

CONSTITUTION AND BY-LAWS LANGSTON BAPTIST CHURCH CONWAY, SOUTH CAROLINA

Constitution

Preamble

This Church shall be known as the LANGSTON BAPTIST CHURCH of 763 Hwy 905, Conway, South Carolina 29526, or P. O. Drawer 1247, Conway, South Carolina 29528

STATEMENT OF BIBLICAL AUTHORITY

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of church doctrine, practice, policy and discipline, our Senior Pastor, working with the Board of Deacons, is the church's final interpretive authority of the Bible's meaning and application.

STATEMENT ON MARRIAGE and SEXUALITY

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. We believe that in order to preserve the function and integrity of the church as a local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

Article I – MEMBERSHIP

Section 1. Constituency. Membership in the Church shall be granted to persons who give satisfactory evidence of their repentance toward God, and of their personal faith in the Lord Jesus Christ as Redeemer and Savior, and who have been immersed in water in accord with Scriptural example.

Section 2. Admission of Members. Those applying for membership shall be received by two-thirds majority vote of the congregation at the regular services, pending completion of a new member's class.

Methods of admission shall be as follows:

- (1) Baptism. Upon satisfactory evidence of repentance toward God and a profession of faith in the Lord Jesus Christ, an applicant may be received as a candidate for baptism, after the administration of which he automatically enjoys the full fellowship of the Church.
- (2) Letter. A member of another Church of like faith and order may be received by letter of transfer from such Church. When a member is received upon the promise of a letter and such letter cannot be secured within ninety days, the clerk shall automatically record such member as "Received on Statement of Faith".
- (3) Statement of Faith. Any person to whom the ordinance of baptism by immersion has been administered may be received as a member upon his statement of faith in Christ.
- (4) Restoration. Any former member whose membership has been terminated on account of some offense, upon satisfactory evidence of his repentance and reformation, may be restored to full fellowship by a vote of the Church as specified in Article 1, Section II.

Section 3. Duties of Members. The duties of the members of this Church shall be as expressed in the Church Covenant.

Section 4. Termination of Membership.

- (1) Letter. If a member desires to unite with another Baptist Church he shall present himself to that Church and upon receipt of the request of the clerk of that Church a letter of transfer and recommendation shall be granted and sent to the Church with which the member desires to unite.
- (2) Certificate. If a member desires to unite with a Church of another denomination, the Church shall, at his request, authorize the clerk to give him a certificate of his standing and terminate his membership.
- (3) Erasure. Upon verification that a member has joined another church, the church shall terminate his membership and authorize the clerk to erase the name from the roll.
- (4) Exclusion. Membership may be terminated by exclusion as a result of disciplinary action by the Church in keeping with Section 5, Article I.
- (5) Deactivation. Church members who are no longer involved in the activities of the church for a period of twelve months, based on Sunday School and church giving roles, will be upon the recommendation of the Pastor and approval of the Deacons, placed in an inactive status and although technically still a member of the church will not be allowed to vote on church business or hold any offices in the church body. If such member becomes re-engages in the activities of the church the Pastor and Deacons shall reactive them to full membership status.
- (6) Death. When a member dies, his name shall be removed from he Church roll.

Section 5. Discipline of Members. All matters of discipline shall be referred to the Deacons and the Pastor for investigation and recommendation, and no disciplinary action shall be taken until referred to and reported on by the Deacons and Pastor. In dealing with all such cases, the Deacons and the Church shall be guided by the New Testament.

Bylaws

Article II – Meetings

Section 1. Period of Worship. All periods of worship and the fulfilling of Church ordinances shall be determined by the Pastor and the Deacons.

Section 2. Business Meetings.

- (1) Regular Meetings. Regular meetings for the transaction of Church business shall be held on the second Wednesday night after the first Sunday in each month; provided, however, that the Pastor and Deacons may cancel such meeting when deemed expedient.

