

**BYLAWS OF PINE RIDGE BAPTIST CHURCH  
ZEBULON, NORTH CAROLINA, INC.**

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**BYLAWS OF PINE RIDGE BAPTIST CHURCH  
ZEBULON, NORTH CAROLINA, INC.**

**As Adopted \_\_\_\_\_**

**PREAMBLE**

We do declare and establish these Bylaws of Pine Ridge Baptist Church of Zebulon, North Carolina for the purpose of preserving and making secure the principles of our faith and to the end that this Church is governed in an orderly manner, consistent with New Testament teaching and for the purpose of preserving the liberties inherent in each individual member of the Church and freedom of action of this Church with respect to its relation to other bodies in Christ.

**ARTICLE I Name**

This body shall be known as Pine Ridge Baptist Church of Zebulon, North Carolina, Incorporated (herein, "Church").

**ARTICLE II Purpose**

The purpose of this Church is to glorify God through His Son Jesus Christ, the Head of the Church, in the power of the Holy Spirit.

The basic functions of the Church are: (1) to worship, (2) to evangelize, (3) to teach, and (4) to encourage stewardship.

Worship is the experience of communion with the living and holy God which leads to an awareness of His holiness, majesty and grace.

Evangelism is the presentation of the gospel in a clear, uncompromising way so that our communities, both local and worldwide, may come to a personal acceptance of Jesus Christ as Savior and Lord.

Teaching is the instruction and application of the Bible in order to build up each member to maturity in Christ.

Stewardship is the encouraging of each member to accept responsibility in the use of time, talents, and substance – both personal and corporate – in the service of Jesus Christ.

We will practice the precepts and examples of the Church of our Lord Jesus Christ as set forth in the New Testament. We will preach and propagate among all people faith in Jesus Christ, our Savior and Lord.

### **Article III Corporate Governance**

#### Section 1: Intent of Corporate Governance

It is the intent of these Bylaws that the Church is to be governed in all things spiritual and temporal by the will of a majority of the membership through official actions taken in a Regular or Special Business Meeting as set forth in these bylaws.

#### Section 2: Requirements

A. All minutes of all Regular and Special Business Meetings, and minutes of all committees constituted under these bylaws or by action of the membership, whether Standing or Nonstanding, shall be deemed to be corporate records of the Church.

B. All minutes of the Deacon Council shall likewise be deemed to be corporate records.

C. A copy of all such minutes shall be transmitted annually to the Church Clerk not later than January 31 of the following year for archiving.

D. Minutes of the deacon council may be sealed by action of the Council. Minutes so sealed may be transmitted in a sealed envelope and shall not be unsealed by the Church Clerk unless by vote at a Regular or Special Business Meeting unless otherwise be required by law such as a valid court order or subpoena. When disclosure is required by a vote of the membership, voting shall be by secret ballot, and at least three fourths of those casting a ballot must vote in favor of disclosure before these records are unsealed.

#### Section 3: Duties of Directors

The Deacon Council, sitting as the Board of Directors pursuant to Article VII of these Bylaws shall have the following duties:

A. With the authorization of the Church by majority vote at any Regular or Special Business Meeting requiring official corporate action, the Deacon Council shall designate at least two Directors to execute legal documents on behalf of the Church. This includes the following:

1. The transfer of real or personal property where transfer of deed or title is required by law.

2. Where a corporate signature is required by any entity doing business with the Church by someone on behalf of the Church.

3. Execution of legal process.

Those Directors signing any documents are signing in their official capacity only and not in their individual capacities.

B. Insure that any action approved by the Church as expressed by a majority vote in a Regular or Special Business Meeting is carried out by those responsible unless such action is clearly inconsistent with these Bylaws or the laws of the State of North Carolina.

C. If the Deacon Council determines that any action authorized by subsection B of this section would be contrary to these Bylaws or the laws of the State of North Carolina, as determined by a majority vote by the Deacon Council of those present at any meeting, the objection and the reasons for such objection shall be timely recorded in the minutes of the Deacon Council.

1. The Chairman of the Deacon Council shall then immediately call for a Special Business Meeting where he or she will present to the Church in writing the objection and the reason or reasons for such objection.

2. If the Church takes action to address the reasons for the objection to the satisfaction of the Chairman of the Deacon Council, the matter shall be considered closed. If the Church decides to proceed with action over the objection of the Deacon Council, the Deacon Council may not subsequently be held liable as a Board of Directors for such action.

