



Letting our light shine  
...Matthew 5:16

# By-Laws

Revision Date: January, 2019

**BYLAWS**  
**October 15, 2018**

**1. MEMBERSHIP**

**Section 1. General**

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right to self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members in any of the following ways:

- (1) By profession of faith and for baptism according to the policies of this church.
- (2) By promise of a letter of recommendation from another Baptist church that holds the same beliefs that agree to our statement of faith.
- (3) By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.
- (4) By statement of faith from any other denomination if said candidate has been baptized by believer's baptism by immersion.
- (5) By proxy in the event said candidate cannot be present.
- (6) When a person comes forward for membership, the Senior Pastor will ask for the church's approval and state that they will be under the watch care of the church until the above conditions are met. Should there be any dissent as to any candidate, such dissent shall be referred to the Senior Pastor and deacons for investigation and making of a recommendation to the church within thirty (30) days. A three-fourths (3/4) vote of those church members present and voting shall be required to elect such candidates to membership.

**Section 2. New Member Orientation**

New church members **(10/15/2017 – age appropriate class)** and above will be encouraged to take the new member's class.

**Section 3. Voting Rights of Members**

All new members of the church **(10/15/2017 age 12)** and above that have been baptized are entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

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#### **Section 4. Termination of Membership**

Membership shall be terminated in the following ways:

- (1) death
- (2) by letter to another Baptist church
- (3) exclusion by action of this church
- (4) upon notification of uniting with another denomination.

#### **Section 5. Discipline**

- (1) It shall be the basic purpose of the Wilroy Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Senior Pastor, other members of the ministry staff and deacons are available for counsel and guidance. Redemption, rather than punishment, should be the guideline which governs the attitude of one member toward another.
- (2) Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Senior Pastor and the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds (2/3) vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church.
- (3) Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude the offender may, upon the former member's request, be restored to membership by a two-thirds (2/3) vote of the church upon evidence of repentance and reformation.

## **II. CHURCH OFFICERS & STAFF**

- A. All church officers must be members of the church. The officers of this church shall be as follows:
  - (1) Senior Pastor
  - (2) Ministry Staff
    - A. Associate to Pastor/Minister of Outreach/Youth
    - B. Music Director
    - C. Others as needed
  - (3) Deacons
  - (4) Moderator
  - (5) Clerk
  - (6) Treasurer
  - (7) Trustees

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B. Church staff may or may not be members of this church and are as follows:

- (1) Secretary
- (2) Custodian
- (3) Organist
- (4) Pianist
- (5) Grounds Keeper
- (6) Others as needed

This church shall call or employ such ministry and staff members as the church shall need. All paid staff members to be voted on for hire or dismissal shall be done by secret ballot only. A job description shall be written when the need for staff members is determined. Staff members, other than Senior Pastor, shall be recommended to the church by the Personnel Committee and employed by church action. At least two (2) weeks' notice at the time of resignation should be given.

### **Section 1. Senior Pastor**

The Senior Pastor is responsible for leading the church to function as a Bible believing church in accordance with the teachings of the New Testament.

The Senior Pastor will lead the congregation, ministry organizations, and the ministry staff to perform their tasks (10/15/2017).

The Senior Pastor is leader of pastoral ministries in the church. As such he works with the deacons and ministry staff to (1) lead the church in performing its tasks and (2) to lead the church to engage in a fellowship of worship, witness, education, and ministry among members and other persons in the community.

#### **Qualifications:**

The Pastor shall meet the Scriptural qualifications as outlined in 1 Timothy 3:1-7, shall be a tither, and give evidence of having been born again. He shall be in agreement with the views of faith and practice held by this church, as set forth in its constitution. He shall support the work of the Southern Baptist Convention (S.B.C), the Baptist General Convention (B.G.C.) and the Blackwater Association.

#### **Resignation of the Senior Pastor**

After the resignation of the Senior Pastor, the Chairman of Deacons will make a recommendation to the Nominating Committee that a Pastor Search Committee consisting of seven (7) members plus two (2) alternates be formed to seek a suitable pastor, and its recommendations will constitute a nomination. The Pastor Search Committee shall bring to the consideration of the church only one (1) man at a time.

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A Senior Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a special called business meeting on a Wednesday night with at least one (1) weeks notice. The Wednesday meeting will be for discussion, with voting on the following Sunday a.m. service by ballot with no discussion at that time. Voting will take place at the end of the service. An affirmative vote of eighty-five (85%) of those ballots being necessary for a call. Voting by absentee ballot has to be approved by the Chairman of Deacons for special situations (i.e. work, sickness, vacation, etc.). **ABSENTEE VOTING IS FOR SENIOR PASTOR ONLY.**

The Senior Pastor, thus elected shall serve until the relationship is terminated by his request or the church's request. (The same notice and voting procedure for electing a pastor shall be followed for his dismissal.) The Senior Pastor shall give at least thirty (30) days notice at the time of resignation before terminating his responsibilities as pastor. In the case of dismissal, the church shall give the Senior Pastor at least **(10/15/2017 thirty (30) days)** notice or salary for that period.

### **Absence of Senior Pastor**

In the absence of the Senior Pastor, the Associate to Pastor, in conjunction with the Chairman of Deacons and the Deacon Body, will assume the Pastoral Leadership duties of the church until the next pastor is on the field. The Chairman of Deacons is responsible for **pulpit supply.**

## **Section 2. Associate to Pastor/Minister of Outreach/Youth**

The Associate to Pastor/Minister of Outreach/Youth is a called and committed born again believer who is gifted in the areas of Teaching and Administration. As a member of the ministry staff, he is responsible to the Senior Pastor for the development and promotion of Christian discipleship within the church.

As Associate to Pastor, he will assist the Senior Pastor with the care of the Wilroy Baptist family and, when necessary, he is available for pulpit supply.

As the Minister of Youth, he is primarily responsible for planning, promotion and directing of wholesome and spiritual, social and recreational programs, and ministries for our youth in **(10/15/2017 grades 6-12)**. As a member of the ministry staff, he is responsible to the Senior Pastor and Youth Council for assistance in the planning, developing, evaluation and promotion of the youth ministries.

As the Minister of Outreach, he will provide for all areas of evangelistic outreach. In the absence of a Minister of Education, the Associate to Pastor/Minister of Outreach/Youth will assist with church education activities.

## **Section 3. Music Director**

As a member of the ministry staff, the Music Director is under the leadership of the Senior Pastor and is responsible for the planning and providing for all aspects of the church's music ministry.

#### **Section 4. Deacons**

1. There shall be one (1) Deacon for every fifteen (15) or part thereof resident church families. Deacons shall be elected at a called business meeting for this purpose.

The Deacons shall serve on a rotation basis. Each year the term of office of one third (1/3) of the number of deacons shall expire, and election shall be held to fill the vacancies. In case of death or removal or incapacity to serve, the church may elect a Deacon to fill the unexpired term. Nominees to fill the vacancies shall not exceed twice the number needed. After serving a term of three (3) years a Deacon shall be eligible for reelection only after the lapse of at least one (1) year. There is no obligation to constitute as an active Deacon a person who comes to the church from another church where he has served as Deacon.

Candidates for the office of Deacon must be at least twenty-one (21) years of age and have been an active member of Wilroy Baptist Church for at least one (1) year immediately prior to serving.

2. In accordance with the meaning of the work and the practice of the New Testament, Deacons are to be servants of the church. The task of the Deacon is to serve with the Senior Pastor and staff in performing pastoral ministry tasks: to proclaim the gospel to believers and unbelievers; care for the church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry, (and application); and lead the church in performing its tasks.

Life Deacon Membership to the Deacon body will be voted on by the present Deacons.

3. At the May Deacon's meeting, the Deacons will review the Senior Pastor's salary package and make a recommendation to the Finance Committee for the new budget.

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

The Moderator shall be elected annually and preside at business meetings. In the absence of the Moderator, the Chairman of the Deacons shall preside; or the Senior Pastor shall preside; or in the absence of all three (3), the Clerk shall call the church to order and an acting Moderator shall be elected.

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

The clerk shall be elected upon nomination by the Nominating Committee. The clerk shall keep in a suitable book a record of all the actions of the church, except as otherwise herein provided; is responsible for keeping a register of the name of members, with dates of admission, dismissal, or death, together with a record of baptisms; shall issue letters of dismissal

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voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in the By-Laws. The church may delegate some of the clerical responsibilities to the Church Secretary. All church records are church property and should be filed in the Church Office when an office is maintained.

### **Section 7. Treasurer**

The Church shall elect a Church Treasurer. It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding quarter. The Treasurer's report shall be audited annually by an Auditing Committee or public accountant.

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

### **Section 8. Trustees**

Three (3) Trustees elected by the Church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without specific vote of the Church authorizing each action. It shall be the function of the Trustees to affix their signature to legal documents involving the sale, mortgage, purchase, or rental of property documents where the signatures of the trustees are required.

## **III. Committees and Coordinating Groups**

### **Section 1. General**

All church committee members shall be recommended by the Nominating Committee and elected by the Church unless otherwise indicated in the description below. The committee members shall serve on a three-year (3) rotation system with one third (1/3) to be elected each year. Only one (1) person from immediate family shall serve on the Personnel, Finance or Properties at the same time (i.e. spouses/children/son-in-law/daughter-in-law/grandparents).

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## **Section 2. Church Council**

1. The primary functions of the Council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of Church goals and objectives.
2. The Council will be made of the Senior Pastor, all ministry staff members, Sunday School Director, Discipleship Training Director, Woman's Missionary Union Director, Brotherhood Director, Chairman of Deacons and all Committee chairpersons. The Senior Pastor or his designee will serve as chairman.
3. All matters agreed upon by the Council shall be referred to the church for approval or disapproval.

## **Section 3. Committees**

Committees shall be provided as needed (2/7/2018 and dissolved by church vote if no longer necessary.)

## **IV. Ministry Organizations**

### **Section 1. General**

All organizations of the church shall be under church control, all officers being recommended by the Nominating Committee and elected by the church and reporting regularly to the church.

### **Section 2. Sunday School**

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

The tasks of the Sunday School shall be to teach the Biblical revelation, reach persons for Christ and church membership; perform the functions of the church with the constituency; and interpret information regarding the work of the church and denomination.

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### **Section 3. Church Training**

There shall be a member training divided into departments for all ages and conducted under the direction of the Discipleship Training Director. The Church Training shall serve as the training organization of the church.

The tasks of the Church Training shall be to orient new members; train church members to perform the functions of the church; train church leaders; teach Christian theology, Christian ethics, Christian history, and church policy and organization; and provide and interpret information regarding the work of the church and denomination.

### **Section 4. WMU**

There shall be a Woman's Missionary Union with such officers and organization as needed. The tasks of the WMU shall be to teach missions; engage in mission action; support world missions through praying and giving; provide and interpret information regarding the work of the church and denomination.

### **Section 5. Brotherhood**

There shall be a brotherhood with such organization as needed. This program shall be directed by a director who shall be elected by the church. Their mission is men reaching out to God. Their focus is missions.

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

There shall be a Church Music Program under the direction of the Music Director. Such officers and/or organizations shall be included as needed. The music tasks shall be to teach music, train persons to lead, sing and play music; provide music the church and community; provide and interpret information regarding the work of the church and denomination.

### **Section 7. Vacation Bible School**

There **will** be a Vacation Bible School under the direction of a Vacation Bible School Director. Vacation Bible School Committee will be selected by the Nominating Committee and voted on by the Church. The purpose of the Vacation Bible School will be to provide Biblical revelations to all ages of the unchurched and the church and to provide opportunities for all to make a life changing commitment to Christ.

### **Section 8. AWANA Program**

The AWANA Program, under the direction of the Commander, is to reach boys and girls with the Gospel of Christ and to train them to serve Him.

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## **V. Ordinances**

### **Section 1. Baptism**

A person who receives Jesus Christ as Savior by personal faith; who professes Him publicly at any worship service; and who indicates a commitment to follow Christ as Lord shall be received for baptism.

- A. Baptism shall be by immersion in water.
- B. Baptism shall be administered by the Senior Pastor or his designee or whoever the Church shall authorize.
- C. Baptism shall be administered as an act of worship during any worship service.
- D. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Senior Pastor and/or ministry staff or deacons. If negative interest is ascertained, their name shall be removed from those awaiting baptism.

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

The Lord's Supper is a symbolic act of obedience whereby members of the church or visitors that have been born again and scripturally baptized are invited to participate, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- A. The Lord's Supper shall be observed quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled.
- B. The Lord's Supper shall be observed in the morning or evening worship service, rotating between the two.
- C. The Senior Pastor and Deacons shall be responsible for the administration of the Lord's Supper.
- D. The Deacons shall be responsible for the physical preparations of the Lord's Supper.

## **VI. Church Meetings**

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

The Church shall meet regularly each Sunday morning, Sunday evening and Wednesday evening for preaching, instruction, and evangelism and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Senior Pastor.

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

Revival Services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar.

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

Regular business meetings shall be quarterly on the second Wednesday of January, April, July and October.

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

A special called business meeting may be initiated by authorization of either the Senior Pastor or the Moderator and be held to consider special matters of significant nature. Notice of the subject, date, time and location must be given for a special called business meeting unless extreme urgency renders such notice impracticable. The notice for a special called business meeting shall be published in the church's bulletin and announced in three consecutive scheduled services prior to the called meeting.

#### **Section 5. Quorum**

The quorum consists of those 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 is the authority for parliamentary rules of procedure for all business meetings of the church.

### **VII. CHURCH FINANCES**

#### **Section 1. Budget**

The Finance/Lifestyles Stewardship Committee, in consultation with the Church Council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and world-wide expenses.

It is understood that membership in this church involves informed financial obligation to support the church and its causes with regular tithes and offerings. The congregation shall be informed by the Finance/Lifestyles Stewardship Committee of the church's unified budget.

**(6/6/2018- Our church will seek to spend all designated gifts for the purpose the donor desires, as long as that purpose is in keeping with the policies, and philosophy of the church. If the gift is designated to purchase products or secure special services, the appropriate committee reserves the right to select the vendor or the provider of the services. The designated monies and any item or service purchased with these monies is the property of the church.) (10/2018)- Any monies at the end of the project (s) will be returned to the general fund.**

**10/2018)- Any purchases above \$500.00 must be approved by the church body.**

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**Section 2. Accounting Procedures**

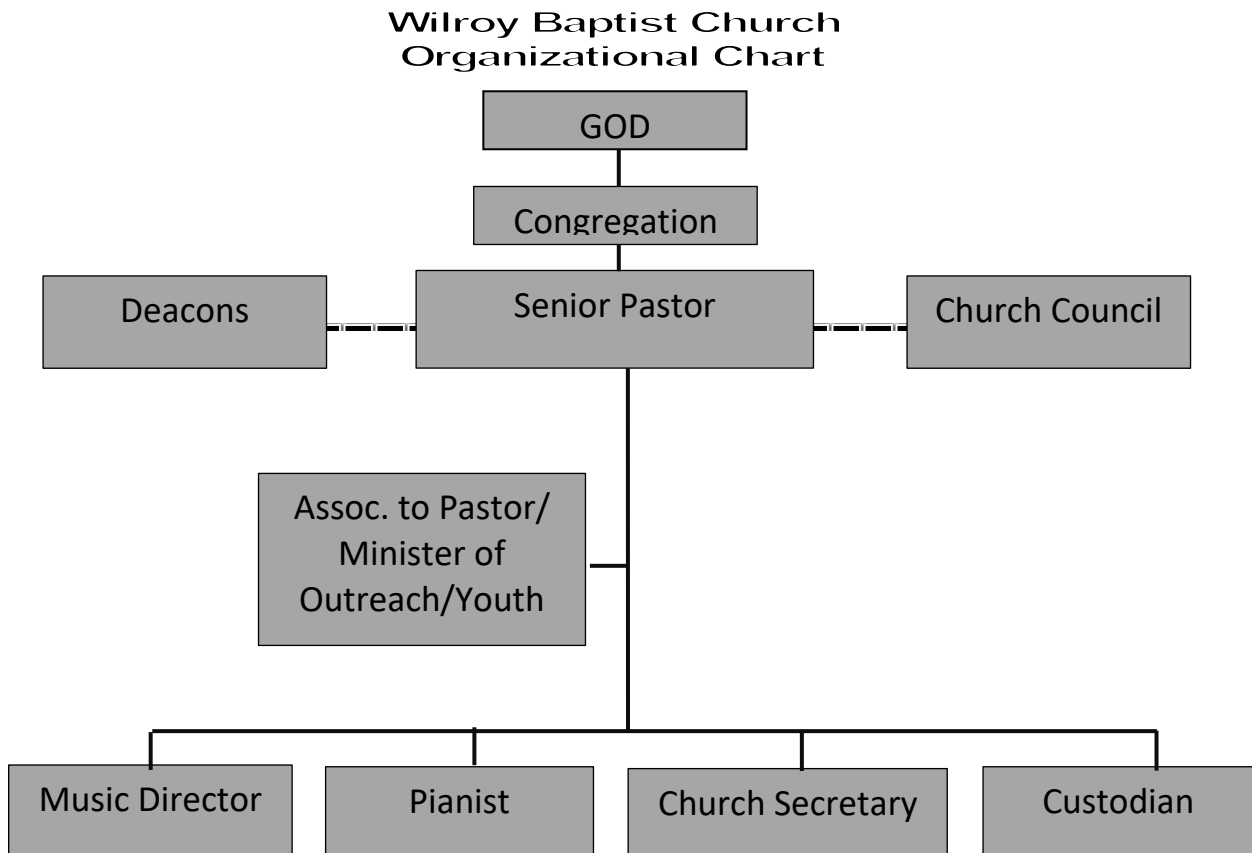
All documentation of all funds for any and all purposes shall pass through the hands of the Church Treasurer, and be properly recorded on the books of the church.  
A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance/Lifestyles Stewardship Committee. October, 2018

**Section 3. Fiscal Year**

The Fiscal year of the church shall run from July 1 through June 30.

**VIII. CHURCH OPERATIONS MANUAL**

**Section 1. Organizational Chart**



**(10/2018)- The organizational chart shall depict lines of responsibility in the administration of the church. This chart shall be maintained by the Personnel Committee and be revised as needed. A copy will be included in the Church Operations Manual as well.**

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## **Section 2. Policies and Procedures**

Church policies and procedures shall be described in the Church Operations Manual. The manual shall be kept in the church office and made available to any member of the church. The Manual shall be maintained by the Church Secretary. Changes in policies and procedures may be initiated by any church member or organization. Addition, revision, or deletion of church policies requires:

1. The recommendation of the church officer or organization, including committees, to whose areas of assignment the policy relates
2. Discussion by the Church Council, and
3. approval by the church if deemed necessary by the Church Council.

## **IX. AMENDMENTS**

**(2/7/2018 The Constitution and By-Laws shall be reviewed bi-yearly.** Changes in this Constitution and By-Laws may be made at any regular business meeting of the church.

Constitutional amendments must be presented in writing prior to the quarterly business meeting and copies of the proposed amendment or amendments be furnished for each member present. By-Law amendments must be announced by writing of amendment in at least two bulletins prior to the date of voting. Amendments to the Constitution shall be by two thirds (2/3) vote of all members of the church present and entitled to vote amendments to the By-Laws shall be by a majority of the members present and voting.

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