

PREAMBLE

NAME

This organization having been constituted as Sisters Meeting House in 1824 became known as Sisters Baptist Church in 1849. In 1955 the church was chartered as Sisters Baptist Church Incorporated, of Sandersville, Georgia and shall henceforth, be known as Sisters Baptist Church Incorporated.

PURPOSE

Our Purpose is to Love God and Love Others

MISSION

Our Mission is to Love God Supremely & Obey Him Fully; To Love Others By Sharing God's Message of Grace, Love Forgiveness & Hope; To Create An Atmosphere Where Spiritual Growth & Service May Occur.

DENOMINATIONAL POLICY

It shall be the policy of this Church, to the fullest possible extent consistent with the independent character of a Baptist Church, to support all missionary and benevolent undertakings of the Southern Baptist Convention, Georgia Baptist Convention and the Washington Baptist Association.

Reposing our faith wholly in the Lord Jesus Christ for our salvation, believing the teachings, and practices of the Baptist and in those great distinctive principles for which they have ever stood, we therefore, band ourselves together as a body of baptized believers in Jesus Christ and adopt for our government, plan of worship and service, the following articles.

THE CHURCH COVENANT

“Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, 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 its worship ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, 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 of, and use of intoxicating drinks as a beverage; 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 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.”

ARTICLE I

MEMBERS

SECTION 1. Any person professing faith in the Lord Jesus Christ as his personal Savior and declaring publicly that it is his purpose to follow him as a disciple may be received through baptism of immersion into full fellowship of this Church.

SECTION 2. Members of other Missionary Baptist Churches, upon promise of letters of dismissal from these churches as in good, regular standing may be received into full fellowship of this Church at any of its public services. Members of all other churches and denominations presenting themselves for membership shall be received upon statement of their scriptural baptism.

SECTION 3. Any person may become a member of restoration upon statement of prior conversion experience and baptism in a Missionary Baptist church when no letter is obtained. Any person presenting him or herself for membership in any other manner than above (Section 1 – Article I, II, & III) will be referred to a committee and the pastor. If it is determined that their conversion and baptism is scriptural and in order, and they show a willingness to accept the doctrines as stated in the Southern Baptist Convention, they may be accepted into this Church.

SECTION 4. Should there be any dissent as to any person offering himself for membership, such dissent shall be referred to the Pastor and Deacons for investigation and the making of a recommendation to the Church within thirty days. A three-fourths vote of those present and voting shall be required to entitle such persons to membership.

SECTION 5. Membership shall be terminated in the following ways:

1. Death
2. Dismissal to another Missionary Baptist Church
3. Affiliation with a church of another faith or denomination
4. By resignation and acceptance by the Church

ARTICLE II

MEETINGS

SECTION 1. WORSHIP, STUDY AND DEVOTIONAL

1. The Church shall meet regularly morning and evening on each Lord's day for worship and preaching of the gospel.
2. The Church shall meet for the observance of the Lord's Supper at the morning worship service on the first Sunday of each quarter, unless changed by the pastor, deacons, or the church membership.
3. The Church shall meet in the morning of the Lord's Day for Sunday School and in the evening for Church Training.
4. a. Extended Sessions for ages 3-5 shall meet each Sunday during worship services. The Director of Extended Session is selected by Nominating Committee and voted on by the Church.
b. Extended Session for grades 1-6 shall meet each Sunday during worship services. The materials used will be approved by the pastor. The purpose of the Extended Session is to promote the teachings that are important for spiritual growth. The director of the extended session is selected by the Nominating Committee and voted on by the Church.
5. Tuesday evening shall be set aside for Church visitation.
6. The Church shall meet on Wednesday evening for mid-week prayer service.
7. The Church shall meet at least twice each year for a revival of its members and soul-winning campaign. The exact time and length to be determined by the members. All other meetings cancelled during this time.
8. No meeting of any organization shall be held during Sunday morning and Sunday evening worship services.

9. The Church shall approve all tentative speakers and programs for a special date before being confirmed.

SECTION 2. BUSINESS MEETINGS (Governed by Robert's Rules of Order unless otherwise specified)

1. Monthly business meetings shall be held following the Evening Worship services on the fourth Sunday of each month. An agenda and financial report shall be available in the church vestibule.
2. Special meetings of the church, for the transaction of business, may be called by the Pastor, Chairman of the Deacons or by written petition by at least 25 members to the moderator. Such special meetings shall be called only to transact specified or stated business. Announcements regarding such meetings shall be published in the church newsletter and announcement from the pulpit in both morning and evening worship services preceding the meetings.
3. Those members present and voting at a meeting duly noticed and called shall constitute a quorum of the membership for the transaction of business.
4. It shall be necessary for at least 100 voting members to be present in order to call a pastor or adopt a budget. Seventy-five (75%) percent of those voting shall be necessary to carry a motion.

ARTICLE III

CHURCH STAFF & CHURCH OFFICERS

PASTOR – The Pastor shall be a spiritual leader of the church, remembering that Christ is the Head of it. He shall be the supervisor of all staff members, who shall look to him for guidance and be responsible to him with regard to fulfilling their duties. He shall be a believer in and a preacher of the Gospel as set forth in 1 Corinthians 15: 1-4, and the basic doctrines of faith recorded in God's Word. He is expected to cooperate with local organized Baptist work and with the Georgia Baptist Convention and the Washington Baptist Association.

The Pastor shall preach the Gospel, teach the word, administer the ordinances, minister to the spiritual needs of the members, counsel the troubled, deal with the sick and suffering, do the work of an evangelist, give leadership to all church organizations, promote the interest of the Church, organize and develop its strength for the best possible church service, and all other related duties. He shall be moderator of the church and is ex-officio member of all organizations and committees of the Church and its auxiliary organizations. He shall strive to lead the staff and Church in a cooperative spirit.

The Pastor shall be entitled to an annual paid vacation of a minimum of two weeks, to be taken when he desires (in cooperation with other staff members). He shall be entitled to only two weeks for holding revivals in churches, which would require him to be away from the church field during the daytime. The Church in conference must approve any exception. He shall also be entitled to attend the Washington Association annual meeting, Southern Baptist Convention, Georgia Baptist Convention, Evangelism conferences and other training clinics or conferences approved by the Church in conference. It shall be his duty to engage a speaker to fill the pulpit for all services while he is away. Expenses are to be paid through the Pastor's Reimbursable Expense account up to the maximum budgeted amount.

The term of service may be ended upon thirty days notification on the part of the Pastor or the Church. This term may be lengthened or shortened by mutual agreement of the Church and Pastor. Should a vacancy occur, Pastor Search Committee shall take necessary steps to secure a pastor.

OTHER MINISTERIAL STAFF- The ministerial staff shall be supervised by the Pastor and shall cooperate with the Pastor (this would include Associate Pastor, Minister of Music, Minister of Youth, Minister of Education or any combination thereof), loyally and efficiently. He shall work harmoniously with all the officers, teachers and leaders of the several organizations and shall be responsible for other duties assigned by the Pastor and Personnel Committee. The term of service may be ended upon 30 days notification on the part of any ministerial staff or the Church.

CHURCH SECRETARY – The church secretary shall cooperate with the pastor loyally and efficiently, and with other staff members, officers and church members. The secretary should have enthusiasm for his/her work, a boundless amount of patience, tact and understanding. He/she shall be responsible for keeping up-to-date and accurate records, files, and

other important data. The secretary shall have definite pride in his/her work, believing that it demands his/her best, and that no work goes out the office as an ambassador of the church unless it is his/her very best.

The term of service may be ended upon 15 day notification on the part of the church secretary or the Church. Should there be a vacancy, the Personnel Committee shall take necessary steps to secure a secretary.

WEEKDAY PRESCHOOL DIRECTOR – The director shall be preferably a member of Sisters Baptist Church or a member of a Bible believing evangelical church and have the ability to operate the program. The Director or designated preschool staff shall open the Weekday/Preschool at 8:00AM each weekday morning. He/she shall see that refreshments are purchased and provided, that the area is properly cleaned, that the heating, lighting, and air conditioning operate, and report any problems to the church office or staff member. He/she is responsible for maintaining records on the students, for administering the program, including providing the Treasurer with accounting records. He/she is to do the long range planning and aid the workers in implementing these plans and materials, equipment, areas, and size of the class, and he/she shall be responsible for the supervision of each class on a daily basis. The director shall be an ex-officio member of the Weekday Preschool Committee.

Happy experiences at Weekday Preschool help a child to want to attend church and to have a feeling of belonging. He/she sees church as a special place where people learn about God and Jesus, where people help each other; and he/she begins to think of the church as an enjoyable place to be, as well as a beautiful place for work and worship.

CHURCH CUSTODIAN – The custodian shall be responsible for cleaning all church buildings, making each room presentable and tidy. This includes keeping all floors and windows clean, trash cans emptied and clean, restrooms clean and deodorized, carpets cleaned and vacuumed, objects and papers picked up from church grounds. He/she shall be responsible for other duties assigned.

