

# **CONSTITUTION AND BY-LAWS**

**Wingate Baptist Church  
Wingate, North Carolina**

Revised 12-3-17

## **CONSTITUTION**

### **ARTICLE I – NAME**

The name of this church shall be Wingate Baptist Church, a nonprofit corporation, having its address in Wingate, North Carolina.

### **ARTICLE IA - CORPORATE IDENTITY**

Wherein this Constitution and By-Laws the word "church" appears, the same shall also mean "nonprofit corporation."

### **ARTICLE II – PURPOSE**

The purpose of this church shall be to uphold and provide opportunities for public worship; to promote Christian fellowship, service, and growth among its members; to nurture its members through a program of Christian education; and to proclaim the Gospel of the revelation of God through Jesus Christ through evangelism and missionary outreach.

### **ARTICLE III – COVENANT**

- To honor God with our lives, seeking first his kingdom and his righteousness, supporting the total mission of our church with our prayers, time, abilities, and money.
- To live as disciples, seeking ever to grow in grace and in the knowledge of our Lord and Savior Jesus Christ.
- To attend and support the worship of this church, its ordinances, discipline and doctrine.
- To labor together in Christian fellowship, exercising brotherly love toward one another, praying for each other, being mindful of and sharing one another's joys, burdens, and sorrows, and always being slow to take offense and eager for reconciliation.
- To live as Christians in the world, being just in our dealings and faithful in our obligations.
- To regard as the household of faith all who worship Christ as Lord, and while holding to our Baptist convictions and heritage, seeking with all Christians a unity of spirit and purpose.
- To live as Christians in our homes, engaging in family and individual devotions, teaching our children by instruction and example that Christ is Savior and Lord.
- To endeavor by example and effort to win others to faith in and commitment to Christ.
- To become active members of another church when circumstances require our separation from this one.

#### **ARTICLE IV - STATEMENT OF FAITH**

Since the Wingate Baptist Church does not endorse a creed, the church accepts as an informational statement the Articles of Faith endorsed by the Southern Baptist Convention in May 1963 and recorded in The Baptist Faith and Message.

#### **ARTICLE V – RELATIONSHIPS**

The government of this church is vested in the body of Christian believers. It recognizes the obligation of mutual counsel and cooperation, which are common among Baptist churches. This church shall seek to cooperate with the programs of the Union Baptist Association, the Cooperative Baptist Fellowship of North Carolina, and the Cooperative Baptist Fellowship.

#### **ARTICLE VI - ADOPTION AND AMENDMENTS**

- Section 1. This Constitution shall be considered in effect when approved by two-thirds of the members present and voting at a regularly scheduled business meeting provided that the Constitution was provided in writing at least thirty (30) days prior to the time when the vote is taken.
- Section 2. This Constitution may be amended by a two-thirds vote of the members present and voting at any regular business meeting of the church provided that such amendment is read at a previous business meeting and provided in writing to all members of the church present and entitled to vote.
- Section 3. All previous church action contrary to the provision of this Constitution is hereby rescinded.

## BY-LAWS

### ARTICLE I – CHURCH YEARS

**The Church Program Year** shall be from September 1 to August 31.

**The Church Fiscal Year** shall be from January 1 to December 31.

### ARTICLE IA – MEMBERSHIP

Section 1. Eligibility for Membership

Anyone professing faith in Jesus Christ as Savior and Lord, and adopting the views of faith and practice held by this church, together with its covenant and constitution, may be received into membership in this church.

Section 2. Candidate

A person may offer himself/herself as a candidate for membership in this church by one of the following ways:

- A. By profession of faith in the Lord Jesus Christ and for baptism by immersion.
- B. By promise of a letter from another Baptist church.
- C. By promise of a letter from another Christian church providing that membership in that church required profession of faith and baptism in some form.
- D. By statement of prior conversion experience when a letter is not obtainable.
- E. By spiritual watch care. Persons who are temporary residents in the area of this church may come under the spiritual watch care of this church, but they shall not vote in church business conference, serve on the Diaconate, or represent the church in other assemblies.

Section 3. Procedure for Membership

- A. A person may present himself/herself for membership during regularly scheduled or special worship services of this church and be admitted into full membership in accordance with section 2 above.
- B. New members will receive new member orientation.

Section 4. Inactive and Non-Resident Members

- A. An inactive member is a member who does not participate in any way in the church for two (2) years.
- B. A non-resident member is a member who does not live in Union County and who does not participate in any way in the life of the church for two (2) years.
- C. The inactive and non-resident members will be notified of their status, and their names will be kept on an inactive roll for future reference. Their names will be returned to the active membership roll when they resume their active status. See Article II Section 6.

