

*New Salem Baptist Church
of Soddy Daisy Inc.*

By Laws

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**NEW SALEM BAPTIST CHURCH
BY - LAWS
Table of Contents**

	<u>Page</u>
Preamble	4
I. Name	4
II. Articles of Faith	4
A. The Scriptures	4
B. Of the True God	4
C. Of the Fall of Man	4
D. Of the Way of Salvation	5
E. Of Justification	5
F. Of the Freeness of Salvation	5
G. Of the Grace in Regeneration	5
H. Of Repentance and Faith	6
I. Of God's Purpose of Grace	6
J. Of Sanctification	6
K. Of the Perseverance of Saints	6
L. Of the Harmony of the Law and Gospel	6
M. Of a Gospel Church	7
N. Of Baptism and the Lord's Supper	7
O. Of the Christian Sabbath	7
P. Of Civil Government	7
Q. Of the Righteous and the Wicked	8
R. Of the World to Come	8
S. On Gender, Marriage and Sexuality	8
T. Final Authority for Matters of Belief and Conduct	9
III. Church Covenant	9
IV. Character	10
Section I Policy	10
Section II Doctrines	10

Article I	Membership		10
	Section I	Qualifications	10
Article II	Church Officers		11
	Pastor		11
	Worship Leader and/or Choir Director		11
	Deacons		12
	Moderator		13
	Recording Secretary		13
	Clerk		13
	Treasurer		14
	Trustees/Board of Directors		14
	Chairman of Ushers		14
	Church Secretary		14
	Financial Secretary		15
	Outreach		15
Article III	Meetings		15
	Section I	Worship	15
	Section II	Business	15
	Rules of Order		16
Article IV	The Church Council		16
	Section I	Duties	16
	Section II	Composition	16
	Section III	Meetings	16
	Section IV	Requirements	17
Article V	Amendments		17
Article VI	Church Finance		17
	Section I	Fund Disbursements	17
	Section II	Offerings	17
V.	Committee and Ministry Teams		18

Section 1. Definitions	18
Section 2. Committees	18
Building Committee	18
Cemetery Committee	19
Counting Committee	19
Finance Committee	19
History Committee	19
Nominating Committee	20
Personnel Committee	20
Scholarship Committee	21
Ushers	21
Transportation Committee	21
Wedding Committee	22
Section 3. Ministry Teams	22
i. Baptism Team	22
ii. Bereavement Team	22
iii. Blood Assurance Team	22
iv. Children's Ministry Team	22
v. Costume Team	23
vi. Decorating Team	23
vii. Greeter Team	23
viii. Kitchen & Hospitality Team	23
ix. Lord's Supper Team	24
x. Missions Ministry Team	24
xi. Music & Multi-Media Team	25
xii. Nursery Team	25
xiii. Recreation Team	25
xiv. Safety Team	26
xv. Senior Adult Ministry Team	26

xvi. Youth Council Ministry Team	26
Section 4. DUTIES OF THE COMMITTEES	27
Section 5. DUTIES OF THE COMMITTEE CHAIR-PERSON	26
Section 6. DUTIES OF MINISTRY TEAMS	27
Section 7. DUTIES OF MINISTRY TEAM LEADERS	28
Section 8. FORMING/DISSOLVING TEAMS	28
VII. Marriages and Weddings	28

BY-LAWS

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 consistent with the accepted tenets of the Missionary Baptist Church denomination and for the purpose of preserving the liberties inherent in each individual member of this church and the freedoms of action of this body with respect of its relation to other churches of the same articles of faith and doctrine, we do declare and establish this constitution.

I. NAME

This body shall be known as **New Salem Baptist Church Of Soddy Daisy, Inc;** a cooperating church with the Southern Baptist Convention.

II. ARTICLES OF FAITH

A. The Scriptures

“We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us; and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds and opinions shall be tried.”

B. Of the True God

“We believe that there is one and only one living and true God, an infinite, intelligent Spirit, whose name is **JEHOVAH**, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence, and love; that in unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

C. Of the Fall of Man

“ We believe that man was created in holiness, under the law of his Maker; but by voluntary transgression fell from the holy and happy state; in consequence

of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of that holiness required by law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

D. Of the Way of Salvation

“We believe that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of God; who by appointment of the Father, freely took upon Him our nature, yet without sin; honored the divine law by this personal obedience, and by His death made full atonement for our sins; that having risen from the dead, He is now enthroned in heaven; and uniting in His wonderful person the tenderest sympathies with divine perfection, He is in every way qualified to be suitable, compassionate, and an all-sufficient Savior.”