The term of service may be ended upon 15 day notification on the part of the custodian or of the Church. Should a vacancy occur, the Personnel Committee shall take necessary steps to secure a custodian.

STAFF VACATIONS AND BENEFITS-For all full-time 40 hours a week staff members (Excluding Pastor—The Pastor's vacation is addressed in Article III, paragraph 3)

Two weeks paid vacation will be given each year for the first five years and three weeks for tenure over five years. Vacation must be scheduled through the Personnel Committee. Twelve days sick leave will be given for a twelve-month work year, accrued to a maximum of twenty-four days.

Staff Holidays:

1. New Year's Day (January 1)
2. Independence Day (July 4)
3. Labor Day
4. Thanksgiving Day
5. Friday after Thanksgiving
6. 1 Day for Christmas Eve
7. 1 Day for Christmas
8. 1 Day for New Year's Eve
9. Each staff member will have a holiday on their birthday. If the birthday falls on Saturday or Sunday, the following Monday or next convenient workday shall be taken. If a holiday comes on Saturday, the Friday before will be observed. If a holiday comes on Sunday, the Monday after will be observed.

Any resignation of a church staff member or officer will be accepted without discussion.

ARTICLE IV.

DUTIES OF DEACONS AND ANNUALLY ELECTED OFFICERS

All elected Ministry Leadership shall be a member of Sisters Baptist Church

DEACONS - All Deacons shall be spiritual leaders and servants of the Church. They are to familiarize themselves constantly with the qualifications for the deacons as recorded in I Timothy 3: namely, Christian purpose, spiritual integrity, proved spiritual maturity, Christian family life, honest in speech, temperate in living, and stewards of possessions. The Deacons shall in every reasonable way assist the Pastor in his duties. They shall cooperate with the Pastor in visiting the members and in the care of the sick, needy and distressed members of the Church. They shall be witnesses for their Lord who called them to serve.

The active Deacons shall organize annually and elect a chairman, vice-chairman, and secretary. The chairman shall serve as vice-moderator for the Church business meetings. The Deacon serving as secretary shall keep the minutes of the Deacons' meetings. All the work of the Deacons is subject to the approval of the Church. A majority of Deacons at their meetings shall decide an issue providing a quorum is present. (Quorum shall consist of two-thirds of the active Deacons).

CLERK -The Clerk shall prepare an agenda for all Church conferences. An agenda and financial report shall be available. He/she shall keep accurate and careful minutes of all business proceedings of the Church, reading them for correction and approval in conference, to be inscribed in a permanent record book. He/she shall be responsible for keeping membership roll, cemetery lot allocation and other permanent records of the Church. The Clerk will bring to the Church's attention requests of letters of dismissal and application for membership cards on all members received. He/she shall also assist the church secretary in preparing the denominational reports and others that must be required. The Clerk shall consider it a part of his/her responsibility to promote loyalty and efficiency in church life. He/she shall deliver immediately to his successor all books, files, records, and other documents in his possession.

PARLIAMENTARIAN – A Parliamentarian shall be someone who knows and understands Sisters Baptist Church's Constitution and By-Laws and Parliamentary practices, as presented in Robert's Rules of Order. In case of a misunderstanding in parliamentary practice he/she shall be consulted and his/her ruling will be valid. It is his/her duty to interpret the by-laws according to the practice of the Church.

TREASURER – The Treasurer shall be custodian of the monies of the Church. The Church shall authorize all disbursements, and prompt payment of all bills shall be made by check. The Treasurer shall be responsible for keeping accurate itemized report of receipts and disbursements, to be presented to the Church at its monthly business meetings, or as often as is requested showing the actual financial condition of the Church. He/she shall deliver immediately to his/her successors all books and records pertaining to this office.

FINANCIAL SECRETARY- The Financial Secretary shall work in cooperation with the Financial Clerks and Treasurer to maintain a permanent record of all receipts and disbursements. It shall be the duty of this officer to prepare a regular monthly conference report and prepare a full annual report of the Church's financial condition promptly at the close of its financial year.

HOSTESS/HOSTESSES- the Church Hostess(s) shall have managerial supervision over the dining room and kitchen. This involves inventory, purchasing of linen, flatware, dishes, kitchen utensils, and other supplies. She shall supervise all meals, receptions and other functions, which are church-wide.

All meetings, which involve the use of the kitchen, shall be cleared through the Hostess. She shall be responsible for informing persons reserving these facilities of Church policies regarding them, and she shall see that these policies are carried out. She shall be free to call upon the janitor or other help in carrying out these duties.

The Hostess(s) shall be responsible for securing lodging and meals for any invited guests. On special occasions she shall be responsible for planning and organizing registration of visitors. The Hostess is not expected oversee small group activities within the church unless they require the use of the kitchen area. The leader of these small groups should be aware of the Church policies.

DIRECTOR OF MEDIA CENTER- The Director of the Media Center shall give general supervision and direction to all media services and activities. The Director shall be responsible for checking out and checking in all equipment and printed materials, keeping all in order, having a good atmosphere for reading and helping people see the need to study, to

educate, to teach, to train, and to minister. The Director shall see that the media is made up of a selection of books, equipment and audiovisual aids which have been chosen to help meet the spiritual, cultural, and intellectual needs of the membership of the Church of which it is a part.

The Director shall cooperate with all organizations of the Church, and the Church staff to promote Christ's great work. The Director shall lead the media staff in using the Church media achievement guide.

TRUSTEES- The Trustees' function grows out of the legal status of a church as a corporate body. They shall be the regular custodians of all Church properties with power to assign, encumber, or convey any part of such properties only upon officially recorded instruction by the Church in conference. They shall see that all church property is adequately and economically insured and make an annual report of such. No property shall be loaned or otherwise removed from the church premises without the approval of the Trustees and must be recorded in the church office upon removal and return. All powers and duties of the trustees shall be conformable with the charter of the Church and the laws of the State of Georgia with reference to church properties.

CHURCH ORGANIST- The Organist shall play or arrange to have someone to play at all regular services and shall assist the Minister of Music in the entire musical program of the Church. He/she shall have a dedication to his/her work, believing that it demands his/her best. The Organist shall be faithful and loyal to the musical program of the Church and to all organizations of the Church.

CHURCH PIANIST- The Pianist shall play or arrange for someone to play at all regular services and shall assist the Minister of Music in the entire program of the Church. The Pianist shall be faithful and loyal to the musical program of the Church and to all organizations.

SUNDAY SCHOOL DIRECTOR- The Sunday School Director shall have general charge of the Sunday School. He/she is responsible to the Church for planning, coordinating, and evaluating the work of the Sunday School. He/she shall look to the Pastor for counsel and leadership in the Sunday School. The Sunday School Director shall lead in determining organizations, schedules and approaches for teaching the Biblical revelations; reaching persons for Christ and church membership; and performing the functions of the Church. He/she shall also interpret to workers their tasks, lead workers in setting goals for achievements, review with department workers and lead in recommending curriculum, make committee appointments, assist classes and members, encourage weekly or monthly meetings of officers and teachers, plan sufficient number of training courses each year and promote visitation. With the help of the Pastor and outreach director, he/she shall select the department superintendent annually, subject to approval of Nominating Committee and the Church. He/she shall make monthly reports to the Church and perform such other duties as pertaining to this office.

CHILDREN'S CHURCH DIRECTOR- the Children's Church Director shall have general charge of the Children's Church. He/she is responsible to the Church for planning, coordinating and evaluating the work of the Children's Church. The Children's Church Director shall lead in determining the approaches for teaching the Biblical revelations, reaching persons for Christ and church membership. He/she shall make a monthly report to the Church and perform such other duties as pertaining to this office.

DISCIPLESHIP DIRECTOR (S) - The Director of Discipleship Training has general charge of church training. He/she is responsible to the Church for planning, coordinating and evaluating the work of the church training. He/she shall interpret to workers their tasks, lead workers in setting goals for achievements, review with the department workers and lead in recommending curriculum, make committee appointments, assist classes and members, encourage weekly or monthly meetings of officers and leaders, plan sufficient number of training courses each year, plan specialized training and promote evangelism. With the help of the Pastor, he/she shall select the workers and leaders annually subject to approval by Nominating Committee and the Church. He/she shall make monthly reports to the Church and perform such other duties as pertain to his/her office.

CHURCH EVANGELISM/ASSISTANT SUNDAY SCHOOL DIRECTOR- This person is responsible to the Director of the Sunday School for planning, coordinating and evaluating efforts reaching persons for Sunday School enrollment, for Christ, and church membership. He/she shall assist in directing the outreach efforts of the school, cooperate and counsel with the Sunday School Director in assisting department outreach leaders in developing plans related to outreach activities, assign to appropriate departments names of persons who are prospects for the Sunday School and persons who need Christ and church membership. The Outreach Director should be a soul winner and lead the Sunday School to outreach for Christ. He/she shall perform such other duties as pertain to his/her office.