Section 5. Termination of Membership

Methods of terminating membership shall be as follows:

- A. A letter to unite with another Christian church may be issued, upon request, to another Christian church for any member of this church.
- B. When a member dies or requests that his/her name be removed.

**ARTICLE II - CHURCH OFFICERS**

Section 1. Pastor

The Pastor shall be an ordained Baptist minister. He/she shall be called by the church upon the recommendation of the Pastor Search Committee to serve until this relationship is dissolved by either the Pastor or the church. His/her election shall be by secret ballot and shall take place at a meeting called for this purpose with at least one week's notice given to the congregation. A three-fourths (3/4) vote of those present and voting at the meeting shall constitute a call.

The relationship may be terminated by the Pastor's resignation or by a three-fourths majority vote of the members present and voting at a called business meeting of the church after due notice of the purpose of such a meeting has been given to the congregation. In either case, thirty days' notice of the termination shall be required. Any violation of law adversely affecting Wingate Baptist Church is grounds for immediate dismissal.

The Pastor shall be the spiritual leader of the church. The Pastor shall lead the church as it carries out its purpose and work with the church officers and committees as they accomplish their tasks. The Pastor will be an ex-officio member of all committees and lead the deacons as they assist in the performance of the pastoral responsibilities. The Pastor shall direct and coordinate the work of the ministers and all employees of the church. The Pastor shall review all church personnel annually with the Personnel Committee and make recommendations to the Personnel Committee for any changes in salary and benefits. The Pastor is responsible for the worship services and administering the ordinances and shall serve in whatever ways he/she and the church mutually agrees to be in the best interests of Christ's kingdom. In summary, the Pastor will apply his/her talents as best able with God's help to lead the church in accomplishing its work.

Section 2. Associate Pastor

The church may call an Associate Pastor as needed to carry out its purpose. The Associate Pastor shall be an ordained Baptist minister. He/she shall be recommended to the church by the Personnel Committee. A detailed job description shall be prepared by the Personnel Committee in consultation with the Pastor.

A general description of the position shall be presented to the church at the time of nomination.

The election and termination procedures described for the Pastor shall also apply to the Associate Pastor.

Section 3. Staff

The church shall employ staff as needed to carry out its purpose. Staff members will be recommended by the Personnel Committee and the committee of the church responsible for that particular area of the church's ministry. Under the Pastor's leadership, a detailed job description will be prepared for each position prior to nomination and shall be agreed upon by the nominee, the committee making the nomination, and the Personnel Committee. A general description of the position shall be presented to the church at the time of nomination.

The staff shall be responsible to the church for the activities in their respective area, but they shall work under the direction of the Pastor and in cooperation with the appropriate church committee. Church staff positions include:

Director of Music Ministries – Job description on file in church office

Director of Youth Ministries – Job description on file in the church office

Organist – Job description on file in the church office

Director of Adult Ministries – Job description on file in the church office

Director of Children's Ministries – Job description on file in church office

Administrative Assistant – Job description on file in church office

Section 4. Treasurer and Assistant Treasurer

The Treasurer and Assistant Treasurer of the church shall be elected annually. The Treasurer shall be a member of the Stewardship Committee. Duties:

- A. Receive and verify the summary of receipts and bank deposit slips.
- B. Disburse funds after receiving properly signed supporting documents.
- C. Responsibility for reconciling monthly bank statements with the accountant and preparing quarterly and annual statements of receipts and disbursements, and a balance sheet, which are presented to the Stewardship Committee and to the church on a quarterly basis.

Section 5. Trustees

- A. There shall be three trustees of the church elected at the annual business meeting.
- B. At least annually, the trustees will review all aspects of the property and liability insurance program of the church, determine needs, and obtain the necessary coverage. All policies and records relating to this insurance will be retained and maintained by the trustees.

- C. The term of office of one-third of the number of trustees will expire each year, and election shall be held to fill the vacancies.
- D. The senior trustee will become the corporate officer for purposes of corporation documents.

Section 6. Clerk

The Clerk is elected annually to serve a one-year term. Keeping the minutes: Record, in permanent form, the transactions of the church business and maintain a complete set of reports and minutes, which shall be available in the office of the Administrative Assistant.

Section 7. Moderator

The Moderator is elected annually and is to make preparation for and preside at all church conferences.

Section 8. Historian

The Historian shall find ways to help church members understand and learn from the church's own history as well as our Baptist heritage. This person will seek to gather and preserve all historic records of the church and to assist in recording current activities.

