

**Constitution and By-Laws of
New Canaan Missionary Baptist Church Inc.**
Adopted at Church Conference Feb. 2004 and Effective March 1, 2004

CONSTITUTION

Preamble

We, the members of New Canaan Missionary Baptist Church Inc. do declare and establish this constitution for the preservation and security of the principles of our faith and that this body may be governed in an orderly manner.

Article I: Name

The official name of this body shall be known as New Canaan Missionary Baptist Church Inc. a.k.a. New Canaan Baptist Church.

New Canaan Baptist Church is a member of the Southern Baptist Convention. She was accepted into the Tallapoosa Baptist Association at the 33rd Annual Meeting held with Macedonia Church of Carroll County. In October 14, 1999 New Canaan Baptist Church became a member of the West Metro Baptist Association. The church was constituted in 1868 in the county of Paulding and State of Georgia. The church was incorporated December 6, 1968. In 1969 a new sanctuary and educational building was built. The sanctuary was remodeled 1997-1998.

Article II: Statement of Faith

We affirm the Holy Bible as the inspired word of God. We band ourselves together to carry out “The Great Commission” as given in Matthew 28:19 and to establish a Christian fellowship of brotherly love and to strive together in Christian love to win the lost. It is our duty to promote the Kingdom of God and promote unity. We engage in the Christian ordinances of believer’s Baptism and the Lord’s Supper.

This church subscribes to and accepts the “Baptist Faith and Message” as adopted by the Southern Baptist Convention on June 14, 2000. It shall be considered a part of this constitution.

Article III. Church Covenant

Having been led, as we believe by the spirit of God, to receive the Lord Jesus Christ as our Saviour 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 the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly (uprightly) in the world; to be

just in our dealings, faithful in our engagements, and exemplary in our deportment (conduct); to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Saviour.

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 Saviour 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.

BY-LAWS

Article I: Church Membership

Section 1: Candidacy

Any person may offer himself/herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular worship service for membership in any of the following ways:

- (1) By profession of faith and baptism
- (2) By promise of letter from another Baptist Church
- (3) By statement of prior conversion experience through faith followed by baptism by immersion in a church of like faith when no letter is obtainable. A church of like faith shall always be determined at the sole discretion of the Pastor.
- (4) By restoration when a previously disciplined member makes acknowledgement of his wrong and with a repentant heart makes request of such restoration of his membership.

New members joining by baptism shall attend a New Members Baptism Class. Members are expected to be faithful and obedient in all areas of the Christian life, attend the services of this church, give regularly to its support and participate in its ministries.

Section 2: Termination

Membership shall be terminated in the following ways: (1) death (2) dismissal to another Baptist Church, (3) removal upon request or proof of affiliations with another church or another denomination and (4) upon member's actions which become an irresolvable liability to the general welfare of our church. Matthew 18:15-17

Article II: Meetings

Section 1: Worship Services

Regular worship meetings are to be held on the Lord's Day and mid-week services each Wednesday.

Section 2. Special Services

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

Section 3: Church Conference

General conferences are to be held as follows:

- ◆ Monthly conference shall be held on the Wednesday after the 2nd Sunday of each month.
- ◆ The quorum required consists of those present at any conference (including teachers in other departments).
- ◆ While both men and women are gifted for service in the church the biblical role of male leadership would eliminate the need of women making motions in conference. A woman representing a committee as chairman may make a motion on behalf of the committee. All members may discuss any motion.
- ◆ General church business can be acted on at any conference
- ◆ The church may without special notice act upon the reception of members at any meeting of worship.
- ◆ The Pastor shall be considered by virtue of his office an appointed messenger to all denominational meetings.

Section 4: Special Conference

The church may conduct a called conference to consider matter of special nature and significance. An oral announcement shall be made from the pulpit at regular worship services on three different days giving notice for the special called conference. The announcement shall include the subject, the date and time and it must be given in such a manner that all members present have opportunity to know of the meeting. Only the item(s) that were announced shall be presented.

Robert's Rules of Order revised edition shall be followed in all church conferences.

Article III: Church Organization

The church is both a spiritual body and a non-profit corporation under the laws of the State of Georgia. The Church is subject to the authority of Scripture in all matters and subject to the rules of duly constituted public authority (Romans 13:1-7). The church organization is to provide the mechanism for the orderly activity of the church body.

Section 1: Pastor

Selection of Pastor - A pastor shall be chosen and called by the Church to an indefinite term of service. His election shall take place at a meeting called for that purpose of which three prior oral announcements shall have been made at three different days giving notice for the special called conference.

