

**Constitution and By-Laws
of
Bethany Baptist Church, Inc.

Pulaski-Bleckley Association**

Preamble

For the purpose of preserving and making secure the principles of our faith, and to the end that this body be governed in an orderly manner consistent with the accepted tenets of Southern Baptist Churches affiliated with the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish this constitution.

I. Name

Wherever the word church is used in these By-Laws, it is to be construed as meaning Bethany Baptist Church, Inc. of Cochran, Georgia.

II. Mission Statement

The purpose of Bethany Baptist Church is to obey the Great Commandment by loving God with all our being and to obey the Great Commission by sharing the Good News of the gospel of Jesus Christ to our community, county, state, country, and other areas of the world.

III. Statement of Basic Beliefs

We affirm the Holy Bible as the inerrant, inspired word of God and the basis for our beliefs. The church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963. **(Bethany Baptist Church accepts "The Baptist Faith and Message" as adopted by the Southern Baptist Convention on June 14, 2000.)** We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

We believe that term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. 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, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness,

respect, and dignity. 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 the church.

The statement of faith does not exhaust the extent of our faith. 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 church doctrine, practice, policy, and discipline, our pastor and board of deacons is the church's final interpretive authority on the Bible's meaning and application.

IV. Church Covenant

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and 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, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love, to strive for the advancement of this church in knowledge, holiness, and comfort, to promote its prosperity and spirituality; to sustain worship, ordinances, doctrines, and disciplines; 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; seek 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; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

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

V. Government and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church 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 Southern Baptist Churches. Insofar as is practical, this church will cooperate with and support the Pulaski-Bleckley Association, the Georgia Baptist Convention, and the Southern Baptist Convention.

By-Laws

Article I. Church Membership

Section 1: Candidacy

The members of this fellowship shall be of like faith and order. Those applying for membership shall be received by vote of the congregation at the regular services without the necessity of the church being convened in conference. **There shall be opportunity for the pastor or deacons to receive testimony as to the conversion and or baptism of the candidate prior to the vote. Those candidates expressing agreement with the statement of basic beliefs contained in these by-laws and who confirm such in writing will be referred to the membership for a vote during regular services.** In the admission of members, it is desirable that the vote be unanimous, but if in any instance objection is made, the case shall be referred without debate to the pastor and deacons for investigation and report within seven (7) days for church action. A three-fourths ($\frac{3}{4}$) vote of those church members present and voting shall be required to elect such members.

The membership of this Church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of The Bethany Baptist Church Constitution, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ. The membership of the Church shall have final authority in all matters of church governance, as set forth and described in the Bylaws.

Candidates for Baptism shall give the church a public statement of profession of faith in Christ which may be done in answer to questions asked by the pastor or by statement from the pastor of such profession of faith having previously been given and the same to be acknowledged by such a candidate. New members are received by: (1) Profession of faith and for baptism according to the policies of this church, (2) Letter of recommendation from a Southern Baptist Church, (3) Personal statement of a prior conversion experience and baptism by immersion where no letter is obtainable.

Section 2: New Member Orientation

Every new member will be encouraged to participate in a new member orientation program. If the new member transfers from another denomination of like faith the new member will decide whether or not participation is necessary for his or her own growth.

Section 3: Rights and Responsibilities of Members

Every member (18 years or older) of the church is entitled to vote in all elections and on all questions, motions, and/or recommendations submitted to the church in conference provided the member is present.

Every member of the church is eligible for consideration by the membership as candidate for elective offices in the church except otherwise set forth herein.

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

Membership in this church involves financial obligation to support the church and its causes regularly, proportionate gifts.

Each member is also expected to support the church in regular attendance.

The membership is encouraged to support voted on issues.

Section 4: Discipline

The practice of this church shall be to emphasize to its members that every reasonable measure be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption and reconciliation.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If necessary for the church to take action to exclude a member, a two-thirds (2/3) vote of the members present and voting is required, and the church may proceed to declare the person no longer in the membership of the church. All such proceedings shall be pervaded by the spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded upon the request of the excluded person and by vote of the church upon evidence of the excluded person's repentance and reformation.

Section 5: Termination of Membership

Membership shall be terminated in the following ways: (1) Death of a member, (2) Letter of recommendation to another

Southern Baptist Church, (3) Exclusion by action of this church, or (4) Removal upon request or *proof* of membership in a church of another denomination.

Members who show by their actions or statements that they are no longer of like faith and practice

Article II. Church Officers

All who serve as officers of the church shall be members of this church. The officers of this church shall be pastor, other ministerial staff, deacons, moderator, clerk, treasurer, trustees, Sunday School Director, Church Training Director, WMU Director, Brotherhood Director, and other officers as the church may elect and designate.

Section 1: Pastor

A. Selection of Pastor

The office of pastor is open only to men who satisfy the requirements of scripture.

