

ARTICLE I.

Section 1. Name. This North Carolina non-profit corporation shall be known as Aversboro Road Baptist Church of Garner, North Carolina.

Section 2. Purpose. The purpose of this corporation shall be those described in the Articles of Incorporation and Constitution.

Section 3. Principal Office. The principal office of the corporation shall be located at 1600 Aversboro Road, Garner, NC 27529.

Section 4. Registered Office. The registered office of the corporation (hereinafter referred to as the "Church"), required by Law to be maintained in the state of North Carolina, may be, but need not be, identical to the principal office. The address of the registered office may be changed from time to time by the Diaconate. The address of the registered office of the corporation (Aversboro Road Baptist Church) is currently at 1600 Aversboro Road, Garner, Wake County, North Carolina 27529. This information will be kept in the Church Clerk's files.

Section 5. Mission and Vision Statements

Mission Statement

The mission of Aversboro Road Baptist Church is to proclaim the gospel of Jesus Christ and minister to the needs of our congregation, our community, and the world, through the leadership of the Holy Spirit.

Vision Statement

We are a community that honors God through worship, connects people through small groups, grows believers through discipleship, reaches non-believers through intentional evangelism, and serves others through ministry teams and mission teams.

ARTICLE II. 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 the Church. The membership reserves the exclusive right to determine who shall be members of the church and the conditions of such membership.

Section 2. Candidacy. Any person seeking membership in this church and having made known this desire publicly to the church congregation is a candidate for membership.

1. All candidates for membership in this church shall be referred to the Membership Committee and subsequently be considered by the church in its next regular Conference.

A. Candidate for Baptism

1. A person seeking membership as a candidate for baptism must be baptized by immersion and receive a favorable vote of the members as outlined in this section. There is no requirement as to which must occur first, the baptism or the vote. However, both must occur before full membership status is attained.
2. A candidate whose condition makes baptism by immersion impractical, may be received for a vote into membership without immersion upon recommendation of the Lead Pastor and Deacons to the membership committee. When the member's physical condition improves to

1 a satisfactory level, the person is expected to consent to the customary ordinance of
2 baptism by immersion.

3
4 **B. Transfer of Letter**

5
6 A member from another Baptist church of like faith and order may be received as a candidate
7 for membership by letter of dismissal from such church. When a person is received upon the
8 promise of a letter and such a letter cannot be secured within ninety days, the Clerk shall
9 automatically record such member as "Received on Statement of Experience."

10
11 **C. Statement of Baptism**

12
13 Any person to whom the ordinance of baptism by immersion in water has been administered
14 may be received as a candidate for membership upon that person's public statement of
15 experience and faith in Christ.

16
17 **D. New Member Orientation**

18
19 A membership orientation will be provided for all new members. Orientation will be coordinated
20 through the Membership Committee.

21
22 **Section 3. Release of Members.** Members may be released by a majority vote of the church
23 membership present at any regular Church Conference in any of the following ways:

- 24
25 A. A letter of transfer to unite with another Baptist church may be issued upon request from the
26 church in which the member has requested membership.
27 B. A statement of acknowledgement for a person uniting with a church of another denomination
28 may be issued upon request.
29 C. The names of deceased members shall be removed from the active church roll and placed
30 on a memorial roll.
31 D. In the event of persistent breach of a member's covenant vows, the church after due notice
32 to the member and opportunity for hearing, and every possible kindly effort to make such
33 action unnecessary, may upon a two-thirds majority of those voting, terminate the
34 membership of a person in this body for reasons it considers sufficient to warrant such
35 action.

36
37 **Section 4. Counsel and Guidance.** It shall be the practice of this church to emphasize to its
38 members that every reasonable measure will be taken to assist any troubled member. The
39 Lead Pastor, Staff, and the Diaconate are available for counsel and guidance. The attitude of
40 members toward one another shall be guided by a concern for redemption rather than
41 punishment.

42
43 **Section 5. Reinstatement.** Any former member of the church may be restored to full fellowship
44 by a majority vote of the church in conference.

45
46 **ARTICLE III. CHURCH ORDINANCES**

47
48 **Section 1. Baptism.** This church shall receive as a candidate for baptism any person who has
49 received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship
50 service, and who indicates a commitment to follow Christ as Lord.

- 51
52 A. Baptism shall be immersion in water.

- 1 B. The Lead Pastor, or whomever the church shall authorize, shall administer baptism.
- 2 C. Baptism shall be administered as an act of worship during any regular or special worship
- 3 service of the church.

4
5 **Section 2.** The Lord's Supper. The Lord's Supper shall be observed at least once each
6 calendar quarter at a time approved by the Diaconate.

7
8 **ARTICLE IV. LICENSING AND ORDAINING**

9
10 **Section 1.** License. When a member announces to the church that a call to the ministry is felt,
11 the church, by majority vote, may license the member as an acknowledgement of the member's
12 call to the ministry and as an encouragement to make preparation for it. The Clerk of the church
13 shall be requested to furnish the member with a copy of the minutes and a certificate of license.
14 It is understood that the performance of civil duties by the member shall be governed by the
15 State Law.

16
17 **Section 2.** Ordination. In the event this church has been requested to ordain a member who
18 has been called as a Pastor of a Baptist church or who is entering some other field which
19 requires ordination, or is requested by another church to ordain one of its members, the
20 following procedure will be followed:

21
22 The church will consider the qualifications of the candidate, and if the candidate is approved by
23 a vote of at least three-fourths of the members present at any regularly arranged business
24 meeting of the church, then the Church Clerk will be authorized to invite the Associational
25 Council on Ordinations or representatives of neighboring churches to examine the candidate
26 and report to the church. The church may then proceed with the ordination. No public
27 announcement shall be made of an ordination ceremony until the recommendation of the
28 examining council has been made. Following ordination, the church shall present the newly
29 ordained minister an appropriate certificate of ordination.

30
31 **ARTICLE V. MEETINGS AND CHURCH GOVERNMENT**

32
33 **A. Meetings - General**

34
35 **Section 1:** The church shall hold regular services of worship on Sundays and at such times
36 agreed upon by the church. It shall also hold regular meetings for teaching, training and
37 fellowship.

38
39 **Section 2:** Notice of any change in the established meeting times of regular worship services,
40 Deacons' meetings, committees and organizational meetings, etc., shall be given to the parties
41 involved except in emergencies when notice of cancellation cannot be given.

42
43 **B. Governing Authority**

44
45 **Section 1:** The Government of Aversboro Road Baptist Church shall be congregational in
46 nature and shall be vested in the membership.

47
48 **Section 2:** Any member in good standing and present while the congregation is in Church
49 Conference may vote, make motions and/or recommendations and discuss any issue on the
50 floor if the person is properly recognized by the Moderator.

51
52 **Section 3:** Absentee Voting. Except for the election of Deacons, members must be present at

1 one of the Church Conferences outlined in Section C of this Article in order to vote.
2

3 **C. Church Conferences**
4

5 **Section 1:** Quarterly Conferences. Quarterly Church Conferences shall be held at a time
6 recommended by the Deacons and approved by the church. The Quarterly Conference shall be
7 the designated conference for conducting the primary affairs of the church and will include such
8 agenda items as approval of church minutes, new member applications, transfers, dismissals,
9 new budget recommendations, budget amendments, nominating committee report(s), reports
10 from the Lead Pastor, staff, Deacons and other officers, reports from committees, councils,
11 organizations and other items that are current and are essential to the overall welfare of the
12 church. This is the conference whereby any item from any group or any individual may receive
13 a full discussion if the group or individual has been properly recognized by the Moderator.
14

15 **Section 2:** Monthly Conferences. In addition to the mandatory Quarterly Conferences in
16 Section 1 above, the church shall adopt, upon the recommendation of the Deacons, a schedule
17 of abbreviated Monthly Conferences to be held on Sunday evenings in each of the two months
18 in which the Quarterly Conference is not held. In so far as possible, these abbreviated
19 conferences will be restricted to urgent agenda items that need church action prior to the next
20 Quarterly Conference, such as budget amendments, vote on new members, approval of new
21 staff, etc. Also, in so far as possible, these abbreviated conferences will be scheduled on the
22 Sunday evenings corresponding to the numerical Sunday designated for the Quarterly
23 Conference (for instance, the second Sunday of the month). The Moderator, in consultation
24 with the Lead Pastor, shall decide whether the abbreviated conference will be held. The church
25 will be properly notified of the Moderator's decision through normal communications with a
26 seven-day notice.
27

