

BY-LAWS

THE ROSELAND PARK BAPTIST CHURCH, INC.

I. CHURCH MEMBERSHIP

SECTION 1. GENERAL

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church.

The membership of this Church shall be composed of members who are believers in the Lord Jesus Christ and affirm the tenets of The Roseland Park Baptist Church, Inc. Constitution and By-Laws, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and By-Laws, and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ. The membership of the Church shall have final authority in all matters of Church governance, as set forth and described in these By-Laws.

It is understood that membership in this Church involves faithfulness in prayer, attendance, and giving.

SECTION 2. CANDIDACY

Any person may offer himself as a candidate for membership in this Church. All such candidates shall be presented to the Church at any regular Church service for membership in any of the following ways:

A. By profession of faith and for Baptism. Applicants for Baptism are examined and approved at any regular service at which they present themselves. Applicants for Baptism are not enrolled as members until they are Baptized.

B. By promise of a letter of recommendation from another Baptist Church. Upon receipt of the prospective member's letter from another Church, he or she shall be added to the Church roll.

C. By statement of prior conversion and Baptism in another Baptist Church when no letter is obtainable; or by statement of prior conversion and Baptism in another Church of like faith and practice after investigation by the Pastor.

D. By restoration. Former members may be restored to membership if they make a satisfactory explanation of their prior loss of membership.

SECTION 3. NEW MEMBER

All persons seeking membership in the Church shall be encouraged to enroll in the New Member Training Program of the Church in order to become acquainted with the life and work of our Church. The Church shall maintain a program designed to acquaint new members with the Church and assist them in becoming a vital part of the fellowship of the Church, with new classes beginning each quarter, and the leadership of such program shall be staffed by the Nominating Committee, unless otherwise filled by a member of the Ministerial Staff.

SECTION 4. RIGHTS OF MEMBERS

Every member of the Church shall enjoy full rights of participation in voting, elective offices, and ordinances, except as otherwise provided herein.

SECTION 5. TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways: (1) death of the member; (2) transfer by letter to another Baptist Church by action at any regular business meeting; (3) exclusion by action of this Church at any regular business meeting or a properly called special business meeting; or (4) erasure upon request or proof of membership in a Church of another denomination presented by such member.

II. CHURCH OFFICERS

The officers of this Church shall be: Pastor, Ministers of Education, Music, and Youth, Deacons, Trustees, Treasurer, Clerk, or any combination of these functions and other organizational leaders. Other officers may be elected as the need arises and the By-Laws amended to define their duties.

SECTION 1. QUALIFICATIONS OF OFFICERS AND ORGANIZATIONAL LEADERS

A. PASTOR

The Pastor shall be a born again Christian who has been called by God, licensed and ordained as a minister of the Gospel by a Southern Baptist Church, and who shall meet the scriptural qualifications contained in I Timothy 3:1-12.

1. Vacancy of Pastorate – Whenever a vacancy in the Pastorate occurs, the election of a new Pastor will take place at a meeting called for that purpose, of which at least one (1) week's public notice shall be given. A Pastor Search Committee shall be nominated by the Deacons and elected by the Church consisting of not less than **five (5)** members and no more than **seven (7)** members, with an emphasis on diversity. The duty of this Committee will be to seek out a suitable prospective Pastor, and shall bring him before the Church to preach in a regular Sunday morning service. Their recommendation will constitute a nomination, and the Committee shall

bring to the consideration of the Church only one man at a time. The Committee shall call for an election meeting in accordance with the provisions of this article. Election shall be by secret ballot, and an affirmative vote of eighty percent (80%) of those present and voting shall be necessary to extend a call to the prospective Pastor. When elected, the Pastor shall hold office at the pleasure of the Church or until his resignation.

2. Removal from Office

(a) Voluntary – Should the Pastor desire to terminate the Pastoral relationship, he shall give to the Church two (2) but not to exceed four (4) weeks' written notice of his intention to resign and will inform the members of the Church by a letter of explanation.

(b) Involuntary – The Church may declare the office of Pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one (1) week's public notice has been given. The meeting may be called upon the recommendation of a majority of the Deacons or by written petition signed by not less than one-third of the **resident (50 mile radius of Church)** Church members. The moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than the Pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present and voting being necessary to declare the office vacant. Except in instances of gross misconduct by the Pastor so excluded from the office, the Church will compensate the Pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty (30) days.

B. MINISTERS OF EDUCATION, MUSIC, AND YOUTH

These officers or combination of any of the functions, whether full or part time, as approved by the Church, shall be elected by the Church upon a recommendation of a special Search Committee whose membership shall be nominated by the Deacons and approved by the Church. Prior to making such recommendation, the Search Committee shall consult with the Deacons, the Church Council and other affected committees, and obtain approval of the Pastor. Such election shall be held at either a regular or special called business meeting. Election to such offices shall be by secret ballot and require an affirmative vote of eighty percent (80%) of those present and voting. When elected, the person or persons shall hold office at the pleasure of the Church or until resignation. Prior to acceptance of such offices by any person or persons, they shall meet with the Personnel Committee and be informed as to the terms of employment, working conditions, delineation of duties and authority, work benefits, vacations, sick pay, and all other matters relevant to the position under consideration and as contained and set forth in the Church Personnel Policies Handbook.

1. Removal From Office.

(a) Voluntary – Should the Minister desire to resign from his position, he shall give to the Church written notice of at least two (2) weeks of his intention to resign and will inform the members of the Church by a letter of explanation.

