

# Richmond Hill Baptist Church

## Constitution & By-Laws

### PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted principles of the Southern Baptist denomination, and for the purpose of preserving the liberties of each individual member of this church, and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

### I. NAME

The body shall be known as Richmond Hill Baptist Church *Inc.*, Yadkin County, Boonville, North Carolina.

### II. PURPOSE

The purpose of this body shall be to provide regular opportunities for public worship, to sustain the Ordinances, Doctrines, and Ethics set forth in the New Testament for the Church of our Lord Jesus Christ, to be missionary in spirit, to nurture its members through a program of Christian education, to channel its offerings to the support of the objects of the Redeemer's Kingdom, and to preach, among all peoples, the Gospel of the Revelation of God through Jesus Christ as Savior and Lord.

### III. COOPERATION

To foster and advance the missionary and benevolent causes of the Lord Jesus Christ, this church shall cooperate with the Yadkin Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention.

### IV. PROPERTY RIGHTS

In order to effectively carry forward the objects and purposes set forth above, the church will have full power and authority to purchase, lease, and acquire by gift, devise and bequest, and to hold, mortgage, convey and dispose of all kinds of property, both real and personal, provided that the title to all property shall be vested in the church Trustees as here-in-after set forth.

### V. ARTICLES OF FAITH

1. **THE SCRIPTURES** - We believe that both the Old and New Testaments are verbally inspired by God and are without error in the original writings. Through the providence of God, the Scriptures have been preserved and are supreme and final and adequate authority in faith and life.

2. **GOD** - We believe that there is only one true and living God existing in three persons - Father, Son, and Holy Spirit - each a distinct Person, but all of one essence and all having the same nature, perfections, and attributes, and each is worthy of precisely the same worship, confidence, and obedience.

3. **JESUS CHRIST** - We believe that Jesus Christ is the Son of God, begotten by the Holy Spirit, born of the Virgin Mary, shed his blood on Calvary for the sins of all people, was buried, rose again bodily, and ascended to the Father according to the Scriptures.

4. **HOLY SPIRIT** - We believe that the Holy Spirit is the third Person of the Trinity, very God, co-existent with the Father and the Son. The Holy Spirit is the chief agent in the regeneration of the soul, the chief convictor of sin, and the chief comforter of the believer. Simultaneous with regeneration, the Holy Spirit baptizes the believer into the body of Christ, permanently indwells him and seals him in salvation for all eternity.

5. **MAN** - We believe that man is the direct creation of God - body, soul, and spirit - and is not in any sense the result of evolution but is made in the image of God. Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind and incurred both physical and spiritual death for all.

6. **SALVATION** - We believe that all who, in faith, receive the Lord Jesus Christ as Savior are born again by the Holy Spirit and thus become the children of God. Salvation involves redemption, regeneration, sanctification, and glorification.

7. **SECOND COMING** - We believe that Jesus Christ, according to His promise, will return personally and visibly in glory to the earth, and that God, in His own time and in His own way, will bring the world to its appropriate end.

8. **RESURRECTION** - We believe in the resurrection of the dead and final judgment and that all shall be rewarded according to their works and that the reward of the righteous will be an eternal life of perfected joy; but the reward of the wicked eternal punishment.

9. **PROVIDENCE** - We believe in the providence of God, that He directs and governs all creatures and all events, but that He is in no way the author or approver of sin nor the destroyer of the free will and responsibility of man.

10. **THE PRIESTHOOD OF THE BELIEVER** - We believe in the priesthood of all believers so that every Christian has direct access to God in prayer through Jesus Christ, our great High Priest, and that there is no mediator between God and man other than Jesus Christ.

11. **SECURITY OF THE BELIEVER** - We believe that salvation is not only a gift from the Lord but also is sustained by the Lord. Therefore since salvation is wholly of the Lord, apart from the works of man, we hold that the believer shall be kept by the power of God through faith unto eternal salvation.

12. **SATAN** - We believe that Satan was originally created a perfect being. He rebelled against God. As a result, he became depraved, the Devil and adversary against God and His people, and leader of a host of angels who fell with him. Satan has been judged and defeated at the cross and awaits his ultimate doom at the Second Coming of Jesus Christ.

13. **THE LORD'S DAY** - We believe that Sunday is the Lord's Day and is a Christian institution for regular observance and should be employed in exercise of worship and spiritual devotion, both public and private, refraining from worldly amusements during Sunday school and church hours and striving to rest from secular employment; works of necessity and mercy the only exceptions.

