensures that the administrative functions of the Church are carried out in an effective, efficient, and Christian manner.
4. Directs staff meetings, Church Council meetings, and other meetings as needs arise. The pastor is an ex officio member of all committees.
5. Administers church-adopted policies and procedures.
6. Is supportive of individual church members, church organizations, committees, and deacons to ensure unity of purpose under God's will.

Visitation Program

The pastor is responsible for organizing, maintaining, and participating in a regular visitation program to church members and their families, especially when affected by hospitalization, illness at home, bereavement, or other special needs. The pastor is, also, to visit and witness to unchurched persons in the community.

General

1. Keeps informed of denominational goals, publications, materials, policies and plans as they relate to the church.
2. Secures pulpit supply in his absence and notifies the Chairman of Deacons if he must be absent from the service field
3. Is committed to personal growth in all areas of stewardship to God including his time, talents, and financial resources.
4. Demonstrates a temperate, Christian disposition in all personal habits and behaviors to include his home life.

Supervision

The Senior Pastor is responsible to the Deacon Body. They are to hold him accountable for his ministry.

**ELAM BAPTIST CHURCH
DIRECTOR OF WORSHIP
JOB DESCRIPTION**

The Associate Pastor/Director of Worship is responsible for planning, conducting, and evaluating the church music program and coordinating the planning of all worship services.

Ministerial Duties

1. Consults with other staff members on a regular basis to coordinate the music ministry with other ministries of the church.
2. Provides counsel in arranging for music for weddings, funerals, and other special events.
3. Plans and conducts music for special programs, revivals, and all other activities of the church.
4. Attends all functions of the church involving the music program and as requested by the senior pastor.

Administrative Duties

1. Directs the planning, coordination, operation, and evaluation of the music program.
2. Provides staff assistance to the worship teams and other committees and teams as assigned by the pastor.
3. Develops a yearly plan of work to implement the goals and objectives of the music ministry.
4. Selects the music for the worship service in cooperation with the pastor.
5. Supervises the work of all musicians in conducting the music program of the church.
6. Coordinates the performance schedules of music groups and individuals.
7. Prepares recommendations for the worship ministry budget and administers the music ministry funds in cooperation with appropriate team(s). Submit a budget request to the Finance Committee the last week in June.
8. Arranges for and supervises the maintenance and care of the church's keyboard/piano and other instruments.

Developmental Duties

1. Recruits and trains church music leaders.
2. Keeps informed on current music methods, materials, promotions, and innovative programs for music.
3. Cooperates with state, associational and convention leaders in the activities of the denomination and the church when requested.
4. Keeps informed of denominational goals, publications, materials, policies and plans as they relate to the church
5. Commits to personal growth in all area of stewardship to God including his/her time, talents, and financial resources.
6. Demonstrates a temperate, Christian disposition in all personal habits and behavior to include his/her home life.

Supervision: Senior Pastor

ELAM BAPTIST CHURCH, MILLEN
ASSOCIATE PASTOR/DIRECTOR OF YOUTH MINISTRIES
JOB DESCRIPTION

The Associate Pastor/Director of Youth Ministries is responsible for planning, coordinating, promoting, and leading a variety of programs and activities that will develop and strengthen the students in grades 6 through high school in their Christian walk.

Ministerial Duties

1. Plans and conducts special projects, spiritual activities, and fellowship events to further the youth ministry.
2. Provides spiritual counseling to the youth and their parents in the areas of commitment to Christ, Christian discipleship, church membership, and stewardship.
3. Visits members and prospects.
4. Attends all functions and activities of the church pertaining to the youth.
5. Plans and conducts duties as assigned for special programs, revivals, and all other activities of the church.
6. Witnesses and counsels in youth-related events and other opportunities.

Administrative Duties

1. Consults with other staff members on a regular basis to coordinate the youth ministry with other ministries of the church.
2. Prepares recommendations for the Youth Ministry budget and administers the Youth Ministry funds. Submit a budget request to the Finance Committee the last week in June.
3. Provides staff assistance to the children's ministry through which all activities are coordinated.
4. Provides staff assistance as assigned by the senior pastor.

