

Carolina Memorial  
Baptist Church  
Constitution & By-Laws

Proposed Changes October 2008

**CONSTITUTION AND BY-LAWS OF  
CAROLINA MEMORIAL BAPTIST CHURCH, INC.  
THOMASVILLE, NC**

**Preamble**

For the purpose of declaring the principles of our faith, and to the end that this body may be governed in an orderly manner, and for the purpose of preserving the liberties inherent in each member of the church, and in order to set forth the relationship of this body with respect to other organizations, we do adopt and establish this Constitution and By-Laws.

**I. Name**

The congregation is known as the Carolina Memorial Baptist Church Incorporated of Thomasville, North Carolina: Established in 1930, and affiliated with the Liberty Baptist Association of Davidson County, the North Carolina Baptist State Convention, and the Southern Baptist Convention.

**II. Statement of Purpose**

To be a dynamic, spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshipping fellowship, experiencing an awareness of God, recognizing His Person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church which ministers unselfishly to persons in the community and the world in Jesus' Name.

To be a church whose purpose is to be Christ like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

**III. Statement of Basic Beliefs**

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of the **Baptist faith and message** as adopted by the Southern Baptist Convention in 1963. We voluntarily 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 the church are believer's baptism and the Lord's Supper.

#### **IV. Church Covenant**

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and 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, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the 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 abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and 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 carry out the Spirit of this Covenant and the principles of God's word.

#### **V. Polity and Relationships**

The Government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

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.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual council and cooperation which are common among Baptist Churches.

Insofar as is practical, this church will cooperate with and support the Liberty Baptist Association, the North Carolina Baptist State Convention, and the Southern Baptist Convention.

**BY-LAWS**

**VI. Church Membership**

**Section 1 - General**

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive rights of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

1. The membership of this church shall be composed of persons who have given evidence of regeneration in the spirit of God by publicly confessing their faith in Jesus Christ, by being baptized by emersion, and by subscribing to the Covenant and By-Laws of this church, by cooperating with one another in Christian love, and who have been accepted by a majority vote of this congregation.
  - a. Should a candidate fail to receive a majority vote he/she would be referred to the deacons for an investigation and the deacons shall make a recommendation regarding this matter to the church within thirty (30) days.

**Section 2 - Candidacy**

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

- (1) By profession of faith and for baptism according to the policies of this church.
- (2) By promise of a letter of recommendation from another Baptist Church.
- (3) By statement of prior conversion experience and baptism by emersion when no letter is obtainable.

Should there be any dissent as to any candidate, such dissent shall be referred to the deacons for an investigation and the making of a recommendation to the church within thirty (30) days. A majority vote of those church members present and voting shall be required to accept the recommendation of the deacons.

**Section 3 - Rights of Members**

- (1) Every active member of Carolina Memorial Baptist Church, Inc. is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting. An absentee ballot must be submitted to the pastor or chairman of the deacons prior to the vote.

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(2) Every active member of the church is eligible for consideration by the membership as candidates for elective offices in the church.

### Section 4 - Termination of Membership

Membership of the church shall be terminated: (A) upon notification of uniting with another church, or when requesting, in writing, to be released from his/her Covenant obligations; (B) by death; (C) by unanimous consent of all full members of the church in regular conference when a regular member or members are reported to be an offense to the church and its good name, but only after written notice and personal hearing and faithful efforts have been made( in accordance with Matt. 18) to bring such a member or members to repentance and amendment by the deacons of the church.

Any person whose membership has been terminated may (upon evidence of repentance) be restored as a candidate for membership upon his/her request and by unanimous vote by the church in conference.

## VII. CHURCH PERSONNEL

### Section 1 – Senior Pastor

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

A pastor search committee shall be elected by the church to seek out a suitable pastor. Any church member has the privilege of making **recommendations to the search committee during the search process. The recommendation of the search committee will constitute a nomination.**

The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, and an affirmative vote of eighty-five per cent (85%) of those present being necessary for a choice. Should the person recommended by the committee fail to receive eighty-five per cent (85%) of those members present and voting the meeting shall be adjourned without debate. The committee shall seek out another pastor.

### Disability Clause

If the pastor shall become unable to fulfill his duties, the church will continue his **salary and** benefits with the exception of his car allowance for a period of three (3) months. A supply pastor will be elected to assume the pastor's duties during his absence and will receive a salary agreed upon by the church. After this time, the church will reconsider the above and appropriate measures will be taken as agreed upon by the church.

### **Termination of Relationship**

**The** pastor shall be called by the church to serve until the relationship is dissolved, at the request of either the pastor or the church upon recommendation of the deacons. In either case, at least thirty (30) days notice shall be given of termination of the relationship, or if the church terminates the relationship before the thirty (30) days has expired, the pastor is to be compensated with thirty (30) days salary, including housing allowance and utilities. In either case, at least thirty (30) days notice shall be given of termination of the relationship, unless otherwise mutually agreed, with both pastor and the church body seeking to follow the will of God and leadership of the Holy Spirit. Such action shall take place at a meeting called for that purpose, of which at least one week's notice shall be given. In the event of the death of the pastor, the spouse is to receive a minimum of thirty (30) days of salary and a maximum of ninety (90) days of salary, including housing allowance and utilities upon the review of the deacons.

### **Suspension of Pastor**

**The deacons and Personnel Committee may by combined three-fourths vote temporarily suspend with pay all or some of the duties of the pastor. This could occur in the face of criminal accusations or charges or other serious allegations of moral failure which cause them to believe that suspension is required for the credibility of the church and/or the safety and security of the church, its members or those it serves. Such suspension may include conditions or prohibitions related to their pastoral status. Such suspension imposed by the committees may only extend for a period sufficient for the congregation to take appropriate action consistent with other provisions in the bylaws, and in no event more than thirty (30) days without congregational action extending such. At any proper congregational meeting such suspensions may be terminated, modified, affirmed or extended for indefinite or defined periods of time. Such suspensions shall not be understood as necessarily concluding the truth of charges against the pastor, but to provide an appropriate process for investigation and for processes consistent with church doctrine and governance.**

In the event of proven gross misconduct by the pastor, he shall be terminated immediately and relieved of all pastoral responsibilities. **Any financial obligations of the church will be terminated at the time of dismissal.**

### **(2) The Ministerial Staff**

The ministerial staff shall be called and employed as the church determines the need for such offices.

Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the Personnel Committee and Deacons and called by church action. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, and an affirmative vote of eighty-five per cent (85%) of those present being necessary for a choice.

Should the person recommended by the committee fail to receive eighty-five per cent (85%) of those members present and voting, the meeting shall be adjourned without debate. The committee shall seek out another person. At the time of resignation of a staff member, at least thirty (30) days notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the Personnel Committee and Deacons, termination being immediate. The conditions of compensation being thirty (30) days salary and benefits.

### Disability Clause

- If any full-time ministerial staff person becomes unable to fulfill their duties, the church will continue their **salary and** benefits with the exception of their car allowance for a period of three (3) months.
- If deemed necessary, the personnel committee and the deacons will suggest a temporary replacement to be approved by the church.

