



By-Laws of Saint James Baptist Church

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*- pending confirmation -*

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## PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, and for the purpose of preserving the liberties inherent in each individual member of Saint James Baptist Church of Woonsocket, Rhode Island (the "Church") and the freedom of action of this body with respect to its relation to other churches of like-faith and order, we do declare and establish these By-laws.

## ARTICLE I. NAME

The name of the Church shall be Saint James Baptist Church of Woonsocket, Rhode Island.

## ARTICLE II. PURPOSE AND MISSION STATEMENT

Saint James Baptist Church shall exist for the purpose of demonstrating in visible form a part of the invisible body of Jesus the Christ. It is our aim and purpose, both here and abroad, to carry on the proclaiming of God's Holy Word in love, in faith, worship, fellowship, and service commanded to us by Jesus Christ, the Head of this Church and Lord and Savior of all who worship Him.

## ARTICLE III. CHURCH GOVERNMENT

This sovereign Baptist Church, under the Lordship of Jesus Christ, retains unto itself the exclusive right to temporal life of this Church. The membership reserves the exclusive right to determine who shall be members of this Church and the condition of such membership. This Church is a democracy, its authority vested in the members. Every member has the right to a voice in the Church's government, plans, and discipline. The Church is subject to the control of no other ecclesiastical body but enjoys mutual counsel and cooperation with other churches and organizations of like faith and order.

## ARTICLE IV. MEMBERSHIP

### Section 1. Candidacy for Membership

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

1. By profession of faith and for Baptism according to the policies of this Church.
2. By promise of a letter of recommendation from another Church.
3. By restoration upon a statement of prior conversion experience and Baptism in a Baptist Church where no letter is obtainable.
4. By watch-care (non-voting) membership.

Should there be any dissent as to any candidate, a three-fourth vote of those Church members present shall be required to elect such candidates to membership.

### Section 2. Designation of Members

The Membership Roll shall consist of all existing members of the Church as of the date of these By-laws, and all members admitted hereafter from time to time. Membership is maintained by meeting the

minimum membership participation guidelines and being listed on the most recent financial secretary's financial report.

The minimum participation guideline requires the attendance of four (4) church worship services within a calendar year. This requirement may be waived for extenuating circumstances by the Deacons Ministry.

The Deacons Ministry shall annually, or less often as the need may arise, inspect the Membership Roll and determine those members on said roll who do not meet the criteria for being listed as active. Upon identification of those members, the Deacons Ministry shall remove their name from the Membership Roll.

Any member whose name is removed from the Membership Roll shall be informed by letter which shall include instructions on how to renew their membership.

### Section 3. Rights of Members

Every member of the Church who is on the Membership Roll is entitled to vote at all elections and on all questions submitted to the Church for consideration if a vote is held, provided the member is present. Members not on the Membership Roll shall not vote.

Every member of the Church on the Membership Roll, excepting Watch-Care, is eligible for consideration by the membership as candidates for elective offices in the Church, providing they have completed a minimum of two Diaconate-sanctioned leadership workshops within the calendar year. The Leadership workshops will be the responsibility of the Deacons Ministry. The Deacons may waive the workshops requirement at their discretion if leadership workshops were not made available within the calendar year.

Every member of the Church may participate in the ordinances of the Church as administered by the Church.

### Section 4. Termination of Membership

Membership shall be terminated in the following ways:

- Death of the member
- Transfer or Self-Termination.
- Exclusion by action of this Church
- Removal upon request or proof of membership in a Church of another denomination

### Section 5. Exclusion of a Member

Should a member become an offense to the Church by reason of immoral or un-Christian conduct or by denying acceptance of fundamental doctrines of the Church, it shall be the responsibility of the Deacons Ministry to take steps to resolve the offense in accordance with Matthew 18: 15-20.

<sup>15</sup> Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother.

<sup>16</sup> But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.

<sup>17</sup> And if he shall neglect to hear them, tell it unto the Church: but if he neglect to hear the Church, let him be unto thee as an heathen man and a publican.

<sup>18</sup> Verily I say unto you, Whatsoever ye shall bind on earth shall be bound in heaven: and whatsoever ye shall loose on earth shall be loosed in heaven.

<sup>19</sup> Again I say unto you, that if two of you shall agree on earth as touching anything that they shall ask, it shall be done for them of my Father which is in heaven.

<sup>20</sup> For where two or three are gathered together in my name, there am I in the midst of them.

If the Deacons, in consultation with the Pastor or duly elected representative of the Church, determine exclusion of the member becomes necessary after due personal notice and hearing in private by the Deacons in consultation with the Pastor or duly elected representative of the Church, and after faithful efforts have been made to bring such member to repentance, membership may be withdrawn upon recommendation of the Deacons' Ministry after consultation with the Pastor, and upon the vote of three-fourths ( $\frac{3}{4}$ ) of the members present at a regular Church business meeting or a special call meeting to approve the recommendation of the Deacons' Ministry.