(b) Involuntary – The Church may declare the office of Ministers of Education, Music and Youth to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one (1) week's public notice has been given. The meeting may be called upon the recommendation of a majority of the Deacons or by a written petition signed by not less than one-third of the **resident (50 mile radius of Church)** Church members. The moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than the Ministers of Education, Music, Youth, and Special Ministries. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the membership present and voting being necessary to declare the office vacant. Except in instances of gross misconduct by the minister so excluded from office, the Church will compensate the Minister so affected with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty (30) days.

C. DEACONS

1. In accordance with the meaning of the Word and the practice of the Word in the New Testament, Deacons are to be servants of the Church. They shall meet the qualifications set forth in the New Testament (I Timothy 3:8-12) and shall abide by the Church Covenant. They shall be ordained according to the teachings of the New Testament.

2. Each Deacon must: be at least twenty-one (21) years of age; have been saved for at least three (3) years; and have been a member of the Church for at least two (2) years; and meet the scriptural qualifications and other criteria such as tithing, faithfulness to Church organizations, programs, and ministries, and etc.

3. The number of active Deacons at the present shall be **sixteen (16)**. This number should be based on the **resident (50 mile radius of Church)** membership of the Church and should increase as the resident (50 mile radius of Church) Church membership increases.

4. Term of Office.

(a) Each Deacon will serve for a period of four (4) years as a member of the active Deacon Body. The terms shall be staggered to permit one-fourth of the Deacon membership to rotate off each year. No Deacon can succeed himself until after one (1) full year has elapsed.

(b) In case of a vacancy, for any reason, the position shall remain vacant until the next regular election.

(c) A Deacon is ordained for life but term of office must be on a rotation basis.

5. Election Procedure.

(a) At least sixty (60) days prior to the day for Deacon Election, each **resident (50 mile radius of Church)** Church Member shall be reminded of the Church's procedure for Deacon selection. This reminder may

be presented from the pulpit, be listed in Church mail-outs, be printed in the Church program, or presented in other ways. The Deacons shall compile a list of all eligible men for nomination as Deacon, and such list shall contain only men who meet the basic Biblical qualification and who have consistently attended and participated in the services of this Church. This list, together with other information setting forth Deacon qualifications, procedures for Deacon selection, and an appeal for serious and prayerful consideration of Deacon nominees, shall be prepared and made available to each member of the Church by the third Sunday of September. On the first Sunday of October, the congregation shall be asked to prayerfully nominate by secret ballot men they believe to be qualified to serve as Deacons from the above described list. In addition the Deacon Screening Committee will be voted on at this time. Each member can make as many nominations as there are Deacon positions to be filled.

(b) A Deacon Screening Committee composed of the Chairman of the Deacons, Deacons rotating off the active list, and other Church members shall be nominated by the Deacons and approved by the Church for the purpose of examining Deacon nominees, in consultation with the Pastor, to determine if they meet the Scriptural qualification and other criteria as set forth in the Deacon Selection Criteria List. The Deacon Screening Committee shall tabulate the ballots from the congregation during both the nomination process and the final Deacon election procedure.

(c) The Deacon Screening Committee shall take the number of men for which Deacon positions are to be selected and who receive the highest number of votes from the vote of the Church membership on the first Sunday of October of each year. The Deacon Screening Committee will conduct a personal interview with each nominee to determine each individual's commitment to the services and work of the Church and their willingness to serve as Deacon. Upon completion of the interviews, the Deacon Screening Committee shall present the nominees for the office of Deacon unto the Church.

(d) Final nominees for the office of Deacon shall be presented to the congregation of the Church for election no later than the last Sunday in November each year. At least one week prior to this date, the Deacon Screening Committee shall provide to the congregation the final list of Deacon nominees for their prayerful consideration. This list shall also be included in The Recorder.

(e) Those men elected who are not ordained will be presented before an Ordination Council for final approval prior to an Ordination Service to be conducted in a Sunday worship service before their term of office begins.

6. Removal from office.

(a) Voluntary – Should a Deacon desire to terminate his active Deacon relationship, he shall give the Deacon Chairman notice of his intention to resign with a letter of explanation.

(b) Involuntary – If an active Deacon is found in gross misconduct, he shall first be contacted by the Deacon Chairman and asked to repent and change his ways. If he refuses to do so, then a committee composed of the Chairman and other Deacons in consultation with the Pastor will go and counsel with him according to the example given in the New Testament (Matthew 18:15-17). If he still refuses to repent and change

his ways, he will be asked to resign. If he will not resign, this matter shall be brought before the Church for consideration. The vote to dismiss the Deacon from the active Deacon Body will be by secret ballot. An affirmative vote of two-thirds of the membership present and voting being necessary to dismiss the Deacon from the active Deacon Body and subject him to possible removal from the Church roll in accordance with the New Testament (Galatians 6:1 & 1 Corinthians 5:1-13) and the Church By-Laws, Article 1 (Church Membership), Section 5 (Termination of Membership).

(c) Other Reasons – Any Deacon missing three (3) consecutive meetings without a valid excuse shall be contacted by the Chairman of the Deacons to determine whether he has justifiable grounds for his absenteeism. If such Deacon cannot provide a reasonable explanation for his absenteeism or refuses to vow to commence efforts to regularly attend Deacon meetings thereafter, then he shall be removed from the active Deacon Body by affirmative vote of such Body.

D. OTHER PAID WORKERS

The Personnel Committee, subject to the approval of the Church, shall be responsible for the employment of other paid personnel, including but not limited to secretaries, custodians/grounds keepers, accompanists and other organizational Staff.