### Suspension of Ministerial Staff

**The deacons and Personnel Committee may by combined three-fourths vote temporarily suspend with pay all or some of the duties of a member of the ministerial staff. This could occur in the face of criminal accusations or charges or other serious allegations of moral failure which cause them to believe that suspension is required for the credibility of the church and/or the safety and security of the church, its members or those it serves. Such suspension may include conditions or prohibitions related to their pastoral status. Such suspension imposed by the committees may only extend for a period sufficient for the congregation to take appropriate action consistent with other provisions in the bylaws, and in no event more than thirty (30) days without congregational action extending such. At any proper congregational meeting such suspensions may be terminated, modified, affirmed or extended for indefinite or defined periods of time. Such suspensions shall not be understood as necessarily concluding the truth of charges against a member the ministerial staff, but to provide an appropriate process for investigation and for processes consistent with church doctrine and governance.**

In the event of proven gross misconduct by a member of the ministerial staff, he shall be terminated immediately and relieved of all pastoral responsibilities. **Any financial obligations of the church will be terminated at the time of dismissal.**

### Non-Ministerial Staff

Non-ministerial staff members, secretary, custodian, security person, nursery workers, grounds keeper, shall be employed as the church determines the need for these services. Job descriptions approved by the church are on file and available in the church office. The church Personnel Committee and Deacons shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the Supervising Staff member and, as appropriate, with the consultation of related committees of the church.

## VIII. GENERAL CHURCH OFFICERS, DEACONS, DIRECTORS

Anyone holding a church office must be an active, cooperating member of Carolina Memorial Baptist Church Incorporated.

### 1. Moderator and Assistant

- The Moderator is to preside over all business meetings of the congregation.
- The pastor may serve as Moderator.
- The Chairman of Deacons is to serve as assistant moderator and to preside when requested by the pastor or in his absence. **In this instance, the Assistant Chairman of the Deacons will serve as the Assistant Moderator.**

### 2. Clerk and Assistant

- The Clerk is to record all minutes of the business meetings and to see that all persons or groups involved in transactions of the church are duly informed.
- The clerk will also have care of the (official) roll of the church, adding and subtracting names as requested by the church. This information is to be provided to the church office as well.
- The Clerk will prepare an annual letter (summary) of the church's accomplishments to be presented to the association.
- The Clerk is authorized to grant letters upon request and report this information to the church body at the next business meeting. If there is a question about this matter, the decision will be made by the church body.
- The assistant clerk shall help the Clerk in the above duties or assume them in the absence of the clerk.
- **All records and minutes remain the property of the church and are to be the responsibility of the clerk.**

### 3. Deacons

#### **Election of a Committee on Deacon Nomination:**

- A Deacon Nominating Committee nominated by the Deacons shall consist of five (5) people. Two (2) active deacons and three (3) from membership at large.
- This Committee is to be elected by the church.
- This Committee can receive nominations from the church membership if anyone wishes to propose a nominee.
- The chairman of the Deacon Nominating Committee shall be selected by ballot by the Committee.
- The Committee shall serve for a period of one (1) year beginning April 1 of each year.

## **Duties of the Committee on Deacon Nomination**

- The Committee shall nominate the number to replace deacons whose terms of office has expired.
- All deacon nominees are to be contacted and interviewed about their willingness and qualifications to serve.
- After agreeing to serve, these nominees are to be interviewed by the pastor, associate pastor and active deacons as to their qualifications to serve as a deacon as set forth by the Constitution.
- Upon completion of interview and after having met the qualifications, these nominees will be recommended by the Deacon Nominating Committee to the church for election by ballot.
- The election of these men must be by three-fourths majority vote of members present and voting at a special business meeting on the third Sunday in July when vote is taken.

### **Qualification for Deacons**

**1. All active male members of the church, twenty-one years of age or over who are not actively serving as deacons or as minister, shall be eligible for nomination provided they meet the qualifications as stated in I Timothy 3.**

2. He shall have been a member of this church for at least two (2) years prior to the date of the election.
3. He shall possess the qualifications as stated in I Timothy 3:8-13 and Acts 6:3.
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 Sunday morning and Sunday night, Prayer Meeting on Wednesday night, deacons meeting and all special church meeting unless hindered by circumstances beyond his control.
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 at home and abroad.
8. He shall be fully cooperative with the pastor and church in a great spiritual program of advancement.
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 which should not be discussed with others.

### **Number of Deacons**

There shall be a maximum of twelve (12) deacons and a minimum of ten (10) to minister to the church family.

### **Term of Deacons**

The regular term of a deacon shall be four (4) years.

### **Filling of Vacancies**

Vacancies arising in the event of removal or incapacity to serve shall be filled by an inactive deacon selected by the pastor and chairman of deacons and presented to the church body by the Deacon Nominating Committee. Deacons who fill these vacancies shall be eligible for re-election at the end of the unexpired terms.

### **Deacon Ordination and Installation**

A member elected to the office of deacon shall be ordained by the church when he has not heretofore been ordained as a deacon, as soon as the pastor can arrange the service. A special installation service shall be held following election of deacons for new deacons and those re-elected.

### **Duties and Organization**

- The deacons, along with the pastor, shall have general knowledge of all affairs of the church and exercise watchcare over all its members.
- The deacons shall organize themselves for carrying out their duties by electing from their number a chairman, a vice-chairman, and a secretary. These elections shall be carried out by ballot in the August deacon meeting.
- They may organize themselves into any committees their wisdom may direct as needs require.
- The deacons shall assist the pastor in the ordinance of the Lord's Supper by administering this ordinance.
- The deacons, in counsel with the pastor, shall have oversight of the discipline of the church according to the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13; I Thessalonians 5:12-14. They shall endeavor to guard the unity of the Spirit within the church in the bonds of peace.

- They shall serve as a council to advise and confer with the pastor in all matters pertaining to the spiritual welfare and work of the church. With the pastor and appropriate committees and officers, they are to consider and formulate plans for the constant progress of the church, development of its members, and extension of the Kingdom of God, bringing matters to the attention of the congregation as their action is required.
- The deacons will care for the needs of church members; the needs of non-church members will be cared for by the Benevolence Committee as requested. Each deacon shall freely confer with the pastor about all cases and matters, which in their judgment, would be best handled in private.
- The deacons shall meet regularly each month unless otherwise decided upon by the Deacon body, and for any special meetings as called by the pastor and chairman.
- The deacons are authorized to spend up to five hundred dollars (\$500.00) for church ministry needs without congregation approval. Any amount above five hundred dollars (\$500.00) will require church approval.

#### **4. Board of Directors (Trustees)**

Upon the adoption of this Constitution, the five (5) persons now serving as Directors shall be deemed re-elected, and at all times there shall be five (5) Directors who are to hold title to all church property for the benefit of the members. The Board of Directors shall elect their own Chairman, Vice Chairman, and Secretary in August.

