

The By-Laws
Of
Antioch Baptist Church of Mt. Airy, N.C., Inc.
137 Antioch Avenue
Mount Airy, North Carolina 27030
Surry Association

Article I
Name

This body shall be known as the Antioch Baptist Church of Mt. Airy, N.C., Inc. located at 137 Antioch Avenue, Mount Airy, North Carolina 27030.

Article II
Purposes

Section 1. The purpose for which this corporation is organized are to operate and function as a Christian church in all its religious, charitable and educational dimensions including, but not limited to, the following church's purposes:

- A. To advance and promote the worship of God
- B. To engage in and promote the study of the Holy Scriptures
- C. To advance the gospel of Jesus Christ by preaching, evangelism, teaching, and the administration of the ordinances of the church
- D. To create and sustain Christian fellowship as a nurturing and discipline function of the church
- E. To promote the biblical principles of justice and righteousness in personal, social, community, and national life
- F. To carry on the work of the church in all its spiritual, benevolent, educational, philanthropic, civil and social aspects and activities
- G. To promote the spiritual welfare of all persons and to disseminate the Word of God to the people of all nations through evangelistic, educational, and charitable missions
- H. To organize, maintain and support such ministries and divisions including, but not limited to, schools, day care centers, relief programs and social services and other programs authorized by law which will promote and advance the religious purposes set forth herein.

Section 2. In furtherance of its purposes, and to the extent necessary to carry out such purposes, the corporation:

- A. Shall have all the powers given and possess by a North Carolina Corporation organized under the North Carolina Nonprofit Act.
- B. May engage in any lawful activity within the purposes for which the corporation may be organized which are incidental to and in furtherance of the exempt purposes of the corporation.

Section 3. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except to pay reasonable compensation for services rendered and to make payments and

distributions in furtherance of the purposes as set forth in the Articles.

Section 4. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law) or (b) by any corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law).

ARTICLE III BELIEFS

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of this Church are baptism and the Lord's Supper.

ARTICLE IV CHURCH COVENANT

All members of this church by their membership commitments and continued participation in the church's worship and common life, recognizing the spiritual community and mutual duties one to another in the body of Christ, have and do commit themselves to the following covenant among them before the Lord.

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

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of this ministry, the expenses of this church, and the relief of the poor, and the spread of the gospel through all nations. We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to use our influence to combat the abuse of drugs, alcohol, and the spread of pornography, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in

prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

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

ARTICLE V GOVERNMENT

The government of this church shall be congregational in nature, and the final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership of the corporation, which authority shall be exercised in the manner set forth in the bylaws. Members alone shall have the authority to adopt and amend bylaws, approve budgets, receive members and govern and conduct the affairs of this corporation.

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

ARTICLE VI RELATIONSHIPS/AFFILIATIONS

The church declares itself to be voluntarily in full cooperative fellowship with the Surry Baptist Association, the Baptist State Convention of North Carolina and the Southern Baptist Convention, and shares in the privileges and assumes the responsibilities of this voluntary affiliation.

The calling of a church conference for the purpose of voting on withdrawal from affiliation from the Surry Baptist Association and/or discontinuance of cooperation with the Baptist State Convention of North Carolina will require that a written notice be sent to each resident member of this church, stating the purpose and the time of said conference. To be valid, action to withdraw must be carried by a vote of three-fourths of the resident members of the church in attendance. In the event that three-fourths of the resident members of the church in attendance vote to withdraw from affiliation from the Surry Baptist Association and/or discontinuance of cooperation with the Baptist State Convention of North Carolina, the property of this church shall remain vested with the three-fourths majority, because in all matters this church is and shall be an autonomous body.

In any election or matter in which members are eligible to vote, all votes must be cast in person by those qualified to vote. No absentee ballots nor voting by proxy shall be permitted in any election or vote.

ARTICLE VII MEMBERSHIP

Section 1. The membership of this church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, who have subscribed to the covenant and by-laws of this church and have been received by

Section 2. Members of another Baptist church of like faith and order may be received by vote of this church upon a letter of dismissal from that church.

Section 3. Anyone who has once been a member of a Baptist church, and in consequence of peculiar circumstances has no letter of dismissal may be received into our fellowship upon a statement satisfactory to this church.

Section 4. Letters of dismissal may be granted to any church of like faith and order for members in good standing. When letters are granted, membership in this church will terminate.

Section 5. When a member of this church joins a church of a different faith and order, membership in this church will terminate.

Section 6. In considering the duties involved, members are expected:
A. to be faithful in all the duties essential to the Christian life
B. to attend regularly the services of the church
C. to give regularly and systematically to its support and kingdom cause
D. to share in its organized work

Section 7. In considering the rights involved, members only may act and vote in the transactions of the church.