14. **CREATION** - We believe the triune God created the universe apart from pre-existing materials and without any evolutionary process. We believe the first eleven chapters of Genesis to be true.

15. **THE LOCAL CHURCH** - We believe that the New Testament Church is a local body of baptized believers with Christ as its head and the Holy Spirit as its guide. While believing the local church is to be governed independently; as a New Testament church we promote God's work by cooperation together for missions and many other joint efforts.

16. **ORDINANCES** - We believe baptism and the Lord's Supper are ordinances belonging to the church and were instituted by Jesus; and true believers only are the proper subjects of these ordinances; and we believe that baptism is immersion in water and is necessary to church membership.

17. **CHURCH AND STATE** - We believe in the religious liberty for all people and in separation of church and state. While God has ordained the existing governmental powers, we also believe that man's highest authority is the Word of God, and man is therefore free from any commandments of men that are in conflict with the Word of God.

## **VI. CHURCH COVENANT**

(original covenant of RHBC, adopted March 30,1889)

Revised 1994

Having been, as we trust, brought by divine grace to embrace the Lord Jesus Christ, and to give ourselves wholly to Him: we do now solemnly and joyfully covenant with each other, to walk together in Him, with brotherly love, to His glory, as our common Lord. We do, therefore, in His strength, engage: That we will exercise a Christian care and watchfulness over each other, and faithfully warn, exhort, and admonish each other as occasion may require; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and, mindful of the rules of our Savior, to secure it without delay;

That we will not forsake the assembling of ourselves together, but will uphold the public worship of God and the ordinances of His house; That we will not omit closet and family religion at home, nor neglect the great duty of religiously training our children and those under our care for the service of Christ and the enjoyment of heaven;

That as we are the light of the world and salt of the earth, we will seek divine aid to enable us to deny ungodliness and every worldly lust and to walk circumspectly in the world that we may win the souls of men; That we will be just in our dealings, faithful in our engagements, and exemplary in our daily lives; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and to denounce all forms of sexual perversion; oppose abortion, and uphold the right to life;

That we will cheerfully contribute of our substance according to the way God has prospered us for the maintenance of a faithful and evangelical ministry among us, for the support of the poor, and to be zealous in our spreading the Gospel over the land;

That we moreover engage when we remove from this place, we will as soon as possible unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word;

That we will, in all conditions, even until death, strive to live to the glory of Him, who has called us out of darkness unto His marvelous light, "And may the God of peace, who brought again from the dead, our Lord Jesus, that Great Shepherd of the sheep, through the blood of the everlasting covenant; make us perfect in every good work, to do His will; working in us that which is well pleasing in His sight, through Jesus Christ: to whom be glory for ever and ever. Amen."

## **BY-LAWS OF RICHMOND HILL BAPTIST CHURCH CONSTITUTION**

### **ARTICLE I. MEMBERSHIP**

1. **QUALIFICATIONS** - Membership of the church shall consist of such persons as confess Jesus Christ to be their personal Savior and Lord, and who have been obedient in baptism by immersion (unless physically unable). Members may be received by a vote of the church in any of the following ways: 1 - Upon profession of faith and baptism; 2 - By statement of their Christian experience and baptism; 3 - By transfer of membership through letter requested by the Richmond Hill Baptist Church Clerk from some other church of like faith and order.

2. **DUTIES** - Members are expected, first of all, to be faithful in all the duties essential to the Christian life; and also to attend regularly the services of this church if physically able, to give regularly for its support and its causes, and to share in its organized work.

3. **RIGHTS** - Such members as are in good standing may act and vote in the transactions of the church.

4. **TRANSFER** - Members uniting with another Baptist Church will be issued a letter of recommendation or transferal if to a non-Baptist Church.

5. **TERMINATION** - Should a member become an offense and liability to the welfare of the church because of a lifestyle that is persistently, consistently, and/or willfully out of harmony with the Scriptural views of faith and practice held by the church, he/she will be dealt with by the pastor and deacons according to Matthew 18:15-17 and Galatians 6:1. If termination of membership is deemed necessary by the pastor and deacons - and that only after faithful efforts have been made to bring such member to repentance - a recommendation will be made to the church for action and the final decision shall be by the vote of the church.