The Directors shall, as provided by law and the action of the church, hold in trust the title to all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and selling of church property. A minimum of three (3) out of the five (5) shall execute all legal papers relating to the church property as the church may direct. All official documents of the church entrusted to the Directors are to be kept in a safe deposit box in a financial institution. The Directors shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without the passing of a resolution authorizing same by the church in a regular business meeting. The resolution shall be considered passed if and when two-thirds of the members attending the business meeting, at which the vote is taken, shall vote in favor of same. Neither shall they have any control over the use of the church property except by a like vote of the church.

If a vacancy occurs by death, health reasons, resignation, or vote by the church to dismiss a Director, the **current active** Deacons shall recommend a person to fill the vacancy of this Director, to be voted on and approved by the church.

The Directors shall be responsible for attaining the services of an attorney approved by the North Carolina Bar Association for legal council as necessary for the church.

## **XII. MEETINGS AND SERVICES**

### **1. Worship Services**

The regular worship services of the church shall be held each Sunday morning and evening, and Wednesday evening, unless otherwise agreed upon by the church body. Suspension of services because of inclement weather shall be determined by the pastor and chairman of deacons. Deacons will be notified, and they, in turn, will notify their church families as listed in the Deacon Family Ministry.

The Lord's Supper shall be observed at the discretion of the pastor.

### **2. Business Meetings**

Business meetings shall be conducted the 3rd Sunday night of each month. This stated time could be changed (when scheduling conflicts occur) and with proper notification in the church bulletin. Each organization and committee shall present a report of its work to the church body as necessary. A written report shall be given to the church clerk to be included in the church minutes.

Business meetings may be called as needed by the moderator or a majority of the deacons or standing or special committees, provided that the meeting has been announced with the stated purpose at least one week in advance, or publicized by mail and convened only for that stated purpose.

A simple majority of members present and voting shall be sufficient for deciding all questions, except where otherwise stated. Parliamentary Procedure for all business meetings shall be determined by **Roberts Rules of Order**, revised. A copy of **Roberts Rules of Order** is in the church library.

### **3. Election of Messengers**

The congregation shall elect messengers to the Liberty Baptist Association, North Carolina Memorial Baptist Church Baptist State Convention, and Southern Baptist Convention in accordance with the Constitution of the above mentioned Association and Conventions. These Constitutions govern the number of members attending.

## **XIV. Adoption and Amendments**

1. These By-Laws shall be considered adopted and in immediate effect if and when a majority of the members present at the business meeting, at which vote is taken, shall vote in favor of same. This vote shall be taken not less than 30 days after formal presentation of the By-Laws to the church.

2. Any of the rules in these By-Laws may be amended, altered, or replaced by a majority vote of the members present at any regular or called business meeting of the church; provided that notice and proposal of such an amendment, alteration, or repeal has been given in writing at least 30 days prior to the vote.

3. The adoption of this Constitution and By-Laws shall effect a repeal of all previously adopted rules in conflict herewith.
4. A copy of this Constitution and By-Laws shall, at all times, be kept by the secretary and another copy shall be kept in the church office, and all amendments to or revisions thereof shall, after passage by the church, be made available to the church members upon request.
5. In extreme circumstances, the waiting period for amendments or changes may be reduced to one week if requested by the deacon body and approved by a two-thirds majority vote of members present during a business meeting.

Carolina Memorial  
Baptist Church  
Policies and Procedures  
Manual

August 2008

This policy and procedures manual is to be used by all church members as a guide to how we operate her ministry teams, organizations and committees. This manual is subject to change by an affirmative church vote at any regularly scheduled business meeting.

## Church Organizations & Officers

All church organizational leaders and workers must be active, (faithful in attendance to services of the church unless providentially hindered) cooperating members of Carolina Memorial Baptist Church Incorporated.

The regular terms of church organizational leaders and workers shall be one year, beginning September 1 through August 31, unless otherwise stated in **this manual**. An oral and/or written report of the work of each organization may be presented at each business meeting.

### 1. Sunday School

The church shall maintain a Sunday School for the purpose of reaching people and teaching of the Bible to win the lost and develop the saved, and providing opportunities for fellowship and ministry.

The Sunday School shall be under the direction of the **Minister of Education along with** officers and teachers as may be deemed necessary to have an effective Sunday School Program.

The **Minister of Education** shall direct the work of the Sunday School and shall administer its affairs in cooperation with and according to plans, literature and methods of the Sunday School Board of the Southern Baptist Convention, subject to the approval of the church. The duties of all Sunday School teachers and officers shall be determined by the general goals and objectives of the Sunday School and by written job descriptions of each position on file in the church office.

### 2. Discipleship Training

Discipleship Training shall be organized by departments for all ages and conducted under the direction of **the Minister of Education**. The duties of all Discipleship Training teachers and officers shall be determined by the general goals and objectives of Discipleship Training and by written job descriptions of each position on file in the church office.

## Church Committees

### **1. Constitution and By-Laws Committee**

The Constitution and By-Laws Committee shall be composed of three (3) members, nominated annually by the Nominating Committee and elected by the church, shall be available to study changes or revisions in the Constitution, and make recommendations as needed. (see adoption and amendments).

This committee shall have the responsibility for updating the Child Safety Program to comply with any changes in the State Statutes.

### **2. Marvin O. Atkins Scholarship Committee**

The Marvin O. Atkins Scholarship Committee shall be nominated by the Nominating Committee and listing the chairman. It shall be composed of three (3) members, one of which shall be a member of the Marvin O. Atkins family. This committee shall work within the guidelines of the scholarship to choose its recipient. When the treasurer is notified, funds will be disbursed from the Marvin O. Atkins fund.

### **3. Nominating Committee**

The purpose of the Nominating Committee is to discover, interview, enlist, and propose for election by the church such persons as are suitable to fill those positions to which the church gives the committee responsibility for nomination. The Nominating Committee is responsible for nominating **Ministry Team Leaders**, teachers, church committees as directed, general church officers, (clerk) and other such personnel as the church may direct.

1. The Nominating Committee shall be elected in February and serve for one full year. The purpose of this time is to give any newly elected or re-elected officers or leaders opportunity to attend conferences such as Ridgecrest, State Encampments, etc. for greater efficiency in their area of service.

2. The basic Committee consisting of five (5) members shall be nominated by the Deacon Committee to be presented to the church and to be voted on and approved.

It should be kept in mind that both men and women need to be considered for this Committee.

It is understood that all members of the proposed Nominating Committee shall have agreed to serve before they are officially elected by the church.

Chairman of the Nominating Committee shall be the Minister of Education, or in the event of a vacancy in this position, elected by the Deacon Committee.

Recommendations can be made to the Nominating committee by the church membership for consideration.

3. The Committee shall present names for church approval only after the person named has given his/her consent to serve if elected to the office named. The Committee shall be expected to present said members for church approval by July Church Conference.