E. TRUSTEES

The Trustees shall form the body corporate by the name and corporate title of **The Roseland Park Baptist Church, Inc.**, and shall hold in trust all Church property, effects, and etc., for the benefit of the Church.

The Church shall select six (6) Trustees of which a minimum of two (2) men, two (2) women, and one (1) ordained Deacon shall be included; each of whom have been members of Roseland Park Baptist Church for a minimum of three (3) years, and the Trustees shall be nominated by the Committee on Committees. Trustees shall serve on a rotational basis with each Trustee serving a three (3) year term. The terms shall be staggered to permit one-third of the membership to retire each year, except when an unexpired term of another member is being filled, with the rule being applicable to one serving out the unexpired term of another member. The Pastor shall serve as ex-officio member of the Trustees and shall have voting privileges when necessary to avoid even votes on decisions.

The Trustees shall select a Chairman from their membership each year whose election shall be subject to the approval of the Church. The Trustees shall hold a meeting each month to transact such business as pertains to this office.

F. ORGANIZATIONAL LEADERS

The Nominating Committee coordinates the staffing of all Church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for any such positions shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the Church for election all who accept the invitation to serve.

SECTION 2. DUTIES OF OFFICERS AND ORGANIZATIONAL LEADERS

A. PASTOR

The Pastor shall be, under God, the spiritual head of the Church, and shall so fulfill the duties of this high office that the Kingdom of God may be advanced, all in accordance with the principles set forth in the New Testament.

The Pastor is responsible for leading the Church. He is to supervise the Staff, to (1) lead the Church in the achievement of its mission, (2) proclaim the Gospel to believers and unbelievers; and (3) care for the Church's membership and others in the community. He shall work with the Deacons in fulfilling the above mentioned duties and keep them informed.

The Pastor shall preside at meetings of this Church and shall be moderator of all meetings for the transaction of business except as otherwise provided herein.

B. MINISTER OF MUSIC

The Minister of Music shall, in cooperation with the Pastor, choose and lead the music for all Church services. The purpose of the Music Ministry of Roseland Park Baptist Church is to share the gospel of Jesus Christ through song, encourage believers in their walk with Christ, lead the congregation in worship and provide an avenue through which individuals of every age may share their gift and be an integral part of the worship. The Minister of Music shall be responsible for the enlistment and proper functioning of the choirs. He shall plan and direct a program of musical training for all age groups.

C. MINISTER OF EDUCATION

He shall direct, under the guidance of the Pastor, all programs of religious education. He shall plan and direct the spiritual programs and activities of the Church. He shall further be responsible for the supervision of the Church library-media facilities; and as ex-officio member of the Transportation Committee must assure that all Church-owned vehicles are operable, safe to drive, insured, inspected and licensed.

D. MINISTER OF YOUTH

He shall direct all youth programs of the Church under the guidance of the Pastor and in cooperation with the Minister of Education.

E. DEACONS

It shall be the duty of the Deacons to assist the Pastor in spiritual ministry of the Church, maintain the Deacon Ministry Program, to assist with the administration of the ordinances, and to make recommendations to the Church concerning all matters approved by them, except in cases where the Church has given them authority to take final action.

In the event of illness, temporary absence, resignation or other form of absence of the Pastor, the Deacons shall be responsible for the supply of the pulpit until an Interim Pastor, or any replacement therefore, is chosen and approved by the Church. The Deacons shall nominate a Pastor Search Committee to be approved by the Church consisting of not less than **five (5)** members and no more than **seven (7)** members, with an emphasis on diversity, and which will operate and function as hereinbefore set forth and outlined herein. Whenever a vacancy in any of the positions of Ministers of Education, Music and Youth shall occur, the Deacons shall be responsible for nominating a Search Committee for such positions subject to the approval of the Church. The Deacons shall review the recommendations of the Pastor Search Committee and other search committees as to filling vacancies in the Ministerial positions of Pastor, Minister of Education, Music and Youth, and offer any suggestions deemed necessary.

In the event that a Search Committee for Pastor, Minister of Education, Music or Youth shall fail to successfully secure a replacement for any vacancy in the Ministerial positions within eighteen (18) months after being approved by the Church, the Committee shall be reconstituted by nomination of a new Search Committee by the Deacons and approved by the Church. Any member of the previous Search Committee shall not be barred from service on the reconstituted Committee if nominated by the Deacons and approved by the Church.

The Deacons shall further review the recommendations of the Personnel Committee as to filling vacancies of all other paid Staff members and workers and offer any suggestions deemed necessary in those instances.

The Deacons shall elect a Chairman, Vice-Chairman and a Secretary to serve for a period of one (1) year to be installed at their regular January business meeting. The election of the Chairman shall be subject to the approval of the Church. The Deacons shall hold a meeting each month to transact such business as pertains to this office.

The Deacons shall review the budget prepared by the Finance Committee and make recommendations deemed necessary before it is presented to the Church.

F. TREASURER

The Treasurer shall keep a correct record of all financial transactions and make a monthly report to the Deacons and the Church, detailing all receipts and disbursements. There shall be two (2) assistant Treasurers elected by the Church to assist the Treasurer in the performance of his/her duties. The Treasurer shall disburse funds only by checks signed by the Treasurer and co-signed by one of the assistant Treasurers. The Treasurer shall serve as custodian of all legal documents and valuable papers of the Church, to be kept in a fire-proof vault. The duties of

the Treasurer may be performed by a non-Ministerial Staff member; however, such Staff member must be a member of the Church.