The Church may restore to membership any person previously excluded, upon request of the excluded person, and after the excluded person has met with the Deacons' Ministry and indicated such person's repentance, upon recommendation of the Deacons' Ministry and by a three-fourths ( $\frac{3}{4}$ ) vote of the Church members present at a regular business meeting to approve said recommendation.

It shall be the practice of this Church to emphasize to its members that every reasonable effort will be taken to assist any troubled member. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

## Article V. CHURCH MEETINGS

### Section 1. Regular Business Meetings

The Church shall hold Semi-Annual and Annual business meetings. The Semi-Annual Meeting will be held after the close of the second quarter, and the Annual Meeting will be held on Tuesday after the fourth Sunday in January, or as scheduled by the Church members with notice to be announced at two advance worship services.

All ministries and committees are required to submit a report for the Annual meeting. The finance committee must additionally submit a report for the Semi-Annual meeting.

### Section 2. Special Business Meetings

The Church may conduct called business meetings to consider matters of special nature and significance. The notice of a Special Business Meeting shall include the subject, the date, the time, and the place of the meeting. The notice must be given by announcement in the Sunday worship services. No business except that for which the meeting was called may be transacted.

A Special Business Meeting may be called by the Pastor, the Deacons' Ministry, the Deaconess Ministry, the Director of Finance, or by written petition signed by not less than one-fourth of the Church members on the Membership Roll, or as otherwise provided specifically in these Bylaws.

### Section 3. Quorum for Regular and Special Business Meetings

The quorum consists of 10% of the total membership of Saint James Baptist Church.

#### Section 4. Annual Meeting Rules

The most recently revised version of Robert's Rules of Order is the authority for parliamentary rules of procedure for all business meetings of the Church.

#### Section 5. Voting and Elections

Unless otherwise specified in these bylaws, voting and election outcomes shall be decided by simple majority of members who are present. The Pastor shall preside or designate the assistant moderator or Deacon Chair to preside over voting and election proceedings.

### ARTICLE VI. CHURCH OFFICERS, STAFF, COMMITTEES, and MINISTRY TEAMS

All who serve as officers and ministerial staff of the Church and those who serve on Church committees shall be members of this Church.

#### Section 1-1. Church Officers

The officers of this Church shall be the Pastor, the Diaconate, Moderator, Church Clerk, Church Secretary, Church Treasurer, and Trustees.

#### Section 1-2. 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 leader of all pastoral ministries in the Church. As such, the Pastor works with the Diaconate Ministry and Church staff to (1) proclaim the Gospel to believers and unbelievers, (2) lead the Church in the achievement of its mission, and (3) 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. The election shall take place at a meeting called for that purpose, of which at least two weeks public notice has been given.

The Pastor may relinquish the office of Pastor by giving at least a ninety (90) day notice to the Church at the time of resignation.

The Church may declare the office of Pastor to be vacant. Such action shall take place at a meeting called for that purpose, which shall be called as, and shall constitute, a Special Business Meeting. The meeting may be called upon the recommendation of not less than one-fourth ( $\frac{1}{4}$ ) of the Church members on the Membership Roll. The moderator for this meeting shall be designated according with the Church policy and that person shall be someone other than the Pastor. The vote to declare the office vacant shall be by secret ballot. An affirmative vote of three-fourths ( $\frac{3}{4}$ ) of the members present is necessary to declare the office vacant.

Except in instances of gross misconduct by the Pastor, upon the Church declaring the office to be vacant, the Church will compensate the Pastor with no less than one-twelfth ( $\frac{1}{12}$ ) of the Pastor's total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.



### Section 1-3. The Pastor's Search Committee

The Pastor's Search Committee shall seek out a suitable Pastor, and its recommendation will constitute a nomination. Any Church member has the privilege of referring a candidate for consideration to the Search Committee. The Search committee must consider all candidates with the same diligence.

The Pastor's Search Committee shall consist of not fewer than five (5) and not more than nine (9) active members of Saint James Baptist Church who are in good standing. The search committee members shall have one (1) Deacon, one (1) Deaconess, and one (1) member from one of the finance-related ministries or committees (specifically treasury, finance, or budget). The above-listed ministries and committees shall gather at a time their respective chairs designate to select their representative to the search committee by simple majority vote. This must occur before the special call meeting for electing active members to the same search committee.

The remaining committee members may not be a member of any of the above-listed ministries or committees and must be voted in by active members of Saint James Baptist Church at a call meeting announced a minimum of two (2) weeks in advance. Members looking to serve on the Pastor's Search Committee must indicate their intention to the Deacons' Ministry and receive confirmation of good standing from the Deacons.

At the call meeting, candidates will be announced prior to the vote. Members present may vote for one (1) of the available candidates. The candidates with the most votes will be named to the Pastor's Search Committee and ranked by total number of votes, with the recipient of the higher number of votes getting the higher rank. There may be a maximum of six (6) active members added to the search committee that will already have three members - a Deacon, a Deaconess, and a single member of the treasury, finance, or budget committees. If there is an even number of search committee members, the lowest ranked member will be designated as an alternate, to participate fully yet not vote unless in instances where a higher-ranking member is not present.