6. **RESTORATION** - Any person whose membership has been terminated for a Scriptural offense may be restored by a vote of the church upon repentance and reformation of the cause of termination.

## **ARTICLE II. CHURCH OFFICERS**

### **PASTOR:**

Call - Whenever a vacancy occurs, the call of a Pastor shall take place at a meeting especially set for the purpose of which at least one (1) week notice has been given the membership. A special committee recommended by the deacons and approved by the church will seek out and nominate a minister of the Gospel whose Christian character and qualifications fit him for the office. The committee shall bring to the consideration of the church only one man at a time. Election shall be by written ballot; an affirmative vote of 85 percent of those members present and voting, being necessary to make the decision. Though the call will be an indefinite call, it can be ended upon 60 days notice.

Duties - The Pastor shall be in charge of the welfare and oversight of the church. He shall be ex-officio member of all organizations, departments and committees for advice, support, and counsel. He may call a special meeting of the deacons or any committee according to the procedures which are set forth in this constitution. He shall conduct religious services on stated and special occasions, administer the ordinances, and officiate, as appropriate, in funerals and weddings involving church families. He shall, in cooperation with the deacons, provide for pulpit supply when he is absent, and shall arrange, with the concurrence of the deacons, for ministers to assist in revival meetings and workers to assist in other special services approved by the church.

It shall be the Pastor's primary responsibilities: (1) To lead the church in evangelist outreach. (2) To minister to the spiritual needs of the members of his congregation. (3) Through effective preaching and teaching to inspire Christian growth of the members in both spirituality and service. He shall therefore be expected to give adequate time to prayer, study, and further training so that he might be effective in these ministries. The Pastor will be allowed up to three (3) revivals each year (*Sept 1 thru Aug 31*) and two (2) weeks vacation each year; the church will pay a supply pastor for these five (5) weeks. Vacation may be taken at pastor's discretion but he shall notify the treasurer of such intent. Vacation may be carried over from one year to the next only with the approval of the church. Any accrued vacation due at time of termination must be taken before departure date. Should the Pastor be away for personal reasons other than the above specified times or sickness he will pay the supply speaker. Any exceptions to the above to be taken care of as the need arises.

Dismissal or Termination - The relationship can be dissolved at the request of either the Pastor or the church. In either case, at least 60 days notice shall be given of termination of the relationship, with both Pastor and church seeking to follow the will of God through the leadership of the Holy Spirit.

Any member of Richmond Hill Baptist Church shall have the privilege of presenting a complaint to the Board of Deacons, such a complaint dealing with the minister or any phase of work, provided the complaint be presented in writing and signed or in person and the deacons will be expected to discuss the complaint in a meeting.

If such circumstances should arise that the church feels that the services of the Pastor should be terminated, this vote will take place at a called business meeting of the church for this purpose only; and the vote shall be by a written ballot. The Deacon Committee shall distribute, collect, and tabulate the ballots for this vote. A simple majority vote will be required for the acceptance or rejection of this item of business. The Deacon Board will handle the request in a reverent and gentlemanly manner and in accordance with the 60 days notice.

#### **DEACON COMMITTEE:**

Number - There shall be an odd number of deacons, (9 at present) with others added as needed.

Qualifications - The deacons shall give evidence of the New Birth experience, meet the Biblical qualifications as set forth in I Timothy 3: 8-13 and support the entire church program. Those elected to serve on the active board must be spiritually mature persons of wisdom, at least 25 years of age and must have been a member of Richmond Hill Baptist Church for at least five years. While it is recognized that no one can meet perfectly the Biblical qualifications for a deacon; it is the duty of members after prayerful consideration, to vote for those they think best qualified.

Election - At least two months prior to the election of deacons, the active deacons shall invite church members to submit written and signed nominations for the positions to be filled. From these, the deacons shall present nominees for election, giving preference to the ones receiving the largest number of nominations from the membership. The election of deacons shall be during the annual business meeting when other new church personnel are elected. Upon a person's first election to the office of deacon he shall be ordained in a special service of ordination and thereafter, unless his ordination is revoked, will hold the title of deacon even when not serving on the active board.

Duties - The deacons shall elect a chairman at the beginning of each new church year, who shall preside at all of their meetings and assist the pastor in coordination of all work of the church. He shall arrange for regular meetings as are necessary to the discharge of their duties. The pastor or chairman may call the deacons into special session whenever the need arises.