Section 8. New members of this church are expected to participate in the church's new member orientation.

ARTICLE VIII MEETINGS

Section 1. This church shall hold regular meetings for worship, training, teaching, and fellowship.

Section 2. This church shall hold a regular business meeting with the day and time subject to the will of majority vote by the church in regular conference, at which time also the material and spiritual conditions of the church may be considered, and plans projected for progress in kingdom endeavors, if the church deems it necessary to change a scheduled business meeting, a notice of two weeks shall be given.

Section 3. Other meetings of the church as a whole or of authorized groups within the church shall be set according to the needs of the congregation.

Section 4. The Deacons shall hold regular monthly meetings.

Section 5. The church can be called into a special conference by the pastor and/or the Chairman of the Board of Deacons after a notice of one week has been given.

Section 5. Quorum. A quorum shall constitute 1/10th of the members entitled to vote at any regular business meeting or at any special meeting duly called.

ARTICLE IX ELECTIONS

Section 1. The officers of this church shall be a Pastor, Minister of Youth and Education, Deacons, Directors/Trustees, Clerk, Treasurer, Financial Secretary, and such other officers or leaders as shall be required for the work of the church in any of its departments or organizations.

Section 2. Election and duties:

A. Pastor

1. A Pastor shall be chosen and called by this church whenever a vacancy occurs. A Pastor Search Committee shall seek to find a Pastor who by calling, training, and proven ability is deemed qualified spiritually, mentally, and physically to lead the members of this church. His election shall take place at a meeting called for that purpose, of which at least one week's notice shall be given. This committee shall be recommended by the Nominating Committee and approved by the church using a written ballot. The Search Committee shall seek out a suitable Pastor, and their recommendations will constitute a nomination. Any member has the privilege of making recommendations to the Pastor Search Committee. The prospective Pastor will be required to preach at least two times prior to being brought before the church for consideration as Pastor. The committee shall bring to the consideration of the church only one candidate at a time. A current interim pastor shall not be considered as a candidate. Election shall be by written ballot, an affirmative vote of two thirds of those present being necessary for a confirmation. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. The Pastor shall give at least (30) days notice at the time of resignation before terminating his responsibilities as Pastor. He shall discuss with the board of Deacons his plan of resignation before presenting it to the church. If the situation ever warranted it, the church may pay the Pastor's salary for (30) days and the relationship may be terminated immediately. The Pastor will receive two weeks of vacation for the first four years of service. After a period of five years, vacation will be extended to three weeks. There shall be no compensation for unused vacation days upon the resignation or termination of the pastor.

2. Covenant of Relationship--Principal Function

The Pastor is responsible to Antioch Baptist Church for proclamation of the Gospel of Jesus Christ, leading this church in functioning as a New Testament church, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life and to act as the chief administrator of the paid staff.

3. Responsibilities:

- a. Plan and conduct the worship services, prepare and deliver sermons, lead in observances of ordinances, and secure revival speakers
- b. Bible study may be held once each week.
- c. Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community.
- d. Visit members and prospects.
- e. Conduct counseling sessions, perform wedding ceremonies and conduct funerals.
- f. Serve as chairman of the Church Council to lead in planning, organizing, directing, coordinating, and evaluating the total program of the church.
- g. Work with deacons, church officers, and committees as they perform their assigned responsibilities; train and lead the Deacons in a program of family ministry.
- h. Work with Minister of Youth and Education to promote an active ministry.
- i. Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern; keep this church informed of denominational developments; represent this church in civic matters.
- j. Serve as chief administrator of the paid staff and supervise the work of assigned paid staff workers.

B. Minister of Youth and Education

1. A Minister of Youth and Education shall be chosen and called by this church whenever a vacancy occurs. A search committee shall seek to find a Minister of Youth and Education who by calling, training, and proven ability is deemed qualified spiritually, mentally, and physically to lead the members of this church in the areas he is called to lead. His election shall take place at a meeting called for that purpose, of which at least one week's notice shall be given. This committee shall be recommended by the Nominating Committee and approved by the church to seek out a suitable person, and their recommendation will constitute a nomination. Any member has the privilege of making recommendations to the Search Committee. The committee shall bring to the consideration of the church only one candidate at a time. Election shall be by written ballot, an affirmative vote of two thirds of those present being necessary for calling a candidate. The Minister of Youth and Education, thus elected, shall serve until the relationship is terminated by his/her request or the church's request. The Minister of Youth and Education shall give at least (30) days notice at the time of resignation before terminating his responsibilities as Minister of Youth and Education. He/she shall discuss with the Board of Deacons his/her plan of resignation, before presenting it to the church. If the situation ever warranted it, the church may pay the Minister of Youth and

Education's salary for (30) days and the relationship may be terminated immediately. The Minister of Youth and Education will receive two weeks of vacation during his first four years of service. After a period of five years service vacation will be extended to three weeks. There shall be no compensation for unused vacation days upon the resignation or termination of the Minister of Youth and Education.