VACATION BIBLE SCHOOL DIRECTOR- The Vacation Bible School Director shall have general charge of the Vacation Bible School. He/she shall look to the Pastor for counsel and leadership in Vacation Bible School. He/she is to guide the organizations of the school, determining the organizations required, recommending and enlisting assistant directors and department directors, guiding department directors in enlisting other workers, and leading in planning, promoting, and directing faculty training. He/she provides supplies and resources by: ordering curriculum materials in time for advance planning, collecting supply and equipment list from department workers, distributing supplies to departments, cooperating with the church librarian in scheduling the use of equipment. The Director of Vacation Bible School leads in the enlistment of members, plans and conducts publicity for the school, coordinates music activities of the school, provides refreshments with the help of the refreshment committee, maintains an adequate system of records with the help of the secretary, prepares and distributes to the proper persons reports of the school, guide follow-up activities, and shall perform such duties as pertains to his/her office.

BROTHERHOOD DIRECTOR- The Brotherhood Director directs the Brotherhood Program (including both men and boys) of the Church. The Director should have a general understanding of the total Brotherhood program and the work of the two organizations, Royal Ambassadors and Baptist Men. He shall lead Brotherhood in three basic tasks: 1) Teach Missions, 2) Engage in Mission Action 3) Support World Missions through prayer and giving. The Brotherhood Director should seek to establish the necessary units to involve as many men and boys as possible. He shall make monthly reports to the Church, assist in selecting Brotherhood workers, coordinate the mission program and perform such other duties as pertains to his office.

WOMEN'S MISSIONARY UNION DIRECTOR- the WMU Director is responsible to the Church for leading in planning, coordinating and evaluating WMU (including women, young women, Acteens, Girls in Action, and Mission Friends.) She shall lead WMU in three basic tasks: 1) teach missions; 2) engage in mission action, and 3) support world missions through prayer and giving. She shall lead the WMU council, lead in WMU planning, work with the Brotherhood Director in planning joint work, assist in selecting WMU officers and leaders, and coordinate the ordering of WMU literature and supplies. She shall report progress of WMU work to the Church each month and perform such other duties as pertain to her office.

ARTICLE V.

ELECTING OF STAFF AND OFFICERS

SECTION 1. CALLING A PASTOR- To select a Pastor Search Committee, a Called Church Conference shall be held for this purpose. The Pastor Search Committee shall consist of three (3) men and three (3) women, with two (2) alternates (one man, one woman), with no two members being of the same household. This committee shall investigate the merits of each man under consideration in regard to his personal character, education, ministerial record, and preaching ability in determining his fitness for said pastorate. An application for employment, which will be kept on file in the church office, will be furnished to each applicant for said pastorate. The committee shall present to the Church only one name at a time for consideration and no nomination shall be made except by the Pastor Search Committee. All voting on the Pastor shall be by secret ballot of members present. Ballots will be counted by the Search Committee and the Chairman of Deacons, with results reported to the congregation before adjournment. Should one recommended by the committee fail to receive three-fourths majority of those voting (see Article II, Section 2, Paragraph 4) the committee shall be instructed to seek out another minister and the meeting shall be adjourned without debate.

It shall be the responsibility of the Deacons to secure Pulpit Supply; including an Interim Pastor.

SECTION 2. CALLING OTHER MINISTERIAL STAFF- When it is necessary to call other ministerial staff, they shall be elected in the same manner as electing a pastor. This Committee shall be in close consultation with the present pastor.

SECTION 3. ELECTION OF DEACONS AND THEIR QUALIFICATIONS

MANNER OF ELECTION- The Deacons will operate with a rotating system of twelve active deacons, each serving a period of four years. Each year beginning the first Sunday in June and through June 30, each church member will be given a church roll containing the names of the adult male members from which they would be asked to select three men as their choice for new Deacons. This vote to be tallied by the active Deacons and the top six qualified men would be presented to the Church the first Sunday in August for their selection of three men from this list that they would have to serve the Church as Deacons. The three Deacons who rotate off must remain off one year before they are eligible to be

elected again. Should a vacancy occur during the year, the Moderator shall call a special election within two weeks to fill said vacancy (ies). Election for this vacancy shall be conducted in the same manner as regular election. Person(s) elected at such special meetings shall serve the remainder of the unexpired term to which they are elected.

QUALIFICATIONS- Listed below are certain requirements a Deacon should meet.

- He shall live a consecrated Christian life, bringing no reproach by his conduct upon the Church or the cause of Christ.
- He should attend church every Sunday morning and evening, every Wednesday evening prayer time and all special church meetings unless hindered by some reason, which is approved by a good conscience.
- He should tithe, bringing his tithe systematically to the Church for salvation of souls at home and abroad.
- He should be fully cooperative with the Pastor and Church in a great spiritual program of advancement.
- He should be a man who refrains from destructive criticism of all people and his Church, willing to settle difficulties in a quiet Christian manner, without hurting the cause of Christ and his Church.
- He should be able to keep in secrecy those things which should not be discussed with others.
- He should be active in the various activities of the Church, Sunday School, church training, and missionary organizations.
- He should be a man of good report.
- He should measure up to the requirements given in 1 Timothy 3:8-13.

SECTION 4. ELECTION OF TRUSTEES

The Trustees shall consist of five members, one to be nominated each year by the Nominating Committee and one to rotate off. Each Trustee shall serve a term of five years.

SECTION 5. ELECTION OF GENERAL OFFICES

The annual election of Clerk, Treasurer, Director of Media Services, Financial Secretary, Sunday School Director, Children's Church Director, Extended Teaching Care Director, Disciple University Director, Brotherhood Director, WMU Director, Parliamentarian, Hostess (es), Outreach Director, Organist and Pianist shall be presented for election during regular Church conference in April. The Sunday School Director, Disciple University Director, Extended Teaching Care Director, Brotherhood Director and WMU Director shall meet with the Nominating Committee, upon invitation from that committee for the purpose of selecting ministry leadership positions.

ARTICLE VI

SECTION 1. POSITION VACANCY- Vacancies of officers, teachers and/or leaders, other than deacons, occurring during the year shall be filled for the unexpired term at any business meeting. The Nominating Committee shall present to the Church nominees for the vacancy to be filled.

ARTICLE VII

SECTION 1. LIST OF COMMITTEES- the following named committees and other committees that may be deemed necessary shall constitute the Standing Committees of the Church, nominated and elected annually. Vacancies occurring on any committee shall be filled by using the same procedure as provided in Article VI, Section 1.

A. COMMITTEES ON ROTATING SYSTEM	NO. OF MEMBERS
1. Financial Clerks	6
2. Flowers	3
3. Building & Property (maintenance)	4
4. Grounds Maintenance	4
5. Weekday Preschool (1 man & 1 woman rotate off each year)	5
6. Senior Citizen	3

7. Recreation	5
8. Finance	3
9. Constitution & By-laws	3
10. Van	3
11. Ordinance	3
B. COMMITTEES ON NON-ROTATING SYSTEM	
1. Church Council	
2. Nominating	3
3. Music Council	7
4. Preschool	3
5. Personnel	3
6. Children	6
7. Youth Ministry Council	7
8. Personnel	3
9. Ushers	20
10. Greeters	
11. Cemetery	5-7
12. Benevolence	6

SECTION 2. EXPENDITURES BY COMMITTEE

Each Committee, having the responsibility of expending Church funds, shall always keep in mind the amounts set in the Church budget for their use and shall not exceed that amount without the approval of the Church.

SECTION 3. GENERAL DUTIES

Committees shall hold regular meetings and submit reports as requested by the Church. Each Committee shall elect its own chairman. Members of Committees should be unanimous before making reports or recommendations to the Church. All reports shall be presented to the Church in written form in order to be recorded in the Church minutes.

SECTION 4. SPECIFIC DUTIES OF COMMITTEES ON A ROTATING SYSTEM

FINANCIAL CLERKS- It shall be the duty of this Committee to count all money received into the Church. This committee shall consist of the Treasurer and six other members. This Committee works under the supervision of the Treasurer. All monies, including Sunday School and worship services, are to be counted after Sunday morning worship services. They shall make a deposit slip for each offering, then the money and deposit slip should be placed in a locked bag and taken to the bank after each service. The Chairman of this Committee should see that each committee member be familiar with each step in processing the offering from the time they receive the money until the money is deposited in the bank. An accurate record should be made of each offering and left in the church office. There shall be at least three persons present when the offering is being processed by the committee. Members will serve a three year term with two members rotating off each year.