This authority of the Board of Directors is narrow and shall not be construed as permitting an objection by the Board for any reason other than such action would constitute a potential violation of these Bylaws or the laws of this State.

#### **ARTICLE IV Statement of Faith**

Section 1: The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, the focus of divine revelation.

## Section 2: God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all-powerful and all knowing, and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

### A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is allpowerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all people.

### B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of man from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was

with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

### C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His Church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the Church in worship, evangelism, and service.

### Section 3: Man

Man is the special creation of God, made in His image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence; whereby his posterity inherited a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

### Section 4: Salvation

Salvation involves the redemption of the whole person, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

#### A. Regeneration and Repentance

Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

#### B. Justification

Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.

#### C. Sanctification

Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

#### D. Glorification

Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

### Section 5: God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is a glorious display of

God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ, and temporal judgments on themselves, yet they shall be kept by the power of God through faith unto salvation.

#### Section 6: The Church

A New Testament Church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. Both men and women are gifted for service in the Church.

The New Testament speaks also of the Church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

#### Section 7: Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a Church ordinance, it is prerequisite to the privileges of Church membership and to 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 the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. All Christians are welcome at the table of our Lord at Pine Ridge Baptist Church.

#### Section 8: The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Section 9: Marriage

We believe that marriage is a union sanctioned by God between one man and one woman in a single, exclusive union. (Genesis 2:23-24, Proverbs 18:22)

Section 10: The Church and the Unserved

We believe that the Church is the principal means whereby unsaved persons may gather to hear the Gospel and have the opportunity to receive salvation through Jesus Christ. We therefore believe that every unsaved person who peaceably desires to attend worship services of the Church should be welcomed to attend, and that every such unsaved person must be afforded compassion, love, kindness, respect, and dignity without compromising our Statement of Faith. (Ephesians 4:32, Romans 13:10, Galatians 6:10, Matthew 22:37-39)

**ARTICLE V Church Membership**

Section 1: General

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church.

The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.

Section 2: Candidacy for Membership

Those who by a sense of God's direction and the leadership of the Holy Spirit may present themselves as candidates for membership in this Church. All such candidates shall be presented to the Church

at any regular Church service for membership in any of the following ways:

- A. Public profession of faith in Jesus Christ and desire for believer's baptism by immersion.
- B. Promise of a letter of transfer from another Southern Baptist Church.
- C. Statement of faith in Jesus Christ, having previously submitted to believer's baptism by immersion.
- D. Statement of faith in Jesus Christ and desire for believer's baptism by immersion.
- E. Restoration of a member back into fellowship.

A candidate for membership pursuant to one of the above criteria shall be received only after a motion, a second to the motion, and a vote to receive the candidate.

#### Section 3: Duties

Members are expected to be faithful in all the duties essential to the Christian life, to attend regularly the services of this Church, to give regularly for its support and its causes, and to share in its organized work.

#### Section 4: Rights of Members

- A. Every member of the Church is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present.
- B. Every member of the Church is eligible for consideration by the membership as a candidate for elective offices in the Church.
- C. Every member of the Church may participate in the ordinances of the Church as administered by the Church.

#### Section 5: Termination of Membership

A member may be removed from the membership roll as a result of any of the following:

- A. Death of the member.

- B. Transfer of letter or verification of membership in another Church.
- C. Request of the member.
- D. Exclusion by action of this Church.

Section 6: Discipline

A member may be terminated as a result of discipline as follows:

- A. The deacons will recommend any disciplinary action after every reasonable measure has been taken to assist any troubled member and guided by a concern for redemption rather than punishment.
- B. If necessary, the deacons will bring any recommendations to the Church body at a regular or specially called business meeting.
- C. The Church body will vote on the recommendation of the deacons at a special called business meeting to be held not less than 7 days later than the meeting at which the recommendation is first announced.

Section 7: Restoration of Members

The Church may restore to membership any person previously excluded, upon request of the excluded person and by vote of the Church upon evidence of the excluded person's repentance and reformation.

Section 8: Spiritual Watch Care

Persons attending this Church who are not members may request to come under the watch care of this Church and upon approval by a vote of the congregation shall receive the same pastoral care as members. However, they may not hold office or vote in the business conferences of this Church.

