

CHURCH COVENANT, CONSTITUTION & BY-LAWS

OF

UNION BAPTIST CHURCH OF GRIFFIN, GA, INC.

Adopted: June 28, 2009

TABLE OF CONTENTS

CHURCH COVENANT

CONSTITUTION

PREAMBLE	Page 4
I. NAME AND PURPOSE	Page 4
II. CHARACTER	Page 4
1. Polity.....	Page 4
2. Doctrine.....	Page 4
3. Statement of Faith.....	Page 6

BY-LAWS

I. MEMBERSHIP	Page 7
1. Admission.....	Page 7
2. Exceptions to Admission.....	Page 7
3. Dismissal.....	Page 7
4. Restoration.....	Page 8
5. Duties of Members.....	Page 8
6. Voting Rights of Member.....	Page 8
II. MEETINGS	Page 8
1. Public Worship.....	Page 8
2. Lord's Supper.....	Page 8
3. Church Conference.....	Page 8
4. Special Business Meeting.....	Page 8
5. Annual Church Conference.....	Page 8

III. CHURCH OFFICERS	Page 8
1. Trustees.....	Page 8
2. Treasurer.....	Page 9
3. Assistant Treasurer.....	Page 9
4. Financial Secretary.....	Page 9
5. Church Clerk.....	Page 9
IV. COMMITTEES	Page 9
1. Nominating Committee.....	Page 9
2. Finance Committee.....	Page 10
3. Personnel Committee.....	Page 10
4. Church Council.....	Page 10
5. Counting Committee.....	Page 10
6. Pastor Search Committee.....	Page 11
7. Other Committees.....	Page 12
V. DIRECTORS	Page 12
VI. DEACONS	Page 12
1. Overview.....	Page 12
2. Number and Term.....	Page 12
3. Election: New Term.....	Page 13
4. Unexpired Term.....	Page 13
5. Meetings and Organization.....	Page 13
6. Pastoral Duties and Responsibilities.....	Page 13
7. Chairman.....	Page 13
VII. DISCIPLINE	Page 13
VIII. THE CORPORATION	Page

14

IX. GENERAL RULES	Page 14
1. Quorum.....	Page 14
2. Elections.....	Page 14
3. Officers.....	Page 14
4. Terms of Office.....	Page 14
5. Rules.....	Page 14
6. Amendments.....	Page 14
7. Teachers and Directors.....	Page 14
8. Church Staff.....	Page 14
9. Book of Policies.....	Page 15

CHURCH COVENANT

OF

UNION BAPTIST CHURCH

Having repented of our sin and having received Jesus Christ as our Lord and Savior and upon following Him in baptism by emersion in the name of the Father, Son and Holy Spirit, we willingly enter into this covenant of Christian love, service, and fellowship.

We endeavor to love the Lord our God with all our heart, soul, mind, and strength and our neighbor as our self.

We will assemble together regularly and encourage one another in the work God has called us to as individuals and as a body.

We will use the influence of our testimony and prayers to stand in the gap for our members and community when there is a threat to their spiritual well being and prosperity.

We will be faithful stewards of all the resources God has entrusted to us by supporting the growth of His Kingdom through the ministries of this church.

We will seek restoration according to Matthew 18:15-17 and 1 Corinthians 5:1-13 in all matters that require any type of correction or admonishment.

CONSTITUTION
OF
UNION BAPTIST CHURCH OF GRIFFIN, GA, INC.

PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, consistent with the accepted tenets of the Southern Baptist Convention, we do declare and establish this constitution. This document is for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith.

This Constitution and By-Laws supersedes any and all others adopted by this church including the one adopted when the church was organized.

I. NAME AND PURPOSE

Section 1. This congregation shall be known as the Union Baptist Church of Griffin, Georgia, Inc.

Section 2. God has given to the church a unique assignment. The church as a body of believers in Christ and as the Family of God, has been charged to be the instrument God uses to carry out His redemptive purpose. Therefore, all who serve Him must have a clear vision as to their spiritual objectives. These objectives are guidelines to help keep Union Baptist at the task for which we have been chosen. Our objectives are:

1. Witness - To reach all people in our community with the Word of God; to make them aware that Christ loves them and that we care about them.
2. Worship - To worship in a reverent, meaningful atmosphere, seeking God's will through loving devotion with all mankind.
3. Fellowship - To share needs, friendship, understanding, guidance and accountability within the body.
4. Train - To provide basic and advanced training that will develop principles of the Christian life.
5. Minister - To minister to the needs of the community, as led by the Holy Spirit.