Section 9. Audio-Visual Technician

The Audio-Visual Technician shall oversee the management of audio-visual resources so that they are available when needed for church events. This person shall enlist and train assistants as needed; maintain sound and recording equipment; request and administer budget expenses; inventory and secure equipment after use; and review system operations and make recommendations for improvement.

Section 10. Public Relations Director

The Public Relations Director shall communicate the church's ministry to church members, prospects, and the surrounding community. This person shall seek to develop plans for communicating church programs to the church and to the community; to assist the staff and other committees in producing communication materials; to assist the staff and other committees in determining public opinion, both within the church and outside; to assist in communicating to the church and the community special recognitions, achievements, etc., of the church and individual members; to promote an awareness that good public relations is the work of all church members.

### ARTICLE III – DIACONATE

Diaconate

A. Qualification. Number. Election. Term of Service

1. Any member of the church who is eighteen years of age or older may be eligible to serve as a deacon.
2. The Diaconate shall seek to maintain a ratio of one deacon for every twelve families in the church.

3. The deacons shall be elected at a church conference on the first Sunday in October. During the week preceding the election, each church member will be furnished a list of those eligible to be deacons (only one person from each household may serve as a deacon at any given time). Every member of the church shall have one vote for each vacancy. Without nomination, on the first Sunday in October, secret ballots shall be cast to fill the existing vacancies. Those persons receiving the highest number of votes shall be contacted by the Chair of the Deacons and asked the following question: "You have been elected as a deacon. Are you willing to serve?" Those giving an affirmative reply, up to the required number, will be presented to the church on the following Sunday for acclamation and will be declared elected for a three-year term. In case any one of those contacted declines, the Chair of the Deacons shall have the authority to contact the one receiving the next highest vote. If a tie occurs for the last place, then the deacons will be responsible for using a fair and impartial means of choosing the last person.
4. The term of office will be January through December. The term of office of one-third of the number of deacons will expire each year, and election shall be held to fill the vacancies. After serving three years, no deacon shall be eligible for reelection until the lapse of at least one year.
5. In case of death, removal, or incapacity to serve when there is more than six months' term of service remaining, the vacancy will be filled by special appointment. A committee consisting of the deacon chairperson, chairperson-elect, and pastor will select a replacement from a pool consisting of members who have previously served Wingate Baptist as deacons and are otherwise eligible to serve. The term of appointment shall be the exact unfilled portion of the previous deacon's term and shall begin immediately upon acceptance by the appointee.

B. Duties

In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church.

1. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.
2. They shall serve as a council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church. With the pastor they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the kingdom of God.
3. By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with, and inspiring oversight of, all the membership of the church.



Especially are they to seek to know the physical needs and the moral and spiritual struggles of the members; and to serve the whole church in relieving, encouraging, and developing all who are in need.

4. The chairperson shall serve as moderator at business meetings of the church in the absence of the moderator or as directed by the Diaconate.
5. Six (6) members of the Diaconate shall serve as members of a Benevolence Committee to serve the needs of persons in the church or community in need of temporary assistance. Their duties are:
  - a. To review reports of benevolence funds disbursed by the Pastor or other staff members.
  - b. To confer with the Pastor and other staff members about complex benevolence requests.
  - c. To oversee disbursement of grant funds designated for special groups.

C. Meetings

1. A regular meeting of the Diaconate shall be held at a time and place decided mutually by the deacons and pastor.
2. The Diaconate may, upon proper notice, meet at any other time the affairs of the church may require such a meeting.
3. The Diaconate shall be organized as a unit for carrying out the duties previously stated. They may organize themselves into such committees as their wisdom may direct for efficiency in service.
4. They shall elect their chairperson and a chairperson-elect from among the members at the first regular meeting in each calendar year. The chairperson-elect will serve as chairman in the following year.
5. A majority of the deacons shall constitute a quorum for the transaction of business at any meeting.

## **ARTICLE IV - COMMITTEES**

Section 1. General

All church committee members and special committees shall be recommended by the Nominating Committee and elected by the church unless otherwise stated in the description below.

Each committee chairperson will be responsible for calling the first meeting by September 30 to elect a chairperson-elect (vice-chair). The chairperson-elect (vice-chair) will serve as chairperson the following Church Program Year.

Acceptance by a church member of election to a committee implies an intention to be active in the work of that committee. Each committee shall

obtain an adequate knowledge of appropriate procedure in its field of service; promptly and faithfully discharge its duties; meet regularly (at least once a quarter) for business and fellowship; request financial allocations through the Stewardship Committee; and supervise the expenditure of allotted funds.

Section 2. Church Council

The Church Council shall review and coordinate program plans recommended by church officers, organizations, and committees, and recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities.

The Council shall have as regular members: the Pastor, Associate Pastor, Director of Music Ministries, Director of Youth Ministries, Director of Adult Ministries, Director of Children's Ministries, Sunday School Director, Director of Wingate Baptist Church Daycare, Administrative Assistant, Chairperson of the Deacons, chairpersons of all Standing committees, and the Chair of Church Council.

A chair recommended by the Nominating Committee and not chairing another committee shall lead the Council meetings and shall be the spokesperson to the congregation. The Chair shall serve one year as chair elect and two years as chair. The Chair shall be a non-voting member except in the case of a tie. The Administrative Assistant shall develop the agenda for each meeting, record the minutes of the meeting, and present a summary of the Council's meeting to the congregation. Staff members will be assigned as liaisons to Standing and Service Committees.

Service and Special committees shall be available for Church Council meetings upon request and shall report to the Council at least twice a year. Likewise, the leaders of all other organizations in the church shall report to the Church Council at least twice a year.

Any church member may attend Church Council meetings. If a chairperson or church member wishes to bring an item to the Church Council for discussion, prior notification should be given to the Administrative Assistant for the agenda.

Section 3. Standing Committees

Standing Committees shall be recommended by the Nominating Committee and elected by the church to serve a three-year term unless otherwise stated.

The **Church Fellowship Committee** shall plan activities that focus on and enrich the family—not just the traditional nuclear family, but the broader definition of the Christian family that is marked by inclusiveness of younger singles, the elderly, and the "extended" family of the church as a whole. This committee shall be composed of a minimum of five (5) members. Its duties are to plan recreational and special occasion events and educational meetings that focus on building relationships within the church family; and to identify other forms of ministry for individuals, small groups and the congregation.

The **College and Career Ministries Committee** shall oversee activities designed to engage college students, college-age young people not currently enrolled in classes, and recent college graduates. This committee shall be composed of a minimum of nine (9) regular members. Its duties are:

1. To provide opportunities for social interaction and fellowship with other young people.
2. To plan activities designed to encourage spiritual growth and civic engagement.
3. To offer opportunities for interaction and fellowship with other members of the congregation.

The **Daycare Committee** shall administer the program of weekday education by serving as a liaison group between the director of the program and the church members. This committee shall be composed of a minimum of six (6) members. The committee shall submit a quarterly financial report to the church. The duties of this committee are:

1. To determine policies and procedures for operating and administering the program.
2. To select and hire the Daycare Director in consultation with the Pastor.
3. The Daycare Director and all Daycare workers shall be subject to the policies and procedures of the Daycare Personnel Manual maintained by the Daycare Committee.
4. To work with the director in determining a budget for the program.
5. To see that the program and facilities comply with legal and licensing requirements.
6. To direct efforts to inform, involve, and educate church members about the program.
7. To coordinate work of the program with other church activities.
8. To review reports and records to insure proper operation of the program. Report this information regularly to the church for awareness and approval.
9. To work with the Director to insure that adequate background checks on all Daycare applicants are performed prior to hiring.
10. To consult with the Director on salary and benefit recommendations.
11. To conduct annual evaluation of Director with the Pastor and make salary and benefit changes as necessary.

The **Membership Committee** shall be the primary initial contact between the church and visitors and between the church and shut-ins. This committee shall consist of a minimum of six (6) members. Its duties are:

1. To collect visitor's cards and Friendship Pad sheets that are filled out at Sunday morning worship service and to make contact with the visitor(s) through visits, telephone, cards, or any means the committee deems necessary.
2. To assist in greeting visitors in Sunday morning services, Wednesday Gathering, or any other church functions.

3. To secure video recordings of the worship service of the church and distribute them to those desiring them.
4. To visit and distribute church literature to shut-ins.

The **Memorials Committee** is a sub-committee of the Stewardship Committee. The following standing committee chairs will serve on the Memorials Committee: Stewardship, Properties, Kitchen/Social, Sanctuary, and appropriate service committees. The senior pastor and church council presiding officer will service as ex-officio members. The chair of the Stewardship Committee will serve as chair of this sub-committee. The Memorial Committee's responsibilities and duties are on file in the church office.

The **Missions Committee** will consist of a minimum of six members who will serve three years terms on a rotating basis. The Pastor will serve as ex officio member. Its duties are:

1. To promote existing missions work.
2. To raise awareness of mission work in Baptist life and elsewhere.
3. To serve as a "think tank" for new missions opportunities.

The **Personnel Committee** shall have responsibility to recruit and recommend staff listed in Article II, Sections 2-3 above and to initiate termination of employment of staff, if necessary, in accordance with procedures outlined in the Personnel Manual. This committee shall be composed of a minimum of six (6) members. Its duties are:

1. To survey the need of additional church staff positions.
2. To review and approve job descriptions as prepared by the Pastor for all church staff annually.
3. To prepare and maintain an organizational manual relating to the church's employed personnel.
4. To recruit and recommend to the church prospective personnel.
5. To develop and recommend salaries and benefits for employed personnel and make recommendations to the Stewardship Committee.
6. To develop and recommend to the church policies and procedures for employed personnel administration, which includes a policy for time off (holidays, sick days, vacation, personal days, etc.) for all employed personnel.
7. To review annual performance evaluations for all employed personnel with the pastor and make recommendations on salary and benefits to the Stewardship Committee.
8. To conduct annual performance evaluation of the pastor and make recommendations on salary and benefits to the Stewardship Committee.

The **Property Committee** shall be responsible for all church properties and use of properties. This committee shall be composed of a minimum of seven (7) members. Its duties are:

1. To maintain an inventory of all church properties.

2. To plan and supervise the maintenance of all church properties, building and grounds, furniture and equipment, except when the equipment is designated for control by other church committees. Any expenditure over \$1000 requires three bids and must be approved by the Stewardship Committee.
3. To supervise the purchase of all church equipment, such as furniture and fixtures.

The **Stewardship Committee** shall keep the church members aware of our duties as Christians to practice stewardship in the management of income and commitment to giving in line with Biblical teaching. This committee shall be composed of the Church Treasurer and a minimum of six (6) regular members. The Chairperson of Deacons, Sunday School Director, Woman's Missionary Union Director, Chair of the Baptist Men, Chairperson of the Properties and Properties Use Committee, and Chairperson of the Personnel Committee shall be ex-officio members. Its duties are:

1. To receive and evaluate budget requests.
2. To prepare and present the Annual Ministry Plan to the church.
3. To direct the stewardship emphasis each year.
4. To supervise non-emergency purchases and require bids when such purchases exceed \$1,000.
5. To serve as consultants on church finances, develop policies concerning expenditures not in the budget.
6. To select an auditor for the church each year if the committee believes this necessary.
7. To recommend to the church the salary and benefits for an interim pastor.
8. To monitor the church Financial Policy which will be on file in the church office.

The **University Relations Committee** shall act as a liaison between the church and Wingate University. This committee shall be composed of a minimum of six (6) members who will serve three year terms on a rotating basis. Its duties are:

1. To seek to improve cooperation between the church and Wingate University.
2. To relay all University enquiries to the appropriate church committee or officer.
3. To make recommendations to the church concerning University requests and opportunities, once appropriate committee and church staff response has been received.

The **Youth Ministries Committee** shall act as a liaison between the church fellowship and the youth ministry. Its chairperson will meet with the church council. This committee shall be composed of a minimum of six (6) members. Its duties are:

1. To work with the youth director to coordinate youth activities.
2. Chaperon trips.
3. Substitute for youth director at Youth meetings.

4. Meet with youth director once a month and/or at the discretion of the youth director.
5. To study the needs of the youth and recommend changes to the youth ministry.

Section 4. Service Committees

Service Committees shall be recommended by the Nominating Committee and elected by the church to serve a three-year term unless otherwise stated.

The **Baptism and Communion Committee** shall be composed of a minimum of nine (9) and shall include men and women. The committee shall manage baptismal and Communion equipment and provide support as needed for the administration of these ordinances. Its duties are:

1. To see that all necessary baptismal equipment and facilities are available and in order prior to each service (includes filling and checking temperature of baptismal pool).
2. To meet the candidates at the appointed time and show them to the dressing rooms. Answer questions that may arise and be sure each candidate has a robe, towel, and handkerchief.
3. To assist pastor in the ordering of candidates.
4. To assist candidates into and out of the pool and to the dressing room.
5. To appoint one member to assist the pastor before and after the service.
6. To arrange for the baptismal garments, towels, and other supplies to be prepared for the next service.
7. To supervise the care, maintenance, and provision of the Communion trays, cups, plates, and cloths to be used and to recommend any additions to the equipment as it becomes necessary.
8. To prepare or secure the elements to be used for the Communion and place them in the sanctuary.
9. To see that the trays, plates, cups, and cloths are cleaned after they are used.

The **Bereavement Committee** will be composed of at least nine (9) regular members including at least one member of the kitchen committee and one male member. This requirement is due to the use of the kitchen during service of the meal and clean-up as well as setting up the fellowship hall with chairs and tables before the visitation/meal and afterward returning it to the normal layout. This, as well as the use of the commercial dishwasher in the kitchen, requires some heavy lifting. The Family Deacon, the Deacon on Call, and the Chairman of the WMU will serve as ex-officio members.