The Pastor's Search Committee, once formed, shall select its chair with a simple majority vote. All decisions by the committee will be made by simple majority vote, with the designated alternate participating but not voting. The chair of the search committee shall retain his or her rank as established by the voting process. In the event the chair is a designated alternate during a vote due to an even number of participants, the chair shall still maintain leadership and participate with full committee membership duties and privileges but shall not vote.

The Pastor's Search Committee shall bring to the consideration of the Church only one candidate for Pastor at a time. Election shall be by ballot at a special call meeting, an affirmative vote of three-fourths ( $\frac{3}{4}$ ) of active members present being necessary for approval. The special call meeting shall be announced no later than two (2) weeks prior to the scheduled date. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request as herein below provided.

### Section 1-4. The Diaconate: Deacons Ministry

In accordance with the New Testament, Deacons are to be servants of the Church. The ministry of the Deacon is to serve with the pastor and shall be to carry out God's work in the Church and community in helping the Church members and others in the community any way they can.

Deacons of the Church shall be ordained to provide spiritual leadership for, and service to, the fellowship of the Church. They shall guard the unity of spirit within the Church and recommend establishment of policies concerning the material interest of the Church and its Ministries subject to the will of the Church.

Every Deacon of the Church is expected to seek out and occupy a chosen place of service in the Church program in addition to performing services as a Deacon. All Deacons shall actively support, with time and finances, the work of the Lord through the various ministries of the Church.

All Deacons are expected to attend all business meetings of the Church as a matter of example and service, in supplying their voice to these deliberations. All Deacons are expected to attend the Church worship services and perform assigned duties incident to the conduct of the Sunday service.

The officers for the Deacons' Ministry will be Chairman, Vice-Chairman, Treasurer, and Secretary. They shall be elected every three (3) years. The pastor shall be notified of Deacon meetings and invited to attend.

The elected term for Chairman of the Deacons' Ministry shall be for three (3) years with no more than two (2) consecutive elected terms to be served. Candidates for chairman of the Deacon's board must have been out of the office of chairman for at least one (1) full elected term of three (3) years before re-consideration for the position. If a chairman cannot fulfill duties for the full duration of his term, the Vice-Chairman will succeed for the remainder of the elected term thereafter.

The Church shall elect the number of Deacons desired by the Church from time to time. Only those persons who meet the scriptural qualifications (Acts 6:1-6 and 1 Timothy 3:8-13) and who have been members of the Church for at least two (2) years shall be invited.

The invitation to join the Deacons Ministry shall be presented by the chairman of the Deacons. Once the invitation is presented to the candidate and accepted, the Pastor shall interview the candidate, reviewing the scriptural qualifications with the candidate. When it is determined the member meets the scriptural qualification, said candidate shall be presented to the Church membership for election to the role of Walking Deacon by secret ballot at a regular business meeting or a special meeting called for that purpose. A simple majority vote is required.

Walking Deacons must go through a period of learning, training, and testing. After the period is complete, the candidates will then be presented to the Church for ordination. Once ordained, Deacons shall serve thereafter as long as they are faithful to their duties.

The Deacons' Ministry shall make recommendations to the Church regarding Deacon service rotation as needed.

There shall be no obligation to recognize a Deacon who comes to this Church from another Church of like faith, but after one (1) year, the Deacon may be considered for the Deacons' Ministry and recommended by the Deacons to the Church. A three-fourths ( $\frac{3}{4}$ ) vote of the Church members present at a regular or special call meeting shall entitle the Deacon to serve as part of the Deacons Ministry of this Church.

Section 1-5. Benevolence

The Diaconate ministry shall serve to reach out to those who need help with their basic needs. This group shall coordinate the Church food pantry, work with appropriate community organizations, help assess those requesting help from the Church, and develop an overall ministry strategy for fulfilling the biblical admonition to minister to those in need.

#### Section 1-6. The Lord's Supper

The Diaconate Ministry shall maintain adequate inventory of materials and supplies, to determine equipment needed to serve more effectively, and make recommendations to the Church for anything needed to perform this important ministry of the Church. This group, if needed, sees that materials are in the sanctuary prior to services, makes sure all materials are taken up and all cups are disposed. This committee works with the pastor or appropriate staff in setting the dates the Lord's Supper will be served, evaluating each service when the Lord's Supper is served, and determining ways in which the service could be more meaningful.

#### Section 1-7. Baptism

The Diaconate Ministry shall assist the pastor in ministering to those who have made professions of faith in Jesus Christ and need to follow through with Baptism. They shall work to make the Baptismal experience an uplifting experience to members who have joined this Church. The duties are to help as needed in notifying the Baptismal candidates in advance, to see that all things needed in the Baptismal service are at hand.

To make arrangements for the Baptistry to be full of water, the right temperature, and to have an understanding of how lighting shall be done in the Hall and Baptism areas of the Church, to help the pastor in arranging appropriate times of discipleship and prayer prior to the Baptismal service, to make sure all Baptismal candidates know where to dress, what to wear, and to help the newly Baptized member from the pool after the time of Baptism. The Diaconate Ministry shall make recommendations to the Church regarding needed items for Baptismal services.

