

CONSTITUTION and BY-LAWS of HOLLYWOOD BAPTIST CHURCH

Upon the adoption of this Constitution and By-Laws by the Hollywood Baptist Church, all prior Constitutions and By-Laws of this church, known or unknown shall be declared null and void.

PREAMBLE

The purpose of this body is to furnish an opportunity for Christian worship, fellowship, growth and development, and training to serve Jesus at home and throughout the world.

This body shall be independent in form, having the right of administration from within the church itself, with full power to purchase, lease, acquire by gift, devise, or bequest; and to hold, mortgage, convey, and dispose of all kinds of property, provided that the title or deed to all property shall be vested in the Trustees of the Hollywood Baptist Church.

ARTICLE I NAME AND AFFILIATION

This body shall be known as the Hollywood Baptist Church of Pittsylvania County, Virginia. This church shall be affiliated with Southern Baptist Conservatives of VA, and the Southern Baptist Convention.

ARTICLE II ARTICLES OF FAITH

This church subscribes to the doctrinal statement of The Baptist Faith and Message 2000 as adopted by the Southern Baptist Convention.

1. THE SCRIPTURES

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.
2 Timothy 3:15-17; 2 Peter 1:19-21; Revelation 22:18-19.

2. GOD

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.
Isaiah 43:3, 15; Psalm 96:5; Isaiah 45:18; 1 Timothy 2:15.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God as Father is truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.
Genesis 1:1; 2:7; Deuteronomy 6:4; Matthew 6:9ff; John 5:26; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord. *Isaiah 7:14; Matthew 1:18-23; John 1:1-18, 29; 10:30, 38; Hebrews 7:14-28.*

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the Spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service. *Psalms 51:11; John 4:24; 14:16-17, 26; 16:7-14; Acts 1:8; Ephesians 5:18.*

3. MAN

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherits a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love. *Genesis 1:26-30; 2:5, 7, 18-22; Psalms 1; Romans 1:19-32; 3:10-18, 23; Ephesians 2:1-22.*

4. SALVATION

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.
- B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- C. Sanctification is the experience, beginning in regeneration, by which the believer is set

apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

John 10:9, 28-29; Romans 10:9-10, 13; Ephesians 2:8-22; 1 Thessalonians 5:23-24; Hebrews 9:24-28.

5. GOD'S PURPOSE OF GRACE

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of Man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Jeremiah 31:31ff; Matthew 25:34; Luke 2:29-32; Romans 8:28-39; Ephesians 1:4-23; 2:1-10; James 1:12; 1 Peter 1:2-5, 13.

6. THE CHURCH

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42, 47; Ephesians 1:22-23; Colossians 1:18; 1 Peter 5:1-4.

7. BAPTISM AND THE LORD'S SUPPER

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

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

Matthew 28:19-20; Acts 8:35-39; Romans 6:3-5; 1 Corinthians 11:23-29; Colossians 2:12.

8. THE LORD'S DAY

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; Mark 2:27-28; Revelation 1:10.

9. THE KINGDOM

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Isaiah 9: 6-7; Jeremiah 23:5-6; Acts 17:22-31; 1 Corinthians 15:24-28; Hebrews 11:10, 16.

10. LAST THINGS

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Matthew 16:27; John 14:1-3; 1 Thessalonians 4:14-18; Hebrews 9:27-28; Revelation 20:1, 22:13.

11. EVANGELISM AND MISSIONS

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Matthew 9:37-38; 28:18-20; Mark 16:15; Romans 10:13-15.

12. EDUCATION

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1, 5, 9, 14; Proverbs 3:13 ff; Philippians 4:8; 2 Timothy 2:15; 3:14-17.

13. STEWARDSHIP

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Malachi 3:8-12; Acts 2:44-47; 2 Corinthians 8-9.

14. COOPERATION

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17 ff; Ezra 1:3-4; Nehemiah 4; 8:1-5; Ephesians 4:1-6; Philippians 1:15-18.

15. THE CHRISTIAN AND THE SOCIAL ORDER

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, bestiality, pornography, and any other form of sexual deviancy. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Micah 6:8; Zechariah 8:16; Romans 12:14; James 1:27; 2:8; Romans 1.

16. PEACE AND WAR

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Romans 12:18-19; 13:1-7; Hebrews 12:14.

17. RELIGIOUS LIBERTY

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

John 8:36; Romans 6:1-2; 13:1-7; Philippians 3:20; James 4:12; 1 Peter 2:12-17.

18. THE FAMILY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Deuteronomy 6:4-9; Ephesians 5:21-33; 1 Peter 3:1-7; Romans 1.

ARTICLE III **CHURCH COVENANT**

The church covenant commonly accepted among Southern Baptists will be the covenant of this church. The church covenant shall be read at a worship service of the church at least twice each year.

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we 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.

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, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, and be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember 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 Saviour to secure it without delay.

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

ARTICLE IV CHURCH MEETINGS

Section 1. WORSHIP SERVICES

Worship services shall be held each Sunday morning and evening at such hours as conform to the wishes of the church unless specifically cancelled.

Section 2. MID-WEEK PRAYER AND BIBLE STUDY SERVICE

A mid-week Prayer and Bible Study service shall be held on Wednesday evening of each week at an hour designated by the church unless specifically cancelled.