G. CLERK

The clerk shall keep a record in duplicate of all members. He/she shall promptly write letters of transfer of Church membership as requested and approved by the Church; and shall promptly secure letters of membership from other Churches as requested by members received on promise of letter of membership.

The clerk shall record all minutes of all business sessions of the Church. He/she shall be responsible for the compilation of the associational Church letter.

The duties of the Clerk may be performed by a non-Ministerial Staff member; however such Staff member must be a member of the Church.

H. TRUSTEES

The Trustees shall have charge of all legal matters of the Church property.

The Trustees shall have the actual care and responsibility for the assets of the Church, but shall have no power to buy, sell, mortgage, lease or transfer any non-essential property of substantial value without a specific vote of the Church authorizing such action.

The Trustees shall review the budget prepared by the Finance Committee and make recommendations deemed necessary before it is presented to the Church.

The Trustees shall be responsible for securing and maintaining an insurance portfolio to be approved by the Church which adequately insures all Church property and personnel.

III. ORGANIZATIONS

SECTION 1. GENERAL

All organizations of the Church shall be under the guidance of the Church, with all officers being elected by the Church and reporting regularly to the Church. The Church program year shall be from October through September. It is understood that the Pastor and Ministerial Staff are ex-officio officers of all organizations named below, and their leadership is to be recognized in them.

SECTION 2. SUNDAY SCHOOL

There shall be Sunday School divided into departments and classes for all ages and conducted under the leadership of the Director for the study of God's Word. Sunday School is to be conducted each Sunday morning.

The tasks of the Sunday School shall be: to present the Plan of Salvation; to teach the Biblical revelation; and to lead in reaching all prospects for the Church.

The Sunday School Director serves as the general administrative leader of the Sunday school. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups towards overarching objective of the Sunday School. He directs the Sunday School Leadership Team in planning, organizing, enlisting, and equipping leaders, and in mobilizing members to achieve goals towards the Sunday School's stated objectives.

As the Sunday School Ministry expands in size and scope, additional leaders may be needed or desired to deal with specific responsibilities that are assigned to the Sunday School Director.

Major responsibilities of the Sunday School Director shall be:

- Lead in developing an effective organization that facilitates spiritual transformation.
- Lead in planning and administrating the total work of the department.
- Lead in efforts to call participants into service and in enlisting and developing new leaders.
- Meet regularly with teachers for prayer, planning related to evangelism and making assignments related to evangelism and outreach, fellowship, ministry, and Bible teaching.
- Communicate goals and actions to leaders and participants and evaluate progress.
- Serve as greeter/host for the department.
- Serve as the lead teacher for the department, directing the overall teaching-learning experience and teaching at times when a vacancy exist.
- Evaluate needs related to space budget, Bible study curriculum, supplies, and other resources; and recommend actions related to needs.
- Oversee attendance records and other participant information that strengthens the department's pursuit of the overall objectives of the Sunday School.
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the Church.

SECTION 3. WOMAN'S MISSIONARY UNION (W.M.U.)

There shall be a W.M.U. with affiliated auxiliaries such as Mission Friends and Girls in Action led by the W.M.U. Director.

Its tasks shall be to emphasize missions, to inform its members about the missions programs and projects of the Church and denomination, to provide organization and leadership for special missions projects of the Church, to lead members of the Church to participate in and support missions, and to provide mission education for women and children.

SECTION 4. BROTHERHOOD

There shall be a Brotherhood with affiliated auxiliaries such as Royal Ambassadors led by the Brotherhood Director.

Its tasks shall be to foster Christian fellowship, prayer, missions, and service projects among the men and boys of the Church.

SECTION 5. CHURCH MUSIC MINISTRY

There shall be a Church music program organized into activities for a graded choir program. This program shall be under the supervision of the Minister of Music.

The purpose of the Music Ministry of Roseland Park Baptist Church is to share the gospel of Jesus Christ through song, encourage believers in their walk with Christ, lead the congregation in worship, and provide an avenue through which individuals of every age may share their gift and be an integral part of the worship. The Music Ministry shall be under the direct supervision of the Minister of Music.

The goals of the Music Ministry are to fully develop the graded choirs and instrumental program of the Church, to locate and train those individuals and groups within the Church possessing musical gifts, to provide meaningful musical presentations for all regular and special worship services, preserve the historical hymns of the Church, and also utilize contemporary songs of praise.

SECTION 6. BE ACTIVE LIVE LONGER (B.A.L.L.) CLUB

The B.A.L.L. Club of Roseland Park Baptist Church is made up of Church members fifty-five (55) years of age or older. This group has officers, meets monthly, shares in variety of activities including field trips, and luncheons with guest speakers. The Club's purpose is to minister to and enjoy fellowship with each other.

SECTION 7. USHERS

This Organization will be of service to congregation members before, during and after services, and maintain a worshipful atmosphere in the church. The Committee on Committees will select those who will serve as Ushers. The Ushers will select a Chairman of this Organization. The Chairman's duties and the duties of the weekly Lead Usher are included in the Usher Handbook which shall be provided to each Usher.

SECTION 8. SPANISH MINISTRY

There shall be a Spanish Ministry sponsored and located upon the grounds of The Roseland Park Baptist Church Inc., and specifically at 715 East Sycamore Road, Picayune, Mississippi, for as long as there are a reasonable number of Spanish speaking citizens who are desirous of worshipping our Holy God and the Lord Jesus Christ as a part of the Ministry and Fellowship of Roseland Park Baptist Church.