#### Section 1-8. The Diaconate: Deaconess Ministry

The ministry of a Deaconess is a non-ordained ministry for women in a Baptist Church.

Deaconesses are crucial leaders. They provide spiritual leadership and service to members, especially the women and girls of the Church and community, dutifully guarding the unity of the spirit within the Church.

The ecumenical responsibilities of a Deaconess are:

- Assisting in preparation of the Lord's Supper
- Setting up the table for the Lord's Supper
- Care for the Lord's Table
- Assisting in the Baptism
- Assisting the Pastor as needed.

Membership in the Deaconess ministry shall be obtained upon recommendation of the Pastor, or Deaconesses, and a vote of the Church. Election of officers and removal of members shall be consistent with the procedures set forth for the Deacons' Ministry.

The elected term for Chairperson of the Deaconess ministry shall be for three (3) years with no more than two (2) consecutive elected terms at a time. Candidates for chairperson of the Deaconess ministry must

have been out of the office of chairperson for at least one (1) full elected term of three (3) years before re-consideration for the position. If a chairperson cannot fulfill duties for the full duration of her term, the Vice-Chair will succeed for the remainder of the elected term thereafter.

#### Section 1-9. Moderator

The Pastor shall serve as Moderator, presiding over Church business meetings or, upon the Pastor's request, the Church shall elect every three (3) years a Moderator from the membership as its presiding officer. In the absence of the Moderator, the Chairman of the Deacons shall preside. If the Chairman of the Deacons Ministry is absent, the Clerk shall call the Church to order and preside for the election of an acting Moderator.

In guarding and maintaining the fellowship of the Church, the aim of the Moderator must be to bring about unity with people of different views, ideas, and convictions. The objectives of the Moderator should be to maintain the spirit of Christian love while presiding, to be fair and courteous with all members, to help members understand parliamentary procedures without embarrassment to them, to insist that motions be stated and seconded before discussed, to suggest that a member make a motion by stating "a motion is in order" to call on the person who makes a motion to discuss it first; to encourage full and free debate by leading members to talk through their disagreements and trying to avoid trivial matters, to alternate discussions so as to bring out both sides of a question by giving a member who has not spoken preference over the one who has; to respect the minority who has a right to be heard even through the majority must prevail, and to always take the affirmative vote first and then the negative vote second.

The Moderator must maintain a neutral position while presiding. If he or she wishes to debate a question under consideration, the moderator should ask an assistant to preside.

#### Section 1-10. Church Clerk

The Church shall elect every three (3) years a Clerk as its clerical officer who shall serve until a successor has been elected. The clerk shall be responsible for keeping a suitable record of all official actions of the Church and recording minutes of the church business meetings. The clerk must be present in all regular and special church business meetings to record results of all matters voted upon. The Clerk shall also preserve the records for the present and future use.

All church records must be kept in the church office or, when applicable, using digital storage approved, controlled, and maintained by the church.

It shall be the Church clerk's responsibility to work with the Moderator in preparation of an agenda for Church Business Meetings.

#### Section 1-11. Church Treasurer

The Church shall elect every three (3) years a Church Treasurer as its financial officer who shall serve until a successor has been elected. It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value to be paid by or given to the Church, keeping at all times an itemized account of all receipts and disbursements. 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 disbursements having occurred since the previous

business meeting. The Treasurer's report and records may be audited annually by an auditing committee or public accountant.

The Treasurer shall serve on, or work closely with, the Director of Finance to develop and recommend to the Church adequate policies and procedures related to receiving, accounting, disbursing, and reporting Church moneys, and to maintain members' records of contributions and provide semi-annual and annual reports of same.

Upon rendering the annual account at the end of each calendar year and its acceptance and approval by the Church, the records shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve the account as a part of the permanent records of the Church.

#### Section 1-12. Financial Secretary

A Financial Secretary shall be elected every three (3) years at the annual Church meeting. It shall be the duty of this officer to furnish each member of the church with a pledge card -and envelopes for contributions to the church expenses; to keep records of all pledges made; and to keep a correct account thereof between the Church and its members.

#### Section 1-13. Trustees

The Church shall elect every three (3) years, three (3) or more trustees to act for the Church in legal matters who shall serve until successors are elected. These persons shall be loyal, trustworthy, stable, long-term members. They shall hold the Church property in the corporate name of the Church. Upon specific vote of the Church authorizing each action, they shall have the power to buy, sell mortgage, lease, or transfer any Church property up to \$2,000.00 without approval of the Church, but not otherwise.

When the signatures of Trustees are required, the Chairperson and any two or more shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to Church-approved matters.

The officers of the Trustee Ministry shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer. The chairperson shall serve no more than two (2) consecutive three (3) year terms at a time. Candidates for chairperson of the Trustee Ministry must have been out of the office of chairperson for at least one (1) full elected term of three (3) years before re-consideration for the position. If a chairperson cannot fulfill duties for the full duration of his term, the Vice-Chairperson will succeed for the remainder of the elected term thereafter.