CHURCH FLOWER/DECORATION COMMITTEE- The purpose of the Church Flower/Decoration Committee is to provide appropriate flowers and related decorations to enhance the congregational worship services held in the sanctuary. The Church Flower/Decoration Committee shall consist of three (3) members, which will be selected by the Nominating Committee and elected by the Church, serving for three (3) years, with one member rotating off each year. Two (2) members will constitute a quorum for the Committee. The duties of the Church Flower/Decoration Committee are as follows:

1. Recommend policies and procedures for securing, arranging and disposing of flowers for congregational services.
2. Recommend policies to guide members in providing memorial flowers. Ensure proper recognition is given to the memorial flowers.
3. Work with the budget planning committee in requesting flower committee budget.
4. Secure and provide flower arrangements for church services.
5. Dispose of flower arrangements (fresh flowers). Wilted arrangements should not be left in the worship area.
6. Plan and implement storage for silk/artificial flowers, equipment and supplies.
7. Ensure American & Christian flags are in presentable condition.
8. Assist in the planning for Easter, Christmas & other seasonal decorations for the sanctuary.

BUILDING & PROPERTY COMMITTEE- This Committee shall consist of a Chairman and three (3) members for a total of four (4) members. The Building Maintenance Committee is a rotating committee position with the exception of the chairman position, which is non-rotating and works at the pleasure of the Nominating Committee. Committee members will serve a three-year (3) rotating term. The Chairman will serve on a year to year basis. Appointment/Selection to the Building Maintenance Committee is made by the Nominating Committee. Three (3) members will constitute a quorum.

The Building Maintenance Committee shall have general charge of the administration and upkeep of all buildings. They shall inspect all church properties on a quarterly basis, and maintain an inventory of all equipment and furnishings. The Committee shall regularly check with the church office for Maintenance Requisitions. The committee shall make repairs or obtain personnel to make repairs when necessary. The Committee can make emergency repairs with costs up to \$500.00 without seeking prior approval and replace equipment and furnishings when they can't be repaired.

GROUNDS MAINTENANCE COMMITTEE- It shall be the duty of this Committee to have general charge of the maintenance and upkeep of all grounds, including the ball field, cemetery and pastorium.

Members of the Ground Maintenance Committee are selected by the Nominating Committee and voted on by the Church. This Committee shall consist of four (4) members. The chairman is a year-to-year non-rotating position and works at the pleasure of the Nominating Committee. The remaining members are rotating members and shall serve three-year terms. Three (3) members represent a quorum.

The Grounds Maintenance Committee shall inspect all church grounds, including the ball field, cemetery and pastorium, on a quarterly basis. They are responsible for the maintenance of all grounds (grass, flower, & shrub beds, etc.), as well as the maintenance of parking lots (potholes, parking lines, etc.). It shall be this Committee's responsibility to schedule the application of any fertilizer, insecticide or herbicide.

WEEKDAY PRESCHOOL COMMITTEE- The purpose of the Weekday Preschool Committee is to administer the program of Weekday Preschool Education by serving as a liaison group between the Preschool Director and Church members. Members of the Weekday Preschool committee are selected through the Nominating Committee. Parents of children who are in the program, Deacons, Senior Adult or a representative from other church program organizations should be considered for membership. The Weekday preschool Committee shall consist of six (6) rotating members which will serve a three (3) year tenure. The number constituting a quorum shall be four (4) members.

The Duties of the Committee are as follows:

1. Determine Policies & Procedures for operating and administering the program.
2. Work in coordination with the Personnel Committee and the Weekday Preschool Director to staff the Weekday Preschool Education Program with priority consideration given to Sisters Baptist Church members.
3. Assist the Program Director in developing a workable budget.

4. Comply with all legal and licensing requirements.
5. Direct public relations efforts to inform, involve and educate church members about the program.
6. Coordinate work of the program with other church activities.
7. Review reports and records to ensure proper operation of program.
8. Report routinely to the Church about the work of the Weekday Preschool Program.
9. Organize involvement of church members and parents as volunteers in the program.

SENIOR CITIZENS COMMITTEE- The purpose of the Senior Citizens Committee shall be to plan and coordinate activities of the Senior Citizens of the Church and have an outreach ministry. It shall be the responsibility of the Senior Citizens Committee to plan and coordinate activities, trips and other functions for the church year. Outreach ministry should include invitations to other senior citizens in the community. The Committee shall be selected by the Nominating Committee and shall consist of three (3) members. This Committee shall consist of three (3) rotating members where each shall serve a three (3) year term with one (1) rotating off each year and a new member being selected. Two (2) members will constitute a quorum for the Committee.

RECREATION COMMITTEE- The purpose of the Recreation Committee shall be to provide activities and be responsible for leading the Church in planning, conducting and evaluating a program for the church members and other persons in the community. This Committee shall consist of five (5) members, which are selected by the Nominating Committee and voted on by the Church. This is a rotating committee, selected annually and serving a five year term. Three (3) members constitute a quorum.

The Recreation Committee shall direct the planning, coordination, conducting and evaluation of recreation activities in the church. This Committee shall work with the Nominating committee to recruit and enlist workers for the church's recreation program. The Chairman will serve as ex officio member of the Church Council and coordinate the recreation activities with the calendar and emphases of the Church. The Recreation Committee shall serve as recreation resource person and advisor to organizations of the Church as requested. This Committee shall lead the Church to provide equipment and supplies needed in the recreation activities. They shall supervise the inventory, care and storage of recreation equipment and supplies. The Recreation Committee shall provide representation for the church in planning, conducting and evaluating recreation activities that involve other churches and groups. The Committee shall plan and coordinate training for all volunteer workers in proper relationship to the church training program.

FINANCE COMMITTEE- This Committee shall consist of the Church Treasurer, Financial Secretary, and three elected members. The three elected members shall be selected by the Nominating Committee and voted on by the Church and will serve on a rotating basis, tenure to begin September 1 after election in June.

Elected rotating members will serve three-year terms. The member who rotates off must remain off one year before being eligible to be elected again. The Committee shall elect its Chairman. This Chairman shall serve one year and will not be eligible for re-election as Chairman until three years after the expiration of his/her Chairmanship year.

Should a vacancy occur during an elected member's term, the unexpired term would be filled by a selection from the Nominating Committee and approved by the Church.

This Committee shall have the responsibility of preparing the annual Church budget. They shall obtain from all department heads and committees a written list of financial needs for the coming year. They shall prepare a proposed itemized budget for consideration by the Deacons at their regular October meeting. The proposed budget shall then be distributed to the membership for study at least seven (7) days before the November conference, at which time it will be presented for adoption.

This Committee will meet at least monthly to review deposit summary, approve financial statements, and review the general financial condition of the Church. They shall be responsible for all changes, additions, and transfers from one budget account to the other.

CONSTITUTION & BY-LAWS COMMITTEE- The Constitution & By-laws Committee shall consist of three (3) members on a rotating system of three years. The Pastor & Minister of Music, Education and Discipleship are ex-officio members. The Committee will meet annually in February to review and update the Constitution & By-laws of the Church if needed.

VAN COMMITTEE- The Van Committee is comprised of three (3) members selected by the Nominating Committee and voted on by the Church. This is a rotating committee, elected annually. Two (2) members constitute a quorum.

The Van Committee shall have general charge of the administration and upkeep of the vans. They shall see that the vans are in good state of repair at all times and shall cause a log to be kept on the vans, which will include such items as the purpose of the trip, number of people carried, mileage and destination. The Committee shall make an inspection quarterly. An itemized expense report showing repairs and purchases shall be kept on file in the church office. A list of drivers along with a copy of their valid driver's license shall be kept on file in the church office.

It shall be the responsibility of everyone using the vans to maintain the cleanliness on the inside when returned from a trip. It shall be the responsibility of everyone using the vans to make sure that they are returned with a full tank of gas and specify to which group or class it is to be billed. The driver is responsible for checking the oil and other fluids and adding when needed. The driver is to check the tires to make sure the pressure is okay, report and damages or mechanical malfunctions. The driver is to complete and return with the keys "The Record of Van Usage" form, as this will become the log.

ORDINANCE COMMITTEE- This Committee shall consist of the three Deacons rotating off and will make detailed preparations for the observance of the Ordinance of the Lord's Supper. They are responsible for filling the baptismal pool, giving assistance to the Pastor and candidates for baptism, and assisting in whatever other duties that shall pertain to the performance of the ordinance.

SECTION 5. DUTIES OF COMMITTEES ON NON-ROTATING SYSTEM

CHURCH COUNCIL- The Church Council shall be composed of: Pastor, Chairman of Deacons, Associate to the Pastor, Director of Sunday School, Director of Children's Church, Church Training Director, Brotherhood Director, WMU Director, Director of Media Services, Weekday Preschool Director, Treasurer, Financial Secretary, Hostess (es), and chairman of each committee listed by the by-laws. This Committee shall have the responsibility of planning, coordinating, and evaluating the overall program and policies of the Church, and shall hold quarterly meetings.