2. Primary Function

Leading, planning, implementing and evaluating strategies and programs that will assist Antioch Baptist Church in meeting the needs of our youth and educational ministries. He or she will be directly responsible to the Pastor and to the church.

3. General Responsibilities

- a. Attend Church Council, Youth Council, regular church and committee meetings.
- b. Maintain scheduled office hours.
- c. Participate in evangelistic efforts of the church.
- d. Assist in worship services as needed.
- e. Provide pastoral care to the church members with a special focus on the youth and their families.
- f. Participate in weekly staff meetings.
- g. Encourage and guide the youth towards maturity in Christ and seek to lead those who are not Christians to Christ.
- h. Acknowledge the importance of other church staff persons and their areas of responsibility, and seek to work cooperatively with them in achieving a unified church program.
- i. Be involved in the annual planning of the budget.
- j. Participate in VBS.
- k. Perform other duties assigned by the Pastor or charged by the church.

4. Specific Responsibilities

I. Youth

- a. Plan and implement youth activities. This will involve:
 1. Weekly Bible study and activities.
 2. Retreats.
 3. Participate in associational/state youth activities when possible.
 4. Discipleship training.
 5. Attending conferences and seminars as needed.
 6. Preparing the children who are pre-youth to enter the youth program of our church.
- b. Provide leadership by:
 1. Setting an example for our youth in service and life style.
 2. Enlisting and training parents/guardians to assist in the ministry.
 3. Developing and encouraging leaders among the youth.

4. Supporting the youth in school and civic activities when possible.

5. Planning long and short term goals for the youth ministry.

II. Education

- a. Work with the Sunday School Director, teachers and various classes in determining the teaching, and discipleship materials that will be needed and used by the church.
- b. Develop and implement programs/methods that will assist Sunday School teachers and others in becoming more effective in the classrooms.
- c. Coordinate education and training retreats.
- d. Work with the library/media center_ in establishing resources for teachers, youth ministry, discipleship, and spiritual growth.
- e. Participate as an_ex officio member of the Nominating Committee, Children’s Committee and Evangelism Committee.
- f. Plan special days designed to promote the Sunday School of the_church.

C. Minister of Music

1. A Minister of Music shall be chosen and called by this church whenever a vacancy occurs. A search committee shall be recommended by the Nominating Committee and approved_ by the church to seek out a suitable candidate, and their recommendation shall constitute a nomination. Election shall be by written ballot, an affirmative vote of two thirds of those present being necessary for calling a candidate. The Minister of Music shall serve thus elected, until the relationship is terminated by his/her request or the church’s request.
2. Primary Function:
The Minister of Music is responsible for the overall development and promotion of the music program of the church.
3. General Responsibilities:
 - a. Arrange, provide, and direct music for weddings (if requested), funerals, revivals, special church singings, Vacation Bible School, adult choir, youth choir, children’s choir, special holidays (if needed), or any church function that requires music.
 - b. Promote and lead in recruitment and training of new choir members.
 - c. Serve as a member of the Church Council.
 - d. Maintain music library, materials, and supplies.
 - e. Prepare an annual music budget for approval by the Stewardship Committee.
 - f. Assist the Pastor in planning music for all worship services.
 - g. Be able to read, and, if needed, teach basic music to the choir members.
 - h. Perform other duties as assigned by the Pastor or charged by the church.

D. Church Secretary

1. The church Secretary position shall be filled by the Personnel Committee as outlined by their authority in their job description in the Committees section of this document.
2. Primary Function:
The church Secretary is responsible to the pastor for providing administrative support for the ministerial staff and church program organizations.
3. Responsibilities:
 - a. Serve as receptionist, answer telephone, make appointments, and receive visitors.
 - b. Open, sort, and distribute mail.
 - c. Type correspondence and other material as required.
 - d. Maintain the church filing system.
 - e. Serve as secretary of the Church Council.
 - f. Assist church committees as needed.
 - g. Maintain corrected copy of church calendar. Schedule church facilities according to policy.
 - h. Order, open, and check Sunday School literature.
 - i. Inventory and order office supplies, order equipment maintenance as needed.
 - j. Supervise and train volunteer office workers.
 - k. Gather information, type, and print bulletins.
 - l. Gather information, type, and print monthly newsletters.
 - m. Coordinate the processing of all bulk mail-outs.
 - n. Maintain the master church mailing list.
 - o. Respond to benevolence requests according to church policy.
 - p. Activate church phone tree, as needed, per policy.
 - q. Perform other duties as assigned by the Pastor.

