

# **CONSTITUTION OF WARD'S GROVE BAPTIST CHURCH**

## **PREAMBLE**

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

## **ARTICLE I. NAME AND ORGANIZATION**

This body shall be known as the Ward's Grove Baptist Church of Ward's Grove Community, located at 672 Law Road in Madison County, Tennessee and is a perpetual, religious corporation organized for the public benefit under the laws of the State of Tennessee.

## **ARTICLE II. OBJECTIVES**

To be a dynamic spiritual organism empowered by the Holy Spirit to share 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 Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

## **ARTICLE III. STATEMENT OF FAITH**

The Holy Bible is the inspired word of God and is the basis for any statement of faith. This church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 1963. 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 IV. RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. It 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 practical, this church will cooperate with and support the association and state convention affiliated with the Southern Baptist Convention.

## **ARTICLE V. CHURCH COVENANT**

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

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

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; 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 and use of intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Saviour.

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

# **BYLAWS OF WARD'S GROVE BAPTIST CHURCH**

## **ARTICLE I. MEMBERSHIP**

### **Section 1. General**

This is a sovereign and democratic Southern 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 as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in one of the following ways:

- (1) By profession of faith and for baptism.
- (2) By promise of a letter of recommendation from another Baptist church of like faith and order.
- (3) By restoration upon a statement of prior conversion experience and baptism in a Baptist church of like faith and order when no letter is obtainable.

Should there be any objection to any candidate, when the candidate is presented for membership; such objection shall postpone the vote. The objection shall be referred to the pastor and deacons for investigations and the making of a recommendation to the church within thirty (30) days. An affirmative vote of three-fourths of those church members present shall be required to elect such candidates to membership.

### **Section 3. New Member Orientation**

New members shall be presented a copy of the Constitution and Bylaws and other information necessary to orient them to their privileges and duties in this church.

### **Section 4. Voting Rights of Members**

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.

### **Section 5. Termination of Membership**

Membership shall be terminated in the following ways:

- (1) Death.
- (2) Dismissing to another Baptist church.

(3) Evidence of membership in a church of a different faith.

(4) Exclusion by action of this church.

### **Section 6. Discipline**

It shall be the basic purpose of the Ward's Grove Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, after finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by an affirmative vote of two-thirds of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church.

Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him may, upon his request and satisfactory evidence of his repentance and reformation, be restored to membership by an affirmative vote of a majority of the members present.

## **ARTICLE II. ORDINANCES**

### **Section 1. Baptism**

A person who receives 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, shall be received for baptism after having been accepted by vote of the church as described in Article I of these Bylaws.

(1) Baptism shall be by immersion in water.

(2) Baptism shall be administered by the pastor or whomever the church shall authorize.

(3) Baptism shall be administered during any worship service as an act of worship symbolizing Christ's redeeming work for and in the believer.

(4) A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor and/or staff and deacons. If negative interest is ascertained, that person shall be deleted from those awaiting baptism.

### **Section 2. The Lord's Supper**

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- (1) The Lord's Supper shall be observed quarterly, preferable the first Sunday of the quarter, or as otherwise scheduled.
- (2) The pastor and deacons shall be responsible for the administration of The Lord's Supper.
- (3) The deacons shall be responsible for the physical preparations of The Lord's Supper.

### **ARTICLE III. LICENSING AND ORDAINING**

#### **Section 1. Licensing**

The church may after careful and prayerful consideration, review and investigation, by an appropriate committee and recommendation by the church, vote to license any of its male members that it deems worthy to preach the gospel. The church shall take the responsibility for encouraging and assisting those whom it has licensed.

#### **Section 2. Ordaining**

After a licensed member has been called as a pastor by another Southern Baptist Church, he may be ordained by our church under the following policy:

- (1) Having received a request for ordination, the church by vote (announced on Sunday morning at least one week in advance) should proceed to call an ordaining council, usually made up of ordained men from its own ranks and from neighboring Southern Baptist churches. The calling of the ordaining council should be made at least one week prior to setting an ordination date.
- (2) The ordaining council shall make prayerful and sympathetic but searching inquiry into the candidate's experience of grace, the soundness of his conviction, the certainty of his call, the adequacy of his preparation, the quality of his character, the vitality of his faith, the worthiness of his concept of his calling, the steadfastness of his loyalty to the Christian body whose representative he becomes, and the determination which he discloses as to his future life of sacrificial devotion and continuous advancement toward the ideal of "a good minister of Jesus Christ".
- (3) The church shall take the responsibility for encouraging and assisting those whom it has ordained. The church shall present the new minister a Bible, and a certificate of ordination.