- (2) Operations Calendar. The Church year shall be September 1st through August 31st. All terms of office are based on the Church year. The fiscal year shall be the same as the calendar year, January 1st through December 31st.
- (3) Special Conferences. Special business conferences may be called by the Pastor and/or Deacons in the absence of the Pastor.
- (4) Presiding Officer. In the absence of the Pastor, the Chairman of the Deacons shall act as moderator at business meetings. In the absence of both the Pastor and the Chairman of the Deacons, a moderator shall be appointed temporarily by the chairman of the Deacons prior to the scheduled meeting.
- (5) Quorum. Those members present shall constitute a quorum for the transaction of business at any regular meeting or any special meeting.
- (6) Voting. Only members of the Church, who have actively participated in church functions over the prior year, shall vote in any business conference.
- (7) Parliamentary Procedure. In business meetings, the assembled Church shall observe the principles of good parliamentary law, using Robert's Rules of Order as a general guideline. Members shall refrain from speaking of matters not related to the matter under discussion and will refrain from all unkind and discourteous remarks, observing always the spirit of love and Christian-likeness. Should a member fail to so conduct himself, the moderator shall call him to order.

Article III – Officers of the Church

Section 1. Names of Officers. For its Scriptural officers, the Church shall have a Pastor and a body of elected Deacons. In addition to these it shall have a Church Clerk, a Treasurer, a Financial Secretary, additionally, all ministries sanctioned by the Church shall have a director.

Section 2. Qualifications. No person shall serve as an officer of the Church unless he is a member of this Church.

Section 3. The Senior Pastor.

- (1) Qualifications. In the selection of a Pastor the Church shall be guided by the Scriptural qualifications as outlined in 1 Timothy 3:1-7. No person shall be elected Pastor who is not an ordained Southern Baptist minister in good standing.
- (2) Duties. The duties of the Pastor shall be such as are prescribed by the New Testament and such as usually devolve upon the Pastor of a Baptist Church. He shall be the Spiritual and Administrative Leader of the Church. He shall give himself to the ministry of the Word and the leadership of the congregation. He shall have general supervision of all the activities of the church. He shall serve as Moderator of the Church. He shall be an ex-officio member of all committees and boards. He shall employ and direct the work of such pastoral, administrative and office personnel as the Church may authorize.
- (3) Election. When a vacancy in the pastorate occurs, the Deacons will recommend to the church either an Interim Pastor as specified in Section 3 (5) and/or shall request the nomination of four at large members of a Pastor Search Committee to be added to three additional members elected by the Deacons. The retiring or resigning Pastor shall not serve on the committee, ex-officio or otherwise. This committee, when elected, shall select a chairman, vice-chairman and secretary from its number, the election shall require a simple majority vote. When the committee has made a choice, it shall give at least one week's notice of the date the candidate will fill the pulpit. The committee shall put before the Church only one name at time, and no nominations shall be made from the floor. After the Church has heard the candidate from the pulpit the committee will call for a vote following the service. To be elected Pastor, the person nominated by the committee must receive three-fourths of the votes cast, and it is to be desired that the votes cast be unanimous. Should the committee's report fail to receive the necessary

three-fourths vote, the Moderator shall declare the nominee not elected, and shall refer the matter to the committee without debate, for further choice.

- (4) Termination of Pastorate. The Pastor shall be called for an indefinite term. Should the Pastor or the Church desire to terminate the pastoral relationship; the party desiring such change shall give to the other written notice of at least thirty days unless a shorter term is agreed upon by both parties.
- (5) Interim Pastor. When a vacancy in the pastorate occurs, the Deacons, with the approval of the Church, may secure the services of an interim Pastor or Transitional Pastor who shall serve the Church in an advisory capacity until such time as the Pastor Search Committee has a proper candidate to be considered by the Church for the regular pastorate. The Interim or Transitional Pastor shall not be eligible to become Pastor. If an interim Pastor is chosen he shall serve as Moderator of business meetings and conduct the services of the Church as agreed upon with the Deacons and approved by the church. If an Interim or Transitional Pastor is secured, it is preferred that the Pastor is experienced, and has received additional training and or certification in transitional ministry. His services will be terminated when a regular Pastor is obtained.

Article IV – The Deacons

Section 1. Size of the Deacon Body The church shall approve the size of the Deacon body. If the Pastor and the Deacons deem it wise to change the number of men serving on the Deacon body, notice of such recommendation shall be given at least two weeks prior to the regular business meeting at which time the vote will be taken.

