

**CONSTITUTION AND BY-LAWS OF  
GLENOLA BAPTIST CHURCH**

8330 US Hwy 311

Archdale, North Carolina 27263

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## Table of Contents

**Constitution of Glenola Baptist Church****Pg 4. Preamble****Article I Name & Geographics****Article II Definition, Purpose, Vision, and Priorities of Ministry**

Section I Definition of the Church

Section II Purposes of the Church

Section III God's Vision of the Church

**Pg 5. Section IV Priorities of Ministry****Article III Statement of Faith****Article IV Church Doctrine****Article V Affiliation****Article VI Membership****Pg 6. Article VII Leadership and Organization**

Section I Authority

**Pg 7. Section II Membership**

Section III Oversight of the Church

Section IV Deacons

**Pg 8. Section V The Role, Duties, & Tasks - Of A Pastor****Pg 13. Section VI The Role, Duties, & Tasks - Of A Youth Pastor****Pg 14. Section VII The Role, Duties, & Tasks - Of A Deacon****Pg 15. Article VIII Validation**

Section I Adoption

**Pg 16 By-Laws of Glenola Baptist Church****Article I Membership**

Section I Requirements

Section II Expectations

Section III Discipline

Section IV Inactive Members and Non-Members

**Pg 17 Article II Church Government**

Section I Vocational Pastors and Directors

Section II Pastors and Deacons

**Pg 18. Section III Administrative**

Section IV Deacons Vacancy

Section V Deacon Board

**Pg 19. Section VI Deacons**

Section VII Trustee

**Pg 20. Section VIII Clerk**

Section IX Treasurer, Assistants, &amp; Office Staff

Section X Financial Secretary

Section XI Church Financial Expenditures

**Pg 21. Section XII Other Church Positions**

Section XIII Cemetery

**Pg 22. Article III Meetings**

	Section I	Ministry-Related
	Section II	Business-Related
Pg 23.	Section III	Quorum
	Section IV	Vote Criteria
	<b>Article VI: Offices and Duties</b>	
	Section I	Background Screenings
Pg 24.	1. Nominating Committee	
	2. Budget Committee	
	3. Building Committee	
	4. Sunday School Teacher	
Pg 25.	5. Trustees	
	6. Office Staff	
	7. Finance	
	8. Extension	
	9. Audio Visual Committee	
	10. Website & Social Media	
Pg 26.	11. Directory	
	12. Cemetery Committee	
	13. Hospitality	
	14. Security Team	
	15. Brotherhood	
Pg 27.	16. Women on Mission (WOM)	
	17. Messengers to Randolph Association	
	18. Ushers	
	19. Greeters	
	20. Trip Planning	
Pg 28.	21. Lift Committee	
	22. Choir	
	23. Playground Committee	
Pg. 29.	24. Youth Leader	
	25. Vacation Bible School	
	26. Nursery	
Pg 30.	27. Childrens Church	
Pg 31.	28. Children's Choir	
	29. AWANA	
Pg 32.	30. CARE Team	
	31. Celebrate Recovery	
Pg 33.	32. Dreaming Big Disabled Hunt	
	33. Christmas Program Committee	
	34. Community Meals	
	35. Informational Sign	
	36. Groundskeeper	
Pg 34.	37. Pastor Search Committees	
Pg 36.	Discipline Chart	
Pg 37.	Conclusion	

## **End of Table of Contents**

# **CONSTITUTION Of GLENOLA BAPTIST CHURCH**

### **PREAMBLE**

We, the body of Glenola Baptist Church, declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each accepted member of Glenola Baptist Church and the freedom of action of this body against other churches, people, or entities. Glenola Baptist Church shall follow the teachings as in the New Testament; likewise aiming to establish ourselves in Christ, and a Bible-centered loyalty; at the same time enjoying the maximum harmony in all local church endeavors and business procedures; do hereby adopt and set in operation this Constitution & By-Laws.

### **ARTICLE I Name & Geographics**

This body shall be known as the GLENOLA BAPTIST CHURCH, 8330 US Hwy 311 Archdale, NC 27263, located in North Western Randolph County of the state of North Carolina.

### **ARTICLE II Definition, Purpose, Vision, and Priorities of Ministry**

**SECTION I:** Definition of the Church The foundation of this Church is the Lord Jesus Christ as revealed in the Bible (Is 28:16; 1 Co 3:11). The Word of God is the basis by which the church will conduct all its affairs. This Church therefore affirms its faith in the eternal, inspired, inerrant, infallible Holy Scriptures of Almighty God as His pure and divine Word (Ps 119:89; Is 40:8; Mk 13:31; Ps 19:7-8; Jn 17:17; 2 Ti 3:16; 2 Pe 1:20-21).

#### **SECTION II:** Purposes of the Church

1. To worship God according to the teaching of His Word (Ps 119; Jn 4:23-24; Jn 17:17; 1 Co 14:26).
2. To practice the teachings of the Holy Bible as presented and be examples of the Church and our Lord Jesus Christ.
3. To sustain the ordinances as commanded in the New Testament (Mt 28:18-20; Lk 22:19, 20, 1 Co 14:26).
4. To teach and conform to Scriptural doctrines (Ps 119:11; Mt. 28:18-20; 2 Ti 2:1; 2 Ti 4:2, 2 Ti 3:16-17), and
5. To preach and propagate among all peoples the Gospel of Salvation which is by personal faith in Jesus Christ alone as Savior and Lord (Mt 28:18-20; Mk 16:15; Lk 24:47-48; Jn 20:21; Ac 1:8; Ro 10:8-15; 1 Co 1:23-24; 1 Co 2:1-5; Ep 2:8-9).

#### **SECTION III:** God's Vision of the Church

Jesus Christ, the author and protector of our faith, provides the ministry priorities for the Church (He 12:2).

1. We celebrate this vision in worship (Jn 4:23-24),
  2. We encourage this vision in nurture and education (1 Co 14:26; 2 Ti 4:1-5; 2 Pe 3:18),
- and

3. We spread this vision in evangelism, missions, and loving deeds (Mt 5:16, 28:18-20; 1 Pe 2:9, 3:15).

#### **SECTION IV: Priorities of Ministry**

The priorities of the ministry shall be:

1. Discipleship (Dt 6:4-9; Ec 4:9-12; Mt 28:18-20; Lk 9:23; Ro 15:14; 1 Co 11:2; Ep 4:11-16; 2 Ti 2:2).
2. Evangelism (Mt 4:19, 9:38; Mk 1:17, 16:15; Lk 10:2; Jn 3:1-18; Jn 4:27-38; Ac 1:8; Ro 10:14-15; 1 Co 9:22),
3. Fellowship (Ac 2:42; Ro 1:12, 12:10; 1 Jn 1:3-4),
4. Service (Jos 22:5; Mt 4:10, 25:31-46; 1 Co 12:7; Ga 6:10; Ep 6:7; Ja 1:22, 2:14-16), and
5. Worship (Dt 6:4-9; Ps 33:1-3; Mt 4:10; Ep 5:19; He 10:19-25; 1Pe 2:9).

#### **ARTICLE III: Statement of Faith**

We affirm the current Southern Baptist Faith and Message as adopted by the North Carolina Baptist Association and the Southern Baptist Convention.

#### **ARTICLE IV: Church Doctrine**

It shall be understood that ministry or membership into Glenola Baptist Church mean embracing and supporting, along with other Christian tenets, equally or comparably vital, these doctrinal emphases, The divine inspiration, supremacy, and authority of the scriptures; the deity and humanity, virgin birth and sinless life, substitutionary death and bodily resurrections, ascension pre-millennial coming of Christ. Likewise the sovereignty of God; the total depravity of all men; the necessity of regeneration; scriptural believer's baptism as a prerequisite to church membership; the Lord's supper administered by the local church as an autonomous body, separated from the world; the doctrine of the Trinity as historically and scripturally maintained; the rapture of the church as the christian hope; the resurrection of the body of christians concurrent with the rapture; the earth wide reign of Christ; and ultimate judgement of the impenitent; a heaven of eternal duration for the saved, and eternal punishment in a place named "Hell" for the lost. We humbly submit ourselves to the authority of God's Word in all matters of faith and practice (Ec 12:13).

#### **ARTICLE V: Affiliation**

This church shall be in friendly cooperation with the Randolph Baptist Association, North Carolina Baptist Association, and the Southern Baptist Convention. A 66% majority vote is required to discontinue cooperation. Glenola Baptist Church cannot be in cooperation with any agency whose doctrine is inconsistent with the Word of God, and the guidelines set forth in this document. (Jn 17:17).

#### **ARTICLE VI: Membership**

The membership of this Church shall consist of persons who confess faith in the Lord Jesus Christ as their personal Savior; who give evidence of regeneration by living consistent with their profession of faith, acceptance of Jesus Christ as your Lord and Savior, and practice of this Church; who have been baptized by immersion; and who have been received into its membership according to the vote and acceptance of this Church, or by receiving a letter of

good standing recognizing membership and salvation from a church of like faith. (Ac 2:41; Ro 6:1-13, 12:4, 5; 1 Co 12:12-31; Ga 5:22-25; Ep 1:22-23, 4:3-16; He 10:24-31).

Anyone who has been a member of a Baptist church, and in consequence of peculiar circumstances has no regular letter of dismission, may be received into our fellowship upon the statement of faith, that is satisfactory to the church body.

Letters of dismission may be granted to any church of like faith and order for members in good standing. When letters are granted, membership in the church will terminate.

When a member of this church joins a church of a different faith and order the deacons shall have the power to erase his or her name from the church roll.

### **SECTION I:** Non-Membership

Glenola Baptist Church shall regard as grounds for discipline, infractions respected to be of non christian faith or against the guidelines set forth in the document. This should be cited by appropriate disciplinary measures as outlined in the Holy Bible.

1. Continuous absence from the general service of the church for twelve consecutive months, when able body attendance was possible.
2. Failure to contribute financial support to the church for twelve consecutive months when able monetary support was possible
3. Propagation of heresy, (Tit 3:10)
4. Causing of abetting factions (Rom 16:17)
5. Personal slander of the leadership or fellow members of Glenola Baptist Church
6. Conduct unbecoming a Christian

### **ARTICLE VII:** Property

**SECTION I:** Definition and scope. The property shall be understood to include all land, buildings, furniture, equipment, bonds, bequests, money and deposits in the bank, or church money in possession of church representatives though it is not deposited in the bank, or invested etc. It shall likewise include all physical assets acquired by the church at a later date.