Section 3. BUSINESS MEETING

- A. A business meeting shall be held every other month on the first Wednesday after the first Monday of that month. The meeting may be changed or delayed, if the situation warrants, providing the deacons approve.
- B. A quorum of not less than thirty (30) voting members of the church shall be required to conduct business. In the absence of a quorum any business transaction by the church shall be considered unofficial.
- C. A called business meeting may be held during any month to transact important matters of business that cannot be delayed until the regular business meeting provided that prior announcement is made on the Sunday morning before the meeting on Wednesday.
- D. The pastor, or in his absence, the chairman of deacons or any member designated by the church may preside over church meetings.

Section 4. OTHER ORGANIZATIONS

Other organizations of the church, such as Sunday School, Brotherhood, and Ladies Ministries, shall work out their own schedule of meetings with consideration of the church calendar.

Section 5. NEW OR RELATED MINISTRIES

Any new ministries, affiliate ministries, or any gatherings bearing the name of Hollywood Baptist Church must be approved by the church before they will be endorsed and deemed as a ministry sponsored by Hollywood Baptist Church.

Section 6. PARLIAMENTARY RULES

The Rule of Order to be used by this body shall be *The Newly Revised Robert's Rules of Order*.

ARTICLE V AMENDMENTS

The articles and sections of this Constitution and By-Laws may be altered, amended, or repealed by a two-thirds (2/3) vote by ballot of the members present at any church business meeting provided a quorum is present and further provided that notice of the contemplated change has been made in writing for a period of one month prior to the meeting and announced two services prior to the said business meeting.

ARTICLE VI CHURCH FINANCES

We believe God gives only one plan of Church Finance in the Bible, and that is by the Tithes and Offerings of His people. It is the desire of this church that this method be followed.

Section 1. BUDGET

An annual unified budget shall be adopted each year by the church. It is understood that membership in this church involves financial obligation to support the church and its causes with regular and proportionate gifts.

Section 2. SPECIAL OFFERINGS

No person shall be permitted to receive a special offering in the church without approval of the deacons or the church. This does not apply to regular special offerings received by the church.

Section 3. EXPENDITURES

- A. All expenditures shall be limited to the items in the budget unless otherwise authorized by the church with recommendations from the finance committee.
- B. All expenditures shall be approved by the department heads or committee chairpersons.
- C. The deacons have the authority to approve an expenditure up to \$1000.00 when deemed necessary by them.

Section 4. FISCAL YEAR

The fiscal year of the church shall run from September 1st to August 31st.

Section 5. FUND-RAISING

Service projects accepting donations shall be brought before the church upon recommendation from the deacons. Reimbursement for items approved and ordered by the church shall be permitted.

ARTICLE VII
MEMBERSHIP

The membership of this church shall consist of persons who have made a profession of their faith in Christ as Saviour and Lord, and who have experienced New Testament baptism by immersion and are in accord with the faith and practices of this church.

Section 1. RECEIVING MEMBERS

Candidacy for membership in this body of believers shall be granted to anyone who is saved, baptized by immersion, and has completed this church's orientation class. Membership will be granted upon approval by a majority vote of the members present when the candidate is presented. Additional methods of receiving candidates for membership are as follows:

- A. Receipt of a Letter of Transfer of Membership from a church of like faith and order when the candidate is in good standing.
- B. A statement of the candidate's Christian experience including testimony of salvation and New Testament baptism by immersion.
- C. Application for membership in special situations must be considered by the deacons, and the deacons making recommendations to the church at a regular business meeting.
- D. Any member who gives evidence of repentance and desire to fulfill membership obligations may be restored to fellowship and membership.
- E. Any candidate who is openly engaged in, identifies with and/or supportive of sins that are contrary to the Word of God as presented in Article II, Section 15 & 18 is not eligible for membership.

The pastor and/or the deacons shall have the right to require a private conference with any person presenting himself/herself for membership upon profession of faith or statement before presenting the name to the church for vote.

Section 2. REMOVAL OF MEMBERS FROM CHURCH ROLL

Members may be removed from the church roll by:

- A. A letter to another church. No letter shall be given to an individual.
- B. Termination when a member joins another church, of like faith or not.
- C. Erasure after initiating a proper seek and search procedure.
- D. Death.

- E. Exclusion by action of this church for Biblical reasons.

Reconciliation rather than punishment should be the objective of church discipline. However, in the event that a situation should arise which would cause a member to become a liability to the general welfare of the church, it shall be the responsibility of the pastor and the deacons to resolve the issue according to Biblical principles in accordance with Matthew 18:15-17.

Such person or persons will be spoken to by one who has prepared himself with prayer for the purpose of bringing about repentance. If the one will not be heard, a second attempt should be made with one or two more, after much prayer for the purpose of bringing about repentance that would lead to reconciliation. If they will not be heard, then such a member will be given an opportunity to appear before the deacon fellowship, which after prayerful consideration shall make recommendation to the church for any disciplinary action. Such a recommendation would require a separate vote of three-fourths (3/4) of members present at a meeting called for this purpose.

Section 3. RIGHTS OF MEMBERS

All members who have reached the age of sixteen (16) without respect to length of membership shall have equal rights to have a voice and vote on all matters of business and church policy. All active members are eligible for church offices, and church officers shall be chosen on a basis of ability, fitness, and willing spirit.