Terms of service - The church has a rotating system of deacons based on a three year tenure. If a deacon cannot serve his full term of office, the active deacons will recommend a person to fill the unexpired term with the election at a regular business meeting. He will then rotate off for at least one year.

**MODERATOR:**

The pastor shall preside over church business meetings as moderator. In the absence of the pastor, the chairman of the deacons shall preside; or in the absence of both, any active deacon shall call the church to order and a moderator pro. tem. shall be elected.

**CLERK:**

Election - The clerk shall be elected annually upon nomination of the nominating committee.

Duties - It shall be the responsibility of the clerk to attend or be represented at all church business meetings, to keep an accurate record of all business transactions, to prepare the annual associational letter and to insure that it is properly transmitted to the associational clerk. He/she shall issue letters of dismissal as authorized by the church, preserve all papers and valuable records and letters that belong to the church, and preserve a true history of the church, keeping them in a safe place. It shall be the duty of the clerk to keep an accurate roll of the church membership, the dates and methods of admission and dismissal, change in name, correct mailing address, and other pertinent information about each member. The church records are the responsibility of the church clerk and will be available for inspection by any member when he/she has valid and legitimate reasons.

**TREASURER:**

Election - The treasurer shall be elected annually upon nomination of the nominating committee.

Duties - It shall be the duty of the treasurer to disburse by check, all money or things of value that are given to the church in accordance with instructions from the church. He/she shall keep at all times an itemized account of all receipts and disbursements, rendering a monthly account to the church and handle all federal and state tax forms as required. The treasurer's books shall be audited at least once a year as arranged by the audit committee, and all books, records, and accounts kept by him/her shall be the property of the church. The treasurer shall upon invitation, meet with the deacons and shall be an ex-officio member of the finance committee.

**RECORDING SECRETARY:**

Election - The recording secretary shall be elected annually.

Duties - He/she shall receive the empty offering envelopes after the money has been removed and counted by the proper person(s) and from these he/she shall credit each person's contributions. The envelopes shall be kept three years for reference. He/she shall be responsible for preparing and making available annual statements to all contributing members.

## **SUNDAY SCHOOL DIRECTORS AND TEACHERS:**

Election - Sunday School directors and teachers shall be elected by the church upon nomination of the nominating committee. They will be expected to be an example in Christian living.

Sunday School Directors Duties - (1) He/she shall have the general supervision of the Sunday School and its work. (2) He/she shall see that appropriate literature is ordered in the proper amounts and distributed as needed using materials provided by the Southern Baptist Convention unless otherwise determined by the church. (3) He/she shall study the quality of work being done in each class and seek always for improvement. (4) He/she shall be involved in the planning of new classes and any changes in classes.

Teachers Duties - They shall be expected to work diligently to improve their teaching skills. They shall faithfully prepare for each teaching task. They shall try to become acquainted with all members of their class and along with all class members make an effort to win the lost members of their class to Christ. They are expected to adhere to the Articles of Faith as contained in the Church Constitution.

## **TRUSTEES:**

Number - This church shall have three (3) trustees who shall be our legal representatives, according to the laws of our state.

Election - They are to be elected for an indefinite period of time, however, the church reserves the right to replace any member of the trustees anytime the need arises.

Duties - The trustees shall, as provided, by law and the action of this Church, hold in trust the title of all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers relating to the church and its business, as the church may direct. They shall have no power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action, neither shall they have any control over the use of the church property except by vote of the church.

## **DIRECTOR OF THE WOMAN'S MISSIONARY UNION:**

Election - The Woman's Missionary Union Director shall be elected by the WMU and approved by the church.

Duties - The director of the WMU shall seek to enlist all the women and girls of the church in a program of missionary training, giving, and activity according to the plans promoted by the Woman's Missionary Union, auxiliary to the Southern Baptist Convention. She shall see that full and accurate reports are given at appropriate times. All activities planned or conducted by any mission organization should be in keeping with the WMU mission purposes which are: (1) to teach missions; (2) engage in mission action and personal witnessing; (3) support missions; (4) interpret and undergird the mission work of the church and the denomination.

### **DIRECTOR OF BROTHERHOOD:**

Election - The Brotherhood Director shall be elected by the Brotherhood and approved by the church.

Duties - The director of the brotherhood shall promote the work of the brotherhood as outlined by the Brotherhood Commission of the Southern Baptist Convention, seeking to enlist the men of the church in an active mission program for Christ. He shall see that a full and accurate report is given at the regular business meetings of the church.

### **DIRECTOR OF CHURCH MUSIC:**

Election - The director of church music shall be elected by the church upon nomination by the nominating committee. He/she is to be elected for an indefinite period of time, however the church reserves the right to replace him/her anytime the need arises.

Duties - He/she shall be responsible for providing worshipful music at all services. The director is to train and direct the choir or choirs, and is to cooperate with the pastor and other church leaders in the selection of suitable music, and the devising of appropriate musical programs for all occasions where such services are needed. He/she shall be responsible for making recommendations to the nominating committee for assistants in directing music and in playing instruments.

### **PIANIST AND ORGANIST:**

Election - The pianist and organist shall be elected by the church upon nomination by the nominating committee. They are to be elected for an indefinite period of time, however the church reserves the right to replace them anytime the need arises.

Duties - They shall play for all worship services and shall assist the director of music in a suitable program of music for the church.

## **ARTICLE III COMMITTEES**

### **STANDING COMMITTEES:**

The church shall elect such standing committees as may be deemed necessary to carry out the various phases of the programs of the church efficiently and effectively. Currently our standing committees are; Cemetery Committee, Fellowship Hall Booking Committee, Fellowship Hall Rules Committee, Van Committee and Safety Committee.

## **CHURCH COUNCIL:**

The church council shall be composed of the pastor, who is the chairman, (in the absence of the pastor, the chairman of the deacons shall preside) chairman of the deacons, Sunday school director, music director, youth leader, WMU director, treasurer, clerk, and brotherhood director. The church council shall correlate and coordinate the activities of the church, yet with advisory powers only. Any matter that calls for action shall be referred to the church for approval or disapproval. The church council shall meet quarterly and at other times as necessary.

## **NOMINATING COMMITTEE:**

Number - This committee shall consist of five (5) members.

Election - This committee shall be recommended by the pastor and deacons and elected by the church in May. The membership of the committee will have continuity by replacing no more than three members each year, but they are not to serve more than two consecutive years.

Duties - This committee shall bring to the church in conference, not later than the June business meeting, nominations for the Sunday School Director, who having been duly elected by the church, he/she shall become an ex-officio member of this committee. They shall bring in for nomination not later than the August business meeting, all officers, teachers, committees and their chairpersons, excepting deacons, trustees and standing committees. This committee shall recommend nominees for replacements for any vacancies that may occur in any department during the year. These replacements shall be approved by the church. The nominating committee shall elect its own chairperson.

## **FINANCE COMMITTEE:**

Number - The finance committee shall be composed of five (5) persons, in addition to the treasurer, at least one of whom shall be a deacon.

Election - They shall be nominated by the nominating committee and elected by the church annually. The membership of this committee will have continuity by replacing no more than three members each year.

Duties - This committee shall meet quarterly or whenever the need arises, to consider the financial condition of the church. This committee shall prepare annually a proposed budget, and shall submit the same to the church in a regular business meeting at least two (2) weeks prior to the beginning of the budget year. In preparing the budget, the committee shall confer with the head of each organization or committee of the church to obtain from them a statement of the financial needs for the year.

## **MAINTENANCE COMMITTEE:**

Number - This shall be a committee of five (5) to six (6) members, one of whom shall be a deacon.

Election - They shall be nominated by the nominating committee and elected by the church annually.

Duties - They shall be responsible for the upkeep of the church building and pastorium; also they shall suggest needed equipment for upkeep of the buildings. They shall inspect the church buildings at least semi-annually to determine any needed maintenance.

The maintenance committee shall have the right to authorize expenditure of funds provided in the budget for such items of maintenance and repair as are covered in the budget. Any expense beyond that allocated in the budget must be presented to the church for approval. This committee shall have the authority to spend money as required on church property and/or equipment. Any amount over five hundred dollars (500.00) should have the approval of the church for normal maintenance items. Exceptions to this would be heat, water, air conditioning, and catastrophic damage.

## **GROUNDS COMMITTEE:**

Number - This shall be a committee of three (3) to five (5).

Election - They shall be nominated by the nominating committee and elected by the church annually.

Duties - They shall be responsible for the proper upkeep of the grounds and cemetery for the beautification of the landscape.

## **FELLOWSHIP COMMITTEE:**

Number - This shall be a committee of five (5) to seven (7).