**SECTION II:** The Power. The powers to acquire, to control to retain, sell, to lease, or mortgage property shall rest solely in the hands of the majority of the members of Glenola Baptist Church. Extensive improvements, transfers, lease, or sale of church property shall be in violation of this constitution except when authorized by a majority vote of the members present and voting at a monthly business meeting of the church called for such action. The said action being after due publicity for at least one Sunday prior to said meeting.

### **ARTICLE VIII:** Leadership and Organization

#### **SECTION I:** Authority

Under the authority of Jesus Christ and the Word of God, the congregation of the Church is the final authority within this local Church. This authority is normally exercised through the election of officers to govern the Church. However, the vote of the membership of this Church at a properly called meeting, as provided in the By-Laws, shall be required to effect the following actions (Ro 15:14; 1 Co 12:28; Ep 1:22-23):

1. Accept members into the Church or drop members from the Church roll,

2. Affirm God's calling on officers of the Church: Deacons who serve as overseers of the Church and Deacons who serve under the guidance of the Church body in performing the ministries of the Church,(Requires being a member in good standing for a minimum of 2 years at Glenola Baptist Church)
3. Effect final discipline of members (reference the Church Discipline Flow Chart) (Mt 18:15- 17; I Co 5: 5-13; 2 Co 13:1-2, 10; 1 Ti 5:19; Tit 3:10-11; He:12:11; Re 3:19),
4. Effect final discipline of Elders and Deacons by removing them from office (1 Ti 5:19), and
5. Approve annual budgets of the Church and authorize any expenditure or transaction of the funds or real property of the Church when such expenditures or transactions are not covered by an approved budget (Mt 6:21; Lk 12:34; 1 Co 10:31; Col 3:17). Permitted exceptions are detailed in the By-Laws.

## **SECTION II:** Membership

The offices of the Church shall be Deacons functioning under (Ac 6:1-7). Their purpose is to biblically oversee, care for, and equip the membership to do the work of the ministry. The Deacons will adhere to an expository method of teaching and preaching (2 Ti 4:1-2; Ja 3:1; 1 Pe 5:1-3).

## **SECTION III:** Oversight of Church

The oversight of the Church shall be vested in the Pastor and or the Deacons who are responsible for praying and teaching, encouraging and guarding the place of the Scripture as the standard of belief and conduct in all its affairs (Ac 14:23, 20:28; 1 Th 5:12-13; He 13:7, 17, and 1 Pe 5:1-3).

1. Monthly business meetings should be held on the third Sunday of each month during the evening service to disseminate and discuss business matters of the church that shall be agreed upon by a majority vote unless otherwise noted in this document.
2. Other meetings of the church as a whole or of authorized committees and/or groups shall be called and held in accordance to the needs of the congregation.
3. The Deacon board shall have regularly scheduled meetings with the pastor on the second Sunday of each month to have all available business prepared for presentation to the church at the next available business meeting.

## **SECTION IV:** Deacons

Deacons serve under the guidance of the Holy Bible, the Church Constitution, and the church body in performing ministries of the Church (Ac 6:1-7).

1. If Deacons should not be able to fulfill their term due to sickness, death, or disciplinary action. The position shall be replaced by a vote of the church with the ballot containing 7 names of inactive deacons with the exception of the three most recent deacons that came off of the deacon board as they can not be reappointed until after one year. The church will be notified of the upcoming vote 1 week prior to the vote. The candidate receiving the highest number of votes will finish out the remaining time of the open seat.
2. Deacons are servant-leaders. The word Deacon comes from the Greek 'Diakonos' meaning servant. Deacons are servants in the church using their leadership gifts and skills to help the church and promote its growth. Their personal qualities will include

Character: someone who displays good Christian character, demonstrating the fruits of the Spirit (Galatians 5:22-3). A mature believer.

Competence: someone who displays competence in the specific area of responsibility to which they are being elected. They will also be on the leadership team of the church, so need to demonstrate general leadership qualities.

Compatibility: someone who, while bringing their own unique mix of gifts, passions and experience, will be able to work cooperatively with the rest of the leadership team.

Calling: however tentative this might be, someone with some sense that God is calling them to a leadership role in the church at this time

3. The Church Members decide upon three Deacons annually that can be appointed. Deacons usually serve a three-year term for the top voting total and the two remaining will serve a Two-year term, The Deacons are then eligible for nomination and re-election after one year of being inactive. The election process is described in the Church Constitution.

## **SECTION V**:The Role, Duties, & Tasks – of a Pastor

I - Job Description - The Southern Baptist pastor's main job is to minister to his church community through the use of sermons, worship, and music. The pastor must plan weekly sermons that capture the essence of biblical vision. He also works with the music ministry to plan appropriate worship music for the week's sermon. In addition to the Sunday service, pastors also officiate weddings and funerals. Most importantly they perform baptisms, a cornerstone of the church's beliefs.

In the Southern Baptist Church, the focus is on the HOLY BIBLE, and pastors are expected to adhere to its teachings in both their personal lives and their professional ministries. Outside of the church, the pastor serves as the church's representative and represents the church at civic functions.

**1. Administrative Duties** - In the Southern Baptist Church committee descriptions, the pastor is described as the head of the administrative body, commonly called the church Deacons. With the help of the deacons, the pastor as an ex-officio as an overseer of the compilation of a church budget and adherence to that budget. The pastor acts as an ex-officio in committees. The pastor along with the Deacons ensures that the church is adhering to the laws set by the Southern Baptist Churches and the bible. This includes dealing with conflicts within the church and any discipline issues that may arise.

**2. Pastor Missionary Duties** - In addition to ministering to the local church community, the Baptist church operates mission trips foreign & domestic. Many of these missions are to third-world countries and outside states with high rates of poverty. The job of the pastor is to oversee trip coordination and to make sure that the goals of the church are being met by the mission. The pastor may reach out to church leaders in the international area and work in conjunction with them. Most missionary trips entail ministering to the local population and helping them build schools, churches, and community areas. Pastors are expected to attend some of these trips personally.



**3. Counselor and Spiritual Advisor** - As Baptists report, the pastor is the spiritual leader of the church. As such, the pastor provides one-on-one counseling to church members on matters involving relationships, addictions, and finances. Unless the person is of the opposite sex where they must have a third party present to act as a confidential witness. The third party is an additional layer of protection for all parties involved. These sessions focus on dealing with issues using faith-based practices. The pastor may also lead small group classes focusing on premarital advice, marriage, and divorce as needed by the congregation. The pastor visits nursing homes, hospitals, and the homebound to minister to church members during times of need. He also provides a compassionate shoulder for the bereaved during their time of grieving.

4. Licensed and or Ordained
  - a. License: When a member announces to the church that he feels the call of God to the ministry, the church, by majority vote may license him as an acknowledgment of his call to the ministry and encouragement to make preparation for it. The clerk of the church may furnish the member with a copy of the minutes or a certificate or license as his credentials. It is understood that the performance of the civil duties by the member shall be governed by state law.
  - b. Ordination: In the event this church has been requested to ordain a member who has been called as a pastor of a Baptist Church or as a Baptist Evangelist the following procedures shall be followed. The church will express its approval by the vote of a majority of the members present at any regular business meeting of the church. Then the church shall invite a council of ordained baptist preachers to examine the candidate concerning his fitness for the ministry. The pastor of the church will sit on the examination of the candidate. If the report of the council is favorable the church shall proceed with the ordination.
5. All licensed and or ordained pastors entering into Glenola Baptist Church will adhere to the standards and guidelines set forth in the document including the following:
  - a. Glenola Baptist Church rejects the cultural, political, and theological pressures to change the definition of marriage as being between ONE BIOLOGICAL MAN & ONE BIOLOGICAL WOMAN. We affirm this.
  - b. Baptist ministers, whether an ordained minister, or ordained pastor, shall only perform or participate in marriage ceremonies or marriage blessings between ONE BIOLOGICAL MAN & ONE BIOLOGICAL WOMAN as marriage is defined in the Holy Bible. This policy also is applicable to baptist ministers who serve in capacities outside the scope of normal pastoring, such as military, hospitals, and corporate chaplains.
  - c. Local Baptist churches and the local baptist ministers who serve them shall only hold, provide facilities for, conduct, or preside over weddings receptions, and anniversaries (and all other gatherings related to weddings, receptions, and anniversaries) to celebrate marriage or blessings between ONE BIOLOGICAL MAN & ONE BIOLOGICAL WOMAN as marriage is defined in the HOLY BIBLE.
  - d. Ministers shall maintain a christ-like attitude of love, mercy, and grace when counseling or otherwise dealing with individuals in a same or altered gender relationships. A christ-like spirit will maintain the truth of God's Word, the policies of Glenola Baptist Church and avoid inappropriate remarks or attitudes that do not reflect the Holy Spirit.

- e. Ministers shall seek to find godly counselors to whom they can refer individuals in same or altered gender relationships for additional ministry and guidance.
- f. Failure of the ministers to adhere to these biblically based guidelines will result in forfeiture of ministerial credentials and immediate dismissal of duties at Glenola Baptist Church.