The Trustees shall be responsible for the administration of all Church vehicles. The responsibilities include securing properly licensed drivers, coordinating transportation needs and schedules among different ministries, coordinating maintenance and repair as needed, reviewing insurance needs, and handling issues related to transportation. This committee shall annually attempt to assess transportation needs of the Church.

The Trustees are responsible for keeping the Church grounds and property clean and working properly. Their duties are to take care of the Church buildings, to work closely with the Church custodian as to maintenance needs, to see that repairs are made as necessary, to supervise preventive maintenance for all equipment, and to ensure the grounds are kept clean and attractive.

The nominating committee and appropriate Church staff shall work with the Trustees in securing an appropriate division of duties (e.g., maintenance, administration, landscape, construction) as deemed necessary. This committee shall work with the Long-Range Planning Team in making appropriate recommendations regarding existing building needs. The Trustees shall be responsible for the employment of the Church custodian and his or her termination if one is employed.

#### Section 2-1. Ministerial Staff

The ministerial staff shall be appointed as the pastor determines the need for such positions. A job description shall be written by the pastor when the need for a staff position is determined. An updated job description will be kept and managed by the pastor and presented to the Church for approval.

Each ministerial staff member shall serve until the relationship is terminated by the Pastor. The staff member's request, or at the request of the membership at a meeting called for that purpose.

#### Section 2-2. Non-Ministerial Staff

Church staff members, including but not limited to secretary, musicians, and custodian, shall be employed as the Church determines the need for their services. Such employment and termination of services shall occur after consultation with the Pastor, supervising staff member and, as appropriate with the consultation of related committees of the Church.

#### Section 2-3. Director of Finance

The Director of Finance shall be appointed by the Pastor and presented to the Church for approval. This person shall have the responsibility of supervising the finance committee activities. This committee shall supervise all disbursements from the General Treasurer, Missions, Building Fund and Benevolence Funds. It shall make reports to the Church at its semi-annual meeting and its annual meeting. The Director of Finance shall supervise the preparation of all Church budgets along with the budget committee, this budget shall be presented to the Church at its Annual Meeting.

#### Section 3-1. Church Committees and Ministry Teams

Church committees shall serve at the discretion of the Church as needed in its ministry. The Pastor is ex-officio member of all committees. The committees or ministry teams shall not be limited to those existing in the by-laws. Additional committees shall be appointed or elected as deemed necessary by the Pastor, Church Staff, Existing Committee, or Church Body. Committee members shall be chosen and reviewed annually (or as needed) in order to fulfill vacancies. To the best of its ability the Church shall honor the policy of a person serving on a committee for a maximum of three (3) years. Committees are to be led by a Coordinator appointed by the Pastor or elected by simple majority of said committee members.

Committee leaders may be replaced by simple majority vote. Committees are to be dissolved once their purpose is fulfilled.

A person may serve again on the same committee after a year of absence from it. Certain Committees will have elected Coordinators who will serve until they resign or the Church chooses otherwise. Active committees are encouraged to meet at least once a quarter.

### Section 3-2. Nominating Committee

The members of the Nominating Committee shall be nominated by the Church in consultation with the Pastor and elected every three (3) years by the Church to serve until their successors are elected. The names of successors of the Nominating Committee shall be submitted by the Church. The Nominating Committee shall consist of three (3) active members and two (2) alternates. All nominations shall require a majority vote of two (2) out of (3).

The Nominating Committee shall act on behalf of the Church to nominate persons to fill positions, with the persons whose gifts, potential, and commitment match the requirements of the positions. This Committee's concern is that every leader and every potential leader find personal fulfillment and an opportunity to use their God-given gifts. The Committee shall first approve the person considered for a position before approaching the person for recruitment. The Nominating Committee shall present to the Church for election all who accept the invitation to serve.

As vacancies occur in active church committees, the nominating committee will nominate persons to fill the vacancies. The Nominating Committee shall consult with members of said committees before approaching persons to serve on the same.

### Section 3-3. Finance Committee

The Finance Committee will be elected every three (3) years by the Church after recommendation by the Nominating Committee, to serve until their successors are elected, and shall consist of five or more persons. The committee shall develop and recommend an overall stewardship development plan, and church budget, and budget subscription plans. It advises and recommends the administration of gifts of Church members and others, using sound principles of financial management. It works with the Treasurer/ Asst. Treasurer in the preparation and presentation to the Church of required reports regarding the financial affairs of the Church.

This finance committee shall have a "Banking Sub-Committee" under its supervision with the responsibility of assisting the Treasurer, and assistant treasurer to count, and prepare for banking, all weekly financial receipts of the Church. The Director of Finance shall submit the names of four (4) persons to the Church nominating committee to serve on the Banking Sub-Committee. Whenever an absence makes it necessary, the Director of Finance or the Church Treasurer shall recruit a trustworthy volunteer to assist in the counting of the weekly receipts

### Section 3-4. Budget Committee

The Budget Committee shall consist of the Financial Director, Treasurer, Church Clerk and the chairperson/representative from the Deacon, Deaconess and Trustee Ministry. It shall be this committee's responsibility to prepare a balanced budget of expenditures and income. The budget shall be presented to the Church at the annual Meeting.