II. CHARACTER

Section 1. POLITY. The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist churches. We agree to cooperate with, and contribute through, the Cooperative Program of the Southern Baptist Convention in support of all our work. We agree to support and promote the work of the Georgia Baptist Convention and the Flint River Baptist Association.

Section 2. DOCTRINE.

- I. The Scriptures: The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its Author, salvation for its end, and truth, without any mixture of error, for its matter.
- II. God: There is one and only one living and true God. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.
- A. God the Father: God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. God is Father in truth to those who become children of God through faith in Jesus Christ.
- B. God the Son: Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. He honored the divine law by His personal obedience, and in His substitutionary death on the cross, He made provision for the redemption of men from sin.
- C. God the Holy Spirit: The Holy Spirit is the Spirit of God. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He enlightens and empowers the believer and the church in worship, evangelism, and service.
- III. Man: Man was created by the special act of God, in His own image and is the crowning work of His creation. By his free choice, man sinned against God and brought sin into the human race. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.
- IV. Salvation: Salvation involves the redemption of the whole man, and is offered freely to all who confess Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification.
- V. God's Purpose of Grace: Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end.
- VI. The Church: A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel, and seeking to extend the gospel to the ends of the earth. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages.
- VII. Baptism and the Lord's Supper: Christian baptism is the immersion of a believer in water. It is an act of

obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. The Lord's Supper is a symbolic act of obedience whereby followers memorialize the death of the Redeemer and anticipate His second coming.

VIII. The Kingdom: The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King.

IX. Last Things: God, in His own time and in His own way, will bring the world to its appropriate end. Jesus Christ will return personally and visibly; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell; the righteous will receive their reward and will dwell forever in Heaven with the Lord.

X. Evangelism and Missions: It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations; to seek constantly to win the lost to Christ by personal effort.

XI. Stewardship: God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions.

XII. The Christian and the Social Order: Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society. In the spirit of Christ, Christians should oppose every form of greed, selfishness, and vice.

XIII. The Family: God has ordained the family as the foundational institution of human society. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. Children, from the moment of conception, are a blessing and heritage from the Lord.

Section 3. STATEMENT OF FAITH. The Holy Bible is the inspired Word of God and is the basis for any statement of faith. We subscribe to the doctrinal statement of the current edition of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to the discipleship of believers and to sharing the good news of salvation with lost mankind. The ordinances of the church are Baptism and the Lord's Supper. (See pamphlet, *The Baptist Faith and Message*), published by LifeWay Christian Resources of the Southern Baptist Convention.

BY-LAWS

OF

UNION BAPTIST CHURCH OF GRIFFIN, GA, INC.

Incorporated under the Laws of the State of Georgia

I. MEMBERSHIP

Section 1. ADMISSION. The membership of Union Baptist Church shall consist of such persons who have made a profession of their faith in Jesus Christ as their Lord and Savior and who have been scripturally baptized by immersion. Membership may be attained in one of the following manners.

1. By scriptural baptism by immersion after profession of faith in Jesus Christ as personal Lord and Savior;
2. By transfer of church letter from another Baptist church;
3. By a statement of faith of a prior experience of conversion and scriptural baptism;
4. By restoration to the church membership after having been dropped due to disciplinary action.

Anyone wishing to be received into the membership of this church must complete a New Members Class. All privileges of membership shall begin upon completion of this class.

The continuance of membership shall be subject to the principles of Southern Baptist churches and requires attendance in at least one (1) worship service every six (6) months. The membership rolls will be reviewed on a regular basis and those members who have not attended in a six month period will be dropped from membership. This does not include those who are sick or otherwise prohibited from attending.