## II - Biblical Duties and Responsibilities of the Pastor

1. A pastor must be devoted to his wife; a one-woman man (Titus 1:6; 1 Tim 3:2). The pastor's marriage illustrates Christ's love for His church—His bride (Eph. 5:22 ff.). A Pastor must love his wife exclusively with his mind, will, and emotions and not just his body.
2. A pastor's children must be in submission, though not perfect (Titus 1:6; 1 Tim 3:4-5). If a man does not know how to manage his own family, he will not know how to take care of God's church. The first flock for a pastor is his own family as Pastor Dad. A Pastor's qualification for the church starts in his home management as he leads them up in the discipline and admonition of the Lord (Eph. 6:4).
3. A pastor is a faithful steward (Titus 1:7). Here the term used is overseer (Greek episkopos). It is not another office, but a functional title of the elder. It is what he does. He is a steward, a manager of God's resources, and Jesus' flock. He takes responsibility, but not ownership.
4. A pastor must be humble — not arrogant (Titus 1:7). A pastor must constantly demonstrate the gospel by admitting when he is wrong and assuming responsibility and restoring relationships.
5. A pastor must be gentle — not quick-tempered (Titus 1:7; 1 Tim 3:3). No man will be of any use in the kingdom that is quick-tempered. The difference between how Jesus demonstrated anger is that He was angry at the abuse of others in the name of religion and the dishonoring of God. We get angry at how it affects us.
6. A pastor must be sober — not a drunkard (Titus 1:7; 1 Tim 3:3). This is not just overindulgence in alcohol but is idiomatic for any behavior that fuels addictive responses.
7. A pastor must be peaceful — not violent (Titus 1:7; 1 Tim 3:3). A pastor is prone to inflict violence through his words. He is to be a peacemaker.
8. A pastor must have financial integrity — not greedy for gain (Titus 1:7; 1 Tim 3:3; 1 Peter 5:3). A pastor is to be upright in his financial dealings and not be accused of pursuing money over the kingdom of God.
9. A pastor must be hospitable (Titus 1:8; 1 Tim 3:2). A pastor's home is to be open for others to enjoy. A pastor's home is not a heaven on earth, but rather a place of ministry.
10. A pastor must be a lover of good (Titus 1:8). A pastor genuinely loves what is good. He does not just think he should love it.
11. A pastor must be self-controlled (Titus 1:8; 1 Tim 3:2). Self-control is a characterization of every area of a pastor's life: diet, time, mouth, exercise, relationships, sex, and money.
12. A pastor must be upright (Titus 1:8). He has integrity in his relationships and in how he treats others.

13. A pastor must be holy (Titus 1:8). His life is devoted wholeheartedly to Jesus externally and internally.
14. A pastor must be able to teach (Titus 1:9; 1 Tim 3:2). All of the other qualifications are character qualities. This is the only ability-based requirement. He is to be able to teach sound doctrine, not just be able to communicate excellently. His teaching can be to one or two, to twenty, to a hundred, or a thousand. Most of the churches in Crete were house churches. The elders were to defend the faith once delivered to the saints against the numerous false teachers that arose.
15. A pastor must be spiritually mature (1 Tim 3:6). Positions of authority without spiritual maturity lead to the trap of pride. When pride grows in a man, sin abounds.
16. A pastor must be respectable (1 Tim 3:7). That does not mean that everyone must like him or even appreciate him. It means that there is no credible witness to an ongoing sinful behavior.
17. A pastor must be an example to the flock (1 Peter 5:3). Elders are examples of biblical expressions sexually, time management, marriage, parenting, worship, relationships, and any other way. A pastor should be someone your sons could pattern their life after and the kind of man your daughter should marry.

### **III** - Pastors Expectations & Duties

1. Maintain a professional dress and appearance or attire fitting for the event or activity.
2. Maintain activity and involvement in all church ministries and activities, unless otherwise notifications and prior plans have been made before the event.
3. Attendance and participation in Sunday School is mandatory
4. Maintain a Christian and biblical home, lifestyle, speech, actions, and open communications.
5. If problems arise in health, family, or other area of the pastor's life, he should seek the guidance of the deacon board and make them aware of any possible problems and situations that may affect the church or the pastor's ability to effectively carry out his duties in ministry as laid out in the bible and this document.

### **IV**: What shall each member do if an office holder or member violates one of these requirements?

1. Timothy 5:19-20 warns us not to accuse a leader flippantly. Matthew 18:15-18)
2. Go to the member alone.
3. If still unsatisfied, go with another person, to act as a mediator in the situation.
4. If still unsatisfied, let your assigned Deacon know to assist in resolution.

**V.** If accusations are verified and the leader or member remains unrepentant, rebuking that member before all is the next biblical step in discipline as determined by the church body if resolution can not be found. Decision by the vote of the membership of the church body will be the final decision

### **Termination, Resignation, and Replacement of the Lead Pastor**

**Section I** - Termination - If the pastor fails to uphold the duties, morals, integrity, and expectations of the role of pastor as outlined in the Holy Bible, and the Glenola Baptist Church Constitution. A discussion of the issue(s) shall be brought before the Deacon board as a plan shall be brought before the body of the church for discussion, and a majority vote of the members of the church will be held by ballot. The decision shall be read to the body of the resolution. The pastor shall vacate the duties of the pulpit immediately where the duties will be passed over to an interim pastor until a new pastor can be sought, and selected by the active Deacon Board.

**Penalty** - The pastor and other occupants of the Church Parsonage shall vacate the property not to exceed 30 days from the termination date, as no further compensation will be awarded from the date of termination forward.

**Section II** - Resignation - If the pastor feels as if they should be called elsewhere by the Lord they shall give no less than a 30-day notice of resignation. This shall afford the church enough notice to adequately locate an interim pastor to act in the pulpit until a full-time pastor can be sought. The pastor would be asked to stand before the church to truthfully and adequately address the congregation explaining the circumstances and terms of the resignation. The church body will hold a ballot vote at the next available date to hold a business meeting to accept or reject the resignation. The verdict of the vote will be read before the Church body.

**Resolution & Separation** - As the resignation is approved the pastor and any other occupants of the parsonage would be required to vacate the property in no more than 90 days from the date of resignation. The pastor could be eligible to receive one week's base salary pay for each year of service while serving as the pastor of Glenola Baptist Church. As an optional payment separation package is available pending the approval, that must be approved by a majority vote of the church members as being held at the next available date to conduct a church business meeting. This will be paid as 50% at the beginning of the resignation and the balance will be paid at the end of the 90-day resignation term and final departure date.

**Departure Procedures** - During the Departure process, no additional payments, reimbursements, or other acquired assets will be awarded without a majority vote of approval from the church members. Deposits, donations, and contributions made to special activity accounts of the church will not be refunded without proper proof of the contribution and a majority vote of approval from the voting members of the church. Payments, reimbursements, and other transactions made during the departure procedure will only be made to the existing pastor of the church as they were the paid employees of the Church. NO Payments will be made to any other persons that were not paid employees of Glenola Baptist Church. All Property left at the parsonage or on any other property owned by Glenola Baptist Church at the end of the 90 term will become property of Glenola Baptist Church.

**SECTION III** - Replacement Procedure - The Deacon board shall select no less than 5 active church members in good standing with at least two members being active deacons, as well as at least one acting alternate. To serve on the Pastor Search Committee. It will be the duty of this committee to serve as they are led biblically to commence the necessary procedure to locate and select a new lead pastor for nomination to the church. The nomination will be voted on by ballot and by the voting members of Glenola Baptist church and must receive a 2/3rd majority or 66% of the vote for approval. The Pastor Search Committee shall oversee the trial sermons, interviews, background screenings, contacting references, establishing salary packages, and any other details as to being related to the hiring process of a new pastor. Once approved the employment contract must be constructed by the search committee and reviewed by the Deacon board before being presented to the applicant, and signed by the pastor in the presence of the Deacon Board and Pastor Search Committee. This contract is to detail the conduct, expectations, and responsibilities of the pastor as entering into employment. The Contract is to also detail the pay scale, vacation accommodations, and other procedural matters for employment, This contract shall also detail the terms and conditions set forth by this constitution as it relates to the separation procedures of existing employment. Signing in the presence of a witness validates the terms and binding agreements of the employment.

**SECTION IV** : The Role, Duties, & Tasks – Youth Pastor

A Youth Pastor, or Youth Minister, is responsible for guiding children and adolescents in their understanding of themselves and their faith. Their duties include organizing youth events or retreats to encourage community building, teaching Sunday school and other educational programs, and communicating with church staff about faith education needs.

**SECTION V** : Youth Pastor Duties and Responsibilities

A Youth Pastor should be able to perform various duties and responsibilities. The Youth Pastor should help the church fulfill its calling to minister to youth. Youth Pastors should do this by being strong leaders in the youth ministry and by training youth volunteers to serve in the church. The following are some of the duties and responsibilities a Youth Pastor should be able to execute:

1. Train and recruit volunteers for efficient implementation of church programs.
2. Provide counseling to youths and help them realize their individual goals.
3. Administer and plan numerous youth programs like evangelism, retreats and Bible study sessions.
4. Coordinate with parents of youth group members regarding their children's involvement and participation in the church.
5. Assist in organizing and compiling the Sunday school curriculum.
6. Participate and contribute to staff and church meetings.
7. Train youths on how to be future faith-filled leaders and set up programs to facilitate spiritual growth.
8. Develop and maintain effective relationships with various leaders in the community for purposes of swift outreach programs.
9. The Youth Pastor shall be the overseer of ALL youth and children's programs and activities as but not limited to AWANA, Youth Group, Vacation Bible School, children's church, children's choir, Easter Egg Hunt, Pumpkin Patch, Christmas Program,

10. Serve on the committee for Background Screenings for all who work in positions dealing with Youth and Children

The existing procedures of the Youth pastor will be no different than the existing procedures of the lead pastor. For further guidance please reference the policy and procedure for exiting or vacating the position as a pastor.

#### **SECTION VI**: The Role, Duties, & Tasks – of a Deacon

1. Although deacons are servants they do have authority. They will not dominate, but they will lead so there is a delicate balance for them to achieve.
2. We are all accountable to God personally and individually. Deacons are also accountable for the way they do their work, to the other Deacons and to the church members meeting – that is the group of people who recognized their skills and gifts and chose them for this role in the first place!
3. One of the most important things a Deacon does is to be a good example and an encouragement to others – 1 Timothy 3 is a good passage to look at to discover the qualities of a leader.
4. Deacons are expected to make decisions! Normally all the Deacons will consider matters of policy, and decisions about expensive purchases, or new initiatives together. Occasionally an individual Deacon may need to take urgent action to overcome a problem. On important or strategic matters, the deacons will consult and obtain support from the church members' meeting as that is the right place for testing all major proposals affecting the church's life together and plans.
5. Deacons need to work well together because good relationships among church leaders are essential. Relationships grow as people spend time together and learn to work as a group.
6. Deacons ensure that church life is well organized. The Deacons are like a body with each part playing its part for the good of the whole (Ephesians 4:16). The Deacons will ensure that the time, effort, and money of those in the church are not wasted because of carelessness or inefficiency.
7. Being a Deacon is much more than attending an 'extra' deacons' meeting. Each Deacon has a specific responsibility reflecting their specific skills and gifts and involvement in that area.
8. Deacons also take their turn in routine tasks such as opening and closing the buildings, visiting applicants for membership, serving Communion, and leading in prayer.
9. It is also important that Deacons can fulfill the normal responsibilities of church membership such as attending worship and church meetings regularly as well as supporting the church financially and practically.
10. Deacons are to acknowledge and address potential conflicts in the church and aid in addressing and resolving the issue. If an issue arises with any person holding office including the pastor.

