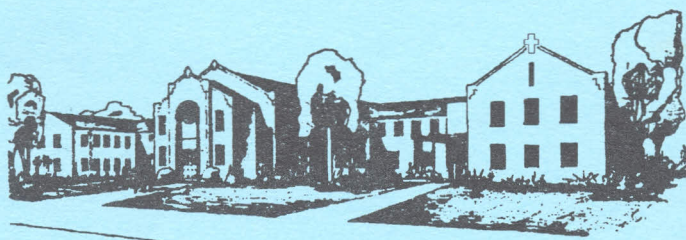


# BYLAWS & OPERATIONS MANUAL



## Dwight Baptist Church

520 North Twenty-ninth Street  
Gadsden, Alabama 35904  
(256) 546-2847

Approved 2001

## ARTICLE I. PREAMBLE

We declare and establish these Bylaws and Operations Manual to preserve and secure the principles of our faith and to govern the body in an orderly and spiritual manner. The Bylaws and Operations Manual of this church derive all their authority from the Holy Scripture, and each of the laws and principles thereof must be understood and applied as subordinate to the scriptures. These bylaws will preserve the liberties of each individual member and the freedom of action of this church in its relation to other churches.

## ARTICLE II. NAME

This body shall be known as the Dwight Baptist Church, Inc. of Gadsden, Alabama, located at 520 North Twenty-ninth Street.

## ARTICLE III. OBJECTIVES

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshipping fellowship, experiencing an awareness of God, recognizing his person, and responding in obedience to his leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church that ministers unselfishly to persons in the community and world in Jesus' name.

To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

## ARTICLE IV. STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and the Lord's Supper.

## ARTICLE V. CHURCH COVENANT

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

*For the Advancement of This Church*

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines.

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spreading of the gospel through all nations.

### *Alone and at Home*

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred acquaintances.

### *Before the World*

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of intoxicating drinks as a beverage; and to be zealous in our efforts to advance the kingdom of our Savior.

### *Toward One Another*

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

### *When We Move*

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

## ARTICLE VI. POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership (See Section I of the Operations Manual).

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the local association, the state convention, and the Southern Baptist Convention.

## OPERATIONS MANUAL

### 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 reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### Section 2. Candidacy

Any person may offer himself/herself as a candidate for membership in this church. Each



candidate(s) shall be presented to the church at any regular church service for membership in any of the following ways:

1. Public profession of faith in the Lord Jesus Christ as personal Savior and following baptism (immersion) into the full fellowship.
2. By Promise of Letter of Recommendation from another Southern Baptist Church or another Baptist church of like faith and doctrine, if previously baptized by believers baptism (immersion).
3. By statement that he/she has trusted Christ as personal Savior and has been baptized into a Baptist church and the record membership is not available.
4. By Restoration if excluded from the church for disciplinary reasons after making due confession to the church and giving satisfactory evidence of repentance for faults.

Should there be any dissent as to any candidate, the candidate will be temporarily placed under the watch care of the church and, such dissent shall be referred to the pastor and the deacons for investigation and the appropriate recommendation brought to the church within thirty (30) days. A three-fourths vote of those members present and voting shall be required to elect such candidates to membership.

### Section 3. Rights of Members

1. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or by absentee ballot.
2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
3. Every member of the church may participate in the ordinances of the church as administered by the church.

### Section 4. Responsibilities of Members

Members should be equally responsible for the work of the church. They should support the church with contributions in time, substance and service. They should be interested in her programs and organizations, should strive to attend her business conferences, should enter into the services of worship, and should strive to grow in Christian stature. They should further, support, encourage and pray for her leaders.

### Section 5. Termination of Membership

Membership in the church shall be terminated under the following conditions:

1. Death. Death shall automatically terminated membership.
2. Request of Letter. Membership shall be terminated by majority of those present at a church conference when a request for transfer of membership has been received in writing from a sister Baptist church. Since a letter of recommendation is a communication from one church to another, this church shall grant a letter of recommendation for one of her members after a request in writing has been received from another church. However, at the request of a member a letter of dismissal may be granted.
3. Membership in Another Church. Membership may be terminated by majority vote of those present at a church conference when information has been confirmed that the

member has united with another church.