In conjunction with certain assistance provided by the Mississippi Baptist Convention and the Pearl River Baptist Association, Roseland Park Baptist Church has made available a building for its Spanish Ministry at 715 East Sycamore Road, Picayune, Mississippi, which is adjacent and contiguous to the grounds and lands of the church, pursuant to the terms and provisions of that certain Memorandum of Understanding signed by and between The Roseland Park Baptist Church, Inc. the Spanish Congregation, and Ministry of Roseland Park Baptist Church on or about August 5, 2010, which such Memorandum is made a part of these By-Laws by cross reference as fully as though set forth at length herein.

Either the Pastor of the Spanish Ministry or his designee shall make a report of the Spanish Ministries and activities at each regular Church business meeting. Also, the Pastor of the Spanish Ministry shall make diligent efforts to attend each Church Staff meeting.

The Spanish Speaking Congregation and Ministry of Roseland Park Baptist Church shall adhere to and follow the terms and provisions of the Constitution and By-Laws of The Roseland Park Baptist Church Inc.

IV. COMMITTEES

The standing committees shall be: Church Council, Committee on Committees, Finance, Music, Ordinance, Hospitality, Kitchen, Flower and Decorations, Nominating, Missions, Weekday Early Education, Library, Audio & Visual, Benevolence, Bereavement, Auditing, Personnel, Long-Range Planning, Prayer, Counting, Transportation, VBS, Children & Preschool, and Youth. Other committees, as may be found necessary or expedient to take care of special tasks which do not fall within the scope of the duties of the above named regular standing committees, may be formed.

SECTION 1. TERMS OF OFFICE

Members of the Bereavement, Transportation, Library, Audio & Visual, Kitchen, Counting, and Flowers and Decorations Committees shall serve on an annual basis subject to re-election by the Church. Members of these committees shall be contacted by the Committee on Committees annually to confirm the continued dedication to service by each member. Additional members shall be added or replaced as necessary. All other committees shall serve on a rotation system with the terms of approximately one third of the membership expiring each year. The Committee on Committees should strive to include church members from all age groups and include a variety of members on committees as much as possible. A member, and the spouse of the member, shall be ineligible to serve for a period of twelve (12) months following the expiration of a full term on any of the aforesaid committees

utilizing the rotational system. The Pastor or other designated Ministerial Staff member shall serve as ex-officio member of all committees with the exception of the Auditing and Counting Committees, and shall have voting privileges when necessary to avoid even votes on decisions.

The Finance, Personnel and Long-Range Planning Committees shall be comprised of persons who have been members of Roseland Park Baptist Church for a minimum of three (3) years and shall include no less than one (1) ordained Deacon.

At all times, the Chairmen of the Deacons, Trustees, Finance Committee and Personnel Committee shall be different persons.

Church Ministerial or support Staff and their spouses shall not be eligible to serve on the Finance, Personnel, or Staff Search Committees, except in the capacity of ex-officio members, as their service may be considered a conflict of interest.

Serving on a Church Committee requires much commitment and dedication from each member. If a committee member is repeatedly absent from meetings, the Chairman should contact such member to determine their desire to continued service on the committee. If after such contact, the member is not present at the regularly scheduled meetings, or if the Chairman is unable to make contact with the member, the Committee on Committees should be notified of the problem. Then, in a timely manner, a member of the Committee on Committees shall attempt to contact the member. If the member cannot be contacted or does not commit to diligently work with the committee, the Committee on Committees shall find a replacement as soon as possible.

Every standing committee shall hold an organizational and orientation meeting during the month of October of each year and thereafter as needs may arise. At the initial meeting, the temporary Chairman shall provide each committee member a copy of the duties of the committee as stated in the Constitution and By-Laws and any other policies as related to that committee. A permanent chairperson shall be elected by the committee. Every committee is encouraged to maintain minutes of meetings.

SECTION 2: NUMBER OF MEMBERS AND DUTIES

A. CHURCH COUNCIL

The Pastor shall be the Chairman of this Committee. The Church Council shall serve the Church by leading in planning, coordinating, conducting and evaluating the ministries, programs, and organizations of the Church. This Committee should prepare a church calendar and approve activities added to such calendar. Regular members of the Church Council shall be the Pastor, other Staff members, Directors of the Church Organizations, Chairman of the Deacons, and Chairman of the Committee on Committees. This Committee shall be led by the Pastor and shall meet at least bi-annually. Additional meetings may be scheduled as needed.

B. COMMITTEE ON COMMITTEES

This Committee shall be composed of six (6) members. This Committee shall be nominated by the Deacons and shall be presented to the Church for approval. It shall be the duty of this Committee to nominate all standing committees and select the temporary chairman of each committee. All committee Chairmen shall periodically report committee activity to the Chairman of this Committee for further report to the Church Council. It is the responsibility of this Committee to supervise and coordinate the rotation of the membership of the committees as outlined herein. It shall also be the responsibility of this Committee to confirm membership of non-rotating committees annually. Additionally, it is the responsibility of this Committee to replace inactive members of committees as needed. **A committee member is considered inactive if they miss three consecutive meeting.** The Chairman of this Committee shall encourage the organizational and orientation meeting of the various committees to be held in October of each year. **In the event that the foregoing responsibilities are not fulfilled, the Deacons shall take the necessary action to assure these duties are performed.**

C. FINANCE COMMITTEE

This Committee shall be composed of six (6) members. The Church Treasurer and the Financial Secretary shall serve as ex-officio members of this Committee. It shall be the duty of this Committee to produce an annual budget by the first Sunday in September, review it with the Deacon Body and Trustees for their approval on the second Sunday of September and then to present it at the business meeting of the Church in September of each year. This committee shall recommend plans for an annual stewardship emphasis when necessary to aid in underwriting the budget. It shall be the duty of this committee to supervise the financial operation of the Church. All matters involving the expenditure of funds not covered by the budget will require the recommendation, positive or negative, of the Finance Committee before any action by the Church membership. This Committee is responsible for the control of the disbursement of funds under the budget and, should financial conditions warrant, has the authority and responsibility to restrict budgeted expenditures with the approval of the Church. It shall be the duty of this Committee to secure adequate bonding for the Treasurer and Financial Secretary. This Committee shall ensure that an annual review of the Church's financial records, including but not limited to checking accounts, records for credit cards and open accounts, telephone records, cash receipts, and disbursements is conducted by the Audit Committee.