1 Tim 2:12-14

1Tim 3:1-7

Titus 1:5-9

1 Tim 2:12

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which, at least one week's public notice shall be given. A Pastor Search Committee of no more than five members shall be nominated and elected by the church to seek out a suitable pastor, and their recommendation will constitute a

nomination. Any member has the privilege of making suggestions to the Pastor Search Committee. The committee shall submit for the consideration of the church only one (1) man at a time. Election shall be held following the last service at which the man preaches. Election shall be secret ballot. An affirmative vote of three-fourths (3/4) of those members present and voting be necessary to extend a call.

B. Duties of Pastor

(1) Spend considerable time in prayer and Bible study in preparation for spiritual development.

(2) Lead the church with the assistance of deacons,

organizational directors, church officers, teachers, and committees in spreading the Gospel, teaching the Bible, and disciplining the church membership.

(3) Serve as ex-officio (non-elected) members of all committees.

(4) Serve as moderator of all church conferences and business meetings except as outlined in Article III, Section 3 of the By-Laws.

(5) Counsel with and witness to families or individuals in need of spiritual help.

(6) Visit the hospitals, nursing homes, and individual homes in conjunction with the deacons to assist the sick and/or needy as deemed necessary.

(7) Be responsible for filling the pulpit when he is going to be absent except in cases of emergency in which case the chairman of the deacons and active deacons will be responsible.

(8) Will be allowed to take two weeks a year for vacation with pay; this includes two (2) Sundays. The pastor may be away from a regularly scheduled service for special events (revivals,

conferences, Bible studies, etc.) occasionally. He may also take off a few days occasionally as he may feel necessary without prior approval but he is expected to keep the chairman of deacons informed of such days off. If the pastor leaves town, he needs to contact the chairman of deacons.

C. Charge Against the Pastor

(1) No one shall proceed in any conference to unseat the pastor.

(2) No one shall have a public hearing concerning a charge against the pastor until he, the individual, or group of individuals who are dissatisfied has made a special effort to see the pastor's point of view, all Christian fairness of explanation given him. The deacons may request after prayerful consideration that a hearing be held. The charge shall be made in writing and the pastor notified of all proceedings in advance.

(3) The pastor may terminate his service as he is led by announcing his resignation at least two (2) weeks in advance of his final day. Each party shall be governed by the preceding unless both parties reach some other acceptable agreement.

(4) At any time with two-thirds (2/3) vote majority of deacons and a two-thirds (2/3) majority of church members present and voting and with proper notification (announced at 2 Sunday morning services), the pastor may be asked to resign effective immediately with 30 days pay and 30 days to vacate the pastorium.

(5) Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with no less than one-twelfth (1/12) of his total annual monetary compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty (30) days.

Section 2: Other Ministerial Staff

Other ministerial staff (I.e. Minister of Music and Youth,

Associate Pastor, etc.) shall be called and employed as the church determines the need for such a position. A job description shall be written and maintained by the personnel committee for each staff position. These staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the personnel committee and called by church action. At the time of resignation at least two (2) weeks notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the Personnel Committee; such termination being immediate and the compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation. All staff members shall be directly responsible to the pastor.

Any associate pastor or youth minister that shall be called by the church shall be a man meeting the biblical qualifications of a pastor as outlined previously

1 Tim 2:12-14

1Tim 3:1-7

Titus 1:5-9

1 Tim 2:12

Section 3: Moderator

In the absence of the pastor, the chairman of the deacons or vice chairman of deacons shall preside. In the absence of all named above, the clerk shall call the church to order and preside for the election of an acting moderator. Any called conferences dealing with dismissal of the pastor shall be moderated by the chairman of the deacon body.

Section 4: Church Clerk

The church shall elect a clerk annually as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church except as otherwise provided. The clerk shall be responsible for keeping a register of names of members with dates of admission, dismissal, death, or erasure together with a record of Baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary as indicated in the By-Laws. The clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office.

Section 5: Church Treasurer

The church shall elect a church treasurer annually. The duty of the treasurer, with the cooperation of the financial secretary, shall be to receive, preserve, and pay out upon receipt of vouchers approved and signed by authorized personnel all money or things of value paid or given to the church.

The church treasurer shall keep such records as considered necessary by the finance committee and shall be responsible for accurate accounting of all contributions received giving accurate credit to each individual or organization. In keeping these records, he or she will make use of an accounting system in order that all receipts and expenditures may be accurately credited or debited to the correct account. The church treasurer will prepare and mail an itemized statement to each contributor as soon as possible after the close of each calendar year. This statement will accurately reflect the monetary value of all the contributions made by the individual during the past year. Such statement shall be of the nature acceptable to authorities for income tax purposes. All records shall be maintained current, and any contributor shall have the privilege

of examining the account of his or her contributions but shall not have the right to examine the contributions record of any other contributor. All records maintained by the treasurer are to be considered property of the church. When a successor has been duly elected by the church, the former church treasurer shall turn over all records, accounts, and other papers pertaining to the office to his or her successor as soon as is practical. All records shall be brought up to date, insofar as is possible, prior to being turned over. The church shall have the privilege of asking any questions for clarification pertaining to any financial matter. This is for clarification--not argument. These questions may be directed to the financial secretary, treasurer or finance committee. In questions of dispute, the responsibility for a satisfactory answer will ultimately be the responsibility of the finance committee.