ARTICLE VIII **RIGHTS OF NON-MEMBERS**

Persons who are not members may enjoy worship and fellowship with the congregation, but can claim no voting rights, hold no office, nor serve on any committee elected by the church, nor rent the church facilities.

ARTICLE IX **CHURCH OFFICERS**

All church officers must be members of the church. The officers of this church shall be as follows:

Section 1. PASTOR

The pastor comes to the church as an undershepherd. He shall be an example in scriptural giving and shall, under the guidance of the Holy Spirit, and the qualifications outlined in I Timothy 3:1-7, preach the Gospel, administer the ordinances, visit, minister to the sick and shut-in, represent the church as its leader, conduct ministerial duties and himself, in accordance with the Baptist Faith and Message 2000. He will be recognized as an ex-officio (non-voting) member of all organizations and committees of the church with the right of attendance and counsel.

- A. When a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church. In either case, at least thirty (30) days notice shall be given, unless otherwise mutually agreed upon by both pastor and church, each seeking to follow the will of God through the leadership of His Spirit.
- B. The Call, or election of a pastor, shall be in the following order:
 1. A Pastor Search Committee shall be elected by the church at a regular or called business meeting.
 2. The Pastor Search Committee shall seek out and nominate an ordained minister of the Gospel, whose call, character, beliefs, and qualifications according to the job description fit him for the office. A candidate shall be supportive of and committed to Southern Baptist doctrines, practices, and ministries. A candidate shall be willing to endorse the administrative structure of Hollywood. All expenses of said committee shall be borne by the church.
 3. All agreements between the church and candidate shall be in writing and explained to the congregation before the minister is recommended to the church for election.

4. The Pastor Search Committee shall bring only one (1) name at a time for consideration before the church, and no nominations shall be made except by said committee.
 5. The call or election of a pastor shall take place at a regular Sunday morning service providing at least one week's notice has been given. The congregation will vote by secret ballot, with an affirmative vote of three-fourths (3/4) of those voting. No absentee ballot will be accepted. Should the minister recommended fail to be elected, the meeting will be adjourned without debate.
 6. When a pastor is elected and called, the Pastor Search Committee shall make the arrangements to move the pastor and his personal effects, with the church paying all the expenses.
- C. In the event that a situation should arise which would cause the Pastor to become a liability to the general welfare of the church, or in the event there should be an offense, he may be removed from office by the following means:
1. It shall be the responsibility of the deacons, after careful and prayerful consideration and a unanimous decision, to call a special meeting of the congregation where reasons for his removal would be presented.
 2. The Pastor shall be notified of the meeting and of the charges to be brought against him before notice of the meeting is given to the congregation.
 3. The Pastor would be allowed to answer the accusations and vote would be taken. A three-fourths (3/4) majority vote would be required to remove him from office.

Section 2. MINISTER/DIRECTOR OF EDUCATION AND YOUTH ACTIVITIES

The Minister/Director of Education and Youth Activities shall have responsibility for the spiritual and administrative leadership of the following ministries of Hollywood Baptist Church:

1. Children's Ministry
2. Youth Ministry
3. Young Adult Ministry
4. Assistance Ministry

He/She is under the supervision of the pastor and responsible directly to him. In the absence of the pastor, he/she is responsible to the deacons.

He/She shall serve as an ex-officio (non-voting) member of the following: Nominating Committee, Finance Committee, Youth Ministry Council, and Church Council.

- A. When a vacancy occurs, a Minister/Director of Education and Youth Activities shall be called to serve until the relationship is dissolved at the request of either the Minister/Director of Education and Youth Activities or the church. In either case, at least thirty (30) days notice shall be given, unless otherwise mutually agreed upon by both the Minister/Director of Education and Youth Activities and the church, each seeking to follow the will of God through the leadership of His Spirit.
- B. In the event the pastor should resign, retire, or vacate the pulpit due to death, the Minister/Director of Education and Youth Activities shall not serve as interim or seek to become pastor.
- C. The call or election of the Minister/Director of Education and Youth Activities shall be in the following order:
 1. A Search Committee of five (5) shall be elected by the church at a regular or called business meeting.
 2. The Search Committee shall seek out and nominate a candidate whose call, character, beliefs, and qualifications according to the job description fit him for the office. A candidate shall be supportive of, and committed to, Southern Baptist doctrines, practices, and ministries. He/She shall be willing to endorse the administrative structure of Hollywood. All expenses of said committee shall be borne by the church.
 3. All agreements between the church and candidate shall be in writing, and explained to the congregation before the candidate is recommended to the church for election.
 4. The Search Committee shall bring only one name at a time for consideration before the church, and no nominations shall be made except by said committee.
 5. The call or election shall take place at a regular Sunday morning service providing at least one week's notice has been given. The congregation will vote by secret ballot, with an

affirmative vote of three-fourths (3/4) of those voting. No absentee ballot will be accepted. Should the person recommended fail to be elected, the meeting will be adjourned without debate.

6. When a Minister/Director of Education and Youth Activities is elected and called, the Search Committee shall make the arrangements to move Minister/Director of Education and Youth Activities and his/her personal effects, with the church paying all the expenses.
- D. In the event that a situation should arise which would cause the Minister/Director of Education and Youth Activities to become a liability to the general welfare of the church, or in the event there should be an offense, he/she may be removed from office by the following means:
 1. It shall be the responsibility of the Pastor and deacons, after careful and prayerful consideration and a unanimous decision, to call a special meeting of the congregation where reasons for his/her removal would be presented.
 2. The Minister/Director of Education and Youth Activities shall be notified of the meeting before notice of the meeting is given to the congregation.
 3. The Minister/Director of Education and Youth Activities would be allowed to answer the accusations and a vote would be taken. A three-fourths (3/4) majority vote would be required to remove him/her from office.