D. MUSIC COMMITTEE

This Committee shall be composed of five (5) members. In addition, ex-officio members shall include the Minister of Music, pianist, and organist. It shall be the duty of this Committee to help develop and guide the music program for all age groups of the Church and recommend to the Church any changes and/or improvements which are deemed necessary or wise, including the use and maintenance of all musical instruments and equipment. This Committee shall assist the Personnel and Minister of Music Search Committees when needed.

E. ORDINANCE COMMITTEE

This Committee shall be composed of six (6) members, of whom three (3) shall be men and three (3) shall be women. It shall be the duty of this Committee to make necessary preparations for the ordinances of Baptism and the Lord's Supper. Committee members shall assist baptismal candidates in the baptistery dressing area.

F. HOSPITALITY COMMITTEE

This Committee shall be composed of five (5) members. It shall be the duty of this Committee to make necessary arrangements for special Church guest such as visiting evangelists, musicians, Bible teachers, etc. It is further the duty of this Committee to plan and promote quarterly Church fellowships and to assist with other Church fellowships.

G. KITCHEN COMMITTEE

This Committee shall be composed of six (6) members. It shall be the duty of this Committee to supervise in the preparation and delivery of the Wednesday night suppers and other Church meals. It shall further be the duty of this Committee to supervise the use and maintenance of the Church kitchens and to formulate policies for the use of the kitchens, subject to approval of the Church.

H. FLOWER AND DECORATION COMMITTEE

This Committee shall be composed of five (5) members. This Committee shall be responsible for providing the floral arrangements for every Sunday service. This Committee shall further be responsible for the general plan of decorations and aesthetic furnishings for the Church's physical plant.

I. NOMINATING COMMITTEE

This Committee shall be composed of six (6) members with a minimum of two (2) men and two (2) women and shall include at least one (1) ordained Deacon. It shall be the duty of this Committee to nominate all Church leaders as provided for in these By-Laws, with the exception of the Pastor, Staff, Deacons, Trustees, committee members, and paid workers. In the event an office becomes vacant during the year, it shall be the duty of this Committee to nominate someone to fill the vacancy. The Minister of Education and the Sunday School Director shall serve as ex-officio members of the Nominating Committee. This Committee shall begin staffing positions for the new Church year no later than the month of June of said year. This Committee shall present its recommendations for workers and teachers to the Church for approval at the September business meeting.

J. MISSIONS COMMITTEE

This Committee shall be composed of six (6) members including at least one (1) ordained Deacon. It shall be the duty of this Committee to stimulate interest in missions and supervise the work of any mission activity sponsored by the Church. This Committee shall administer and supervise, subject to approval of the Church, the expenditure of those funds designated in the Church's annual budget for local missions, group expenses on foreign missions, and sponsorship for foreign mission projects.

K. WEEKDAY EARLY EDUCATION (WEE) COMMITTEE

This Committee shall be composed of six (6) members. It shall be the duty of this Committee to determine the need and feasibility of a weekday preschool program. All major changes to the program, such as starting or closing a program, must be approved by the Church. If such program is established, it is the duty of this Committee to staff and supervise all finances, policies, and procedures of the program. Financial reports should be provided to the church at regular business meetings. The Minister of Education, Preschool Sunday School Director and Weekday Early Education Director should serve as ex-officio member.

L. LIBRARY COMMITTEE

This Committee shall be composed of three (3) or more members, with the Minister of Education to serve as ex-officio member. It shall be the duty of this Committee to recommend a librarian and one or more assistants. This Committee, together with the librarian and assistants, shall supervise the operation of the Church library, order supplies, books, and materials as needed.

M. AUDIO & VISUAL COMMITTEE

This committee shall be composed of six (6) members. It shall be the duty of this committee to supervise the use of the Church's sound and video equipment. Additionally this committee shall make recommendations for the needed upgrades and purchase of new equipment. The Minister of Music shall serve as ex-officio member of this Committee.

N. BENEVOLENCE COMMITTEE

This Committee shall be composed of six (6) members. This Committee shall determine and administer benevolence needs and requests within the Church family. This Committee shall regularly communicate with the Church Staff in order to become familiar with specific instances of member's needs. Except under special circumstances and only when determined by majority vote of this Committee, all other requests for benevolence shall be referred to the Christian Care Ministries, Inc. This Committee shall be directly responsible for coordinating financial and other assistance furnished by the Church and its members unto Christian Care Ministries, Inc.

O. BEREAVEMENT COMMITTEE

This Committee shall be composed of two (2) or more members and shall supervise the ministry to bereaved families through providing food and meals. This Committee shall develop an organized plan with a rotational system of the members of the Church to provide for all families as needed.