4. Only people who give evidence of spiritual mindedness are to be considered for nomination to any church office.

5. No Sunday School officer or teacher is to be considered for election who is not willing to cooperate with the proper functioning of his/her department. The teacher shall be expected to follow the Sunday School curriculum as provided by the church. No Sunday School officer or teacher is to be considered for election who is not willing to attend the morning worship service of the church. The same procedure is to be followed in relation to Discipleship Training and the evening worship service. Resignations requested to be given two-weeks in advance.

6. Any vacancies in elective offices during the year with the exceptions of Deacons, Deacon Nominating Committee, and Nominating Committee are to be filled through recommendations from the Nominating Committee to the church. It is understood however, that any member of the church may object to any nomination, if he/she wishes.

7. No one under seventeen (17) years of age shall be considered for election as an officer or teacher or leader in any department or class.

8. All members of the Committee shall be notified prior to a time of meeting, which should be called by the Chairman of the Committee. The pastor and any ex-officio members shall not figure in the quorum requirements.

9. Anyone elected **or recruited** to a position in the church must be an active member of the church.

#### 4. Personnel Committee

The Personnel Committee composed of five (5) persons, three (3) of whom shall be elected to serve on a three-year rotating basis with one (1) rotating off each year. These three (3) members will be nominated by the church Nominating Committee and elected by majority vote of the congregation at the same time other officers are elected. Persons elected to serve shall have agreed to serve as led by the Lord prior to being presented to the church. The other two (2) members of the committee shall be the current Chairman of the Deacons and another active Deacon appointed by the Deacons. These two (2)

members could be changed each year when new officers are elected. The chairman of this committee shall be elected by the committee each year. The pastor should serve as an ex-officio member of the Personnel Committee.

No member who is a paid staff person or an immediate relative (parents, spouse, children, grandparent, grandchild, brother, sister) of a paid staff person may serve on this committee.

**Duties of the Personnel Committee shall include:**

1. Meet with and interview church staff except pastor, two times each year.
2. Serve as a contact source for church staff concerning questions or personnel matters.
3. Serve as a contact source for church membership concerning questions or personal concerns involving church staff members.
4. Prepare and submit to the Financial Oversight **Group** recommendations concerning church staff salaries and benefits, except for the pastor.
5. The hiring and terminating of church secretary and custodian will be done in conjunction with the Deacon Committee. When a vacancy occurs in either position, they shall be filled with a non-member from outside of church family.

The Personnel Committee shall seek, through the ministry of the Holy Spirit, to assist in maintaining unity and harmony in church/staff relations.

## Ministry Team Policies and Procedures

### The Process

1. A team is a small group of people who share the common purpose of carrying out one specific ministry. Though all are unified around that ministry, the team members have varied Spiritual Gifts and complementary skills. By the Holy Spirit's leading, they form action plans for the ministry and establish performance goals – holding themselves mutually accountable in reaching them. Often, committees are groups that have meetings and make decisions that decide the actions of other people. In contrast, Ministry Teams are groups that actually perform ministry tasks and who have meetings for the purpose of planning their own work.
2. Every Team will have a Team Leader who is the responsible, “make things happen” person. The Team Leaders will be nominated by the nominating committee and elected annually by the church.
3. The Ministerial Staff Members will serve as advisors to the teams and a team could exist to under gird the work of a ministerial staff member. The ministerial staff exists, “To equip the saints for the work of ministry” (Ephesians 4:11)
4. In consultation with the Nominating committee and Pastor (and/or other ministerial staff members whom the pastor may deem appropriate) the Team Leader shall select Team members. Thus, the Team Leaders are able to recruit persons with whom they know they can work. No one is placed on a team to make them feel included, to fill a slot, or to put a name on a list. The number on a team may be adjusted from year to year to meet the current needs of the ministry.
5. Teams shall have three to seven people, except for the Deacon Ministry Team that will be comprised of the current number of active deacons. The small size is to produce efficiency.
6. Though Ministry Teams are kept small by design, the Teams are to involve others from the church body. The teams shall direct only the ministries for which they are responsible.
7. When enlisting Group Leaders, Team Leaders shall provide a copy of their Team's Responsibilities to potential member, going over it and answering any questions about it. The Nominating Committee shall do the same when enlisting Team Leaders.
8. Each team's work will involve an aspect of the church's overall ministry and will support the Mission Statement of Carolina Memorial Baptist Church. Ministry Teams will be accountable to the church body. They are not churches within the church or para-church ministries.
9. Each team shall produce and sign its own Action Plan. Action Plans clarify the unique role of the team, the special way in which God wants to use them. Led by the Holy Spirit, the team will formulate the Action Plan together. The plan will state what each group leader is expected to do. Team leaders & Group leaders shall then sign their action plan.
10. Team membership is for one church year. While terms are renewable, renewal is not guaranteed. No one may lead more than one Ministry Team and no one may lead more than one group ministry (a division of the ministry team). No one may

**lead a Ministry Team and a group ministry, unless the group is within the Leader's Ministry Team.**

**11. Ministry Teams will meet as stated in their Team Responsibilities. The Ministry Team leaders will meet with the ministerial staff on a monthly basis turning in a written report showing their actions since the last meeting.**

**12. It is to be expected that changes will be made from time to time to keep fresh people in places of service, to prevent burnout, and to help people experience well-rounded growth.**

All **ministry team leaders, group leaders** and **volunteers** must be active, (faithful in attendance to services of the church unless providentially hindered) cooperating members of Carolina Memorial Baptist Church Incorporated. **The Ministry Team Leaders and Group Leaders shall be nominated by the nominating committee and presented for approval by the church during the July business meeting.**

The regular terms of **ministry team leaders shall be for one year, beginning September 1 through August 31. They cannot serve as ministry team leaders for more than two consecutive years.**

**Group leaders and volunteers shall serve for one year, beginning September 1 through August 31, unless otherwise stated in the Policy & Procedure Manual. Group leaders and volunteers are not limited in the number of consecutive years he/she can serve.**

A written report of the work of each **ministry team** shall be presented at each business meeting.

### **Church Ministry Team Council**

The Church **Ministry Team Council** shall be composed of the **following:**

- **Senior Pastor**
- **Youth Team Leader**
- **Music Team Leader**
- **Administration & Finance Team Leader**
- **Congregational Care Team Leader**
- **Communication Team Leader**
- **Missions Team Leader**
- **Worship Team Leader**
- **Children's Team Leader**
- **Deacon Chairman**

When these are elected to their respective leadership positions, they automatically become members of the Church **Ministry Team Council.**

The Church **Ministry Team Council shall** study and promote the entire church program.

a) The Church **Ministry Team Council** shall lead the church in establishing goals and objectives.

- b) The Church **Ministry Team** Council shall review and coordinate ministry and program plans recommended by church officers, organizations, and **Team groups**.
- c) The Church **Ministry Team** Council shall prepare a calendar of church activities to avoid conflicts and overlapping.
- d) The Church **Ministry Team** Council shall evaluate and inform the church body of progress toward the goals and objectives.
- e) The Church **Ministry Team** Council shall determine if there is a need for additional **Team groups**. They will recommend to the Nominating Committee for filling of these group positions to be presented to the Church body for approval.