A - The Deacon is to direct the person to discuss their grievances directly with the other party.

B - If the person doesn't feel comfortable discussing these grievances alone with that other party, they can request that a Deacon accompany them to act as a mediator or witness between the two parties.

C - If no resolution can be mutually sought between the two parties then the matter can be discussed amongst the Deacon Board to aid in resolving the issue.

D - If Disciplinary action is warranted the matter will be brought before the Deacon Board and then brought before the church to vote upon the final decision of the church.

## **ARTICLE IX: Validation**

### **SECTION I: Adoption**

The adoption by the church of this constitution and by-laws shall affirm all previously adopted rules in conflict herewith, provided, however, that actions taken by the church before this date shall remain validated unless corrected or remitted by the adopting of this constitution and by-laws. This constitution shall be considered adopted and in immediate effect if and when 66% of the members present at the business meeting at church vote is taken shall vote in favor of the same. This vote shall be taken not less than seven days after formal presentation of the constitution and by-laws to the church. This constitution may be amended, altered or repealed by a 66% vote of the members present at any regular business meeting of the church: providing; however, that such amendments, alterations, or repeal must be given to the clerk in writing and this proposed change shall be presented to the church at least 30 days prior to the time the vote is taken. It is understood there shall be no alterations or amendments to those provisions of the constitution having to do with doctrine or the ownership, control, or disposition of the physical properties and assets of Glenola Baptist Church.

1. A copy of this Constitution and By-laws shall be kept by the Clerk, Active Deacons, and Pastor at all times. The Clerk is to store a copy among the records 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 the Constitution and By-laws. These shall be made available to the church members generally upon request.
2. This Constitution and By-laws may be amended by a two-thirds vote of the members presented and voted upon at any regular business meeting of the church, or at a specially called meeting called for that purpose and the proposed amendment being inserted in the call, and said proposed change having been laid before the church in writing not less than one month before the time of the proposed action of voting on approval.

## **BY-LAWS OF GLENOLA BAPTIST CHURCH**

### **ARTICLE I: Membership**

This Article deals specifically with church membership and not with the subject of the individual's salvation. Those making a profession of faith in Christ will be introduced as new brothers and sisters in Christ and will be baptized.

**SECTION I:** Requirements The membership of this church shall be composed of persons who have given testimony of regeneration by the Spirit of God; who have been baptized by immersion; who have subscribed to the church covenant, Baptist Faith, and Message and constitution of this church; who have completed the new member class led by an Elder; and lastly who have been received into membership by simple majority vote of the church at any business meeting (Ro. 12:4-8; Mt 16:15-18; 2 John:10-11).

1. A member of another Baptist Church may be received by a simple majority vote of the church at any business meeting upon the promise of a letter of transfer from the church where membership resides.
2. Prior members of a Baptist Church who are unable to provide a letter of transfer may be received by a simple majority vote of the church at any business meeting granted no divisions with a former church are unresolved.
3. A letter of transfer to unite with another Baptist Church may be issued upon request. All such applications will be reviewed and voted on by the Church at a called business meeting or upon recognition in front of the church body.

### **SECTION II:** Expectations

Members are expected to be devoted to the teaching of God's Word, to the fellowship of the believers, to the ordinances of the Church, and to prayer (Ac 2:42-46; He 10:24-31). As such, members are expected to faithfully worship corporately and personally, to maintain a personal Bible study, and to serve selflessly. As members of the body of Christ, believers are expected to have a ministry they are fulfilling in the corporate life of the church (Ro 12:1-8; 1 Co 12:1-10, 28-31; Ep 4:11-16; 1 Pe 4:10-11).

### **SECTION III:** Discipline

Discipline shall be a responsibility of each member under the leadership of the Pastor, or Deacon Board as guided by Scripture or this constitution. Under the heading of "Layman", the document titled Church Discipline Flow Chart details the Scriptural procedure for Church discipline. Congregational expulsion occurs with a self-resignation or simple majority vote of the Church. The member under question may not vote in any part of the disciplinary process.

### **SECTION IV:** Inactive Members and Non-Members

Members of the church whose attendance and involvement in the life of the church are limited to holiday services or zero attendance of the normal weekly worship for 12 months without reasonable cause or lack of financial support will be designated as inactive members and subject to removal as a member from the church role. Reasonable causes include members experiencing home-bound conditions as well as temporal reasons such as college, travel, sickness, military, and work schedules or financial hardships. The Deacons, after appropriate



review, will assign inactive member status as justified. Inactive members, who have fallen away from their commitment to the church, will be lovingly pursued with the goal of restoration (Lk 15; Mt 18:15-20). Each situation will have its unique circumstances and will be addressed by the Deacons accordingly. Inactive members will remain inactive while the church continues to pursue them. Inactive members will be encouraged to attend the new members class to complete the process of restoration.

1. Inactive members will not be permitted to teach, lead ministry teams, or vote in church business sessions until an active status has been renewed.
2. Non-members will not be permitted to teach, lead ministry teams, or vote in church business sessions until church membership has been established.

## **ARTICLE II: Church Government**

### **SECTION I:** Vocational Pastors and Directors

1. Definition. The vocational (Full-Time) Pastors are ordained men. The senior pastor shall serve as an acting part of the Deacon board or overseer of the congregation. The vocational Directors are ministerial staff who are either ordained or non-ordained. Both the vocational Pastors and staff members are supported financially by the church (Ac 15:4-6, 20:16-17, 27-31; Ep 4:10-12; Tit 1:5; 1 Pe 5:1-2).
2. Duties. The vocational Pastors and or staff serve under the authority and leadership of the Deacons and Governing Body of the church. Staff will not serve as Deacons but will assist the Deacons as partners in the ministry. The duties of Pastors and staff will be approved by the church before calling to the service of the church. (Ac 6:1-6; Ep 4:12-13).
3. Vocational Call by the Church.
  - A. The members shall call vocational Pastors by ballot upon affirmation by the search committee and the Deacons. The search committee will include Deacon or Search Committee representation. Neither inactive nor non-members may serve on this committee. Only one candidate shall be presented at a time. The calling shall be affirmed with a minimum of 66% of the vote. Twenty Five percent (25%) of the active membership must be present for a valid vote. The vote for vocational Pastor shall be held after Sunday morning or evening worship service.
  - B. The members shall call paid staff by vote upon affirmation by the nominating committee and the Deacons. The calling shall be affirmed with a minimum majority of the vote. Twenty five percent (25%) of the membership must vote for the result to be valid. The vote for paid staff shall be held at a business meeting.

### **SECTION II:** Pastors and Deacons

1. Calling. The Pastor or Deacon shall recognize, interview, and investigate candidates for interim or service Pastors, Associate Pastors, or Youth Pastors. The Deacons shall provide a pastoral candidate nomination for use by individual members of the Church to nominate candidates. These nominations shall be written and signed by the committee and or the nominee. All nominations shall be submitted to the Search Committee or Nominating Committee to promptly allow for due process and examination. In those cases where the committee concludes that a nominee is not qualified for office, they shall inform the nominee stating the reasons for this conclusion by personal, electronic, or telephone communications. The Deacons shall present a ballot of the selected candidate to be voted on individually by the congregation at a called meeting.

Candidates are affirmed by a simple majority vote described in the document. If the number of candidates exceeds the number of vacancies, the highest vote recipients equal to the number of vacancies shall be affirmed. (Ac 6:3; 14:23; Ti 1:5; 2 Ti 2:2).

**SECTION III:** 1. Administrative, Pastoral, and employed staff are eligible to serve consecutive terms without a sabbatical if nominated and elected following the process defined above in

**SECTION IV:** 1. The active Deacons may call an inactive Deacon to serve a vacated position until the next scheduled annual election of officers. The selected person will also need to be voted on and approved by the body of the church to fulfill the remaining duties. For purposes of this provision, a term during which a Deacon serves not more than one year shall not be considered a term in office. Any open office term that extends more than one year in shall be replaced by nomination and ballot vote of the church body as the process of annual election three names of nominations shall be accepted by and approved for ballot voting. The three candidates will be placed on a ballot for the congregational vote as the top vote getter would be the replacement for the remaining portion of the open term.

**SECTION V:** The Deacon Board

**1. Composition.** The Deacons shall be composed of men, both Active and In-Active Deacons. The goal shall be to maintain Seven (7) Active Deacons with three (3) rotating off/on annually. The minimum number of Deacons shall be four (4). (Biblically, women may not serve as Deacons. These are the only two roles from which women are excluded). The Deacons may increase the number of Active Deacons following the needs of the ministry, and the size of the membership, and be subject to nomination and election following Section II. There shall be 3 active deacon positions for every 100 church members.

**2. Qualifications.** Deacons and nominees for the board shall be qualified for the office as specified in the Bible (1 Ti 3: 1-7; Tit 1:5-16; 1 Pe 5:1-4). Candidates shall be members for two years minimum. Candidates shall be a minimum of 25 years of age and a member in good standing for a minimum of 2 years. Deacons are also required to agree with the current Baptist Faith and Message, and the guidelines set forth in this document.