## **ARTICLE IV. CHURCH OFFICERS**

All church officers must be members of the church except where otherwise stipulated.

### **Section 1. Pastor**

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The pastor is the leader of the pastoral ministries of the church. He shall work with the deacons and church staff to, (1) lead the church in performing its tasks; (2) lead the church to engage in a fellowship of worship, witness, education, ministry, and application; (3) proclaim the gospel to believers and unbelievers; and, (4) care for the church's members and other persons in the community.

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given.

A pulpit committee of five members shall be nominated to the church by the deacons. This committee shall seek a suitable pastor and its recommendation to the church shall constitute a nomination. The committee shall bring to the consideration of the church only one name at a time. An affirmative vote, by secret ballot, of three-fourths of those members present shall be necessary for election. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. The pastor shall give at least two weeks notice at the time of resignation before terminating his responsibilities as pastor.

A statement of considerations shall be prepared by the pulpit committee and presented to the church prior to the election of a pastor. This statement shall include such considerations as salary, vacation, sick leave, retirement funds, convention expenses, and any others deemed advisable by the church or the committee. This statement may be changed or altered by mutual agreement between the church and pastor at any time.

The pulpit committee shall consult with the finance committee on all financial aspects of the considerations prior to presenting the statement of considerations to the church. Subsequent changes in the considerations shall be presented by the deacons and approved by vote of the church.

It shall be the policy of this church to allow the pastor not less than two (2) weeks of vacation, two (2) weeks of sick leave, and two (2) weeks for revivals, each year with pay. The church will provide the honorarium for supply speakers in connection with the pastor's vacation, sick leave, and two (2) weeks for revivals, or whenever he is away on appointed business of the church. These policies can be changed for specific cases by approval of the church.

### **Section 2. Music Director**

The music director shall have general oversight and direction of the music. The music director is to direct the choir in practice and public singing and is to cooperate with the pastor, music

committee, and other leaders in the selection of suitable music and the devising of appropriate musical programs for all occasions where such services are needed.

The music director shall be elected annually by the church upon recommendations by the music committee. A statement of considerations, should it be required, shall be presented to the church by the music committee in a manner similar to that in the calling of a pastor.

### **Section 3. Other Church Staff**

The church shall call or employ such other staff members when the need is determined by the church. A job description shall then be prepared by the personnel committee. Staff members other than the pastor, music director and youth director, shall be recommended to the church by the personnel committee and employed by church action.

A statement of considerations for employment shall be determined by the personnel committee in consultation with the finance committee and deacons, and then presented to the church for action. Subsequent changes in salaries shall be recommended to the church by the finance committee in consultation with the personnel committee in the annual budget.

The work of these other staff members shall be supervised by the personnel committee and other appropriate church officers or committees.

### **Section 4. Deacons**

In accordance with the meaning of the work and practice of the New Testament, deacons are to be the servants of the church. The task of the deacon is to serve with the pastor in performing the pastoral ministries tasks; proclaim the gospel to believers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, and ministry; and lead the church in performing its tasks. Specific duties of the deacons are as follows:

- (1) They are to serve as a council of advice and conferences with the pastor, staff, and committees in matters pertaining to the welfare and work of the church.
- (2) They shall assist the pastor in administering the Lord's Supper.
- (3) They shall make recommendations to the church for action regarding matters of business. They shall take in hand any urgent church business arising between business meetings.
- (4) They are to serve as a membership committee, having oversight of all matters of church discipline.
- (5) They are to serve as a benevolence committee having oversight over the distribution of funds and other assistance to persons in need.

The qualifications for the office of deacon shall be that each deacon meet the New Testament

standards for the office, (1 Timothy 3:13), including the following:

- (1) A deacon shall be recognized as dependable, both in church and secular relationships. He should be recognized as spiritually minded--a man of sound judgment concerning church affairs. A deacon should be well informed both in doctrinal matters and current affairs of Kingdom interest.
- (2) A deacon should be a strong family man. His wife, provided he is married, should be a consistent Christian who is thoroughly sympathetic with her husband and his duties as a deacon.
- (3) A deacon shall not be given to too much wine.
- (4) An individual shall have been a member of this church-for at least two years, or in the case of a deacon who joins by letter, at least one year. The church, however, is under no obligation to constitute as an active deacon a brother who comes from another church in which he was a deacon.