Section 6: Assistant Treasurer

In the absence of the church treasurer, the assistant treasurer shall execute/perform the duties of the church treasurer.

Section 7: Trustees

Three (3) men shall be elected as trustees from the church membership for an indefinite period of time. These trustees shall be charged with the duty of executing such legal documents as may be required by law and such other documents as may, from time to time, be empowered and directed by the church.

Section 8: Deacons

A. Deacon Election:

The office of deacon is open only to men who meet the

**biblical qualifications as outlined in scripture:
1 Tim 3:8-13**

The active deacon body shall consist of nine men and they will serve on a rotation basis for a period of two (2) years each unless filling an unexpired term. Deacons shall be chosen from the eligible male church membership. The active deacon body will screen the membership and compile the list to be presented to the church.

To be considered as a candidate, a man must be at least 25 years of age, a member of this church for at least two (2) years, and shall meet the other qualifications as set forth below. A deacon shall be eligible for re-election only after the lapse of at least one (1) year.

B. Deacon Qualifications:

The deacon shall meet those scriptural qualifications as set forth in Acts 6:3, "...men of honest report, full of the Holy Spirit and wisdom,..." and I Timothy 3:8-13, "Likewise must the deacons be grave, not double-tongued, not given to much wine, not greedy of filthy lucre; holding the mystery of the faith in a pure conscience. And let those also first be proved; then let them use the office of a deacon, being found blameless. Even so must their wives be grave, not slanderers, sober, faithful in all things, and actively participate in regular church programs. Let the deacons be the husband of one wife, ruling their children and their own houses well. (The husband of one wife does not mean that a man has never been divorced.) For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus."

The deacon and his wife shall support the full program and leadership of this church. This means through a lively interest in and support of the organizational, educational, visitation, missionary, training, evangelistic, prayer, and worship opportunities afforded.

The deacon and his wife shall be expected to render a stewardship of his possessions. The church believes and teaches that tithing is the basis of giving as taught in the Bible; therefore the deacon is expected to tithe as a minimum standard of contributing.

The deacon and his wife shall be true to the doctrine of our church. This includes believing in and supporting without any reservations the cause of World Missions as pointed out in the Great Commission.

The deacon and his wife shall be willing to bear witness, to work for the progress of the church, and be willing to support the outreach program of the church by participating in the evangelism program of the church.

The deacon and his wife shall attend regular and called meetings. Prolonged absence from regular meetings should become a matter of concern to the deacon as to whether he should remain in active status. If a deacon remains inactive after scriptural confrontation then he shall be put on the inactive list.

Article III. Non-Ministerial Staff

Non-ministerial staff members (i.e. church secretary, janitor, etc.) shall be employed as the church determines the need for their services. The church personnel committee shall have the authority to employ and to terminate services of the non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and as appropriate, with the consultation of related committees of the church.

Article IV. Church Committees and Their Responsibilities

Churches perform much of their administrative service type

work through church committees and church officers. Both church committees and church officers are responsible for assisting the congregation in handling administrative matters such as finances, facilities, and personnel. A church committee is composed of a limited number of persons who are charged with performing a specific job for the church. Experience has proven that a committee can study and implement a specialized assignment more efficiently than can the entire church membership.

Church committee members are usually nominated by the church nominating committee and elected by the church. Since the church brings each church committee into existence, each committee reports back to the church. There should be a regular time allocated at each business meeting for church committees to report on the work accomplished. Committees should consist of at least three (3) and no more than six (6) members unless otherwise prescribed. Each committee can, of course, secure resource persons to provide specialized information that relates to the problem under consideration. These temporary resource persons do not have voting privileges and do not become members of the committee.

The pastor is an ex-officio member of all committees. As a matter of courtesy and to enlist his support and guidance, he should be notified of meetings. Each committee shall elect a chair-person.

Section 1: Nominating Committee

A. Purpose

To lead the church in filling all church-elected leadership positions filled by church leaders plus two (2) nominated from church membership.

B. Duties

- (1) Select, interview, and enlist church program organizations

leaders, church committee members, and general church officers.

(2) Approve volunteer workers before they are invited to serve in church-elected leadership positions.

(3) Distribute church leadership resources according to priority needs.

(4) Assist church leaders in discovering and enlisting qualified persons to fill church-related positions of leadership

(5) Present volunteer workers to the church for election.

(6) Nominate special committees as assigned by the church.

C. Members of Nominating Committee

This committee shall consist of the Sunday School Director, Training Union Director, Brotherhood Director, WMU Director, Chairman of Deacons, plus two nominated by the floor at conference and the pastor.

Section 2: Church Personnel Committee

A. Purpose:

To assist the church in matters related to employee personnel administration.

B. Duties

(1) Survey the need for additional church staff positions.

(2) Prepare and update, as necessary, job descriptions for all employed personnel.

(3) Prepare and maintain an organizational manual relating to church employed personnel.

(4) Recruit, interview, and recommend to the church potential personnel according to established church policy and staff criteria.