Developmental Duties

1. Plans, organizes, coordinates, and evaluates the education programs of the church for youth from grades 6 through high school.
2. Develops a yearly plan of work to implement the goals and objectives of the youth ministry.
3. Keeps abreast of new and innovative programs.
4. Recruits and trains church members to aid in the youth ministry.
5. Leads workers and students in an outreach and in-reach program.
6. Selects a committee to help in the development and implementation of the youth ministry, if he so desires.

General Duties

1. Must be at least 21 years of age.
2. Keeps informed of denominational goals, traditions, publications, materials, policies, and plans as they relate to the church.
3. Attends Deacons' meetings.

Supervision: Senior Pastor

ELAM BAPTIST CHURCH, MILLEN
PIANIST
JOB DESCRIPTION

The Pianist is responsible for facilitating an atmosphere in which God is worshipped and glorified, and to contribute to the music ministry of the church by playing the piano for congregational singing, choir, and special music presented in worship services.

Ministerial Duties

1. Play for morning and evening worship services, one choir rehearsal each week including offertory prelude, and solos.
2. Play for special services and choir rehearsals (musical activities, such as revivals, Christmas, Easter and other special programs).
3. Consult with the Director of Worship on matters pertinent to piano maintenance.
4. Perform duties requested by the Director of Worship and supports all areas of music ministry as needed for Sunday services.
5. Keep work areas neatly maintained and organized, presentable, and neat at all times.
6. Providing music for weddings and funerals is not included in the pianist responsibilities.

Administrative Duties

1. Assists the Director of Worship with planning, coordination, operation, and evaluation of the music program.
2. Develops a yearly plan of work to implement the goals and objectives of the music program.

Developmental Duties

1. Stays informed on current music methods, materials, promotions, and innovative programs for music.
2. Commits to personal growth in all areas of stewardship to God including his/her time, talents, and financial resources.
3. Demonstrates a temperate, Christian disposition in all personal habits and behaviors to include his/her home life.

Supervision: Director of Worship

ELAM BAPTIST CHURCH, MILLEN
CHURCH SECRETARY
JOB DESCRIPTION

Prepare church bulletin weekly.

Post contributions to individual finance records weekly. Make copy of record available to individuals at the end of the calendar year or as often as the church requires.

Keep church financial books. Work with the church treasurer in getting bills paid in a timely and accurate manner.

Prepare a quarterly financial statement for church approval in conference.

Serve as public relations person for the church.

Order literature and other supplies for various organization as presented by directors.

Assist committee chairpersons with their correspondence when asked.

Attend church council meetings and serve as recorder. Work with council members in maintaining an up-dated calendar.

Work with cemetery committee chairperson in keeping accurate records of cemetery contributions.

Assist flower committee in keeping an updated list of individuals placing altar flowers in the Church.

Assist church clerk in keeping accurate and current list of resident and non-resident church members.

Order supplies for use in office and over-see use of copier.

Publish a monthly NEWSLETTER.

Send acknowledgement cards and letters.

Supervision: Senior Pastor

**ELAM BAPTIST CHURCH, MILLEN
CUSTODIAN
JOB DESCRIPTION**

WEEKLY RESPONSIBILITIES

SUNDAY SCHOOL WING

Vacuum hall and rooms.
Dust furniture and windowsills in hall and rooms.
Clean glass panes in doors.
Empty trash cans.
Clean and mop bathrooms.
Keep bathrooms supplied with paper items.

SANTUARY, FOYER, AND OFFICE

Vacuum.
Dust furniture and windowsills.
Pick up litter (Kleenexes, bulletins, candy wrappers, etc.).
Arrange song books and Bibles.
Empty trash cans.

MUSIC ROOM AND HALL AREA

Vacuum and dust.
Clean and mop bathrooms.
Empty trash cans.
Pick up litter.
Keep bathrooms supplied with paper items.

FAMILY LIFE CENTER

Mop kitchen.
Clean and mop bathrooms.
Keep bathrooms supplied with paper items.
Vacuum library and dust.
Empty trash cans.
Spot clean carpet.
Clean stove, oven, and cabinets.
Dust furniture and windowsills.

OTHER RESPONSIBILITIES

Dispose of altar flowers when left by families.
Wash doors and door facings when necessary.
Clean tables in pavilion.
Order cleaning supplies.
Serve as public relations person for the church.