Election - They shall be nominated by the nominating committee and elected by the church annually.

Duties - They shall be responsible for the preparation of facilities for meals for special occasions such as homecomings, church picnics, or any other church function involving food.

## **EVANGELISM COMMITTEE:**

Number - This shall be a committee of four (4) to five (5), one of whom shall be a deacon.

Election - They shall be nominated by the nominating committee and elected by the church annually.

Duties - They are to effectively promote the prayer ministry and make recommendations of personal and planned visitation, to reach the unchurched and help in revival planning.

## **USHER COMMITTEE:**

Number - This shall be a committee of three (3) to five ( 5) one of whom shall be a deacon.

Election - The church shall elect the usher committee and a chairman to direct the work and duties of the ushers as follows;

Duties of usher committee - They are to meet quarterly to enlist the number of ushers needed for each service.

Ushers:

Duties of enlisted ushers - They are to welcome the worshipers entering the auditorium and help create a spirit of friendliness in our church for all services, including special occasions such as homecomings, revivals etc. The ushers have the responsibility of seating visitors and late comers in all worship services, and receiving the offering at all services. The ones who are serving may call on any church member to assist in the absence of ushers.

## **BAPTISMAL COMMITTEE:**

The Baptismal Committee shall consist of five (5) people, two (2) of whom shall be male members. Their duties shall be to assist the pastor and candidates as necessary in the ordinance of baptism.

## **COMMUNION COMMITTEE:**

This shall be a committee of three (3) who will be elected annually by the church. They will be responsible for the preparation of communion services and clean-up afterward.

## **DECORATING COMMITTEE:**

The decorating committee shall consist of five (5) or more members who will be elected annually by the church. They will plan decorations for special services.

## **PROGRAM COMMITTEE:**

This shall be a committee of four (4) elected annually by the church. They will be responsible for programs for special occasions.

## **MEDIA COMMITTEE:**

This shall be a committee of two (2). They shall be elected by the church annually. They shall catalog all books, videos and resource materials. They will develop and implement a plan for checking out and in materials.

### **SENIOR SAINTS PLANNING COMMITTEE:**

This shall be a committee of four (4) or more to be elected by the church annually. They shall plan activities at least once per quarter for all senior saints.

### **BY-LAWS AND CONSTITUTION COMMITTEE:**

Number - This shall be a committee of 5 to 7 with a minimum of two (2) deacons.

Election - They shall be elected by the church for an indefinite period of time.

Duties - This committee shall evaluate and recommend to the church all changes and/or amendments to the constitution when required. They shall elect their own chairperson.

### **TEMPORARY COMMITTEES;**

The church upon recommendation of the deacons may elect at any time committees to perform temporary functions.

Pulpit committee - The pastor search committee shall be nominated by the deacons upon resignation or termination of the pastor. The committee shall be composed of five (5) members. They should be representative of the adult (a minimum of 25 years of age) membership of the church. Each member shall be active in attendance and shall be a member of Richmond Hill Baptist Church for at least five (5) years. Their duties are set forth in Article II Church Officers. They shall elect their own chairperson. This committee shall assist the newly elected pastor in relocation and getting acquainted with the congregation.

## **ARTICLE IV MEETINGS**

Worship - Public services shall be held on the Lord's Day and on some regular evening or evenings each week. The Lord's Supper shall be celebrated according to the discretion of the pastor and the deacons. Special religious meetings may be recommended by the church council and approved by a vote of the church.

Business - At any of the regular meetings for worship, the church may, without special notice, act upon reception of members, but not upon other business unless pre-announcement of such meeting has been made.

The pastor may, and shall when requested by the deacons, trustees, or any other committee, call from the pulpit special business meetings; the particular object of the meeting being clearly stated in the notice. At the special meetings only the item announced will be considered. Other items shall be referred to the regular monthly business meeting.

It is recommended that all requests be submitted to the appropriate committee or individual officer before bringing to the business meeting.

On issues of greater importance, there will be a pre-announcement for at least two (2) Sundays before business meeting; also the vote will be taken by secret ballot. Deacons, trustees, and various elected committees have the responsibility of determining if an item of business is significant enough to be pre-announced and to follow through with the announcement.

Parliamentary procedure at all business meetings shall be governed by "Robert's Rules of Parliamentary Procedure". See attached.

#### **ARTICLE V DISTRIBUTION**

All families, who are present members of this church shall receive a copy of this constitution and by-laws. All new members shall receive a copy upon their admission to membership.