NOMINATING COMMITTEE- The purpose of the Nominating Committee is to lead in staffing all Church elected positions filled by volunteers, including vacancies that occur during the year. It shall be the duty of this Committee, after prayer and careful consideration and study, to select and submit to the Church, at its regular or special business meetings in April, a complete list of all elective Officers and Standing Committees for the ensuing year beginning September 1st each year. The Pastor, Deacons and full-time employees of the Church are not included in the jurisdiction of this Committee, but shall be nominated and elected as elsewhere provided by these by-laws. The duties of Nominating Committee consist of the following:

1. Select, interview, and enlist program leaders, Church Committee Chairpersons and General Church Officers.
2. Approve volunteer workers before they are invited to serve in Church-elected leadership positions.
3. Assign leaders to positions of service according to church needs.
4. Assist church leaders to discover and enlist qualified persons to fill Church-elected positions of leadership in their respective organizations.
5. Present volunteers workers to the Church for election in June conference to begin duties in September.
6. Nominate special committees.

The Nominating Committee shall be nominated by the Deacons and elected by the Church in January. This is a non-rotating committee. This Committee will consist of 5 members. Committee members will serve for one year. The Minister of Music, Education and Discipleship shall be an ex-officio member of the Nominating Committee. Three people shall constitute a quorum.

MUSIC COUNCIL- This Council shall be comprised of one member from each of the following areas:

- Senior Adult Choir
- Adult Choir
- Preschool Choir

Children's Choir

Youth Choir

Instrumentalists

Handbell Choir

The Nominating Committee shall nominate the Council members. The Minister of Music, Youth and Education shall be an ex-officio member of this Council.

It shall be the duty of this Council to have general charge of matters concerning the music of the Church. This Council shall work closely with the Minister of Music, Youth and Education, helping him and promoting the best musical program possible for all services and departments of the Church. This Council shall have at least quarterly meetings to evaluate and approve the music program of the Church.

PRESCHOOL COMMITTEE- The purpose of the Preschool Committee is to coordinate all activities and ministries of the various church organizations as they relate to preschool children. The Preschool Committee is a non-rotating committee with members consisting of the following:

1. Sunday School Preschool Director
2. Disciple University Preschool Director
3. Preschool Choir Director
4. Mission Friends Director
5. Extended Teaching Care Director
6. Weekday Preschool Director

The Preschool Committee will also consist of one (1) father and one (1) mother (not of the same family) of preschoolers, which will be selected by the above members, to be nominated by the Nominating Committee and elected by the Church. Members will serve on the Committee in coordination with time serving in office. Parent Committee member will serve one year and may be re-elected. Five (5) members will constitute a quorum.

The Preschool Committee's responsibilities are as follows:

- Recommend and publicize preschool policies and procedures
- Recommend the purchase of furnishings and supplies
- Coordinate space assigned for preschooler's work
- Select teachers to work with preschool
- Communicate regularly with the Church Council

CHILDREN'S COMMITTEE- The purpose of the Children's Committee is to coordinate all activities and ministries of the various church organizations as they relate to children. The Children's Committee will consist of the following by virtue of office:

1. Sunday School Children's Director
2. Disciple University Children's Director
3. Children's Choir Director
4. Girls in Action Director
5. Lads/Crusaders Director

The Committee shall also include one (1) father and one (1) mother (not of the same family) of children which will be selected by the above members to be nominated by the Church Nominating Committee and elected by the Church. This is a non-rotating, seven (7) member Committee. Members will serve on the Committee in coordination with time serving in office. Parent Committee member will serve one year and may be re-elected. Four (4) members shall constitute a quorum. The responsibilities of the Children's Committee are as follows:

1. Recommend and publicize children policies and procedures.
2. Plan the children's program to provide spiritual growth and knowledge.
3. Recommend the purchase of furnishings and supplies.
4. Coordinate space assigned for children's work.
5. Select teachers to work with children.
6. Communicate regularly with the Church Council.

YOUTH MINISTRY COUNCIL- The purpose of the Youth Ministry Council is to coordinate all activities and ministries of the various church organizations as they relate to youth.

The Youth Ministry Council shall be composed of by virtue of Sunday School Youth Director, Disciple University Youth Director, Youth Choir Director, Acteen Director, R.A. Director. Also included on the Committee, One father and one mother (not of the same family) of youth which shall be selected by the above members to be nominated by the Nominating Committee and elected by the Church.

Seven members serve on Youth Ministry Council, which is a non-rotating position. Members serve according to time served in office/one year and they may be reelected. Five (5) members represent a quorum.

It shall be the responsibility of the Youth Ministry Council to plan the youth ministry program to provide spiritual growth and knowledge. The Committee shall recommend the purchase of furnishings and supplies. The Youth Ministry Council shall cooperate with all organizations of the church and select teachers to work with the youth. This committee will communicate regularly with the Church Council. The Youth Ministry Council will select three (3) couples to serve as a Youth Support Team. This team will assist the Council in activities that are planned.

PERSONNEL COMMITTEE- The Personnel Committee shall consist of three members from leadership positions, whereby two will serve by virtue of office, and one member at large selected by the Nominating Committee, and elected by the Church. The two by virtue of the office shall be a member of the active Deacon body and the senior member of the Finance Committee. The specific duty of the Personnel Committee shall include a job description for each staff member, surveying the need for any additional staff position, and if needed, make a recommendation to the church. In case of a vacancy occurring within the staff personnel, it is the duty of this Committee to immediately fill that vacancy or recommend to the Church that a specific committee be appointed to perform this function (except in the case of the Pastor, other ministerial staff and Weekday personnel). The Personnel Committee also acts as a sounding board for the Church. It must be willing and able to approach its responsibilities with a listening ear, sympathetic to the needs of the Church personnel. Loyalty and confidence must be assured in order to encourage staff members to speak openly to this committee about concerns and needs. If disagreement occurs between staff members, it is the duty of this Committee to study thoroughly the situation and make a recommendation to the Church.

USHERS COMMITTEE- the Ushers Committee shall be of service to the congregational members and guests before, during, and after the services and assist in maintaining a worshipful atmosphere in the church. It is the responsibility of this Committee to greet the people before the services and afterward, seat those entering at specific times before and during services, provide information about the church services, program, and facilities, distribute church bulletins, receive offerings, be attentive to the needs of persons during the services, and help maintain order during services.

GREETERS COMMITTEE- The Nominating Committee will select one or two coordinators who will then solicit a team of greeters. The purpose of the Committee is to make sure everyone is welcomed and feel welcome in our church. The Chairman or Coordinator of the Greeters Committee should work closely with the Chairman of Ushers. The Chairman of the Greeters Committee will have the option of serving more than one year per the nominating committee. Other members of this Committee will serve for one year. The duties of the Committee should be, but not limited to:

1. Welcome our guests and members with friendly enthusiasm and sincerity that reflects our Christian love for one another and embrace our guests with a sense of belonging.
2. Develop a plan for greeting guests and members prior to the beginning and ending of the Sunday School and worship service.
3. Enlist and develop church members to greet guests and members, both formally (as organized "greeters") and informally (in ongoing personal interactions) that contagiously spreads throughout our Church family.

Identify, develop and distribute communications to aid in helping our guests feel comfortable upon entering our facilities for the first time. (Name tags, map of building with directions for facilities, instructions, signs, etc.)

CHURCH CEMETERY COMMITTEE: The Church Cemetery Committee is responsible for coordinating the overall program associated with the cemetery.

Church Cemetery Committee members are selected by the Nominating Committee and elected by the Church annually. (Preferably lot owners or relatives to lot owners) This Committee shall consist of five (5) to seven (7) members, which serve on a non-rotating basis. Three (3)/ Five (5) members constitute a quorum.

The Church Cemetery Committee shall be responsible for a plat of the cemetery with lot numbers/names of owners, listing of lot number/section number/family name/plot size. This Committee shall maintain guidelines/restrictions for plot; required clearance between lots, etc. Maintenance of cemetery—method/procedure shall be in conjunction with the Grounds Maintenance Committee. The Committee shall coordinate an annual fund drive for cemetery maintenance costs. They are the coordinators for the beautification of the cemetery. The Church Cemetery Committee shall ensure that purchasers of lots receive official (deed) document of ownership and current/future plot owners have a current copy of cemetery restriction/guidelines. This Committee shall ensure that owners know to contact the church office so designated person(s) (at least two of the Cemetery Committee members) are contacted before work is done by monument contractors. Funds from the sale of lots are to be designated for the Cemetery Fund. It is the responsibility of the Committee to verify that funeral directors/monument contractors are insured before working on lots.