28 **Section 3:** Called Conference. In addition to the regularly scheduled conferences in Section 1
29 and 2 above, a conference of the church may be called at any time by the Church Moderator
30 and/or upon the written request of the Lead Pastor or five active members of the church to the
31 Moderator in which the Lead Pastor or members must clearly state the purpose of the requested
32 conference.
33

34 **Section 4:** Notice to Congregation. All matters substantially affecting the welfare of the church
35 shall not be acted upon unless the church membership is informed at a regular church session
36 at least one week (see exceptions in Section 5 below) in advance of the scheduled conference
37 meeting and included in a newsletter or notification sent to the home of all church members
38 prior to the scheduled conference. Other matters of interest should be included in a newsletter
39 or in the church bulletin.
40

41 **Section 5:** Conference for the Call of a Lead Pastor. An exception to the one-week notices in
42 Section 4 above is found in Article VI, A. Lead Pastor, Section 1, of these Bylaws which
43 provides for at least a two week notice of a conference for the purpose of calling a Lead Pastor.
44

45 **Section 6:** Conference for changes to either the Constitution or the Bylaws. The Constitution
46 or Bylaws may be amended, altered, or repealed provided that the proposed changes have
47 been given to the Church Clerk in writing and the proposed changes shall have been presented
48 to the church at least thirty (30) days prior to the time the vote is taken. A change in the
49 Constitution will require a two-thirds vote in favor by the members present and voting, while a
50 change in the Bylaws will require a majority vote in favor by the members present and voting.
51

52 **Section 7:** Moderator. The Chair of the Deacons shall prepare the agenda and preside over all

1 Church Conferences as Moderator. In the Deacon Chair's absence, the Vice-Chair of Deacons
2 shall preside. In the absence of both the Chair and Vice-Chair, the Chair of Deacons shall
3 name some other member of the church in good standing to assume this responsibility. The
4 Moderator will always be governed by *Roberts Rules of Order*, latest edition, in the conduct of a
5 conference and will appoint a parliamentarian on an as-needed basis to advise on matters of
6 parliamentary procedure.

7
8 **Section 8:** Quorum. A quorum shall consist of church members in attendance at a regularly
9 held and published Church Conference or in attendance at a called conference.

10
11 **Section 9:** Minutes. The Church Clerk shall keep minutes of each business meeting and shall
12 submit unapproved minutes for approval at the subsequent Church Conference. Minutes of all
13 conferences shall record the approximate number of church members present and all actions
14 taken by the church.

15 16 **D. Church Operational Processes**

17
18 **Section 1:** General. Under the authority of the congregation, the day to day affairs of the
19 church shall be conducted through its officers, committees, councils, ministries, teams, and
20 pastoral staff in accordance with their assigned duties as outlined in these Bylaws and in other
21 official church documents. Church organizations and pastoral staff shall work through the
22 appropriate standing committees to develop recommendations relative to their respective areas
23 of responsibility.

24
25 **Section 2:** Role of Deacons in Church Government. The Deacons shall serve in a consulting,
26 advisory, and support capacity for the church. As such, they shall be kept informed of current
27 and ongoing affairs that will affect the spiritual welfare and harmony of the church. To this end,
28 any proposal being offered from a committee, ministry, team, or council requiring action by the
29 church may be submitted to the Deacons for review, advice and possible support and shall be
30 submitted to the Church Moderator at least two weeks preceding the next scheduled Church
31 Conference meeting at which action will be sought.

32
33 Recommendations from committees pertaining to budgets, budget amendments, personnel,
34 bylaws amendments and policies will require Deacon review prior to the matter being presented
35 to the Church Conference for a vote.

36
37 For budget matters, the Deacons shall render their support or non-support and inform the
38 originating committee of their support or non-support along with any suggestions and advice for
39 improvement. The originating committee may decide to either alter their recommendation and
40 refer to the Deacons for further review or to proceed to place the recommendation on the
41 agenda of the next scheduled Church Conference. At this conference, the committee shall
42 inform the congregation whether the recommendation does or does not have the support of the
43 Deacons and any suggestions from the Deacons that were or were not incorporated into the
44 recommendations.

45
46 The Personnel Committee shall seek out and interview qualified persons to fill vacancies for
47 ministerial staff, other than that of Lead Pastor (Article VI. A. Lead Pastor. Section 1) and
48 vacancies for administrative and support staff. For each administrative and support position
49 vacancy, the Personnel Committee has the authority to offer employment to one qualified
50 candidate without further approval provided budgeted funds are approved, available and not
51 exceeded for the position. The Personnel Committee shall seek concurrence of the position's
52 supervisor regarding the committee's intent in filling of administrative and support employee

1 vacancies.

2
3 For each pastoral staff position vacancy, the Personnel Committee shall submit a
4 recommendation of one qualified candidate to the Deacons. If the Deacons concur, the name of
5 the candidate proposed for each pastoral staff vacancy shall be submitted to the church as a
6 joint recommendation. If the Deacons do not concur, then the committee shall submit other
7 names, one at a time, until the Deacons concur.

8
9 **E. Affiliation**

10
11 **Section 1.** Independent Body. This church is a free, autonomous, independent body,
12 congregational in nature with authority to determine for itself in the manner set forth in the
13 Constitution and these Bylaws as being free of any outside control, authority or power, whether
14 governmental or otherwise, the use of its property and all church policies.

15
16 **Section 2.** Association. The Church recognizes the value and mutual helpfulness in the
17 voluntary association of churches which are in such agreement in faith and practice as to make
18 possible a spirit of fellowship and good will. It is recognized that association and cooperation
19 between such churches will influence the missionary, educational and benevolent interest of
20 each other. The church does, therefore, declare its intention as far as conscience will allow to
21 work in cooperation with other Baptist groups.

22
23 **Section 3.** Cooperation. This church is in friendly cooperation with the aims and purposes of
24 the Raleigh Baptist Association, the Baptist State Convention of North Carolina, and the
25 Southern Baptist Convention as set forth in the constitutions of these autonomous bodies and
26 through duly elected messengers will participate in their deliberative assemblies, and shall as
27 we be able, support the missionary, benevolent and educational programs of each.

28
29 **Section 4.** Discontinuance of Affiliation and/or Cooperation. The calling of a Church
30 Conference for the purpose of voting on withdrawal from affiliation with the Raleigh Baptist
31 Association, the Baptist State Convention of North Carolina, and/or the Southern Baptist
32 Convention will require that written notice be sent to each resident member of the church,
33 stating the purpose and time of said conference. Action to withdraw, to be valid, must be
34 carried by vote of three-fourths of the members present and voting in which case transferal of
35 property shall be effected in accordance with the will of the three-fourths majority. In the event
36 of serious rupture in fellowship at this point and the necessity of such action as above set forth,
37 it is expected that the various factions of the church will sit down in Christian love and in the
38 spirit of prayer and seek to effectuate reconciliation of an agreeable basis of division, each
39 being mindful of the Beatitude which says,

40
41 "Blessed are the peacemakers, for they shall be called sons of God."

42
43 **ARTICLE VI. ELECTION AND DUTIES OF CHURCH OFFICERS**

44
45 **Officers - General**

46
47 The officers of this church shall be the Lead Pastor and other lay leaders to fill the following
48 offices – Deacons, Trustees, Church Clerk, Treasurer, and other Lay Officers as the Church
49 may deem appropriate.

50
51 Other Lay Leaders shall be elected as required to perform the work of the church in any of its
52 organizations in a non-officer capacity. All of these shall be elected by the church and shall be

1 church members in good standing at the time of election.

2
3 **A. Lead Pastor**

4
5 **Section 1.** Call. Whenever a vacancy occurs, a Lead Pastor shall be called by the Church to
6 serve until the relationship is dissolved at the request of either the Lead Pastor or the Church.
7 The call of the Lead Pastor shall take place at a meeting especially set for that purpose of which
8 at least two weeks' notice has been given the membership. The election shall be upon the
9 recommendation of a special committee recommended by the Deacons and approved by the
10 church to seek out and nominate as Lead Pastor a minister of the gospel whose Christian
11 character and qualifications fit the selected person for the office. Upon concurrence of the
12 Deacons, the Committee shall bring only one name at a time for the consideration of the church
13 and no nominations shall be made except by the committee. Election shall be by ballot, with an
14 affirmative vote of two-thirds of those present and voting necessary for an extension of a call.