### Section 3-5. Audit Committee

This committee shall be responsible for an annual informal audit of the legal and financial records of the church. The general purpose of the committee is (a) to ensure the practices of Saint James Baptist Church are consistent with requirements for maintaining the status of a charitable organization under section

501 (c)(3), Internal Revenue Code of 1986, as amended, (b) review for compliance with applicable local, state, and federal laws, and (c) confirm consistency with basic Biblical doctrines and Church beliefs.

The findings of the audit committee are to be reported to the church body at a regular or special call meeting.

This group shall consist of members who are not currently serving on the Budget Committee, Finance Committee, Banking Committee, Church Treasury, Financial Secretary, or Finance Director. Members of this group must also not be an active Deacon, Deaconess, Minister, or Pastor. The committee shall, as needed, seek appropriate advice and counsel regarding laws, policies, and procedures. All ministries, committees, departments, and officers of the Church are to make available Church records - including documents, reports, receipts, and contracts - for auditing purposes.

There shall be three (3) persons on this committee, selected by the nominating committee and confirmed by Church approval.

### Section 3-6. Ushers Ministry

The Ushers serve to minister to the Church and community by the welcoming of members and guests to Church functions. The responsibilities of this group include greeting, handing out materials such as bulletins, ensuring rooms are comfortable, assisting in finding seats once services have begun, and helping to escort the handicapped and the elderly.

This ministry's leader shall be nominated by the nominating committee and confirmed by the Church Body. The chairperson of the Ushers Ministry shall be responsible for appointing additional members as needed and educating them regarding their duties.

The ushers for offering shall be appointed by the coordinator with the cooperation of appropriate Church staff. The chairperson of the Ushers Ministry shall appoint or elect an usher to coordinate the offering ministry during regular or special services.

### Section 3-7. Evangelism Ministry

This ministry shall consist of three to twelve members with deep faith in Jesus Christ as Lord and Savior. The duties of this group are to consult with and assist the Pastor or appropriate staff in planning evangelistic emphasis and to present those emphasis to the Church members for approval. If an evangelistic program is approved, the Evangelism Ministry shall assist the pastor in implementing the program.

The ministry shall meet regularly to discuss recommendations for outreach for the church. This ministry shall work closely with the Sunday School, Discipleship Training, or Christian Education Ministry Chairperson as to appropriate ways of equipping members for outreach and evangelism. The ministry is responsible for working diligently to find the gifts of ministry of each of the members in order to maximize outreach efforts. The outreach program shall consist of appropriate areas of concern: Salvation, Telephone Visitation, Church Visitation Programs, Care/Card Ministry, Reclaiming former members, and Prayer.

The evangelism ministry member and leader are appointed by the Pastor.



### Section 3-8. Henrietta Johnson Flower Ministry

This ministry is to serve and remain responsible for flower arrangements, altar arrangements for the services. Responsibilities include organizing seasonal decorations for the sanctuary in consultation with appropriate Church staff. The ministry's leader shall be decided by simple majority vote of the ministry's members and confirmed by the Church Body

### Section 3-9. Alberta Chaplin Missions Ministry

The Alberta Chaplin Missions Ministry shall be charged to seek to discover and maintain new areas of ministry for the church. The Missionaries are challenged to make recommendations regarding taking the Gospel outside the building and structures of the local church. This group should work closely with the appropriate Women's and Men's Ministry organizations in developing strategies for reaching our local community, state, nation, and world for Jesus Christ.

The ministry's leader shall be decided by simple majority vote of the ministry's members and confirmed by the Church Body. The Missionaries shall work with the Pastor and appropriate staff in sharing recommendations and findings with church organizations and serve the Church in establishing and conducting such ministry projects.

### Section 3-10. Kitchen Committee

This committee will be responsible for the church kitchen and food preparation for activities at Saint James Baptist Church and those activities specifically sanctioned as official SJBC events. All activities involving the use of the kitchen area and facilities, equipment, and supplies are to be carried out with the involvement and approval of the kitchen committee. The Kitchen committee shall be decided by simple majority vote of the committee's members and confirmed by the Church Body

### Section 3-11. Library Committee

The Library Committee shall function under a nominated and confirmed Library Coordinator as set by the church body. The Library Coordinator shall be elected by the church as practical and needed. This group shall be responsible for the total maintenance of the church library materials. Responsibilities include classifying, marking, book/audio/video arrangement, and other media content, to recommend a borrowing and return policy to the church, and to maintain and set up any library displays. This committee shall maintain a list of memorial items given and appropriately communicate this to the church. They shall make sure all library items are appropriate for the church library before releasing them for check-out.

### Section 3-12. Nursery Committee

This committee shall function under an elected Nursery Coordinator as deemed necessary by the appropriate Church staff, nominating committee or Church. The Nursery coordinator shall be elected by the Church as practical and needed. The responsibilities of this group include ordering supplies through the Church office, and scheduling of nursery workers during Church functions.

### Section 3-13. Historical Ministry Committee

The leader of this committee shall be nominated by the nominating committee and confirmed by the church body. This Ministry shall work to remind the church body of their history and how God has been with them throughout the past years. The committee shall study and present both chronological historical data as well as spiritual history of significance. The Historical Committee will provide a way in

which the church can effectively maintain current records, photographs, etc. to record the Church's history.

The duties of this group shall be to assist the Church in making and keeping accurate historical records of its current life and works, to gather and safeguard all historical records of the church, to minister to the church body by giving them an understanding of the Church history, and to help them learn from its history, to help the Church to know, understand, and appreciate their larger heritage as National Baptists/ American Baptist.

This committee's chair and members will be confirmed by majority vote after appointment by the nominating committee.

#### Section 3-14. Media & Public Relations Committee

This team of people are elected to serve not only the Church body but the entire community. Their duties will include working with the Pastor and staff to communicate the work of the Church to the public through media. They are to utilize the Church's media tools and assets as made available by the Trustees (computers, televisions, website, email accounts, cloud subscriptions, microphones, sound system, video recording equipment, etc.), to perform their work. This committee shall regularly assess media needs and effectiveness and report any significant findings to the Church body.

#### Section 3-15. Long-Range Planning Team

This committee works with the pastor in the development of a long-term strategy for Saint James Baptist Church and its ministries. The responsibilities include long term goals, projection of building needs, enlargement of programs and structures. This team shall be made up of the chairpersons of existing committees as well as appointed or elected organizational heads, and Church staff as selected by the Pastor. They shall consult with the Trustees of the Church.

## ARTICLE VII. CHURCH PROGRAMS & ORGANIZATIONS

### Section 1. Church Programs

The church shall maintain programs of Bible teaching, Church member training, new member orientation, mission education, action and support, and music education, training, and performance. All Ministries related to the Church programs shall be under Church control. All Church programs must be sanctioned and approved by the Pastor and Deacons' Ministry. The Church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

### Section 2. Christian Education Ministry

There shall be a Christian Education Ministry composed of no more than nine (9) and not less than five (5) members from the Membership Roll of the Church. This Ministry shall be responsible for the organization and administration of all educational programs of the Church. It shall be responsible for developing and interpreting to the constituency of the Church its education objectives and goals. It shall be responsible for studying the educational needs of the Church and for making decisions concerning time schedule, educational use of in-house equipment, and responsible for discovering, enlisting, training, and appointing all Church educational workers in this ministry, subject to approval of the Church. It shall be responsible for coordinating and approval of the outreach programs of the groups and Ministries under its jurisdiction. It shall be responsible for preparing the education budget of the Church.

The secretary shall surrender all records to the Education Ministry when a new secretary is elected. The Ministry shall prepare an Annual Report of all its activities to be presented at the Semi-Annual and Annual Church Meeting. In cooperation with the Sunday School Superintendent, it shall appoint all Sunday School Teachers. It shall present to the Church for election a slate of advisors for the Baptist Youth Fellowship and the Superintendent for the Sunday School

### Section 2. Superintendent of Church School

A superintendent of the Church School shall be elected every three (3) years following nomination by the Nominating Committee to serve until a successor is elected. This officer shall be the executive head of the Church School, exercising the authority and performing the duties usually pertaining to that office, following the general directives and policies of the Christian Education Ministry.

### Section 3. Sunday School

The basic responsibility of the Sunday School is Bible teaching and biblical revelation in a way that would reach people for Christ and Church membership and aid in the interpretation of information pertaining to the Church and denomination. The Sunday School shall be divided into departments and/or classes depending on its size to meet the needs of all ages and shall be under the direction of the Superintendent of Church School.

### Section 4. Youth Ministry

The Director of Youth Ministry and the Assistant Director of Youth Ministry shall be nominated by the Pastor and confirmed by simple majority vote every three (3) years.

The Director of Youth Ministry and the Assistant Director are to be responsible for all activities pertaining to the youth of the Church, including the following programs: The Baptist Youth Fellowship, Youth

Activities, Sports and Recreation, etc. The Director of Youth Ministry is to be innovative and creative in the enhancement of programs involving our youth.

#### Section 5. Women's Ministry

The purpose of the Women's Ministry is to assemble the women of Saint James Baptist Church in a religious and social atmosphere, to enhance their spiritual walk with God. The Women's mission is to make Christ the center of their lives and to be a united sisterhood led by the "Fruit of the Spirit" as in Galatians 5:22-26.

#### Section 6. Men's Ministry

The Men's Ministry shall be the Church's organization for personal growth, mission action and support for men, young men, and boys. The president of the Men's Ministry shall be elected by the Men's Ministry group every three (3) years and confirmed by simple majority vote in the annual Church meeting.

#### Section 7. Music Ministry

The Church music organization, under the direction of the Church-elected music minister or director, 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, and provide music in the Church and community.

### ARTICLE VIII. CHURCH ORDINANCES

#### Section 1. Baptism

This Church may receive for Baptism all persons who have received Jesus Christ as their Savior by personal faith, who profess Him publicly at any worship service, and who indicate a commitment to follow Christ as Lord. Baptism shall be by immersion in water. The Pastor or Deacons shall authorize Baptism. The Pastor or appointed ordained Reverend shall administer Baptism in the absence of the Pastor.

The Diaconate shall assist in the preparation and observance of Baptism. Baptism shall be administered as an act of worship. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor or Deacons. If negative interest is ascertained on the part of the candidate, he or she shall be deleted from the list of those awaiting Baptism.

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

This Church shall observe the Lord's Supper as scheduled by the Church. The Pastor and Deacons shall administer the Lord's Supper. This shall be observed every 1st Sunday of the month. Deaconess Ministry is charged with the preparation of the Lord's table.

#### Section 3. Worship Services

The Church shall regularly assemble each Sunday morning, for Worship Service of the Almighty God, and Wednesday evening for Bible Study and Prayer Meeting. Praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Pastor or Deacons shall direct the services for all Church members and for all others who may choose to attend.

#### Section 4. Special Services

Revival services and any other Church service for the advancement of the Church's objectives shall be held as recommended by the Pastor and Diaconate Ministry and approved by the Church.

### Article IX. CHURCH MEETINGS

#### Section 1. Regular Business Meetings

The Church shall hold Semi-Annual and Annual business meetings. The Semi-Annual Meeting will be held after the close of the second quarter, and the Annual Meeting will be held on Tuesday after the fourth Sunday in January, or as scheduled by the Church members with notice to be announced at two advance worship services.

All ministries and committees are required to submit a report for the Annual meeting. The finance committee must additionally submit a report for the Semi-Annual meeting.

#### Section 2. Special Business Meetings

The Church may conduct called business meetings to consider matters of special nature and significance. The notice of a Special Business Meeting shall include the subject, the date, the time, and the place of the meeting. The notice must be given by announcement in the Sunday worship services. No business except that for which the meeting was called may be transacted.

A Special Business Meeting may be called by the Pastor, the Deacons' Ministry, the Deaconess Ministry, the Director of Finance, or by written petition signed by not less than one-fourth of the Church members on the Membership Roll, or as otherwise provided specifically in these Bylaws.

#### Section 3. Quorum for Regular and Special Business Meetings

The quorum consists of 10% of the total membership of Saint James Baptist Church.

#### Section 4. Annual Meeting Rules

The most recently revised version of Robert's Rules of Order is the authority for parliamentary rules of procedure for all business meetings of the Church.

### ARTICLE X. CHURCH FINANCES

#### Section 1. Budget

The Budget Committee, shall prepare and submit to the Church for approval an inclusive budget, indicating by items the amount needed and sought for all expenses. Offering envelopes will be provided for member's use. It is understood that membership in this Church involves financial obligation to support the Church and its activities with regular, proportionate gifts. Annually there shall be opportunity provided to secure worthy commitments of financial support from the Church members.

#### Section 2. Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the Church Treasurer, or Assistant Treasurer, and be properly recorded on the books of the Church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee, in consultation with the Audit Committee.

The Trustees shall be authorized to select and designate such depository or depositories for the funds and securities of the Church as they shall deem proper, upon recommendation of the Finance Committee in consultation with the Audit Committee. All checks, notes, and contracts of the Church, and all orders for deposit or withdrawal of securities from the designated depository or depositories shall be signed by the Church Treasurer and Director of Finance or someone authorized by the Church.

### Section 3. Fiscal Year

The Church fiscal year shall begin January 1st and end December 31st.

## ARTICLE XI. AMMENDMENTS

Changes in the By-laws may be made at any business meeting or Special Business Meeting of the Church provided each amendment shall have been presented hi in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting or upon request. Amendments to the Bylaws shall be adopted by three-fourths ( $\frac{3}{4}$ ) vote of Church members present.

## ARTICLE XII. OPERATION AND DISSOLUTION

### Section 1. Operation

This Church is organized and operated primarily for the purpose of engaging in religious worship or promoting the spiritual development or well-being of individuals. It is to be operated in a way that does not result in the accrual of distributable profits, realization of private gain resulting in payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain.

### Section 2. Dissolution

The Church pledges its assets for use in performing the organization's religious functions. It directs that on discontinuance of the Church by dissolution or otherwise the assets are to be transferred to a single or several charitable, educational, religious, or other similar organizations that is are qualified as charitable organizations under Section 501(c)(3), Internal Revenue Code of 1986, as amended, as approved by a simple majority of voting members.

We declare and establish this these Constitution Bylaws to preserve and secure the principles of our faith and to govern the Church in an orderly manner while pursuing its ministry. This constitution document will guide this Church in conducting H· His ministry locally, nationally or across all borders as He leads.

By-Laws Committee Members

Deaconess Minnie Abney

Deacon Willie Barr

Sister Theresa Fanning

Deacon M. C. Farrow

Brother Charles D. B. King II - Chair

Pastor Jeffrey C. Thomas - Ex-Officio

Reviewed and Accepted by the Membership of Saint James Baptist Church  
Tuesday, January 25, 2022