

BYLAWS
OF
MASONBORO BAPTIST CHURCH, INC.

PREAMBLE

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner and for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish these Bylaws of Masonboro Baptist Church, Inc.

CHURCH COVENANT ~~(revised 10/17/04)~~

Having been led by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

- We believe in Jesus Christ as our Lord and Savior.
- We accept the scriptures as the sole authority for faith and practice.
- We will nurture ourselves and our families in the teachings of Christ.
- We will strive to walk together in Christian love and to be just in our dealings and upright in our conduct, and will avoid practices that hinder the effectiveness of our witness.
- We will faithfully support this church, giving sacrificially of our time, talents, and financial offerings to further the cause of Christ in the world.
- We will help one another in time of need and remember each other in prayer.
- We will work together with all Christians to build God's Kingdom now and forever more.

ARTICLE I – NAME

Section 1. The name of this church corporation shall be Masonboro Baptist Church, Inc.

Section 2. Whenever it is desirable to abbreviate the name of the corporation, the name “Masonboro Baptist Church” shall be considered in every way the legal name of the church corporation.

Section 3. Whenever the word “church” is used in these Bylaws or their amendments or other official actions of the church corporation, it shall signify the legal organization of this church as established in the Articles of Incorporation and in these Bylaws. References to votes of the church shall have reference to a vote of the members of this church corporation.

ARTICLE II – GOVERNANCE

Section 1. The government of this church corporation shall be congregational in nature, and the final authority for the operation and management of the affairs of the corporation, spiritual and temporal, shall be vested in the membership of the corporation, which authority shall be exercised in the manner set forth in these Bylaws. Members alone, acting as set forth in these Bylaws, shall have the authority to adopt and amend the Articles of Incorporation and these Bylaws, elect officers approve budgets, receive members, and generally govern and conduct the affairs of this corporation.

Section 2. This church is an independent, autonomous church, with full and final authority to determine solely within itself all matters related to the life of this church including, but not limited to, its financial affairs, affiliations, ownership and uses of property, and pastoral leadership.

ARTICLE III – AFFILIATIONS

This church voluntarily associates and affiliates itself with the Wilmington Baptist Association, the North Carolina Baptist State Convention, ~~the Southern Baptist Convention~~ and the Cooperative Baptist Fellowship. Any action to withdraw from fellowship with any of these bodies shall require a three-fourths majority vote of the members present and voting at a specially called meeting for such purpose with prior written notice of the meeting, its purpose, and the resolution to be voted upon, to all members not less than thirty days before such called meeting.

ARTICLE IV – MEMBERSHIP

Section 1. RECEPTION INTO MEMBERSHIP: By majority vote of the members present when a person presents themselves before the congregation for membership, a person may be received into this church in any of the following ways:

- a. Upon profession of faith in Jesus Christ as Lord of his/her life and by submitting to baptism by immersion in testimony of this faith. In the event a candidate for baptism is not able to undergo immersion because of a physical condition, baptism may be by another form in the discretion of the minister.

- b. Upon transfer of church membership from another church by means of a letter of dismissal from that church, and by submitting to baptism by immersion if this form of baptism has not previously been observed.
- c. Upon statement of previous baptism by immersion with the same meaning as that held by this church when no regular letter of transfer can be obtained.

Section 2. TERMINATION OF MEMBERSHIP

- a. A letter of transfer for a member ~~may~~will be granted by ~~vote of~~ this church to another church ~~of like faith and order~~ upon request of the member.
- b. When a member of this church joins another church, membership in this church will terminate by vote of the church whether or not request is made for a letter of transfer.
- c. A member of this church who remains out of contact with the church for an unusual length of time and who cannot be located after diligent search, may be presumed to be affiliated elsewhere or to be deceased, and therefore may be removed from the church roll by vote of the church, provided that: should the member return to the community and wish to become active in the church and considers himself/herself still a member, he/she may be restored to membership without further action by the church, the matter being determined by the Membership Committee in consultation with the pastor.
- d. Death will automatically remove a member's name from the church roll.
- e. A member upon his own request and by vote of the church may be removed from the church roll.
- f. Discipline of a church member for denial of faith or for moral reasons may be exercised only with caution and loving constraint rather than with the threat of exclusion, bearing in mind that the real object of the church discipline is reclamation, not rejection.