Section 3. MUSIC DIRECTOR

The Music Director shall have the responsibility to coordinate the music program of Hollywood Baptist Church. He/She is under the supervision of the Pastor and responsible directly to him. In the absence of the pastor, he/she is responsible to the deacons. He/She shall serve as an ex-officio (non-voting member of the Church Council, the Hanging of the Greens Committee, the Music Committee, and the Nominating Committee.

- A. When a vacancy occurs, a Music Director shall be called by the church to serve until the relationship is dissolved at the request of either the Music Director or the church. In either case, thirty (30) days notice shall be given, unless otherwise mutually agreed upon by both the Music Director and the church, each seeking to follow the will of God through the leadership of His Spirit.
- B. The call or election of the Music Director shall be in the following order:
 1. A Search Committee of five (5) shall be elected by the church at a regular or called business meeting.
 2. The Search Committee shall seek out and nominate a person whose character, beliefs, and qualifications fit him/her for the office. All Expenses of said committee shall be borne by the church.
 3. All agreements between the church and candidate shall be in writing, and explained to the congregation before the candidate is recommended to the church for election.
 4. The Search Committee shall bring only one name at a time for consideration before the church, and no nominations shall be made except by said committee.
 5. The election shall take place at the end of Sunday morning worship service or a regular or called business meeting providing at least one week's notice has been given. The congregation will vote by secret ballot, with an affirmative vote of three-fourths (3/4) of those voting required for election. No absentee ballot will be accepted.
- C. In the event that a situation should arise which would cause the Music Director to become a liability to the general welfare of the church, or in the event there should be an offense, he/she may be removed from office by the following means:
 1. It shall be the responsibility of the Pastor and deacons, after careful and prayerful consideration and a unanimous decision, to call a special meeting of the congregation where reasons for his/her removal would be presented.
 2. The Music Director shall be notified of the meeting before notice of the meeting is given to the congregation.
 3. The Music Director would be allowed to answer the accusations and a vote would be taken. A three-fourths (3/4) majority vote would be required to remove him/her from office.

Section 4. CHURCH STAFF

The church staff shall include the Pastor, Minister/Director of Education and Youth Activities, Music Director, Secretary, and others as determined by the needs of the church.

Section 5. DEACON FELLOWSHIP

- A. The number of active deacons should be at least five (5) and shall be no more than nine (9). Additional deacons may be elected to serve as determined by the congregation. All deacons shall be ordained.
- B. Deacons shall at all times regard themselves as servants of the church. The duties of the deacons are to serve with the pastor and staff in performing pastoral ministries; to proclaim the Gospel to believers and unbelievers; to care for church members and other persons; and to lead the church in accomplishing its objectives. They shall assist in the observance of the Lord's Supper and serve as an advisory cabinet for the pastor. It will be the duty of each deacon to be present at the worship services of the church and the regular meetings of the deacons unless providentially hindered.
- C. The deacons shall be elected from among those members who have proven themselves to have the spiritual qualifications of the scriptures according to I Timothy 3:8-13 and Acts 6:3. A man must be a member of Hollywood at least one (1) year to be eligible for election to the Deacon Fellowship. No later than the second Sunday morning of June, after the morning worship service, all members present shall nominate three (3) men by secret ballot. The retiring deacons, with the present chairman and pastor, shall count the ballots and keep a record of the results. In the event there is a tie for one of the positions, the deacons and pastor shall vote by secret ballot to break the tie. The three (3) men who received the highest number of nominations shall meet with the pastor and deacons to discuss their spiritual qualifications, responsibilities of the position, and willingness to serve. The deacons will present the nominees to the church for approval at the regular July business meeting. The deacons retiring from active participation by rotation shall be ineligible for re-election to the active deaconate until at least one (1) year has elapsed following their retirement. New deacons shall take office September 1, unless the vacancy occurs during the church year. They shall be elected for a term of three (3) years on the rotating system.
- D. The deacons shall serve on a rotating basis. Each year the term of office will expire for a number of the deacons, and election shall be held to fill the vacancies. In case of a death, resignation, incapacity to serve, or an open position, the active deacons shall decide if, and how to fill the unexpired term(s). After serving a minimum term of one (1) year, a deacon shall be eligible for re-election only after the lapse of at least one (1) year. Should a deacon fulfill an unexpired term of less than one (1) year, that individual shall be eligible for election to a full three (3) year term without a lapse of one (1) year. It is permissible for the church to promote to honorary life membership any deacon who, because of age or infirmities, shall, after honorable service, no longer be able to render active service.
- E. The deacons shall meet at least every other month and shall meet in special session upon call by the pastor or chairman of deacons. During the first month of the church year, the newly elected and the remaining deacons shall meet and organize for the new year. From their number they shall elect a chairman, a vice-chairman, and a secretary, as well as any other officers they may consider necessary.
- F. In the event that a situation should arise which would cause a deacon to become a liability to the general welfare of the church, or in the event there should be an offense, he may be removed from office by the following means:
 1. It shall be the responsibility of the pastor and the remaining deacons, after careful and prayerful consideration and a unanimous decision, to call a special meeting of the congregation where reasons for his removal would be presented/
 2. The deacon shall be notified of the meeting and of the charges to be brought against him before notice of the meeting is given to the congregation.
 3. The deacon would be allowed to answer the accusations and a vote would be taken. A three-fourths (3/4) majority vote would be required to removed him from office.