15 Should the minister recommended by the committee fail to receive a two-thirds vote, the
16 committee will be instructed to seek out another minister and the meeting at which the vote was
17 taken shall be adjourned without debate.

18
19 **Section 2.** Ministry Expectations, Responsibilities and Duties. The Lead Pastor serves under
20 the spiritual guidance of the Holy Spirit and the administrative guidance of the Church Body.
21 The Lead Pastor directly receives counsel from the Deacons, who serve the congregation.
22 The Lead Pastor will be responsible for leading the Church Body, in collaboration with the
23 pastoral team, deacons, and ministry leaders, to grow spiritually through discipleship,
24 evangelism, and equipping for service. The Lead Pastor will be the primary leader, teacher, and
25 visionary for the church and should exhibit the qualities of a shepherd and servant leader.

26
27 a. Teaching and Equipping:

- 28
- 29 • Provide Biblically sound teaching and preaching, to educate and to equip the church
30 for witness and service.
 - 31 • Spend time in study and prayer, such that the Lead Pastor is well prepared for
32 teaching and preaching opportunities.

33 b. Discipleship/Evangelism:

- 34
- 35 • Be committed to small groups as a key strategy for church growth and discipleship.
36 and equip others to do the same through the practice of one-on-one discipleship.
 - 37 • Encourage creativity in the development of new outreach ministries, as well as
38 supporting and evaluating existing outreach ministries.
 - 39 • Lead and demonstrate effective ways to witness and to win the lost to salvation
40 through Jesus Christ, to make the fulfillment of the Great Commission a priority.

41 c. Shepherding:

- 42
- 43 • Spend time daily in Kingdom-focused prayer for the ministry of the church.
 - 44 • Lead in promoting a plan to visit and minister to members and prospective members
45 in homes, nursing care facilities, and local hospitals.
 - 46 • Engage in and promote pastoral care ministries such as Biblical counseling,
47 weddings, and funerals.

48 d. Leadership

- 49
- Plan and conduct worship services, develop sermons, plan with pastoral leadership,
and lead in the observances of ordinances.
 - Lead by example through a lifestyle of personal discipleship, stewardship, and
evangelism.

- 1 • Ensure that all pastors and administrative staff have required resources available to
2 fulfil their duties.
- 3 • Lead regular and frequent meetings with all pastors and staff members, both
4 individually and jointly, and assist them in achieving and exceeding ministry goals.
- 5 • Meet with deacons for annual job progress review and counsel, and on an as-
6 needed basis throughout the year.
- 7 • Abide by the Church Bylaws and Policies and Procedures, as adopted by the Church.
8

9 **Section 3. Additional Competencies.** In addition to the Lead Pastor's expert knowledge,
10 understanding, and application of Biblical principles, the Lead Pastor is expected to be a skilled
11 communicator and collaborator with a sense of urgency for sharing the Gospel. The Lead
12 Pastor will communicate the immeasurable depth and breadth of the Gospel message, as well
13 as its applications to life, with a clear and profound voice of compassion, discipleship, and
14 change within the congregation and community. The Lead Pastor continuously instills
15 enthusiasm in the church membership for the call of God upon the lives of the congregants to
16 share the life changing news of the Gospel in a way that impacts others towards a hopeful
17 future. With integrity, the Lead Pastor encourages and develops the people into an action-
18 driven body, which collaborates and cooperates to transform goals into achievable steps,
19 developing and maintaining strategies to progress beyond the present.
20

21 **Section 3. Termination.** The relationship between the Lead Pastor and the congregation may
22 be dissolved upon the request of either the Lead Pastor or the church. In either case, at least
23 thirty days' notice shall be given of termination of the relationship, unless otherwise mutually
24 agreed upon. When circumstances warrant, a scheduled dissolution vote by the membership
25 will be preceded by a written notice to the church body, two weeks in advance specifying the
26 reasons for the required action and requesting a concerted prayer effort by all, in seeking the
27 leadership of the Holy Spirit in accomplishing God's will in the matter. A secret ballot reflecting
28 a majority of the membership present, for dissolution, will be required to affect a termination.
29

30 **B. Deacons**

31
32 There shall be twenty-four (24) Deacons and/or Deaconesses hereafter called Deacons.
33 The Deacons shall be elected for three-year terms with the terms rotating so that one-third of
34 the members of the Diaconate shall be nominated and elected annually. The Deacons shall be
35 elected from among those members 18 years of age or older at the time of the election who
36 have proved themselves to have scriptural qualifications according to I Timothy 3 and Titus 1.
37 Any nominee must have been a member of this church for a period of one year or more at the
38 time of nomination. Husband and wife will not serve as active Deacons at the same time. Staff
39 members or spouses of staff members shall not be eligible for election as a Deacon.
40 Deacons retiring from active participation by rotation shall be ineligible for re-election to
41 active Diaconate until at least one year has elapsed following their retirement from service.
42

43 Deacons shall be nominated and elected in accordance with Deacon Nominating and Election
44 Procedure (Policy #051).
45

46 The church shall ordain as Deacons all persons the church elects except those who have been
47 previously ordained by this church or by another church of like faith and order. Ordination
48 should occur between the August Church Conference and the day of the August Deacon's
49 meeting.
50

51 The Deacons shall elect their officers annually. They shall meet monthly at a time determined

1 by them and more often, if necessary, when called by the Chair or Lead Pastor. The Deacons
2 may also be called into special session upon request of five active Deacons. A quorum shall be
3 a majority of the members. Deacons retiring from active participation by rotation shall retain
4 their title of Deacon and may be called upon for service by the church at any time but shall be
5 ineligible for re-election to the active Diaconate until at least one year has elapsed following
6 their retirement from this service.

7
8 Deacons shall always regard themselves as servants of the church. With the Lead Pastor, and
9 as the Holy Spirit may direct, they are to consider and make recommendations to the church in
10 matters pertaining to its work and progress, including oversight of the discipline of the church
11 and establishment and maintenance of the spiritual fraternal relations with all members of the
12 church in accordance with the principles established in Matthew 18. The Deacons shall assist
13 the Lead Pastor in the observance of the ordinances and ministerial needs of the church. They
14 shall appoint committees within the membership of the Diaconate as necessary to discharge
15 their duties. It shall be the responsibility of the Deacons to recommend to the church the
16 establishment of new standing committees, disbandment of existing committees no longer
17 needed and see that each standing committee is properly organized annually.

18
19 The Deacons shall counsel annually with the Lead Pastor as to the impact of his ministry on the
20 Church in general, congregation, and community. This counseling may be delegated to a sub-
21 committee of Deacons appointed by the Deacon Chair, who will submit a written report to the
22 full Diaconate. This report shall include a review of the Lead Pastor's proposed schedule of
23 activities and services. A copy of the report should be shared with the Personnel Committee.

24
25 The Deacons will hear all formal complaints directed to them by the Lead Pastor, Church
26 membership, appeals from other staff members through the Personnel Committee and seek a
27 reasonable Christian solution.

28
29 If the complaint(s) is not readily resolved in a satisfactory manner with the concerned person(s)
30 and by mutual agreement the Deacons will follow resolution through the formal Grievance Policy
31 as outlined in the Personnel Committee section of the "*Policies and Procedures Manual*."

32 33 **C. Trustees**

34
35 At all times there shall be three trustees who are to hold title to all church property for the benefit
36 of those members of the church who adhere and submit to the regular order of the church and
37 who follow the established usages, customs, doctrines, practices and organization of the church,
38 together with its connections with other denominational bodies whether a majority or a minority
39 of the membership. The trustees shall execute contracts, deeds, mortgages or other legal
40 instruments when authorized to do so by the church in conference.

41
42 After receiving nominations from the Nominating Committee, the church shall annually elect one
43 member to serve as a trustee whose term of office shall be for three years. A trustee shall be
44 eligible for re-election. Upon the death, resignation, or inability to serve of any of the trustees a
45 successor shall be nominated by the Nominating Committee and elected by the church in a
46 conference.