There shall be at least six (6) and no more than nine (9) active deacons, each of whom shall serve three years on a rotating basis and shall begin their term of active service on September 1 of the year elected. There can also be additional active life deacons as stipulated in this section.

A sufficient number of additional deacons shall be elected each year to provide for at least six (6) and no more than nine(9) active deacons. Those deacons having concluded their third consecutive year of active service shall retire from active service and will not be eligible for re-election until at least one year has elapsed. In case a vacancy occurs, a replacement may not be elected until the next August business meeting, and upon such election, the replacement shall serve a full three-year term.

Deacons shall be elected in the following manner:

- (1) A list of all eligible adult males twenty-one years old and over shall be made available to all church members on the first and second Sundays in July.
- (2) Each member may nominate up to the number of men required to fill the vacancies required for a full complement on nine deacons by secret ballot, and the ballots will be collected at the morning worship service on the third Sunday in July.
- (3) The deacon screening committee shall be composed of the pastor, life deacons, and the deacons rotating off the active deacon body. This committee shall meet at the earliest practical time following the morning worship service on the third Sunday in July, provided that a quorum of two-thirds of the members is present. The committee shall select the men having the highest number of nominations and screen them for eligibility. If the men are found to be eligible, the committee or its designated members shall interview each man to determine his willingness to serve if elected. The committee, based on its deliberations and at its sole discretion, shall select a number of eligible nominees that satisfies the minimum and maximum membership requirements of the active deacon body. The deliberations of the committee shall be held in strict confidence.



(4) The deacon screening committee will present the required nominees to the church for election at a special business meeting held on the second Sunday morning in August.

(5) When a candidate is elected and ordination is required, an Ordaining Council shall review the candidate's life, salvation experience, calling and doctrinal position. The Ordaining Council shall consist of deacons and pastors of this and other sister churches. Upon the recommendation of the Ordaining Council and the approval of the church, the church shall then proceed to ordain the candidate.

In order to provide for experience, wisdom and continuity in the active deacon body, deacons, who by virtue of many years of faithful service, may be elected by the church as life deacons. Candidates for life deacons shall be nominated by the active deacon body.

The deacons shall meet regularly once each month. Special meetings may be called by the chairman or the pastor whenever necessary. The deacons shall elect their own chairman and clerk at the beginning of each church year. The chairman shall preside at all deacons' meetings, and the clerk shall keep an accurate record of the proceedings. In the absence of the chairman for a particular meeting, those deacons present, provided there is a quorum, shall elect a temporary chairman to preside at the meeting.

#### **Section 5. Moderator**

The moderator shall be the pastor. In the absence of the pastor, the chairman of the deacons shall preside; or, in the absence of both, the clerk shall call this church into conference and an acting moderator shall be elected.

#### **Section 6. Clerk**

The church shall elect annually a church clerk and an assistant clerk. The clerk shall keep a full and complete record of all proceedings of the church and shall read the minutes of the previous meetings at each regular monthly business meeting of the church. The clerk shall keep an accurate register of the names of members, with dates of admission, dismissal, or death, together with a record of baptism. The clerk shall make known requests for letters to the church. The clerk shall write letters of request for membership, letters of dismissal to other churches, and any other letters ordered by the church. The clerk shall make an annual report to the church in the regular October business meeting. The clerk shall give notice of all meetings where such notice is necessary as stipulated by these Bylaws.

#### **Section 7. Treasurer**

The church shall elect annually a church treasurer and an assistant treasurer. He or one authorized shall deposit in the bank all money received by the church, and shall make all payments authorized by the church, keeping at all times an itemized account of all receipts and disbursements. Payment of bills for local work and expenses shall be made promptly, and all funds received for denominational and other causes shall be remitted at least monthly. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized

report of the receipts and disbursement for the proceeding month. The trustees shall make an annual audit of the church's financial records.

The treasurer shall render an annual itemized financial report to the church at the end of each year, and upon its acceptance and approval by the church, the report shall be delivered by the treasurer to the church clerk, who shall keep and preserve the report as a part of the permanent records of the church.

### **Section 8. Trustees**

Three trustees elected by the church will hold in trust the church property. 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 where the signatures of trustees are required.

The trustees shall serve three-year terms on a rotating basis. One trustee shall be elected each year and one shall retire; however, a retiring trustee will be eligible for reelection.

## **ARTICLE V. CHURCH MEETINGS**

### **Section 1. Worship Services**

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, singing, instruction, evangelism and for worship of the true and living God.

### **Section 2. Special Services**

Revival services and other special church meetings which will be essential in the promotion of the objectives of the church shall be scheduled as required.

### **Section 3. Regular Business Meetings**

Regular business meetings shall be held quarterly on the second Wednesday evening of January, April, July and October unless otherwise changed by church action.

### **Section 4. Special Business Meetings**

A special called business meeting may be held to consider special matters of a significant nature. A one-week notice of the subject, date, time and location must be given for the specially called business meeting unless extreme urgency renders such notice impractical.

A special business meeting may be called by the pastor, deacons, or trustees, or by a petition of five adult members who give a written request to the church clerk to initiate calling a special business meeting. The subjects covered at a special business meeting shall be only those subjects given in the announcement for said meeting.

## **Section 5 Quorum**

A quorum shall consist of the members who attend the business meeting, provided it is a stated meeting 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. A copy of same shall be kept in the church library. The church clerk shall serve as parliamentarian.

## **Section 7. Cancellation of Meetings**

Worship services, special services, and any business meeting may be cancelled only by church approval, or by the active deacon body when they feel an emergency situation exists that would endanger the members. In the latter case, the deacons shall notify the members individually or through the news media, if necessary.

# **ARTICLE VI. EDUCATIONAL MINISTRIES**

## **Section 1. General**

All organizations of the church shall be under church control. All officers of these organizations shall be recommended by the nominating committee and shall be elected by the church. Officers of all organizations shall report regularly to the church. The church, for the protection of minors and its own liability, shall have a background check conducted on persons who are not presently members or attending this church and desire to supervise minors (children under 18 years of age).

## **Section 2. Sunday School**

There shall be a Sunday School for the study of God's Word. The Sunday School shall be divided, as necessary, into departments and classes for all ages, and shall be conducted under the direction of the Sunday School Director.

The objects of the Sunday School shall be to teach the biblical revelation; reach persons for Christ and church membership; perform the functions of the church within its constituency; and provide and interpret information regarding the work of the church and the denomination.

## **Section 3. Church Training**

There may be Church Training divided into departments for all ages and shall be conducted under the direction of the Church Training Director.

The objects of Church Training shall be to orient new church members; train members to perform the functions of the church; train church leaders; teach Christian theology, Christian

ethics, Christian history, and church policy and organization and provide and interpret information regarding the work of the church and the denomination.

#### **Section 4. Woman's Missionary Union**

There shall be a Woman's Missionary Union with such officers and organization as required. The objectives of the Woman's Missionary Union 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 the denomination.

#### **Section 5. Brotherhood**

There shall be a Brotherhood with such officers and organization as required. The objectives of the Brotherhood 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 the denomination.

#### **Section 6. Church Music Program**

There shall be a Church Music program conducted under the direction of the music director. The objectives of the music program shall be to teach music; train persons to lead and sing; provide music during church services, and provide and interpret information regarding the work of the church and the denomination.

### **ARTICLE VII. COMMITTEES AND COORDINATION GROUPS**

#### **Section 1. Church Council**

The Council, unless otherwise determined by vote of the church, shall have as regular members the pastor, youth director (or minister of education), music director, Sunday School director, Church Training director, Woman's Missionary Society director, Brotherhood director, and chairman of deacons. Committee chairmen and church-elected officers may serve as official members.

The council shall meet at least once each quarter. The primary function of the council shall be to recommend to the congregation suggested objectives and goals; to review and coordinate program plans recommended church officers, organizations and committees; to recommend to the congregation the use of calendar time and other resources according to program priorities.

The council shall prepare and maintain an up-to-date church calendar and an up-to-date church directory.

All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval.

## **Section 2. Standing Committees**

All church committee members shall be recommended by the nominating committee, except the pulpit committee, and elected by the church unless otherwise indicated in the description below.

The pastor is ex-officio member of all standing committees but without vote. It is required that he be notified of all committee meetings.

### **(1) Nominating Committee**

This committee shall consist of five (5) members. Three members of this committee shall be recommended to the church at the June business meeting by the pastor and active deacons. These three members shall elect their chairman and secretary, and at the July business meeting shall recommend to the church for election the Sunday School Director and the Church Training Director, who after having been elected will be a part of the full committee.

In August the committee shall recommend to the church for election the teachers, officers and workers of the Sunday School and Church Training, the Woman's Missionary Society Director and the Brotherhood Director.

In August the committee shall also recommend to the church for election all committees whose nomination is not provided for elsewhere in this Constitution and Bylaws. The general church officers: clerk, assistant clerk, trustees, treasurer and assistant treasurer.

This committee's primary task is in connection with the beginning of the new church year, but shall meet whenever necessary to fill any vacancies which may occur.

### **(2) Budget and Finance Committee**

This committee shall be composed of the treasurer, assistant treasurer, and three other persons.

The treasurer shall be responsible for calling the members together after their appointment for the purpose of electing a chairman. The chairman shall not be the treasurer.

The finance committee shall meet at least once each quarter to review the financial condition of the church and to deal with any other financial matters.

The committee shall prepare an annual budget for the church fiscal year based on prior expenditures, current needs, and anticipated income. Church officers, directors and committee chairmen shall be consulted in order to evaluate their organization's needs. The budget shall be completed and presented to the deacons for study and evaluation prior to a special December church business meeting, and shall be presented to the church at this special December business meeting for consideration and adoption.

The finance committee shall initiate and recommend policies relating to expenditures,

disbursements of funds, and revenues. The finance committee shall be consulted with reference to contingencies, emergencies, and financial matters not covered by general policy or previous recommendations.

### **(3) Building and Grounds Committee**

This committee shall be composed of three (3) members. They are responsible for the upkeep of all church property, and for the proper operation of all equipment, and shall be in charge of all personnel having to do with the upkeep and operation of the buildings. They shall be in constant surveillance of the needs of the various groups so far as furnishings are concerned. They shall be responsible for the acquisition, loaning or disposition of any equipment or fixtures.

This committee shall be responsible for the opening and closing of the buildings, the regulation of the heating and air conditioning, and for the lighting.

### **4) Personnel Committee**

This committee assists the church in matters related to employed staff (excluding the pastor, music director, and youth director.) Its work includes such areas as determining staff needs, employment, salaries and benefits. The personnel committee shall work with the finance committee in determining salaries to be recommended to the church. The active deacons shall serve as the personnel committee.

### **(5) Music Committee**

This committee shall be composed of two choir members and two persons who are not choir members. The music director will be an ex-officio member of this committee. It shall be the duty of the music committee to be responsible for the quality of all music programs of the church, and to supervise and evaluate the performance of duties of the music director, organist and pianist, and to be responsible for the maintenance of the musical instruments and sound equipment (if sound equipment is required for use by the choir or music director.) The music director, organist and pianist shall be recommended annually to the church by the music committee.

### **(6) Flower Committee**

This committee shall be made up of three (3) people and shall be responsible for the floral arrangements for the Sunday services, and for any special occasions as they are specifically requested. They shall also be responsible for sending flowers on behalf of the church for funeral services of church members or their immediate families.

### **(7) Kitchen Committee**

This committee shall be made up of three people. It shall be responsible for the oversight of the kitchen and its equipment and supplies, seeing to its cleanliness and maintenance. The committee

shall coordinate the preparation of all fellowship meals, and shall solicit help as required to prepare the meals. The committee shall, if necessary, post any rules governing the use of the kitchen.

#### **(8) Baptism Committee**

This committee shall be made up of two (2) men and two (2) women. It shall be the responsibility of this committee to see that the pool and dressing rooms are properly prepared for the Baptismal service, and to ensure the draining of the pool and cleaning of the dressing rooms following the service.

This committee shall take responsibility for any equipment or supplies for the service. They shall assist the candidates and the administrator, if necessary, throughout the service.

#### **(9) Ushers' Committee**

This committee shall be made up of a chairman who shall be elected annually by the church, and an adequate number of men to serve with him. The chairman shall see that ushers are available before each service and are aware of their duties. They are to be responsible for the distribution of visitor cards, etc., and receive the worship offering.

#### **(10) Visitation Committee**

This committee shall be composed of three (3) persons with one serving as chairman, preferably the Sunday School director. It shall have general oversight of church visitation, seeking to enlist as many members as possible in the ministry of visitation.

#### **(11) Youth Committee**

This committee shall be composed of three (3) members, one of these to be an active deacon. It shall be the duty of the youth committee to coordinate the youth program with other functions of the church.

If a youth director is required, it will be the responsibility of this committee to screen applicants and to recommend to the church, after consulting with the active deacon body, the employment of a youth director. The youth committee shall supervise the duties of the youth director; provide counsel and assistance to him. The youth committee shall be responsible for the background checks in accordance with Article VI., Educational Ministries, Section 1. General, Paragraph 2.