E. Of Justification

“We believe the great gospel blessing which Christ secures to such as believe in Him is justification; that justification included the pardon of sin, and the promise of eternal life not on principles of righteousness which we have done, but solely through faith in the Redeemer’s blood, by virtue of which faith His perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.”

F. Of the Freeness of Salvation

“We believe that the blessings of salvation are made free to all by the gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own inherent depravity and voluntary rejection of the gospel; which rejection involves him in an aggravated condemnation.”

G. Of Grace in Regeneration

“We believe that in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind; that it is effected in a manner above our comprehension by the power of the Holy Spirit, in connection with divine truth, so as to secure our voluntary obedience to the gospel; and that its proper evidence appears in the Holy fruits of repentance, and faith, and newness of life.”

H. Of Repentance and Faith

“We believe that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King and relying upon Him alone as the only and all sufficient Savior.”

I. Of God’s Purpose of Grace

“We believe that election is the eternal purpose of God, according to which He graciously regenerates, sanctifies, and saved sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God’s sovereign goodness, being infinitely free, wise, holy, and unchangeable; that it utterly excludes boasting, and promotes humility, love, prayer, praise, trust in God, and active imitation of His free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effect in all who truly believe the gospel; that it is the foundation of Christian assurance; and to ascertain it with regard to ourselves demands and deserves the utmost diligence.”

J. Of Sanctification

“ We believe that sanctification is the process by which, according to the will of God, we are made partakers of His holiness; that it is a progressive work; that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer, and Comforter, in the continual use of appointed means - especially the Word of God, self-examination, self-denial, watchfulness, and prayer.”

K. Of the Perseverance of Saints

“We believe that such only are real believers as endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special providence watches over their welfare, and that they are kept by the power of God through faith unto salvation.”

L. Of the Harmony of the Law and the Gospel

“We believe that the law of God is the eternal and unchangeable rule of moral government; that it is holy, just, and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts, arise entirely from their love of sin: to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy law, is one great end of the gospel, and of the means of grace connected with the establishment of the visible church.”

M. Of a Gospel Church

“We believe that a visible church of Christ is a congregation of baptized believers, and associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; and exercising the gifts, rights, and privileges invested in them by His Word; that its only Scriptural officers are bishops or pastors and deacons, whose qualifications, claims, and duties are defined in the Epistles of Timothy and Titus.”

N. Of Baptism and the Lord’s Supper

“ We believe that Christian baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost: to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, with its effect, in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of a church relation; and to the Lord’s Supper, in which the members of the church by the sacred use of bread and wine, are to commemorate together the dying love of Christ; preceded always by solemn self-examination.”

O. Of the Christian Sabbath

“We believe that the first day of the week is the Lord’s Day, or Christian Sabbath; and is to be kept sacred to religious purposes, by abstaining from all secular labor and sinful recreation, by the devout observance of all the means of grace both private and public; and by preparation for that rest that remaineth for the people of God.”

P. Of Civil Government

“We believe that civil government is of divine appointment, for the interests and good order of human society; and that magistrates are to be prayed for, conscientiously honored, and obeyed, except only in things opposed to the

will of our Lord Jesus Christ, who is the only Lord of the conscience and the Prince of the kings of the earth.”

Q. Of the Righteous and the Wicked

“ We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the Name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked, and under the curse; and this distinction holds among men, both in and after death.”

R. Of the World to Come

“We believe that the end of this world is approaching; that the last day Christ will descend from heaven, and raise the dead from the grave to final retribution; that solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this Judgment will fix forever the final sate of men in heaven or hell, on principles of righteousness.”

S. On Gender, Marriage and Sexuality

“We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.” (Gen 2:18-25.)

“We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman”.

“We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.” (Matt 15:18-20; 1 Cor 6:9-10.)

“We believe that in order to preserve the function and integrity of New Salem Baptist Church of Soddy Daisy, Inc., as the local Body of Christ, and to

provide a biblical role model to the members of New Salem Baptist Church of Soddy Daisy, Inc, and the community, it is imperative that all persons employed by New Salem Baptist Church of Soddy Daisy, Inc, in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality”. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

“We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.” (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

“We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of New Salem Baptist Church of Soddy Daisy, Inc.”

T. Final Authority for Matters of Belief and Conduct

“The Articles of faith do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of New Salem Baptist Church of Soddy Daisy, Inc.'s faith, doctrine, practice, policy, and discipline, our Pastor and Deacon body are the final interpretive authority of New Salem Baptist Church of Soddy Daisy, Inc., on the Bible’s meaning and application.”

III. CHURCH COVENANT

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

- C. We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintance; 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 destructive drugs or intoxicating drinks as a beverage; to shun pornography, to be zealous in our efforts to advance the kingdom of our Savior.
- D. We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling, and 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.
- E. 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 this covenant and the principles of God's Word.

IV. CHARACTER

Section 1. Polity:

The government of the 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.

Section 2. Doctrines:

In recognition that the Articles of faith do not exhaust the extent of our beliefs, this church holds that the Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of New Salem Baptist Church of Soddy Daisy, Inc.,'s faith, doctrine, practice, policy, and discipline, our Pastor and Deacon body are the final interpretive authority of New Salem Baptist Church of Soddy Daisy, Inc., on the Bible's meaning and application. This church's understanding of Christian

truth as contained therein is in essential accord with the belief of the Southern Baptist Churches as indicated in the Articles of Faith herewith.

ARTICLE I. MEMBERSHIP

Section 1. Qualifications:

The membership of this church shall consist of such persons as confess Jesus Christ to be their Savior and Lord, who has been accepted by vote of the church, and has been baptized and entered its covenant. If a person comes from a like faith Baptist church requesting church membership and has accepted Jesus Christ as Lord, we will accept them by requesting a letter from that church. If the records of that church have been destroyed, we will accept them by statement. If they are coming from another denomination, we will send a letter to that church stating that they have united with our church. When a member of our church joins another denomination, no church letter will be granted to that church; however, we will notify them in writing that they have become members of our church.

ARTICLE II. CHURCH OFFICERS:

The officers of this church shall be as follows:

i. **PASTOR**

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for the purpose, at which at least one week's public notice shall be given. A pulpit committee shall be appointed by the church to seek out a suitable pastor, and their recommendation will constitute a nomination; though any member has the privilege of making other nominations. The committee shall bring to the consideration of the church only one man at a time. Election shall be by ballot; an affirmative vote of three-fourths of those present being necessary to make a choice. The pastor, thus elected, shall serve until the relationship is terminated by mutual consent. The pastor shall have in charge the welfare and oversight of the church. He shall preside at all meetings of the church, except as hereinafter provided.

ii. **CHOIR DIRECTOR and/or WORSHIP LEADER**

A Choir Director and/or Worship leader shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for the purpose, at which at least one week's public notice shall be given. A Choir Director and/or Worship leader committee shall be appointed by the church to seek out a suitable Choir Director and/or Worship leader, and their recommendation will constitute a nomination; though any member has the privilege of making nominations. The committee shall bring to the consideration of the church only one candidate at a time. Election shall be by ballot; and affirmative vote of three-fourths of those present being necessary to make a choice. The Choir Director and/or Worship leader, thus elected shall serve until the relationship is terminated by mutual consent. The Choir Director and/or Worship leader shall have in charge the musical program of the church. The Choir Director and/or Worship leader shall direct the music program at all meetings of the church.

iii. **DEACONS**

Section 1. Number, Election, Terms of Service:

1. There shall be elected sufficient deacons to number one for fifty members.
2. Prior to the actual church election, Biblical qualifications are published. Members are urged to prayerfully determine their choice prior to actual voting time.
3. To be eligible to serve as a deacon, a man must be a member of New Salem Baptist Church for at least one year, and meet the biblical qualifications outlined in Acts 6:1-6 and I Timothy 3:8-13.
4. On designated Sunday, nominations for prospective deacons will be received at-large from church members using designated forms. Each church member will be eligible to nominate a maximum number of candidates equal to the number of available slots on the deacon body for the upcoming year.
5. Once the nominations are received, a Deacon Screening Committee consisting of the Pastor, the sitting Deacon Chairman and sitting Deacon Vice-Chairman will rank the candidates by number of

nominations received and begin the process of interviewing candidates by number of nominations received and begin the process of interviewing candidates based upon ranking, eligibility, and willingness to serve. The interviews will continue until all the available slots have been filled or the pool of nominated and eligible candidates is exhausted, whichever comes first.

6. On the designated election Sunday, the Deacon Screening Committee will present the slate of eligible candidates to the church body final approval by a simple majority vote via paper ballot.

7. Any men elected to serve as deacons who have not been ordained will be ordained by the church before taking office.

8. After serving a term of three years, an active deacon becomes inactive for a year.

9. Any replacement for an active serving deacon such as death, resignation, or disqualification, the next man in vote in prior nomination will be considered as a replacement. In the event that no eligible nominees are available, an inactive deacon may be asked to fill the unexpired term.

Section 2 Duties:

1. In accordance with the meaning of the Word and the practice of the New Testament, deacons are to be servants of the church.

2. The deacon is committed to the Deacon Family Ministry Plan making certain that every member and family in our church experience love and support of the whole church body.

3. The deacons shall take care of matters pertaining to the welfare and work of the church.

4. By methods among themselves, their secretary and also chairman of deacons shall be elected each year by the Deacon Board themselves.

iv. **MODERATOR**

The Pastor shall be the moderator. In the absence of the Pastor, the

Chairman of the Deacons shall preside; or in the absence of both, the ViceChairman of the Deacons shall call the church to order and elect a temporary moderator.

v. **RECORDING SECRETARY**

The Recording Secretary shall keep an accurate church record of the regular business meetings and special business meetings. These records will be kept in the minute book and filed in the Church Secretary's office. The recording Secretary will also fill out membership card information as people join the church and see to it that the card is given to the Church Secretary.

vi. **CLERK**

The Clerk of the church shall be responsible for reading the minutes of all business transactions conducted in the church regular and special business meetings. These minutes will be read by the Clerk as the first order of business at the next regular business meeting. The Clerk will read letters of transfer of church members, which will be voted on by the church. The Clerk will be elected annually when the Nominating Committee presents the nominees for church election.

vii. **TREASURER**

The church shall elect annually a church treasurer. It shall be the duty of the treasurer to be sure that all vouchers are paid through money given to the church, keeping at all times an itemized account of all receipts and disbursements.

viii. **TRUSTEES/BOARD OF DIRECTORS**

Section 1. Election:

The person is recommended by the Deacon Board and then to the church for approval.

Section 2. Duties:

The trustees shall have the actual care of the place of worship and shall hold in trust anything that is the property of the church, but shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing such action.

ix. **CHAIRMAN OF USHERS**

The Chairman of Ushers shall, on the approval of the church, associate with himself a sufficient number of aides to care for the seating and comfort of the congregation, the greeting and introduction of visitors, the prevention of interruptions and distractions, and similar needed services.

x. **CHURCH SECRETARY**

The Church Secretary shall serve until the relationship is terminated by mutual consent. The person shall keep an accurate record of church membership, provide secretarial services for the Pastor, compile and mail newsletters, and maintain deacon's lists. The person shall send flowers to the sick and for funerals, prepare annual church letter to the association, and keep an accurate calendar of events. This person sends acknowledgments for moneys received for special offerings, maintains petty cash fund, and orders supplies for the office. They perform other duties as they arise.

xi. **FINANCIAL SECRETARY**

The Financial Secretary shall serve until the relationship is terminated by mutual consent. The person shall receive the empty collection envelopes and give each donor proper credit for miscellaneous or special offerings. The Financial Secretary will keep an itemized account of all receipts and disbursements at all times and prepare a monthly financial report for each member attending the monthly business meeting.

xii. **OUTREACH SECRETARY**

The Outreach Secretary shall serve until the relationship is terminated by mutual consent. The person shall collect visitor's cards and send a welcome letter to each visitor. Prepare visitation cards/maps for visitation and encourage members to reach out. Submit prospect names to Sunday School classes. Keep accurate record of all classes, distributing this list to each class periodically. Work closely with Sunday School department, assisting the Superintendent and teachers. Other duties include secretarial services for the Minister of Music, bookkeeping for Mother's Day Out program, keeping bulletin board and outdoor sign updated.

ARTICLE III. MEETINGS

Section 1. Worship:

- i. Public services shall be held on the Lord's Day and on each Wednesday evening of each week.
- ii. The Lord's Supper shall be celebrated on the fifth Sunday of each month, when it occurs, or at such time as the church may determine.
- iii. Occasional religious meetings may be appointed by the Pastor at his discretion and by vote of the church.

Section 2. Business

- i. At any of the regular meetings for worship, the church may without special notice, act upon the reception of members.
- ii. The Pastor may and shall, only when requested by the Deacons, Trustees, or a standing committee, call from the pulpit a special business meeting. The particular object of the meeting must be clearly stated. In the absence of a Pastor, the Chairman of Deacons may and shall perform the same call from the pulpit under the same terms and conditions.
- iii. The regular monthly business meeting shall be held on Wednesday evening following the Deacons' meeting on Tuesday after the first Sunday of each month.

Rules of Order:

Long experience has established certain principles and rules in conducting the affairs of a democratic assembly that should not be disregarded so that the business of the church may be expedited through an orderly method. Roberts' Rules of Order shall be the guide for parliamentary procedure.

ARTICLE IV. THE CHURCH COUNCIL

Section 1. Duties

The Church Council, upon being established by authorization of the church, shall seek to correlate and coordinate the activities and organizations of the church, yet with advisory powers only.

Section 2. Composition:

The Council, unless otherwise determined by vote of the church, shall be composed of Pastor, Clerk, Treasurer, Chorister, one or more representatives of Deacons and each of the church organizations: Sunday School, Children's Church, Women's Missionary Union, Baptist Men, Recreation, Music Committee Chairman, Usher Chairman, Long-Range Planning Chairman, Stewardship, VBS Director, and Chairmen of any committees of the church.

Section 3. Meetings

The council shall meet monthly or quarterly, calling on as may be desired, or on call of the Pastor or chairman at any time deemed necessary.

Section 4. Requirements:

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

ARTICLE V. AMENDMENTS

The Constitution and accompanying By-Laws may be amended by a two-thirds vote of the members present and voting at any meeting of the church, or at a meeting especially called for that purpose, provided that the proposed amendment has been inserted in the called for business meeting and only after having been presented to the church at a business meeting not less than one month prior to the one when the vote is taken.

ARTICLE VI. CHURCH FINANCE

Section 1. Fund Disbursements:

For any and all purposes, all funds shall pass through the hands of the treasurer and be properly recorded on the books of the church. The expenses of all organizations, as approved by the church, shall be paid from the treasury.

Section 2. Offerings:

Special offerings may be sought by the church or by any of its organizations only upon approval of the church after recommendation of

the deacons. This does not preclude individuals making special offerings at any time as the Spirit of God may move them. Financing of the church should stress the spiritual note. Commercialized money raising should be rejected. Giving to the church should be placed on a stewardship basis.

V. COMMITTEES AND MINISTRY TEAMS

Section 1. DEFINITIONS:

- i. **COMMITTEE:** a group of people appointed for a specific function, consisting of members of a larger group. Committee members must be church members.
- ii. **“STANDING” MEMBERS:** must be church members. They serve in their team or committee until they are no longer effective, no longer able, or no longer have the desire/ calling. At such time standing members will be replaced, recommended by the Nominating Committee.
- iii. **MINISTRY TEAM:** a group of people working together with calling and purpose to achieve a common goal. The purpose of ministry teams is to equip the saints for the work of the ministry: (Ephesians 4:12) by involving as many people as possible in ministry, mission, and evangelism. While team leaders and co-leaders must be church members, team members/helpers may be non-church-members. (Non-church members, however, cannot be in positions dealing with doctrine, the teaching of children/ youth, or finance).
- iv. **MINISTRY TEAMS** will be led by a Team Leader who:
 - a) Is an active church member
 - b) Is a person of strong Biblical character
 - c) Has leadership qualities specific to the team
 - d) Gives evidence to a sense of calling pertaining to the ministry they are leading
 - e) Has effective organizational and interpersonal skills
 - f) Is effective at recruiting and equipping team members for ministry

Section 2. NSBC COMMITTEES

- i. **BUILDING COMMITTEE (STANDING)**
 - a) Composed of six (6) members.

- b) Purpose of the committee: Oversee the maintenance of church properties.
- c) Duties of the committee:
 - Inspect and inventory church properties.
 - Develop and recommend a program of preventive maintenance.
- d) When possible, the building committee should obtain three estimates on repairs and improvements.
- e) The building committee may spend up to \$2,500 on maintenance without seeking church approval.

ii. **CEMETERY COMMITTEE (STANDING)**

- a) Composed of three (3) members including the maintenance man.
- b) Purpose of the committee: To be responsible for assigning the plots if available

iii. **COUNTING COMMITTEE (STANDING)**

- a) Composed of three (3) members (standing)
- b) Purpose of the committee: Accurately count the money collected through the offerings.
- c) Duties of the committee:
 - Count the money directly after the offering is collected under policies established by the Finance Committee.
 - Sign off on the amount collected.
 - Secure the offering for the Financial Secretary.

iv. **FINANCE COMMITTEE (STANDING)**

- a) The Church Finance Committee shall be composed of five members including the church financial secretary and the chairman of the deacons.
- b) Purpose of the committee: This committee is formed for the purpose of working with the church staff and leadership to create, maintain, and administer the church budget in accordance with biblical principles of stewardship. The church Financial Secretary shall be ex-officio chairperson of the Finance Committee.
- c) Duties of the committee
 - Create the annual budget for the church.
 - Coordinate the budget with the church staff.
 - Present the budget to the church staff and leadership before presenting it to the church for approval.

- Monitor income and expenditures to ensure the budget is being met.
- Promote stewardship awareness.
- Report to the church during the regularly scheduled member's meeting.

v. **HISTORY COMMITTEE (STANDING)**

- a) Composed of four (4) members; additional help may be recruited as needed.
- b) Purpose of the committee: Gather and safeguard all available church records.
- c) Duties of the committee:
 - See that the church makes and keeps adequate records, including digital copies, of its current progress and assist in making these records.
 - Make material available for instructive purposes and help members to appreciate their church by understanding the past.

vi. **NOMINATING COMMITTEE**

- a) Composed of six (6) members, including the Pastor.
- b) The duration of the members will be as follows:
 - The Pastor is an ex-officio member of the Nominating Committee.
 - A current active Deacon will also serve on the Nominating Committee.
 - Four other members will be nominated at large during a special nomination process during the May member's meeting to serve for a year.
- c) Purpose of the committee: To nominate and present to the church such organizational leadership as is needed.
- d) Duties of the committee:
 - The Nominating committee will recommend Ministry Team Leader and Co-Leaders for each team prayerfully considering each person's calling and talent.
 - The Nominating committee will recommend replacement members for "standing" committee positions when current members are no longer able to serve.
 - Present entire list of leaders, committees, team leaders, and general officers for church approval at the September member's meeting.

- Screen names of leaders before they are invited to serve in the church elected position.
- Members/ helpers of teams, will be recruited by individual Team Leaders/ Co-Leaders and not put in place by the Nominating Committee.
- Nominating committee can replace leaders as needed
- Each team leader will serve one-year renewable term voted on during August member's meeting

vii. **PERSONNEL COMMITTEE (STANDING)**

- a) The committee shall be composed of 5 members. The fifth member will be the Chairman of deacons. This committee will elect its own chairman.
- b) Purpose of the committee: The purpose of the Personnel Committee is to assist the pastor and church in matters related to personnel administration and management.
- c) Duties of the committee:
 - Assist the pastor in evaluation of the need for additional church staff positions.
 - Prepare and update as necessary position descriptions for all employed personnel.
 - Prepare and maintain an organizational policy relating to the church's employed personnel.
 - Interview and recommend to the church new employed personnel.
 - Develop and recommend salaries and benefits for employed personnel.
 - Develop and recommend policies and procedures to the church for employed personnel administration.

viii. **SCHOLARSHIP COMMITTEE (STANDING)**

- a) Composed of (5) members
- b) Purpose of the committee: To determine eligibility for the "Lauren Riley Scholarship/Endowment" with applications and transcript.

ix. **USHERS (STANDING)**

- a) Composed of eight (8) members. Additional help may be recruited, from members as needed.

- b) Purpose of the committee: Provide cordial greeting and assist in seating, taking visitors to proper Sunday School class, and taking up of offering.
- c) Duties of the committee:
 - Greet and welcome members and visitors, assisting the handicap as needed.
 - Passing of the offering plates.
 - Assist the Pastor in special recognition of visitors.
 - Assist and help with lights, chairs, and other church equipment as necessary for services.

x. **TRANSPORTATION COMMITTEE (STANDING)**

- a) Composed of five (5) members, plus Chairman of the Deacons.
- b) Purpose of the committee: Maintenance and operation of the church-owned vehicles.
- c) Duties of the committee:
 - Check into and secure adequate and proper insurance.
 - Set up a preventative maintenance schedule.
 - Be responsible for clearing other church members when it is necessary for them to operate the bus or van.
 - Coordinated scheduling of bus or van trips, making sure all trips are on the church calendar.
 - Be in charge of the safe keeping of the bus, van, lock, etc.

xi. **WEDDING COMMITTEE (STANDING)**

- a) Composed of 4 standing members:
- b) Committee is to meet with wedding couple and discuss rules and regulations. Quote cost of facilities and sign applications.

Section 3. NSBC MINISTRY TEAMS

i. **BAPTISM MINISTRY TEAM**

- a) Composed of one (1) man team leader and one (1) woman team leader, both who may recruit help as needed
- b) Purpose of the team: Assist Pastor in preparation for baptism.
- c) Duties of the team:
 - Assist in preparation of the candidates before and after baptism.
 - Recommend needed improvements.
 - Arrange for cleaning and storage of towels.

ii. **BEREAVEMENT MINISTRY TEAM**

- a) Composed of a team leader and a co-leader who may recruit help as needed
- b) Purpose of the team: Minister to church members who have lost family members.
- c) Duties of the team:
 - Deliver deli tray to family of deceased as soon as possible after the death. (the church secretary will deliver if it is during working hours.)
 - Deliver prepared food to family's home the day of the funeral or serve food in the Unity Building, whichever the family prefers.

iii. **BLOOD ASSURANCE MINISTRY TEAM**

- a) Composed of a team leader and a co-leader who can recruit help as needed.
- b) Purpose of the team: To promote the Blood Assurance program throughout the church and schedule the bloodmobile to come as often as required. One team member of the committee needs to be at the church during the time the bloodmobile is here.

iv. **CHILDREN'S MINISTRY TEAM**

- a) Composed of the Children's Director and two (2) Co-Leaders.
- b) Purpose of the team: Work together with the Children's Director to develop and implement an effective children's ministry for all children's activities.
- c) Duties of the team:
 - Report any needs of Children's Church to the deacons.
 - Members of the team will recruit (background screened) teachers and leaders for Children's Church, Sunday night and Wednesday night services, and all other children's activities.

v. **COSTUME TEAM**

- a) Composed of a leader and a co-leader who will recruit help as needed.
- b) Purpose of the team: To maintain and produce costumes for church drama productions.
- c) Duties of the team:
 - Maintain the inventory of costumes.
 - Maintain the upkeep of the costumes, which includes repairing and cleaning.

- Provide support for the productions by fitting actors, aid in dressing children & maintaining

vi. **DECORATING TEAM**

- Composed of a team leader and co-leader who can recruit additional help as needed.
- Purpose of the team: To be responsible for securing, arranging, and taking down decorations in the church.
- Duties of the team:
 - Decorate the church on special occasions
 - Change the flowers in the baptistery as needed.
 - Ensure proper storage and organization of decorations.

vii. **GREETER MINISTRY TEAM**

- Composed of a team leader and a co-leader who recruit Greeters as needed
- Purpose of team: Welcome members and visitors. Assist in providing directions to Sunday School classes and answering questions, etc.
- Duties of team:
 - Greet and welcome
 - Schedule greeters for each Sunday morning service

viii. **KITCHEN & HOSPITALITY MINISTRY TEAM**

- Composed of a team leader and two (2) co-leaders who may recruit helpers as needed.
- Purpose of the team: To coordinate social functions of the church and to formulate policies, to guide in the use and care of the kitchen.
- Duties of the team:
 - Arrange for entertaining special guests such as Evangelists, Missionaries, etc.
 - Plan anniversary teas or reception for church staff.
 - Plan special Sunday night fellowships at designated times.
 - Communicate approved kitchen policies and make recommendations concerning needs in the kitchen.

ix. **LORD'S SUPPER MINISTRY TEAM**

- a) Composed of one team leader and co-leader who can recruit helpers as needed.
- b) Purpose of the team: To determine the needs and make sure all necessary equipment and materials are available when needed.
- c) Duties of the team:
 - Prepare table and elements used in the Service.
 - See that all cups and other equipment is collected, cleaned, and stored in safe place. • See that replacement is made of any broken or damaged equipment as soon as possible.

x. **MISSIONS MINISTRY TEAM**

- a) Composed of the WMU Director and two additional co-leaders nominated by the Nominating Committee. Additional team members may be recruited by the leaders as needed.
- b) Purpose of the team: To coordinate the equipping and encouraging of the church to live out the Great Commission.
- c) Duties of the team:
 - Creating, promoting, and supporting (including the recruitment and training of teachers for) missions education groups for various ages and life stages throughout the church (i.e. Children in Action, Mission Friends, Baptist Women, etc)
 - Leading, planning, and coordinating fundraising efforts for seasonal missions offerings (i.e. Annie Armstrong Easter Offering, Tennessee Golden Offering, and Lottie Moon Christmas Offering).
 - Planning, promoting and encouragement of church-wide missions efforts.
 - Encouraging the church to participate in associational mission opportunities.
 - Coordinating, promoting and fundraising of mission trips.

xi. **MUSIC AND MULTI-MEDIA MINISTRY TEAM**

- a) Composed of the Worship Leader/ Choir Director and one to two (1-2) Co-Leaders. Additional help may be recruited by the leaders as needed.
- b) Purpose of the team: Assist the Worship Leader(s) in decision making.
- c) Duties of the team:

- Evaluate the music program regularly, give suggestions, and work together so the music can serve all the people.
- Recommend to the personnel committee changes or amend paid staff job descriptions, as needed.
- Bring report of music activities at each member's meeting if needed.
- Ensure equipment is properly utilized for services and special events.
- Record/ broadcast services/ events when possible.
- Be responsible for the purchase/ replacement and care of sound equipment, stage equipment, stage lighting, etc. Oversight by the Worship Leader/ Choir Director.

xii. **NURSERY MINISTRY TEAM**

- a) Composed of Nursery Director and a Co-Leader.
- b) Purpose of the team: Maintain an effective nursery ministry.
- c) Duties of the team:
 - Consider and recommend the purchase of Nursery equipment and supplies.
 - Supervise paid Nursery workers.
 - Ensure cleanliness, safety, and sanitary conditions.
 - See that sufficient (background screened) Nursery workers are available for church services and special activities.