47 48 **D. Church Clerk**

49
50 The Church Clerk shall be elected annually upon recommendation of the Nominating Committee
51 and shall be eligible for nomination for re-election. It shall be the Church Clerk's responsibility
52 to attend or be represented at all church business meetings, to keep an accurate record of all

1 business transactions, to present minutes of all business meetings for approval, to prepare the
2 annual associational letter and to see that it is properly transmitted to the Associational Clerk,
3 and to notify all officers, members of committees and messengers of their election or
4 appointment; to issue letters of dismissal as authorized by the church, to preserve all papers
5 and valuable records and letters that belong to the church, and to preserve a true history of the
6 church, keeping same in a safe place. It shall be the duty of the Church Clerk to see that an
7 accurate roll of the church membership is kept, including the dates and methods of admission
8 and dismissal, change in name, correct mailing addresses and other pertinent information about
9 each member. The address of the registered corporate office of Aversboro Road Baptist
10 Church will be kept in the Church Clerk's files.

11
12 **E. Treasurer**

13
14 The church shall elect a Treasurer annually upon recommendation of the Nominating
15 Committee. One serving in this position shall be eligible for re-election. It shall be the duty of
16 the Treasurer to receive, keep in a bank, and disburse by check upon proper authority all money
17 or things of value that are given to the church in accordance with instructions from the church.
18 Unless otherwise provided by the church, an itemized account shall always be kept of all
19 receipts and disbursements, rendering a report regularly to the church to be preserved by the
20 Church Clerk. The Treasurer's books shall be audited at least once a year by either the Auditing
21 Committee or by contracting an external audit of a type and nature the church deems
22 appropriate. All books, records, and accounts shall be the property of the church. The
23 Treasurer shall upon invitation meet with the Deacons and shall be a member of the Budget and
24 Finance Committee. Assistant Treasurers shall be elected annually to assist the Treasurer as
25 needed in the performance of the above duties. No one serving on the Budget and Finance
26 Committee shall be eligible to serve as Assistant Treasurer.

27
28 The Treasurer shall recommend to the Budget and Finance Committee procedures to be
29 followed in obligating the church for any purchases. Such procedures, when adopted and
30 approved by the Deacons, shall be in full effect and made known to all appropriate parties.

31
32 **ARTICLE VII. CHURCH DEPARTMENT DIRECTORS**

33
34 Lay Leaders as required shall be elected annually for leading the various departments of the
35 church in the performance of their Christian work. They shall be eligible for re-election.

36
37 Upon the recommendation of the Nominating Committee, all department directors of the church
38 and its organization, unless otherwise specified, shall be elected for a term of one year and will
39 be eligible for re-election. It being understood of course that members of the church may offer
40 nominations for any position for which the Nominating Committee makes nominations, provided
41 that each person nominated from the floor shall have been approached and expressed a
42 willingness to serve if elected.

43
44 Directors elected shall be a Men's Ministry Director, Media Library Director, Sunday School
45 Directors, Women's Ministry Director, Senior Adult Ministry Director, Special Needs Ministry
46 Director and such other directors as may be necessary and desirable.

47
48 **Section 1.** Men's Ministry Director. The Men's Ministry Director shall promote the work of the
49 men and boys as outlined by the Southern Baptist Convention and/or State Baptist Convention,
50 seeking to enlist the men of the church in an active program for Christ and seeing that a full and
51 accurate report is given at the regular Church Conference.

1 **Section 2.** Media Library Director. The Media Library Director will be responsible for the
2 operation of the church library and the establishment of rules and policies regarding its
3 operation. The Director may enlist as many Library Assistants as needed for an effective and
4 efficient library ministry.
5

6 **Section 3.** Sunday School Directors. The Sunday School Directors shall have general
7 oversight of the entire school and shall administer its affairs in cooperation with, and according
8 to, the plans and methods of the Southern Baptist Convention and/or State Baptist Convention
9 subject to the approval of the church. The Directors shall become acquainted with the best
10 method of religious education and endeavor to adopt them in this school. It shall be a duty to
11 counsel weekly or monthly with teachers and officers through meetings, giving them advice and
12 receiving suggestions from co-workers and seeing that a full and accurate report is made of the
13 work of the Sunday School in the regular Church Conferences.
14

15 **Section 4.** Women’s Ministry Director. The Women’s Ministry Director shall seek to enlist all
16 the women and girls of the church in a program of missions training, giving, and activity
17 according to plans promoted by the Women’s Missionary Union, an Auxiliary to the Southern
18 Baptist Convention. Women’s Missionary Union’s main purpose is to educate and involve adults,
19 youth, children and preschoolers in the cause of Christian missions. The Women’s Ministry
20 Director is responsible for the missions activities of Women on Mission, Acteens, Girls in Action
21 and Mission Friends.
22

23 **ARTICLE VIII. PASTORAL STAFF**
24

25 As needed, the church may upon joint recommendation of the Personnel Committee and the
26 Deacons, employ staff personnel to work under the leadership of the Lead Pastor, to assist the
27 Lead Pastor and the church body in accomplishing its missions, purposes, and goals.
28

29 The pastoral staff will always be administratively structured to maximize the effectiveness and
30 efficiency of the staff and church in ministering to the needs of its members and others as the
31 church may feel led.
32

33 Since the needs of the church and staff may change with the passing of time, documents
34 showing job titles, job descriptions and duties, along with general expectations for all church
35 staff may be provided by request to the Personnel Committee.
36

37 **ARTICLE IX. THE GROWING PLACE**
38

39 The Growing Place (hereafter “TGP”) is a unique ministry within the organizational structure of
40 the church. Its purpose is to provide a ministry of education and care suited to the needs and
41 ages of the children enrolled as well as serve as an outreach of Aversboro Road Baptist Church
42 to the families of those children.
43

44 The TGP Committee, in consultation with the Lead Pastor (or his designee), shall be
45 responsible for hiring and terminating TGP Director.
46

47 The Lead Pastor (or his designee) and the TGP Committee shall oversee the work of TGP
48 Director, ensure the Director has the required resources to fulfil the duties of the position, and
49 meet with the Director as needed to assist in achieving and exceeding ministry goals. Oversight
50 includes conducting the Director’s annual evaluation.
51
52

1 Additional TGP Committee responsibilities are contained in Bylaws Article X and TGP
2 Committee (# 535).

3
4 The Director shall supervise and direct and evaluate TGP personnel and TGP operations as
5 delineated in the ARBC Bylaws and policies and TGP Operations Manual. The Director and all
6 TGP staff will follow personnel policies as stated in TGP Committee description contained in the
7 Policies and Procedures Manual as well as TGP Operations Manual. ARBC Personnel Policies
8 (Policy# 060), Formal Grievance Procedure (Policy # 061), Unlawful Harassment (Policy # 062),
9 Procedure for Resolving Grievance of Staff (Policy #063) shall not be applicable to TGP. The
10 Personnel Committee shall have no responsibility for the Director or any TGP personnel.

11
12 TGP Director, in consultation with TGP Committee and the Lead Pastor (or designee), shall be
13 responsible for the hiring (and termination when deemed necessary) of all staff as provided in
14 the TGP Operations Manual. All new staff must have the express approval of TGP Committee
15 before a job offer is extended.

16
17 TGP Operations Manual contains the policies, procedures, protocols and day-to day operations
18 of TGP, including evaluations and job descriptions, which allow it to function efficiently and
19 effectively, and to ensure the safety of the children enrolled. TGP Operations Manual is not a
20 part of the Policies and Procedures Manual. TGP Operations Manual shall be reviewed annually
21 by the Lead Pastor (or his designee) and the TGP Committee.

22
23 TGP shall be financially self-sustaining but shall comply with Financial Policies, Procedures and
24 Guidelines (Policy #053).

25
26
27 **ARTICLE X. CHURCH COMMITTEES, COUNCILS and TEAMS**

28
29 **Section 1.** General. Upon recommendation of the Deacons, the church shall establish such
30 standing and special committees as may be necessary to carry on the program of the church
31 and shall specify the duties of committees unless such duties conflict with the Church
32 Constitution or these Bylaws. Special or ad-hoc committees shall be given a task timeline when
33 established by the church. These type committees shall have a life of either task completion or
34 one (1) year from the date of establishment, whichever is first. If the task for which the special
35 committee is charged is not complete in one year, the special committee shall either be
36 terminated or extended for a stated time at the discretion of the church. The membership of
37 each regular committee shall not exceed six (6) members, except the Nominating Committee
38 which has nine (9) members. All committee members shall be nominated by the Nominating
39 Committee and elected by the church unless otherwise indicated in these Bylaws. All members
40 of a standing committee shall be church members of Aversboro Road Baptist Church in good
41 standing as a prerequisite to election by the church. The members of all standing committees
42 shall be elected for three-year terms, with terms rotating so that one-third of the members are
43 elected annually, except that for the initial establishment of standing committees one-third of the
44 members shall be elected for a three-year term, one-third for a two-year term, and one-third for
45 a one-year term. A vacancy shall be filled for the remainder of the term as soon as possible
46 upon a nomination by the Nominating Committee and election by the church in conference,
47 except that a vacancy may or may not be filled if the remaining term is less than three months.
48 Unless otherwise specified in the Constitution or Bylaws, a person rotating off a standing
49 committee shall not be eligible for re-election until at least one year has elapsed. Members
50 serving an unexpired term of one and one-half years or less shall be eligible for re-election.