**ARTICLE VI Meetings**

Section 1: Worship

A. Regular worship shall be held on the Lord's Day and on Wednesday evenings.

B. The Lord's Supper shall be observed at least once each quarter.

C. A Sunday school shall be conducted as part of the regular worship each Lord's Day. The Sunday school shall be arranged in classes, for all ages, conducted under the direction of a Sunday School Director. It shall teach the Word of God in an effective manner, and reach persons for Christ. All officers and teachers of the Sunday school shall be nominated by the Nominating Committee and shall be elected annually by the Church.

#### Section 2: Business

A. There shall be a Regular Business Meeting at the mid-week evening service on the third Wednesday of each quarter. All matters of regular business shall be discussed and acted on as required at these meetings except as hereinafter provided. Reports of all organizations will be heard at the Regular Business Meeting.

B. At any regular worship service the Church may, without notice, act upon the reception of candidates for membership.

C. The call of a Pastor or other ministers, election of deacons, and election of Church officers shall be at a specially called business session during a Sunday Morning Worship hour after at least one week's advance notice and in the case of a pastoral candidate, no less than one week after the last trial sermon preached by the pastoral candidate.

D. All other Church officers filling vacancies created during the Church year may be elected at a Regular Business Meeting or Special Business Meeting with proper notice as set forth herein.

E. The pastor or Chairman of the Deacon Council shall at the request of the Deacons, call from the pulpit a Special Business Meeting to be held after at least one week's notice. The purpose of the Special Business Meeting and any possible action to be taken must clearly be stated in the notice. No matter may be acted upon in a Special Business Meeting without such notice.

F. A quorum shall consist of the members present at either a Regular or Special Business Meeting.

G. The Church clerk shall keep minutes of each Regular or Special Business Meeting and preserve them as part of a permanent Church record.

H. In both Regular and Special Business Meetings Robert's Rules of Order shall be followed. The moderator shall be the Pastor. In his absence, the Chairman of the Deacon Council shall preside.

I. A quarterly financial report shall be distributed to the Church not later than the beginning of the regular quarterly business meeting.

## **ARTICLE VII Church Officers and Duties**

### Section 1: Pastor

#### A. Selection:

A pastor is to be chosen and called by the Church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose of which at least one week's notice shall be given. The Church shall elect a Pastor Search Committee from nominees submitted by the Deacons. It shall consist of five persons designated by the Church. Election shall be by secret ballot of members present. No person shall be called as pastor who receives less than three-fourths approval of the ballots cast. The pastor thus elected shall serve until the relationship is terminated by mutual consent or expulsion by the body by majority vote. He shall serve as moderator of Church business meetings. In the pastor's absence the chairman of the Deacon Council shall serve, and if both are absent the Church Clerk shall call the meeting to order and the members present will elect a moderator pro tem.

#### B. Duties and Responsibilities

The pastor shall coordinate and carry out the ongoing program of ministry and worship for the Church, in accordance with the current job description.

#### C. Conventions

The Church shall bear the pastor's expense to the Southern Baptist Convention and/or North Carolina Baptist Convention and such promotional meetings, in which it is deemed the Church and

pastor will receive benefit, provided that the Finance committee authorizes funding and the deacons approve.

#### D. Revivals

The pastor shall have the privilege of conducting one revival annually away from the Church. The pastor shall locate a supply for the pulpit at the Church expense. The deacons must approve additional revivals.

#### E. Termination

Should either 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 otherwise arranged by mutual agreement. The Church may terminate the relationship in a shorter time provided the pastor's salary is continued through the thirty-day period. Termination by the Church shall be by a majority vote of the members present at a special business meeting with at least one week's notice.

### Section 2: Deacons

#### A. Selection

Deacons shall be selected from the active membership of the church, who has been a member of Pine Ridge for at least one year, and over the age of 18. No two deacons of the same immediate family (husband, wife, parent, child, or sibling) shall serve at the same time.

On the first Sunday of September, Deacon Nomination Forms will be made available to the church membership. Deacon Nomination Forms must be returned to the pastor or deacons by the third Sunday of September. (No nomination will be accepted without the Deacon Nomination Form.)

All deacon nominees will be invited to meet with the pastor and currently serving deacons in order to explain the biblical qualifications of deacons, the ministry of deacons, and the Deacon Covenant, as well as to answer any questions nominees may have regarding the deacon ministry. Following this meeting, nominees will be given the opportunity to indicate their willingness or unwillingness to serve.