**3. Responsibilities.** The fundamental responsibilities of the Deacon are to devote themselves to prayer and the ministry of the Word of God in the oversight of Glenola Baptist Church and all its affairs. The oversight of the Deacons shall include: teaching the Word of God; caring for members; examining prospective members and assimilating new members; guiding the process of Church discipline; examining prospective Deacons, and designated staff; organizing business meetings; leading the work of church and all ministries of the Church. The primary responsibilities of the Deacon are prayer and teaching of the gospel and to work in conjunction with the pastor to assist in the guidance and operations of the church. Secondary responsibilities will include visitation, counseling, and staff development as time permits. According to the Scriptures, no other responsibilities shall detract from prayer and the teaching of the Word (Ac 6:2-4, 20:28-30; Jn 21:16; 2 Ti 4:1-5; Tit 2:1).

**4. Organization.** The Deacons shall determine the best organizational structure of the Deacon Board to equip the Church to carry out the five Priorities of Ministry of the Church: Discipleship, Evangelism, Fellowship, Service, and Worship. The Deacons shall be equal in authority but may be specialized in function. The Deacons shall annually select its Chairman and Secretary from among its active board members.

5. Discipline. For the discipline of a Deacon, see the attached chart titled Church Discipline Flow Chart under the section "Leader" (Mt 18:15-17; 1 Ti 5:17-20).

6. Deacon Nominations should begin in August and all nominations made by the church body shall be calculated and once agreed upon by the candidate the top seven men shall be placed on a ballot, no less than 14 days prior to holding the ballot vote. The ballot shall contain those seven names and the congregation may vote for three of those candidates for election. The highest voting total will receive a three year term as active deacon and the 2nd & 3rd highest tallied vote will receive two year terms as active Deacons. Those newly elected deacons will take office on the first Sunday in October as the starting of the new church year.

7. Constitution: The Active Deacon Board shall oversee this constitutional document and address any questions as related to this document. The committee shall keep this document current and updated as the church affirms changes to policies and guidelines that govern any procedure or process of the church. A total review and audit of this document should be held annually at the start of each church year.

## **SECTION VI:** Deacons

1. Composition. The Deacons shall be MEN. (Biblically, women may not serve as Pastors and Deacons. These are the only two roles from which women are excluded). The number of Deacons shall be determined by the needs of the ministry and by the call and qualification of men in the church as assessed by the Elders (Ac 6:1-7). Reference Article VII, Section I of the Constitution.

2. Qualifications. Deacons and nominees for Deacon shall be qualified for the office as specified in the Bible, (1 Tit 3:8-12, Ac 6:1-7). Candidates shall be members in good standing for no less than two years. Candidates shall be a minimum of 25 years of age.

3. Responsibilities. The Deacons shall assist the church body in carrying out the five Priorities of Ministry of the Church (Ac 6:1-7).

4. Organization. The Church Body may designate any specific Deacon or group of Deacons to specialize in some particular Function. Upon request by the Church, the Deacons shall meet with the congregation monthly to best fulfill their responsibilities.

5. Training. Deacon training shall be supplied by the Deciplinship Training Director.

6. Deacons shall elect a chairperson annually at the start of the new church year.

7. The Deacon Chairperson shall be responsible for calling and conducting monthly business meetings following the guidelines held there in this constitution.

8. Deacons Shall be pillars of confidential conversation and material as such knowledge be held in faith until necessary to share unless binding by the confidential code of ethics or legal responsibility to share for legal and protection purposes.

**SECTION VII:** Trustees

The church shall have at least three members to serve as Trustees whose term of office shall be for three years with one-third nominated each year. They shall serve no more than one term without a sabbatical. Following a one-year sabbatical, they are again eligible for nomination. The Trustees shall hold in trust or title all church property for the benefit of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any property exceeding the approved budget amount without a specific vote of the church authorizing such action. It shall be the function of the Trustees to affix their signatures to legal documents where the signatures of Trustees are required. They are to keep important papers in safe keeping and copies shall be shared with the clerk for the church record, which shall be provided by the church. They shall work under the leadership of Deacons and the church body and in conjunction with the finance team. The title to all property shall be vested in the church Trustees.

**SECTION VIII:** Clerk

The Clerk shall be elected annually by the church upon recommendation of the Nominating Committee. The Clerk's responsibilities are to attend or be represented at all church business meetings, to keep an accurate record of all business transactions, to prepare the annual associational letter, to issue letters of dismissal as authorized by the church body, and to preserve valuable records that belong to the church. It shall be the duty of the Clerk to see that an accurate roll of the church membership is kept, the dates and methods of admission and dismissal, change in name, and other pertinent information about each member.

**SECTION IX:** Treasurer, Assistants, & Office Staff

The Treasurer shall be elected annually by the church upon recommendation of the Nominating Committee. The Treasurer's responsibilities are to maintain the bank accounts and to disburse monies by checking and following instructions and guidance from the church. They shall keep at all times an itemized account of all receipts and disbursements and render a financial report regularly to the church. The Treasurer's books shall be audited upon request by an outside auditor as arranged by the Deacons or Finance Committee. All books, records, and accounts kept by the Treasurer shall be the property of the church. The Treasurer shall upon request meet with the Deacons and shall be an ex-officio member of the Finance & Budget Committees.

Office staff - Shall have no less than three members on a weekly basis to collect, count, recount, and record all attendance and financial contributions made to the church. 2 of these members should be responsible for collecting monetary contributions, and verifying the amounts for each count. With the third member recording the amounts in the ledger to be shared with the recording secretary, treasurer, and church body. All members of the Office staff shall be selected annually by the nominating committee and approved by the church body by a majority vote.

**SECTION X:** Financial Secretary

The Recording Secretary shall receive the offering envelopes and from these shall give each contributor individual credit as provided in the record system approved by the church. They shall keep a record of the receipts by individuals from envelopes for all church offerings. The Recording Secretary shall also be responsible for preparing and disbursing contributory statements to contributing members by January 31st of each year or upon request.

**SECTION XI:** Church Financial Expenditures

Expenditures of all church funds shall be confined to limits of the church's adopted Annual Budget. Any expenditure beyond an adopted line item up to \$1,000 must be approved by the church body. Any expenditure beyond an adopted line item up to \$5,000 must be approved by the Deacons and the church body. Cumulative expenditures beyond 5% of the total budget shall be approved by the church upon recommendation of the budget committee and the church body.

Reimbursements - Will only be made if the members makes adequate church purchases for church or ministry uses, and provides a proper proof of purchase to verify the date, amount, and seller of the items purchased. Without proper documentation reimbursement will not be made unless a majority church vote of approval is made during a monthly business meeting.

**SECTION XII:** Other Church Positions, Committees, and Ministries

Such other teams, committees, or groups as may be necessary and desirable to carry out the work and activities of the church and its organizations shall be selected for a term of one year by the Nominating Committee. These shall be selected before or during the month of August and their term of office begins the first Sunday in October.

1. Special Committees may be assembled by the Deacons or Nominating Committee as the need arises. To address special needs or circumstances that may arise that can not be addressed by prior existing committees.

**SECTION XIII:** Cemetery

This committee is to be composed of not less than five active members. It shall be the duty of this committee to look after the appearance and upkeep of the cemetery grounds. This committee shall be allowed to have its own treasurer, who will receive and disburse all funds received by him or her from individual or groups for the upkeep of the cemetery (The cost of mowing the cemetery is included in the groundskeepers contract and is paid by the church through the church treasury.) The money received by the cemetery treasurer shall be used to improve the appearance of the cemetery, such as grading, sowing of grass, marking off lots, etc. The treasury reports shall also be made known as a part of the monthly financial report for monthly church business meetings.

Rules and Guidelines for governing the Cemetery

- I. Cemetery on the West side of US Hwy 311 can be used for community people who desire to be buried there, if not a member of Glenola Baptist Church, there will be a fee of \$500.00 for each grave site (Except in extreme cases of hardship, fees can be relieved by a vote of the church) There is no fee to church members. All monies collected will be deposited in the cemetery fund.
  - A. Additional graves may be reserved, where one husband or wife is already buried (\$500.00 for each grave site)
- II. The Cemetery on the East Side of US Hwy 311 next to the church building is for members of Glenola Baptist Church: No person can be buried there except the companion of the one who is already buried there. This is (husband or wife) and a fee of \$250.00 to be paid if not a member of the church.
  - A. Lots cannot be reserved in this cemetery, they are given to members at death, and lots are reserved only for a family member's husband / wife that may desire to be buried there. (No fee for members of the church)

- B. The family of the deceased is to meet with the committee to select a burial site. The committee requests that a headstone is placed on the grave within one year of the death.
- III. Cemetery fund to be established to help keep the cemetery looking good. The Chairman of the Cemetery Committee is to have authority to appoint the treasurer and to keep funds and disperse funds for the upkeep of the cemetery according to committee recommendations.
- IV. The Chairman of the committee is to keep a record of the deceased
- V. The church voted to ask that all graves be leveled and footstone be even with the ground. Also, that all fences and stobs be removed from the graveyard.
- VI. Church voted that the last paragraph of the prior constitution Section 4-E be removed from the document and all rules and guidelines governing the cemetery begin on this date, 1966 which reads as (all previous rules governing the cemetery since November 1952 shall continue in effect and shall be considered a part of those by-laws).
- VII. The Church voted to amend the rules pertaining to the cemetery that are former members of this church and their mates who have gone into full time Christian service and so remain in full time service until death will have the same rights and privileges as a member of Glenola Baptist Church.

#### **SECTION XIV:** Other Employees

When the church needs support staff, the Nominating Committee shall work in conjunction with the Deacon Board and Budget Committee to conduct the hiring process. Deacons will have approval responsibility for the individual recommended by the Nominating Committee. The church shall approve newly appointed positions and their budget needs by a majority vote as presented in a monthly business meeting.

#### **SECTION XV:** Service Terms

The following terms of service will be one calendar year beginning on the first Sunday in October through one calendar year and the beginning of the new church year. Longers terms such as deacons are outlined in the appropriate sections of this document, and have been approved by the church for constitution in prior revisions.

### **ARTICLE III: Meetings**

**SECTION I:** Ministry Related - This church shall hold regular Business Meetings on the 3rd Sunday Evening for worship, teaching, training, prayer, and fellowship (Ac 2:42; Ep 4:11-16; 2 Ti 3:16-17; He 10:24-25).