E. Deacons

1. The church shall have a minimum of twelve (12) Deacons with one additional Deacon for every fifty (50) members added beyond a base membership of six hundred (600). Deacons shall be elected at regular business meetings of the church by written ballot. Each year the term of office of one third of the number of Deacons shall expire, and election shall be held to fill the vacancies. In case of death or removal or incapacity to serve, the church may elect to fill the unexpired term. After serving a term of three years, no Deacon shall be eligible for re-election until the lapse of at least one year. There is no obligation to constitute as an active Deacon a person who comes to this church from another church where he has served as Deacon. The Deacons shall elect their own chairman annually.
2. In accordance with the meaning of the work and the practice of the New Testament, Deacons are to be servants of this church. The task of the Deacon is to serve with the pastor in performing pastoral ministry tasks; proclaim the gospel to believers and unbelievers; care for members of this church and other persons in the community; lead the church to engage in a fellowship of worship, witness, education,

ministry, and application; and lead the church in performing its tasks.

F. Clerk

The church Clerk shall be elected annually. The church-elected Clerk shall keep in a suitable book a record of all the actions of this church, except as otherwise herein provided. The Clerk is responsible for keeping a register of names of members with dates of admission, dismissal, or death, together with a record of baptisms. The Clerk shall issue letters of dismissal when requested by another church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in the By-Laws. The church may delegate some of the clerical responsibilities to a church secretary. All church records are church property and should be filed in the church office when one is maintained.

G. Treasurer

The church shall elect annually a church Treasurer. It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. Offerings taken for a designated cause should be used for that cause. All proceeds from fundraising projects shall be submitted to the church Treasurer. The Treasurer shall be responsible for training the Assistant Treasurer. The Treasurer shall deliver all records necessary for the annual audit by February 1 of each year. The annual audit shall be completed by the Auditing Committee or public accountant. Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by this church, the records shall be delivered by the Treasurer to the church Clerk, who shall keep and preserve the account as a part of the permanent records of the church.

H. Assistant Treasurer

The church shall elect annually an Assistant Treasurer. It shall be the duty of the Assistant Treasurer to fulfill all the duties of the Treasurer if the Treasurer is unable to complete assigned duties including signing checks and notifying the Treasurer when doing so. The Assistant Treasurer shall assist the Treasurer as needed.

I. Building Fund Treasurer

The church shall elect annually a Building Fund Treasurer. It shall be the duty of the Building Fund Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the Building Fund of the church, keeping at all times an itemized account of all Building Fund receipts and disbursements, and report to the church on a monthly basis the balance the Building Fund account(s). The Building Fund shall be audited annually by the Auditing Committee or a public accountant. Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by this church, the records shall be delivered by the Building Fund Treasurer to the Church Clerk, who shall keep and preserve the account as a part of the permanent records of the church.

J. Financial Secretary

The Financial Secretary shall be elected annually by the church. The Financial Secretary shall receive the empty collection envelopes after the money has been removed and counted by the proper persons selected by the church to serve in turn; and from these shall give donors individual credit. The Financial Secretary shall keep the envelopes for reference for a period of five years. The Financial Secretary will fill out the sheet for the monthly special offerings. Records of contributions are mailed annually in January for the preceding year, and should reflect tithes, offerings, and special contributions individually. The Financial Secretary will provide a record of contributions for any contributing member upon request at any time throughout the year. The Financial Secretary will provide separate receipts as necessary throughout the year for donations to the church other than weekly offerings.

K. Directors/Trustees

Three Directors/Trustees elected by this church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of this church authorizing each action. It shall be the function of the Directors/Trustees to affix their signature to legal documents involving the sale, mortgaging, purchase, or rental of property or other legal documents where the signatures of Directors/Trustees are required. Directors/Trustees shall serve on a rotating basis, with one Director/Trustee being elected every year. Having served as a Director/Trustee the previous year will not disqualify the member for re-election. The Directors/Trustees shall also have those powers enumerated in the Antioch Baptist Church Charitable Cemetery Trust Dated 04/10/1994. Addendum attached. The Directors of Antioch Baptist Church of Mt. Airy, N.C., Inc. shall meet annually in the month of November. Records shall be kept in accordance with North Carolina laws governing corporations. A copy of the minutes must be on file in the church office.

L. Moderator

The church shall elect annually a Moderator to lead the church conferences to conduct the business of the church regularly. It shall be the duty of the Moderator to preside over the meeting with an agenda recommended by the church including but not limited to officer and committee reports and pending new and old business of the church. The Moderator shall conduct the meetings based on these by-laws, parliamentary procedure guidelines and shall maintain order, civility, and Christian conduct throughout the proceedings. The Moderator will conduct all regularly scheduled and special called church conferences to conduct the business of the church.