Section 6. TRUSTEES

- A. The Trustees function as the legal representatives of the church, holding title to all church property. They shall be charged with the duty of executing such legal documents as may be required by law and such other documents as they may from time to time be empowered and directed by the church to execute. This group shall hold all deeds and other documents in a safety deposit box for the church. A further duty of the Trustees will be to study the insurance needs of the church and make to the church such recommendations as they deem advisable.
- B. Three (3) Trustees shall be elected yearly and may succeed themselves.

Section 7. CLERK –

- A. The Church Clerk shall keep appropriate records of all the actions of the church and is responsible for keeping a register of the names of members, their mailing addresses and other pertinent information, with dates of admission, dismissal, or death, together with a record of baptism. The Clerk shall prepare the Annual Church Profile for the association, handle any other correspondence designated, and furnish any officer or committee with such information from church records as may be required. The Clerk will preserve all papers and records that belong to the church, keeping the same in a fireproof file cabinet. The Clerk shall maintain the church Constitution and By-Laws, including all amendments. When a request is received from another Southern Baptist church, the Clerk shall issue a letter transferring membership and inform the church of the action at the next business meeting. If a member joins a church of a different denomination, a statement shall be sent informing that church of the removal of that person's name from our roll. The Clerk will serve on the History Committee.
- B. The Clerk shall be elected yearly and may succeed himself/herself.

Section 8. TREASURER

- A. It shall be the duty of the Treasurer to receive and disburse the funds of the church as directed by the church, paying as promptly as possible all duly approved bills. The Treasurer will report all transactions at the regular scheduled business meeting; the Treasurer will further furnish the Finance Committee with such information from his/her records as they may from time to time require. The Treasurer shall submit the books for audit as requested. The Treasurer will serve on the Finance Committee.
- B. The Treasurer shall be elected annually and may succeed himself/herself.

Section 9. SUNDAY SCHOOL DIRECTOR

- A. The Sunday School Director shall work cooperatively with the Minister/Director of Education and Youth Activities and shall be responsible for the promotion of the Sunday School program. The Sunday School Director will give a report at the regularly scheduled church business meeting as to the work being done, and will bring to the church for approval any recommendations from the Sunday School department after conferring with the Minister/Director of Education and Youth Activities. It shall be the duty of the Sunday School Director to serve on the Nominating Committee and Church Council.
- B. A Sunday School Director will be elected annually at the May business meeting and may succeed himself/herself.

Section 10. Ladies Ministries

- A. Ladies Ministry teams may meet for the purpose of sharing the Word of God and promoting fellowship among the women.
- B. Any leaders shall be appointed as deemed necessary.

Section 11. AWANA COMMANDER –

- A. The Awana Commander shall work cooperatively with the Minister/Director of Education and Youth Activities and shall have the duty of overseeing the general operation of the Awana clubs. He/She shall provide assistance and guidance to the directors and leaders of the clubs by communicating and being able to relate to them as well as the clubbers. He/She shall maintain a calendar of club events and shall coordinate this with the church calendar and be

involved in all events of the club. It is recommended that he/she report to the church at the regular scheduled business meeting as to the club's progress and status. It shall be his/her duty to serve on the Church Council.

- B. An Awana Commander shall be elected annually at the May business meeting and may succeed himself/herself.

Section 12. STUDENT MINISTRIES LEADERS

- A. The Student Ministry Leaders shall work cooperatively with the Pastor and the church body and shall have the duty of overseeing the general operation of the Student Ministries of Hollywood Baptist Church.
- B. Student Ministry Leaders shall be elected yearly and may succeed themselves. A Student Ministry Leader representative shall serve on the Church Council.

ARTICLE X
STANDING COMMITTEES

A. *DEFINITION:* A church committee is a small group of individuals appointed or elected to perform certain tasks that cannot be done efficiently by the entire church membership or by any one of the educational organizations. All standing committee directors and committee members shall be members of the church. Directors are appointed by the nominating committee and are responsible for recruiting members of their respective committees. All directors and members will be elected by the church.

B. *PURPOSE:*

- 1. To provide information which will assist the congregation in reaching final decisions
- 2. To provide, through creative thought and thorough discussion, more effective ways for carrying on the work of the church
- 3. To provide opportunity to make good use of the knowledge and abilities of persons best qualified in particular fields of interest
- 4. To provide opportunity for Christian maturity by sharing the work of the church
- 5. In most instances, church committees are established to involve the congregation in carrying out their assigned duties

C. *GUIDING PRINCIPLES FOR CHURCH COMMITTEE WORK:*

- 1. Committee work should be determined on the basis of need
- 2. The number of committees should be determined on the basis of well-defined areas of work to be done
- 3. The duties of committees should be clearly defined and well publicized
- 4. Individuals should be placed on committees where they can both learn and serve best
- 5. Committee members should be provided with opportunities for training
- 6. Committees should meet regularly
- 7. Committees should make periodic reports to the church
- 8. Chairpersons of all committees or organizations are expected to oversee the budget for his/her committee or organization.
- 9. All committees shall inform the pastor of meetings in advance since he is an ex-officio member of all committees.
- 10. No chairman shall present a motion at a business meeting without first having met with his/her committee for a consensus decision on the matter under consideration.