Section 2. Term of Office. The term of a Deacon elected to active service shall be three years. To the extent possible one-third of the Deacons will rotate off with one-third of the Deacon body being elected each year. No retiring Deacon may succeed himself or be re-elected to the Deacon body until a full year shall have passed following his preceding term. When the Deacon body loses a member by death or removal and the term of his office is at least one year or more the Church shall, upon the recommendation of the Pastor and the Deacons, at the nearest possible date elect a man to fill the unexpired term in accordance with the procedures outlined in article IV, section 4. If the unexpired term is less than one year, at the discretion of the Deacons, that term of office may be left unfilled. The person elected by the Church, after being ordained, shall serve and complete the unexpired portion of the term of the deceased or removed member of the Deacons. Any Deacon elected to serve an unexpired term of one year or less will be eligible for re-election to a full term the following year.

Section 3 Qualifications. In the selection of Deacons the Church shall be guided by the scriptural qualifications as outlined in Acts 6 and 1 Timothy 3. No person shall be elected Deacon who has not been a member of this Church in good standing for one year prior to the beginning of his term of office. His wife must be a member of the Church also. Furthermore, the scriptural qualifications in 1 Timothy 3 applies to the wife as well. All Deacons must be faithful in service and stewardship, as well as demonstrate a cooperative spirit with the Pastor, Church and fellow Deacons. No licensed or ordained Minister may serve as a Deacon. The following general qualifications of a Deacon shall be posted prior to each Deacon nomination:

The office of Deacon is an opportunity for service to Christ through the Church. Any other concept does injustice to the New Testament record (Acts 6 and 1 Timothy 3). It is not a position or office to give a person in order to honor him. A member in order to qualify for the office of active Deacon in Langston Baptist Church:

1. Shall be Spirit filled.
2. Shall be elected by the Church.

3. Shall set a high standard of separated Christian living; for example shall not drink alcoholic beverage; attend questionable places of amusement; use abusive language; etc.
4. Shall be active and faithful to all major areas of church life. Expectation is 75% Sunday school attendance.
5. Shall not be a gossip. (1 Timothy 3:8)
6. Shall believe in and practice storehouse tithing.
7. Shall have compassion for the lost and seek in his living and speech to win them to the Lord Jesus Christ.
8. Shall be a single man or the husband of one living wife, with both marriage partners fulfilling the scriptural requirement of 1 Timothy 3:8-13.
9. Must believe the Bible to be the Inspired Word of God, without error, the source of authority for precept and practice. (II Timothy 3:16)
10. Must believe in salvation by grace, through faith, on the basis of substitutionary death of Christ for sinners. (John 3:16)
11. Must rule his children and his own house well.
12. Shall do all in his power to create and preserve harmony in the Church.
13. Shall be able to keep, and have the reputation of keeping in confidence those things which should not be discussed with others.
14. Shall recognize the God-given spiritual leadership that is incumbent upon the office of Pastor and seek to serve under that leadership.

Section 4. Election.

The election of Deacons will be by a three-fold process.

Part one: Deacon Nomination; During the first Sunday morning service in June a business meeting will be called by the church for the purpose of nominating by secret ballot a number of men equal to those who are rotating off.

Part two: Deacon Screening; The Deacon Screening Committee shall consist of the Deacon Chairman, Vice Chairman and three members selected at large who receive a majority vote of the Deacons present and voting. The Pastor acts as a non-voting moderator of the committee.

Those nominated shall be sent a letter indicating that they have been nominated along with a questionnaire to be completed and returned by a specific date. The questionnaire shall include a cover sheet for personal information to allow the questionnaire to remain anonymous.

When the time for returning all questionnaires has passed, the moderator shall remove from consideration those who didn't respond or who requested their name be removed from consideration. The remaining questionnaires will be assigned a number, placing the number on the cover sheet and the same number on the question and answer sheet(s).

The committee will then evaluate the anonymous candidates on the basis of each one's answer to the questions and on their record of church involvement. Based on the total of information received, the committee will select the candidates to be interviewed for final evaluation and subsequent recommendation to the church.

Part three: Deacon Election; A ballot containing the names equal to or no more than twice the number to be elected will be presented to the church for approval (voting by secret ballot). The available number of positions will be filled by those candidates on the ballot receiving the highest number of votes cast.

Vacancies in the Deacon body will be filled as outlined in this section to fill the term of the Deacon they are replacing. Any Deacon elected to serve an unexpired term of one year or less will be eligible for re-election to a full term the following year.