On the first Sunday of October, the church will be presented a ballot with a list of nominees willing to serve. To preserve the dignity and integrity of the election process, a deacon nominee must receive a minimum of 25 percent of the total votes cast in order to be elected.

Any deacon-elect who has not been previously ordained shall be ordained before the end of the year on a Sunday agreed upon by the pastor and deacons.

B. Term

Deacons will serve three years, with service beginning on January 1 following election and ending on December 31 three years later. A deacon may not succeed himself but shall be eligible for re-election after the lapse of one year.

C. Inactive Deacons

Any ordained inactive deacons remain a resource to be called upon as needed for help and counsel by the church body, as well as individual members.

D. Responsibilities and Duties of Deacons

The Deacon Council assists with the Church's pastoral ministries program. Its major functions are planning, coordinating, and evaluating the work of the Church related to pastoral functions. Other functions of the deacons include:

1. Proclaim the gospel to believers and unbelievers by:
  - a. Personal witnessing activities.
  - b. Leading congregational prayers.
  - c. Occasionally leading a group Bible study in the Pastor's absence.
  
2. Care for the Church's members and others in the community by:
  - a. Ministering in times of crisis.
  - b. Listening to concerns of people within the congregation.
  - c. Referring persons in need to qualified resources for assistance.

- d. Basic counseling.
3. Build Christian fellowship among Church members by:
  - a. Sharing information about the Church's life and work.
  - b. Assisting in administering ordinances.
4. Serve as an exemplary Christian leader by:
  - a. Setting an example in Christian lifestyle.
  - b. Setting an example in Church leadership responsibilities.
  - c. Setting an example physically and spiritually by supporting all activities and programs of the Church.
5. Serve as corporate directors pursuant to the direction of the membership of the Church as set forth in Article III of these Bylaws.

#### Section 3: Minister of Youth

The Minister of Youth shall coordinate and carry out the ongoing program for the youth of the Church. The Youth Minister shall be charged with furthering the spiritual growth of our youth, in accordance with the current job description for the Minister of Youth. The pastor shall supervise the Minister of Youth.

#### Section 4: Sunday School Director

The Sunday School Director shall oversee the administration of the Sunday School Program of the Church and shall advise the Pastor and Deacon Council of state of the Sunday School Program as may from time to time be required, and shall have such other duties as may be voted on by the Church.

#### Section 5: Clerk

The clerk shall be elected annually from the membership of the Church. It shall be the duty of the clerk to attend, or be represented at all Church business meetings, to keep an accurate record of the minutes and all business transactions, to prepare and send the annual associational letter, preserve all papers and valuable letters and records that belong to the Church, and preserve a true history of the Church. It shall also be the duty

of the clerk to see that an accurate roll of the Church membership is kept with dates and methods of admission and dismissal, change in name, correct mailing addresses and other pertinent information. If the clerk is absent from any regular or specially called business meeting the pastor or chairman of the deacons shall appoint a person to make an accurate record of the minutes of that meeting.

#### Section 6: Treasurer and Assistant Treasurer

A treasurer and an assistant treasurer of the Church shall be elected annually from among the membership of this Church.

##### A. Duties

In keeping with the financial policies of the Church in Article X of these Bylaws, the treasurer shall receive, preserve, and disburse all money or things of value paid or given to the Church, keeping at all times an itemized account of all receipts and disbursements. The treasurer shall make a quarterly financial report to the Church according to the major divisions of the Church budget. The treasurer shall make a final report at the end of the Church year. The treasurer then shall store the reports for safe keeping at the Church or as the Church may otherwise direct. The treasurer shall record individual contributions of the donors and provide them an official record of their contributions in accordance with the financial policies of the Church in Article X of these Bylaws.

##### B. Assistant Treasurer

The assistant treasurer may act in the stead of the Treasurer if so authorized by the Treasurer, or by the Deacon Council if the Treasurer is incapacitated or otherwise not available to act.

##### C. Confidentiality of Giving

The identity of all persons giving money or other donations to the Church, as well as the value of such money or gifts, shall not be disclosed to anyone other than the Treasurer and Assistant Treasurer without the express consent of the donor.

#### Section 7: Officers

Officers of the Church shall be defined as all persons serving in any office created by this article, as well as all other persons

holding any position or office created by action of the Church, including the approval of persons proposed for service by the Nominating Committee. It shall also include any persons elected by any Standing or Non-standing Committee, and any persons who have been selected for service by any Committee or Officer to serve within the Church.