Section 3. RESTORATION TO MEMBERSHIP:

- a. Any person whose membership has been terminated for any reason and who requests restoration may be restored by a majority vote of the church members present and voting at a regular meeting of the church membership.
- b. A member may be restored to membership as set forth in Section 2, sub-section c of this ARTICLE.

Section 4. CLASSES OF MEMBERSHIP

- a. There shall only be one class of membership

Section 5. VOTING 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 that the member is present at the meeting. Voting by proxy or by absentee ballot shall not be permitted.
- b. Except for the election of deacons as provided in ARTICLE V, section 1b, of these Bylaws, every member of the church is eligible for consideration by the membership as a candidate for elective offices in the church.

ARTICLE V – CHURCH STAFF

Section 1. THE PASTOR

- a. The duties of the Pastor shall be to preach the gospel, administer the ordinances of the church, and generally to oversee the work of the church. ~~He/She~~The Pastor may serve as moderator of business meetings of the church or may ask the Chairperson of Deacons to serve a moderator. ~~He/She~~The Pastor is an ex-officio member of all standing committees of the church.
- b. When it becomes necessary for the church to seek a pastor, the deacons shall nominate a pulpit committee of not less than five persons to seek and recommend a suitable person. The church will act upon these nominations by the deacons after due opportunity has been given for further nominations from the floor to this committee.
- c. The Pastor shall be elected for an indefinite period by a two-thirds written vote of the members present and voting at a meeting called for this purpose after at least one week's notice.
- d. The Pastor shall be evaluated annually on objective and subjective criteria established by the Personnel Committee. The Pastor shall evaluate the church staff annually based on objective and subjective criteria established by the Personnel Committee. A report based on these evaluations will be presented to the church at its next business meeting after January 1 of each year.

Section 2. THE ASSOCIATE PASTORS:

- a. The duties of the Associate Pastors shall be to oversee the children's ministry, youth ministry, senior ministry and educational areas of the church's ministry, as well as other duties as prescribed by the Pastor or by the Personnel Committee. One of the Associate Pastors shall serve as chairperson of the youth ~~council and the education committee, guiding them to plan, promote and implement these ministries~~council.
- b. The Associate Pastors may be called on to assist with pastoral duties as directed by the Pastor. They shall work under the general supervision of the Pastor.

- c. When a vacancy occurs in this position, the Personnel Committee shall seek and recommend a suitable person for the position of Associate Pastor.
- d. The Associate Pastor~~s~~ shall be elected for an indefinite period by a two-thirds written vote of the members present and voting at a meeting called for this purpose.

Section 3. THE MINISTER OF MUSIC:

- a. The duties of the Minister of Music shall be to provide worshipful music for the services of the church, and to direct the choir or choirs. He/she shall be under the general supervision of the Pastor and shall cooperate with the Pastor in the selection of suitable music and the devising of appropriate musical programs.
- b. The Minister of Music shall direct all church music programs and must approve all musical activities.
- c. When a vacancy occurs in this ministry the Personnel Committee shall seek and recommend a suitable person for Minister of Music.
- d. The Minister of Music shall be elected for an indefinite period by a two-thirds vote of members present and voting at a meeting called for this purpose.
- e. As determined by the Personnel Committee, in certain instances the duties of the Minister of Music may be combined with the duties of an Associate Pastor.

Section 4. THE ORGANIST:

- a. The duties of the Organist shall be to provide worshipful instrumental music for the services of the church, in cooperation with and under the direction of the Minister of Music.
- b. When a vacancy occurs in this position, the ~~Personnel Committee shall seek and recommend a suitable person for Organist~~ the Pastor in consultation with the Worship Committee shall seek and employ a suitable person.
- ~~c. The Organist shall be elected for an indefinite period by a two thirds vote of members present and voting at a meeting called for this purpose.~~
- ~~d. As determine by the Personnel Committee, in certain instances the duties of the Organist may be combined with the duties of an Associate Pastor.~~

Section 5. CHURCH SECRETARIES:

- a. The duties of the Church Secretaries shall be to assist the Pastor by doing the secretarial work of the church.
- b. One or more of the Church Secretaries shall perform the duties of the Financial Secretary unless otherwise provided by the Nominating Committee or Finance Committee.

- c. When a vacancy occurs in this position, the Pastor shall seek and employ a suitable person.

Section 6. THE PIANIST:CHURCH SEXTON:

a. The duties of the Pianist shall be to provide worshipful instrumental music for the services of the church, in cooperation with and under the direction of the Minister of Music.

b. When a vacancy occurs in this position, the Pastor in consultation with the Worship Committee shall seek and employ a suitable person.

~~a. The duties of the Church Sexton shall be to clean the church in accordance with adopted policies of the church and under the supervision of the Building Maintenance Committee.~~

~~b. When a vacancy occurs in this position, the Building Maintenance Committee shall seek and employ a suitable person or cleaning service.~~

Section 7. DAY-CHILD CARE DIRECTOR:

The duties of the Day-Child Care Director shall be to coordinate and oversee the operation of the church day-child care ministry in cooperation with the Church Day Child Care Committee.

Section 8. These and Other-other staff positions may be created, combined, deleted, or changed as necessary upon the recommendation of the Personnel Committee and a majority vote of the members at a meeting of the members.

ARTICLE VI – OFFICERS

Section 1. DEACONS:

- a. The duties of the deacons shall be:
 1. To encourage and support the work of all departments of the church.
 2. To serve as an advisory committee to the Pastor.
 3. To promote harmony in the church.
 4. To counsel with members when the need arises.
 5. To consider all cases of church discipline, to bring such cases before the church with recommendations when advisable.
 6. To visit church members, particularly new members and the sick.
 7. To assist the Pastor in the observance of church ordinances.
 8. To make recommendations to the church, to committees, to department heads, and to officers when called upon to do so or when it appears that such recommendations may be helpful to the church program.
 9. To encourage church participation in association and convention affairs.

10. A deacon may serve as an ex officio member of any church committee upon appointment to that committee by the chairperson of the deacons.

b. Election of Deacons:

Deacons shall be resident adults, at least 21 years of age, who have been members of this church for at least one (1) year. These shall be people who demonstrate Christian maturity, who exhibit wisdom, who support the programs of the church by their attendance, and who tithe in belief and practice.

There shall be twelve deacons. Deacons shall be elected for three-year terms and shall serve on a rotating basis, the terms of office of one-third of them expiring each year. Deacons shall not be eligible for re-election until a lapse of at least one year from the end of the last term served. Deacons not serving active terms shall retain their title and may be called upon for service by the church.

In the event a deacon should be unwilling or unable to complete the three year term of service, the remaining deacons shall appoint a substitute to serve for the remainder of the current year, from persons who have previously served as deacons. If necessary, at the next election of deacons a deacon will be elected to serve the remaining term of the deacon who was replaced.

On July 1, a list of all active resident church members eligible to serve as deacon will be prepared by the Nominating Committee ~~and mailed to each church member~~placed on the church bulletin board. Along with this list of names there will be an outline of expectations and responsibilities of a deacon. Each member will have an opportunity to withdraw his/her name from the list. This should be done by the first Wednesday before the third Sunday of July. This may be accomplished by ~~returning a form included in the mailing striking one's name from the list~~ or by calling the church office. Two weeks later the updated list of those willing to serve as deacons will be presented to the congregation for nomination. Church members may nominate, in writing, persons they consider to be qualified to serve as deacon ministers. Members may list as many as four names to be elected to begin service on September 1.

The committee will count the nominations and make a list of those that receive at least three nominations in order of the most nominations received. Qualified individuals beginning at the top of the list of names and proceeding in order down the list will be contacted by the Pastor and/or one or more active deacons, who will discuss and explain the responsibilities and requirements of the office. Of those nominated, the top four nominees from the congregation, three names submitted by the Nominating Committee and three names submitted by the Diaconate will be prayerfully considered by the Nominating Committee and then four of these ten names will be presented to the congregation for approval and election.

c. The chairperson, vice-chairperson, and secretary of the deacons shall be elected by the deacons. The chairperson shall serve as the president of the congregation and, whenever required by law, shall have the powers and duties of President of the church corporation as set forth in the North Carolina Non-Profit Corporation Act,

except as limited by the Articles of Incorporation and these Bylaws. Upon request of the Pastor or in his/her absence, the chairperson shall preside over business conferences of the church, or he/she may appoint or ask for the election of a moderator at a business meeting. The vice-chairperson will assume the duties of the chairperson in his/her absence and, whenever required by law, shall have the powers and duties of Vice-President of the church corporation as set forth in the North Carolina Non-Profit Corporation Act, except as limited by the Article of Incorporation and these Bylaws. The Secretary will maintain the records and minutes of the deacons.

- d. Whenever required by law, the Board of Deacons shall have the powers and duties of the Board of Directors of the church corporation as set forth in the North Carolina Non-Profit Corporation Act except as limited by the Articles of Incorporation and these Bylaws.

Section 3. **TREASURER:** The Treasurer shall be responsible for keeping an accurate record of all receipts and disbursements, for the payment of all appropriations and bills owed by the church, to make regular financial reports to the church, and shall serve as ex-officio member of the Finance Committee with voting power, and shall be governed by the policies of the Finance Committee. The Treasurer shall be elected annually.

Section 4. **ASSISTANT TREASURER:** The Assistant Treasurer shall perform the duties of the Treasurer in his/her absence and assist the Treasurer in his/her duties when necessary. The Assistant Treasurer shall be elected annually.

Section 5. **FINANCIAL SECRETARY:** The Financial Secretary shall receive the collection envelopes after the money has been removed and counted. From these envelopes the Financial Secretary shall give each donor individual credit in an adequate system of records and shall notify each donor regularly of the record of their giving. Unless otherwise directed by the Nominating Committee or the Finance Committee, the duties of the Financial Secretary shall be performed by one of the Church Secretaries.

Section 6. **CLERK:** The clerk shall keep minutes of all church business meetings. He/She shall maintain a file of church records and keep a register of the names of members with dates of admission, dismissal, restoration, or death. The Clerk ~~He/She~~ shall issue letters of dismissal voted by the church and write for church letters for new members. The Clerk ~~He/She~~ shall prepare the annual church letter to the Wilmington Baptist Association. The Clerk shall be elected annually. Whenever required by law, the Clerk shall have the powers and duties of the Secretary of the Corporation as set forth in the North Carolina Non-Profit Corporation Act, except as limited by the Articles of Incorporation and these Bylaws.

Section 7. **ASSISTANT CLERK:** The Assistant Clerk shall perform the duties of the clerk in their absence and assist the clerk in their duties when necessary. The Assistant Clerk ~~He/She~~ shall be elected annually.

Section 8. HISTORIAN: The Historian shall assemble and keep historical records and materials and make these materials available for display when requested. The Historian ~~He/She~~ shall be elected annually.

Section 9. CHURCH COUNCIL: The Church Council shall include persons responsible for scheduling of meetings of the church and its organizations and shall include the church officers, the head of each department, and the chairperson of each standing committee. The presiding officer of the Council shall be the Pastor. The Council shall meet regularly once a quarter and at special times when called. It shall be responsible to project a working program for the church and to coordinate the activities of the various organizations so as to unify the entire work and avoid conflicts in the schedule of meetings.

ARTICLE VII – STANDING COMMITTEES

All standing committees shall be named by the Nominating Committee and (unless otherwise specified herein) shall be elected annually. To the extent possible each committee shall consist of an odd number of members. All ex officio members of committees shall be voting members; provided, however that the Chairman of the Board of Deacons shall be an ex officio member of every church committee but will vote only to eliminate ties. The Nominating Committee shall name a chairman of every standing committee for organizational purposes. Thereafter, at the first meeting of the committee, the members thereof shall elect a chairman.

Section ~~12~~. BAPTISM COMMITTEE: This committee shall assist the pastor and the candidates for baptism in the baptismal services and shall be responsible for the upkeep of the baptismal robes and other properties pertaining to the functioning of this ordinance.

Section ~~23~~. BENEVOLENCE COMMITTEE: This committee shall investigate cases in which it appears that financial or other help may be needed, and to render assistance as warranted.

Section ~~34~~. BEREAVEMENT COMMITTEE: This committee shall be responsible for arranging for one or more meals, if needed, for a bereaved family when the deceased was a member of this church or when one of the immediate family is a member of this church, and for other persons within the discretion of the committee. This committee shall also see that flowers are sent to bereaved families when such expressions of concern seem advisable.

~~Section 5. BUILDING MAINTENANCE COMMITTEE: This committee shall see to the normal maintenance of all church owned buildings and may authorize minor improvements and repairs. The chairperson of the committee shall be responsible for the employment and supervision of janitorial employees or services. NOTE: -DUTIES MOVED TO PHYSICAL PLANT COMMITTEE.~~

Section ~~46~~. BYLAWS COMMITTEE: This committee shall consist of two or three persons who shall be responsible for seeing that the Church Bylaws reflect the policies and requirements of the church and, when necessary, bring to the church recommendations for amendments or revisions to the Bylaws.

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Section ~~57~~. CEMETERY COMMITTEE: This committee shall consist of ~~79~~ members who shall be responsible for overseeing the church cemetery in accordance with the adopted policy of the church.

Section 6. CHILDREN'S MINISTRY COUNCIL: This committee shall consist of at least seven members. The Children's Minister shall be an ex officio member, but not the chairman of this committee. The committee shall name such sub-committees as it shall deem necessary. The Children's Ministry Council will be responsible for planning and coordinating curriculum, activities, programs and standards for the children's ministry for all children from birth until they have transitioned into the youth group.

This committee will be responsible for planning and coordinating curriculum, activities, programs and standards for the Children's Ministry for all children ages birth to 6th grade.

Section 79. DAY-CHILD CARE COMMITTEE: This committee shall work in cooperation with the Day-Child Care Director in determining the policies and procedures for operating and administering the day-child care program. Their duties include making salary recommendations for teachers, approving a budget, and ensuring that programs and facilities are of high quality. The committee shall assist in keeping the church membership abreast of day care needs and activities. They shall work with the Director in the hiring of personnel and assist the Personnel Committee in acquiring a Director when a vacancy occurs. The Day-Child Care Director shall be a voting member of, but not the chair of this committee. In addition to the Director, there shall be eight members, each elected for a four year term, with two members' terms expiring each year. A member of the Physical Plant Committee, appointed by its chairperson, shall also serve as a member.

Section 88. CHURCH HOUR-NURSERY: This committee shall be responsible for the general oversight and coordination of workers in a the Church hour-nursery.

~~Section 10. EDUCATION COMMITTEE: This committee shall formulate target programs in various aspects of church related work. It shall initiate spiritual and educational programs where indicated.~~

Section 94. FACILITIES COMMITTEE: This committee shall consist of the Sunday School Director (chairperson), Chairperson of the Deacons, Associate Pastor, Minister of Music, Chairperson of Building MaintenancePhysical Plant, and Chairperson of the Finance Committee. The duties of the committee are:

a. Decide upon proper space arrangement so that maximum use is made of the facilities for the purposes of education, worship and other church activities.

a. Make recommendations for space improvement or for constructing additional structures to meet the needs of church programs.

b. This Committee shall oversee building usage by all groups whether church or otherwise.

Section 10~~12~~. FINANCE COMMITTEE:

1. This committee shall consist of nine persons who shall be responsible for the counting and deposit of church funds. It shall prepare a budget annually for presentation to the church for approval. It shall make sure that adequate funds are available before approving large expenditures. It shall audit the accounts of the Treasurer. It shall be responsible for funding campaigns when required, and shall oversee the general financial program of the church.
2. Finance Committee members shall be nominated by the Nominating Committee for a term of three (3) years and shall serve on a rotating basis, with the terms of office of one-third of them expiring each year.

Section ~~11~~~~13~~. FLOWER COMMITTEE: This committee shall have the responsibility of providing flowers as available for the sanctuary for all regular services of the church and at other times when such arrangements are appropriate.

~~Section 14.— GROUNDS COMMITTEE: This committee shall give attention to the appearance and upkeep of the church grounds and shall oversee the employment of suitable landscape maintenance companies. NOTE: DUTIES MOVED TO PHYSICAL PLANT COMMITTEE.~~

Section 12. HEALTH MINISTRY COMMITTEE: This committee shall consist of at least five members, the chairman of which should be a trained health care professional. It shall be responsible for seeing to the health care needs of the congregation, and shall include service to new mothers. It shall enlist such number of volunteer workers as it may deem necessary.

Section 13~~5~~. HOSPITALITY COMMITTEE: This committee shall (1) be responsible for arranging for meals and lodging for visiting ministers or guests of the church, (2) for arranging for official church receptions, and (3) for seeing that visitors to the church services are made welcome.

Section 14~~6~~. KITCHEN COMMITTEE: This committee shall have responsibility for the kitchen, its facilities and its uses. It shall prepare or assist in the preparation of meals for regular church functions.

Section 15~~7~~. LIBRARY ~~SERVICES~~COMMITTEE: The Library Committee shall be responsible for the maintenance and services of the church library and for the purchase of books within the provision of the church budget.

Section 16~~8~~. THE LORD'S SUPPER COMMITTEE: This committee shall have the responsibility of preparing for the observance of the Lord's Supper and for the maintenance of equipment used in this ordinance.

Section 17~~9~~. MEMBERSHIP COMMITTEE: This committee shall be composed of the church ~~clerk~~Clerk, the Assistant Clerk, the chairperson of deacons, and one other member who ~~is well acquainted with the membership~~shall be designated by the Nominating

Committee. It shall be the duty of this committee to examine the church roll and to keep it current and in accordance with church policy.

Section 1820. MISSION DEVELOPMENT COMMITTEE: This committee shall be responsible for the initiation of ~~new~~ mission work which is not already funded by the Cooperative Giving portion of the church budget. Their work will be two-fold: 1) to assess mission needs in the community and beyond and determine how the church might best respond to those needs through funding and/or participation; and 2) to encourage direct involvement in both community missions and global missions of special concern to the congregation. The committee shall be composed of, ~~but not limited to,~~ a chairperson, ~~the WMU director, a survey coordinator, a Benevolence Committee representative,~~ the Sunday School Outreach Director, and a leader from each active mission of the congregation. ~~and the Interfaith Hospitality Network Coordinator.~~

Section 1921. NOMINATING COMMITTEE: This committee shall consist of six persons and ~~five~~ three ex officio members: Pastor, Associate Pastor ~~and~~ Minister of Education, Director of Sunday ~~School, School, Woman's Missionary Union Director, and Baptist Men's Director.~~

At large Committee members will be selected for ~~a~~ two-year terms and shall serve on a rotating basis, the terms of office of one-half of them expiring each year. Term of service begins April 1 and ends March 31.

The Nominating Committee, the Diaconate and the Church Council will each select ~~appoint~~ six ~~one~~ persons ~~person~~ to serve for the ensuing year. ~~present to the congregation for election of three. The six will be selected from a pool of names; three each being submitted by the Diaconate, the Church Council, and through congregational election, and three being selected by the Nominating Committee.~~ Each ~~candidate presented for consideration~~ person selected should be determined by the presenting ~~appointing~~ body to be both willing and capable of service.

The new committee will ~~then~~ select a Sunday School Director who, upon his/her election by the congregation will become a member of the Nominating Committee. The Committee will ~~then~~ nominate persons to fill the various offices and committees of the church and name the officers and teachers of the Sunday School for the coming year, and shall present these nominations to the church for election. The committee shall fill any vacancies which may occur throughout the church year.