The Deacons shall compose a Committee of Tellers to count the ballots and report to the Moderator the outcome of the election

Section 5. Duties. It shall be the duty of the Deacons to visit prospects and members and encourage the members in Christian worship, service and stewardship. They shall endeavor to keep the membership enlisted in the full program of the Church, and they shall endeavor to promote peace, harmony, and the spirit of cooperation among the members. They shall distribute the elements of the Lord's Supper. In the absence of the Pastor and when the Church is without a Pastor, it shall be the duty of the Deacons to see that the pulpit is supplied and that the regular program of the Church is carried out. The Deacon body also has the responsibility of serving as the Church tellers (with the responsibility to appoint others as needed to assist) of all offerings collected by the Church.

Section 6. Meetings and Reports. The Deacons shall meet monthly, or at such times as they deem it wise. It shall render periodic reports of its functions to the Church.

Section 7. Officers. The Deacons, at its first regular meeting after the annual election of new Deacons, shall choose from its number a chairman, vice-chairman and a secretary. This election shall be by secret ballot. If a majority vote does not occur, an additional vote will be taken on the top two nominees for each position, ensuring that each officer is elected by a majority of the Deacons. In the absence of the Pastor from the business meeting of the Church, the Chairman of the Deacons shall serve as Moderator as outlined in Article II, section 2, subsection 4.

Section 8. Ordination of Deacons. After election by the Church to the Deacons, those men who have not previously been ordained shall be ordained in some public service to be arranged by the Pastor and the Deacons.

Article V – Yokefellows

Section 1. Size Each Deacon shall have up to two Yokefellows.

Section 2. Term of Office. Each Deacon will nominate their Yokefellow(s) who may be elected by the Deacons for a term of no longer than one year. A Yokefellow may be re-elected to additional terms of service but shall not serve more than three full terms without a period of non-service of at least a year.

Section 3. Qualifications. This program is designed to help grow and develop male leadership into the ministry of Langston Baptist Church. Each man chosen will be “yoked” with a Deacon to assist that Deacon in his responsibilities to the Church. A Yokefellow must be a mature Christian, adult male having proven himself in the Christian faith as a member of Langston Baptist Church for a period of at least one year.

A member in order to qualify for the office of active Yokefellow in Langston Baptist Church:

1. Must be active in his church life;
2. Must be exemplary in his conduct;
3. Must be supportive to the Pastor and programs of the Church;
4. Must be a storehouse tither;

Section 4. Duties. It shall be the duty of the Yokefellow to assist his Deacon:

1. In family ministry and visitation;
2. In prayer ministry;
3. In committee assignments;
4. In fulfilling pulpit duties; (Deacon of the week)
5. In fulfilling duties as a teller;
6. With the assistance of his wife's nursery duties;
7. With other ministry needs of the Church that may arise.

Article VI – Board of Trustees

Section 1. Size of the Board. The Board of Trustees shall consist of three members, all being members of this Church, in good standing, and respected for their ability to transact business in a sound, careful and accurate manner.

Section 2. Term of Office. The Trustees shall be elected to a three year period on a rotating basis. A trustee may succeed himself.

Section 3. Mode of Election. When a vacancy in the board of Trustees occurs, nominations for the vacancy shall be made by the Nominating Committee and election may take place at any regular business meeting of the Church.

Section 4. Duties. The board of Trustees shall represent the Church in its legal and property matters.

Article VII – The Church Clerk

Section 1. The clerk shall be elected annually. It shall be his/her duty, to keep an accurate and complete record of the business transacted by the Church at its regular and special meetings. He/she shall, in cooperation with the church staff, keep an accurate register of the members of the Church. He/she shall assist the church staff as requested in handling, all letters of dismission and preparation of the annual letter to the Waccamaw Association.

Article VIII – The Church Treasurer

Section 1. The Treasurer shall be elected annually. He/she shall have custody of all the funds of the Church. He/she shall in cooperation with the Financial Secretary pay all salaries authorized by the Church and all bills authorized and/or approved by the Finance Committee. He/she shall work in cooperation with the Financial Secretary to make monthly divisions of funds received in accord with the Church budget and forward all mission funds promptly to the proper boards and/or agencies. He/she shall report to the Finance Committee and to the Church at its regular monthly business meeting. He/she shall serve as a member of the finance committee by virtue of his office. The Treasurer's books shall be audited as deemed necessary by the Finance Committee. All payments made by the church must be approved by or signed by two people who have been authorized to execute such payments. Any payments made in excess of \$5000 must be approved by two people who have been previously authorized, with at least one member of the church Finance Committee either signing or giving such approval.