The pulpit Committee (Ministry Team) shall bring to the consideration of the Church only one man at a time. Election shall be by secret ballot, and an affirmative vote of three-fourth of those members present and voting represent the acknowledgement of God's calling of the Pastor.

Dismissal of a pastor shall be by secret ballot. A majority vote of those members present and voting at a conference shall be necessary to approve the dismissal of a pastor. An oral announcement shall be made from the pulpit at regular worship services on three different days giving notice for the special called conference. Upon dismissal compensation shall be no less than 1/12th of base annual compensation.

Responsibility of Pastor – The Pastor shall be the spiritual leader of the church body.

It shall be the duty of the pastor to: Preach the gospel, teach and exemplify the principles of Christianity, administer the ordinances, and to have in his care the general oversight of the stated services of the church and its varied activities.

Perform all those duties consistent with his position as pastor; i.e. weddings, funerals, visitation and spiritual counseling of church members. Weddings shall be performed at the discretion of the pastor.

He shall serve as moderator in all conferences. In his absence, the Chairman of Deacons will serve as moderator.

Section 2. Youth Minister

Qualifications:

He shall be a man of high moral character and is expected to live by the standards of the Christian life as set forth in the Bible.

Under the direction of the Holy Spirit, the youth minister shall maintain his personal relationship with God, his family life, and seek to serve the church to the best of his ability.

He shall be qualified to fill the pulpit in the pastor's absence. He is responsible to the church, as well as directly to the pastor.

Duties:

1. Work with pastor and youth committee in planning all youth activities and programs.
2. Work with the pastor for the general welfare of the church.
3. Include parents, as much as possible, in youth ministry.
4. Plan Bible related activities for the youth.
5. Seek to have one or more youth activities each month.
6. Plan at least one major youth outing each summer.
7. Give spiritual guidance to youth and their parents.
8. Urge youth participation in activities of the church.
9. Work with youth Sunday School workers as much as possible, in planning youth activities and programs.
10. Meet with Pastor on a weekly basis for prayer and planning.
11. Assist in ministering to the entire membership
12. Participate in church conference to discuss youth matters.
13. Participate in church outreach visitation for youth.
14. Make hospital and house visits to youth of church and at times make visits to congregation along with the pastor.

Section 3: Deacons

Number of Deacons – as required, or as determined by present deacon body.

Term of Office Deacons shall be called to an indefinite term of service. A deacon may have the prerogative to go on an inactive list. A list of both inactive and active deacons will be given to the church office yearly by the chairman.

Qualifications:

1. A deacon shall be a man at least 21 years of age.
2. He shall have been a member of this church for at least two years. Previously ordained deacons must be a member 6 months to be considered for inclusion in the deacon body.
3. He shall measure up to the requirements given in I Timothy 3:8-13 and Acts 6:3.
 - a. He should not use alcohol as a beverage
 - b. He shall not have remarried with a former wife still living.
 - c. He shall rule his children and his home well.
 - d. He shall, if married, have a wife who is found faithful in all things.
4. He shall live a consecrated Christian life, bringing no reproach by his conduct upon the Church or the cause of Christ.
5. He shall regularly attend Church and all church conferences unless providentially hindered.
6. He shall be a tither ... bringing his tithes and offerings systematically to the Church for the Lord's work.
7. He shall be evangelistic and missionary in spirit, deeply interested in the salvation of souls.

8. In accordance with the meaning of the word and the practice of the New Testament, deacons shall be a servant of the church and assist the pastor in performing the tasks of the church in worshipping, proclaiming, educating, visiting, and caring for the church's members and other persons in the community.
9. He shall be a man who refrains from destructive criticism of his pastor and church, willing to settle all difficulties in a quiet and Christian manner without hurting the cause of Christ and His church.
10. He shall be able to keep in confidence those things that should not be discussed with others.

Duties

1. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.
2. They shall serve as a council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church.
3. In case of absence of the pastor, subject to advice from and conference with him, the deacons shall provide for the pulpit supplies. In any period when the Church is without a pastor, the deacons will arrange for a temporary minister or recommend to the church an interim pastor. In case of emergency, the chairman of the deacons will be responsible for securing a pulpit supply.
4. The deacons shall meet monthly and at other times when called upon by the pastor or chairman of deacons. The deacons shall elect their own chairman, chairman-elect, and secretary annually at the September meeting. The chairman-elect shall automatically become the chairman for the next year.
5. The deacons shall be responsible for the physical preparation of the Lord's Supper and, along with the pastor, shall be responsible for its administration.

Procedure for Election of Deacon Nominees

The existing deacon body shall seek out candidates and make recommendations to the church. Election shall be by secret ballot.