M. Assistant Moderator

The church shall elect annually an Assistant Moderator. It shall be the duty of the Assistant Moderator to fulfill all the duties of the Moderator if the Moderator is unable to complete assigned duties and to assist the Moderator as needed.

ARTICLE X COMMITTEES

Section 1 Church Council

The Church Council shall consist of the Pastor, officers, church staff members, and church leaders who have been elected to direct church programs, ministries, and strategic committees. The membership of the Church Council shall include the following: Pastor, Minister of Youth and Education, Church Secretary, Chair of the Deacons, Brotherhood Director, WMU Director, Sunday School Director, Treasurer, VBS Director, representative of Messengers. In addition, chairs of the following committees will be member of the Church Council: Children's, Evangelism, Food Services, History, Library/Media, Long-Range Planning, Nominating, Personnel, Properties, Recreation, Stewardship, and Transportation. Other committee chairs are welcome to attend and may do so especially if they have an event to discuss or as needed. As Church Council members, these leaders are responsible for thinking in terms of the total church program rather than the ministry or committee they lead. They will meet at regular intervals to plan, coordinate, and evaluate the total church program using the ByLaws as its guiding document, and seeking church approval for the recommendations made by the Church Council. The Pastor shall serve as the chairman of the Church Council, and the church Secretary will serve as the secretary of the Church Council.

The work of the Church Council will serve as a channel through which various church staff, officers, organizations, programs, committees coordinate their work into the total church program. These agencies make up the Church Council. *The Church Council is not an administrative or legislative group. Actual implementation plans, recommendations, or proposals should be carried out by the respective and responsible agency of the church with church approval requested by that agency.*

Duties of the Church Council will be to plan, coordinate, and evaluate the total church program including the following:

1. Develop and recommend to the church suggested goals and objectives of the total church program and suggestions for achieving those goals and objectives.
2. Study, analyze, and coordinate suggested program plans from individual Church Council members to synchronize and harmonize the total church program including determining if events further church goals and objectives and calendaring those events up to a year in advance.
3. Present the proposed church program plans for the coming year to the church for approval.
4. Evaluate the total church program achievements in terms of the furtherance of the ministries of the church. Reports should be made to the church by the respective officer, director, or committee chair, and all major program proposals should be reported to the church and approval requested if needed.
5. Encourage committees to develop any necessary guidelines or procedures based on the By-Laws for their committee work and present for approval to the church. If those guidelines do not follow the By-Laws, that committee will need to recommend to the church a change

to the By-Laws.

6. Maintain a “Church Operations Manual” to include any church approved church policies and procedures, church approved organizational charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and made available for use there by any member of the church. The church Secretary shall maintain the manual.
7. Any church member or church organization may initiate suggested changes in the manual. Addition, revision, or deletion of church policies or procedures requires; (1) the recommendation of the church officer or organization to whose areas of assignment the policy relates, (2) approval by the Church Council, and (3) approval by the church.
8. Review the “Church Operations Manual” at least annually, updating all church-approved information therein.

Section 2. Committees

- A. Association Messengers
- B. Audio Services
- C. Auditing
- D. Barbecue
- E. Benevolence
- F. Children’s
- G. Church Cemetery
- H. Evangelism
- I. Flower
- J. Food Services
- K. History
- L. Library/Media Center
- M. Long-Range Planning
- N. Nominating
- O. Offertory Counting
- P. Ordinance
- Q. Personnel
- R. Properties
- S. Recreation
- T. Stewardship
- U. Ushers
- V. Transportation
- W. Youth Council

Section 3. Elections and Duties

All church committee members shall be nominated by the Nominating Committee and elected by the church unless otherwise indicated in the descriptions below. Unless otherwise noted, the committee members shall serve on a three-year rotation system with one third to be elected each year. The Pastor shall be an ex-officio officer of all committees. Any committee may spend to a maximum of \$500 per project. Any amount beyond \$500 for a single purpose must be approved by the church. The only exception to the \$500.00 expenditure by a committee would be in an emergency situation as

determined by the Properties Committee and relating to the support of the existing facilities of the church. The emergency expenditure of funds in these situations would require the approval of both the Properties Committee and the Stewardship Committee in a joint capacity. When there is a need for the Church to make an expenditure of any kind, and the cost is in excess of \$20,000, there will be a new committee selected by the Nominating Committee of at least five (5) people for that purpose and elected by the Church using a written ballot. After being approved by the Church, they will elect their own chairman and must present at least three (3) bids for the church to consider. When their task is completed, they will disband. The following committees shall be elected.

A. Association Messengers

The church will elect annually, Messengers to represent the church at the Surry Baptist Association (entitled to ten) and North Carolina Baptist State Convention (based on church membership and/or giving.) Messengers may also be elected to attend the Southern Baptist Conventions as well (based on church membership and/or giving). These elected Messengers vote on various business concerns of the respective convention. The Pastor will be a Messenger to each of these agencies, if he can and so desires to attend.

B. Audio Services Committee

The Audio Services Committee will study and recommend the appropriate sound system. This committee will operate the sound system. The sound system for worship areas and other places in the church will need expert operators. The Audio Services group should provide the operators as requested for special services and for regular services. This committee shall be elected annually.

C. Auditing Committee

The Auditing Committee will audit the books of the church at year end. As soon as the audit is completed the results shall be presented at the next monthly business meeting. The audit must be completed within first quarter. This committee shall be composed of three people who are not involved in the counting, recording, and disbursement of funds. Term of service shall be for three years.

D. Barbecue Committee

The members of the Barbecue Committee act as coordinators for the annual church barbecue, held during the month of October. The Committee is recommended by the church Nominating Committee and voted on by the members of the church. Term of service shall be three years.

E. Benevolence Committee

The Benevolence Committee is primarily responsible for studying the needs of church families and other persons in the community to which the church ministers. They will formulate a plan for meeting those needs. At church year end this fund should have a zero balance. Term of service shall be three years.

F. Children's Committee

The Children's Committee will provide care and spiritual training for children birth through age 12 (or grade six). Responsibilities include

coordinating the Nursery/Preschool Ministry, planning and implementing events for all age level children prior to entering the Youth Ministry including special programs for children during the Advent/Christmas season and other holidays, establishing policies and procedures and making necessary recommendations to the church for each age level. The Children's Committee shall consist of nine (9) members nominated by the Nominating Committee and voted on by the church. Term of service shall be three years. Duties of this committee and the activities planned by this committee may be delegated as needed to other church members to share responsibilities and to accomplish the goals and activities set forth by the committee.

G. Church Cemetery Committee

1. The Cemetery Committee shall consist of three members elected by the Nominating Committee.
2. The Cemetery Committee shall have the authority to sell plots in the cemetery and shall have the authority and responsibility to maintain the cemetery.
3. The church members shall approve guidelines, set and approve the prices for the sales of plots for the cemetery, and set and approve any changes in same, in regular business meetings.
4. Twenty-five percent (25%) of the monies received from the sale of plots in the cemetery shall be placed in the Antioch Baptist Church Charitable Cemetery Trust.
5. Seventy-five percent (75%) of the monies received from the sale of plots in the cemetery shall be used to maintain the cemetery. These monies shall be deposited into the general fund of the church and the church Treasurer shall keep a separate accounting of these funds and all expenditures made for the maintenance of the cemetery. At the end of each calendar year, any monies remaining after maintaining, caring for and improving the cemetery shall be remitted to the general fund of the church, for such uses as this church sees fit.
6. It shall be the responsibility of the Cemetery Committee to create and keep current a plat of the cemetery, and a copy of same shall be kept in the church office at all times.
7. Term of service shall be three years.

H. Evangelism Committee

The Evangelism Committee will develop and engage the church in a comprehensive plan of evangelism. The committee will involve church members in personal evangelism, and plan and conduct special events of mass evangelism. In spreading the Word of God and in implementing the ministries and purposes of the church, the Evangelism Committee will lead in determining public relations needs and ways and means to communicate to persons inside and outside the church, using the appropriate media and to what audience. It is the responsibility of each committee, organization or group within the church to communicate to the Evangelism Committee their needs (e.g. church sign, radio, TV, newspaper, etc.) so the ministries and programs of the church can be communicated to a wide audience thereby increasing the outreach to others. Term

of service shall be three years.

I. Flower Committee

The Flower Committee is responsible for securing, arranging, and disposing of floral arrangements for church services, and providing flowers for any special occasions where flowers are needed. Term of service shall be three years.

J. Food Services Committee

The Food Services committee is responsible for formulating and recommending to the church, policies for the kitchen and for communicating these policies to church members. Food Services is responsible for coordinating Wednesday night suppers, Sunday morning fellowships, and other events which include meals and/or refreshments. ____
Term of service shall be three years.

K. History Committee

The History Committee is responsible for preserving and using the historical records of the church. The committee is especially concerned with gathering and preserving available church records, recording full and accurate records, and using the records to help members understand and appreciate their heritage and mission. Term of service shall be three years.

L. Library/Media Center Committee

The Library/Media Center Committee shall manage and maintain the church library/Media Center. The committee will develop a budget for purchasing books and other media to meet the needs of the ministries/ purposes of the church. Other committees/organizations/individuals are responsible for collaborating with the Library/Media Center Committee on their current and future needs. The committee shall be composed of three members nominated by the Nominating Committee and voted on by the church. Term of service shall be three years and the terms will be staggered so that one member is elected each year.

M. Long-range Planning Committee

The Long-range Planning Committee will recommend to the congregation comprehensive plans for the future. The committee will focus on the continuing needs of church within a future scope of five to ten years. The Long-range Planning Committee will consist of nine members. Term of service shall be three years.

N. Nominating Committee

The Nominating Committee coordinates the staffing of all church leadership positions that are filled by volunteers. These positions are to be elected by the church. The Nominating Committee shall nominate Deacons, officers, and committees no later than August. The Nominating Committee shall consist of five (5) members nominated on a rotating basis as set forth under Election and Duties. Term of service shall be three years.

O. Offertory Counting Committee

The Offertory Counting Committee is responsible for counting, depositing in the bank, or otherwise properly disseminating all offerings received by the church. The counters shall list any designation of offerings on the counting sheet. Term of service shall be three years.

P. Ordinance Committee

The Ordinances Committee will assist with the Ordinances of the church which includes baptisms and the Lord's Supper or Communion. This committee will assist in preparation for the ordinance of baptism by preparing the candidate and the baptistry for the ordinance. In addition the committee will prepare the elements and the equipment for the observance of the Lord's Supper, and do all the preparatory and maintenance work necessary for this holy memorial ordinance. The committee will prepare the elements on a schedule approved by the church. The ordinance of the Lord's Supper shall be observed at least twice each year. The term of service for the Ordinances Committee shall be three years.

Q. Personnel Committee

1. The Personnel Committee assists the church in matters related to employed personnel administration. Its work includes such areas as staff needs, employment, salaries, and benefits within the church budget, and personnel services.
2. The Personnel Committee has authority to fill or make changes in any salaried positions with the exception of the Pastor, Minister of Youth and Education, Minister of Music, or other vocational ministers.
3. The Personnel Committee shall be responsible for developing job descriptions for salaried positions. These job descriptions must be approved by the church (This is with the exception of the Pastor, Minister of Youth and Education, Minister of Music, or other vocational ministers).
4. The Personnel Committee shall serve as a grievance committee and evaluate all salaried personnel on an annual basis with the exception of the Pastor. They will also make recommendations for financial consideration to the Stewardship Committee.
5. The Personnel Committee shall serve as a grievance committee in case the need arises between church staff or the Pastor. The grievance procedure shall be as follows:
 - a. After thoughtful prayer the person who feels they have a grievance against a staff person or the Pastor must go to them one-on-one and share those concerns
 - b. If there is an impasse and the two parties cannot resolve the matter, the person who feels they have just cause must put it down in writing, specifying the grievance, noting time, date, and actual grievance, and submit it to the Personnel Committee. The Personnel Committee will review the grievance and determine if it is a valid grievance. If the Personnel Committee feels there is just cause for the grievance, they will sit down with both parties and with prayer, patience, and in Christian love, do their best to resolve the matter.
 - c. If the Personnel Committee cannot resolve the matter, the grievance shall be brought before the Deacons who will review it. If the Deacons feel there is just cause for the grievance, they will sit down with both parties and with prayer, patience and

Christian love, resolve the matter.

6. The Personnel Committee shall secure an interim Pastor in case of a vacancy or extended illness.
7. After serving on the Personnel Committee for a term of three years, no committee member shall be eligible for re-election until the lapse of one year.

R. Properties Committee

The Properties Committee assists the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, recommending employment of maintenance personnel, and assigning responsibility to appropriate personnel for supervision. The only exception to the \$500.00 expenditure by a committee would be in an emergency situation as determined by the Properties Committee and relating to the support of the existing facilities of the church. The emergency expenditure of funds in these situations would require the approval of both the Properties Committee and the Stewardship Committee in a joint capacity. Term of service shall be three years.

S. Recreation Committee

The Recreation Committee will serve the church in seeing that all recreation activities sponsored by the church or any organizational unit are properly planned and that they contribute to the ultimate objectives of the church. Term of service shall be three years.

T. Stewardship Committee

The Stewardship Committee will be responsible for presenting a proposed church budget no later than the November church conference. In addition the Stewardship Committee is responsible for monitoring the budget throughout the year. It shall be the responsibility of each officer/committee/organization within the church to confer with the Stewardship Committee to avoid any budgetary overages. The Committee shall be responsible for evaluating proposed fund-raising projects and the outpost of the proceeds. If evaluation is favorable, it will then be presented to the church in a regular business meeting for vote. All proceeds from fundraising projects shall be submitted to the church Treasurer. Offerings taken for a designated cause should be used for that cause. This committee shall consist of the church Treasurer, Assistant Treasurer, and six (6) members selected by the Nominating Committee. Term of service shall be three years.