Section 8:           Membership as a Requirement to Hold Office

All officers as defined in this article must be a member of the Church. Non-members may assist in any ministry of the Church under the supervision of any Officer responsible for that particular ministry or activity, but such person may not be considered an officer.

Section 9:           Removal of Officers

Any Officer may be involuntarily removed from Office by a vote of a majority of the Church membership present at a regular or special business meeting, but only after at least one week's notice to the Church and the affected Officer.

Removal of any Member from Office shall not by itself constitute removal from Church Membership.

**ARTICLE VIII Church Council**

The Church Council shall be composed of the pastor, and ministerial staff, the Church clerk, the Sunday School Director, the directors of the Baptist Men and the Woman's Missionary Union, the Treasurer, Assistant Treasurer, the chairs of the Youth Committee, the Deacon Council, and the standing committees of the Church. The pastor shall serve as chairman, the chair of the Deacon Council as the vice-chairman, and the Church clerk as the secretary of the Church Council.

The duties of the Council shall be to recommend to the congregation suggested objectives and goals; to review and coordinate program plans recommended by Church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; to evaluate program achievements in terms of Church goals and objectives. All matters agreed upon by the council, calling for action not already authorized, shall be referred to the Church for approval or disapproval.

## ARTICLE IX Committees

### Section 1: Standing Committees

The following Committees are hereby established as Standing Committees. The members of the Standing Committees set forth below are nominated by the Nominating Committee and elected by the Church to serve on a three-year rotational system. All Standing Committees will serve from September 1st through August 31<sup>st</sup> of the following year. Each Committee shall elect its own chairperson and any other officers as may be required.

#### A. Nominating Committee

This committee will recommend candidates to the Church to fill each position of leadership with the person whose abilities and commitments match the requirements of the office. This Committee will make an annual report by the second Sunday in August for Church approval by the last Sunday in August. The Nominating committee shall also recommend candidates to fill vacancies as they occur during the course of the Church year.

The current members of this Committee shall recommend new members for approval by the Church.

#### B. Flower Committee

This committee shall be responsible for securing floral arrangements for Church services and for special events. This committee must also maintain the permanent plants in the Church and dispose of arrangements when no longer needed.

#### C. Hospitality Committee

This committee shall be responsible for the arrangement of the social functions of the Church, and for recommending policies, improvements, repairs and changes needed in the use of the kitchen facilities and fellowship hall.

#### D. Building and Grounds Committee

This committee shall have responsibility for the supervision of all real property belonging to the Church and shall insure that all Church property be cared for and maintained in proper condition and working order. The committee shall have a minimum of two (2) bids for all expenses in excess of \$500 for repairs, maintenance, or improvements. In an emergency situation, where time does not permit the review of bids, the committee shall have the unanimous

agreement of all committee members on the emergency expenditure prior to incurring any expenses. All repairs, maintenance, and improvements exceeding the budgetary allocation shall be brought to the attention of the Church for approval. The committee shall be responsible for overseeing the work of individuals hired to provide building and grounds maintenance and construction services and shall make periodic checks of all Church property. The committee shall be responsible for obtaining outside contractors who are covered by their own liability and worker's compensation insurance policies.

#### E. Finance and Budget Committee

This committee is responsible for the recommendation and implementation of the financial policies of the Church. They shall prepare an annual budget for approval by the Church and oversee expenditures consistent with the budget.

#### F. Recreation Committee

This committee shall secure adequate facilities, equipment, and leadership needed for church wide recreational activities, and should also make recommendations for proper maintenance of facilities and equipment. The Recreation Committee may also plan a spring and a fall church wide "fun day" per year.

#### G. Nursery and Child Care Committee

This committee shall have the responsibility of enlisting parents of nursery-age children and/or other persons age 15 or above to work in the nursery during worship services. Workers ages 15-17 may be assigned to toddlers (age 2-3) and children 3 years through kindergarten under the supervision of an individual age 18 or older. The committee shall post a list of child care duties to assist workers in the performance of their responsibilities.

#### H. Youth Committee

This committee shall be responsible to work with the Minister of Youth in the oversight, planning, organization, administration, and implementation of youth functions, activities, budget, and expenditures, youth mission opportunities and other ministry involving young people in grades seven through twelve. The Minister of Youth shall serve as an *ex officio* member of the committee.