Section 1. BAPTISM COMMITTEE

A. *PURPOSE:* To be responsible for the preparation of the ordinance of baptism

B. *DUTIES:*

- 1. See that the candidates for baptism are notified well in advance of the time for the service
- 2. See that baptismal robes are available, properly laundered, in good repair, and new robes are provided when necessary
- 3. Notify custodian when baptismal pool is needed

4. Be present in dressing rooms to assist the administrator and the candidates so that they are dressed and depart on time
 5. Assist the pastor with details such as identifications, procedures, records, etc.
 6. Provide the church office and the Church Clerk with a list of names of those baptized
- C. **COMMITTEE MEMBERS:**
This committee shall be composed of four (4) members, two (2) men and two (2) women.

Section 2. CEMETERY COMMITTEE

- A. **PURPOSE:** To oversee the cemetery property of the church
- B. **DUTIES:**
1. Assist with the laying off of graves
 2. Keep an accurate record of the sales and transfers of the cemetery property, noting the same on the cemetery map
 3. Sell cemetery property
 4. Work in conjunction with the property committee as to the maintenance and upkeep of the cemetery
 5. Oversee the collection and dispersion of monies from the Cemetery Fund
 6. Follow the rules and regulations governing the Hollywood Baptist Church Cemetery adopted March 1976 to wit only church members may purchase burial plots
- C. **COMMITTEE MEMBERS:**
This committee shall be composed of three (3) members.

Section 3. CHURCH COUNCIL

- A. **PURPOSE:** To plan, coordinate, and evaluate a comprehensive and balanced program for the church
- B. **DUTIES:**
1. Review and coordinate all ministries of the church (Sunday School, Missions, Awana, Word of Life, Senior Adults, Youth Activities, Outreach, and Music)
 2. Help, advise, and coordinate with other workers or committees of the church in achieving a balance in the relationship of the programs and duties of the church
 3. Review all program additions, significant changes, and deletions before such measures are presented to the church
 4. Create and maintain an annual church calendar kept in a central location of the church
 5. Meet monthly
- C. **COMMITTEE MEMBERS:**
This committee shall consist of the following church leaders: the Sunday School Director, Missions Director, Deacon Representative, Church Secretary, Youth Ministry Council Chairperson, Awana Commander, Youth Leader Representative, and Special Events Director. The Pastor and the Minister shall serve as ex-officio (non-voting) members of this committee.

Section 4. CHURCH MINIBUS COMMITTEE

- A. **PURPOSE:** To be responsible for the care and upkeep of the church minibus
- B. **DUTIES:**
1. Plan, schedule, and supervise the use of the church minibus
 2. Responsible for maintenance and general upkeep of the minibus
 3. Prepare rules and regulations governing the use of the church minibus for approval by the church and, upon approval, to oversee adherence to these rules
 4. See that the church minibus is used only for church activities unless authorized by the church
 5. Recruit and encourage persons to secure the proper CDL license
- C. **COMMITTEE MEMBERS:**

This committee shall consist of three (3) members.

Section 5. CONSTITUTION AND BY-LAWS COMMITTEE

- A. *PURPOSE:* To systematically and regularly review the Constitution and By-Laws to insure workable procedures for the operation of the church in achieving its spiritual objectives
- B. *DUTIES:*
 - 1. Annually review Constitution and By-Laws, recommending revisions to the church as necessary
 - 2. Be responsible for helping the church follow the guidelines set forth in the Constitution and By-Laws
 - 3. Formulate purpose and duties for new standing committees that have been authorized by the church
- C. *COMMITTEE MEMBERS:*

This committee shall be composed of no less than four (4) members, one of which is to be a deacon.

Section 6. COUNTING COMMITTEE

- A. *PURPOSE:* To safeguard and verify the church offerings and to deposit the monies in the bank
- B. *DUTIES:*
 - 1. Receive all offerings from the ushers, count all offerings, and deposit them as soon as possible
 - 2. Prepare a weekly report of church receipts for the church treasurer
 - 3. Maintain a record of receipts and deposits for 90 days
- C. *COMMITTEE MEMBERS:*

This committee shall be chaired by the Financial Secretary and the Assistant Financial Secretary and six (6) members.

Section 7. FINANCE COMMITTEE

- A. *PURPOSE:* To give general supervision to the total financial program of the church, including the administration of the church budget
- B. *DUTIES:*
 - 1. Institute and supervise a plan for the counting and depositing of offerings
 - 2. Maintain proper records of the source of all monies received
 - 3. See that reports of contributions are available to members of the church annually
 - 4. Make a monthly financial report to the church
 - 5. Consider and recommend to the church financial matters that are not specifically provided for in the budget
 - 6. Accept requests for money over annual budget amount or outside annual budget to be considered and presented at the next business meeting
 - 7. Prepare the annual unified budget to be presented at a regular business meeting
 - 8. See that organizations or other agencies remain within the budget as accepted by the church
 - 9. Have the ability to approve increases in budgeted or nonrecurring expenditures, not to exceed \$1000.00
 - 10. Suggest to the church, when needed, methods for financing special plans or activities approved by the church
 - 11. Investigate and recommend to the church investment strategies for various funds
 - 12. Be responsible for audit of church financial records as needed
 - 13. Shall meet as often as needed
- C. *COMMITTEE MEMBERS:*

This committee is composed of six (6) members: a representative from the active Deacons, Treasurer, Assistant Treasurer and three (3) at-large members. The three (3) at-large members shall serve on a rotating basis with the term of office expiring for one (1) at-large member each year. After serving a term of three (3) years, an at-large member shall not be eligible for re-election until after the lapse of one (1) year.