### **Ministry Team Leaders Responsibilities**

1. **The Team Leaders will be nominated by the Nominating Committee and elected annually by the church.**
2. **The Team Leader shall select Group Leaders to serve on their respective teams. The Group Leaders are responsible for recruiting members to help accomplish the tasks of their group. The number on a team may be adjusted from year to year to meet the current needs of the ministry. All Group Leaders shall be presented to the church for approval by the Nominating Committee.**
3. **When enlisting Group Leaders, Team Leaders shall provide a copy of their Team's Responsibilities to potential members, going over it and answering any questions about it. The Nominating Committee shall do the same when enlisting Team Leaders.**
4. **The Team Leader shall lead his/her team to produce and sign its own Action Plan. Action Plans clarify the unique role of the team, the special way in which God wants to use them.**
5. **The Team Leader cannot lead a group ministry unless it is within his/her own team.**
6. **The Ministry Team Leader shall meet with the ministerial staff on a monthly basis turning in a written report showing their actions since last meeting.**

### **Group Leader Responsibilities**

1. **The group leader is recruited by the appropriate Ministry Team Leader and will be presented to the church by the Nominating Committee for approval.**
2. **The group leader is responsible for recruiting members to serve on his/her group. This number may fluctuate as the need arises.**
3. **The group leader is to be present at all Team meetings called by the Ministry Team Leader.**
4. **The group leader shall prepare a budget request, giving it to the Team Leader who will turn it into the Financial Oversight Group for consideration.**

5. The group leader is responsible for making sure that his/her group carries out their responsibilities as laid out in the Ministry Team's Action Plan.
6. A group leader may only lead one group at a time.

## Administration & Finance Team

The Administration & Finance Team shall consist of the following groups:

- **Auditing**

The Auditing **Group** shall be composed of at least three (3) members recruited annually by the Auditing Group Leader. It shall be the duty of this **Group** to conduct an annual audit of the financial records of the church and give a report annually. The Auditing period would cover the financial year, September 1 through August 31.

- **Building & Grounds**

The Building & Grounds **Group leader** shall be recruited annually by the Administration & Finance Team Leader. The **Group** shall be composed of both men and women. The Building and Grounds **Group** shall meet monthly for their regular meeting and at any other time a meeting may be necessary.

The purpose of the Building and Grounds **Group** is to maintain the upkeep of the buildings and property of the Church. This includes houses owned as well as Church buildings.

The **Group** is authorized to spend up to \$1,000.00 on any given repair without a vote by the Church. When the amount for a repair or project is greater than the stated amount, the **Group** shall present the situation to the Church for a decision.

The Building and Grounds **Group** shall be alert to the general repair of the buildings and should investigate any reported need for repair or maintenance.

Any changes or additions including painting, should be presented to this **Group** for approval. This request should be done in writing.

Any repairs needed that any church member is aware of should be brought to the attention of the Building & Grounds Group Leader.

- **Vehicle**

The Vehicle **Group Leader**, shall be recruited by the Administration & Finance Team Leader and elected by the church. The Group Leader shall recruit enough volunteers as necessary to carry out its task. This **Group** shall give general oversight regarding care and maintenance of church vehicles. This Committee shall also prepare

and promote a list of rules and regulations regarding use of church vehicles for church approval.

### **Vehicle Drivers**

Effective September 1, 1990, North Carolina law states the following:

**In order to operate a Commercial Motor Vehicle, a person must have a Commercial Drivers License (CDL) no later than April 1, 1992.**

A (CDL) is required of drivers, paid or volunteer, who drives the following types of vehicles:

1. A single or combination vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 lbs.
2. A vehicle designed to transport 16 persons, including the driver.

### **REQUIREMENTS FOR OBTAINING A COMMERCIAL A, B, OR C**

1. Must be 21 years old.
2. Must be a resident of N. C.
3. Some drivers will require medical cards. (N.C. Commercial Drivers Manual pp-1-3)

### **GUIDELINES FOR USE OF BUS AND VAN**

The following guidelines have been established by the Vehicle Committee and approved by the Board of Deacons. These guidelines are not intended to restrict the use of the bus/van, but to establish some rules for its use which will assure a higher degree of usefulness, efficiency and understanding by our members.

1. The bus/van may be used for church activities only.
2. While in operation, the driver is in full authority of the bus/van.
  - a. There shall be no smoking on the bus/van at any time.
  - b. The bus/van may not be loaded beyond its seating capacity, (36/15) and no temporary seats such as chairs, etc. should be used on the bus/van.
5. Operators of the bus/van shall be limited to those persons above age 25 who have no points for moving violations assigned to their driving record by the North Carolina Department of Motor Vehicles.
7. The Vehicle Committee shall provide driver orientation and training, as necessary, for all drivers and will keep a record of approved drivers. The Vehicle Committee will approve any member who meets the above qualifications and demonstrates the ability to

handle the bus/van in any reasonable driving and parking situation. A current listing of current drivers is on file in the church office.

6. One or more members of the Vehicle Committee shall, on a scheduled weekly basis or as required, refuel the bus/van with the following checklist completed: tires, engine oil, cooling system, battery, lights, brakes, steering, and in addition, a visual inspection of the entire vehicle for any condition which would preclude safety and reliability of operation. Drivers will be asked to likewise check these items prior to any trip and/or on return if the trip is of any significant distance.
  7. Repairs other than routine maintenance shall be done in a manner deemed most feasible by the Deacon Board. Emergency repairs needed while on a trip will be at the discretion of the driver.
  8. The Vehicle Committee shall be responsible for maintaining liability insurance, valid inspection stickers and license plates.
  9. Driver to be in charge of cleaning the bus/van after each use.
- **Financial Oversight**

The Financial Oversight **Group** will oversee the current budget and make recommendations to the church as to how Carolina Memorial Baptist Church can live within our means. This **group** will consist of the treasurer, chairman of the deacons and four (4) at-large members who will:

    - a). Set and oversee the budgetary process each year by receiving written recommendations from all groups in the church that need funding.
    - b). Then, based on recommendations received and based on their knowledge of the church finances, they will set budget for the year. The budget will then be presented to the church for a vote.
    - c). Meet regularly through the year to oversee the budget process. A priority of this **group** will be meeting goals set forth by the church. This **group** will have the responsibility to review and make recommendations to the church as to:
      - i. any non-budgeted items, including but not limited to non-budgeted benevolence and non-budgeted projects. If requests come from groups or individuals to help needy families or to fund other projects not budgeted, that request must be reviewed by the finance **group** who will make a recommendation to the church. The church must vote favorably before the treasurer can allocate the funds, and
      - ii. whether additional funding can be given to any organization that goes over their allocated annual budget. If an organization spends their allocated amount, the treasurer will instruct that organization that they must go to the finance **group** to request more funding.

The four (4) at-large members will be elected as a part of the nominating committee process and those nominated will serve for two-years along with the current treasurer and chairman of the deacons.

The newly formed finance **group** will plan and implement any church wide stewardship programs.

- Historian

The Church Historian shall be **recruited annually** by the **Administration & Finance Team Leader**. The Historian will be responsible for the collection and preservation of Carolina Memorial historical data for future generations.

- Library

The **Library Group Leader** shall be **recruited by the Administration & Finance Team Leader**. **The group leader shall recruit the number of volunteers needed to accomplish its task.**

- This committee shall lead the church in providing a growing, serviceable library;
- Make book and equipment selections
- Determine and publicize rules, policies, and regulations regarding the use of the Media Center; and see that the Media Center serves as a reinforcement to the total church program.

- Scholarship/Loan

The Scholarship/Loan **Group Leader** shall be **recruited by the Administration & Finance Team Leader**. **The group leader shall recruit the number of volunteers needed to accomplish its task.** If deemed necessary, by the **Group Leader**, these **group members** may succeed themselves each year, but at least one member should be retained each year to give continuity to the **group**.

This **group** shall meet with each applicant, provide a copy of the scholarship/loan guidelines, and an application form (see following two pages) to be completed and returned to the **group leader**. The **group** shall review each completed application and make recommendation, and decision regarding the request. If the applicant is approved, the **group** shall notify the church treasurer regarding amount approved and dates the money is needed by the applicant.

All candidates shall be notified of the outcome of the **group's** decision.

**CAROLINA MEMORIAL BAPTIST CHURCH, INC.**  
**Guidelines for Scholarship/Loan Program**

The Scholarship/Loan Program is an important part of Carolina Memorial Baptist Church, Inc. The purpose is to encourage qualified students to seek higher education, and prepare themselves to be all that God wants them to become. To have a good Scholarship/Loan Program, it is necessary to have certain rules and guidelines to follow.

Following are rules and guidelines adopted by our church, and upon approval of the church constitution, will become a part of the church constitution.

- 1) All applicants must be **active** members of the church, attending church regularly and involved in the ministry of the church.
- 2) High school seniors, or those already attending college, junior college, technical school or community college, or re-entering one of these higher education schools may apply. A request for financial assistance form must be completed each time an application is made. Parents must co-sign application form if child is still in their home.
- 3) Those already receiving a scholarship/loan from the church may reapply and ask for continued assistance through the application form process.
- 4) A candidate must be in financial need.
- 5) Recipients must maintain a passing grade.
- 6) Scholarship/loans are designated for tuition, books, and fees. Checks are made payable to the recipient.
- 7) The Scholarship/Loan **Group** reviews all applications, and decides the dollar amount of the scholarship/loan. The Scholarship/Loans are made as money in said fund is available.
- 8) All candidates will be notified by the Scholarship/Loan **Group** of the outcome.
- 9) At budget planning time, the **Financial Oversight Group**, in preparing the annual budget, sets the amount of scholarship/loan money. Funds may be given to the scholarship/loan funds as monetary gifts, gifts in memory of and/or in honor of loved ones and friends.
- 10) Upon graduation from college and/or technical school, etc., those who have received a scholarship/loan from Carolina Memorial Baptist Church, Inc. should begin repaying the scholarship/loan back to Carolina Memorial Baptist Church, Inc. according to proposed plan for payment until the amount is paid. This will enable future students to receive scholarship loans.

**CAROLINA MEMORIAL BAPTIST CHURCH, INC.**  
**422 Liberty Drive**  
**Thomasville, North Carolina 27360**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount

I, \_\_\_\_\_, hereby agree to repay \_\_\_\_\_, to Carolina  
Name Amount

Memorial Baptist Church, Inc., Thomasville, North Carolina for an educational loan. Immediately upon completion of my training, I will present to the treasurer of Carolina Memorial Baptist Church, Inc., a proposed plan for repayment of principal to liquidate my loan as soon as feasible.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Parent

## **Communications Team**

**The Communications Ministry Team is responsible for the promotion of all the church's activities through the newsletter, bulletin, bulletin boards, church sign, visitor bags, newspaper ads and the upkeep of the church's website. The Team Leader shall recruit the necessary amount of volunteers to perform the team's task.**

## **Congregational Care Team**

The Congregational Care Team shall be made up of the following groups:

### Food Bereavement

The Food Bereavement **Group leader** shall be **recruited** by the **Congregational Care Team Leader** and elected annually by the church. The Food **Bereavement Group** shall be responsible for providing a meal for members of the bereaved family. **The group leader shall be contacted by the Pastor about the death. The group leader will then coordinate with the bereaved family about the meal. The group leader shall recruit the necessary number of volunteers to help prepare and serve the meal to the family.**

### Food/Socials

The Food/Socials **Group leader** shall be **recruited** by the **Congregational Care Team Leader** and elected annually by the church. **The Food/Socials group leader shall be responsible to recruit the number of volunteers needed to perform the tasks of this group.**

- The **group** shall be in charge of the repair and/or replacement of present equipment and lead the church in purchasing necessary equipment to maintain an adequate kitchen at all times.
- This **group** shall be responsible for purchasing necessary supplies.
- This **group** shall organize and promote church affiliated recreational activities.

### Tape/**DVD** Ministry

The Tape/**DVD** Ministry **Group leader** shall be **recruited** by the **Congregational Care Team Leader** and elected annually by the church. **The group leader shall recruit the necessary number of volunteers to help perform the tasks of this group.** This **group** shall be responsible for providing tapes/**DVD** of all services to shut-ins and other members as requested. Tapes/**DVD** and equipment will be provided by the church.

### C.A.R.E.

**The C.A.R.E. Group Leader shall be recruited by the Congregational Care team Leader and elected annually by the church. The group leader shall recruit the necessary**

**number of volunteers to help perform the tasks of this group. This group shall be responsible for responding to the C.A.R.E. cards that are filled out during the worship services. The group leader shall make copies of the C.A.R.E. cards, dividing them up into the appropriate categories that are needed so the volunteers can respond to the need.**

## Flower

**The Flower Group leader shall be recruited by the Congregational Care Team Leader and elected annually by the church. The group leader shall recruit the necessary number of volunteers to help perform the tasks of the group.**

- This **Group** is responsible for providing floral and/or plant arrangements in the auditorium and in other parts of the building as occasions require.
- The **Group** is to also designate one of its members as its remembrance representative, whose duty it shall be to see that the sympathy of the church family is symbolized with flowers on the occasion of the death of a resident member of the church, and of the death of a son, daughter, wife, husband, father, mother, brother or sister of a resident member of the church, (or one of its organizations).
- This **Group** will be responsible for the securing, arranging, and disposing of all floral arrangements used in the church. Flowers should be taken to sick or shut-in members after use in the church (when practical).
- The selection and care of containers and other supplies necessary to this work shall be the duty of this **Group**.

## Prayer Chain

**The Prayer Chain group leader shall be recruited by the Congregational Care Team Leader and elected by the church annually. The group leader shall recruit the necessary number of volunteers to help perform the tasks of the group.**

- **The group leader shall make a roster of the volunteers and make it available to the volunteers with the calling instructions included.**

## **Children's Ministry Team**

The Children's **Ministry Team** shall coordinate all activities and ministries of the various Church organizations as they relate to children and preschoolers. **Group leaders** shall consist of the Girls in Action and Royal Ambassador's Directors, Children Church director, Supply Closet, Vacation Bible School, Children's Discipleship Training, Children's Bible Drills, Preschool representatives and other individuals as deemed necessary.

## **Supply Group**

The Supply **Group leader shall be recruited by the Children's Ministry Team Leader and elected annually by the church. The group leader shall recruit the necessary number of volunteers to help perform the tasks of the group.** This **group** shall be responsible for the purchase of supplies (i.e., RA's, GA's, Sunday School, Discipleship Training, Vacation Bible

School) and replenish as needed, and see that the Supply Center serves as a reinforcement to the total church program.

### **Deacon Ministry Team**

#### **Talley Committee**

The Talley Committee is to consist of three (3) members which is to be the chairman of the deacons, and two (2) other members nominated by the Nominating Committee and elected by the church. This Committee shall be responsible for counting all ballot votes. When all ballots have been counted and tallied, they are to be placed in the church safe and kept on file for one (1) year.

### **Missions Team**

The Missions **Ministry Team** shall be composed of representatives of WMU, Brotherhood, a representative of the Samaritans, **Master's Table group leader** and at least three other mission minded church members.

The functions of the Missions **Ministry Team** shall be:

- To identify Missions needs and opportunities by gathering, analyzing and distributing information to the Church.
- **To** recommend to the church the goals for special missions offerings, and assist with the promotion of these offerings.
- **To** help increase missions awareness within the church by planning special mission learning opportunities. These opportunities are to be recommended to and approved by the church before being conducted.
- **To** support the on-going work of the missions organizations.
- **To** plan, **to** present to the church, and **to** promote special missions projects.

The Church's Missions **Ministry Team** shall meet to plan the missions emphasis of the church as is necessary.

### **Women's Missionary Union**

Women's Missionary Union shall be the Mission Education, Mission Action, and Mission Support organizations of the church for women, young women, girls, and pre-school children. Its task shall be to teach missions; engage in mission action; support world missions through praying and giving; and provide and interpret information regarding the work of the church and denomination.

Women's Missionary Union shall have such officers and organizations as the program requires. The WMU Director will serve as chairman of the WMU Council.

## **The Brotherhood**

The Brotherhood shall be the church's organization for mission education, mission action and mission support for men, young men, and boys. Its task shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and interpret information regarding the work of the church and denomination. The Brotherhood shall have such officers and organizations as the program requires.

## **Music Ministry Team**

The Music Ministry shall be under the supervision of the Minister of Music and Assistant Minister of Music in consultation with the pastor. The Ministry shall provide a graded program of education, training, and opportunity for ministry through music, and for leadership in worship and special programs and services of music. **The Minister of Music shall recruit volunteers to help him/her with the various aspects of the Music Programs.**

## **Special Programs Group**

The Special Programs **Group Leader** shall be **recruited by the Music Team Leader and elected annually by the church. The Group Leader shall recruit enough volunteers to perform the tasks of this group.** The purpose of this **group** shall be to serve as support for Special Programs, such as: Christmas, Easter, etc.

## **Worship Ministry Team**

### **Greeters**

**The Greeters group leader shall be recruited by the Worship Ministry Team Leader and elected by the church annually. The group leader shall recruit the necessary volunteers to perform its tasks.**

- **This group is responsible for greeting members and visitors prior to our Sunday School hour. All main entrances shall be posted with a volunteer.**

### **Welcomers**

**The Welcomers group leader shall be recruited by the Worship Ministry Team Leader and elected by the church annually. The group leader shall recruit the necessary volunteers to perform its tasks.**

- **This group is responsible for handing out the Worship bulletins at the Sunday morning services along with greeting the church members and visitors to the services.**

### **Ordinance Group**

The Ordinance **Group Leader shall be recruited by the Worship Team leader and elected annually by the church. The Group Leader shall recruit enough volunteers to perform the tasks of this group.**

- It shall be the duty of this **group** to make complete preparations for the observance of Baptism/Lord's Supper on the occasions designated by the church or pastor.
- It shall be responsible for follow-up and cleanup after the observance of these ordinances.
- It shall provide, through proper channels, suitable and necessary equipment and supplies for the dignified and reverent observance of these two ordinances.

### **Projection Group**

The Projection **Group leader** shall be **recruited** by the **Worship Team Leader** and elected annually by the church. The Projection **Group** shall be made up of four (4) to five (5) individuals, A **Group Leader, and** Assistant or Co-Chairperson, two (2) or three (3) operators and a graphics creator. Together they would decide and implement a maintenance schedule, keep up with the weekly entry and preparations, do quality control, i.e. check spelling and wording against song and hymn texts, and produce announcements. As needed, they can create and use an operator schedule to be certain the projector is always manned.

### **Sound Engineers**

The Sound Engineer **Group leader** shall be **recruited** by the **Worship Team Leader** and elected annually by the church. The Sound Engineers shall be **recruited** by the **Worship Team Leader, recruiting enough volunteers to accomplish the teams tasks.**

- This **Group** shall be responsible for the sound studio for all services, and for the use, care and storage of all sound equipment and special effects.
- The **Group** shall also be responsible for taping the services.

### **Ushers**

The **Usher Group leader shall be recruited by the Worship Team leader and be elected by the church annually. The Usher Group leader shall recruit enough volunteers deemed necessary to perform its tasks.** The ushers shall care for the seating and comfort of the congregation, the greeting and introduction of visitors, the prevention of interruptions and distractions, and similar needed services.

### **Youth Ministry Team**

- The Youth **Ministry Team** shall aid the Minister of Youth/Education in organizing, planning, and coordinating events and activities for youth (grades 7-12). This includes forming an Annual Calendar of Events to be included in the

Annual Church Calendar, setting numerical goals for growth, scheduling activities by working with parents to gain maximum participation, and to establish growth strategies.

- The Youth **Ministry Team** shall meet **every other month** to review the past activities and to plan future events. Members of the Youth Council are expected to be present for all meetings and to help promote and lead by example in supporting and attending planned activities and events.
- The Youth **Ministry Team** shall operate under the Constitution and By-Laws and all major decisions that would need church approval will be brought before the church for approval.

## General Church Policies

### 1. Camps and Assemblies

Persons desiring to attend a church camp or assembly, shall consult and obtain permission (i.e. R.A.'s, G.A.'s, Youth Groups, etc.) from the organizational leaders. The church will pay up to one-half of the expenses for youth and children of church members and/or those who are active participants in the said organization as the budget will allow. Non-members may attend (with permission of the organizational leaders) as space allows and at their own expense. Expenses for chaperones (number needed to be determined by organization leaders) will be paid by the church.