#### I. Baptismal Committee

This committee shall be responsible for assisting the pastor and candidates for baptism during the baptismal service. This committee shall be responsible for preparation and maintenance of the baptismal pool.

J. Ushers Committee

This committee shall be responsible for general conduct, seating arrangements, and order in all worship services. This committee shall be responsible for greeting people as they enter the Church, seat people as necessary, and provide bulletins and other materials at the time of seating. This committee also shall be responsible for receiving the offering at each regular Church service or any special service at which collection is received.

Section 2: Non-Standing Committees

Non-Standing Committees may be established by action of the Church as needed to serve for the time required to complete the task or tasks assigned to the Committee. Examples include, but are not limited to Pianist Search Committee, Sound Committee, etc.

**ARTICLE X Financial Policies**

Section 1:

The unified budget shall be our method of finance, with one Church treasury for all gifts. Each year The Finance and Budget Committee shall recommend to the Church a proposed budget of income and of expenditures for the year. The Church shall take final action upon the recommendations. A budget of expenditures adopted by the Church shall constitute authorization for the Treasurer to pay bills and obligations within the limits of the budget.

Section 2:

All special gifts, given in harmony with the purposes of the Church, shall be accepted and used according to the wishes of the donor.

Section 3:

All bills and obligations of the Church shall be paid from the checking account by check or by an electronic transaction and recorded in keeping with good bookkeeping practices. A quarterly financial report shall be made to the Church members. The Finance Committee shall arrange for an audit at any time it is deemed necessary by either the Finance Committee or the Church.

Section 4:

The responsibility of developing and overseeing procedures for counting and depositing all offerings, regular and special, into the Church's bank account is that of the Finance Committee.

Section 5:

The Treasurer shall prepare quarterly an official record of the amount contributed by each member during the calendar year.

#### **ARTICLE XI Cooperation**

Section 1:

The government of this Church is vested in the body of believers who compose its membership. It is subject to the control of no other ecclesiastical body, but recognizes its privilege to cooperate with other bodies of like order and faith for extending the work of our Lord's Kingdom.

Section 2:

Our affiliations shall be as follows:

- A. The Tar River Baptist Association
- B. The North Carolina Baptist State Convention
- C. The Southern Baptist Convention

#### **ARTICLE XII Licensing and Ordaining**

Section 1: Licensing

A member of this Church, called to preach the Gospel, may be licensed upon recommendation by the pastor and the deacons and upon approval by a three-fourths majority of members in a Regular Church Business Meeting.

Section 2: Ordination

A member of this Church requesting ordination to the Gospel ministry may be approved for ordination to the Gospel ministry by a three-fourths majority vote of members in a Regular Business Meeting. An Ordination Council shall be established for the purpose of examining the candidate's abilities for ministry. This council shall be composed of any number of members selected by the candidate and approved by the Church and may include ordained pastors, deacons, seminary faculty, Church members, etc. The Tar River Baptist Association does provide Ordination Council for this examination if needed. At the completion of this council, the ordination service can then be scheduled. A candidate for ordination wishing to be ordained in a church where previous membership was held, may do so provided such request is approved by the Ordination Council.

**ARTICLE XIII Adoption and Amendment of the Bylaws**

Section 1: Adoption

These bylaws shall be considered adopted and in immediate effect when two-thirds of the members present at the business meeting at which a vote is taken, shall vote in favor of same. This vote shall be taken not less than two weeks after formal presentation of the Bylaws to the Church and notice of the Business Meeting at which the vote will be taken. Upon adoption, these Bylaws shall supersede the Bylaws of Pine Ridge Baptist Church as amended through the date of the adoption of these Bylaws.

Section 2: Amendment

These Bylaws may be amended, altered, or repealed by a two-thirds vote of the members present, at any regularly scheduled business meeting; provided, however, that such amendment, alteration, or repeal must be given to the Clerk in writing; and the proposed change shall be presented to the Church at least two weeks prior to the regularly scheduled business meeting when the vote is taken.

Section 3: Custodian of the Bylaws

The Church Clerk shall maintain a copy of these Bylaws and any amendments thereto. A copy of the minutes and supporting exhibits

for the adoption of these Bylaws or any amendments thereto, shall be maintained with the copy of the Bylaws retained by the Church Clerk. These documents shall collectively constitute the official copy of the Bylaws in effect at any given time.

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