Section 8. FLOWER COMMITTEE

- A. *PURPOSE:* To provide floral arrangements for the worship services and church-wide functions
- B. *DUTIES:*
 - 1. To secure and arrange flowers for use in church sanctuary
 - 2. Work with Social Arrangements Committee to provide flowers for special church functions
 - 3. Dispose of flowers and clean and care for floral equipment and supplies
 - 4. Supervise care of permanent plants in church building
 - 5. Handle requests for floral arrangements given as memorials
- C. *COMMITTEE MEMBERS:*
This committee shall be composed of at least two (2) members.

Section 9. HANGING OF THE GREENS COMMITTEE

- A. *PURPOSE:* To plan the Hanging of the Greens program for the last Sunday night in November
- B. *DUTIES:*
 - 1. Responsible for the planning of the program to decorate the church for the Christmas season
 - 2. Maintain and care for the decorations and Chrismons needed for the program
- C. *COMMITTEE MEMBERS:*
This committee shall consist of the Music Director and six (6) members.

Section 10. HISTORY COMMITTEE

- A. *PURPOSE:* To keep up to date a record of the significant happenings in the life of the church
- B. *DUTIES:*
 - 1. Meet annually to compile a record of significant happenings in the life of the church
 - 2. Maintain a collection of pictures and newspaper articles of outstanding church events
- C. *COMMITTEE MEMBERS:*
This committee shall consist of the Clerk and two (2) members.

Section 11. LONG RANGE PLANNING COMMITTEE

- A. *PURPOSE:* To study the overall long range needs of the church
- B. *DUTIES:*
 - 1. Develop a usable short term and long term plan for the facilities of the church
 - 2. Meet annually to ascertain the church's progress towards the church's goals and/or plans and to project possible needs for the future and ways to accomplish them
 - 3. Present an annual report to the church before the end of each church year at a business meeting
- C. *COMMITTEE MEMBERS:*
This committee shall consist of five (5) members: the Property Committee chairperson, a trustee representative, a Deacon representative, and two (2) at-large members. Any interested church member may attend the annual planning meeting of this committee. The Minister/Director of Education and Youth Activities is an ex-officio (non-voting) member of this committee.

Section 12. MISSIONS COMMITTEE

- A. *PURPOSE:* To establish and maintain the Missions Philosophy for the church in accordance to the Great Commission
- B. *DUTIES:*
 - 1. Prepare a Missions Statement for the Church
 - 2. Coordinate missions trips
 - 3. Schedule and organize mission conferences
 - 4. Initiate projects of service to missionaries
 - 5. Coordinate lodging and food for missionaries when they visit

6. Provide opportunities for correspondence to missionaries (addresses or email addresses)
 7. Shall meet at least once a quarter
 8. Shall make the church aware of emergency prayer requests from missionaries
 9. Discuss and recommend to the church the goals for all missions giving
- C. *COMMITTEE MEMBERS*: This committee shall consist of at least six (6) members.

Section 13. NOMINATING

- A. *PURPOSE*: To discover, interview, enlist, and recommend personnel qualified to fill all the offices and positions required in the organizations of the church
- B. *DUTIES*:
1. Recommend to the church annually, in harmony with established policies, directors for all standing committees.
 2. Recommend personnel to the church for special committees unless some other provision has been made for their selection
 3. Periodically review the established committee structure and recommend to the church any desired changes
 2. Recommend to the church, not later than the May business meeting, the person nominated as Sunday School Director to serve on the Nominating Committee for the coming year
 3. Recommend to the church, not later than the May business meeting, the person(s) nominated as the Awana Commander
 4. Recommend to the church, preferably by August 1, personnel for all church offices, organizations, committees, and the directors for these committees.
 5. See that all organizations of the church are properly staffed at all times, recommending to the church at a business meeting any necessary replacements of personnel
- C. *COMMITTEE MEMBERS*:
This committee shall be composed of the Sunday School Director, the *Missions Director*, and four (4) at-large members, two (2) of which are elected yearly and then serve for two (2) years before rotating off. After serving a term of two (2) years, an at-large member shall not be eligible for re-election until after the lapse of one (1) year. The chairperson shall be one of the two (2) at-large members who served the previous year. Any other ministry staff shall serve as ex-officio (non-voting) members to advise the Nominating Committee.

Section 14. NURSERY COMMITTEE

- A. *PURPOSE*: To provide and oversee the church nursery program for children under the age of three (3) years
- B. *DUTIES*:
1. Provide nursery guidelines and a rotation and schedule of attendants with skills in working with nursery aged children
 2. Provide toys, equipment, and nursery supplies as needed
 3. Insure a facility that is clean and well lit and comfortable for these children and their parents
 4. Encourage parents to leave children in nursery while they attend the services of the church
 5. Provide a form for parents to fill out with regards to any special needs of their children
- C. *COMMITTEE MEMBERS*:
This committee shall consist of a nursery coordinator and three (3) members.