(5) Develop and recommend a salary schedule and benefit plan for employed personnel.

(6) Develop and recommend church policies and procedures

for employed personnel administration.

(7) Promote harmony in working relations among employed personnel.

Section 3: Church Finance and Stewardship Committee

A. Purpose:

To help church members grow as Christian Stewards by developing an understanding of and a commitment to Biblical teachings of stewardship.

B. Duties:

(1) Prepare an annual budget and present the proposed budget to the church. (The Annual Budget will be presented to the Deacons FIRST and then presented to the church for approval.)

(2) Promote and supervise the expenditures according to the church's direction.

(3) Discover ways to plan and support church ministries through budget development, promotion, and commitment.

(4) Seek to increase mission understanding and develop Christian stewards by sharing mission support information.

(5) Take steps to insure that sound procedures are used for receiving, counting, safeguarding, and distributing funds.

(6) Make a financial statement (monthly) in the church business meeting.

(7) Meet monthly with the treasurer who will be an ex-officio member.

C. Membership:

This committee shall be composed of four (4) members at large and one (1) deacon selected by the Nominating Committee for a total of five (5) members. The Finance Committee will select their

own chair-person. (No Department Heads shall be members of the Finance Committee.)

The Finance Committee shall serve two (2) one year terms with one (1) year off in between terms before being eligible to be elected back to the Finance Committee.

The committee shall meet monthly with the treasurer who will be an ex-officio member.

Section 4: Church Baptism Committee

A. Purpose:

To assist the pastor and deacons in preparing for and administering the ordinances for baptism.

B. Duties:

(1) See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.

(2) Recommend to the church property and grounds committee additional or different equipment and space needed.

(3) Check the pool for proper water filling and temperature.

(4) See that lighting is properly handled in the pool and in the auditorium.

(5) Assist the candidates into and out of the pool and to their dressing rooms. Seek to give each candidate as much privacy as possible.

(6) Remain until all candidates are dressed and ready to leave.

(7) Arrange for baptismal garments, towels, and other supplies to be made ready for next service.

Section 5: Buildings and Grounds Committee

A. Purpose:

The Building and Grounds Committee is an administrative service committee elected to assist the church in the care of all properties and buildings and to administer work assigned to it.

B. Duties:

- (1) Inspect all church property and equipment periodically.
- (2) Develop and recommend policies and procedures concerning maintenance, insurance, and use of buildings, properties, and space.
- (3) Prepare recommendation for the Church Finance and Stewardship Committee.
- (4) Assist other church committees in responsibilities relating to church property and space.
- (5) Review duties periodically and recommend appropriate changes.
- (6) This committee shall supervise the upkeep of the church grounds and the church cemetery.
- (7) Supervise the maintenance and repair of all church property and equipment unless otherwise provided for by another committee.

Section 6: Hospitality/Social Committee

A. Purpose

To assist the church in administering its food service effectively.

B. Duties:

- (1) Consult with church leaders to determine the food service needs of the church.
- (2) Recommend to the church the food services to be provided.
- (3) Recommend the food service budget and the purchase of food service equipment.

(4) Develop and recommend policies and procedures for the use of the kitchen and equipment.

(5) This committee shall be responsible for the maintenance, inventory, and organization of the supply room.

C. This committee shall elect a chair-person from within the committee who will serve as host/hostess. This person will serve on the Church Council.

Section 7: Church Recreation Committee

A. Purpose

To assist the church in planning a good, clean, and worthy recreational program. This program should involve as many church members as possible in a variety of activities.

B. Duties:

(1) Plan and supervise the recreational program.

(2) Sponsor special events.

(3) Recommend policies and procedures to the church and make recommendations on needed equipment and budget allocations.

(4) Use the recreational program to reach the lost people, involve saved people, and promote the best interest of the church at every outing.

(5) Approve all coaches and managers.

Section 8: Usher Committee

A. Purpose:

To assure that persons attending services of the church are greeted in a warm and friendly manner, and that special needs of the congregation are met, and to assist in every possible way in maintaining a worshipful atmosphere in all services.

B. Duties

(1) To recruit, recommend for church election, train, and supervise such ushers as may be needed to carry the additional duties below.

(2) To greet the people both before and after services, making every effort to introduce visitors to members.

(3) Assist in seating those entering at specified times before and during services.

Section 9: Church Vehicles/Transportation Committee

A. Purpose:

To assure that the church vehicles are properly maintained in good mechanical condition and use in accordance with established church policies and procedures.

B. Duties:

(1) Regularly inspect the church vehicles and maintain them in safe and good mechanical condition.

(2) Develop and recommend for church approval, policies and procedures covering the use of church vehicles. (These should include qualification of drivers, approval procedures for use of vehicles, reservations and priorities for use, procedures for purchasing gas, oil, and emergency “on-the-road” repairs, etc.)

(3) Develop, recommend, and administer the church approved vehicle maintenance budget.

(4) Make recommendations to the church on the acquisition, replacement or disposition of vehicles.

(5) Ensure cleanliness of vehicles...inside and outside.

Section 10: Flower Committee

A. Purpose:

To insure that suitable floral arrangements are provided for regular worship services and that appropriate decorations are provided for special events and funerals.

B. Duties:

(1) Provide flowers as appropriate for regular worship services.

(2) Dispose of or make arrangements for disposal of used or dead flowers.

(3) Provide suitable decorations for special worship services and other special church wide events.

(4) Provide flowers for deceased church members who were active unless physically impaired. If the church provides a meal for the family it shall be done in lieu of flowers.

Section 11: Senior Adult Committee

A. Purpose:

To be responsible for coordinating activities/events pertaining to senior adults (those 55 years and older).

B. Duties:

(1) Help plan programs and ministries for the senior adults of

the church.

(2) Assist the enlistment of volunteer workers for the senior adults' ministry.

(3) Develop policies for senior adults' ministry and make appropriate recommendations to the church.

(4) Seek to relate the senior adult ministry to the community and the church using appropriate resources.

Section 12: Nursery, Preschool, Children's Committee

A. Purpose:

To coordinate the special needs and activities of the nursery, preschooler's, and children's age groups (birth through 5th grade).

B. Duties:

(1) Assure that adequate help is available for all regular church services and special services as the church may direct.

(2) Recommend policies and programs that relates to each age group mentioned above.

(3) Recommend the purchasing of necessary furnishings and supplies for each age group.

(4) Plan a program of activities for each age group as the committee deems necessary.

Section 13: Youth Committee

A. Purpose:

To serve as an advisory committee to the youth director and help plan all programs and ministries for the youth of the church (6th grade and up).

B. Duties:

(1) Work in cooperation with the youth director in planning, promoting, and implementing church youth activities of an educational, recreational, and spiritual nature.

(2) Provide chaperones and supervision for youth functions as necessary.

(3) Promote and publicize the youth activities of the church.

Section 14: Church Council

A. Purpose:

To serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

B. Duties:

(1) Recommend to the church suggested objectives and church goals.

(2) Revise and coordinate ministry and program plans recommended by church officers, organizations and committees.

(3) Recommend to the church the use of leadership, calendar times, and other resources according to priorities.

(4) Evaluate achievements in terms of church objectives and goals.

(5) Meet monthly.

C. This committee shall be made up of the pastor, other church staff members, directors of church programs, chairman of deacons, church officers, and other members as deemed necessary by the pastor.

Article V. Church Program Organizations

The church shall maintain programs of Bible teaching; church member training; church leader training; new member orientation; mission education, action, and support; and music education, training and performance. All organizations related to the church programs shall be under church control with officers being elected by the church and reporting regularly to the church and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

Section 1: The Sunday School

The Sunday School shall be the basic organization for the Bible teaching program. Its task shall be to teach the Biblical revelation, reach people for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

The Sunday School shall be organized by divisions, departments, and/or classes appropriate for all ages and shall be conducted under the direction of the Sunday School Department.

Sunday School Teachers must be church members of Bethany.

Section 2: The Discipleship Training Department

Section 3: Women's Missionary Union

Woman's Missionary Union shall be the mission education, mission action, and mission support organization of the church for Baptist Women, Girls' Auxiliary, and Mission Friends. Its task

shall be to teach missions; engage in mission action; support missions through praying and giving; and provide and interpret information regarding the work of the church and denomination.

The Women's Missionary Union shall have such officers and organizations as the program requires.

Section 4. Brotherhood

The Brotherhood shall be the church organization for mission education, mission action, and mission support for men and young boys, Royal Ambassadors. Its task shall be to teach missions, engage in mission action, support world missions through praying and giving, and interpret information regarding the work of the church and denomination.

The Brotherhood shall have such officers and organizations as the program requires.

Section 5: Church Music Organization

The church music organization under the direction of the church called Minister of Music, shall be the music education, training, and performance organization of the church. Its task shall be to teach music; train persons to lead, sing, and play music in the church and community, and provide and interpret information regarding the work of the church and denomination.

The church music program shall have such officers and organizations as the program requires.

Article VI. Church Ordinances

Section 1: Baptism

A. This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

B. Baptism shall be by immersion in water.

C. The pastor or whomever the church shall authorize, shall administer baptism. The Baptism Committee shall assist in the preparation for and observance of baptism.

D. Baptism shall be administered as an act of worship during any worship service of the church.

E. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

Section 2: The Lord's Supper

The church shall observe the Lord's Supper at least once a quarter. Scheduling the observance of the Lord's Supper shall be the responsibility of the pastor. The pastor and deacons shall administer the Lord's Supper. **The Lord's Supper is open only to believers in Jesus Christ who are of like faith with Bethany Baptist Church.**

Article VII. Church Meetings

Section 1: Worship Services

The church shall meet regularly each Sunday morning, Sunday

evening, and Wednesday evening for the worship of the Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor or whomever he designates, shall direct the services for all church members and for all others who may choose to attend.