#### **(12) Nursery Committee**

This committee shall be made up of three (3) persons. It will be responsible for coordinating all the activities of the nursery department. The committee shall recommend to the church, nursery policies, purchase of equipment and supplies for the nursery, and secure volunteer workers when they are needed. It shall be the duty of this committee to see that the nursery is kept clean and that all needs are supplied.

### **(13) Revival Committee**

This committee shall be made up of three (3) persons. The committee shall bring to the church for approval a recommendation as to the evangelist for any revival. It shall solicit help from any committee needed to conduct the revival and shall coordinate their activities.

### **(14) Van Committee**

If the church owns or leases a van or other motor vehicle, a van committee shall be elected. This committee shall be composed of five (5) persons and shall have oversight of the maintenance of a church van or other motor vehicle. They shall be responsible for the use of the van or other vehicles by the various organizations of the church.

### **Section 3. Select Committees**

The church may elect certain special committees to perform specified tasks. These committees shall be dissolved when they have completed their tasks.

## **ARTICLE VIII. WARD'S GROVE CEMETERY**

The trustees of Ward's Grove Baptist Church shall serve as trustees of the Ward's Grove Cemetery. The trustees shall have full authority and autonomy to make all decisions regarding the cemetery. Cemetery funds shall not be intermingled with other church funds. No funds may be transferred from the cemetery funds to other church related funds. No funds may be transferred from other church related funds to the cemetery funds without a specific vote of the church authorizing the transfer.

## **ARTICLE IX. CHURCH POLICIES AND PROCEDURES**

### **Section 1. Weddings**

Ward's Grove Baptist Church defines marriage as set forth in the Bible as the union of one man and one woman as created by God (Genesis 1:27-28; Genesis 2:24; Matthew 19:4-5; 1 Corinthians 7:2). No weddings or related functions shall be performed that do not agree with the biblical definition of marriage.

(1) Time of wedding and rehearsal must be cleared through the church council and placed on the church calendar provided there is no conflict with any of the stated meetings of the church.

(2) No alteration to the permanent decor of the church will be permitted.

(3) A reception is permitted in the fellowship hall on the ground floor. No alcoholic beverages will be permitted at the reception.



(4) The families of the wedding party shall be responsible to see that all facilities of the church are restored to normal and cleaned no later than the day following the wedding. If the wedding occurs on a Saturday, the church must be presentable for the Sunday services.

(5) Dripless candles only must be used in the sanctuary during weddings, and these must be placed so as not to endanger the carpet or furnishings.

## **Section 2. Funerals**

The sanctuary shall be made available to both members and non-members for funerals.

## **Section 3. Smoking**

Smoking is prohibited throughout the church buildings.

## **Section 4. Other Functions**

Only church related functions will be permitted the use of the church facilities with the exception of weddings and funerals as described above, or unless approved by the deacon body.

## **Section 5. Use of Athletic Field**

Participants using the athletic field must refrain from the following:

- (1) Use of the field during any regular Sunday or Wednesday church services.
- (2) Use of the field during any special services such as vacation bible school, revivals, weddings, funerals, etc.
- (3) Use of alcoholic beverages or drugs on the premises at any time.
- (4) Participating while under the influence of alcoholic beverages or drugs.
- (5) Use of profanity at any time while using the field.
- (6) Use of loud or abusive language at any time while using the field.
- (7) Playing of loud music, which disturbs neighbors, while using the field.

Participants must understand that use of the field is at the individual participant's own risk and that the field must be left clean and free of trash.

## **ARTICLE X. CHURCH FINANCES**

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. All funds for any and all purposes shall

pass through the hands of the Treasurer, Assistant Treasurer, or Finance Committee, and be properly recorded on the books of the church.

The fiscal year of the church shall begin January 1 and end on December 31.

#### **ARTICLE XI. AMENDMENTS**

Changes in the Constitution may be made at the regular business meeting in October, provided each amendment has been presented in writing at the regular business meeting in July and copies of the proposed amendments have been furnished to each member present. Adoption of amendments to the Constitution shall require an affirmative vote of three-fourths of the church members present.

Changes in the Bylaws may be made at any regular business meeting, provided each amendment has been presented in writing at the previous regular business meeting, and copies of the proposed amendment has been furnished to each member present. Adoption of amendments to the Bylaws shall require an affirmative vote of a majority of the church members present.

After adoption of any amendment, it shall be the responsibility of the church clerk to see that copies of the amendments as adopted, be made available to each church member.