

BY-LAWS OF MT. ELON BAPTIST CHURCH

Article I: Meetings

Section 1: The regular worship services of the church shall be held on Sunday, and Wednesday night shall be set aside for prayer service, unless otherwise agreed upon by the church. The Lord's Supper shall be observed at least once a quarter at a time suitable to the program and plans of the Pastor or the Chairman of the Deacons in the absence of a Pastor.

Section 2: The annual meeting for the election of officers shall be held during the last month of the organizational church year.

Section 3: Business meetings shall be the first Sunday of every month, if needed. Special business meetings may be called by the Pastor, the Chairman of the Deacons or by request of any three (3) church members, with reasonable notice of time and place of meetings given to the congregation. The Pastor shall serve as moderator of the business sessions of the church. In his absence, or upon his request, the Chairman of the Deacons, or some other person chosen by the church may serve as moderator.

Section 4: The current organizational church year shall end on the last day of August. The financial church year shall end on the last day of December.

Article II: Program Leaders

The Program Leaders of the church shall be, Baptism Coordinator, Church Reporter, GA Director, Men's Ministries Director, Mission Friends Director, Music Director, Organist, RA Director, Simply Speaking Coordinator, Sunday School Director, Tape Ministry Coordinator, Vacation Bible School Director, Toddler's Church Coordinator, Women's Missionary Union (WMU) Director, Webmaster, Worship Service Nursery Coordinator, and such other Program Leaders as may be desired. All Program Leaders of the church and its organizations, unless otherwise specified, shall be elected for a term of one year, upon the recommendation of the Nominating Committee. Assistants to the Program Leaders may be nominated if the Nominating Committee sees the need. The Assistant will assume all responsibilities of the Program Leader if the Program Leader is unable to fulfill their duty.

Section 1: Baptism Coordinator. The Baptism Coordinator shall work in conjunction with the Pastor to oversee all arrangements for the ordinance of baptism as it is scheduled.

Section 2: Church Reporter. The Church Reporter is the communicator for the church. The Reporter is to communicate the message of the church to publics within and without the church; Assist church leaders to communicate the message of the church to publics within and without the church; Assist the church member to better understand the value of good church public relations and how the member can improve relations for the church; Recommend appropriate policies and projects to improve church public relations.

Section 3: GA Director. The Girl's in Action director leads in planning, conducting, and evaluating the GA program. The director will guide the organization in carrying out the three basic tasks of a GA; Teach missions; Engage in mission action; Support world missions through prayer and giving. The director will lead the Girl's in Action program of the church and work with the Missions Council in planning the year's activities.

Section 4: Men's Ministries Director. The Men's Ministries Director shall promote the work of the Men's Ministries. and seek to enlist the men of the church in an active program for Christ. If requested he shall provide an accurate report to the church at a regular business meeting.

Section 5: Mission Friends Director. The Mission Friends Director is responsible for providing missions education programs for preschoolers basis as well as coordinating a calendar of activities that correspond with missions, outreach, fellowship, and service.

Section 6: Music Director. The Music Director is responsible to the congregation for the total music program of the church. The Director is to: serve on the church council and represent music needs in the planning of the church program; in cooperation with the pastor, selects appropriate hymns, specials, etc. for use in all worship services and special events; rehearses with and leads the adult choir as they perform in church services; lead congregational songs in church services; works with the instrumentalists to be sure there will be accompaniment for all services; helps select, train, and work with leaders of other choirs

or music groups in the church; administers budget allotments for music department; plans special music events, such as, cantatas, etc.

Section 7: Organist. The Organist is responsible for serving as organist in the services and activities of the church.

Section 8: RA Director. The Royal Ambassadors director leads in planning, conducting, and evaluating the RA program. The director will guide the organization in carrying out the three basic tasks of a RA; Teach missions; Engage in mission action; Support world missions through prayer and giving. The Director will work with the Men's Ministries Director in planning the year's activities.

Section 9: Simply Speaking Coordinator. The Simply Speaking Coordinator is responsible to the church for providing a special time of worship for the younger children in church worship services.

Section 10: Sunday School Director. The Director of the Sunday School shall have general oversight of the entire school, and shall administer its affairs in cooperation with and according to the plans and methods of the Sunday School board of the Southern Baptist Convention, subject to the approval of the church. The Director shall be acquainted with the best methods of religious education and endeavor to adopt them in this school. If requested the Director will provide an accurate report of the Sunday School at a regular business meeting. See Article III Section 2P for additional duties.

Section 11: Tape Ministry Coordinator. The Tape Ministry Coordinator shall facilitate the delivery of worship service tapes to homebound/shut-in members and other individuals as deemed necessary. This will be in conjunction with the Homebound Committee and the Pastor, along with the assistance of the church secretary. The Church Secretary will duplicate all tapes to be distributed.

Section 12: Toddler's Church Coordinator. The Toddler's Church Coordinator is responsible for planning and supervising Toddler's Church. Toddler's church will be held during the morning worship hour.

Section 13: Vacation Bible School Director. The Vacation Bible School Director shall be responsible for: scheduling the week of VBS in conjunction with the Pastor; coordinating the formation and training of the VBS faculty; securing the materials, resources, etc., needed for VBS; supervising all publicity efforts, in conjunction with the Church Secretary; and preparing the annual VBS report to be sent to the Southern Baptist Convention, the Baptist State Convention, and the Welsh Neck Baptist Association.

Section 14: Webmaster: The Webmaster will be the person who has the control of information posted on the Church Web Site and, when requested, will submit to the File Committee a copy of any information posted on the Web Site.

Section 15: Worship Service Nursery Coordinator. The Worship Service Nursery Coordinator will develop and oversee the schedule of nursery workers for the morning worship hour, as well as other special worship times (revivals, song services, etc.).

Section 16: Church wide Missions Coordinator. The Church wide Missions Coordinator will work with the leadership team of WMU to conduct church wide mission awareness and involvement. Recruit project leaders for help throughout the year. Plan all mission studies for the year. Submit budget request for mission needs throughout the year. Order all materials needed for mission studies. Work with the Pastor, WMU Director, Men's Ministries Director, and Mission Council, to accomplish mission goals for the church. Develop new mission ideas for the church.

Section 17: Women's Missionary Union (WMU) Director. The Director shall seek to enlist all the women and young people of the church in a program of missions, training, giving, and activity according to plans promoted by the WMU of the Southern Baptist Convention (WMU at present is an auxiliary of the SBC). If requested she shall provide an accurate report to the church at a regular business meeting

Article III: Standing Committees

Section 1: Nature of Committees. Each year the church shall elect such standing committees as may be deemed necessary to carry on the various phases of the church program efficiently and effectively. The number of committee members may be changed as the needs of the church change. The church shall at all times have the following standing committees: Audiovisual, Benevolence, Budget & Finance, Caretakers, Cemetery, Decorating, Family Night Supper, Filing, Flower, Food for Bereaved Families, Grounds, Homebound, Kitchen, Missions Council, Music, Nominating, Property, Recreation, Search and Pastor Relations Committee, Tellers, Toddler's Church, Transportation, Ushers, Welcome, and Youth

Council. Until each committee elects their own chairperson, the first person listed on each committee list will act as chairperson.

Section 2: Election of Committees. The Nominating Committee shall consist of three members, one rotating off and a successor nominated by the present nominating committee each year. The nominating committee shall on or before the first Sunday of July present its nominations for the Sunday School Director, the Women's Missionary Union (WMU) Director, and the Men's Ministries Director, who upon their election by the church shall automatically become members of the Nominating Committee. The Nominating Committee shall prepare a report to be presented to the church no later than the first Sunday of August, to be voted upon no later than the last Sunday of August. This report will include all standing and special committees, in addition to the listing of Church Officers, Program Leaders, Sunday School teachers, and other workers. When the report is recommended to the church, any member shall have the privilege of a nomination from the floor for any position.

A. Audiovisual Committee

The Audiovisual Committee shall be composed of five (5) members on a rotational basis, each serving a five (5) year term. Responsibilities include: Operating the sound system for all worship services, weddings, funerals, business meetings, concerts, and other events where the system will be used; Supervising and maintaining the sound system, TVs, VCRs, and all other audiovisual equipment; Securing additional audiovisual equipment and supplies as the need arises.

B. Benevolence Committee

The Benevolence Committee shall be composed of three (3) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Working with the Pastor in review of benevolence requests as they are presented; Establishing and/or reviewing policies and procedures of the church with regard to benevolence gifts; Channeling the proper distribution of benevolence gifts to needed areas.

C. Budget & Finance Committee

The Budget & Finance Committee shall be composed of seven (7) members, five of which will serve on a rotational basis for a five (5) year term, along with the current Deacon Chairman and the Church Treasurer. Responsibilities include: Preparing annually a proposed budget to include local expenses, salaries, education, missions, outreach, benevolence, etc., to be presented and voted upon by the church in a regular business meeting; Conducting studies and making recommendations to the church concerning proposed expenditures not included in the budget; Reviewing expenditures periodically in terms of budget allocations and recommending adjustments to the church as needed; Securing pledges to underwrite the budget if needed and providing members with envelopes for paying the pledges (in the event a pledge system is used).

D. Caretakers Committee

The Caretakers Committee shall be composed of three (3) members to be elected each year: a Deacon representative, a member of the Grounds Committee, and a member of the Kitchen Committee. Responsibilities include: Establishing and/or reviewing the job description of the caretaker as needed; Securing the household supplies, cleaning equipment, and other items needed by the caretaker; Supervising and evaluating the job performance of the caretaker, with the chairman of the committee being the primary supervisor.

E. Cemetery Committee

The Cemetery Committee shall be composed of four (4) members on a rotational basis, each serving a four (4) year term. Responsibilities include: Attending to all business pertaining to the cemetery; Assisting in the process of locating gravesites in conjunction with the funeral home representatives;

Establishing and/or reviewing all policies and procedures as they relate to the cemetery and its operation.

F. Decorating Committee

The Decorating Committee shall be composed of six (6) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Coordinating the seasonal decorations of the Church Sanctuary in conjunction with various other committees and individuals of the church; Securing the accessories and supplies needed to carry out decorating tasks; Establishing and/or reviewing policies and procedures as they relate to church decorations; Serving as an advisory group to the Property Committee with regard to any beautification/remodeling efforts being undertaken.

G. Family Night Supper Committee

The Family Night Supper Committee shall be composed of four (4) members on a rotational basis, each serving a four (4) year term. Responsibilities include: Setting up for the monthly supper that generally occurs on the third Wednesday night of each month; Working in conjunction with the Kitchen Committee with regard to the use of the kitchen and/or Fellowship Hall; Enlisting other individuals as needed to assist in the preparation for Family Night meals.

H. Filing Committee

The Filing Committee shall be composed of three (3) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Assisting the Church Secretary in the annual updating of church files and records; Coordinating the proper storage of older documents, files, receipts, etc., as they are removed from current files; Securing additional filing equipment and supplies as needed; Evaluating computer needs and assisting the Church Secretary in downloading data, adding and/or deleting files of information as related to the needs of the church; Making recommendations to the Property Committee concerning future purchases (software, updates, other equipment, etc.); Review and approve information posted on the Church Web Site with the Webmaster.

I. Flower Committee

The Flower Committee shall be composed of three (3) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Coordinating the flower calendar to be used to ensure the sacrament of floral arrangements for the Sanctuary on Sunday mornings and special services; Assisting the Church Secretary in publicizing the flower calendar in the newsletters and bulletins of the church.

J. Food for Bereaved Families Committee

The Food for Bereaved Families Committee shall be composed of six (6) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Coordinating and supervising activities to provide a meal for the families of church members when a death occurs; Communicating to the membership at large when added assistance is needed.

K. Grounds Committee

The Grounds Committee shall be composed of six (6) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Coordinating and supervising the contract work performed with regard to the maintenance of the lawn around the church and in the cemetery, as well as the raking, pruning, general care and keeping of the grounds owned by the church; Evaluating the contract labor at the close of the cutting season and making recommendations concerning the renewal or cancellation of the contract; Arranging church workdays when needed.

L. Homebound Committee

The Homebound Committee shall be composed of six (6) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Maintaining contact with homebound members as well as those members who currently reside in nursing/assisted living/rest homes, through visits, calls, and correspondence; Providing selected gifts at various times of the year, including birthdays and special holidays, whenever possible; Making arrangements to deliver Sunday School quarterlies, Open Windows, Mature Living, and other materials throughout the year; Communicating special needs from homebound members to the church body.

M. Kitchen Committee

The Kitchen Committee shall be composed of eight (8) members on a rotational basis, each serving a four (4) year term. Responsibilities include: Inspecting the kitchen on a regular basis and ensuring its upkeep; Maintaining proper equipment and supplies, including the securing of disposable goods (paper plates, plastic utensils, napkins, etc.), condiments, staple goods (sugar, flour, etc.), and other kitchen needs; Coordinating and/or providing food for special events, such as receptions, homecomings, etc.; Making recommendations regarding the purchase of needed equipment, supplies, and other items related to the operation of the kitchen; Establishing and/or reviewing policies and procedures as they relate to the kitchen.

N. Missions Council

The Missions Council shall be composed of seven (7) members, six of which will serve on a rotational basis for a three (3) year term, along with a Deacon representative. Responsibilities include: Reviewing and interpreting the mission goals for the current year, with particular attention to mission trips, local benevolence, service projects, outreach efforts, and special needs; Coordinate with the various mission organizations of the church (WMU, Men's Ministries, Youth on Mission, GA, RA, Mission Friends) in preparing calendar events that relate to the total missions effort of the church; Overseeing the Missions Fund and the dispensation of those funds with the approval of the church body.

O. Music Committee

The Music Committee shall be composed of six (6) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Assisting the Music Director in all areas of the music ministry of the church; Establishing and/or reviewing policies and procedures as they relate to the areas of church music; Cataloguing and storing all music literature in cooperation with the Music Director; Overseeing the cleaning of robes and stoles used by the Sanctuary Choir; Providing leadership and assistance to the various choirs, ensembles, and musical groups when possible.

P. Nominating Committee

The Nominating Committee shall be composed of six (6) members, three of which will serve on a rotational basis for a three (3) year term, along with the Sunday School Director, the WMU Director, and the Men's Ministries Director. Responsibilities include: Nominating to the church all non-salaried persons who will serve in various capacities and positions of the church and its organizations, and on standing and special committees. Nominating persons to fill positions that are vacated from time to time, by removal, death, expiration of term of office, or failure to function; Presenting an annual report to be voted on by the church body prior to the beginning of the new church year; Producing and circulating surveys as needed to allow members of the church to indicate their giftedness and/or willingness to serve in any capacity in the new church year.

Q. Property Committee

The Property Committee shall be composed of five (5) members, four of which will serve on a

rotational basis for a four (4) year term along with a Deacon representative. Responsibilities include: Supervising the upkeep and repair of the church buildings and property; Utilizing authority granted them to expend the necessary funds on repairs and maintenance requiring immediate attention; Establishing and/or reviewing any long-range plans pertaining to the future physical needs of the church, and presenting such plans to the Deacons at least once each year.

R. Recreation Committee

The Recreation Committee shall be composed of five (5) members on a rotational basis, each serving a five (5) year term. Responsibilities include: Planning and coordinating recreational and social events and activities throughout the year, with particular attention to seasonal events; Sponsoring all church league teams as approved by the church body; Evaluating and maintaining inventory of all recreational equipment and supplies, and recommending future purchases when needed.

S. Search and Pastor Relations Committee

This committee shall consist of five members and two alternates nominated to the church by the Nominating Committee. This committee shall elect their own Chairman. It shall be the duty of this committee to search for and present to the church a candidate to become minister. They shall make every effort to research the candidate and provide information to the church. The church will reimburse any monetary expenses incurred by this committee in its search for a minister.

This committee shall remain active as the Pastor Relations Committee throughout the elected Pastor's stay at Mt. Elon. At anytime a vacancy occurs in the committee, the first alternate will become a member. If no alternate is available, the vacancy will be filled by nomination from the church membership within ten (10) days after written notice. This committee will be the sounding board of the Pastor and Church Membership. Recommendations to the Pastor from the Church Membership or recommendations to the Church Membership from the Pastor shall be brought before this committee. Recommendations from this committee will be reported to the Deacons. This committee will meet as a Pastor Relations Committee as needed.

T. Tellers Committee

The Tellers Committee shall be composed of three (3) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Receiving, counting, and recording all monies received by the church (Example: love offerings, church fund raisers, as well as the Sunday School and worship service offerings, etc.); Preparing records for the Treasurer and Church Secretary to be used in recording gifts on financial statements for all contributors; Taking the receipts to the bank for deposit; Maintaining control of the bank bag and its key; Ensuring that all receipts are cared for and accounted for according to the approved policies and procedures related to church finances.

U. Toddler's Church Committee

The Toddler's Church Committee shall be composed of twelve (12) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Planning and facilitating a Toddler's Church program, in cooperation with the Toddler's Church Coordinator, to be provided each Sunday during the morning worship hour; Securing all needed materials and supplies to be used; Establishing and/or reviewing all policies and procedures as they relate to Toddler's Church.

V Transportation Committee

The Transportation Committee shall be composed of six (6) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Maintaining the church van and supervising its operation; Establishing and/or reviewing all policies and procedures as they relate to church transportation needs;

Keeping all maintenance records in a log book, along with regular inspections of the van; Supervising the list of eligible drivers; Reviewing annually existing insurance policies.

W. Ushers Committee

The Ushers Committee shall be composed of twelve (12) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Caring for the seating and comfort of the congregation; Assisting with the greeting of visitors, when needed; Receiving the offering in the Sunday morning worship service, and on other occasions when needed; Overseeing all services, preventing interruptions and distractions, if necessary; Providing other assistance in business meetings, conferences, and other church meetings and services as necessary.

X. Welcome Committee

The Welcome Committee shall be composed of six (6) members on a rotational basis, each serving a three (3) year term. Responsibilities include: Greeting persons who are entering the Sanctuary for worship, especially noting visitors; Providing bulletins or assisting those arriving in any way if possible.

Y. Youth Council

The Youth Council shall be composed of eight (8) members, six of which will serve on a rotational basis for a three (3) year term, along with two (2) youth representatives that are elected annually. Responsibilities include: Elect their own Coordinator for planning, calendaring, and facilitation of programs and ministries involving the young people of the church; Providing leadership, resources, and strategies to help implement a cohesive program; Establish and/or review any policies and procedures that are related to the youth ministries of the church.

Article IV: Special Committees

Special committees shall be elected for specific obligations as desired by the church. The church upon the recommendation of the Nominating Committee shall elect these committees unless the church directs their appointment in a different manner.

A. Supply Committee

The supply committee shall consist of three members, these being nominated to the church by the Nominating Committee. This committee shall elect its Chairman. It shall be the duty of this committee to provide a speaker at all church services during the absence of a full-time minister. If deemed necessary by the church, this committee will search for and nominate a suitable candidate for Interim Pastor.

Article V: Church Council

Section 1: There shall be a body known as the Church Council. Its membership shall consist of the following named officers of the church: Pastor, Church Clerk, Church Treasurer, and one representative from each of the following organizations of the church: Deacons, Sunday School, Women's Missionary Union, Men's Ministries, Music, Youth.

Section 2: The function of the Church Council shall be to correlate and coordinate the activities and the organizations of the church, in an advisory capacity only. All matters agreed upon by the council calling for action not already provided for shall be referred to the church for its approval or disapproval.

Section 3: The Church Council shall meet monthly or quarterly as shall be practical and advantageous; Special meetings may be called by the Pastor as he may deem necessary.

Article VI: Use of Church Buildings and/or Property

Section 1: A calendar of events shall be maintained in the church office.

Section 2: The Deacons will determine a set of rules concerning the use of the buildings and/or property; a copy of these shall be kept in the church office.

Article VII: Memorials

Money that is given to the church as a memorial and is designated for any specific fund will be used as designated. If not designated the church will decide where the memorial gift will be used. If a memorial is given that will in any way change the appearance of the church, the buildings, the furnishings, or the grounds it must be approved by the church. Once the memorial is given to the church, the church will make any future decisions concerning the memorial. If at anytime the church has no further need for a memorial fund that has been active the memorial will be discontinued with the approval of the church.

Article VIII Fund-Raisers

So that the congregation is informed about fund-raisers, the organization proposing the fund-raiser will request permission from the church to have the fund-raiser. The church will also approve the dispensation of the funds received from the fund-raiser. All expenses incurred from the fund-raiser will be turned over to the Treasurer for payment. The monies received from the fund-raiser will be turned over to the Tellers Committee.

Article IX: Adoption and Amendments

Section 1: These By-Laws shall be considered adopted and in immediate effect if and when a two-thirds majority of the voting members at the business meeting vote in favor of same. This vote shall be taken not less than thirty days after presentation of the By-Laws to the church.

Section 2: This Constitution may be amended, altered, or repealed by a two-thirds vote of the voting members at any regular business meeting of the church. This may be done provided such amendment, alteration, or repeal is given to the Clerk in writing. This vote shall be taken not less than thirty days after presentation of the amendment, alteration or repeal to the church.

Article X:

Section 1: The adoption of this Constitution and By-Laws shall affect a repeal of all previously adopted rules in conflict herewith.

Section 2: A copy of this Constitution and By-Laws shall at all times be kept by the Clerk among the Clerk's records and another copy shall be kept in the church office, and all amendments to or revisions thereof shall, after passage by the church, be prepared by the Clerk and inserted in the copies of the Constitution and By-Laws and made available to the Church Members generally upon request.