Section 2022. PERSONEL COMMITTEE: The Personnel Committee shall consist of four ex-officio members: the chairperson of Finance, the chairperson of Deacons, the Sunday School Director, and the Church Clerk, and a fifth member appointed by the pastor. If an ex-officio member is serving in more than one of the above positions, or if one of the ex-officio members is unable to serve or declines to serve, the Nominating Committee will nominate a replacement, to be elected by the congregation, so that there will be five members on this committee. The chairperson of the committee will be the fifth member as appointed by the Pastor.

The duties of the Personnel Committee:

- a. The committee will be entrusted with the responsibilities of reviewing the personnel needs of the Church and with the recruiting, interviewing, and recommending to the church the employment of all personnel with the exception of the pastor, the church secretary, and contractual janitorial workers. Temporary workers will not require church approval. The Personnel Committee will provide a job description to each person being employed and also explain the church's responsibilities to the person being employed, covering such items as: beginning salary, possible salary adjustments, vacations, retirement, and other benefits.
- b. Salaries and Employee Benefits: The Personnel Committee will be responsible for maintaining a church approved salary program for the pastors and church staff. The committee will also be responsible for recommending employee benefits, including items such as hospitalization insurance, retirement plans, insurance, vacations, holidays, etc. The committee will be sensitive to any changes that may be needed. The committee will work closely with those responsible for the church budget.
- c. The Personnel Committee will be responsible for establishing the criteria for evaluation of the Pastor and other church staff. It will evaluate the Pastor at least annually, and will report the results of its evaluation to the church as provided in ARTICLE V Section 1. d.

Section 21~~3~~. PHOTOGRAPHY COMMITTEE: This committee shall ~~try to~~ keep a photographic record of persons or special events of the church ~~for historical purposes~~.

Section 22. PHYSICAL PLANT COMMITTEE: This committee shall be responsible for the normal maintenance of all church owned buildings and may authorize minor improvements and repairs. This committee shall give attention to the appearance and upkeep of the church grounds. It shall oversee the employment of suitable landscape maintenance companies and shall be responsible for the employment and supervision of janitorial employees or services. This committee shall also formulate target programs in various aspects of church related work. It shall try to arrive at a master plan to govern the location of future buildings and work areas or parking areas. It shall initiate building programs.

Section 23. PUBLIC RELATIONS COMMITTEE: This committee shall be responsible for placing ads about the church in the newspaper and phone book and for updating the message on the church sign. It will be responsible for the design and maintenance of the church web site. This committee will also provide information regarding church activities to the community in other ways as and when appropriate.

~~Section 24. PLANNING & SURVEY COMMITTEE: This committee shall formulate target programs in various aspects of church related work. It shall try to arrive at a master plan to govern the location of future buildings and work areas or parking areas. It shall initiate building programs.~~ NOTE:-DUTIES MOVED TO PHYSICAL PLANT COMMITTEE.

Section 24~~5~~. RECREATION COMMITTEE: This committee shall be composed of the Minister of Youth, the Hospitality Committee chairperson, the Kitchen Committee

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chairperson, the Senior Adults chairperson and others. It shall be the duty of this committee to oversee the recreational programs of the ~~church and the uses of Activity Center according to the policies of the~~ church.

Section 254. SENIOR ADULT COUNCIL: The Senior Adult Council shall plan and conduct activities and programs for the senior adults. The goal of this committee will be to provide for and promote the physical, spiritual, mental and social well being of the senior adults of the Church.

~~Section 26. TELEPHONE COMMITTEE: This committee shall assist the church secretary and church committees when an unusual number of telephone calls need to be made in the ministry of the church.~~

Section ~~261. AUDIO VISUAL DIRECTOR~~ TECHNOLOGY COMMITTEE: ~~The audio-visual director~~ This committee shall be responsible for the audio-visual and other technological programs of the church, and for the purchase, use, storage, and maintenance of all technological equipment.

Section 27. TRANSPORTATION COMMITTEE: This committee shall consist of six persons and one of the Associate Pastors as ex-officio member. It shall be responsible for:

a. Coordinating transportation for visiting pastors or groups.

b. Carrying out church policy on ~~van-vehicle~~ use and mechanical servicing and repair of the ~~van~~ church vehicles, which includes oil changes, tire inflation, repair, etc.

c. Recommending disposition and replacement of church vehicles as appropriate.

Section 28. USHERS: This committee shall welcome and seat the congregation. It shall look after the general comfort of the congregation and encourage a reverent atmosphere in the sanctuary. It shall receive the offering at the regular services of the church.

Section 29. WEDDING DIRECTOR COMMITTEE: A member of this committee shall direct all weddings at the church. The director working with the pastor shall coordinate the wedding making sure that wedding parties adhere to the policies adopted by the church.

Section 30 . WORSHIP COMMITTEE: The Worship Committee shall be composed of ~~up to~~ at least 940 persons, plus staff representatives. It will be the responsibility of this committee to assist the ministerial staff in the planning and conduct of Sunday worship. Special services of the church year (i.e. Advent, Lent, Holy Week, Pentecost) will be planned by the Worship Committee. It shall serve as a liaison between the congregation and the worship staff to evaluate the worship needs of the Church.

Section 31 .- YOUTH MINISTRY COUNCIL: This committee shall work in cooperation with the Youth Minister in developing, planning and conducting ministry activities for the youth. The purpose of Youth Ministry is to reach non-believing students, to connect them with other Christians, to help students grow in their faith, and to challenge them to discover their

ministry and honor God with their life. This is achieved through evangelism, missions, education, and worship and fellowship.

Section 324. OTHER COMMITTEES or ad hoc working groups may be appointed by the Nominating Committee or elected by the congregation as the need arises. Any of the above committees may be deleted by the Nominating Committee when no longer needed.

ARTICLE VIII – ELECTIONS

The annual election of church officers, committees, and Sunday School officers and teachers shall be held prior to the beginning of the church year, which begins on the first day of September of each year, so that those persons elected may take up their duties with the start of the new church year. Nominations for these positions shall be made by the Nominating Committee, with opportunity for nominations from the floor. Any vacancies occurring in the Sunday School during the church year may be filled by the Sunday School Director.

ARTICLE IX – MEETINGS

Section 1. Regular business conferences of the membership of the church corporation shall be held quarterly, with the annual meeting of the membership of the corporation in October. Th financial year of the church corporation shall be from January 1st to December 31st.

Section 2. Special business conferences may be called at any time by the pastor, or two deacons, or seven members, providing that at least one week's notice be given to the congregation of the time, place and purpose of the special conference.

Section 3. The moderator of business conferences shall be ~~the Pastor, or in his/her absence,~~ the chairperson of deacons or his/her appointee, or a moderator elected at the meeting.

Section 4. A minimum of ~~10%~~ five percent of the church members-of-record shall constitute a quorum for the transaction of the business of the ~~corporation~~ church at a meeting of the members of the ~~corporation~~ church.

Section 5. In conducting the affairs of the church corporation, the church shall be governed by parliamentary procedure as set forth in the current edition of Robert's Rules of Order

Section 6. To expedite the meetings, to the extent possible the agenda and materials related to issues to be discussed at the church business conferences shall be provided to church members at least one week in advance of the meeting. Minutes of prior meetings need not be read unless requested by a member.

ARTICLE X – AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the members present and voting at a regular or special meeting of the members, provided that notice of the proposed amendment or amendments for consideration and the date, place, and time of the meeting of the members, for consideration of the proposed amendment or amendments is provided to the members not less than

10 nor more than 50 days prior to the meeting. Notice required by this Article may be provided in the church newsletter, by e-mail, or by special mailing to ~~all of~~ the members, or by posting such notice in a prominent place in the church.

ARTICLE XI - VALIDATIONS

Section 1. The adoption of these Bylaws shall repeal all previously adopted Bylaws in conflict therewith, provided however, that no actions taken by the church prior to this date shall be invalidated by the adoption of these Bylaws.

Section 2. A copy of these Bylaws shall be kept by the Church Clerk at all times among the records of the church corporation and another copy shall be kept in the church office, and all amendments to, or revisions thereof, shall be prepared by the Clerk and attached to copies of these Bylaws and made available to the church members.

Adopted by the members of Masonboro Baptist Church, Inc. at a duly called meeting of the members on the ____ day of _____, 201_.

Secretary/Church Clerk