There is no obligation to constitute as a deacon a man who comes to the church from another church where he has served but he would be considered when new deacons are elected. In such instances as one might be chosen by this church as assignment as a deacon of NCBC, his previous ordination by another church of like faith and order shall suffice for this church.

Section 4. Chief Executive Office

The chairman of the Trustees/Directors shall be the chief executive officer of the corporation and shall have general and active management of the operation of the corporation. He shall be responsible for the administration of the corporation, including general supervision of the policies of the corporation. The chief executive officer shall work in coordination with the deacons and pastor.

Section 5. Trustees/Directors

The Trustees/Directors shall consist of five persons elected from the church membership for an indefinite period. Vacancies occurring in the Board of Trustees/Directors for any reasons shall be reported to the Nominating Committee. The Nominating Committee (Ministry Team) shall then recommend to the church a suitable person(s) to fill such vacancy. A trustee/director is not required to be a deacon.

The Duties of the Trustees/Directors are:

- ◆ The Trustees/Directors shall be the legal representative of the Church and as such they are given authority to execute deeds, debentures, mortgages, liens, and other legal

documents of the church, but shall not have authority or privilege to buy, sell mortgage, lease, etc. any property of the church without approval of the church.

- ◆ The Trustees/Directors shall have supervision of any deeds, bonds, insurance policies, and important papers of the church. A copy of which should be maintained in a fire proof safe/cabinet at the church office. They are further authorized to receive and disburse monies in accordance with terms of wills, bequests and special instruments wherein the church is named beneficiary. Trustees/Directors are authorized to approve up to \$10,000 in the event there is an immediate need for building maintenance.

Section 5. Church Council

The church council shall serve the church by leading in planning, coordinating and evaluating the ministries and programs of the church and its organizations. Regular members of the church council shall be the pastor, other ministry staff members, and directors of church program organizations, chairman of deacons, and chairmen of church ministry teams.

Section 6. Treasurer

The Treasurer shall make sure we have accurate record of receipts and disbursements by the church. A summary of the financial condition of the Church will be presented at each monthly conference. The fiscal year shall run from January 1 through December 31.

Section 7. Clerk

Recording Church Clerk shall be responsible for recording all official actions of the church, except as otherwise herein provided.

Church Membership Clerk shall be responsible for keeping a register of names of members with dates of admission, dismissal, death and record of baptisms. The Membership Clerk shall issue letters of dismissal voted by the church.

All church records are church property and shall be kept in the church office.

Section 8. Standing Committees (Ministry Teams):

All church standing committee (ministry team) members shall be recommended by the Church Nominating Committee (Ministry Team) and elected by the church for a one-year term unless otherwise specified within these bylaws. The committees should meet as soon as possible at the beginning of the new church year to elect a chairman, establish a meeting schedule, and the chairman shall advise the church office who the chairman of the Committee (Ministry Team) is. The chairman of these committees (ministry teams) will coordinate team efforts. The pastor shall be an ex-officio member of every team. All who serve on church committees (ministry teams) shall be members of the church.

Nominating Committee (Ministry Team): This group is to lead in staffing all church-elected positions filled by volunteers, including vacancies that occur during the year. They will select, interview and enlist church program leaders, church Committee (Ministry Team) and general church officers. They will approve all volunteer workers before they are invited to serve in church-elected leadership positions and assign persons according to church needs. The Nominating Committee (Ministry Team) shall present to the church for election all that accept the invitation to serve.

Personnel Committee (Ministry Team): The personnel committee (ministry team) responsibilities include such areas as helping determine staffing needs, help in recruiting and interviewing for employment, salaries, benefits and other compensation, policies and job descriptions. The personnel committee (ministry team) will maintain an employee manual, which contains up-to-date

job descriptions, benefits and other related policies. A current copy will be kept on file at the church office. Since all staff job positions (including Youth Pastor) are kept on file in Employee Manual available at the church and by Personnel Committee, they are not incorporated as part of these Constitution/By-Laws. All paid church staff report directly to the pastor.

Budget & Finance Committee (Ministry Team): Prepare church budgets and submit to the church for approval at the December Church Conference.

Church Property and Space Committee (Ministry Team): This Committee (Ministry Team) assists the church in all matters related to the administration of all church properties. Its work includes such areas as: maintaining all church properties for ready use; recommending policies to the church regarding use of properties and equipment; determining operational maintenance budget needs and making recommendations to the budget committee. Inspect and inventory church properties, consult with program leaders concerning space allocations. Recommend changes in the use of space. Give consideration to the arrangement of parking. Consult with staff and church leaders concerning furnishings and new equipment.

Building and Grounds Upkeep Committee (Ministry Team): This team keeps close account of building and grounds and perform minor necessary repairs as needed. Keep church informed of other needed repairs or improvements. Plan twice annually a “work day” for all church members to help in upkeep of building and grounds.

Hostess Committee (Ministry Team): Coordinate all church social events and maintain kitchen supplies. Recommend to the church policies for kitchen use.

Welcome Committee (Ministry Team): Purpose is to plan, promote and maintain an outreach program to make visitors and members feel welcome, encourage local visitors to return, encourage inactive members to return and help new members become involved in the life of the church.

Ushers (Ministry Team): Welcome everyone to services. Render services as needed for seating, distributing bulletins, visitor cards, and other special items and be in charge of receiving offering. Check pews and put out offering envelopes and pens as needed. They shall help develop and be prepared to execute plans for orderly evacuation of the building in event of fire or other causes and be prepared to deal effectively with other emergency situations.

Van Upkeep Committee (Ministry Team): Oversee the maintenance and cleaning of the church vans.

Nursery Ministry Team: This team is to provide for the care of the nursery areas (birth-3 years). This includes keeping a current list of volunteer nursery workers, notifying workers of schedule, obtaining nursery volunteers for special events such as revivals, etc., oversee buying of nursery supplies, and proper sanitation of toys etc. after use.

Audio Services (Ministry Team): Team will operate and ensure proper maintenance of the sound and recording equipment of the church. Responsibilities include: Enlist, train and schedule operators for all church events that require sound operators. Maintain sound and recording equipment. Request and administer budget expenditures. Inventory and secure equipment after use. Review system operations and make recommendations for improvement.

Benevolence Committee (Ministry Team): Team is to study the needs of the families in the community to which the church ministers and formulate a plan for meeting those needs.

Responsibilities include: establish the amount and frequency of assistance to individuals to be provided by the church; locate church members, community persons and agencies who can provide assistance; work with other groups in the church that provide benevolent actions; recommend budget requests for this ministry; investigate and administer benevolence resources as needed and make reports to the church.

Flower Committee (Ministry Team): To provide appropriate flowers and decorations to enhance the congregational worship services held in the sanctuary. Responsibilities include obtaining, arranging and disposing of flowers for congregational worship services and recommend Flower Committee (Ministry Team) budget. Church Members may contact this Committee (Ministry Team) to request to have fresh Sunday flowers placed in memory of a loved one. The church office shall arrange for flowers in case of death of a member of the church.

Wedding Committee (Ministry Team): This Committee (Ministry Team) shall develop policies covering use of building for weddings, and conduct of individuals and meet with couples to review policies prior to any dates being booked on church calendar. A member of the Committee (Ministry Team) will be present at all wedding related activities held at the church (including rehearsal, wedding and reception) to make sure all policies are followed and to answer any questions that may arise.

Membership Committee (Ministry Team): It shall be the duty of this Committee (Ministry Team) to attempt by every reasonable means to get information to help maintain an active membership roll of church members. This Committee (Ministry Team) will provide information to and work with the church membership clerk (church secretary) to help make sure our church membership is correct and current.

Cemetery Committee: The cemetery is operated as a separate entity to New Canaan Baptist Church, both administratively and financially.

Ad Hoc Committees (Ministry Teams) may be formed as needs arise. These Ad Hoc committees will be filled from the floor at the conference in which a need for such a committee is established.

All committees (ministry teams) and organizations within the church are subject to the church body.

Article IV: Church Ordinances

Section 1. Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service and who indicates a commitment to follow Christ as Lord. Baptism shall be by immersion in water.

Section 2. The Lord's Supper

The church shall observe the Lord's Supper quarterly. All people in attendance that are saved and have been baptized may be included. The pastor and deacons shall administer the Lord's Supper with the deacons being responsible for the physical preparation.

Article V: Amendments

This Constitution and By-Laws shall be considered adopted and is effective March 1, 2004 based upon affirmative vote of two-thirds of the members present at the February 2004 church conference. The adoption shall affect a repeal of all previously adopted in conflict herewith.

Changes in the bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the constitution shall be by three-fourths vote of church members present. The church clerk shall at all times keep a copy of this Constitution and By-Laws along with amendments to or revisions thereof. Up-to-date copies shall be maintained at the church office and made available to any church member upon request.

Respectfully submitted by The Constitution & By-Law Committee (Ministry Team)
Arnold Adkins – Chairman, James R. Branch, Christine Cochran, Barbara Plunkett, Jim Watts

Approved revisions:

We voted on July 11, 2007 and as shown in August 15, 2007 conference minutes – the following statement was added

Previously ordained deacons must be a member 6 months to be considered for inclusion in the deacon body.

Changes indicated in bold

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Section 8. **Standing** Committees (Ministry Teams):

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