Section 15. PERSONNEL COMMITTEE

- A. *PURPOSE*: To assist the church in matters that relate to all employed personnel administration, including those called by church action, in accordance with the mission of the church and under the leadership of the Holy Spirit
- B. *DUTIES*:

1. Develop and revise job descriptions, as needed
 2. Work with the Pastor in developing and recommending for approval by the church policies and procedures applicable to all employees
 3. Assist the Pastor in the resolution of employment related grievances and terminations, and shall hear and investigate complaints from church members concerning church employees. The Personnel Committee shall maintain confidentiality in such matters. Any situations of termination are to follow the guidelines outlined in this Constitution.
 2. Make recommendations to the Finance Committee for its consideration in proposing the annual church budget concerning salary adjustments or benefits for staff members as appropriate
 3. Maintain harmonious relationships among staff members and between staff members and the church
 4. Develop and implement a plan for evaluating personnel performance with the assistance of the Pastor
 5. Assist the Pastor in determining the need for additional church staff
 6. Recruit, interview, and recommend for church approval new personnel except ministerial staff with assistance of the Pastor
 7. Shall meet as needed
- C. **COMMITTEE MEMBERS:**
This committee shall consist of a representative of Deacons and four (4) members who shall be elected by the church to serve two (2) year rotating terms.

Section 16. BUILDING & GROUNDS COMMITTEE

- A. **PURPOSE:** To properly maintain and keep the church property attractive
- B. **DUTIES:**
1. Make regular systematic inspection and semi-annual inventory of all church property
 2. Seek to discover mechanical and structural faults before they become acute, and have them properly repaired
 3. Make recommendations to the Finance Committee concerning expenditures over budgeted allowances except for emergencies
 4. Care for emergency repairs so as to prevent additional damage
 5. Keep all furnishings and equipment in good condition
 6. Set up rotation schedule of painting, it being suggested that certain properties be painted each year
 7. Maintain and have fire control equipment checked periodically
 8. Check air conditioning and heating systems during off seasons and have them serviced when needed
 9. Make recommendations to dispose of incidental property and equipment
 10. Ensure that necessary equipment is available for custodial work
 11. Review all facility plans and facility changes before being presented to the church
- C. **COMMITTEE MEMBERS:**
This committee shall be composed of a chairperson and at least four (4) members.

Section 17. SOCIAL ARRANGEMENTS COMMITTEE

- A. **PURPOSE:** To supervise church-wide social functions and the disbursement of kitchen supplies
- B. **DUTIES:**
1. Establish and periodically review church policies regarding the kitchen
 2. Supervise food services of the church, such as church-wide receptions, teas, banquets, etc. This committee will NOT initiate them.
 3. Keep the kitchen stocked with supplies
 4. Be responsible for checking out and in supplies to different organizations, as needed within the bounds of established policies
 5. Recommend to the Finance Committee the purchase of new equipment or the

- replacement of old equipment within the kitchen area
- 6. Maintain a schedule of events for the use of the kitchen and fellowship hall
- 7. Shall recommend, for approval by the church, policy governing the use of the kitchen and kitchen property which, upon approval, shall be posted in the kitchen. all persons using this facility shall be notified and expected to comply with the established policy.
- 8. Shall meet as needed
- C. **COMMITTEE MEMBERS:**
This committee shall consist of (3) directors, one each for funerals, special events and showers. The committee directors may enlist as many volunteers as necessary to assist in the performance of their duties.

Section 18. TOWLER MEMORIAL FUND COMMITTEE

- A. **PURPOSE:** To oversee the use of the funds of the Towler Memorial Fund
- B. **DUTIES:**
 - 1. Hold the ten thousand dollar (\$10,000) principal in trust and/or certificate or deposit in such manner that the said principal cannot be withdrawn, dispersed, borrowed, or used in any manner
 - 2. Review and approve requests for monies to be used for education, seminars, retreats, etc. of Bible class members and teachers of individuals from birth to age 30 using the interest generated by the principal of the fund
- C. **COMMITTEE MEMBERS:**
This committee shall consist of at least four (4) persons, five (5) if one of which is a member of the Towler family. The others should be individuals who are working with the age group the fund benefits.

Section 19. YOUTH MINISTRY COUNCIL

- A. **PURPOSE:** To plan and coordinate activities for the youth in grades 7-12
- B. **DUTIES:**
 - 1. Work with the Pastor and/or Minister/Director of Education and Youth Activities to plan and coordinate a comprehensive, balanced program of activities that will provide Christian growth and Christian fellowship for the youth
 - 2. Help implement approved activities for all youth
 - 3. Meet at least once a quarter
 - 4. Keep the church informed of activities at regular business meetings
- C. **COMMITTEE MEMBERS:**
This committee shall consist of eight (8) members: four (4) youth, two (2) youth leaders, and two (2) parents of participating youth. The chairperson of this committee shall serve on the Church Council. Any ministerial staff shall be an ex-officio (non-voting) member of this committee.

Section 20. OTHER SPECIAL COMMITTEES

A special committee shall be one that is needed for a particular task for a limited amount of time. These committees shall be appointed by the moderator or elected by the church, as the church desires.