Supervision: Senior Pastor and Hospitality Chairlady

ELAM BAPTIST CHURCH, MILLEN
GROUNDSKEEPER
JOB DESCRIPTION

Cut all grass every ten days or as needed, during growing season. All grass includes church grounds, the pastorium (front and back), and the cemetery. During the peak season, June through August, cut grass around church and Family Life Center **every** week, preferably on Friday. Care must be taken when using mowers and other equipment around the monuments and coping in the cemetery. (**do not run over slabs, chip monuments or coping, etc.**) The groundskeeper:

Is responsible for the repair of any damage to monuments or coping done by equipment.

Keeps all graves, coping, headstones, corner posts, and sidewalks edged at all times. Roundup or a weed eater may be used to prevent grass from growing over the edges.

Keeps leaves raked and removed around graves and monuments.

Uses an approved herbicide to rid the cemetery of sandspurs and other weeds.

When cutting grass in cemetery, moves flowers and mows under where they sit. Replaces flowers so they will not turn over. Sets any overturned flowers in an upright position.

Cuts back all low-hanging or dead limbs.

Rakes pine straw every ten days or more often as needed. All pine straw will remain at the church for church use.

Picks up and removes all pinecones and limbs from grounds.

Keeps flower beds edged, weeded, and strawed.

Trims shrubbery and flowers as needed.

Sweeps walkways and entrances and pavilion.

Applies fertilizer to cemetery grass as needed.

Waters plants and shrubbery during drought periods.

Also, any other general pickup, cleanup, or tidying up as seen by the groundskeeper should be done.

The church pays for roundup, fertilizer, herbicides, etc. Groundskeeper is responsible for their application.

Supervision: Grounds Committee

PASTOR COMPENSATION SHEET

Salary is to include housing allowance, utilities, car allowance, health insurance, social security, and annuity. A Pastorium is provided.

Convention expense is listed as a separate budget item; however, it is to be used only to reimburse actual expenses incurred.

Lawn care of the Pastorium will be provided unless the Pastor indicates a preference to accept this responsibility.

Vacation time shall be earned at a rate of two weeks for each six months of completed service at Elam Baptist Church. Vacation time may not be accumulated. In addition, the Pastor will be granted one day per *work* week for personal privileges (considered his day off). The Pastor is expected to keep a record of time off for personal illness and/or family illness, but no limit is established. All accounting for these days will be governed by honor system.

The Pastor is granted the privilege of accepting participation in two revivals per year.

The Church agrees to bear reasonable moving expenses incurred in relocating to Elam Pastorium. Upon relocation the Church further agrees to provide major appliances in the Pastorium, i.e., freezer, refrigerator, dishwasher, clothes washer and dryer, microwave and stove.

In conclusion, the members of Elam Baptist Church will strive to provide, under God's direction, a setting whereby the Pastor may devote his time and energy to nurture, under God's guidance, the spiritual growth of this Church and the surrounding communities.

LOVE OFFERING PROCEDURES

A. Revival Services

An offering will be taken every night during the revival. Counting Committee will count and log the offering each night of revival. Finance Team (treasurer, assistant treasurer, and deacon chairman) is responsible for delivering the offerings to the proper recipients. The full amount from offering will be divided as follows:

- Guaranteed amount guest pastor \$150/service (+mileage, if out of county).
- Guaranteed amount guest worship leader \$100/service (+mileage, if out of county).
- Anything over the guaranteed amount be split 2/3 to guest pastor and 1/3 to guest worship leader.
- Guest ministers will be paid guaranteed amount at the end of revival, any extra will be mailed after offerings are counted and verified.
- \$50/service for Elam pastor.
- \$30/service for worship leader.
- \$30/service for pianist.
- \$25/service for two nursery workers.
- \$25/service for sound operator.

B. Christmas Gifts

- Christmas love offerings will be given during the first three Sundays in December.
- All paid staff members will receive a Christmas love offering.
- Counting Committee will count and log the giving after each Sunday service. Finance Team (treasurer, assistant treasurer, and chairman of deacons) will deliver gifts to the proper recipients.
- The love offering will be distributed to the staff members before Christmas Day.
- A minimum of \$100 for each employee to be paid from budget if minimum is not reached through congregational giving.

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