4. Withdrawal of Fellowship. Should a member become an offense to the church and to her good name by reason of immoral or unchristian conduct, by reason of persistent breach of his/her covenant laws, or by reason of non-support of the church, the church may terminate his membership by majority vote of those present at a regular church conference. However, this shall be done only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and reformation.

## ARTICLE VII. CHURCH OFFICERS

All who serve as officers shall be members of this church. The officers of the church shall be the pastor, the ministerial staff, the deacons, a moderator, a clerk, a treasurer, the trustees and the representatives to the Etowah Baptist Executive Board.

### Section 1. Pastor

The pastor is responsible for leading the church to function as a New Testament Church. He shall be charged with the general supervision of all the activities of the church. He shall lead the congregation, the organizations, and the ministerial and non-ministerial staff to perform their tasks.

The pastor is the leader of the pastoral ministries of the church. As such, he works with the deacons and the ministerial staff: (1) to lead the church in the achievement of its mission, (2) to proclaim the gospel to believers and unbelievers, and (3) to care for the church's members and other persons in the community.

The pastor shall be Moderator and shall preside at all business conferences of the church, except as otherwise authorized in this manual. As Moderator he shall be an ex officio member of all committees and church organizations with the privilege of observing and making recommendations.

Whenever a vacancy occurs in the position of the pastor, a Pastor Search Committee shall be elected by the church to seek out a suitable pastor. The committee consist of five members, with two alternates. There shall be a minimum of two women on this committee. The committee's recommendation will constitute a nomination. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The committee shall bring to the consideration of the church only one name at a time. Election shall be by written ballot, an affirmative vote of three-fourths of those present and voting being necessary for a choice. The pastor thus elected shall serve until the relationship is terminated by his request or the church's request. The pastor may relinquish the office of pastor by giving at least two weeks notice to the church at the time of resignation.

### Section 2. Ministerial Staff

The church shall call or employ such ministerial staff members as she shall deem necessary to carry out the ministry. With the addition of each staff member, it shall be the responsibility of the personnel committee to develop and maintain a current job description accurately reflecting the exact duties and responsibilities as approved by the church. At least two weeks notice should be given at the time of resignation.

### Section 3. Deacons

The church shall vote from its membership fifteen (15) active deacons who shall serve on a rotating basis. Each year the term of office of one-third of the number of deacons shall expire, and an election shall be held to fill the vacancies. In case of death or removal or incapacity to serve, the church may elect a deacon to fill the unexpired term. After serving a term of three (3) years, a deacon shall be eligible for reelection only after the lapse of at least one year. The term of service shall begin on September 1 of each year elected and shall expire on August 31 of the year designated. There is no obligation to constitute as an active deacon a person who comes to the church from another church where he has served as deacon.

In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor and ministerial staff in performing their ministries; proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry, and application; and lead the church in performing her tasks.

A special committee from the active deacons will be charged with the responsibility of making nominations to fill the vacancies in the deacon's rotating system. The committee will interview each candidate in order to ascertain their qualifications and willingness to accept the responsibilities of the office of a deacon. The committee will make its report to the body of deacons at their July meeting.

The active deacons will serve as a deacons nominating committee for the church. The chairman of the deacons will bring their report to the church in the August business conference. Their report will constitute a recommendation to elect the qualified nominees as deacons. After election by the church, an ordination service will be scheduled for any newly elected deacon who has not previously been ordained as a deacon in a Southern Baptist church. When it becomes necessary to ordain new deacons, a committee that has been appointed by the chairman of deacons will ask the church body, after reading 1 Timothy 1-13, to submit the names of men whom they feel would be qualified to serve as a deacon. Names must be submitted between May and June business meetings.