CHURCH HISTORY COMMITTEE- The purpose of the Church History Committee is to keep an up-to-date history of the Church. Member of this Committee shall consist of three (3) members selected by the Nominating Committee and elected by the Church annually. The Church History Committee is a non-rotating Committee. It is the responsibility of this Committee to gather and preserve records and appropriately display historical items of the Church. Two (2) members of the Church History Committee constitute a quorum. These historical records consist of the following legal documents:

1. Minutes
2. Membership Rolls
3. Reports of church organizations
4. Bulletins
5. Pictures
6. Proceedings
7. Special Correspondence
8. Newsprint Clippings
9. Periodical Clippings
10. Biographical Materials
11. Association/Convention Records

BENEVOLENCE COMMITTEE- The purpose of the Benevolence Committee shall be to show Christian love and concern for families or individuals in their time of need, not limited to only our Church family. The Committee shall consist of six (6) members, which are selected by the Nominating Committee and voted on by the Church. This is a non-rotating committee, selected annually and serving on a one-year term basis. Persons may feel led by the Holy Spirit to volunteer to serve on this committee. It is the responsibility of the committee to contact the family or individual to be able to discern what the immediate and/or long-range needs are, and then make arrangements to meet those needs. The Committee needs to know the circumstances of each need and respond accordingly in a Christian manner of love and concern. The Committee shall promote the involvement of members of the Church if needed. The Committee will need to select a chairperson and a vice-chair person to serve as officers. Four (4) persons constitute a quorum.

ARTICLE VIII. CHURCH POLICY

WEDDING IN THE CHURCH- The church facilities may be used at any time not conflicting with any scheduled use, by any member of the Church for his or her wedding. Those who are not members of this church, desiring a wedding therein, shall obtain the approval of the Trustees and the Pastor. All flowers and decorations will be removed immediately following the ceremony. (See attachment 1)

“Wedding” means a ceremony resulting in a marriage. The word “marriage” means only a legal union one natural man and one natural woman as husband and wife. The word “spouse” refers only to a person of the opposite sex, who is a husband or a wife. Ceremonies uniting homosexual or transgender individuals are expressly prohibited.

ENTERTAINMENT- No entertainment for which a fixed admission fee is charged shall be allowed in the building. Rental and usage of the church facilities by non-members will be under the direction of the trustees. There will be a nominal rental fee on linens, punch service stemware and china. Members, as well as non-members, are expected to leave the facilities clean and in order.

FUNDRAISERS- Money collected through fundraisers can only be used to enhance spiritual growth and to be used as a means of ministering to others in a mission minded way. No games of chance or raffle shall be allowed. Any fundraiser will be approved by the Pastor and Deacons. Children/Youth fundraisers are to be under the direct supervision of the Children/Youth Director and/or Children/Youth Committee.

CHILD ABUSE POLICY-Sisters Baptist Church commits to take all steps within its power to keep children and young people safe from physical, sexual and emotional harm.

Policy and Enforcement

Only adults 18 years of age and older will supervise minors under the age of 18. All adults in direct supervision with minors during any church activity, either on or away from church property, must agree to a criminal background check by completing a permission form granting the Church the authority to conduct the background check through the Sheriff's Department. Results will be confidential, but may be reviewed by the individual whose report was deemed unsatisfactory. After the background check is performed, there will be a six month probationary period for each individual having contact with minors. During the probationary period, individuals will be required to work in conjunction with another adult.

Abuse Reporting Policy

Should a misconduct claim or allegation take place that would affect a child's physical, sexual or mental health, the following steps will be followed to assist the Church in responding in a way that will not only respect the victim and accused, but the Church as well.

1. Immediate medical attention will be provided if deemed necessary.
2. The parent, guardian or caretaker of the child will be notified.
3. The Church pastor will be notified.
4. The worker alleged to be the perpetrator of the abuse and/or misconduct, will be temporarily, but immediately relieved from their position pending an investigation, and will be instructed to remain away from the church property during the investigation.
5. Civil authorities will be notified and the Church will comply with the State of Georgia requirements regarding mandatory reporting of abuse. The Church will fully cooperate with the investigation.
6. The Church insurance company will be notified by the completion of an incident report.
7. The Church will designate a spokesperson concerning the incident and the advice of legal counsel will be obtained before responding to any inquires or providing information to the media and congregation.
8. Any person who is not found innocent of the alleged abuse or misconduct will be permanently removed from their position working with minors.

Contents of Report

- The names and addresses of the child and the child's parents or caretakers, if known
- The child's age
- The nature and extent of the child's injuries resulting from abuse, including evidence of previous injures
- Any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the alleged perpetrator
- An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused.

ARTICLE IX. ADOPTION, AMENDMENTS, AND PROCEDURE

SECTION 1

This Constitution and By-laws shall be considered as adopted if two-thirds of the members present at the conference to which this Constitution and By-laws are presented for adoption vote in favor of adoption.

SECTION 2

This Constitution and By-laws may be altered, amended, or rescind by two-thirds of the members present at the conference in which such alterations, amendments, or rescissions are presented.

SECTION 3

The rules contained in Robert's Rules of Order shall govern the parliamentary proceedings of this church in all cases not provided for in the Constitution and By-laws. No ex-officio member will have voting privileges.

SECTION 4

A copy of this manual shall at all times be kept with the Church Clerk, in the church office, library and safety deposit box at the bank. A copy shall be furnished to each family and be given to each new member.

ARTICLE X

SECTION 1

Purpose & Disposition of Organization's Funds & Assets

- a. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contribution to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

APPENDIX

Appendix A

WEDDING PLANS

Congratulations! We, the members of Sisters Church, believe that Jesus Christ should be the foundation of every home; and therefore, congratulate you for having a church wedding.

To assist in making your wedding day the memory it should be, we would like to cooperate with you in explaining our policies regarding the use of the church facilities. For the benefit of both parties, the Church and wedding party, we ask that you supply the following information.

1. "Wedding" means a ceremony resulting in a marriage. The word "marriage" means only a legal union of one natural man and one natural woman as husband and wife. The word "spouse" refers only to a person of the opposite sex, who is a husband or a wife. Ceremonies uniting homosexual or transgender individuals are expressly prohibited.
2. Have you discussed your plans with the Pastor or Associate to the Pastor? ____Yes ____No. If no, please do so at the earliest possible time, so that they will know the type of wedding planned. Do this even if someone else is conducting the ceremony.
3. A refundable maintenance and damage deposit of \$500.00 will be paid at the time of reservation by members, as well as non-members. Dates are not guaranteed until deposit is paid. Total deposit or deposit balance will be refunded within 30 days after the wedding.
4. What is the date and time requested for usage of the church facilities? _____ If you should have a change of plans, please contact the church office immediately for rescheduling. It is requested that you make reservations AT LEAST 30 DAYS IN ADVANCE. Security deposit will not be refunded if we are not notified of change of plans within 14 days.
5. Persons who are not members of Sisters Baptist Church or do not have immediate family (parents or grandparents) who are members, are asked to pay \$600.00 for the use of the sanctuary and \$200.00 for the use of the Fellowship Hall thirty (30) days in advance to defray the costs of utilities, building maintenance and housekeeping. Also covered in this cost is Sound & Lighting Technician for the rehearsal and wedding. Only our technicians will be used. Members will be responsible for paying housekeeping and technicians.
6. Most weddings are scheduled on the weekends and the facilities must be in order for Sunday services. For this reason, all persons are asked to remove all items that were use for decorations (kneeling rails, pedestals, candelabras, floral arrangements, etc.) and return church furniture to its original placement immediately after the wedding.
7. No rice may be used at the wedding. Bird seeds or bubbles may be substituted. We also require that drip-less candles be used.
8. If you desire help with the music from our church musicians, you should make the necessary arrangements with them directly.
9. This form, along with the deposit, must be returned to the church office as soon as possible to secure the date requested.

Pastor

Wedding Party Representative

Trustee

Trustee

Trustee

<u>Cost Breakdown</u>	
Refundable Security Deposit (paid by members & non-members)	\$500
Church Rental by Non-members (in addition to security deposit)	\$600
Church & Fellowship Hall Rental (in addition to security deposit)	\$800
Members are responsible for the following fees. These must be paid within 30 days of the wedding.	
Housekeeping	
* Sanctuary/Dressing rooms/Bathrooms	\$150
* Sanctuary/DR/BR & Fellowship Hall	\$225
Sound & Lighting Technician (rehearsal & wedding)	\$150

Appendix B

RULES OF ORDER

Before he wrote his famous book on parliamentary procedure, General Henry Martyn Robert suffered through many meetings in which everyone did what he thought was right and no one could agree on the rules.

This kind of confusion was commonplace in the organizations to which General Robert belonged in the 1860s. Having presided at meetings where no one, including himself, knew what to do next, he decided to write an easy-to-use handbook based in general “upon the rules and practice of Congress and adapted, in its details, to the use of ordinary societies.”

The rules of order are based on four principles. First, all individuals have a right to voice their opinions, but the minority must be willing to accept the majority’s decisions. Second, free and full debate must prevail; every member has the right to introduce, discuss, and vote upon a motion. Third, members are obliged to show courtesy and respect to each other. Fourth, one item of business must be discussed at a time, disposing of each matter before going on to the next.

Appendix C

RIGHTS AND DUTIES OF OFFICERS

In any organized group the person known as “The Chair” has a vital role to perform. It is his responsibility to help the members conduct their business without confusion or undue delay and to make sure that all points of view are fairly considered. It is also an important part of the Chairman’s job to know and understand the rules of order so that he can protect the rights of the majority and still make sure that the will of the majority prevails.

A good presiding officer arrives for each meeting a few minutes early to make sure everything he will need is handy, including his group’s constitution, by-laws and rules of order.

At the appointed time he calls the meeting to order, then he announces each item of business in proper order, as outlined in his agenda—the program of the meeting, which he and his secretary have prepared in advance.

It is, of course, the Chairman’s job to see that members comply with, and are protected by the rules of order. He must be levelheaded and impartial, however, forceful without being a dictator, to be effective. When the Chairman is presiding, he never takes sides in the discussion.

The Chairman alone has the authority to recognize members who want to speak and to make sure that all views on a question are heard in debate.

He alone makes sure the speakers confine their remarks to the questions under discussion so that the debate will not wander off and get out of control.

When a motion has been made and seconded, the Chairman always restates it, or asks the secretary to read it, so that the members will understand the question.

When the members have indicated that they are ready to vote, the Chairman puts the question. The vote may be by show of hand, by standing, or by roll call, voice vote with the Chairman determining the outcome or by ballot with tellers appointed to count and record the results.

The Chairman must also decide all questions of order and be prepared to explain the rules. Occasionally members who hope to use the rules of order simply to obstruct business may challenge a chairman, and he should be on guard against tactics like this.

Any chairman who serves as the chief officer of an organization has a special responsibility to keep his fellow members informed about the condition of the organization and its future needs.

It is the chairman’s duty to appoint committees whenever necessary. Often the chairman helps coordinate the work of committees.

The chairman has the same privileges other members do, but with some limitations. When the group is voting by ballot, he also votes with them. However, when the vote is done by raising hands, by standing or by roll call, it is customary for the chairman not to vote, except to break a tie.

Usually the chairman avoids taking an active part in debates. However, if he feels he must speak for or against a motion, he can appoint a temporary chairman to preside while he joins the other members.

The vice president is elected to act for the president or chairman whenever he is unable to preside. The vice-president in some organizations automatically succeeds to the office of president if the president is unable to complete his term.

As a rule, the vice-president should be not only a good right-hand, but also an able presiding officer in his own right. Usually his responsibilities are defined in the constitution and bylaws.

In any business meeting it is essential for the secretary to perform the following duties:

1. Keep an accurate record of all motions, reports and decisions of the assembly.
2. Call the roll of members to make sure there is a quorum, if the by-laws require it.

3. Keep a record of all proceedings, making sure he has all the chairman may need during the meeting, as well as for the next.
4. Read the minutes of the previous meeting with edited notes of only the essential business.
5. Keep a record of all votes taken by roll call or ballot.
6. List or make brief summaries of committee reports.
7. Keep files and correspondence, help the Chairman prepare the agenda for the next meeting and assist other officers and committees when needed.

The Treasurer is someone with sound judgment in money matters who must:

1. Keep an accurate record of all money received and paid out.
2. Deposit all money received in a bank account in the organization's name.
3. Give a written receipt for all incoming money, keeping a copy for his record.
4. Pay out money only when authorized by the Chairman or from a motion passed by the members.
5. Prepare a financial report form records, which are to be audited by all authorized persons or committee.

Appendix D

RIGHTS AND DUTIES OF MEMBERS

All members have certain rights and obligations. Every member has the right to speak on a motion that is under consideration. He may disagree, offer an amendment or suggest that a committee reconsider the motion. A speaker may keep the floor as long as is permitted by the organization's rules. He must also fulfill certain obligation: he must stick to his subject and speak with courtesy and respect toward others.

The chair may recognize at any time members who wish to add information, question the procedure or raise a point of order if their rights are violated. Motions can be made to halt discussion and to vote on the issue. If a member questions the results of a vote, he may request that the vote be retaken. Members also have the right to appeal a decision made by the chair and to reverse that decision, as long as they do not violate their own organization rules.

To keep a meeting democratic and to make decisions with as little delay and confusion as possible, the members must treat each other with courtesy and respect. In almost every organization, however, a few members are too respectful. They wouldn't think of appealing a ruling by the chair because they're sure the chairman knows best. They never work up the courage to take part in a debate even when they think they might be on the losing side. They won't call attention to any errors in the conduct of the meeting because they might be thought of as troublemakers. They often refrain from voting when they think they might be on the losing side.

The challenge of an effective group is to coordinate the diverse talents and personalities of the members to successfully reach the goals of the organization.

Appendix E

THE USES OF MOTIONS

When an organization has completed its old business, members can turn their attention to the stimulating discussion of new proposals. At this time individuals submit new ideas and learn how the group reacts to their suggestions.

A new idea is presented in the form of a main motion. Any member may offer a secondary motion to alter, postpone or defeat the main motion. Supporters of the main motion may decide to amend it or to refer it to a committee if more information would be helpful to the group. Alternatively, to win more support, they can move to postpone-to lay the question on the table, or to extend debate. Motions to postpone ways of handling or changing a main motion are subsidiary motions.

Another type of motion is the privileged motion. It concerns the honor or well being of the group and its members and has the highest priority of all motions. A motion to adjourn is an example of this kind of motion. A question of privilege deals with the rights of the members and is another type of privileged motion. Incidental motions apply to rules and procedures and are designed to speed up, delay or suspend the action of the meeting. A point of order, an example of an incidental motion, is raised when a rule is broken.

After members have voted on all privileged, incidental and subsidiary motions, there are unclassified motions that allow them to act further or to reverse their decision if they wish. For example, a motion can be made to reconsider a table motion or a vote that has already been taken.

Appendix F

THE RULES ABOUT MOTIONS

Some organizations rely on their chairman to interpret the rules. If this occurs, the members are cheating themselves; those who are familiar with the rules can take advantage of those who are not familiar.

Several basic rules apply to main motions. These motions may be introduced only when no other business is under consideration. They must be seconded, and then they are open to debate. A simple majority may pass main motions.

Many of the same laws that govern main motions also govern subsidiary motions, but special rules and exceptions do exist. For example, an amendment may not be amended more than once, and the motion to lay on the table, or delay action temporarily, has priority over one to postpone a motion indefinitely. In addition, a few subsidiary motions are not debatable.

The privileged motions outrank all others. Some privileged motions are not debatable, since the chairman must rule on them immediately. Incidental motions, which are second in priority only to privileged motions, are neither debatable nor amendable.

Although the rules of order cannot bring about a decision that will appeal to everyone, they can guarantee a decision based on free, open discussion. To ensure a fair debate, the members and the chairman must know and enforce the rules of order so that the rights of all are protected.

Church Employee Handbook

I. PERSONNEL COMMITTEE

The specific duty of **the Personnel Committee** shall include a job description for each staff member, surveying the need for any additional staff position, and if needed, make a recommendation to the Church. In case of a vacancy occurring within the staff personnel, it is the duty of this Committee to immediately fill that vacancy or recommend to the Church that a specific committee be appointed to perform this function (except in the case of the Pastor, other ministerial staff and Weekday personnel). The Personnel Committee also acts as a sounding board for the Church. It must be willing and able to approach its responsibilities with a listening ear, sympathetic to the needs of the Church personnel. Loyalty and confidence must be assured in order to encourage staff members to speak openly to this committee about concerns and needs. If disagreement occurs between staff members, it is the duty of this Committee to study thoroughly the situation and make a recommendation to the Church. This applies to all staff other than ministerial staff.

II. PASTOR

The Pastor shall be a spiritual leader of the church, remembering that Christ is the Head of it. He shall be the supervisor of all staff members, who shall look to him for guidance and be responsible to him with regard to fulfilling their duties. He shall be a believer in and a preacher of the Gospel as set forth in 1 Corinthians 15: 1-4, and the basic doctrines of faith recorded in God's Word. He is expected to cooperate with local organized Baptist work and with the Georgia Baptist Convention and the Washington Baptist Association.

The Pastor shall preach the Gospel, teach the word, administer the ordinances, minister to the spiritual needs of the members, counsel the troubled, deal with the sick and suffering, do the work of an evangelist, give leadership to all Church organizations, promote the interest of the Church, organize and develop its strength for the best possible church service, and all other related duties. He shall be moderator of the Church and is ex-officio member of all organizations and committees of the Church and its auxiliary organizations. He shall strive to lead the staff and Church in a cooperative spirit.

The Pastor shall be entitled to an annual paid vacation of a minimum of two weeks, to be taken when he desires (in cooperation with other staff members).

He shall be entitled to only two weeks for holding revivals in churches, which would require him to be away from the church field during the daytime. The Church in conference must approve any exception.

He shall also be entitled to attend the Washington Association annual meeting, Southern Baptist Convention, Georgia Baptist Convention, Evangelism conferences and other training clinics or conferences approved by the Church in conference.

It shall be his duty to engage a speaker to fill the pulpit for all services while he is away. Expenses are to be paid through the Pastor's Reimbursable Expense account up to the maximum budgeted amount.

The pastor shall publish his tentative office hours. He will make himself available to the people of the church.

All computers and equipment are the property of the church; this includes software. If personal computers or equipment is used for church work, the content of that work shall be considered church property.

III. OTHER MINISTERIAL STAFF

The ministerial staff shall be supervised by the Pastor and shall cooperate with the Pastor (this would include Associate Pastor, Minister of Music, Minister of Youth, Minister of Education or any combination thereof. He shall work harmoniously with all the officers, teachers and leaders of the several organizations and shall be responsible for other duties assigned by the Pastor and Personnel Committee.

All computers and equipment are the property of the church. This includes software.

If personal computers or equipment is used for church work, the content of that work shall be considered church property.

IV. CHURCH SECRETARY

The church secretary shall cooperate with the pastor loyally and efficiently, and with other staff members, officers and church members. The secretary should have enthusiasm for his/her work, a boundless amount of patience, tact and understanding. He/she shall be responsible for keeping up-to-date and accurate records, files, and other important data. The secretary shall have definite pride in his/her work, believing that it demands his/her best, and that no work goes out the office as an ambassador of the church unless it is his/her very best.

The term of service may be ended upon 15 day notification on the part of the church secretary or the Church. Should there be a vacancy the Personnel Committee shall take necessary steps to secure a secretary.

The secretary is hired by the church personnel committee.

The secretary's supervisor is the Pastor

The secretary answers directly to the personnel committee.

All computers and equipment are the property of the church this includes software.

If personal computers or equipment is used for church work, the content of that work shall be considered church property.

V. CHURCH PIANIST

The Pianist shall play or arrange for someone to play at all regular services and shall assist the Minister of Music in the entire program of the Church. The Pianist shall be faithful and loyal to the musical program of the Church and to all organizations.

VI. CHURCH ORGANIST

The Organist shall play or arrange to have someone to play at all regular services and shall assist the Minister of Music in the entire musical program of the Church. He/she shall have a dedication to his/her work, believing that it demands his/her best. The Organist shall be faithful and loyal to the musical program of the Church and to all organizations of the Church.

VII. WEEKDAY PRESCHOOL DIRECTOR

The director shall be an active Christian, preferably a member of our church and have the ability to operate the program. The Director or designated preschool staff shall open the Weekday/Preschool at 8:00AM each weekday morning. He/she shall see that refreshments are purchased and provided, that the area is properly cleaned, that the heating, lighting, and air conditioning operate, and report any problems to the church office or staff member. He/she is responsible for maintaining records on the students, for administering the program, including providing the Treasurer with accounting records. He/she is to do the long range planning and aid the workers in implementing these plans and materials, equipment, areas, and size of the class, and he/she shall be responsible for the supervision of each class on a daily basis. The director shall be an ex-officio member of the Weekday Preschool Committee.

Happy experiences at Weekday Preschool help a child to want to attend church and to have a feeling of belonging. He/she sees church as a special place where people learn about God and Jesus, where people help each other; and he/she begins to think of the church as an enjoyable place to be, as well as a beautiful place for work and worship.

The Weekday Preschool Director shall report to the Weekday Preschool Committee and the church Personnel Committee. The school will be run to insure the safety and well being of the children. They will be educated in accordance to Biblical teachings and the churches guide line. Should a vacancy occur, the preschool committee of the Church shall procure a replacement.

Exterior building doors are to be closed and locked when classes are in session. It is the responsibility of the Weekday Preschool Director to supervise the Weekday teachers and verify that all preschool policies are implemented. Teachers will report by the end of each school day any problems or issues that may arise. In the event of an accident or injury, the event should be reported to the Preschool Director and Church office immediately for insurance purposes. Should a staff vacancy occur, the Weekday Preschool Committee will be notified.

VIII. CHURCH CUSTODIAN

The custodian shall be responsible for cleaning all church buildings, making each room presentable and tidy. This includes keeping all floors and windows clean, trash cans emptied and clean, restrooms clean and deodorized, carpets cleaned and vacuumed, objects and papers picked up from church grounds. He/she shall be responsible for other duties assigned.

The term of service may be ended upon 15 day notification on the part of the custodian or of the Church. Should a vacancy occur, the Personnel Committee shall take necessary steps to secure a custodian.

Routines are listed below and may vary as needed.

ROUTINE LIST AND OTHER DUTIES THAT MAY ARISE.

Custodial Service Request

Sisters Baptist Church

(May 11, 2015)

DAILY ROUTINE-preschool area & offices

clean/disinfect & mop four (4) bathrooms
wipe down preschool bathroom walls around urinals
restock bathroom paper products & soaps
empty all trash cans
wash/disinfect preschool tables & chairs
sweep preschool classes and hallway
vacuum offices (3) (we will dust our offices)
clean glass doors
take off all trash

MONDAYS & *THURSDAYS

SANCTUARY/FOYER/BALCONY/REHEARSAL ROOM—(this includes the balcony stairs, choir area & stairs leading to rehearsal room)
sweep/vacuum
pick up litter
check pew trays for trash
clean/disinfect/restock downstairs bathrooms (2)
disinfect baby beds in nursery
sweep & mop nursery

***THURSDAYS**

SANCTUARY/FOYER/BALCONY/REHEARSAL ROOM—(this includes the balcony stairs, choir area & stairs leading to rehearsal room)
dust all surfaces (including piano, organ & rails)
clean window sills
clean kitchen
mop fellowship hall & kitchen
disinfect tables

WEEKLY ROUTINE

sweep & mop all hard floors—(classrooms, halls, fellowship hall, kitchen, front & rear stairs
clean & disinfect all counters & tables/chairs in classrooms upstairs & downstairs
dust furniture with furniture polish
clean all window sills
sweep walkways & outside steps
clear cobwebs
sweep, mop & dust breezeway
empty trash cans
****Clean** Youth House (floors, surfaces, bathrooms, window sills, etc.)

MONTHLY ROUTINE

clean all windows, blinds & shutters
clean windows in breezeway
wash hallway walls, doors/door frames & columns
clean office windows

*****KEEP OFFICE ADVISED OF SUPPLY NEEDS**

*****WEDDINGS & EVENTS**

IX. NURSERY WORKERS

The workers in the nursery will be responsible for caring for the children in their charge. The workers should always keep the safety and wellbeing of the children their number one priority. Access to the children should be restricted to family of the child. Exterior building doors are to be closed and locked (if necessary) when children are present. If a need arises for more workers, the employee working will make that need known to the church office. In the event of an accident or injury, the worker should report the happening immediately to a church official. The term of service may be ended upon 15 day notification on the part of the worker, or immediately by the Church. Should a vacancy occur, the Personnel Committee shall take necessary steps to secure a replacement.

X. STAFF VACATIONS AND BENEFITS

For all full-time 40 hours a week staff members (Excluding Pastor—The Pastor's vacation is addressed in Article III, paragraph 3 of church by-laws)

Any elective days off (with or without pay) should be taken in such a way as to eliminate disruptions in daily church operations.

Two weeks paid vacation will be given each year for the first five years and three weeks for tenure over five years. Vacation must be scheduled through the Personnel Committee. Twelve days sick leave will be given for a twelve-month work year, accrued to a maximum of twenty-four days.

Staff Holidays:

10. New Year's Day (January 1)
11. Independence Day (July 4)
12. Labor Day
13. Thanksgiving Day
14. Friday after Thanksgiving
15. 1 Day for Christmas Eve
16. 1 Day for Christmas
17. 1 Day for New Year's Eve

Staff members will have a holiday on their birthday. If the birthday falls on Saturday or Sunday, the following Monday or next convenient workday shall be taken. If a holiday comes on Saturday, the Friday before will be observed. If a holiday comes on Sunday, the Monday after will be observed.

XI. Any resignation of a church staff member or officer will be accepted without discussion.

THIS HANDBOOK SHALL SUPERSEDE ANY PREVIOUSLY ADOPTED DOCUMENTS OF ITS TYPE PRIOR TO JULY 26, 2015.

Constitution and By-laws adopted:

(The following is a partial list of amendment dates that this committee is aware of)

Amended: July 30, 1986
Amended: February 1987
Amended: July 1987
Amended: November 1987
Amended: July 24, 1988
Amended: April 23, 1989
Amended: August 1999
Amended: June 2001
Amended: February 2003
Amended: September 2003
Amended: February 2005
Amended: April 2005
Amended: July 2005
Amended: February 2006
Amended: September 2012
Amended: April 2014
Amended: February 2015
Amended: July 2015



Sisters
BAPTIST CHURCH

CONSTITUTION & BY-LAWS

July 2015

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