### 2. Use of Church Facilities and Equipment

Facilities and equipment of the church are for the services of the congregation. Members wishing to use church facilities and/or equipment for any other scheduled activities must consult the church office to coordinate the use thereof.

The church facilities and buildings may be used by any member or group within the church by: a) consulting the church office to avoid scheduling conflicts; b) members using the facilities shall be responsible for cleaning those facilities after use.

Special consideration for use of any facilities by non-member groups shall be made by the church office.

A special reservation form must be completed and signed when reservations are made.

Non-members will be charged **\$150.00** for use of **each** building (**fellowship hall, sanctuary**).

The specified guidelines for members use shall also apply for non-members.

Those who use the church facilities shall be responsible for contacting the Utility worker before leaving so that he can secure the building.

The church facilities and buildings are not to be used by individuals and/or groups for commercial promotion or personal gain. (i.e. such as sale of items for personal gain)

No church equipment (tables, chairs, etc.) should leave the church buildings without authorization from the church office.

### **3. Guidelines for use of Church Kitchen and Fellowship Hall**

The Kitchen and Fellowship Hall are available for use by the congregation and also for small groups and/or families.

The following guidelines are suggested to make these facilities useful to everyone:

- 1) All appliances should be turned off and properly cleaned.
- 2) Dishes and utensils should be cleaned and stored in proper place.
- 3) All food items and garbage properly disposed of.
- 4) Chairs and tables should be properly stored **and arranged as per diagram listed on bulletin board outside of kitchen.**
- 5) The floors should be properly cleaned.

**CAROLINA MEMORIAL BAPTIST CHURCH, INC.**

**WEDDINGS AND RECEPTIONS POLICY**

**WEDDINGS:**

The wedding is, and should be, one of the happiest moments in life. The church rejoices in this experience and is eager to make every phase one which will be remembered with favor. The wedding does not have to be elaborate to be meaningful and beautiful. True meaning and beauty lie in the spirit and attitude of those who take part.

In the excitement of planning a church wedding many questions arise. This statement will serve as a guide to those desiring to make right decisions, and therefore, to create an atmosphere conducive to marriage happiness. The pastor and staff will be glad to offer any assistance needed.

**I. Church Facilities**

The sanctuary is available for weddings. Upon request the church office will assist in making facilities available for weddings and wedding receptions.

**II. Arrangements**

Persons planning the wedding must first contact the church office to clear tentative dates and to receive any necessary details as to church policy. Tentative dates may be cleared by telephone, but complete and final arrangements are to be made in personal conferences with the pastor. A wedding reservation form must be completed and properly signed by both parties.

**III. Pastor**

The pastor of Carolina Memorial Baptist Church, Inc. will count it a privilege to officiate at the weddings of members of the church. In the event a minister other than the pastor of Carolina Memorial Baptist Church Memorial Baptist Church, Inc. is desired to perform or assist in the wedding ceremony, the pastor shall be consulted. The pastor shall be called regarding the confirmation of the wedding date.

A pre-marital conference is required either by the pastor or the minister in charge, and the date for this conference should be set, if possible, one month prior to the wedding date.

**IV. Music**

The church considers the wedding a sacred, religious ceremony. Music for the wedding should enhance the worship experience. It is advisable for the pastor and/or staff to be consulted regarding music selections.

**V. Photographs and Recordings**

Taking pictures during the wedding ceremony is discouraged. However, pictures may be permissible providing no flashes are used and pastor or staff person is consulted regarding this matter. Video recordings are permitted if machine is in constant attendance and requests for recordings are cleared with the pastor, or a designated staff member. The wedding party may return to the altar for as many pictures as they wish, prior to and/or after the wedding ceremony.

**VI. Responsibility for Personal Items**

The wedding party should not leave valuables unattended and the bride and groom should make all members of the wedding party aware of this fact. The church **cannot** be liable for any items lost, stolen, or damaged.

**VII. Charges**

The facilities are available for weddings and receptions. Dates must be cleared through the church office.

A. Receptions for Members

Carolina Memorial makes no charge for the use of its buildings and other facilities for weddings if either of the bridal couple and/or parents is a member.

B. Non-members

Non-members will be charged **\$150.00** for use of each building (**fellowship hall, sanctuary**) to help defray the cost of cleaning the building and utilities.

To have the date placed on the calendar, you must pay down one-half of the total amount. The balance must be paid one week before the wedding.

The bridal couple shall be responsible for any damages to the building or other facilities. No church-owned equipment shall be removed from the premises.

**VIII. Other Regulations**

A. Alcohol/other drugs

Members of the wedding party must not come to the rehearsal or the wedding under the influence of alcohol or other drugs, nor shall any alcohol or other drugs be consumed on the premises.

B. Smoking is not permitted within the church buildings.

C. No rice, bird seed, or confetti shall be thrown inside the buildings. Only bird seed May be used outside.

## **IX. Decorations**

Our sanctuary is a place of exquisite and dignified beauty. Therefore, it does not require "decorations" to make it suitable for a beautiful wedding service. To change the appearance of the chancel by over-elaborate decorations only mars the beauty and grandeur of the sacred place.

The following regulations are given to preserve the proper atmosphere of the church and safeguard the furnishings:

A. No pews may be moved.

B. An aisle cloth may be used provided it is fastened with scotch tape. No tacks, pins, nails, glue, or tape may be used to fasten any decorations to the furniture or building. Only wrapped wire that **will not** mar pew ends may be used to fasten bows.

C. Only dripless candles (metal spring load) or votive cups may be used. Plastic should be placed under candle stands. A member of the wedding party is responsible for the cleaning of wax from the floors, furniture, carpets, and shall be required to see that the church premises are left as clean as possible.

D. The placing of flowers, ferns, and candles or anything decorative on either the piano and/or organ is prohibited.

E. Heat, air-conditioning and lights will be turned on only as long as it is necessary.

F. All persons involved in setting-up for the wedding are expected to observe the sanctity of the church. Please - no smoking, drinking, drugs, obscene language or discourteous actions.

G. The church building will be locked when all persons involved in setting up for the wedding are finished.

H. All non-church owned equipment must be picked up immediately after the wedding.

**CAROLINA MEMORIAL BAPTIST CHURCH, INC.**

**FUNERALS AND MEMORIAL SERVICES**

When sorrow comes to a family your church is eager to do everything possible to bring the assurance of God's comforting presence to those who mourn. The light and hope which Christ brought by His resurrection can shine in darkness and distress. Faith can brighten the most difficult days.

The following information and guidance is offered, along with the help of every member of the staff, so that the church may more effectively serve the family in the hours of bereavement:

**I. Facilities**

The sanctuary is available for funerals and memorial services.

**II. Arrangements**

The following suggestions are offered:

1. A member of the family should call the pastor as soon as possible.
2. Your pastor will notify the church staff and make arrangements for use of the church facilities as well as the musicians.