1. The ordinance of the Lord's Supper will be held four times per year at a minimum as scheduled by the Deacons on morning services on the 5th Sunday of the Month. (Lk 22:19-20; Ac 2:42).
2. The ordinance of Baptism may be administered as an act of worship and/or membership during any announced worship service (Mt 28:18-20).

#### **SECTION II:** Business

Related: This church shall hold business meetings in August to elect Deacons, approve the Nominating Team's Report to the Church, and adopt the Church Budget for the upcoming year. Upon majority recommendation of the Deacons, special business meetings may be called at any time with special circumstances. A Deacon will serve as the moderator.

1. Notification of business to be conducted should be made by two weeks before the meeting with a deciding vote. In the case of emergencies, notification shall be made at any of the regularly scheduled services.

2. Business meetings shall be conducted under the Scriptural mandate of 1 Corinthians 14:40 and in compliance with Kerfoot's Rules of Order.

3. Corrective Action: During any normal business meeting the moderator of the meeting shall choose to table a topic if comments and discussion become too heated or aggressive and the congregates are not acting in a christian like manner. The Moderator can ask that the member(s) leave the meeting if they can act and communicate in a christian like manner.

4. Audio / Video Recordings: No audio or video recording of ANY business meeting will be distributed to any member of the church. They are solely for the use of the church clerk to review for note taking purposes.

### **SECTION III:** Quorum

A quorum consists of current and active church members who attend the business meeting in a voting capacity.

### **SECTION IV:** Vote

Criteria ONLY ACTIVE MEMBERS in good standing of the church are qualified to vote. Church members must be of appropriate age to fully understand the content or topics discussed to vote.

## **ARTICLE IV:** Offices and Duties

### **Section I:** - Background Screening

November, 19th 2024 Amendment to GBC Constitution and By-Laws Glenola Baptist Church Passed by Quorum of Glenola Church members. To invoke the process of mandatory background screenings for any adult over the age of 18 years old holding a position where that member would be working directly with youth under the age of 18 years old or hold a position where youth under the age of 18 years would be present for a duration on time.

1. These positions would include but not be limited to Pastors, Deacons, Youth Pastor, Youth Leaders, AWANA leaders, AWANA Teachers, AWANA assistants or helpers, Food Preparation Staff, Security, Vacations Bible School Staff including leaders, teachers, assistants, helpers, food preparation, Sunday School Teachers, Childrens Church leaders, Children's Choir Staff, Childrens or Christmas play staff including Audio & Visual Staff members, Missions Staff and adult volunteers, Easter Egg Hunt, Pumpkin Patch, and or any other related event or activity where children would be present with or without their parents or guardians.
2. These screenings are to be completed, reviewed and approved before the start date of the position. The committee of 3 people will be established annually by the nominating committee or the Deacon Board to review and approve all new screenings.
3. The findings of this screening will be stored electronically on a secure server located at the offices of the Randolph Baptist Association.

4. Any cases with questionable screening will be reviewed and handled on a case-by-case basis by the committee to protect the privacy and integrity of that individual.
5. Any member who declines to provide the information needed for the screening will be denied access to hold any of the above positions. All screenings will be funded by Glenola Baptist Church to ensure the protection of the youth and maintain a safe and secure environment for the children and an additional layer of protection for the parents and the body of Glenola Baptist Church.

## **SECTION II:** Roles & Duties of church offices and committees

1. **Nominating Committee** - This committee should be made up of one active Deacon, and four other members in good standing that should be determined by the active deacon board by the June monthly business meeting. The Sunday School Director, the discipleship training Director, the Pastor, and 4 other members in good standing for a minimum of 2 years whom the deacons have selected. A chairperson shall be selected by the Deacons once it has been fully assembled. At the first meeting of the Sunday School Director and Discipleship Training Director shall be selected to join the committee for all further appointments of future assignees and roles This committee must fully staff all of the offices and committees. The committee should meet on a regular schedule until all positions are filled so that the new roster can be presented to the church for voting approval at the **August business meeting annually**. This would allow a month time frame for training and transition period before the new roles begin during the new church year in October of each year. Each position or office should be evaluated by the committee and/or by the prior position holders' attendance and job performance, and those positions should be filled with adequate members who can effectively hold the position.

1. Review for committee members the duties and responsibilities of the church nominating committee.
2. Lead committee members to commit to be a committee that functions throughout the year and not for just a few months of the year.
3. Review the current status of worker needs/vacancies in the various church program organizations.
4. Discuss processes for enlisting workers to fill these vacancies.
5. Make plans for nominating, contacting, and enlisting workers to fill vacancies.
6. Ensure that all church members that are assigned to hold office, that each person is aware and given a description of the duties, roles, attendance, and requirements of the position before commit of the position is granted and voted on before the church.

2. **Budget Committee** - This committee should comprise 2 active deacons, 5 other members as well as the Pastor and Treasurer who both act in ex-officio. They are responsible for reviewing the annual church budget and making any additions, deductions, or modifications necessary to maintain a financially sound budget that the church can adequately maintain. This also includes the pastor's salary, benefits package, and compensation packages for any other paid church employees. **NOTE the pastor should not be present during the time of discussion of his salary or benefits package.** This budget would be in a typed format, and copied for each member, and presented to the church body no less than two weeks before voting so that it can be reviewed by



all voting church members prior to the September monthly business meeting. It shall be the duty of the chairperson and the committee to reach out to committees for budget needs and adjustments for the upcoming church year.

3. **Building Committee** - This committee is responsible for maintaining and making necessary repairs, coordinating outside work, and/or modifying the Church Building, Fellowship Hall, and Parsonage. This includes but is not limited to electrical, plumbing, HVAC, structural building, etc... The building committee shall have the authority to enter and inspect any church property or structure including the parsonage for damages and or necessary repairs as made aware. This Committee should be composed of 5 Males and 2 Females. This committee shall make routine inspections of all church properties including the parsonage to attempt to locate any potential problems and make any necessary repairs that could prevent major loss or damage to the structure or property. This committee shall also oversee the House keepers, Grounds keepers and the related contracts that would be associated with these.

4. **Sunday School Teacher** - It is the duty of the Sunday School Teacher to have maximum attendance during Sunday School. The teacher shall be prepared with a properly planned biblical lesson. If a teacher is unavailable they would make the Sunday School Director aware of the absences so accommodations can be made. As the teacher, you are the biblical leader and messenger of God's word. You shall seek the Sunday School Director for further training and procedural items and processes. This position must submit to an initial and random follow up background screening.

5. **General Secretary** - Shall be elected annually by the Nominating Committee. It is the duty of the General Secretary to oversee, maintain, and order and replenish Office supplies, Attendance booklets, all Sunday school materials, and any other literature materials needed for general church use. This excludes AWANA and VBS.

6. **Extension Department** - It is the duty of the person who oversees this committee to collect and distribute all recorded services and bulletins to the members named as a "shut in" or church member that shall be physically unable to attend church in person.

7. **Trustees** - A trustee is an individual who is appointed or elected to oversee the management and stewardship of the church's physical and financial assets. The role of a trustee is deeply rooted in the principles of trust, responsibility, and accountability, and will work in conjunction with the deacons and the voting church body to handle legal actions, documents, purchases of land, or any other actions that would require legal signatures.

8. **Office Staff** - The office staff members are to provide comprehensive administrative support to the Treasurer, Sunday School director, and the staff, and play a crucial role in managing the smooth operation of the church and church office, managing key administrative tasks, counting attendance, collecting morning tithes, and facilitating effective communication both internally and externally. This position requires exceptional organizational and interpersonal skills, as well as the ability to handle sensitive information with the utmost confidentiality. The Office staff will be selected each year by the Nominating Committee.

Each Sunday staff shall have no less than three members on a weekly basis to collect, count, recount, and record all attendance and financial contributions made to the church. 2 of these

members should be responsible for collecting monetary contributions, and verifying the amounts for each count. With the third member recording the amounts in the ledger for be shared with the recording secretary, treasurer, and church body. All members of the Office staff shall be selected annually by the nominating committee and approved by the church body by a majority vote.

1. Record bookkeeper – Collect class reports and envelopes. Combine the offering amount from front of each envelope to get total class offering and pass **unopened** envelopes to the money counter. Enter data for each class in the record book and give class reports to the report person. Check to see if Audio/Visual personnel are present in Sound and mark her attendance on the attendance page in the record book. Total all columns except offering which must match the amount of money collected by the money counter. When money count is complete enter total offering in record book.

2. Report person- Count out bulletins and distribute to persons bringing in class reports. Check reports after they are recorded and identify banner classes for attendance, offering and Bibles. Get totals from the record bookkeeper and fill out a report sheet. Leave sheet on table to be picked up. Deliver banners to classrooms. Ring the first bell at 10:35 and second bells at 10:40.

3. Money counter-Open envelopes, checking that contents and written amount match. Sort by checks and bill denomination and list on the money sheet. Compare total offering with amount obtained by record bookkeeper. Find and correct any discrepancies. Put offering numbers and attendance numbers on boards in the auditorium. Stay with money until the treasurer comes to collect. **Never leave money unattended.** Record attendance and offering in books provided.

9. **Finance Committee** - This committee will work in conjunction with the Deacons, Trustees, and Budget Committees to manage funding for larger purchases such as property, vehicles, or any purchase that could potentially involve a bank note or large financial obligation. These members will be selected by the nominating committee and would preferably know the financial process as it would relate to the church and church constitution and by-laws.

10. **Extension** - Homebound Ministry serves those members of our church body who, due to physical limitations, are unable to attend church services regularly. Some are unable to leave home at all. They rely on caregivers who provide for their basic needs—but sometimes that just isn't enough

11. **Audio / Visual Committee** - The primary responsibility of the Audio-Visual committee is to provide technical expertise, and team leadership for the church's sound, media, video, and stage lighting. The role of each member is to work in conjunction with every ministry to provide the needed support for any audio and video needs to effectively perform or convey their ministry and message. Communicate with the acting pastor before service to acquire informational and topical notes for the sermons as well as keep all announcements up to date on the informational screen. It is also the role of each team member to maintain all equipment to a satisfactory standard as set forth by the chairperson. \*\* Audio recordings of Business Meetings will be provided to the Church Clerk and assistant. These audio recordings will not be given out

for public use and review. This committee will also be responsible for providing audio and video services for funerals and any other related special services. This position must submit to a to initial and random follow up background screening.