Article IX – The Financial Secretary

Section 1. The Financial Secretary is a paid employee of the Church under the supervision of the Pastor. He/she shall keep accurate and complete records of the gifts of each member of the Church as indicated on the offering envelopes and deliver to each member quarterly, semi-annually, and annually a record of contributions made by the individual to this Church. The records of the Financial Secretary shall run from January 1st through December 31st each year. He/she shall serve on the Finance Committee by virtue of his/her office as a non-voting ex officio member.

Article X – The Sunday School Director

Section 1. The General Director of the Sunday School shall be elected annually by the Church in the May business meeting, at which meeting the Nominating Committee shall submit a person for this office. He shall be the general administrative officer of the Sunday School and shall serve as a member of the Nominating Committee.

Article XI – The Church Discipleship Training Director

Section 1. The General Director of the Church Discipleship Training program shall be elected annually by the Church in the May business meeting, at which meeting the Nominating Committee shall submit a person for this office. He shall be the general administrative officer of the Church Discipleship Training Program and shall serve as a member of the Nominating Committee.

Article XII – The Women’s Ministry Director

Section 1. The Director of the Women’s Ministries shall be elected annually by the Church in the August business meeting, at which time the Women’s Ministry Group will recommend a person for this office to the Nominating Committee. She shall be the general administrative officer of the women’s ministry group, and work with the other officers, whom the group will elect and shall direct the work of the Women’s Ministry. The Director shall approve, before payment, all bills for supplies and materials and activities of the Women’s Ministry Group.

Article XIII – The Brotherhood Director

Section 1. The Director of the Brotherhood shall be elected annually by the Church in the August business meeting, at which time the Brotherhood will recommend a person for this office to the Nominating Committee. He shall be the general administrative officer of the Brotherhood, and work with the other officers, whom the group will elect and shall direct the work of the Brotherhood. The Director shall approve, before payment, all bills for supplies and materials and activities of the Brotherhood.

Article XIV – The Nursery Director

Section 1. The Director of the Nursery shall be elected annually by the Church in the August business meeting, at which time the Nominating Committee will recommend a person for this office. The Director shall be the coordinator of all scheduled nursery operations of the Church. The Director will work closely with the Pastor or his designee to coordinate all policies and procedures.

Article XV – Standing Committees

Section 1. The Church will elect such standing committees as may be necessary to carry on the various phases of the programs of the Church efficiently and effectively. The follow committees are authorized: Committee on Baptism; Finance Committee; Committee on The Lord’s Supper Observance; The Nursery Committee; The Personnel Committee; The Theme Enhancement Committee; The Church Social Committee; The Children’s Worship Committee; The Flower Committee; Child Development Center Committee; Committee on Nominations; The Safe Church Committee, and The Missions Committee.

Section 2. Election of Committees The Committee on Nominations will be nominated to the Church by the Deacons at the April meeting. The Committee on Nominations shall nominate to the Church in its August meeting persons to serve on these standing committees except the Committee on Nominations. The Church will then elect the personnel of the several committees. The person first named in alphabetical order in each committee shall call the committee together for the election of a chairman.

Section 3. Duties of the Committee Chairman In addition to the duties indicated and assigned to each committee, it shall be the responsibility of the chairman of every committee to have a meeting of their committee as requested by the Pastor, or as deemed necessary by the committee. In no case shall a recommendation from committee be made to the Church, the Deacons, or to the Finance Committee until such recommendation has been put before and approved by the committee making the recommendation.

Section 4. Committee on Nominations This committee shall consist of five members, three of whom are nominated by the Deacons. One of that three shall be from the Deacon body. Upon election of those three, at their first meeting they shall nominate a Director of Sunday School and Director of Discipleship Training, and they shall be presented to the Church at the May meeting. This committee shall work in coordination with the Pastor or his designee. Upon their election, they along with the other three shall compose the Nominating Committee. Throughout the year, this committee shall have the responsibility of nominating to the Church persons to serve in the various

capacities and positions vacated from time to time by removal, death, or expiration of term of office. In so far as possible, this committee shall endeavor to discover and use new talent from time to time, so that all members of the Church who are willing and capable will have the opportunity to serve. The reports of this committee will be advisory and suggestive to the Church. It is expressly understood and declared that this committee does not and shall not nominate to the office of Pastor, that duty having already been delegated to a properly appointed Pastor Search Committee.