#### **ARTICLE VI ADOPTION**

Upon approval this constitution shall be considered adopted and in immediate effect, making void any prior statement of policy.

#### **ARTICLE VII AMENDMENTS**

All changes and/or amendments to the constitution shall be presented to the church by the Constitution Committee at a regularly scheduled business meeting where changes and/or amendments will be read and distributed to the church membership.

At the next regularly scheduled business meeting these changes and/or amendments will be voted on by the members of the church who are present. A two thirds majority vote will be required for the acceptance or rejection of these items.

**AMENDMENT NO. 1**  
**Approved 5/10/00**

**ASSOCIATE PASTOR(S):**

Call - Whenever a vacancy occurs, the call of Associate Pastor(s) shall take place at a meeting especially set for the purpose of which at least one (1) week notice has been given the membership. A special committee recommended by the deacons and approved by the church will seek out and nominate associate minister(s) of the Gospel whose Christian character and qualifications fit the office. The committee shall bring to the consideration of the church only one person at a time. Election shall be by written ballot; an affirmative vote of 85 percent of those members present and voting, being necessary to make the decision. Though the call will be an indefinite call, it can be ended upon 60 days notice.

Duties – Their duties and ministries shall be to actively support and promote the entire ministry and educational programs of the Church and it's auxiliary organizations under the direction of and in association with the Pastor.

The Associate Pastor(s) will be allowed two (2) weeks vacation each year. Vacation may be taken at the associate pastor(s) discretion by notifying the pastor and treasurer of such intent. Vacation may be carried over from one year to the next only with the approval of the church. Any accrued vacation due at time of termination must be taken before departure date. Any exceptions to the above to be taken care of as the need arises.

Dismissal or Termination - The relationship can be dissolved at the request of either the Associate Pastor(s) or the church. In either case, at least 60 days notice shall be given of termination of the relationship, with both Associate Pastor(s) and church seeking to follow the will of God through the leadership of the Holy Spirit.

Any member of Richmond Hill Baptist Church shall have the privilege of presenting a complaint to the Board of Deacons, such a complaint dealing with the associate minister(s) or any phase of work, provided the complaint be presented in writing and signed or in person and the deacons will be expected to discuss the complaint in a meeting.

If such circumstances should arise that the church feels that the services of the Associate Pastor(s) should be terminated, this vote will take place at a called business meeting of the church for this purpose only; and the vote shall be by a written ballot. The Deacon Committee shall distribute, collect, and tabulate the ballots for this vote. A simple majority vote will be required for the acceptance or rejection of this item of business. The Deacon Board will handle the request in a reverent and gentlemanly manner and in accordance with the 60 days notice.

**AMENDMENT NO. 2**  
**Approved 7/12/00**

**Cemetery Accounts**

All donations to our cemetery accounts are to be used for the general upkeep, supplies and cemetery expenses only.

**AMENDMENT NO. 3**  
**Approved 8/9/00**

**TELLER COMMITTEE**

Number – The teller committee shall be composed of eight (8) persons.

Election – They shall be nominated by the nominating committee and elected by the church annually. The membership of this committee will have continuity by replacing no more than three (3) members each year.

Duties – This committee shall serve on a rotating schedule with at least two (2) members on duty each Sunday or at any church service where offerings are received. They shall receive, count, and deposit into the church checking account the tithes and offerings of the church. Counting of the tithes and offerings shall be done by at least two (2) committee members. This committee shall also prepare a statement including the amount of undesignated and designated offerings for the church bulletin and for the treasurer. This committee shall meet as required to ensure a sufficient number of committee members are present each service to count and deposit church funds.

**AMENDMENT NO. 4**  
**Approved 2014**

**AUDIT COMMITTEE**

Number – The audit committee shall be composed of three (3) members.

Election – They shall be nominated by the nominating committee and elected by the church annually.

Duties – This committee shall reconcile the bank balances for church accounts each year.

**AMENDMENT NO. 5**  
**Approved 2014**

**NURSERY COMMITTEE**

Number – The nursery committee shall be composed of two (2) or more members.

Election – They shall be nominated by the nominating committee and elected by the church annually.

Duties – This committee shall be responsible for scheduling nursery workers for all worship services, making sure the children have a clean and safe environment with adequate space, and keep emergency contacts and medical information forms up to date.