12. **Website & Social Media** - Staff members of a website and social media team manage responsibilities including but not limited to social media posting, monitoring, and engaging, creative media creation, platform management, engagement (serving as an online host to engage people throughout the day), content creation, photography, videography, posting announcements, advertising current and upcoming events. Maintaining a website and social media presence that follows the core and Christian values of Glenola Baptist Church as outlined in the Constitution and by-laws. These team members will be selected each year by the nominating committee. This position must submit to an initial and random follow up background screening.

13. **Directory** - Help build stronger connections and community among church members. Allows staff and members to easily contact each other. Provides a record of membership and involvement. Keep all records and information correct and up to date on all directory applications. Each team member will be responsible for keeping photographs up to date and making sure all content has been edited and is correct at the start of each new church year. If a paper directory is needed you will need to work with photographers and printers to publish the printed copies and supply those to the church body. The team members will be selected each year by the nominating committee.

14. **Cemetery Committee** - members of the Glenola Baptist Church selected by the Nominating Committee and approved by church members. The committee oversees the cemetery and addresses issues that arise. Manage and maintain records of plot assignments and membership records for burial location purposes. Work in conjunction with families and funeral services to maintain proper burial locations and records. Also, maintain compliance with the cemetery as standard set forth by the NC Cemetery Commission.

15. **Hospitality Committee** - Review for committee members the duties and responsibilities of the church food service committee.

1. Review the church's food services policies and procedures set forth by the committee and or building committee for the use of the kitchen. Make recommended revisions, alterations, and repairs found.

2. Review the church's current offering of services and coordination of food services and ministries that would require food service such as Funerals, Homecoming festivities, Vacation, or any other ministry that would need food or hospitality service from Glenola Baptist church. Recommend needed changes.

3. Inspect the church's kitchen facilities, equipment, and supplies. Note items needing to be repaired, replaced, or purchased.

4. Develop a recommended food services budget, and communicate with committee members about food service for funerals and other special events.

5. Plan and coordinate Homecoming meals and festivities after the Homecoming service. The committee shall be responsible for cleaning of the dishes, kitchen, and food disposal. This position must submit to a to initial and random follow up background screening.

16. **Security Team** - Church Safety Team members are responsible for conducting regular safety inspections to identify potential hazards and ensure compliance with safety guidelines. They actively participate in training sessions to develop their skills and knowledge related to security and emergency response. This position must submit to a to initial and random follow up background screening.

17. **Brotherhood** - Is responsible for Brotherhood Ministries in the church. Areas of concern include Spiritual Growth, Evangelistic Outreach, Ministry involvement within the Church, and Missions involvement. Effective Men's Ministry directors will develop a team of leaders to take the lead in these areas. Monthly meetings are held the 1st Wednesday of each month. This men's ministry is self funded and active in Christian studies and community outreach.

18. **Women on Missions (WOM)** - WOM members play a vital role in the church, and in the community. In church settings, women's ministries are responsible for providing spiritual guidance, encouragement, fellowship opportunities, and support to the women members of the congregation. WOM supplies support to other ministries of the church that are mission-minded. The WOM meets on the first Wednesday of each month.

19. **Messengers to Randolph Association** - Members of this committee are representatives of Glenola Baptist church in the voting body and business related issues discussed at the Randolph Baptist Associational meetings. They are to return and report the findings from these meetings to the church body of Glenola Baptist Church. Keep the church updated on any new information that comes from the Randolph Association. As well as communicate any information from the church back to the Randolph Association.

20. **Ushers** - As churchgoers arrive, the ushers will act as doorkeepers, greeting each person with a smile, shaking hands, and handing out bulletins. They are also available to answer visitors' questions and extend extra help in seating those who need assistance. Also, ushers are responsible for collecting the tithes during the morning worship service as well as any other special offerings. Training for this role will be coordinated by the committee chairman and the discipleship training director. This role is based on a calendar schedule dependent on the number of participants that are willing to accept the as selected by the nominating committee each annual church year.

21. **Greeters** - These positions are here to show the love of Christ and make everyone feel like they are part of our church family. We seek to eliminate fear and encourage the love of Christ by showing the beauty of a smile when someone enters our church doors. Being visible with a welcoming spirit and the ability to talk and communicate with new guests and existing church members before each service. Work in conjunction with the CARE team to pass along information of new visitors so that the CARE team can maintain communication with them. This position must submit to a to initial and random follow up background screening.

22. **Trip Planning Coordinator** - A church trip coordinator has many responsibilities, including:

Communication: Serve as a communication link between the team and the ministry location.

Be available to answer questions and provide consultation before and after the trip.

Logistics: Plan and coordinate all travel and on-the-field logistics, such as transportation, food, and housing.

Team leadership: Provide a trained team leader to accompany and train the team.

Documentation: Collect and maintain all mission-related documentation.

Follow-up: Provide updates and follow-ups regarding the missions.

Planning: Plan, coordinate, and streamline the logistics of volunteers while on missions.

Event coordination: Coordinate mission-related events and classes throughout the year.

Relationship building: Maintain healthy relationships with other mission team staff and local and global partners.

Tracking: Track and report scheduling, budgets, short-term events, follow-up, and other metrics.

Teaching: Speak and teach on various mission-related topics.

Engagement: Manage and track engagement.

Budgeting: Work with the Missions Pastor to budget and strategize methods for effective global ministry. This position must submit to an initial and random follow up background screening.

23. **Lift Committee** - As churchgoers arrive, the lift operators will act as doorkeepers, greeting each person with a smile, shaking hands, and giving a helping hand to assist each person with mobility complications in/out of the interior and exterior lift so they safely enter and exit the church building. They are also available to answer visitors' questions and extend extra help in seating those who need assistance.

24. **Choir** - Every single member of the choir has the responsibility to know their part, and to attend rehearsals and practice times. Choir members should conduct themselves in an orderly Christian manner both at rehearsal. Choir members must be punctual in attending the rehearsal and shall be in the church at the scheduled times. This position must submit to an initial and random follow up background screening.

25. **Playground Committee** - A church playground committee member is primarily responsible for overseeing the maintenance, safety, and upkeep of the church playground, including regular inspections, coordinating repairs, ensuring compliance with safety regulations, and planning for future improvements, often working in collaboration with church staff and volunteers to maintain a safe and enjoyable play area for children.

Key roles and responsibilities of a church playground committee member:

Safety Inspections: Conduct regular inspections of playground equipment to identify potential hazards like loose bolts, damaged surfaces, or broken components. Report any safety concerns to the church leadership immediately. Ensure compliance with local safety standards and regulations for playgrounds.

Maintenance and Repairs: Coordinate necessary repairs and maintenance tasks for playground equipment, including contacting contractors or vendors for services. Oversee the timely completion of repairs and ensure quality standards are met. Maintain a record of all

maintenance activities and costs.

**Budget Management:** Develop and manage a budget for playground maintenance and upgrades. Prioritize repair and improvement needs based on budget constraints. Seek funding opportunities for larger playground projects.

**Playground Improvement Planning:** Gather input from church members, particularly parents, regarding desired playground upgrades or additions. Research potential playground equipment and design options. Develop a plan for future playground improvements, including timelines and cost estimates.

**Volunteer Coordination:** Recruit and manage volunteers to assist with playground maintenance tasks, such as cleaning, landscaping, and minor repairs. Organize volunteer workdays for playground upkeep.

**Communication and Reporting:** Regularly update church leadership on the status of playground maintenance and upcoming projects. Communicate important information about playground safety rules to church members and visitors. Important considerations for a church playground committee member:

**Knowledge of Playground Safety:** Understanding current safety standards and regulations for playgrounds is crucial.

**Basic Maintenance Skills:** Having basic knowledge of playground equipment upkeep and repair can be beneficial.

**This position must submit to a to initial and random follow up background screening.**

26. **Youth Leader** - A church youth leader is primarily responsible for creating a safe and nurturing environment for young people within the church, fostering their spiritual growth by teaching biblical principles, organizing engaging activities, mentoring them, and providing support while modeling Christian values and leadership qualities; this includes planning events, leading discussions, building relationships with youth and their families, and actively incorporating them into the wider church community. **This position must submit to a to initial and random follow up background screening.**

27. **Vacation Bible School** - A church vacation Bible school (VBS) worker has many roles and responsibilities, including:

**Planning** A VBS leader plans the VBS space, time, and program schedule. They also develop a budget, recruit and screen volunteers, and identify and purchase materials.

**VBS leader** leads the team in follow-up events and delegates leadership of learning stations to other leaders. They also train and mentor teen and adult guides, and lead music ministry.

**Coordinating** A VBS leader coordinates the Vacation Bible School, including routine staff assignments and registration and record keeping.

**Assisting** A VBS worker may assist with daily classroom activities, such as crafts, snacks, and memory verse work. They may also handle administrative tasks, such as pick-up authorization notes, sign-out sheets, and attendance.

VBS is Glenola Baptist church's largest outreach program for children and their families. It aims to minister to children in the church, create outreach to the surrounding communities, and create evangelism opportunities. **This position must submit to an initial and random follow up background screening.**

28. **Nursery** - A church nursery worker is primarily responsible for providing a safe, nurturing, and welcoming environment for infants and young children during church services, ensuring

their well-being through activities like feeding, diaper changing, playing, and interacting with them while also maintaining a clean and organized nursery space, all while upholding Christian values and communicating with parents regarding their children's needs.

Key roles and responsibilities include:

Child Care: Feeding infants and toddlers as needed. Changing diapers and maintaining hygiene. Providing age-appropriate toys and activities to engage children. Monitoring children's safety and well-being, addressing any concerns. Comforting children who may be upset or crying.

Nursery Management: Checking children in and out of the nursery, ensuring proper identification and communication with parents. Maintaining a clean and sanitized nursery area, including toys and surfaces. Organizing supplies and materials needed for childcare. Following established safety protocols and emergency procedures.