1 Unless otherwise indicated in these Bylaws it shall be the policy of the church to have both
2 sexes represented on all standing committees.

3
4 Unless otherwise specified in these Bylaws, newly elected committee members shall begin their
5 duties at the first committee meeting as stated in the *Policies and Procedures Manual*.

6
7 Upon election and acceptance to serve on a committee, a member can be expected to regularly
8 attend meetings, participate in the planning of activities and give faithful support to the
9 committee in the execution of its assigned duties and responsibilities. If a committee member
10 determines that the obligation of committee membership cannot be met, that committee
11 member may resign from the remaining term of office by request to the committee chair.

12
13 In the event the committee chair determines that a committee member cannot be motivated,
14 after three (3) documented attempts are made to do so, to regularly attend meetings, participate
15 in the planning of activities and give faithful support to the committee, the committee chair shall
16 dismiss and so notify the non-participating member in writing and declare a vacancy on the
17 committee. The committee chair notifies the Nominating Committee of the committee member
18 vacancy and discloses the situation, which caused the vacancy. The Nominating Committee
19 acts to fill the vacancy in accordance with provisions in the Bylaws.

20
21 **Section 2. Organization of Committees.** Annually at its first meeting, each committee shall
22 elect a Chair, Vice-Chair and Secretary. It shall be the responsibility of each committee's past
23 Chair to convene the first meeting of the new committee for the purpose of organizing the
24 respective committee to commence its duties in the new year.

25
26 If the past Chair or Vice-Chair is not present at this meeting, the members present shall
27 designate someone to preside until a new Chair is elected. In the event a Chair is not
28 designated, the first named on the committee member list, and in the absence of that person the
29 next named member and so on, becomes Chair, and should act as such until the committee by
30 a majority of its number elects a Chair.

31
32 It is the duty of the Chair to call the committee together, but, if the Chair is absent, or neglects or
33 declines to call a meeting of the committee — it is the duty of the committee to meet on the call
34 of any two of its members.

35
36 If each committee is not properly organized to carry out its respective function, then it shall be
37 the responsibility of the Chair of Deacons, along with the assistance of the Deacons during the
38 first thirty (30) days of the new committee year to see that each committee is properly organized.

39
40 The full details covering the membership, purpose, responsibilities and expected duties for all
41 committees shall be listed in the Aversboro Road Baptist Church *Policies and Procedures*
42 *Manual*.

43
44 To accomplish the committee purpose, each committee shall meet as often as needed, A
45 quorum shall be one-half of the membership of a committee.

46
47 Ex-Officio members of committees shall be extended the same rights as elected members
48 including voting privileges but are not obligated to attend meetings and are not to be counted in
49 determining if a quorum is present. Ex-officio members of all regular committees are a Pastoral
50 staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.
51 The Endowment Committee shall also include a Trustee as ex-officio.

1 **Auditing Committee**
2

3 The Auditing Committee shall consist of three (03) church members nominated by the
4 Nominating Committee and elected by the church for three-year rotating terms. No one serving
5 as an officer of the church or persons who perform church financial operations shall be eligible
6 to serve as a member of the Auditing Committee. The scope of any audit shall assess whether
7 financial policies, procedures and guidelines are being adhered to. The Auditing Committee
8 shall annually either conduct an internal audit or contract an external audit of a type and nature
9 the church deems appropriate. In preparation for an external audit the Auditing Committee shall
10 request budgeted funds, and when approved in the annual budget, recommend to the church
11 the desired person/s or auditing firm and administer the external audit contract. The committee
12 shall assist the external audit and review with the external auditors any findings and
13 recommendations. In the event an external audit is not included or approved in the annual
14 budget, the Auditing Committee will perform an annual internal audit. The committee shall
15 convey an annual audit report prior to the end of each year to the Budget and Finance
16 Committee, the Lead Pastor, the Diaconate and to the church.
17

18 **Baptism Committee**
19

20 The Baptism Committee shall consist of six (06) members (three men and three women). This
21 committee shall be responsible for the timely preparation of facilities to observe the ordinance of
22 Baptism by seeing that the baptistery is filled with water, adequate supplies are available, and
23 assist the candidates in dressing for baptism. Following the service, they are to see that the
24 baptistery is properly drained/cleaned and that the baptistery area is left in an orderly, clean,
25 and safe condition.
26

27 **Benevolence Committee**
28

29 The Benevolence Committee is composed of six (06) members nominated by the Nominating
30 Committee and elected by the church for three-year rotating terms.
31

32 Purpose: To provide financial funding to Garner Area Ministries on a monthly basis to assist
33 with reports brought to their attention of residents in the Garner area who may have a special
34 need or who may require financial assistance. To be responsible for considering the needs of
35 any church member where sickness or unemployment has developed, or where any other
36 emergency or hardship has arisen.
37

38 **Bereavement Meal Committee**
39

40 The Bereavement Meal Committee is composed of three (03) members nominated by the
41 Nominating Committee and elected by the church for three-year rotating terms.
42

43 Purpose: The Bereavement Meal Committee shall make arrangements for a meal to be
44 provided when there is a death in the family of a member of Aversboro Road Baptist Church,
45 usually husband, wife or child. Additionally, if a church member has a death in the member's
46 extended family, a meal may be provided if the deceased family member is not a member of a
47 church and when a meal will not be provided otherwise, and the funeral is conducted locally.
48 The church shall provide budgeted funds for the purchase of required food products. Unpaid
49 volunteers enlisted by the Bereavement Meal Committee shall prepare the food. Customarily, a
50 meal is provided during the period from the day of death through the day of the funeral but may
51 be provided at another time by mutual agreement. (See details shown in the *Policies and*
52 *Procedures Manual*).

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52

Budget and Finance Committee

The Budget and Finance Committee shall be composed of six (06) persons nominated by the Nominating Committee and elected by the church for three-year rotating terms which begin in January annually. The Church Treasurer serves as a regular member of this committee and The Growing Place Financial Secretary serves as an ex-officio committee member recommended to attend all Budget and Finance Committee meetings.

The Budget and Finance Committee shall prepare annually a proposed budget including local expenses, education, missions, personnel, and benevolence, and shall submit the same to the Diaconate for their review and then to the church in a business session prior to the beginning of the calendar year. In preparing the budget, the committee shall confer with each organization of the church. Upon adoption of the budget, it becomes the duty of the committee to administer and supervise the budget. The committee shall make monthly checks on the church income and expenditures. Any requested amendments of the budget during the year must be referred to the Budget and Finance Committee for review before presentation to the Deacons and the church.

If the annual audit reveals findings which may impact the current year's budget, the Budget and Finance Committee shall analyze the situation, prepare and submit recommendations to the Deacons.

The posting of the official financial records may be assigned to the Church Financial Secretary. The issuance of checks shall be the responsibility of the Church Treasurer or Assistant Church Treasurers.

Building and Grounds Committee

The Building and Grounds Committee shall be composed of six (06) members nominated by the Nominating Committee and elected by the church for three-year rotating terms. The Nominating Committee should try to nominate members of this committee who have a knowledge of codes and experience with electrical, plumbing, HVAC and general construction. It shall be the duty of this committee to give attention to the state of repair and appearance of the buildings and grounds, making such repairs and improvements as are included in the church budget or otherwise authorized by the church. If such items necessitate funds not provided in the budget, they must be approved by the Budget and Finance Committee in the manner described under "Duties of Budget and Finance Committee." It is also the responsibility of this committee to procure the utilities necessary for the use of the church as set up in the budget.

Community Relations Committee

The Community Relations Committee is composed of six (06) members nominated by the Nominating Committee and elected by the church for three-year terms. The Nominating Committee should try to nominate persons who possess communication and public relations skills.

Scope of Service: Communicate Aversboro Road Baptist Church's ministry and work of the church to church members, prospects, and to the community.

Purpose: This committee shall be responsible for determining how ARBC is perceived by the community and by the congregation. To improve the understanding and acceptance of the

1 church's identity within the community and the church. To develop and maintain an 'ARBC
2 Community Relations Strategy' which is designed to create and maintain a community relations
3 standard operating procedure resulting in a positive public image. To assist program leaders,
4 ministries leaders, and staff ministers in communicating the ARBC work of the church through
5 media and press appropriate to the church's target audience. To plan, publish, and maintain
6 good internal communication within the congregation so that each member will have an
7 opportunity to gain knowledge and develop a sense of participation and commitment to
8 programs support. To design and prepare materials communicating the church's ministry to
9 church members, prospects, and the surrounding community in accordance with the Mission,
10 Vision, and Values of the church.

11 **Deacon Nominating Committee**

12
13
14 The Deacon Nominating Committee shall consist of six (06) members, at least two (2) of whom
15 are or have been active Deacons at this church. The composition of this committee shall reflect,
16 as fairly as possible, the membership of the church at large.

17
18 This committee will nominate annually a list of qualified individuals to serve in the office of
19 Deacon, in accordance with procedures given in Deacon Nominating and Election Procedures
20 policy (Policy #051)

21 **Endowment Committee**

22
23
24 The Endowment Committee is composed of six (06) members nominated by the Nominating
25 Committee and elected by the church for three-year rotating terms in accordance with existing
26 bylaws on committees. Three (3) of the members shall have expertise and experience in either
27 estate planning, trusts and/or financial planning or funds management. These three members
28 shall be on initial and ongoing alternate year rotations for endowment expertise to be available
29 for committee purposes.

30
31 Purpose: To recommend an endowment for the church's approval. To develop proposals for
32 funding an ARBC Endowment. To promote endowments to the church body and promote the
33 use of endowments as instruments to provide bequests or trusts to the church. To accept
34 proposals for the use of funds provided by endowments to the church and to make
35 recommendations to the church on how to use those funds. To provide the administrative
36 structure that ensures appropriate use and distribution of funds from the ARBC Endowment.

37 **Furnishings and Equipment Committee**

38
39
40 The Furnishings and Equipment Committee is composed of six (06) members nominated by the
41 Nominating Committee and elected by the church for three-year terms.

42
43 Purpose: The Furnishings and Equipment Committee shall maintain an annual inventory of all
44 furnishings and equipment within the church buildings, exclusive of the heating and cooling
45 systems, computer and communications systems and sound and lighting which is the
46 responsibility of those committees respectively.

47
48 The committee shall submit an annual prioritized list of items for replacement and additional
49 furnishings needed along with estimated cost to the Budget and Finance Committee. The
50 committee shall review special requests and administer special gift funds for furnishings as
51 required. Memorials should be referred to the Memorial Gifts Committee.

1 **Insurance Committee**

2
3 The Insurance Committee is composed of three (03) members nominated by the Nominating
4 Committee and elected by the church for three-year terms. The Nominating Committee should
5 try to nominate persons who are knowledgeable of the insurance field.

6
7 Purpose: This committee shall be responsible for maintaining adequate insurance coverage for
8 the church buildings, equipment, vehicles and liability. It shall make at least an annual review of
9 insurance coverage, evaluate future needs and present its findings in a report at the Church
10 Conference when the annual church budget is offered for adoption. The committee should
11 periodically evaluate insurance policies for coverage, cost, etc. and compare them to related
12 carriers, consult and coordinate activities with Budget and Finance and the Furnishings
13 Committees on items of mutual interest.

14
15 **Kitchen Committee**

16
17 The Kitchen Committee is composed of six (06) members nominated by the Nominating
18 Committee and elected by the church for three-year terms.

19
20 Purpose: This committee shall monitor the kitchen in order to maintain an adequate inventory of
21 supplies and equipment. The Kitchen Committee is also responsible for keeping the kitchen in
22 an orderly condition.

23
24 **Lord's Supper Committee**

25
26 The Lord's Supper Committee shall consist of six (06) members. This committee shall be
27 responsible for preparing the Lord's supper, cleaning the cloths, obtaining needed supplies,
28 cleaning and proper storage of the communion-ware following the service.

29
30 **Membership Committee**

31
32 The Membership Committee shall consist of six (06) members nominated by the Nominating
33 Committee and elected by the church for three-year terms.

34
35 Purpose: This committee shall be responsible for assisting the prospective new members in the
36 preparation of the application form for church membership.

37
38 This committee shall provide each candidate for membership with a copy of the Constitution and
39 the Bylaws and inform the prospect of the various programs of the church by a visit in the home.
40 The Chair or a committee representative will be responsible for presenting the names of
41 candidates for membership approval at the regular Church Conference. This committee will
42 coordinate the new members orientation program.

43
44 **Memorial Gifts Committee**

45
46 The Memorial Gifts Committee is composed of three (03) members nominated by the
47 Nominating Committee and elected by the church for three-year terms.

48
49 Purpose: The Memorial Gifts Committee has the responsibility to:

50
51 Be aware of needed or wanted items beneficial for ARBC that are determined to be appropriate
52 for memorializing or honoring persons or groups, recognizing events or special occasions. The

1 committee will be open to all church committees or individual church members for items to be
2 considered for memorializing or honoring.

3
4 Administer memorial and honorarium gifts that are designated to the church.

5
6 Memorial funds received will be deposited to the Memorial Gifts Designated Account. The
7 Memorial Gifts Committee will submit an annual report to the Church Conference on its activities
8 including receipts and expenditures.

9
10 **Missions Coordination Committee**

11
12 The Missions Coordination Committee is composed of six (06) members nominated by the
13 Nominating Committee and elected by the church for a three-year rotating term of service which
14 begins in January annually. A representative of the following church mission's entities is
15 recommended for nomination and election to this committee, though representatives of other
16 entities may be called on for consultation:

17 Baptist Men	Benevolence Committee
18 Children's Ministry	Community Relations Committee
19 Student Ministry	Women's Missionary Union

20
21 Purpose: In the spirit of Acts 1:8, to serve as an overall mission's coordination, collaboration,
22 and communication committee that functions as an aid to the various ARBC missions groups
23 and/or ARBC missions projects to assure optimum utilization of missions effort within the church,
24 allowing for possible concentrated participation from all mission segments of the church.

25
26 **Nominating Committee**

27
28 The Nominating Committee shall consist of nine (09) members nominated by the Nominating
29 Committee and elected by the church for three-year rotating terms, which begin in January
30 annually. The Nominating Committee membership shall represent the adult age demographics
31 of the church membership.

32
33 Purpose: The Nominating Committee is responsible for enlisting persons to serve as officers,
34 directors, council members and committee members. To coordinate the enlistment of all
35 nominees for the above organizations to ensure equitable workload distribution. To make the
36 nomination report to the church for nominees including nominees' names provided to the
37 committee by the directors.

38
39 At the scheduled Church Conference in February, the Nominating Committee shall report for
40 church election the Director nominees for the offices of Media Library Director, Men's Ministry
41 Director, Senior Adult Ministry Director, Special Needs Ministry Director, Sunday School
42 Directors and Women's Ministry Director. The Directors shall participate in the nomination
43 process by enlisting nominees for the organizations of which they have Directorship. The
44 Directors shall coordinate nominees for their organizations with the regular Nominating
45 Committee, which is responsible for making the nomination report to the church.

46
47 Pastoral Staff shall assist with nominees for the ministries in which they have primary
48 responsibility.

49
50 Upon presentation of the Nominating Committee's report to the church, members of the church
51 may offer additional nominations from the floor provided that each person nominated from the
52 floor shall have been approached and expressed a willingness to serve if elected.

1
2 **Personnel Committee**
3

4 The Personnel Committee shall consist of six (06) members, with at least two members who are
5 or have been ordained Deacons.
6

7 The duties of this committee shall be as follows:

- 8 • Prepare a position description for all employed staff members other than the Lead
9 Pastor. On an as needed basis, but at least annually, receive from the Lead Pastor job
10 progress reviews for all church staff and review these with the Lead Pastor and the staff
11 members as may be necessary.
- 12 • Serve on behalf of the church as a committee to seek out qualified persons for all staff
13 vacancies, other than that of the Lead Pastor. Committee has the authority, with the
14 position supervisor's concurrence, to offer employment to one qualified candidate for
15 each administrative and support position vacancy provided budget constraints are not
16 exceeded. Committee submits a recommendation of one qualified person for each
17 ministerial staff vacancy to the Deacons for approval. If the Deacons concur, the name
18 of the person proposed for each ministerial staff vacancy shall be submitted to the
19 church as a joint recommendation. If the Deacons do not concur on a ministerial staff
20 recommendation, then the committee shall submit other names, one at a time, until the
21 Deacons concur.
- 22 • Consult with Budget and Finance Committee and recommend policies to Deacons on:
 - 23 ○ Wage scales, progressions and benefits - conduct annual studies that will cover
 - 24 compensation, insurance, and other benefits as it affects the Lead Pastor and staff.
 - 25 ○ Vacations
 - 26 ○ Sick leave
 - 27 ○ Holidays
- 28 • Review any non-trivial complaints by or regarding any staff member and seek a Christian
29 solution after consulting with all parties involved. Staff members shall have the privilege
30 of meeting with the committee without the presence of any other staff member.
31

32 If a complaint is brought by a staff member (other than Lead Pastor) against either a fellow staff
33 member or the church, it shall be the duty of the Personnel Committee along with the Lead
34 Pastor to mediate the differences and seek a harmonious Christian solution.
35

36 If the complaint(s) is not readily resolved in a satisfactory manner with the concerned person(s),
37 the Formal Grievance Policy as outlined in the Personnel Committee Section of the *Policies and*
38 *Procedures Manual* will be followed.
39

40 **Policy, Procedure and Bylaws Committee**
41

42 The Policy, Procedure and Bylaws Committee is composed of six (06) members nominated by
43 the Nominating Committee and elected by the church for three-year terms. The Nominating
44 Committee should try to nominate persons who are aware of the importance of maintaining well
45 defined Bylaws, an updated Policies and Procedures Manual, and adopted church policies.
46

47 Purpose: The Policy, Procedure and Bylaws Committee shall ensure that complete and up-to-
48 date copies of Aversboro Road Baptist Church's Bylaws and Policies and Procedures Manual
49 and other adopted policies are maintained in the church office and are always readily available.
50 The committee shall be responsible for reviewing all policies and amendments to the Policies
51 and Procedures Manual for proper form, completeness and adherence to church Bylaws, beliefs
52 and doctrine. Annually, or as often as needed, the committee shall review the Bylaws to ensure

1 they are sufficiently updated to meet current goals and programs of the church. All
2 recommendations for amendments or changes to the Bylaws shall be reviewed by the
3 committee prior to submission to the Diaconate and the membership during a Church
4 Conference.

5
6 **Prayer Committee**

7
8 The Prayer Committee is composed of six (06) members nominated by the Nominating
9 Committee and elected by the church for three-year rotating terms.

10
11 Purpose: This committee is tasked with the organization and development of prayer
12 opportunities that encompass the total ministry of Aversboro Road Baptist Church through
13 cooperation with the staff and congregation. To encourage and empower the staff and
14 congregation to embrace prayer in all aspects of their lives.

15
16 **Pulpit Supply Committee**

17
18 The Pulpit Supply Committee shall consist of three (3) members nominated by the Nominating
19 Committee and elected by the church for three (3) year terms. The nominees shall be ordained
20 Deacons who are serving as an active Deacon or have served as a past Deacon at Aversboro
21 Road Baptist Church. When the church is without a Lead Pastor, it shall be their duty, in
22 cooperation with the Deacons, to supply the pulpit until a Lead Pastor is chosen. When
23 requested by the Lead Pastor, the committee will assist with securing a replacement during the
24 Lead Pastor's absence from the pulpit.

25
26 **Recreation Committee**

27
28 The Recreation Committee is composed of three (03) members nominated by the Nominating
29 Committee and elected by the church for three-year terms.

30
31 Purpose: This committee will be responsible for administering Church sponsored recreation
32 programs and planning activities for Church functions.

33
34 **Sanctuary Decor Committee**

35
36 The Sanctuary Decor Committee is composed of six (06) members nominated by the
37 Nominating Committee and elected by the church for three-year terms.

38
39 Purpose:

- 40 1. To provide flowers when needed in accordance with planned church activities,
41 prepare the altar table, place member-furnished flowers in the sanctuary.
42
43 2. Plan, organize and decorate the church Sanctuary for the Christmas season
44
45 3. Assist the Minister of Music with planning, organizing and executing the annual
46 Hanging of the Green service
47

48 **Scholarship Committee**

49
50 The Scholarship Committee is composed of six (06) ARBC church members nominated by the
51 Nominating Committee and elected by the church for a three-year rotating term which begins in
52 January annually. Four committee members shall be active church members-at-large, one

1 member shall be a Student Sunday School Teacher, and one member shall be a Professional
2 Educator. During the year of consideration, family members of potential scholarship recipients
3 shall be ineligible to serve as Scholarship Committee members.
4

5 Purpose: To accept and review applications for ARBC scholarships to be awarded in June of
6 each year to high school seniors. To maintain pertinent guidelines for selecting and awarding
7 ARBC scholarships and monitor adherence thereto. To screen and interview scholarship
8 applicants. To select scholarship recipients based upon available funds and number of
9 applicants, approve associated administrative actions, and manage scholarship funding efforts
10 as needed.

11 **Sound and Light Committee**

12 The Sound and Light Committee is composed of six (06) members nominated by the
13 Nominating Committee and elected by the church for three-year terms. The Nominating
14 Committee should try to nominate persons who demonstrate both interest and ability in the
15 technical skills necessary to set up and operate the required equipment.
16
17

18 Purpose: To support the worship services and activities of the church using the sound and
19 lighting equipment necessary for such services and to ensure that such equipment is acquired
20 and maintained as appropriate for the activities.
21
22

23 Duties: Set up and operate sound, recording, and lighting equipment as required for a service
24 or other activity, including rehearsals as needed. Put away and secure equipment after
25 activities. Evaluate future equipment needs and submit an annual budget request designed to
26 meet those needs and oversee the purchase and installation of that equipment. Provide
27 recordings of
28 designated services to the Tape Ministry Committee
29

30 **Stewardship Committee**

31 The Stewardship Committee is composed of six (06) members nominated by the Nominating
32 Committee and elected by the church for three-year terms.
33
34

35 Purpose: This committee is to promote and encourage members of Aversboro Road Baptist
36 Church to be good stewards of their time, talents, and financial resources with the church. It
37 shall be responsible for promoting the Church's budget and will take the necessary steps to
38 keep the congregation informed on stewardship challenges to help the church meet its needs
39 through consistent sacrificial giving.
40

41 **Technology and Equipment Committee**

42 The Technology and Equipment Committee is composed of six (06) members nominated by the
43 Nominating Committee and elected by the church for three-year terms. The Nominating
44 Committee should try to nominate persons who have appreciation, knowledge and/or
45 experience in office computers and other technological equipment areas of the church.
46
47

48 Purpose: To evaluate and advise the church on hardware, software, and
49 telephone/communication needs to provide an effective and efficient computer aided work
50 environment. To consult as needed with technological experts to receive their assessments of
51 the effectiveness and efficiency of the church's computer, printing, copying, and communication
52 systems. To prepare estimated cost of acquiring and maintaining systems and project cost for

1 timely submission to the Budget and Finance Committee. To participate as needed with
2 members of other committees in maintaining the effected systems such that all computers,
3 software, etc., are working properly.

4
5 **Tellers' Committee**

6
7 The Tellers' Committee shall consist of six (06) members nominated by the Nominating
8 Committee and elected by the church for three-year terms. This committee shall be responsible
9 for selecting, training and scheduling enough assistants for the counting of church receipts
10 during the Sunday morning church services. The weekly counting team shall include at least
11 one Tellers Committee member. Two members of the weekly counting team, one of which must
12 be a Tellers Committee member, shall jointly safeguard and transport the bank bag containing
13 the weekly receipts to the bank drop box, verify amounts and deposit funds on the first bank
14 business day following each Sunday.

15
16 **The Growing Place Committee**

17
18 The Growing Place Committee is composed of six (06) members nominated by the Nominating
19 Committee and elected by the church to serve three-year terms. In addition to the six nominated
20 members, committee members also include a current Deacon appointed by the Chair of
21 Deacons, the Growing Place Director as an ex-officio member, the Chair of the Personnel
22 Committee as an ex-officio member and a Pastoral staff liaison assigned by the Lead Pastor.

23
24 Purpose: Provide oversight and support the work and ministry of The Growing Place by
25 collaborating with the Growing Place Director in various administrative aspects of the ministry,
26 including but not limited to setting program policies, budget and schedules.

27
28 **Transportation Committee**

29
30 The Transportation Committee is composed of six (06) members nominated by the Nominating
31 Committee and elected by the church for three-year terms.

32
33 Purpose: This committee is to make recommendations to the church concerning ways of
34 meeting transportation needs that would include information on ownership, rental, or lease. To
35 establish and maintain policies and procedures for the use of available transportation. To be
36 responsible for the care and maintenance of church owned vehicles. To coordinate the use of
37 church transportation equipment. To assess the transportation needs of the church annually
38 and prepare budget estimates to support such needs.

39
40 **Ushers' Committee**

41
42 The Ushers' Committee is composed of six (06) members nominated by the Nominating
43 Committee and elected by the church for three-year terms.

44
45 Purpose: The committee shall be responsible for assuring the cordial and orderly greeting,
46 seating, and comfort of attendees for each church service. This responsibility shall also include
47 the collection of offerings, distribution and collection of bulletins and other information or
48 material as may be required during the church service. Additionally, the committee shall be
49 responsible for assuring responsiveness to the needs of attendees during the church service.
50 This responsibility shall include, but not be limited to, aiding persons arriving after the service
51 has begun, assisting persons outside the sanctuary during the service and coordinating
52 response to emergencies.

1
2 The committee shall develop and maintain procedures for the ushering responsibility, provide
3 training as needed for persons serving as Ushers, and schedule Ushers as needed for regular
4 and special church events and services.

5
6 **Welcome Committee**

7
8 The Welcome Committee is composed of six (06) members nominated by the Nominating
9 Committee and elected by the church for three-year rotating terms.

10
11 Purpose: This committee is responsible for greeting and welcoming members and guests to
12 Aversboro Road Baptist Church. To staff church entrances with a enough greeters to welcome
13 attendees and to see also that visitors are properly registered and directed to their appropriate
14 Sunday School class or place of worship.

15
16 **Section 3.** Upon the recommendation of the Lead Pastor and/or any church member, with the
17 concurrence of the Deacons, the church shall establish or disband standing councils or teams to
18 facilitate the carrying out of the church's Christian ministries. Specific duties and responsibilities
19 shall be outlined for each council or team prior to concurrence.

20
21 Membership composition will be shown for each council or team, stating whether it is by job title
22 or nominations made by the Nominating Committee and elected by the church in conference.

23
24 Ex-Officio members of councils and teams shall be extended the same rights as elected or
25 appointed members including voting privileges but are not obligated to attend meetings and are
26 not to be counted in determining if a quorum is present.

27
28 **Church Council**

29
30 A. Membership: The Church Council shall consist of the Lead Pastor, other called staff
31 ministers, Chair of Deacons, Church Clerk, Treasurer, Chair of all committees, Sunday
32 School Directors, Women's Ministry Director, Men's Ministry Director, Senior Adult Ministry
33 Director, and Special Needs Ministry Director. The Lead Pastor shall serve as Chair of the
34 Church Council. In the absence of the Lead Pastor, the Chair of Deacons shall serve as
35 Chair.

36
37 B. Duties:

- 38
39
- 40 • To recommend to the congregation suggested objectives, church goals, and calendar.
 - 41 • To review and coordinate program plans recommended by church officers, organizations,
42 and committees.
 - 43 • To recommend to the congregation the use of leadership, calendar time, and other
44 resources according to program priorities.
 - 45 • To evaluate program achievement in terms of the above goals and priorities.
 - 46 • Any matters agreed upon by the council, calling for action not already provided for, shall
47 be referred to the appropriate committees for action.

48 **Student Ministry Leadership Team**

49
50 The Student Ministry Leadership Team advises and assists the Minister to Students to
51 implement the mission statement of ARBC Student Ministry which is stated as follows: Student
52 Ministry exist to reach teenagers with the love of Christ, to help them grow in their faith, to

1 connect them with other believers, to equip them to serve others and to celebrate Christ.

2
3 The Student Ministry Leadership Team consists of the Minister to Students who serves as Team
4 Chair, the Junior High and Senior High Student Bible Study Department Directors, and the Lead
5 Teacher of each Student Bible Study Class. Also serving on the team is a congregational
6 representative, who is the parent of a student, recommended by the Minister to Students to the
7 Nominating Committee and elected by the church for a one-year term of office, which begins in
8 June. In the absence of the Minister to Students, the congregational representative presides as
9 Chair. The team meets at least quarterly. Adults elected to serve shall be church members.

10
11 **Mission and Community Reach Ministry Team**

12
13 The Mission and Community Reach Ministry Team consist of six (6) members nominated
14 by the Nominating Committee and elected by the church for a three-year rotating term
15 which begins in January annually. The Lead Pastor and all pastoral staff shall serve as
16 ex-officio members, and the chairman of Deacons, or his Deacon designee, shall serve as
17 liaison. This ministry shall eventually convert to a Missions Ministry and Community
18 Reach Ministry using a Teams' criteria and format.

19
20 Purpose: To support the mission of ARBC by funding and championing actions by ARBC
21 members that build transformative relationships for the glory of God in the community and
22 the world. To promote a Gifts-Based leadership culture that values the unique spiritual
23 gifts of every ARBC member and engages and empowers all ARBC members to affect
24 their individual and community spheres of influence. To equip and develop mature and
25 growing disciples through service that accomplishes ARBC's purpose of making disciples
26 who make disciples. To seek congregational ownership in the tradition of Baptist
27 congregational governance of a Gifts Based leadership culture that is continually evolving
28 and improving.

29
30 **Safety Team**

31
32 Purpose: To provide a safe environment for the church body to meet, fellowship, and
33 worship. Appropriately address emergencies that may arise; to include evacuation plans,
34 plans to notify staff, members and visitors of impending emergencies, and plans to notify
35 the appropriate emergency response agencies when needed. Set in place mechanisms
36 to reduce the possibility of theft, vandalism, and other offences against church property.

37
38 Membership: A Team leader shall be nominated by the Nominating Committee and
39 elected by the church to serve a one-year term. An individual elected as Team leader
40 may serve consecutive terms and shall be a member of the church. The Team leader
41 shall be responsible for identifying and recruiting team members to assist with the Team's
42 duties. There is no limit on the number of team members. Team members should
43 ordinarily include individuals who are members of the church. If the Team leader
44 determines that team composition is insufficient to fulfill the mission of the team, the Team
45 leader may select non-members to complete the team. Ex-officio members of the team
46 are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by
47 the Deacon chair. The Team leader may delegate duties to Pastoral staff when
48 necessary or appropriate. The Team leader may create such sub-groups of the Team as
49 the leader believes is necessary or appropriate to fulfill its duties. Decisions of the Team
50 shall be by consensus to the extent practicable. Any controversies that cannot be

1 resolved by consensus shall be brought to the Deacons for discussion and resolution.
2

3 **Wedding Team**
4

5 Purpose: To assist the Church Office with the hosting of weddings on the grounds and
6 facilities of the church
7

8 Membership: A Team leader shall be nominated by the Nominating Committee and
9 elected by the church to serve a three-year term. A Team leader may serve consecutive
10 terms and shall be a member of the church. The Team leader shall be responsible for
11 identifying and recruiting team members to assist with the Team's duties. There is no limit
12 on the number of team members. Team members should ordinarily include individuals
13 who are members of the church.
14

15
16 **ARTICLE XI. ADOPTION AND AMENDMENTS**
17

18
19 These Bylaws may be amended, altered, or repealed by a majority vote of the members present
20 at any regular scheduled Church Conference, provided, however, that such amendment,
21 alteration or repeal shall have been given to the Clerk in writing and the proposed change shall
22 have been presented to the church at least (30) thirty days prior to the time the vote is taken.
23

24 **ARTICLE XII. VALIDATE**
25

26 **Section 1.** The adoption of the Bylaws shall repeal all previously adopted rules in conflict
27 herewith, provided, however, that no actions taken by the church prior to this date not in conflict
28 herein shall be invalidated by the adoption of these Bylaws.
29

30 **Section 2.** A copy of these Bylaws shall be kept by the Church Clerk at all times among the
31 Church records and another copy shall be kept in the church office and all amendments to or
32 revisions thereof shall be prepared by the Church Clerk and attached to copies of the Bylaws
33 and made available to the church.
34
35
36