U. Ushers Committee

The Nominating Committee will select individuals annually to serve as Ushers. The Deacons will coordinate, establish an ushering schedule for each week, and provide oversight to the Ushers. The Ushers are to greet people as they enter and leave this church, seat people at the proper time, provide bulletins and/or other materials at the time of seating, help to secure the church during and after services. The Ushers shall receive the offering at the appropriate time. The Ushers will be attentive to, and address the needs of the congregation and the Pastor.

V. Transportation Committee

The Transportation Committee shall regulate all uses of and maintenance of the van and the church bus. Term of service shall be three years.

W. Youth Council ~~Committee~~

The head of the Youth Council will be the Minister of Youth and Education. A member of the youth council should have the following characteristics: a willingness to serve, a desire to help the youth program succeed, an excitement about the possibilities, a sense of adventure and creativity, and an understanding of youth culture. The committee will be responsible for the following:

- a. Assist the Minister of Youth and Education in the spiritual development of the youth group.
- b. Serve as an advocate between the youth ministry and the congregation.
- c. Listen to the needs of the young people, pastor, and church.
- d. Plan events and youth calendar.
- e. Act as sounding board for problems and disagreements within the youth program or in relation to the church body.
- f. Assess the needs (both spiritual and physical) of the group.
- g. Set annual goals for the youth program.
- h. Recommend policies and procedures for the youth program to present to the church.
- i. Attend youth council meetings as scheduled.
- j. Serve to fulfill the goals of the youth ministry.
- k. Evaluate the success of the programs and suggest changes when necessary.

Term of office shall be one year.

***CHURCH OPERATIONS MANUAL WILL HAVE DETAILED JOB DESCRIPTIONS FOR EACH COMMITTEE

**ARTICLE XI
PROGRAM ORGANIZATION**

All organizations of this church shall be under church control. All officers shall be elected by the church and report regularly to the church. It is understood that the Pastor is an ex-officio officer of all organizations named, and his leadership is to be recognized in them.

Section 1. Sunday School

There shall be a Sunday School divided into departments and classes for all ages. Sunday School shall be conducted under the direction of a general director for the study of God's Word. Sunday School is to be conducted each Sunday morning. The task of the Sunday School shall be to teach the Bible revelations; lead in reaching all prospects for this church; lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and the denomination. Any person who is a member of a Protestant church is eligible to

be a Sunday School teacher if no member of Antioch Baptist Church is available or willing to accept the responsibility.

Section 2. Discipleship Training Program

There may be a Discipleship Training Program, divided into departments for all ages and conducted under the direction of a general director. The Discipleship Training Program shall serve as the training organization of this church. The tasks of the Discipleship Training Program shall be to teach systematic theology, Christian history, Christian ethics, and church policy and organization; give orientation to new church members; train all church members to worship, witness, learn, and minister daily; train leaders for the church and the denomination; discover, recruit, and train potential leaders; provide for specialized training; provide organization and leadership for special projects of the church; provide information regarding the work of the church and the denomination.

Section 3. Women’s Missionary Union

There shall be a Women’s Missionary Union with such officers and such forms of organization as needed. The task of the Women’s Missionary Union shall be to teach missions; lead persons to participate in missions; provide organization and leadership for special mission projects of this church; provide and interpret information regarding the work of the church and denomination.

Section 4. Brotherhood

There shall be a Brotherhood, made up of such standard organizations, including Royal Ambassadors as needed. The tasks are to teach missions; lead all men and boys to participate in mission activities; provide organization and leadership for special projects of this church; provide and interpret information regarding the work of the church and the denomination.

Section 5. Church Music Program

There may be a church music program under the direction of the Minister of Music. Such officers and/or organizations shall be included as needed. The leader’s task shall be to teach music; provide music and musicians for the congregational services and the organizations of the church; lead persons to participate in hymn singing; train persons to lead, sing, and play music; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination.

**ARTICLE XII
BY-LAWS**

All church staff, officers, directors, committee members, and church members shall follow the approved By-Laws of Antioch Baptist Church of Mt. Airy, N.C., Inc., and abide by the By-Laws in the ministries, programs, and business of the church. These Bylaws shall be reviewed and revised as need every five years. These Articles and Bylaws shall be considered adopted when two-thirds of the members at the business meeting at which vote is taken shall vote in favor of the same. This vote shall be taken not less than 30 days after presentation of same to this church and notice of the church meeting shall be given at least one week in advance. These Articles and Bylaws, or any part thereof, may be amended or repealed by two-thirds vote of the members present at any regular meeting of the membership. Such changes shall have been presented to the church in writing at least 30 days prior to the time the vote is taken.

**Presented for Approval by the By-Laws Revision
Committee—May 6, 2012**

Terry Marcum, Chair

Jamie Poe

Approved: June 10, 2012

Hampton Beamer Bill Hull

Margaret Rakes