Section 5. Committee on Baptisms The Committee on Baptisms shall consist of at least six persons – three men and three women. They shall assist the Pastoral Staff and candidates in the administration of the ordinance of Baptism.

Section 6. The Finance Committee The Finance Committee shall consist of six members, The Chairman of the Deacons, The Financial Secretary, The Church Treasurer, and three members nominated by the Nominating Committee for annual election at the August Conference. In addition to its chairman, the Finance Committee shall have a secretary who shall keep records of committee meetings.

(1) Duties:

- a. Budget The Finance Committee shall prepare annually a proposed budget under the plan known as the “unified budget plan”, making provision for all current expenses, benevolent and mission contributions. The committee shall submit the budget to the Deacons for review in its meeting following the last Sunday in November. It shall then cause this budget to be printed and distributed at the December business meeting, then presented to the Church for adoption at that same business meeting.
- b. Care of Church Funds The Finance Committee shall be responsible for the receipt and distribution of all funds. They shall erect every necessary and proper safeguard around the receipt and handling of church funds and church accounts in order that the integrity of the Church and its officers and members may be preserved. The committee shall render all possible assistance to the Treasurer and to the Financial Secretary.

Section 7. The Committee on the Lord’s Supper This committee shall consist of the active Deacons’ wives who shall have the responsibility of preparing for the observance of the Lord’s Supper by the Church. It shall care for all equipment and recommend to the Finance Committee such purchases of new equipment and supplies as may be necessary.

Section 8. The Nursery Committee The active Deacons’ wives shall compose the Nursery Committee and shall be responsible for staffing the nursery for the week their husband is Deacon of the week. The committee is to submit an annual budget request to the Finance Committee, to cover nursery requirements.

Section 9. The Personnel Committee. This committee shall consist of five members nominated by the Committee on Nominations and elected by the Church on a three (3) year rotational basis. Committee members selected should have experience in employee management issues.

(1) Duties:

- a. The committee shall have the responsibility to develop and maintain the personnel policies for all employees of the Church, subject to the consensus of the committee, and reviewed by the Deacons.
- b. The committee shall have the responsibility to assist the Pastor in providing salary ranges, salary increases, and benefit programs for church employees. The annual Salary and Benefits budget will be presented to the Finance Committee for inclusion in the church budget.

- c. The committee shall have the responsibility to assist the Pastor and or Church supervisory personnel in employee matters, where such assistance may be needed.
- d. The committee shall have the responsibility to assist the Pastor and or Church supervisory personnel in matters of employee discipline as needed. Matters of progressive discipline will be documented and communicated to the Personnel Committee.
- e. Any new positions to be considered by the Church must be recommended to the Church body by the Personnel Committee.
- f. The committee shall meet in the month of September to review the personnel policies and procedures, employee handbooks, and set a schedule to carry out their responsibilities. Officers (Chairman, Vice-Chairman and Secretary) are to be elected by the committee at this meeting.
- g. The committee shall have the responsibility to continuously update the Church by-laws, and make recommendations to the Church. Any changes must adhere to the section of these bylaws dealing with the Adoption and Amendment of this Constitution.

Section 10 Theme Enhancement Committee This committee shall consist of five members, at least one being a Deacon or Deacon's wife, nominated by the Committee on Nominations and elected by the Church on an annual basis. They are to have the responsibility of decorating the Church facilities for regular and special occasions. They are additionally charged, when decorations are no longer being used, with insuring that all decorations are properly stored for future use. The committee is to submit an annual budget request to the Finance Committee, to cover decorating requirements.

Section 11 The Church Social Committee This committee shall consist of five members, at least one being a Deacon or Deacon's wife, nominated by the Committee on Nominations and elected by the Church on an annual basis. They are to have the responsibility of planning, preparing, scheduling and announcing all church socials. The committee is to submit an annual budget request to the Finance Committee, to cover all Social Committee requirements.

Section 12. The Children's Worship Committee This committee shall consist of at least five members nominated by the Committee on Nominations and elected by the Church on an annual basis, who have primary responsibility to either; the preschool worship (2,3 or 4 year olds), or the kindergarten through 2nd grade worship experiences. Collectively they form the Children's Worship Committee. They are to have the responsibility of coordination of the Children's Worship activities and of ensuring that the program has sufficient volunteers to enable the adult volunteers to regularly attend the adult worship services. All activities, programs and policies for the Children's Worship services should be coordinated with the Minister of Education. The committee is to submit an annual budget request to the Finance Committee, to cover all Children's Worship requirements.

Section 13 The Flower Committee This committee shall consist of the church secretaries who are responsible for scheduling and publicizing donors who have agreed to be responsible for the placement of flowers in the church.

Section 14 The (CDC) Child Development Center Committee This committee shall consist of the staff member designated by Pastor, the CDC Director and at least five members nominated by the Committee on Nominations and elected by the Church, on a three (3) year rotational basis. This committee shall have the responsibility for general oversight of the policies, practices and programs of the church sponsored Child Development Center and in conjunction with the Pastor, for selection and employment of the CDC Director.

Section 15 The Safe Church Committee This Committee shall consist of at least four (4) members nominated by the Committee On Nominations and elected by the Church, on a three (3) year rotational basis. It is preferred that at minimum, one committee member be an active commission police officer, and that one of the members be an active member of the Board of Deacons. This Committee shall have the responsibility for general oversight of the policies, practices and programs of the church in regards to maintaining the overall safety of the church congregation and church facilities at all church sponsored events.

Section 16 The Missions Committee This Committee shall consist of at least four (4) members nominated by the Committee On Nominations and elected by the Church, on a three (3) year rotational basis. It is preferred that one of the members be an active member of the Board of Deacons. This Committee shall have the responsibility for general oversight of the policies, practices and programs of the church in regards to Missions activities, including authorization of church sponsored foreign and local missionary activity.

Article XVI – Langston Baptist Bible Institute

Section 1. Size of the Board. The Board of Trustees shall consist of three members, all being members of this Church, in good standing, and respected for their ability to transact business in a sound, careful and accurate manner.

Section 2. Term of Office. The Trustees shall be elected to a three-year period on a rotating basis. A trustee may succeed himself.

Section 3. Mode of Election. When a vacancy in the board of Trustees occurs, nominations for the vacancy shall be made by the nominating committee and election may take place at any regular business meeting of the Church.

Section 4. Duties. The board of Trustees shall represent Langston Baptist Bible Institute in its legal and property matters.

Article XVII - Ministerial Ordination

When the Church desires to ordain a member to the full Gospel Ministry, it shall call together a number of regularly ordained ministers who will form themselves into an examining council in accord with accepted Baptist procedure and who shall examine the candidate with respect to his Christian Doctrine. When the council recommends the candidate's ordination, he shall be publicly set apart and ordained, with prayer and laying on of hands.

Article XVIII -- License to Preach

When the Church is approached by a male member who desires to be licensed to preach, the Pastor and the Deacons will investigate his qualifications and make their recommendation to the Church as to whether he should be licensed to preach or not. The qualifications will be determined by the same that apply to the Pastor. A certificate will be issued to the proper candidate.

Article XIX – Adoption and Amendment of this Constitution

Section 1. This Constitution and By-Laws shall be considered adopted and in immediate effect if and when two-thirds of the members present at the business meeting at which vote is taken for adoption shall vote in favor of adoption of same. This vote on adoption shall be taken only after the rules have lain on the table for thirty days after some formal presentation to the Church.

Section 2. This Constitution may be amended, altered, or repealed by a two-thirds majority vote of the members present at any regular business meeting of the Church provided however, that notice and proposal of such amendment, alteration, or repeal must be given in writing at the preceding regular business meeting of the Church and in at least one Sunday morning and Sunday

evening service. The amendment, alteration, or repeal may then be voted on at the next regular business meeting of the Church.

Section 3. The By-laws may be amended, altered, or repealed by a two-thirds majority vote of the members present at any scheduled business meeting of the Church provided however, that notice and proposal of such amendment, alteration, or repeal must be given in writing with at least two weeks notification to the Church.

Section 4. The adoption of this Constitution and By-Laws shall affect a repeal of all previously adopted rules.

Section 5. A copy of the Constitution and By-Laws shall be at all times kept by the Clerk among his/her records and another copy shall be kept in the Church office and one in the records of the Deacons. All amendments to or revisions thereof shall, after passage by the Church be prepared in typewritten form by the Clerk and pasted in copies of the Constitution so kept.

Section 6. Adoption of this Constitution and By-Laws on the 13th day of August, 2014, in Conference.

Signed _____ Pastor

_____ Clerk

_____ Chairman of Deacons