P. AUDITING COMMITTEE

This Committee shall be composed of three (3) members who are knowledgeable in matters of accounting and business. It shall be the duty of this Committee to make an official review of each fiscal year of all the Church's financial records including but not limited to checking accounts, records for credit cards and open accounts, telephone records, cash receipts, and disbursements. This audit with pertinent information and recommendations shall be submitted to the Finance Committee within sixty (60) days of the end of the Church's fiscal year, or upon request.

Q. PERSONNEL COMMITTEE

This Committee shall be composed of six (6) members including a minimum of two (2) men and two (2) women and including at least one (1) ordained Deacon. It shall be the responsibility of this Committee to write and maintain a manual containing the current Church Personnel Policies. This manual shall be revised a minimum of every ten (10) years. It shall be the responsibility of this Committee to enforce personnel policy as set forth in this manual.

It shall be the responsibility of this Committee to recommend the employment of all paid workers in the Church other than the Ministerial positions of Pastor, Associate Pastor, Spanish Pastor, Minister of Education, Music and Youth, or any combination of those functions; however, this Committee shall be consulted as to the combination, addition, or deletion of any additional positions and/or their respective duties. Any Church member that submits an application for employment with the Church shall be interviewed by this Committee or a Church Staff Member. No person shall be recommended for employment without the approval of the Pastor. This Committee shall consider the recommendation of the Pastor concerning the performances and salaries of all Church personnel and recommend changes within the limitation of the budget to the Finance Committee. This Committee shall recommend the terms of employment, working conditions, delineation of duties and authority, work benefits, vacations, sick pay, and all other matters of this nature subject to the specific provisions for Church personnel as set forth herein. At the time a call is extended to a new Staff member, this Committee shall secure the documentation reflecting the specific agreement reached between the Search Committee and the respective Staff member. The documents shall include salary information, expenses to be paid, amount of vacation days agreed upon, and specific job duties not outlined in the personnel manual. It is the responsibility of this Committee to be aware of job performance of the Ministerial Staff and office members.

R. LONG RANGE PLANNING COMMITTEE

This Committee shall be composed of six (6) members including at least one (1) ordained Deacon with the Pastor and other Ministerial Staff as ex-officio members. The duties of this Committee shall be: To work with the Pastor for the purpose of formulating and maintaining a “vision” for Roseland Park Baptist Church; to survey the growth of the Church in the past and project future growth of the Church at its current growth rate; to survey the population growth potential of the area and formulate plans for the ministry of the Church to the people of the area; to formulate recommendations based on the above criterion for adequacy in the following areas: (a) educational space, (b) Sanctuary seating capacity, (c) improvements in existing facilities, (d) determination of needed property, (e) Staff persons for vocational ministry, and to submit recommendations for the pursuit of the Church-approved vision.

S. PRAYER COMMITTEE

This Committee shall be composed of two (2) or more members who shall be volunteers (no appointed or elected members). It is recommended that at least one (1) member be a volunteer from the Deacon Body. The Pastor shall serve as ex-officio member. It shall be the duty of this Committee to organize, plan and coordinate prayer support for the Pastor, Staff, membership, and Church activities under the leadership of the Holy Spirit.

T. COUNTING COMMITTEE

This Counting Committee will be composed of five (5) teams of at least three (3) members. On each Monday the assigned team will take the money from the Financial Secretary, count the money, and prepare the deposit slip. The completed deposit slip along with the money will be returned to the Financial Secretary who will transport it to the bank for deposit into the church account.

U. TRANSPORTATION COMMITTEE

This Committee shall be composed of no less than three (3) members, and it shall be responsible for the recommendation to the Church for decisions relating to the purchase, the disposal, and the operating policies of vehicles. This Committee shall be responsible for the maintenance of Church owned vehicles.

V. VACATION BIBLE SCHOOL (VBS) COMMITTEE

This Committee shall be composed of six (6) members with representation of the children and preschool Departments. This Committee shall be responsible for organizing and promoting VBS, choosing literature, and selecting a VBS Director each year. The VBS Director shall be rotated every three years among Church members so as to assure that such leadership position is available to all Church members who wish to serve. Additionally, this Committee shall assist the Director as needed. The Minister of Education shall serve as ex-officio member of this Committee.

W. CHILDREN AND PRESCHOOL COMMITTEE

This Committee shall be composed of six (6) members. This Committee shall plan children and preschool activities for outreach, ministry and fun in coordination with Sunday School programs. This Committee shall also be responsible for planning Summer Camp. The Children's Minister, Children Director and Preschool Director shall serve as ex-officio members of this Committee.

X. YOUTH COMMITTEE

This Committee shall consist of six (6) members, with a minimum of two (2) men and two (2) women. This Committee is responsible for overseeing the planning for all youth events and programs including the provision of food and transportation for the youth while at these events and programs. In addition, this Committee is responsible for providing qualified chaperones for all youth events and overseeing the youth facilities for needed updates or repairs. This Committee will have at least three (3) planning days per year and assist the Minister of Youth as needed. The Minister of Youth shall serve as ex-officio member of this Committee.

V. CHURCH MEETINGS

SECTION 1. WORSHIP SERVICES

The Church shall meet regularly each Sunday morning, Sunday evening and Wednesday evening for the worship of Almighty God. prayer, praise, preaching, instruction and evangelism shall be among the emphases of these services. The Pastor shall direct the services for all the Church members and for all others who may choose to attend.

SECTION 2. SPECIAL SERVICES

Revival services shall be held at least once annually by the Church.

Revival services and any other Church meetings essential to the advancement of the Church's objectives shall be placed on the Church calendar.

