

MONUMENTS BAPTIST CHURCH

BYLAWS

1. Membership:

- A. Membership in Monuments Baptist Church shall be obtained in one of the following ways:
 - 1. By profession of faith in Christ Jesus and Baptism by full immersion in water according to our Articles of Faith and having attended by our Orientation session(s).
 - 2. By transfer of membership from another Baptist Church or Church of like Faith and who has been baptized according to our Articles of Faith and attended our Orientation session(s).
 - 3. By statement coming from a Baptist Church or Church of like Faith, providing no letter can be obtained, and the candidate has publicly professed Faith in Christ as Savior and been baptized according to our Articles of Faith and attended our Orientation session(s).
 - 4. By restoration provided the candidate has requested to be restored and has show evidence of repentance and reformation.
 - 5. Prospective members shall be received by mutual agreement of the church body after Orientation session(s) is completed.
- B. Termination of membership in Monuments Baptist Church shall be obtained by:
 - 1. By a letter of request to another Baptist Church.
 - 2. By exclusion when a member joins a church of different Faith and Order.
 - 3. By Church discipline should a member become an offense to the church and to its good name or breaking the Covenant of Monuments Baptist Church. Termination may only be made after due notice and hearing which is to be handled only by the Pastor and Deacons of the Church.
 - 4. Death.
- C. Orientation of New Member of Monuments Baptist Church:
Candidates for Baptism or Church Membership must attend Orientation session(s) to learn and understand the privileges and responsibilities of this church.
- D. Rights and Responsibilities:
 - 1. Members upholding our Church Covenant shall have the right to vote at the age of 16 and voice in all church transactions and shall have the right to full participation in all activities of the church.
 - 2. It shall be the duty of the Active Members to uphold the Articles of Faith, Constitution, Bylaws and Church Covenant.
 - 3. Decisions on absentee ballots will be acceptable only when the church determines or deems allowable, one week in advance of any vote allowing their use.

2. Meetings:

A. Worship Services:

Monuments Baptist Church shall meet each Lord's Day for worship and fellowship. All other services and times will be determined by the church.

B. Lord's Supper:

The observance of the Lord's Supper shall be at the full discretion of the Pastor and Deacons. Any member may request to observe the Lord's Supper to the Pastor and Deacons. The Lord's Supper should be observed at least twice a year minimum. The Deacons are to administer this Ordinance. Our church believes in open Communion, meaning as long as you're a born again Christian and have been baptized by immersion you may participate in the Lord's Supper.

C. Business Meetings:

The church shall have at least an annual Business Meeting on the last Wednesday of August each year. The church shall determine the need for other times for business meetings. Any business meeting must be announced from the pulpit in a Sunday Service one week in advance and it must be announced as to its purpose. Our church will operate on a fiscal year, September 1 through August 31.

D. Moderator:

The moderator of all Business meetings shall be the Pastor. In his absence, the Chairman of the Deacons will serve this roll. If both of them are gone the Church Clerk will call the meeting to order and the church will nominate a man to serve this roll for this said meeting only. Roberts Rules of Order will be the guideline for conducting all meetings.

E. Quorum

The quorum consist of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called. At least one-fourth of the voting member's averaged attendance in the preceding four weeks Sunday Worship Service will constitute a quorum. Absentee ballots do not figure into the quorum equation.

3. Support of Church:

A. The support of this church shall be by tithes and offerings. This church shall not raise money to pay normal operating cost through fundraisers.

B. Fundraisers used for youth and children camps and other activities will be at the discretion of the Pastor and Deacons with vote by the Church.

4. Church Officers:

A. The Pastor's qualifications and responsibilities:

1. The qualifications for the Pastor shall be consistent with those listed in our Constitution.

2. The responsibilities fall into these areas: Preaching, teaching, counseling, administration, planning and guiding the church to grow in number and Biblical wisdom.

3. The Pastor shall be an ex officio of all church committees except a Pastor's search committee.

4. The Pastor shall train and assist the Deacons in ministry to our fellowship and in filling the pulpit in his absence.
- B. The Pastor's call:
1. A Pastor's selection committee shall be appointed by the church to seek out a suitable pastor and this committee's recommendation shall serve as a nomination. The selection of this committee will come from the church body in a specially call business meeting for this purpose only.
 2. The committee will recommend only one candidate at a time.
 3. The Pastor's election shall take place at a meeting called for that purpose with at least one week's notice given from the pulpit to the members.
 4. An affirmative vote of three-fourths (3/4) of those present is necessary for a call.
- C. The Pastors term of service:
1. The chosen Pastor shall serve the church until the relationship is terminated by either his request or that of the church. In either case, at least a thirty-day notice shall be given by either group.
 2. The Pastor will be given instruction or a description of his job by the responsibilities section of this bylaw and the Biblical responsibilities listed in the word and our Church Constitution.
- D. The Pastor's Benefits:
1. The benefits and time off will be determined by the church each year in its budget. The pastor will be given a minimum of two weeks vacation paid per year and other time off for revivals and conventions determined by the deacons at least one year in advance.
 2. The Pastor shall not be allowed to miss more than two consecutive Sundays unless physically hindered or agreed upon by the deacon's in advance of the missed Sundays.
- 5. Church Staff:**
- A. This church shall employ or call staff as needed:
1. Church staff other that the Pastor shall be recommended by a special committee voted in place by the congregation at large.
 2. A written job description will be prepared for each position as the church determines it's needs.
- 6. Deacons:**
- A. Number, term in office:
1. There shall be up to 5 deacons for the first 100 members and one for each additional 50 members there after. If the numbers listed above are greater that those men found qualified in our body to serve as determined by our church constitution then the number qualified will stand as agreeing with our bylaws.
 2. The deacons will serve for a period of three years and then must rotate off for up to one year. If the church reelects this man after his one year off, he can then serve three more years and repeat this continually. If there are not enough qualified men to rotate then this procedure will not be required to be activated.