The duties of committee members are as follows:

1. Committee members are to contact the Bereavement Committee chairman after the phone tree message has been given telling of funeral plans. The chairman will then know who will be able to help with the bereavement work or if the member has contacted someone to help as his or her substitute.

2. The committee chairman will work with a representative of the family of the deceased church member to determine if they wish either a family meal or a visitation/reception with light refreshments, either of which will be served in the fellowship hall. If visitation is in the fellowship hall and a family meal is chosen, ice water will be served and the room appropriately arranged so as not to disturb the tables prepared for the family meal.
3. The meal will be served with linen and bud vases on the tables. If instead a light refreshments/reception is chosen, the light refreshments and punch table will have linen service. The committee members will wash and return the linens promptly afterwards.
4. The meal will be prepared in the kitchen by the committee or otherwise at their discretion. The desserts or light refreshments will be home made by church members as needed. In a case where no service of a current member who has deceased is to be held at Wingate Baptist, the Bereavement Committee will determine an appropriate way to express comfort to the family.
5. The kitchen will be cleaned and all trash taken out with shut down and lock-up rules followed per instructions. No food is to be left in the kitchen and the fellowship hall should be returned to the standard layout with all flowers removed and the carpet swept.

The **Constitution and By-Laws Committee** shall seek to bring the church's Constitution and By-Laws more in line with current realities and needs. It shall be composed of a minimum of six (6) members. Its duties are:

1. To meet no less than once a year to study the Constitution and By-Laws.
2. To recommend changes called for by their study, suggestions from the pastor, the Church Council, Committees, or by church growth or shifting responsibilities of church leadership and newly perceived areas of ministry.

The **Kitchen/Social Committee** shall assist the church in administering its food services effectively. This committee shall be composed of the necessary number of members. Its duties are:

1. To establish and administer general policies concerning the operation of the kitchen and dining room.
2. To see that the kitchen is equipped with the necessary utensils and expendable supplies.
3. To serve as official host or hostess at all church-sponsored dinners, socials, receptions, and special celebrations.

The **Nominating Committee** shall lead in staffing all church-elected positions filled by volunteers including vacancies, which occur during the year. This committee shall be composed of a minimum of six (6) members. Its duties are:

1. To nominate annually the Director of the Sunday School and Vacation Bible School.

2. To nominate all departmental directors and Sunday School teachers. These begin service September 1.
3. To nominate all committee members and appropriate officers. These begin service September 1.
4. All outgoing Chairpersons should be notified that it is their duty to call the new committee together to elect a Chairperson from their membership as soon as possible within September.  
(The By-Laws Committee would like to see a committee orientation meeting within that month also.)

The **Property Security Committee** shall be responsible for securing the church property on Sunday mornings and Wednesday evenings. The committee shall be composed of a minimum of two (2) members.

The **Sanctuary Committee** shall manage flowers and other decorations for the sanctuary and use of church facilities for celebrative events. This committee shall be composed of a minimum of six (6) members. Its duties are:

1. To be responsible for placing flowers in the sanctuary for each Sunday's service.
2. To decorate the sanctuary for the Christmas season and for other occasions when the entire church is involved.
3. To write and update a policy for the use of the church facilities for weddings, showers, receptions, and other uses as requested.

The **Teller Committee** shall be composed of a minimum of six (6) members. Two members will be present any time money is received or counted. The committee will be under the supervision of the Treasurer who will be responsible for training the committee, and to act as counsel to the committee in special or unique situations. Its duties are:

1. To be responsible for counting Sunday receipt of offerings and contributions.
2. To place the offering envelopes, along with the Teller Report, in the church safe.
4. To deposit the receipts in the night depository at the church's bank.

The members of the Teller Committee will not rotate each year. This is to ensure that the confidential information of offering and contributions will be kept to a minimum number of people. If a committee member desires to be replaced it will be the responsibility of the Nominating Committee to fill the vacancy.

The **Usher Committee** shall be responsible for the efficient handling of all church gatherings. This committee shall be composed of a minimum of three (3) members. Its duties are:

1. To organize an adequate group of ushers for the Sunday worship service.



2. To develop suggestions for the ushers and inform them as to:
  - a. How to greet people before the service.
  - b. When and how to seat people.
  - c. How to collect the offering.
  - d. Where and when to report to duty.
3. To plan ushers for special meetings; e.g. revivals, funerals, etc.
4. To develop a plan for contacting an usher for his or her Sunday of service.
5. To assume the responsibility for receiving the offering.

#### Section 5. Special Committees

Special committees should be appointed by the church to carry out specific limited tasks. When the task is completed, the committee shall cease to exist.

The **Baptist Affiliations Committee** shall be composed of five (5) duly elected members serving on a rotation basis as initially assigned by the Nominating Committee and in addition shall be comprised of the following ex-officio positions:

1. Chair of the Diaconate
2. Chair of the Woman's Missionary Union
3. Chair of the Baptist Men
4. Director of Sunday School
5. Chair of the Youth Ministries Committee
6. Pastor

The Baptist Affiliations Committee shall consider the relationship and involvement of Wingate Baptist Church with all denominational and religious bodies with which we may consider affiliation.

The **Long-Range Planning Committee** shall seek to discover and analyze church and community needs, to recommend future goals and strategies to the congregation, to evaluate the effectiveness of the church program, and to interpret goals and strategies to appropriate groups. This committee shall be composed of eight (8) members.

The **Music Committee** shall be constituted by the Director of Music Ministries when the need arises. It shall consult with the Director of Music Ministries regarding major decisions affecting the music program. The organist shall serve as an ex officio member. The committee shall be composed of five members approved by the church. Its duties are:

1. To assist the pastor and lay leaders in planning and implementing major programs, performances, and dedications in which the Director of Music Ministries has a major part.
2. To recommend the purchase of any additional or replacement musical instruments.

The **Pastor Search Committee** shall be constituted only when there is a vacancy in the position of pastor and shall serve until a pastor is called or until relieve of its duties by the church.

Selection of a Pastor Search Committee: The deacons shall be responsible for beginning the process of choosing a Pastor Search Committee within two weeks of the announcement of the resignation of the Pastor.

1. The Pastor Search Committee shall consist of five (5) members.
2. The Pastor Search Committee shall be selected at a church conference. Each church member will be furnished a list of those eligible. On the following Sunday, secret ballots shall be cast by the church members for five (5) persons by the church members present. The ten (10) receiving the highest number of votes shall be contacted by the deacons, and those giving an affirmative reply will be declared as nominees for the Pastor Search Committee. In case any one of the ten declines to be a nominee, the deacons shall have the authority to contact the one receiving the next highest vote. In case of a tie for tenth place, all names tied for the tenth place shall be submitted as nominees.
3. The church shall vote by secret ballot for the Pastor Search Committee on the following Sunday. The five (5) receiving the highest number of votes shall be declared elected. If a tie occurs for the fifth place, then the deacons will be responsible for using a fair and impartial means of choosing the fifth person.

The Pastor Search Committee shall be responsible for presenting candidates for position of pastor to the church. Its duties are:

1. To get supply ministers and an interim pastor.
2. To seek out a suitable person for the position of pastor and recommend that person for the church. The committee will bring only one person for consideration by the church at one time. Election shall require an affirmative vote of three-fourths (3/4) of the number present and voting.
3. To recommend to the Stewardship Committee the salary and benefits for an interim pastor.
4. To recommend to the church for inclusion by the Stewardship Committee in the budget the salary and benefits for a new pastor.

## **ARTICLE V - PROGRAM ORGANIZATION**

### Section 1. General

All of the following programs of the church shall be under church control, all officers being elected by the church and reporting regularly to the church.

### Section 2. Sunday School

There shall be a Sunday School, divided into classes for all ages and conducted under the direction of the Sunday School Director for the study of God's Word. The tasks of the Sunday School shall be to teach the Biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

Section 3. Wednesday Gathering

This program will include Adult Choir, mission education, and worship opportunities for children, youth, and adults.

Section 4. Woman's Missionary Union and Baptist Men

The tasks of the Woman's Missionary Union and the Baptist Men shall be to teach missions, engage in mission action, support world missions through prayer and giving, provide and interpret information regarding the work of the church and denomination.

Section 5. Church Music Program

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

Section 6. Missions Council

The Missions Council shall consist of a minimum of five members. Members of the council shall include representatives from WMU, Baptist Men, and CBF. The Adult Ministries Coordinator and the Youth Minister will also serve on this council. In addition, advocates for local and global missions can be appointed by the Missions Council to serve. The Pastor will serve as ex-officio member.

This council will encourage and support existing missions work and serve as a “think tank” for new missions opportunities. This support includes missions promotion, recruitment and active involvement in doing missions. In addition to our church’s local missions, the council will raise awareness about missions work in Baptist life, as well as other organizations.

## **ARTICLE VI – SAFETY TEAM**

A Safety Team consisting of law enforcement, fire department, and emergency medical professionals shall be appointed by the pastor to ensure the safety and security of the congregation. The leader of this group reports to the pastor. A policy statement for its operation is on file in the church office.

## ARTICLE VII - ORDINANCES

### Section 1. Baptism

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

- A. Baptism shall be by immersion in water except where disability prohibits immersion. In the case of disability, some other feasible method may be used.
- B. Baptism shall be administered by the Pastor or whomever the church shall authorize. (The Baptism and Communion Committee shall assist in the preparation for and observance of baptism.)
- C. Baptism shall be administered as an act of worship during any worship service.
- D. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Pastor and/or staff and deacons. If negative interest is ascertained, he shall be deleted from those awaiting baptism.

### Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his second coming.

- A. The Lord's Supper shall be observed regularly, preferably the first Sunday of each quarter, or as otherwise scheduled.
- B. The Lord's Supper shall be observed during the morning worship service, or as otherwise scheduled.
- C. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.
- D. The Baptism and Communion Committee shall be responsible for the physical preparations of the Lord's Supper.

## ARTICLE VII- CHURCH MEETINGS - VOTING

### Section 1. Meetings

Regular worship, teaching, training, and other meetings shall be established by the church in business session. Changes in the schedule may be made by the Pastor. The format for the worship services is the responsibility of the Pastor. The time of church conference meetings held during worship shall be at the pastor's discretion.

### Section 2. Moderator. Quorum

The Moderator shall serve at all business meetings. In absence of the Moderator, the Chairperson of the Deacons will serve as moderator. The members present at a regular or duly called business meeting shall constitute a quorum.

Section 3. Rules of Procedure. Voting

All business meetings shall be conducted in accordance with Robert's Rules of Order. Revised (and as further revised from time to time). In regular business meetings, any member of the church may introduce a matter for consideration.

The Moderator may, at his/her discretion, deviate from Robert's Rules of Order in the interest of efficiency, justice and Christian fellowship.

In any meeting, whether regular, special, or annual, a member must be present to vote on any matter. Each member present is entitled to vote on each matter to be voted on by the members. No voting by proxy or by absentee ballot shall be permitted. On all matters except as otherwise prohibited by the by-laws, matters of business shall be decided by a majority of those members present and voting.

Section 4. Regular Meetings

Church conferences shall be scheduled quarterly with special conferences held as needed if a specific item needs to come before the congregation. The scheduled dates are the last Wednesday of February, May, August, and on the Sunday prior to Thanksgiving in November. Scheduled meeting dates may be changed by announcing such change in any prior Sunday morning worship service.

Section 5. Special Meetings

Special church conferences of the church may be called by the pastor, moderator, majority of trustees, or by 10% of the membership. Provided, however, that for 10% of the membership to call for a special meeting each member must sign a demand for such meeting, date same and state therein the purpose or purposes for the meeting, and deliver the written demand to the Church Administrative Assistant. After delivery to the Church Administrative Assistant, such special meeting then must be called and convened within thirty (30) days. Otherwise, special meetings may be called by the Pastor, moderator, or majority of trustees by oral announcement at a Sunday morning worship service or in the newsletter or by other terms of communication available to all members, given at least two weeks prior to such meeting.

Section 6. Annual Meetings

- A. The annual church program meeting shall be held on the last Sunday of August. The agenda of the meeting shall be the election of church officers presented in the prior published Nominating Committee Report, or such as may be added by them or nominated from the floor; granting of church letters, and any other business, which has previously been published, or is accepted by the Moderator for the good of the church family.
- B. The annual fiscal meeting of the church shall be held on the Sunday prior to Thanksgiving in November. The Stewardship Committee shall have had Annual Ministry Plan presentation meeting and have sent a copy of the proposed Annual Ministry Plan to every church family or member prior to the meeting. The Annual Ministry Plan, when approved, shall go into effect January 1 of the following year.

Section 7. Oral Notice of Meetings

Oral notice of any church conference (annual, special, regular) shall suffice, except as may be otherwise required by law.

**ARTICLE VIII - ADOPTION AND AMENDMENTS**

Section 1. These By-Laws shall be considered in effect when approved by a majority of the members present and voting at a regularly scheduled business meeting provided that these By-Laws were provided in writing at least thirty (30) days prior to the time when the vote is taken.

Section 2. These By-Laws may be amended, or repealed, by a majority vote of the members present and voting at any regular business meeting of the church provided that such amendment is read at a previous business meeting and provided in writing to all members of the church present and entitled to vote, and presented to members at least two (2) weeks prior to time vote is taken.

Section 3. All previous church action contrary to the provisions of these By-Laws is hereby rescinded.

**IX - ARTICLES OF INCORPORATION**

The Articles of Incorporation filed with the Secretary of the State of North Carolina on November 12, 1996, are incorporated herein and made a part hereof, photocopy attached. The members agree to abide by and comply with the provisions in the Articles of Incorporation.