xiii. **RECREATION TEAM**

- a) Composed of a team leader and co-leader who may recruit helpers as needed.
- b) Purpose of the team: To plan and guide the recreation program of the church.
- c) Duties of the team:
 - Offer suggestions so the sports can be an outreach for NSBC, such as softball league, basketball league, bowling league, golf league, etc.
 - Cooperate with church leadership for schedule organization.
 - Be responsible for equipment purchase, storage, and transport to offsite locations.
 - Encourage participation in all recreational programs.

xiv. **SAFETY TEAM**

- a) Composed of a Leader and Co-Leader who recruit safety personnel as needed.
- b) Purpose of the team: Maintain a safe environment for worship and fellowship during all church activities.
- c) Duties of the team:
 - Recruit and schedule safety personnel for the parking lot/ grounds for all services.
 - Ensure there is safety personnel posted at the Welcome Desk for all services.
 - Schedule safety for all church events.
 - Schedule safety training as necessary.

xv. **SENIOR ADULT MINISTRY TEAM**

- a) Composed of a team leader and co-leader who may recruit help as needed.
- b) Purpose of the team: To coordinate the activities of the senior adults.
- c) Duties of the team:
 - Plan and coordinate trips and activities for the senior adults.
 - Work with the church staff member in coordinating activities.

xvi. **YOUTH COUNCIL MINISTRY TEAM**

- a) The Youth Director shall serve as ex-officio Team Leader who will be assisted by one to two (1-2) co-leaders who may recruit (background screened) volunteers as needed.
- b) Purpose of the team: Work together with the Youth Director to develop and implement an effective Youth ministry.
- c) Duties of the team:
 - Help promote an effective program for the Youth of the church that will produce spiritual, independent, responsible Christians.
 - Encourage Youth participation in all activities sponsored by the church, promoting integration of Youth into church body and encouraging parental involvement.
 - Provide adequate supervision for functions involving our church Youth.

Section 4. DUTIES OF THE COMMITTEES

- i. If members of the committee are unable to perform the duties of that committee, they are to inform their chairman.
- ii. Committee members may be replaced at the discretion of the Nominating Committee if the individual fails (or is no longer able) to fulfill duties consistent with furthering the ministry of the church or if committee members no longer wish to serve.
- iii. Prayerful consideration shall be given to the committee before accepting a position on the committee.
- iv. The Chairman of the Committee, after talking with the Nominating Committee, will be responsible for informing members who must be replaced
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- v. Before a person can serve as Chairman, that person must have been on that committee for at least one year.
- vi. At least one member of the committee will remain on that committee the next year, so as to keep the committee informed as to the previous business conducted by that committee. Exception would be new committees being formed.
- vii. The Chairman of each committee should be elected within thirty (30) days from the date the church nominated them to office.

Section 5. DUTIES OF EACH COMMITTEE CHAIRMAN:

- a) To be spokesperson for the group at business meetings.
- b) To represent the committee in all Church Council meetings.
- c) To be responsible for calling each member on your committee to inform them of a committee meeting or any special meetings.

Section 6. DUTIES OF MINISTRY TEAMS

- viii. Prayerful consideration shall be given to the team before accepting a position on the team.
- ix. Individual Team Leaders will recruit help as needed.
- x. Each team will align the work of their ministry with the stated mission of this church.

Section 7. DUTIES OF EACH MINISTRY TEAM LEADER:

- i. Team Leaders should give evidence to a sense of calling regarding the ministry in which they are leading.
- ii. Team Leaders will be the spokesperson for the group, if needed, at member's meetings.
- iii. Team Leaders will be responsible for recruiting, equipping, and organizing the ministry for their team.
- iv. They will recruit additional members as needed and will plan, coordinate, and oversee the work of the team.
- v. Inform interested parties if a meeting or activity is taking place.
- vi. Team Leaders will be recommended by the Nominating Committee with regard to gifts and calling.
- vii. Each year, Team Leaders will be eligible for re-nomination by the Nominating Committee and confirmed by the church.
- viii. Team Leaders may be replaced at the discretion of the Nominating Committee if the Team Leader fails to fulfill duties consistent with furthering the ministry of the church.

Section 8. FORMING/ DISSOLVING TEAMS

- i. When a need for a new team arises, the new team may be proposed at a monthly member's meeting and will be voted on by the church.

VI. Marriage and Weddings

- A. Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, New Salem Baptist Church of Soddy Daisy, Inc. will only recognize marriages between a biological man and a biological woman.
- B. Further, the pastor and staff of New Salem Baptist Church of Soddy Daisy, Inc. shall only participate in weddings and solemnize marriages between one biological man and one biological woman.
- C. Finally, the facilities and property of New Salem Baptist Church of Soddy Daisy, Inc. shall only host weddings between one biological man and one biological woman.