- B. Qualifications:
 - 1. The qualifications can be found in the Word of God and in our Constitution.
- C. Election:
 - 1. When a vacancy occurs, the Chairman of the Deacons shall announce that an election of a deacon will be held during a named church business meeting.
 - 2. Any member of the church may submit in writing to the active deacons the name of any man they feel would qualify to serve Monuments Baptist Church.
 - 3. Each man whose name is submitted will be given a copy of the qualifications of a deacon from our constitution and a questionnaire to be answered and returned to the chairman of the deacons.
 - 4. Active deacons and the Pastor will meet individually with each man and his wife. The deacons and Pastor will then submit to the church recommendations for election of men to be set aside to train and prove.
 - 5. When the church has voted, by secret ballot, those men will serve the church as stated above.
 - 6. Ordination of these men will be handled by the Pastor.
 - 7. There shall be no obligation to make any man an active deacon because he has been one in another church. This man's service as a deacon in this church will be determined by its constitution and membership.
- D. Duties:
 - 1. Elected deacons will elect the chairman.
 - 2. Deacons will assist the Pastor and minister to the families of the church.
 - 3. Deacons will serve in solving not starting church problems.
 - 4. Deacons will never serve as a governing body or executive committee of this church. The power and authority of this church will always be with the congregation.

7. Clerk

- A. Duties and Responsibilities:
 - 1. The clerk shall be elected and be responsible for keeping an accurate record of all business meetings and prepare the annual report to the association.
 - 2. The clerk shall keep a register of the names and addresses of the membership, with dates of admission, dismissal, and death of membership.
 - 3. The clerk shall issue letters to other churches and receive them as well.
 - 4. The clerk will keep an accurate history of the church.
 - 5. An assistant clerk may be voted by the church to fill in the clerk's absence.

8. Treasurer:

- A. Duties and Responsibilities:
 - 1. The treasurer shall be elected custodian of all monies of the church, and shall disburse these monies by check as the church authorizes.

2. The treasurer shall keep, at all times, an itemized account of all receipts and disbursements and shall render a monthly and annual report of this and all accounts to the church.
3. The treasurer's report shall be audited annually or as church business deems necessary, by a committee chosen by the church.

9. Financial Secretary:

- A. Duties and Responsibilities:
1. The Financial secretary shall be elected and be responsible for seeing that the offerings are properly received, counted and deposited in the church's account.
 2. Shall be responsible to properly credit each contributor and their offerings, and not to disclose these amounts to anyone.
 3. Shall be responsible to prepare for mailing an annual report of contributions given by each donor.

10. Trustees

- A. Duties and Responsibilities:
1. At least three trustees shall be elected by the church to hold trust of the property. The trustees of this church shall be men only.
 2. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing each action.
 3. It shall be the function of the trustees to sign any and all legal documents involving the sale, mortgage, purchase, or lease of church property or any other legal documents requiring the signature of the trustees for and in behalf of the church.

11. Church Committees:

All church committees shall be elected by the church annually from nominations presented by the nominating committee, and nominations from the floor with consent of the nominee. There shall be a minimum of three members per committee with a chairperson. Each committee shall submit an annual budget request to the finance committee.

- A. Nominating:
This committee shall be responsible through the year for nominating people to serve in various positions of the church. The committee will be elected from the floor of the church in a business meeting called for this purpose in the month of May each year.
- B. Finance:
This committee shall be responsible for assuring that the adopted budget is adhered to. It shall recommend financial policies to the church and shall foster and promote programs for stewardship. It shall draw up and submit to the church and annual budget each year.

12. Other Committees

Other committees and officers shall be determined by the needs of the congregation. Only members of the congregations shall hold elected positions in the church.

13. Ushers

The ushers of Monuments Baptist Church will be males. The Bible clearly states that men are to be the leaders in Worship and in the Church. We believe that the offering is a vital part of the Worship service and should be conducted by men.

14. Tellers

There shall be at least two tellers to count the offering after the service. They are to count the money and be sure it balances and give the offering to the financial secretary to deposit. The two tellers shall not be related in any way. This will shun all appearance of evil.

15. Licensing and Ordination:

Any male member of the church who has shown by his life and has felt the call to the gospel ministry; may by vote of the membership, at a regular business meeting, be licensed by the church to the gospel ministry. When a church has called as its' pastor a member of this church who possesses scriptural qualification; and has demonstrated these by his skills or training, may, if they be led, ordain him to the work of the gospel ministry. The senior pastor and/or associational leadership will be responsible for the ordination council.

16. Amendments to the Bylaws

These bylaws may be amended by an affirmative vote of three-fourths (3/4) of the members present and voting at a regular business meeting, provided the amendments shall have been presented in writing to the church one month prior to the stated meeting. There must be a quorum for this vote to take place.

Ratified by action of the church in its business meeting on _____.

Moderator: _____

Church Clerk: _____