The church will not normally meet for worship on the Sunday evening of Easter, Mother's Day, and Father's Day. When Christmas fall on Wednesday, the mid-week service will be cancelled. When Christmas falls on Sunday, the evening service is canceled.

Section 2: Special Services

A. Revival services and any other church meetings essential to the advancement of the church's objectives shall be scheduled on the church calendar.

B. Homecoming shall be observed at least every five years scheduled on the calendar as the Church Council sees fit.

Section 3: Regular Business Meetings

The church shall hold regular business meetings on the Wednesday night following the second (2nd) Sunday, or at any such time as the church may designate.

Section 4: Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. This meeting shall be announced at least two (2) regular services in advance unless an extreme urgency renders such notice impractical. The notice shall include the subject, date, time, and place and must be given in such a manner that all resident members have opportunity to know of the meeting. Only subjects announced will be voted on in called

meetings.

Section 5: Quorum

The quorum consists of those members who attend the business meeting provided it is a stated meeting or one that has been properly called.

Section 6: Parliamentary Rules

Robert's Rules of Order, revised edition is the authority for parliamentary rules of procedure for all business meetings of the church.

Article VIII. Miscellaneous

Section 1: Administrative Year

Shall begin September 1 and end August 31.

Section 2: Fiscal Year

Shall begin January 1 and end December 31.

Section 3: Fund Raising

Neither the church nor any organization thereof shall conduct any sale or provide any entertainmant for the purpose of raising money EXCEPT for specified church activities. The Church Council shall approve and regulate all such fund raising.

Section 4: Use of Facilities

A. Any church organization, class or committee shall be authorized to use the church building or grounds for any church related activity not conflicting with a scheduled church service. These activities must be placed on the church calendar as early as possible to avoid any conflict.

B. All persons or groups will be made aware that smoking is not allowed inside any church building. No alcoholic beverages, obscene language or use of drugs will be tolerated on or in any church facility.

Section 5: Weddings

INTRODUCTION:

One of the many functions of our church is to provide a place where a Christian marriage ceremony can be performed for members of our church. The use of the church facilities for wedding rehearsals, weddings, receptions, etc. is reserved for families of church members (the church member, mother, father, brother, sister and church member's children). **Should the occasion arise where a request for the church facilities is made by a non-member, the policy of the church is to only open the use of the facility to members.** If the future bride and groom have been living in the same household as a couple or plan to do so before the wedding date, the couple will not be able to use the church facilities.

We believe that term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman.

These policies are designed to establish a uniform and regular practice with regard to weddings in Bethany Baptist Church and to make available to all involved parties the accepted policies of the church. Weddings are important to us and it is the desire of the church that these policies will aid in making weddings, etc. memorable and happy occasions.

THE DATE AND ARRANGEMENTS:

A request for a reservation on the church calendar should be made to the church office at the earliest possible time. When the bride, groom or their parents are not member(s) of Bethany, a reservation cannot be made. Wedding events must be scheduled so that they will not conflict with church activities. All arrangements must be made with the pastor or church secretary.

WEDDING COORDINATOR AND CHURCH HOSTESS:

A church hostess is required for each wedding rehearsal , wedding, reception, etc. The hostess will be available to aid the coordinator with the wedding and help in meeting the needs of the wedding party during the rehearsal and on the day of the wedding. She will ensure that the building is open as requested by the families and that the heat or air is operating. The church office will assist you in scheduling a hostess for the wedding.

OFFICIANT:

The engagement of the minister to preside over the ceremony must be made with the church pastor. Counseling sessions are required prior to the wedding. If anyone other than a staff minister of the church is to preside, the church pastor must be consulted. The church pastor is authorized to approve or disapprove officiants.

MUSIC:

The real reason for a church wedding is the fact that marriage is an ordinance of God and its solemnization at the altar is placing the marriage relationship under the blessing and commandment of God. A church wedding should be a sacred event and worshipful music is to be used. Should secular music be used, it must be approved by the church pastor and/or minister of music.

The dignity of the sanctuary and the deep significance of the service are basic guides for planning the wedding music. Whether the mood be lofty and serious or joyful and festive, all should be done with the underlying thought of glorifying God. The bride and groom who want to be married in the church will readily agree that a marriage is sacred and therefore, all phases of the ceremony should be sacred.

FACILITIES:

The sanctuary and fellowship hall are available for wedding events. The fellowship hall is available for receptions. In the church sanctuary there exists a setting for a sacred service which is dignified and beautiful. It is the responsibility of the bride's family to arrange with a florist for decorations. Much care must be taken to protect all church property. The following rules must be observed and should be called to the attention of the florist or person responsible for the decorations:

A.) No nails, tacks, staples or tape may be used to attach decorations to the walls, woodwork, furniture or floors.

B.) Only dripless, mechanical candles can be used in the sanctuary and plastic sheets are to be placed under all free-standing candelabras to protect the carpet. Please inform your florist of this

well in advance.

C.) The using party will be liable for all damages incurred during the use of the facility.

D.) Dressing areas and “portrait settings” must be cleaned and arranged as found.

E.) If decorations are placed on the organ or the piano, a protective covering should be used.

F.) Florists and/or decorators are responsible for their general clean-up from the wedding ceremony and reception.

G.) Caterers are responsible for their general clean-up from the reception. No expendable supplies are to be used from the church kitchen. If church kitchen towels are to be used, the caterer is responsible for laundering and returning them to the kitchen.

H.) It will be the responsibility of the wedding party for setting up the sanctuary and fellowship hall according to the instructions of the church hostess using the church diagram.

MISCELLANEOUS:

The following additional rules must be observed and will be called to the attention of the members of the wedding party, friends and other affected parties:

A.) No alcoholic beverages of any kind may be served or consumed on the church premises.

B.) No smoking is permitted in the church buildings.

C.) Rice is not allowed to be thrown in or around the church buildings. Rice creates not only a cleaning problem, but also a

safety hazard on floors, steps and walkways. Bird seed is acceptable outside the buildings, but should be swept from porches, steps, and sidewalks.

D.) Only qualified members of the Bethany Sound Committee may operate the sound room equipment.

FEES:

The fees are intended to include utilities and maintenance costs of the church and must be included when the “Wedding Information” form is submitted. Reservations for the use of the church for a wedding cannot be put on the church calendar until fees are paid. Fees for the musicians, soloist, and audio technician will be negotiated between the bride and the individuals involved.

WEDDING INFORMATION FORM

Sanctuary/Fellowship Hall (Church Members/Families) Sanctuary no charge, Fellowship Hall \$75

Hostess \$50

Audio Technician \$50

A deposit of 1/2 of the fee is due upon reservation and the balance is due 30 days prior to the wedding.

I have read and understand the policies of the church concerning weddings and/or other usage and agree by these policies.

Signed _____ Date _____

PLEASE MAKE SURE YOUR WEDDING COORDINATOR OR HOSTESS , FLORIST, CATERER, AND PHOTOGRAPHER HAVE A COPY OF THESE POLICIES.

Form for General Guidelines for Rental of Fellowship Hall:

1. No alcoholic beverages of any kind may be served or consumed on the church premises.
2. No smoking is permitted in the church buildings.
3. Only qualified members of the Audio Committee may operate the sound equipment.
4. No nails, tacks, staples or tape may be used to attach decorations to the walls, woodwork, furniture or floors.
5. No expendable supplies are to be used from the church kitchen.
6. The using party will be responsible for the general clean-up.
7. The using parties will be responsible for vacuuming, mopping, and setting up for the church activities after your event under the supervision of the hostess.
8. There will be no lending of church property to individuals or groups other than local church members. A designated group of tables and chairs may be borrowed by members or by other churches in the area.
9. A member of Bethany Baptist Church Hostess Committee will serve as hostess for each group, ensuring that buildings are locks, lights and heating/air conditioning are set to appropriate temperature, etc.
10. Any event or meeting taking place at Bethany Baptist Church (with the exception of church-wide activities or services) must be placed on the church calendar in the church secretary's office. A completed "Facilities Reservation Request Form" must be turned in to the church secretary in order to place the event on the official church calendar.

In order to ensure our church's status as a non-profit organization, we reserve the right to refuse to rent to political groups or for partisan political purposes.

Activity _____ **Date** _____ **Hours** _____

Person Responsible _____ **Phone** _____

Fees:

Rental Fee (Payable to BBC) \$75

Hostess Fee (Payable to Hostess) \$50

I have read and understand the policies of the church concerning rental of the facilities and agree to abide by these policies.

Signed _____ **Date** _____

37

Article IX. Adoption and Amendment of Rules

Section 1: Adoption

The By-Laws in this manual shall be considered adopted if two-thirds (2/3) of the members present and voting at the conference to which same are proposed for adoption shall vote in favor of adoption.

Section 2: Amendments

Any of the By-Laws in this manual may be amended, altered or repealed by a two-thirds (2/3) vote of the members present and voting at any regular church conference provided; however, such is proposed in writing at the preceding regular conference.

Section 3: Repeal of Previous Rules

The adoption of this manual of By-Laws shall effect a repeal of all previously adopted By-Laws which are not re-adopted herein.

Section 4: By-Laws Committee

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The church shall elect a special committee every five (5) years to review these By-Laws. This committee shall then make such recommendations as are necessary.

Adopted in Church Conference
Date

Cemetery Rules and Regulations

PURPOSE: These rules and regulations are designed for the protection of owner of interment rights as a group. They are intended, not restraining, but rather as preventing the inconsiderate from taking unfair advantage of others. Their enforcement will help protect the cemetery and create and preserve its beauty. These rules and regulations are hereby adopted by the Cemetery Committee as of September 1, 2010. All owners of interment rights, visitors, and contractors performing work within the cemetery shall be subject to said rules and regulations, as well as any amendments or alterations as shall be adopted by the Cemetery Committee and Bethany Baptist Church. Reference to these rules and regulations in the contracts, deeds or certificates of ownership to property in this cemetery shall have the same force and effect as if they were set forth in full therein.

The term “Owner” shall mean the owner of rights of interment. Lots are to be limited to members of Bethany Baptist Church only.

The term “Contractor” as used in these rules and regulations shall mean any person, firm, or corporation, or anyone engaged in placing, erecting, or repairing any memorial, or performing any work in or on the cemetery grounds.

1. The Cemetery Committee reserves the right to compel all persons coming into the cemetery to obey all rules and regulations adopted by the committee. The rules and regulations may be changed without notice by the Cemetery Committee, if the change

is deemed to be in the best interest of the proper maintenance of the cemetery.

2. The Cemetery Committee shall take reasonable precaution to protect graves within the cemetery from damage; but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, and acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, and unavoidable accidents.

3. The Cemetery Committee reserves and shall have the right to correct any error that may be made by it, either in making interments, disinterments, or removals. In the event that such error shall involve the interment of the remains of any person within this cemetery, the committee reserves the right to remove or transfer such remains to another lot in similar location as may be substituted. The liability of the Bethany Cemetery shall be limited to the amount of reservation donation of the said property.

4. Automobiles shall not be driven through the grounds at a speed greater than 10 miles per hour. Automobiles should stay on provided roadways, no parking on the grass. Automobiles should never be left with the motor running and the horn should never be sounded on the cemetery grounds.

5. The right to enlarge, repeal, or change the boundaries or grading of the cemetery or of a section or sections from time to time, including the right to modify or change the location of all or any parts of roads, walks and drives, or to remove or regrade walks, roads, or drives is hereby expressly reserved. The cemetery reserves to itself and to those lawfully entitled thereto, a perpetual right of ingress and egress over lots for the purpose of passage to and from other lots.

6. Persons visiting the cemetery or attending funerals are strictly prohibited from picking flowers, wild or cultivated, breaking or injuring any memorials, fences or other structures within the cemetery grounds.

7. Digging will not be allowed prior to notification and approval of the Cemetery Committee as identified on the signs posted at each entrance to the cemetery.

Reservation of Interment Rights

1. Description of lots will be in accordance with the cemetery plats which are kept on file in the church office. The transfer of any interment right shall not be binding upon the Cemetery Committee unless same shall first be duly approved by the Cemetery Committee. This procedure is required in order that the cemetery may at all times have a complete and accurate record of all reservations.

2. It is the duty of the reservationer to notify the Cemetery Committee of any change in his/her post office address and therein keep records up to date.

3. Should a person, for any reason, give up the right to a reservation of a lot; said lot (plot) shall revert back to the cemetery to be handled as the Cemetery Committee sees fit. Reservations of lots cannot be transferred from one party to another without prior approval of the Cemetery Committee.

4. The subdivision of interment rights is not allowed without the consent of the Cemetery Committee and no one shall be buried in any lot not having an interest therein except a written consent of all parties interest in such lot and of the cemetery.

Care and Maintenance of the Cemetery

1. All custodial work on the grounds will be done by employees of the Cemetery Committee under the direction of said committee, except when permission is otherwise granted. All grading, landscape work, and improvements to the grounds shall be done by or with prior approval of the Cemetery Committee. All trees, shrubs and herbage of any kind shall be planted, trimmed, cut or removed at the sole discretion of the committee and by them alone. All openings and closing of graves, and all interments, and disinterments, and removals shall be approved by the committee.

2. If any tree, shrub, or plant now standing upon any lot, by means of its roots, branches, or otherwise be or become detrimental to adjacent lots or avenues, or if for any other reason its removal is deemed necessary, the Cemetery Committee shall have the right and it shall be their duty to remove such tree, shrub, or plant, or any part thereof, or otherwise correct the condition existing as in their judgment seems best.

3. All burials in any part of the cemetery must be made in non-collapsible vaults. Only concrete or certain types of metal or fiberglass vaults will be permitted.

4. Holders containing flowers or other decorations should be removed by the families as the flowers fade and wither and the right is reserved by the committee to make such removal. The committee will dispose of items in the way it deems best if faded flowers or decorations have not been removed by the family.

5. No new enclosure of any kind, such as fence, hedge, or ditch shall be permitted around any grave or lot. Grave mounds will not be allowed and no lot shall be raised above the established grade.

General Interment Information

1. Reservation of lots are to be limited to Bethany members only. Exceptions of already established family lots can be made with the approval of the owner and the Cemetery Committee for other family members.
2. Church members may select a lot by contacting the Cemetery Committee. A 10X10 (2 graves) lot will be reserved for a \$200 donation. A request for the reservation for a lot 10X20 (4 graves) shall require the approval of the ENTIRE Cemetery Committee.
3. Interment will be \$200 per grave opening.
4. The owner of interment rights may dispose of same by will, subject to the foregoing conditions. If the owner dies in the state, the interment rights will descend to his her heirs according to the laws of the State of Georgia.
5. Any non-member wishing to purchase a plot for their own use may petition the cemetery committee. The cemetery committee is not obligated to approve any request, however, each request will be considered on a case by case basis. In the case that the cemetery committee approves the request, non-members will be assigned a plot for a donation of \$200.00 per plot (10X5).