#### *Qualifications for Deacons*

The Deacon should measure up to the requirements set forth in Acts 6:1-4 and 1 Timothy 3:8-13. The Baptist Faith and Message 2000 have interpreted these requirements in the following manner:

1. He (and his wife if married) should be professed Christians and a member of this church for at least twelve (12) months.
2. He should be the husband of one wife.
3. He should attend and actively support all the various activities of the church, Sunday worship, Wednesday evening prayer service, Sunday school, Christian Training and other programs adopted and promoted by the church, unless hindered by some good reason, which is approved by good conscience.
4. He should be a tither, bring his tithes systematically to the church for the Lord's work.
5. He should be evangelistic and missionary in spirit, deeply interested in the salvation of souls at home and abroad, and exhibit compassionate love for people.

6. He should be fully cooperative with the church, its pastor, its staff, its spiritual program of advancement, and fully supportive of its Doctrinal beliefs.
7. He should be a man who refrains from destructive criticism of his church, willing to settle all difficulties in a quiet and Christian manner, without hurting the cause of Christ and His Church.
8. He should be a consecrated Christian whose life is being nurtured toward Christian maturity by the indwelling presence of the Holy Spirit.
9. He should be a man about whom people should say, "He is a good Christian man."
10. Recognizing that circumstances and individual situations vary; a deacon who finds that he cannot faithfully meet the above qualifications should, after much prayer and careful meditation, voluntarily ask to be relieved of the responsibilities as an active deacon. Annually or as the need may arise, the active deacons will endeavor to evaluate service of each deacon and counsel in accordance with God's will.

#### *Deacon Ordination*

From the names submitted to the deacon committee, the man or men will be presented to the deacon body for consideration. After the deacon body approves, the name or names will be presented to the church for approval. After the church's approval they will be examined by an ordination council, and then ordained as a deacon by the church and placed on the list of active deacons.

Active deacons will vote on all issues brought before the body. The active deacons will also elect officers each year at the first meeting in October.

When deacons become inactive through health or other circumstances they may be put on an "honorary deacon" list at their request. They will retain all privileges of an ordained deacon.

#### Section 4. Moderator

The moderator shall be the pastor. In the absence of or the incapacity of the pastor, the chairman of the deacons shall preside. In the absence of or the incapacity of both, the clerk shall call the church to order and an acting moderator shall be elected.

#### Section 5. Clerk

The church clerk shall be elected annually by the church and shall be responsible for keeping accurate minutes of all church conferences. The minutes shall be carefully prepared and maintained as permanent records of the church. The clerk shall be responsible for keeping as current as possible the records of membership. The permanent records shall reflect names and addresses and other pertinent information relating to each member, with date of admission, dismissal, death, together with record of baptisms. Upon approval of the church, the clerk shall issue letters of dismissal and preserve a file of communications. The clerk shall assist the pastor in receiving new members in the worship services. The clerk shall prepare an annual report and, with the approval of the church, submit it to the Etowah Baptist Association prior to the annual meeting. The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk.



## Section 6. Treasurer

The church shall elect annually a church treasurer as its financial officer. The treasurer shall be responsible for keeping an itemized account of all receipts and disbursements. The treasurer shall be responsible for disbursements of all funds in accordance with the approved church budget, in consultation with the Budget and Finance Committee and shall render to the church at its monthly business conference an itemized report of the receipts and disbursements for the preceding month. Upon approval by the church, the treasurer's reports shall be given to the clerk who shall preserve them as part of the permanent records of the church. All checks must have two signatures. Any two of the four following people will be adequate; the Treasurer, the Financial Secretary, the Chairman of the Budget and Finance Committee, or the Chairman of the Deacons. The church may employ a Financial Secretary to assist the Treasurer. An outside auditor, on or before April 15th, must audit financial records of the church once yearly.

## Section 7. Trustees

There shall be six trustees. They shall serve for three years on a rotating basis. Two new trustees will be elected every year. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents including the sale, mortgage purchase, or rental of property or legal documents where the signatures of trustees are required.

## Section 8. Parliamentarians

- A. Nomination and Election - A parliamentarian and parliamentarian associate shall be nominated by the nominating committee and shall be elected by the church sitting in conference annually, and may serve a maximum of three (3) years.
- B. Responsibilities
  - 1. Assist the moderator, when requested, on questions and/or procedures for an effective and harmonious conference.
  - 2. Monitor church actions to assure adherence to the Articles of Incorporation and Bylaws.

# ARTICLE VIII. COMMITTEES

## Section 1. General

All members of committees shall be recommended by the Nominating Committee and elected by the church unless otherwise indicated by the provision of this document. Committee members shall serve a three year term on a rotating basis with approximately one third of the members rotating off each year. No one shall serve on more than two committees nor serve as chairperson of more than one committee at the same time, with the following exceptions: the Ushers Committee, the Tellers Committee and the offices or positions of which the provision of this document require additional service. All committees will elect their own chairperson in August of each year. All officers, teachers and committee members will take office the 1st Sunday of September of each year.



## Section 2. Benevolence Committee

This committee shall consist of six members who shall assist those in our community who are experiencing dire need including food, clothing, utilities, rent and medicine, but shall administer in such a way as not to encourage dependence. Any gift that exceeds the maximum of \$100.00 shall be made with the consultation of the Budget and Finance Committee. When needed they shall seek the support and cooperation of the entire church family in this ministry.

## Section 3. Budget and Finance Committee

This committee shall consist of six members who shall guide the church in its financial program and monetary policy as specified in these bylaws, recommend an annual budget for the church, keep the church informed of its current financial conditions, including indebtedness, supervise purchases as needed to keep expenditures within budget allocation and/or income, and lead the church toward Christian maturity in stewardship. The Treasurer and/or Financial Secretary shall be ex-officio members of this committee.

## Section 4. Church Properties Committee

This committee shall consist of six members who shall be responsible for the maintenance, repairs and improvements of all church properties. With the assistance of the custodial staff, they shall endeavor to keep the buildings clean and the grounds neat and trim. They shall be constantly on guard to eliminate fire and safety hazards. They shall develop and periodically review the church's policy governing the use of church facilities for such meetings as weddings, receptions and teas. They shall make appropriate recommendations to the church as needed in order to encourage good stewardship of church properties. An additional responsibility shall be to review the current insurance coverage to assure that it is adequate and up to date.

## Section 5. Food Service and Special Events Committee

This committee shall consist of nine members who shall be responsible for the recommending to the church purchases of appropriate equipment as needed and develop and recommend policies pertaining to the use of the kitchen and be responsible for planning and coordinating all fellowship meals at the church. The church hostess shall be a member of this committee. This committee also, upon the request of the pastor, or the Chairman of the Deacons, in consultation with the ministerial staff, or the church, shall plan, supervise and coordinate special events of the church. Events such as special recognition services, receptions, dedication services and special celebrations shall be directed to this committee for appropriate actions.

## Section 6. Flower Committee

This committee shall consist of the Church Secretarial Staff who shall arrange for floral or plant arrangements to be in the Sanctuary for all worship services, revivals, and special services when appropriate. A floral or plant arrangement shall be sent when death occurs to any church member or member of their immediate family (husband, wife, mother, father, son or daughter of a church member). A floral or plant arrangement shall be sent when an employee of the church is hospitalized.

### Section 7. Long Range Planning Committee

This committee shall consist of six members who shall lead the church to continuously examine and evaluate present and future needs of our church and establish appropriate goals and objectives.

### Section 8. Media Library Committee

This committee shall consist of six members who shall strive to develop a media library that will serve as a resource center for the church. They shall seek to provide and promote the use of printed and audiovisual resources. They shall care for all audiovisual equipment, train operators, and see that the equipment is operated only by trained operators and recommend the purchase of additional materials and equipment as needed. They shall recommend good books to be purchased, encourage increased reading and promote a wider use of the library.

### Section 9. Missions Committee

This committee shall consist of six members, two of whom shall be the church Women's Missionary Union Director and Men's Ministry Director. The committee shall lead the church to make studies of our local mission work, discover mission needs, develop plans for meeting those needs, and maintain communication and cooperation with other groups such as Etowah Baptist Association for possible joint mission activities.

### Section 10. Nominating Committee

This committee shall consist of six members, two of whom shall be the Sunday School Director and Christian Training Director. The committee shall submit a list of nominees to be elected by the church to serve as officers, teachers, and committee members as provided in this document. The list shall include the nominees for the next Nominating Committee. They shall bring to the church nominees for any vacancies which occur during the year.

### Section 11. Nursery Coordinating Committee

This committee shall consist of six members, four of whom shall be the directors of Preschool I and II in Sunday School, the director of Preschool I in Christian Training, and the coordinator of the Extended Session. The committee shall coordinate all nursery work of the church, plan and provide for an extended session of nursery during each worship service, prayer service and adult choir rehearsal. Members of this committee shall become familiar with the work of the nursery and shall meet periodically to discuss, evaluate, and plan for this ministry. They shall recommend and publicize nursery policies, recommend purchase of needed equipment and inform responsible persons when cleaning or repairs are needed.

### Section 12. Ordinance Committee

This committee shall consist of nine members who shall assist the pastor and deacons in the preparations for the ordinances of Baptism and the Lord's Supper. They shall assist the candidates to see that they are properly dressed and prepared for baptism. At appointed times, they shall prepare the elements to be used in the observance of the Lord's Supper, set up the Communion Table in the Sanctuary, and supervise the collection, cleaning and storage of equipment when the service is completed. This committee is responsible for the care of equipment and purchase of sup-

plies for both ordinances as needed.

### Section 13. Personnel Committee

This committee shall consist of six members who shall be responsible for personnel administration and management. All matters pertaining to the morale of the ministerial staff and employees shall be referred to this committee. However, this committee shall in no sense replace the pastor's position of administrative leadership over the ministerial staff and all employees. When a vacancy occurs among the employees or on the ministerial staff (other than the pastor) it shall be the responsibility of this committee to seek, secure and employ the appropriate persons to fill the vacancies in consultation with the pastor and with the approval of the church. Likewise, when necessary, the services of any member of the ministerial staff (other than the pastor) or any employee may be terminated by action of this committee in consultation with the pastor and with the approval of the church. A further important responsibility of this committee shall be to prepare and keep on file in the church office a current job description accurately reflecting the exact duties and responsibilities of each ministerial staff member and employee. This committee shall be responsible for recommending budget adjustments in salaries and benefits for the ministerial staff and employed personnel. After consultation with the Budget and Finance Committee, the appropriate joint recommendations will be brought to the church for approval.

### Section 14. Recreation Committee

This committee shall consist of six members who shall provide leadership, planning and coordination for the recreational programs of the church and New Life Center. They shall lead the church in the development of guidelines for participation in each recreational activity. They shall enlist leadership assistance as needed to supervise each activity. They shall be responsible for administering the financial resources in keeping with the church approved budget. The Minister of Youth and Recreation shall be an ex-officio member of this committee.

### Section 15. Teller Committee

This committee shall consist of a minimum of fifteen members, two of whom shall be the Treasurer and Financial Secretary. They shall count all receipts received by the church, fill out the necessary bank deposit forms, and see that the Treasurer and/or Financial Secretary receive a copy of each deposit form, along with the individual contribution envelopes. The entire committee shall also be responsible for counting all written votes and absentee ballots, and then reporting the results to the proper committee chairman.

### Section 16. Ushers Committee

This committee shall consist of a minimum of twenty-four members and shall enlist the assistance of as many as may be considered necessary to fulfill their responsibilities. They shall be responsible for extending a cordial welcome, assisting in seating and caring for the comfort of worshippers at all services of the church. Further, this committee shall keep constant surveillance of our parking areas and be alert to assist with parking and security.

### Section 17. Vehicle Committee

This committee shall consist of five members who shall be responsible for the service, maintenance, repairs and care of the church vehicles, and shall keep records of the same. Any

mechanical difficulty is to be reported to this committee by the driver as soon as possible. The vehicle in question will be unavailable for use until necessary repairs have been completed and this committee gives its approval for use.

## ARTICLE IX. PROGRAMS ORGANIZATION

### Section 1. General

All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

- A. F.A.I.T.H. - F.A.I.T.H., Sunday School Evangelism Strategy, is Sunday School as it was intended to be... with a focus on ministry and evangelism. F.A.I.T.H. offers a simple way to present the gospel to the lost-and the mechanics to make Sunday School groups effective and dynamic.

### Section 2. Sunday School

The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination. The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director.

### Section 3. Christian Training

The Christian Training organization shall serve as the training unit of the church. its tasks shall be to train church members to perform the functions of the church; train church leaders; orient new church members; teach Christian theology, Christian ethics, Christian history, and church polity and organization; and provide and interpret information regarding the work of the church and denomination. Christian Training shall be organized for all ages conducted under the direction of the Christian Training Director.

### Section 4. Women's Missionary Union

Women's Missionary Union shall be the mission education, mission action, and mission support organization of the church for women, young women, girls and preschool children. Its tasks shall be to teach missions, engage in mission action; support world missions through praying and giving; and provide and interpret information regarding the work of the church and denomination. Women's Missionary Union shall have such officers and organizations as the program requires under the direction of the Women's Missionary Union Director.

### Section 5. Men's Ministry

The Men's Ministry shall be the church's organization for mission education, mission action, and mission support for men, young men, and boys. Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and



interpret information regarding the work of the church and denomination. The Men's Ministry shall have such officers and organization as the program requires under the direction of the Men's Ministry Director.

#### Section 6. Women's Enrichment Ministry

The Women's Enrichment Ministry seeks to: Equip women in our church to enrich the lives of other women and their families through Jesus Christ; enable a woman to discover her God-given gifts for ministry; search out the needs in her church and community and match those needs with her gift of service; lead women to accept Jesus Christ as Lord; to become women of deep prayer; and to become women who study the Bible and base their entire lives on the Word of God.

#### Section 7. Youth Ministry

The Youth Ministry shall be based upon helping youth to become aware of God as revealed in Jesus Christ, to respond to Christ in a personal commitment of faith and to follow God's will in the full meaning of church membership and Christian discipleship. Youth Ministry is concerned about every aspect of a youth's life. It should relate in major ways to parents of youth, adult workers who work with youth, and school and community organizations to which youth are related.

#### Section 8. Children's Ministry

The Children's Ministry shall be based upon the Great Commission that is given to us in Matthew 28. Our broad purpose is to reach the world - one child at a time. Our local purpose is to reach out to our community and get non-churched children to attend Dwight Baptist Church. In a world that is unkind to children, our church must provide a safe, fun, and spiritual environment for these children. Once we have reached these children, then we can help meet their needs. These needs might be financial, physical, emotional or spiritual.

#### Section 9. Church Music

The Church Music organization shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music, train persons to lead, sing and play music; provide music in the church and community; and provide and interpret information regarding the work for the church and denomination. The Church Music program shall have such officers and organizations as the program requires under the direction of the Minister of Music.

### ARTICLE X. CHURCH COUNCIL

The members of the Church Council shall be the pastor, other ministerial staff members, directors of church program organizations, Chairman of Deacons, the church officers and the chairman of all committees.

The primary functions of the Church Council shall be to recommend to the church suggested objectives and church goals; to recommend a calendar of activities and appropriate use of church resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

All matters agreed upon by the council which call for action not already approved shall be

referred to the church for approval.

## ARTICLE XI. CHURCH ORDINANCES

### Section 1. Baptism

The 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.

1. Baptism shall be by immersion in water.
2. The pastor, or whomever the church shall authorize, shall administer baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff of deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism and church membership.

### Section 2. The Lord's Supper

The church shall observe the Lord's Supper quarterly unless otherwise scheduled by the church. The pastor and deacons shall administer the Lord's Supper.

## ARTICLE XII. CHURCH MEETINGS

### Section 1. Worship Services

The church shall meet regularly each Sunday and Wednesday evening for the worship of Almighty God. When emergencies or conflicts in schedule deem it necessary to postpone, change, or cancel church services, efforts will be made to properly inform the church of the changes. Prayer, praise, singing, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor, staff or someone appointed by the church shall direct the services for all the church members and for all others who may choose to attend.

### Section 2. Special Services

Revival services and any other church meeting essential to the advancement of the church's objectives shall be placed on the church calendar. Revival services should supercede all other church activities.

### Section 3. Regular Business Conference

Regular business conference shall be held on the third Wednesday evening in each month. If circumstances necessitate a change, then at least one week advance notice will be given.

### Section 4. Special Business Conference

The church may conduct called business conferences to consider matters of special nature and significance. An announcement of a special business conference must be made in the previ-

ous worship service on Sunday unless emergency or prevailing circumstances prohibit. The announcement should state clearly the subject, date, time, and location of the conference. Only matters pertaining to the purpose of the special conference shall be in order.

#### Section 5. Quorum

The quorum for the transaction of church business shall consist of not less than twenty church members. The quorum consists of those who attend the business conference, provided it is a regularly scheduled monthly conference or one that has been properly called.

#### Section 6. Parliamentary Rules

Robert's Rules of Order, Revised, shall be the authority for parliamentary rules of procedure for all business meetings of the church.

### ARTICLE XIII. CHURCH FINANCES

#### Section 1. Fiscal Year

The fiscal year of the church shall be from January 1 through December 31 inclusive.

#### Section 2. Annual Budget

The Budget and Finance Committee in consultation with Church Council shall prepare and submit to the church for approval an inclusive annual budget. The proposed budget shall indicate by items and ministry the anticipated needs for all local and other expenses. A copy of the proposed budget shall be made available on the Sunday prior to the scheduled Wednesday November business conference. Any discussion on the proposed budget will be done at the above mentioned business conference. After the appropriate consideration, amendments or alterations, the budget thus approved shall be presented to the church for adoption on the following Sunday at a called business conference in the morning worship service with no discussion. The adopted budget shall serve only as a guide. Upon recommendation items may be revised or new items added by majority vote of the members present at any regular church conference. At the end of the fiscal year, all funds budgeted but not used shall remain in the general account.

#### Section 3. Accounts

Receipts shall be kept in a general account and in such other special accounts as are authorized by the church. Special accounts may be established at any church conference, and funds may be transferred from the general to special accounts by a majority vote of members present, and these funds must be used for the designated purpose unless later specifically authorized by the church. However, funds given and designated by individuals, groups, or institutions may not be used for other than the designated purpose without the consent of the contributor, heir, or heirs. All budgeted items and others duly authorized by the church shall be paid from the general account.

#### Section 4. Distribution of Funds

The treasurer shall be responsible for the disbursements of all funds in accordance with the approved church budget, in consultation with the Budget and Finance Committee, with the assis-

tance of the Financial Secretary and other persons as authorized in Article VII, Section 6, of the manual. Any unanticipated expenditures shall be brought to the attention of the Budget and Finance Committee for consideration and appropriate recommendation to the church.

#### Section 5. Financial Receipts

The church program shall be financed through the scriptural method of tithes and offerings. Members shall be encouraged to present their tithes and such offerings as they desire to the church for distribution through the budget. This, however, shall not preclude the privilege and right of individuals to designate their offerings at any time as the Spirit of God may lead them. A record of all contributions shall be sent to all contributors for their information, tax and personal records.

Special offerings shall be taken only upon the approval of the church or ministerial staff. When preparing the budget the Budget and Finance Committee shall endeavor to anticipate the special needs that may occur during the year and special offerings, when needed, may be authorized by a majority vote of members present at any church conference.

#### ARTICLE XIV. AMENDMENT

Changes in these bylaws and operations manual may be made at any regular business conference of the church, provided such amendments shall have been presented in writing at a previous business conference, and an announcement shall be included in the newsletter prior to the business conference and copies of the proposed amendment be furnished to each member present. Amendments to the Bylaws shall be by three-fourths vote of all members of the church present and voting; amendments to the operations manual shall have a concurrence of a majority of the members present and voting.