SECTION 3. REGULAR BUSINESS MEETINGS

The Church shall hold its regular business meeting quarterly on the second Sunday night of the quarter. A monthly business meeting for the finance report and granting letters, and etc. will be held on the night of the second Sunday during the intervening months. Business meetings may be recessed to meet at any designated time. All action approved by the Church in such meetings shall be published in The Recorder.

SECTION 4. SPECIAL BUSINESS MEETINGS

The Church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially-called business meeting at the prior week's Sunday worship service. The notice shall include the subject, the date, the time, and place and it must be given in such a manner that all resident (50 mile radius of Church) members have opportunity to know of the meeting. The method of voting will be at the discretion of the moderator unless, upon proper motion, the Church approves an alternative method.

SECTION 5. ANNUAL BUSINESS MEETING

The annual business meeting will be convened on the fourth Sunday in September at which time the annual Church letter will be presented for action, messengers to the annual associational meeting will be elected, and such business as necessary to begin a new Church year will be conducted.

SECTION 6. QUORUM

The quorum consists of the members who attend the business meeting, provided it is a stated meeting or one that has been properly called. Any action considered for vote shall require a simple majority for approval, except as otherwise specified herein.

SECTION 7. PARLIAMENTARY RULES

ROBERT'S RULES OF ORDER, REVISED, is the authority for parliamentary rules of procedure for all business meetings of the Church.

VI. OBSERVANCE OF ORDINANCES

SECTION 1. BAPTISM

This Church shall receive for Baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- A. Baptism shall be by immersion in water.
- B. The Pastor, or any other Christian authorized by the Church or Pastor, shall administer Baptism. The Ordinance Committee shall assist in the preparation for and the observance of Baptism.
- C. Baptism shall be administered as an act of worship during any worship service of the Church.

D. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and/or Staff or Deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting Baptism.

SECTION 2. THE LORD'S SUPPER

The Church shall observe the Lord's Supper quarterly, the first Sunday of the quarter, unless otherwise scheduled by the Church. The observance shall alternate between the morning and the evening services of worship. The Pastor and Deacons shall administer the Lord's Supper with the Ordinance Committee being responsible for the physical preparations.

VII. CHURCH FINANCES

The Church budget shall be planned by the Finance Committee and approved by the Deacons and the Trustees. Copies shall be distributed among the membership after the second Sunday in September. It shall be indicated on this copy in bold print that this budget will be discussed at a business meeting on the third Sunday night in September and then presented for approval on the following Sunday in September of each year.

SECTION 1. BUDGET

The Finance Committee, in consultation with the Church Council, shall prepare and submit an inclusive budget indicating by items the amount needed and sought for all local and other expenses to the Trustees and the Deacons for their review and approval prior to the submission of the budget to the Church for their approval. Offering envelopes will be provided for the members' use. Annually, there shall be an opportunity provided to secure worthy commitments of financial support from the Church members.

SECTION 2. ACCOUNTING PROCEDURE

All funds received for any and all purposes shall pass through the hands of the Treasurer or Financial Secretary, and be properly recorded on the books of the Church. All Ministerial, Church, other Staff and organizational leaders who have responsibility for the handling of the funds shall be properly bonded; and the Church shall be responsible for furnishing such bonds under the direction of the Finance Committee.

SECTION 3. FISCAL YEAR

The Church fiscal year shall begin on October 1 and end on September 30.

VIII. CHURCH OPERATIONS

SECTION 1. PHYSICAL PLANT

The Pastor shall be chiefly responsible for the day-to-day operation of the Church's physical plant subject to the approval of the Trustees and adherence to the Church's policies as set forth and outlined herein. The facilities of the Church are available to support each Church sponsored organization and activity. Each organization and/or activity desiring usage of the facilities or property must schedule the facility or property on the Church calendar of activities with the Pastor and/or Church Secretary.

The utilization of the Sanctuary, fellowship hall, and other facilities for weddings, showers, funerals, renewals of vows, anniversary celebrations and/or other rites of a religious nature shall be restricted to the membership and their immediate family. When a Church building is used by a Church member or his or her immediate family, the appropriate fees will be charged for the usage of such building according to a fee schedule created annually by the Trustees. It is understood that no alcoholic beverages shall be served or permitted on the Church premises. Trustees shall have authority over all decisions as to the personal and real property of the Church subject to the approval of the Church membership in instances involving the acquisition of non-essential property of substantial value.

SECTION 2. PERSONNEL

The Pastor shall be chiefly responsible for the supervision of personnel of the Church on a daily basis subject to the Church's policies regarding such personnel as outlined and set forth in the Church Personnel Policies which are developed by the Personnel Committee and approved by the Deacons, and further subject to other Church policies as set forth and outlined herein.

Immediately upon employment, all personnel, including the Pastor, shall be informed by the Personnel Committee of the Church policies concerning salary, benefits, and other personnel matters relating to the Church Staff. In addition, the Staff member shall be provided with a copy of the Church Personnel Policy Handbook and the Church Constitution and By-Laws. The Personnel Committee shall secure from all Ministerial Search Committees a signed copy of the agreed upon salary package.

Both the Church membership and personnel shall make any suggestions, complaints, or other reports as to Church personnel to the Personnel Committee whose decisions thereon shall be subject to review by the Deacons.

IX. BY-LAWS AMENDMENT PROCEDURE

These By-Laws may be amended at a special business meeting of the Church called for that purpose on any Sunday morning by a vote of two-thirds of the members present and voting, provided the proposed amendment shall have been printed in The Recorder the week prior to the week a vote is actually held thereon and further

presented in writing at the regular services for at least two (2) Sundays before the amendment is to be voted upon. These By-Laws should be reviewed annually for timely revisions thereto.