Interaction and Development: Engaging children in simple age-appropriate activities like singing, reading stories, and playing games. Observing children's behavior and developmental milestones. Providing gentle guidance and redirection when necessary

Communication and Collaboration: Communicating with parents regarding their child's needs and any concerns. Collaborating with other nursery workers to ensure smooth operations Reporting any significant issues or concerns to the church leadership

Spiritual Integration: Incorporating simple Christian themes or Bible stories into playtime or activities, depending on age appropriateness. Praying with children as needed Modeling Christian values through positive interactions Important considerations:

Confidentiality: Maintaining confidentiality regarding information about children in the nursery is crucial. This position must submit to a to initial and random follow up background screening.

29. **Children's Church** - A church children's church director is primarily responsible for developing, implementing, and overseeing all aspects of a church's children's ministry, including curriculum, programs, volunteer recruitment and training, creating a safe and welcoming environment for children, and collaborating with church leadership to align children's ministry goals with the overall church vision; essentially, they lead and manage all activities related to teaching and nurturing young children within the church community. This position must submit to a to initial and random follow up background screening.

30. **Children's Choir** - A church children's choir director is responsible for leading and developing a choir of children, selecting age-appropriate music, conducting rehearsals, preparing them for worship services and special events, recruiting new members, fostering a positive musical environment, and collaborating with church staff to integrate the children's choir into the overall worship experience This position must submit to a to initial and random follow up background screening.

31. **AWANA Staff** - Missionaries serving with Awana are Child Discipleship Missionaries (CDM) who work to fulfill the great commission, to go and make disciples. We advance and expand

the disciple-making ministry of Awana by establishing and developing relationships with the local church and organizations. A leader is a child or teen's main Awana contact, mentor, and role model. As a leader, you will report to the club or youth program director and be responsible for leading a small group of children. It's your job to guide your small group through meetings each week. The AWANA commander shall send out monthly calendars, and coordinate training for staff members. This position must submit to an initial and random follow up background screening.

32. **CARE Team** - A "Baptist CARE team ministry" refers to a group of dedicated volunteers within a Baptist church who are specifically trained and organized to provide compassionate care and support to fellow church members during times of need, such as illness, grief, crisis, or life transitions, often including things like hospital visits, phone calls, cards, and prayer support.

33. **Battles to Victory**- A church members primary role in a Battles to Victory program is to provide a safe, supportive, and Christ-centered environment where individuals can openly share their struggles with "hurts, habits, and hang-ups" while receiving encouragement, accountability, and spiritual guidance through a structured program based on biblical principles, often including facilitating large group meetings, managing small group leaders, offering leadership training, promoting the program within the church community, and ensuring confidentiality is maintained throughout the process.

Key responsibilities of a church in Battles to Victory:

Leadership and Oversight: Appointing a dedicated Battles to Victory leader or team to manage the program within the church. Overseeing the recruitment and training of small group leaders, ensuring they are equipped to guide participants through the program's steps and teachings. Establishing clear guidelines and protocols for the program, including confidentiality policies.

Meeting Facilitation: Hosting regular large group meetings with worship, teachings based on biblical principles, and opportunities for testimonies from participants. Facilitating small group sessions where individuals can share their experiences in a safe and supportive environment. Providing materials and resources for participants to study and reflect on the program curriculum.

Community Outreach and Support: Actively promoting the Battles to Victory program within the church community to reach individuals who might benefit from it. Creating a welcoming atmosphere for new participants and ensuring they feel comfortable sharing their struggles. Providing pastoral care and support to participants as they navigate their recovery journey.

Spiritual Integration: Emphasizing the role of prayer and reliance on God throughout the recovery process. Integrating biblical teachings and stories to illustrate the principles of Battles to Victory. Encouraging participants to apply their faith to overcome their struggles and grow spiritually. By

Important Considerations:

Confidentiality: Maintaining strict confidentiality within the program is crucial to create a safe space for sharing.



Professional Boundaries: While the church can provide support and guidance, it's important to refer individuals to professional counseling when necessary.

Volunteer Involvement: Relying on trained volunteers to facilitate small groups and support the program is essential. Leaders must complete a training program through the Celebrate Recovery program. They receive lessons together, order information, plan and coordinate meals, contact points for new participants, answer questions from participants, motivate, encourage and minister to participants with the issues they are having. This requires a high level of commitment and dedication to the programs and confidentiality to the participants in the program.

34. **Dreaming Big Disabled Hunt** - To have a working knowledge of hunting and the outdoors. Have a passion for serving others without hesitation. Being selfless and willing to work and assist others with disabilities. Duties may include serving food, transportation, assisting with movement or transfers in and out of vehicles, speaking and holding a conversation with all guests in a Christian manner, and willingness to assist in any task where extra help may be needed. This is a special event that requires a tremendous amount of volunteers willing to do a wide variety of tasks. This requires a high level of commitment and dedication to the success of this event.. This position must submit to an initial and random follow up background screening.

35. **Christmas Program** - A church Christmas play director has many responsibilities, including: Auditioning and casting: Selecting actors for the play. Assembling the production team: Putting together the team that will work on the production. Providing design directives: Giving guidance on the design of the production. Leading rehearsals: Guiding the actors through their rehearsals. Managing the production schedule: Ensuring that all aspects of the production are connected and that the schedule is followed  
This position must submit to a to initial and random follow up background screening.

36. **Community Meals** - Assist in planning and preparing mass meals planned out by the committee as well as work as a team to prepare, package, and distribute these meals in a timely manner to prevent backup of traffic. While distributing the meals to community members each team member should regularly talk with each attendee about the gospel as well as inviting them to attend Glenola baptist church to serve as well as grow their faith. These meals are prepared on a weekly basis each Wednesday during the lunch time period.  
This position must submit to an initial and random follow up background screening.

37. **Informational Sign** - A church informational sign person is responsible for updating and managing the church's outdoor signage, ensuring it accurately displays key information like service times, upcoming events, special announcements, and other relevant details to both regular attendees and potential visitors, essentially acting as a communication channel between the church and the community through the signage. This should be updates on a weekly basis as messages and information changes

38. **Grounds Keepers** - The obligations for this job are outlined in your annual contacts as approved by the church body.

**39. Pastor Search Committee** - A pastor search committee will be gathered by the Glenola Baptist Church active deacon board when a pastor vacancy position is to be filled. This committee will be formed by no less than 5 members of various ages and genders to ensure equality during the process. The committee is responsible for leading the process of finding a new pastor for Glenola Baptist church, which includes gathering input from the congregational surveys, developing a candidate profile, reviewing potential pastors' credentials, resumes, reviewing prior sermons, age, and qualifications. Once a potential candidate is found the committee is to conduct interviews, background investigations, salary packages, and ultimately recommend a candidate to the church body for a final decision; all while ensuring the candidate aligns with the church's theological beliefs and leadership style.

Key roles and responsibilities of the pastor search committee:

Gathering congregational input: Conduct surveys, focus groups, and meetings to understand the congregation's needs, desires, and priorities for a new pastor.

Developing a candidate profile: Create a detailed description outlining the desired qualities, skills, and theological convictions of a potential pastor, including leadership style, preaching ability, and commitment to Baptist doctrine.

Candidate sourcing: Network with other churches, denominational leaders, and seminaries to identify potential candidates.

Initial screening: Review resumes, cover letters, and other materials to assess candidates' qualifications and suitability based on the established profile.

In-depth interviews: Conduct structured interviews with shortlisted candidates, exploring their theological views, pastoral experience, leadership approach, and ability to connect with the congregation.

Reference checks: Contact references provided by candidates to verify their character, ministry effectiveness, and past performance.

Candidate visits: Arrange for shortlisted candidates to visit the church to preach, interact with different ministry groups, and participate in informal gatherings to assess their fit within the community.

Evaluation and discussion: Deliberate on the strengths and weaknesses of each candidate, considering their alignment with the church's values and mission.

Recommendation to the congregation: Present the committee's top choice to the church body with a detailed rationale for their selection.

Communication and transparency: Keep the congregation informed throughout the search process through regular updates and open communication channels.

Important considerations for a pastor search committee:

Theological alignment: Ensure that potential candidates fully embrace and uphold the core doctrines of the Baptist faith.

Church culture: Seek a pastor who can integrate well with the existing church culture and dynamics.

Leadership qualities: Evaluate candidates' ability to lead, inspire, and provide spiritual guidance to the congregation.

Community involvement: Consider the candidate's commitment to outreach and engagement within the broader community

It will be the duty of this committee to arrange and coordinate a meet and greet for the potential pastoral candidate and his family with the church body prior to the trial sermon date. Schedule and coordinate a trial morning and evening service to be held on the same date with a Congregational ballot vote to be held immediately following the service. 25% of the active membership must be present and the pastoral candidate must receive 66% of the ballot vote of approval for the open position.

Members of this committee will organize and coordinate the moving process and start date of the new pastor as well as handle any other concerns or issues as they may arise until this transition process is completed. This will be a long process that will require a lot of sacrifice and dedication to the church and the lord.

### **Dispute & Problem Resolution Chart**

If a problem arises with a church member or leader you should address your concerns with them one on one privately	YES	If a resolution can be found then this concludes the resolution process
NO		
If a resolution can not be found then a witness or other church member should accompany you to talk about the issues at hand	YES	If a resolution can be found then this concludes the resolution process
NO		
If a resolution can not be found then a church leader such as deacon or pastor should accompany you to talk about the issues at hand	YES	If a resolution can be found then this concludes the resolution process
NO		
If a resolution can not be found then you and the other person involved should have a meeting with the Deacon Board and Pastor to work toward a resolution	YES	If a resolution can be found then this concludes the resolution process
NO		
The dispute will be taken before the church for disciplinary resolution with could result in revocation of the church membership and removal from the church body		

**Conclusion**

We, the members of Glenola Baptist Church, declare our unwavering commitment to the Holy Bible as the inspired Word of God, and we pledge to govern our church life according to its teachings. We affirm our adherence to the Southern Baptist Faith and Message and will strive to faithfully apply its principles in all aspects of our fellowship. This constitution serves as a guide for our collective actions, and we recognize the responsibility to uphold its principles through our individual lives and as a community of believers.

Document created by: Willie Duvall

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Document brought before the church body for final vote of approval:

This document was approved and made final and effective as of: