

**Antioch-Lithonia Missionary Baptist Church
Constitution**



2152 Rock Chapel Road
Lithonia, GA 30058

(Recommendation presented Friday, February 09, 2023)

The 2020-23 Church Constitution Review Committee presents its recommendation to the Board of Deacon and Church Congregation for amending the current constitution at the next Church Conference meeting of the congregation. The Committee also recommends that this constitution be reviewed every three years.

Chairman:

Deacon Charles Chisholm

Committee members:

Deacon Kent Boyd

Deacon Charles Durham

Deacon Larry Fort

Deacon Timothy Williams

Deacon Gregory Kidd

Deacon Mendez Jeffries

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ARTICLE I (CHURCH NAME)

The name of this church shall be the "Antioch Lithonia Missionary Baptist Church"

ARTICLE II (PURPOSE)

The purpose of this congregation is to give visible evidence of faith and fellowship to which God has called his People. We acknowledge ourselves to be a local manifestation of the Universal Church at which Jesus Christ ministers to the world by his Holy Spirit. We shall seek to fulfill this calling through corporate worship services through a program of Christian mixture by which our members may be built up in their faith and love, Through proclamation of the Gospel by work and deed, and through ministering to human needs in the name of Christ.

ARTICLE III (POLICY)

The government of this church is vested in the members who compose it, and is autonomous, it is subject to the control of no other ecclesiastical organization, also none of its Boards or committee can usurp its executive government or policy making powers.

Article IV (DOCTRINE and CHURCH COVENANT)

Section 1

DOCTRINE

This church accepts the scripture of the Old and New Testaments of the King James version of the Bible as the inspired record of God's revelatory actions in human history and as the authoritative basis for its doctrine and practice.

This church also has adopted the Church Covenant found in "The Baptist Standard Church Directory" as guideline codes by which its members may

express their intent to accept the Lordship of Jesus Christ in the affairs of daily life. This document shall be subject to revision by the congregation as new insight from the word of God indicating ways in which our faith may be brought into closer accord with the teaching of the Scriptures.

Section 2

CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus 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 Ghost,

We do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter in a covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort.

To promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines.

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children to seek the salvation of our kindred and acquaintances:

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment:

To void all tattling, backbiting and excessive anger.

To abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love.

To remember each other in prayer; to aide each other in sickness and distress; 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.

We, moreover, engage that 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.

ARTICLE V (ORDINANCES)

Ordinances are symbols that visualize and magnify the truth of the gospel. Baptism and The Lord's Supper are ordinances rather than sacraments,

Section I

Baptism

1. The principal mode of administration of baptism shall be by complete immersion in water. An alternate mode of baptism administered by the sprinkling of the head of the candidate with water is permissible when immersion is not practical, or immersion poses a hardship to the candidate, or when time is of the essence. The mode of administration for each candidate is at the discretion of the pastor and deacons. When sprinkling is the mode of administration, the time and place are also at the discretion of the pastor and deacons
2. Baptism shall be administered by the pastor or whomever the church shall authorize. The deacons and deaconesses shall assist in the preparation for, and observance of, baptism.
3. The principal mode of baptism shall be administered as an act of worship during any corporate worship service.
4. A person professing Christ who does not consent to be baptized after a reasonable length of time shall be counseled by the pastor, and/or associated ministers, deacons, and deaconesses. If, after counseling the individual persists in not receiving baptism, the candidate's name shall be removed from the list of those awaiting baptism.

Section II

The Lord's Supper

1. The Lord's Supper shall be observed monthly, preferable the First Sunday, or as otherwise scheduled.
2. The pastor, deacons, and ministers shall be responsible for the administration of the Lord's Supper.

3. The deacons and/or deaconess shall be responsible for the physical preparations of The Lord's Supper.

ARTICLE VI (CHURCH MEMBERSHIP)

Section I

Admission of Members

Persons may be received into membership by any of the following methods.

By Baptism:

A person who confesses Jesus Christ as Lord and Savior and adopts substantially the views of faith and principles of this Church and is baptized by immersion may be received into the fellowship of the Church.

By Letter:

A person who is in substantial accord with the view of faith and the principles of this church may be received by letter from any other Christian Church.

By Experience:

A believer of worthy character who has formerly been a member of a Christian Church, but who for a sufficient reason cannot present a letter from that church, but who is in substantial accord with the views of faith and principles of this church may be received upon statement of experience.

By Restoration:

A person who has lost membership may be restored to membership upon the vote of the church.

By Watchcare:

A person who is a member of another Christian Church but sojourning in this community for a brief period of time may be received into the membership of the Church for a three to six-month period. Students may unite under Watchcare while they are enrolled in a local institution of learning. A member under Watchcare is a non-voting member.

Section II

Termination of Members

By Letter:

Any member in good standing who desires a letter of dismissal and recommendation to any other Church may receive it upon the recommendation of the Board of Deacons and the consent of the church. The Church to which membership is requested shall be named in the request and the letter shall be sent to the clerk or pastor of that church

By Exclusion:

Should any member become an offense to the Church and to its good name by reason of immoral or unchristian conduct or by consistent breach of his covenant vows the church may terminate his membership, but only after due notice and hearing before the Board of Deacons, and after faithful efforts have been made to bring such a member to repentance and amendment.

ARTICLE VII (PASTOR)

Section I

The pastor shall preach the gospel, administer the ordinances, watch over the membership, and have charge of the spiritual welfare of the congregation and the stated services of public worship. The pastor shall be an ex-official member of all Boards and Committees of the Church and its auxiliary organization.

Section II

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, or which at least one week's public notice has been given.

Section III

A pulpit committee of an uneven number shall be appointed by the church with the utmost care, deliberation, and prayer for divine direction to seek out a pastor. This committee examine credentials, interview, and hear the preaching of persons whose names have been suggested for the pastorate. Any member has the privilege of making other nominations according to the policy established by the church. The committee shall bring to the consideration of the church only one name at a time.

Section IV

When satisfied that God has led them to the man of his choosing for the position, the committee arranges a suitable occasion for presenting him to the church, when he will preach at a regular service and meet the people personally. Shortly, thereafter a business meeting of the church is held, and a vote is taken as to whether to extend a call to him.

Section V

The pastor, in accordance with the guidelines of each committee, shall be granted access to monitor the works of all church committees. He shall not needlessly interfere, nor assume dictatorial authority over thus committees. He is expected to have a watchful supervision over all the operations of the church, that the purposes of Christ may be served in every way possible. The pastor being God's called shepherd of the church's flock shall also advise thus committees and make recommendations when needed.

Section VI

A pastor's term of office may be ended/ upon not less than 30 days, not more than 90 days of notification on the part of the pastor or of the Church. Termination of the office shall be voted on at a regularly called business meeting, notice of such meeting and its purpose having been read from the pulpit on two (2) successive Sundays. A vote of a majority of members present, shall make a valid termination of said office.

Section VII

In the event the Church considers It wise to have one or more assistant pastors, a pulpit committee, as defined in section III of Article VII, shall be appointed by the church along with the pastor are given authority to select an assistant, subject to consent and approval of the board of Deacons and church body at conference or special meeting.

ARTICLE VIII (NEW PASTOR ORIENTATION)

Section I

The Deacon Board shall oversee New Pastor Orientation. The New Pastor selection committee shall recommend the date of special orientation and notify the Deacon Board within two weeks after the New Pastor accepts the position.

Section II

The purpose of the week shall be to review the new pastor with the total life and work of the church. This will be a sharing opportunity in which the new pastor may ask questions and suggest possibilities for future consideration.

Section III

Each night the new pastor shall meet with the respective ministry directors and strategic department leaders to discuss present and future plans. -In addition to the verbal reports, church leader shall provide

the new pastor a typed list of the respective organizational officers and leaders

Sunday – churchwide reception following Sunday service

Monday night – Discussion with Board of Deacons.

Tuesday night – Discussion with Ministers, Church Council members, and Church Officers.

Wednesday night – Discussion with Sunday School Officers and Teachers.

Thursday night – Discussion with Ministry Directors and Auxiliary Affiliates

Friday night – Discussion with Church Worship and Performing Arts Officers

Section IV

The Pastor and board of Deacons shall establish and share a common task. They are partners in performing the pastoral work assigned by the church. As befitting any partners, a spirit of mutual respect, oneness of purpose, and warm bonds of Christian fellowship should be established at this time.

Also, plans shall be made and developed that are mutually harmonious with, and supportive of, the church's goals and objectives. These plans shall be jointly submitted to the church clerk for proper input into records.

ARTICLE IX (DEACONS)

Section I

Deacons are watchful guardians of the purity and good order of the church, striving to maintain a healthful tone of Christian faith and activity in the body and works in conjunction with the pastor.

Section II

There shall be a minimum of seven Deacons, the total number is a matter of discretion with the body. The Deacons shall be ordained to their work according to Acts 6: 1-8 and First Timothy 3:8-13.

Section III

The task of the Deacons is to assist the pastor and church in performing pastoral tasks, and daily ministrations, to proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to achieve its mission.

Section IV

Deacons shall hold office as long as they shall faithfully discharge their duties.

Section V

As the need arises, additional deacons can be added to this board upon recommendation from the pastor and/ or the board of deacons. Recommendations may also be submitted by the church body. This recommendation is to be read on two (2) consecutive Sundays prior to any business meeting.

Section VI

Those persons to be accepted by the Church to fill the office of a deacon must meet the same qualifications as listed in scriptures Acts 6: 1-8 and First Timothy 3:8-13.

Section VII

Candidates selected for consideration for deacons will undergo rigorous training and preparation for the task of not less than six (6) months. At the end of this period and upon recommendation to the Church, the candidate or candidates shall be ordained.

Section VIII

Any member who feels that a candidate is not suited for the office must approach the Pastor, member of the Deacon Board, and confront the candidate with a charge at a special meeting to determine qualifications. One who so confronts must:

- 1, Specify charges stated in writing, presenting evidence that is clean, cogent, and convincing, (Biblically Lawful) as to its truth in opposition.

Section IX

The Board shall choose annually a chairman, 1st vice chairman, 2nd vice chairman, a secretary, assistant secretary, and a treasurer and shall meet regularly each month. Special meetings may be called by the chairman or the secretary, who shall notify other board members. A majority of the members shall constitute a quorum.

Section X

Any Deacon who, for a period of three (3) months, fails to perform the duties of his office faithfully automatically vacates the same. The Pastor and the Board of Deacons may, for good and sufficient cause, remove any deacon from office.

ARTICLE IX-A (DEACONESS)

Section I

The Board of Deaconess shall assist the Pastor in developing the spiritual life of the church for the best possible Christian experience. The Board of Deaconess shall assist the pastor and the Board of Deacons in visiting the members, in the care of the sick, needy, and distressed members of the church. The Board of Deaconess shall assist in the preparation of the observances of the ordinances of the church, the intake and initial welcome meeting of new members.

Section II

Other duties are set forth in Article IX Section IV, IX and X with the word Deaconess substituted for Deacon.

ARTICLE X (CHURCH OFFICERS)

Section I - Nomination and Review of CHURCH OFFICERS

Nomination

All positions pertaining to "ARTICLE X CHURCH OFFICERS", with exception of the Pastor, Assistant Pastor(s), Deacons and Deaconess, shall be nominated by a Nominating Committee appointed by the Church Council and voted on during the church's annual business meeting by a committee elected by the church when there is an installment or change in church officers. Also, Officers may be nominated from the church membership, provided the candidate have given their consent. Only church members in good standing are eligible for election or appointment to any church office or position.

Review

All positions pertaining to "ARTICLE X CHURCH OFFICERS", with exception of the Pastor, Assistant Pastor(s), Deacons and Deaconess, shall be reviewed by Church Council each year for such cases as removal, resignation, and vacancies. The Church Council will evaluate Church Officers performance annually. If it becomes necessary for the Church to take action to replace an officer, a special meeting of the Church Council will be called for that purpose. Upon a vote of at least two-thirds (2/3) of the Church Council a recommendation shall be made to the Church at an appropriate time for the officer's replacement. All such proceedings shall be pervaded by a spirit of Christian kindness and

forbearance. A Church Officer shall be replaced upon a majority vote at a business meeting duly called for such purpose.

(a) Removal

Church officers may be removed, with or without cause, by a majority vote of the members at a duly called business meeting. Church officers can be removed from office in the manner authorized by the church's governing documents. It is common for church bylaws to give the membership the authority to remove officers who engage in specified misconduct or change their doctrinal position.

(b) Resignation

Church officers may resign at any time by giving written notice to the Church. Any such resignation shall take effect on the date of the receipt of such notice, or at any later time agreed to by the officer and Personnel Committee, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

(c) Vacancies

A vacancy in any Church officer's position shall be filled only in the manner prescribed in these Bylaws for regular appointment or election to that office.

Section II - Duties of CHURCH OFFICERS

Pastor - Assistant Pastor

Pastor and Assistant(s), if any, whose duties are set forth in Article VII, Section I.

Deacons/Deaconess

Duties are set forth in Article IX, Section I.

Moderator

The chief responsibility of the moderator is to make preparation and to preside at the church business meetings.

In the absence of the moderator the Pastor shall serve as moderator. In the absence of both, the chairman of Deacon Board shall preside, or in the absence of Chairman of Deacons, the Clerk shall call the church to order, and an acting moderator shall be elected.

The duties of the moderator are:

1. Preside at Church business meetings

2. Announce special church business meetings
3. Develop church business meetings agenda in cooperation with appropriate persons
4. Serve as resource to church clerk in preparation of church business meeting minutes

Clerk

All church records are church property and should be filed in the church office where an office is maintained. The clerk shall deliver immediately to his or her successor all books and records for which he or she has been responsible as clerk.

1. The clerk shall keep a complete record of the transaction of all business meeting of the church.
2. Keep a record of the names and addresses of the members with dates and manner of admission and termination.
3. A record of baptisms.
4. A list of those suspended.
5. The clerk shall notify all officers, committee members, and delegates of their election and appointment
6. The Clerk shall issue any termination and recommendation voted by the church
7. Preserve on file all communications and written reports and give legal notice of all meetings where such is required by this Constitution.
8. The clerk shall assist in preparing denomination reports.

ASSISTANT CLERK

There shall be one assistant clerk to serve as and carry out the duties of the clerk in the absence of the clerk.

Treasurer

The Treasurer is responsible for handling the income of the church with integrity and accuracy if the trust of givers is to be maintained. This position works closely with the board of trustees/ Strategic Operations Committee (S.O.C.) as the custodian of church funds, receiving the members' tithes and contributions, and making payments as authorized by the board of trustees/ (SOC). The treasurer will receive, record, and deposit all funds received by the congregation within twenty-four hours, and shall deposit the monies received in a bank selected by the church. The Treasurer will always keep an itemized report of all receipts and disbursements and will require the signature of the church's Financial Secretary to be presented to Deacon Board monthly. All errors must be handled promptly in a manner that maintains confidence and integrity.

In addition to the separation of duties, at the end of each year (or whenever a change in personnel in this position occurs) an audit by a qualified independent firm should take place as an added safeguard for the exiting Treasurer, Financial Secretary, and the church.

Financial Secretary – Statistician

The financial secretary receives and records the tithes and offerings collected during worship services and other church gatherings and making certain that more than one person is involved in collecting, counting and deposits of all financial contributions.

The financial secretary will work according to the guidelines established by the board of trustees/ Strategic Operations Committee (S.O.C.) with the approval from Board of Deacons to receive funds from whatever source (including through the mail and by electronic deposit), record them, and report them to the church finance committee, treasurer, Deacon Board, and board of trustees/ (SOC).

The Financial Secretary will also work closely with the church Treasurer to deposit all funds received by the congregation in a timely, thorough, and confidential manner. The financial secretary works with the treasurer and finance committee to develop policies and procedures so that funds can be made available to support the ministries of the congregation. This position is responsible for the preparation and maintenance of all church financial records and reports. Providing receipts summaries to the Treasurer (bookkeeper, contracted accounting firm, etc.) for inclusion in the accounting system/financial statements and for reconciliation with bank statements. The Financial Secretary will always keep an itemized reporting of all receipts and disbursements and will require the signature of church Treasurer, and at least one other member of the church's board of trustees/ (SOC) to be presented to Deacon Board monthly. All errors must be handled promptly in a manner that maintains confidence and integrity. In addition to the separation of duties, at the end of each year (or whenever a change in personnel in this position occurs) an audit by a qualified independent firm should take place as an added safeguard for Financial Secretary, Treasurer, and the church.

Specifically, the job includes:

1. Maintain record of all receipts and disbursements.
2. Post individual offering records
3. Reconcile monthly bank statements and present at Deacon Board meeting
4. Prepare monthly financial report and present at Deacon Board meeting

5. Prepare appropriate records and reports as required by government
6. Maintain record of purchase orders, invoices, etc.
7. Prepare checks for approved expenditures.
8. Perform other responsibilities, as assigned

Board of Trustees / Strategic Operations Committee (S.O.C.)

State laws relating to religious corporations, as a rule, require that there be a specific body which holds legal title to the property of the church and is responsible for its financial affairs. All members of the Board of Trustees/ Strategic Operations Committee (S.O.C) shall be registered with the state as an officer to do business on behalf of the church. As legal agents of the church, the Board of Trustees/ Strategic Operations Committee (S.O.C) will maintain compliance with all local, state, and federal laws.

The Church shall elect at least five members to Board of Trustees/ Strategic Operations Committee (S.O.C). The elect Treasurer and Financial Secretary are voting members of this board also. (For example, there would be seven voting members of this board).

Trustees will serve on a rotating basis, with one trustee being elected every three years. Like the office of the Clerk, Financial Secretary, and Treasurer these officers whose accumulated experience is of value, it may be wise to re-elect that member to board several times if he or she desire to remain on the Board of Trustees/ Strategic Operations Committee (S.O.C). Trustees shall have no power to buy, sell, mortgage, lease or transfer any property without approval from Board of Deacons and the specific vote of the church authorizing each action. It shall be the function of the Board of Trustees/ Strategic Operations Committee (S.O.C) to affix their signature to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signature of the trustees is required. The duties of trustees are:

1. Act as legal agents for the church
2. Maintain all church legal documents for safe keeping.
3. Draft the church budget
4. Upkeep church property - maintenance

Board of Trustees/ Strategic Operations Committee (S.O.C) personnel:

1. Treasurer
2. Financial Secretary
3. Chief operations officer
4. Remaining church elected members (at least 2)

Article XI (Council)

Section I: General Committee / Church Council

The General Committee, also referred to as the Church Council, is the body established to have oversight of the total life and mission of the Church. It has business assigned by the Church to act with authority, under the instructions, or at discretion of the Church Conference. It has the responsibility to consider and rule on questions of doctrine, administration, discipline, and other matters on behalf of the Church.

The General Committee / Church Council is appointed by the Church Conference and shall serve a three-year rotation with one third of committee members to be elected each year. It shall have its own board consisting of a chairman, secretary, and other committee members. It will also keep accurate records and time of meetings. In the absent of a General Committee / Church Council the Board of Deacons will serve as an interim committee.

The General Committee / Church Council members are the fiduciaries who steer the church towards a sustainable future by adopting sound ethical management policies, as well as making sure the church has adequate resources to advance its mission. They shall also facilitate coordination of congregational governance by lay leaders and staff; provide strategic planning, oversight and recommendations to the church, staff, councils, committees, and ministry teams; assure responsible stewardship of all church resources.

Section II: Advisory Council (Pastor's Cabinet)

This council serves as a general overseer of church life, studying long-range plans and trends. This council consists of the Pastor, All Ministry Heads, the Chairman of the Deacons, and all Liaison Deacons.

This committee evaluates program achievements in terms of church goals and objectives and makes recommendations to the General Committee. It does not make any basic and binding decisions upon the church.

Article XII (COMMITTEES AND COORDINATING GROUPS)

Section I:

Committees differ from boards in several ways: (1) They are less permanent, having terms usually of one year instead of perhaps three; (2) They have more sharply defined areas of service and responsibility; (3) They may be appointive rather than elective; and (4) Their duties are likely to be less strenuous.

Such committees are those responsible for Ushering, Evangelism, Mission, Auditing, etc.... These are, of course, in addition to the committees of the various boards and the pulpit committee, which serves only during a pastoral interim.

Section II

Long term committee are nominated by the General Committee/ Church Council to the conference to serve for a period of five years. If for any reasons the chairman of such committee becomes inactive and the committee fail to find a chairperson within, the vacancy is reported to the General Committee/ Church Council for replacement of position.

Article XIII (CHRISTIAN EDUCATION)

Christian Education

The Christian Education Ministry has 6 branches that help to create an atmosphere of spiritual growth with the church; as well as providing a foundation to promote change in the body of Christ at this location. The church shall provide religious instruction for children and adults. These instructions shall prominently include Bible Study and the application of biblical principles, although this concept is basic to the foundation of this church's growth, we shall also provide educational opportunities and/or resources for this church body. All programs concerning Christian Education shall be pursued in the spirit of excellence. These 6 areas are listed below:

1. Sunday School (Recommended Name Change)
2. Vacation Bible School
3. Leadership Education Classes / Conferences
4. Church Library
5. Special Activities
6. Traditional Easter & Christmas Programs

Sunday School

Sunday School is regarded as a teaching arm of the church that is year-round: it's an integral part of the program, administration, and budget of the church concerning Christian Education. Hence, its curriculum and activities are planned to carry out the purpose of the church which

include but not limited to; teaching God's word lovingly and adding new members to the Body of Christ.

The Minister of Education is a position appointed by the Pastor/Deacon Board. The Minister of Christian Education is responsible for managing and maintaining the ministry, searching for individuals to help our Christian Education Ministry to grow, to fill any vacancies where necessary, finding resources to training teachers and leaders within the church. The Minister of Christian Education will suggest the curriculum and materials for all age groups within the Sunday School.

Tasks Of the Sunday School shall be to:

1. Teach the Biblical Principles and Revelation
2. Reach persons for Christ and church membership
3. Perform the functions of ministry by way of worship, witness, and education

Vacation Bible School (VBS)

The Vacation Bible School provides an opportunity for Christian Education in a more concentrated period of time (normally 2 weeks) than any other teaching time. V.B.S. provides excellent evangelistic opportunities as well as Christian fellowship with other members of the Body of Christ and potential members. VBS classes is for all age groups.

Christian Education Leadership Classes

The basic purpose of C.E.L.C. is to train church members and church leaders to strengthen their relationship with God as well as strengthening the Body of Christ to enhance the Kingdom of God. All Christian Education Leadership Classes can be suggested by any member of the Christian Education Ministry; but will be considered by the Minister of Christian Education and approved by the Pastor/Deacon Board. The number of classes will be at the discretion of the Minister of Christian Education during the year at an appropriate time that does not interfere or conflict with any other event.

Tasks of the C.E.L.C. shall be to:

1. Orient new church members
2. Train church members to perform the function of the church
3. Teach church leaders (Leadership education classes)
4. Teach Christian theology, Christian ethics, Christian history, and church policy and organization.

Conferences

Special Training Programs also known as "conferences" will at times be suggested to provide an experience of Christian living which can be as important as the material studies. Members: such as the Pastor, Deacon Board members, Minister of Christian Education, Ministers and any other person being considered to attend training from a Christian Association will be an Antioch Delegate.

Church Library

The church library will serve as the resource center for the church when it comes to Biblical resources. The church library staff will seek to provide and promote the use of printed and audio-visual resources that allows questions to be answered and to provide deeper instruction and spiritual insight into God's Word

Special Activities

The Christian Education Ministry shall constantly search for new ways in which to make the word of God meaningful and to enhance our daily living. The Christian Education Ministry is willing to help, assist any other organization or ministry within the church; this may include but not limited to: New Events/Programs, Drama/Arts, Youth Activities, Teen Challenge, Adults Concerns, Singles and Married Couples, etc.

Traditional Easter & Christmas

These two programs help to promote and enlighten church members as well as the youth who participate to see the birth and resurrection of Christ Jesus. Speeches, musical renditions, theatrical performances, etc. are just some of ways this is accomplished.

ARTICLE XIV (CHURCH MEETINGS)

Section I: Worship Services

The church shall meet each Sunday and Wednesday for preaching, instruction, evangelism, and for the worship Of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

Section II: Special Services

Revival services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar.

Section III: Regular Business Meetings

Regular business meetings shall be held monthly.

Section IV: Annual Business Meeting

The annual business meeting shall be held by end of February. Annual reports of Boards, Committees of the Church, and its auxiliary organizations, church calendar, the elections of Church officers and the transaction of annual business shall be presented at this meeting. The church year shall be from January to December.

Section V: Fiscal Business Meeting

The fiscal business meeting shall be held by end of February. The SOC/trustee board shall prepare and submit to the Deacon Board and the church for approval, an inclusive budget, indicating by items, the amount

needed and sought for all expenditures. The fiscal year of the church shall run from January to December.

Section VI. Special Business Meetings

A specially called business meeting may be held to consider special matters of significant nature. A one week notice of the subject, date, time, and location must be given for the specially called business meeting unless extreme urgency renders such notice impracticable. Special business meeting may be called at any time by the Pastor, or the Clerk, or Chairman of Deacon Board, and or by five (5) members in good standing who are qualified voters.

Section VII: Quorum

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section VIII: Parliamentary Rules

Robert's Rules of Order, revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

ARTICLE XV (Worship Technology)

Section I: Purpose

The Worship Technology Team is responsible for overseeing video, audio, projection, computer hardware and software pertaining to any medium of the church. In addition, it is responsible for planning, executing, and evaluating projects according to budgets, needs, and trends.

Section II: Overall Responsibilities

1. The Ministry Head shall coordinate among the sound crew and video presentation group a schedule of workers so that each service is appropriately staffed.
2. The team shall perform regular maintenance and installation of all equipment registered to the church, properly make web-site updates and conduct inventory audits, as needed.
3. The Ministry Head, along with Deacon Liaison, should provide training for all staff and/or volunteers in the proper operation of systems and equipment.
4. The Ministry Head, with the approval of the Deacon Liaison, shall make necessary recommendations to the Finance/SOC committee concerning budget needs for the upcoming year.
5. The Team shall provide media support to all Ministries of Antioch-Lithonia where needed.

Section III: Media Ministry Head

The Media Ministry Head shall be confirmed annually by the Board of Deacons. He or She shall work closely with the COO, Deacon Liaison, and all church ministries to accommodate its media needs. This position will also be responsible, but not limited to:

1. Shall work with the Pastor to coordinate services.
2. Coordinate all events needing media support.
3. Maintain and arrange service of media equipment.
4. Train all staff and/or volunteers in the proper operation of systems and equipment.
5. The Ministry Head, with the approval of the Deacon Liaison, shall make necessary recommendations to the Finance/SOC committee concerning budget needs for the upcoming year and/or any unforeseen budgetary changes.
6. Maintain records of church domains and renewals on annual basis.
7. Manage digital files of all sermon messages and upload to website/social media platforms.
8. Maintain CCLI licenses.
9. The Media Ministry Head shall keep an accurate log of all inventories. This includes all Church Bookstore items.

Section IV: Media Team

The Media Team shall assist the Media Head to accommodate all church media needs.

1. Media Specialists should be placed in accordance with the needs of the Church and its guidelines.
2. Each Specialist must receive proper training to begin operation of equipment.
3. In the event there is no Media Ministry Head appointed, a member of the Media Team shall serve as the Interim Ministry Head until a new Media Ministry Head has been established.
4. Each member of the team shall help maintain and store equipment properly.
5. Document and report any malfunctions with the equipment or on-air broadcasts.
6. Coordinate with soloists, choir, and musicians to set sound levels prior to each service.

Section V: Bookstore

The Church Bookstore shall provide continued support to the church ministries through its distribution of spiritual material and church promotions.

1. Maintain and arrange supplies.
2. Maintain all incoming monies to be counted by the Finance Team.