Section 2. EXCEPTIONS TO ADMISSION. Regardless of vocation, it is expected that members of Union Baptist Church shall make a consistent effort to live a life of holiness before God, the world, and each other. In accordance with our Christian beliefs, based on God's Holy Word, no candidate shall be received into membership who is actively involved in any activity which is biblically prohibited. This shall include, but shall not be limited to, adultery, criminal activity, drunkenness, fornication, homosexuality, pornography, or use of illegal or illicit drugs. For any candidate engaging in such activities, a declaration of repentance and rejection of the activity or lifestyle in question shall be necessary before they will be considered for membership. (Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4)

Section 3. DISMISSAL. Membership in this church shall be terminated:

1. Upon request for a letter of transfer from another Baptist church.
2. When the member joins a church of another denomination or belief.
3. When the member dies.
4. When dismissed by a vote of the church due to reasons and circumstances provided in VII. Discipline.
5. When the member does not attend a worship service for (6) six months.

Letters will not be granted to individuals except in cases where they are to become charter members of a sister church being organized. Letters will not be granted to churches of another faith or denomination. The church Secretary, with counsel of the Pastor, shall forward with the letter, information on the activities of the dismissed member. The letter may be granted “with a recommendation,” or “without a recommendation.”

Section 4. RESTORATION. Any person whose membership has been terminated for any offense or reason may be restored to full membership upon examination of evidence of their repentance and reaffirmation of faith, and completion of the New Members Class.

Section 5. DUTIES OF MEMBERS. Members are expected to attend Sunday School and church services regularly, be involved in the ministries of the church, and support the church with their prayers, tithes, and gifts.

Section 6. VOTING RIGHTS OF MEMBERS. Every member, eighteen (18) years of age and older, shall have the right to vote, and is entitled to one (1) vote, on matters brought before the church. Voting by proxy or absentee ballot is prohibited.

II. MEETINGS

Section 1. PUBLIC WORSHIP. The regular meetings of the church for public worship and Bible study shall be on Sunday morning, Sunday evening, and Wednesday evening. No other meetings shall be held during worship hours, Sunday School or Bible Study by any of the church organizations or committees except those approved by the Church Council.

Section 2. LORD’S SUPPER. The Lord’s Supper shall be observed as deemed appropriate by the pastor and deacons. Anyone belonging to the Body of Christ may participate. The ingredients to be used are bread and grape juice.

Section 3. CHURCH CONFERENCE. The regular business meetings of the church shall be held on the first Sunday of the months of January, April, July, and October, except when postponed by vote of the church. A special business meeting shall be held the first Sunday of December to elect church officers, teachers, and workers, and to approve the budget for the New Year. These meetings shall be held during the Evening Worship Service time. The pastor shall preside as moderator. In his absence, the Chairman of Deacons shall serve as moderator, and in his absence any member elected by the church.

Section 4. SPECIAL BUSINESS MEETINGS. A special Conference may be called by the Pastor, the Deacons, the Church Council or by petition of at least (25) twenty five percent of the membership of the church, provided the day and hour named is for a regular service of the church. The object of the meeting must be stated when called and only this business may be considered. Notice of such special conference shall be read at all worship services on the Lord’s Day immediately prior to the meeting.

Section 5. ANNUAL CHURCH CONFERENCE. The church year and the financial year shall be January 1st through December 31st. The regular conference of the church in January shall be the Annual Business Meeting.

III. CHURCH OFFICERS

Section 1. TRUSTEES. A board of Trustees, consisting of three (3) members, shall be nominated by the Nominating Committee and elected each year. The Trustees are the officers of the corporation. The correlation of offices between the Trustees and the corporation is:

1. Chairman of Trustees – President of Corporation
2. Vice-Chairman of Trustees – Vice-President of Corporation
3. Secretary/Treasurer of Trustees – Secretary/Treasurer of Corporation

The Duties of the Trustees are:

1. Perform all duties required as officers of the corporation.
2. Secure proper legal protection of all properties of the church.
3. Advise the church on all legal matters.
4. Maintain secure custody of all legal papers of the church.

Section 2. TREASURER. The Treasurer shall be elected annually. Additional responsibilities for the Treasurer are located in the Church Policies booklet under “Pay Policies.” The Treasurer shall:

1. Disburse monies according to the direction of the church.
2. Pay promptly all bills and vouchers authorized by the church when properly presented.
3. Send money authorized by the church for missions at least monthly.
4. Give a financial report to the church at each regular Church Conference and other occasions as needed.
5. Prepare the annual financial report as part of the annual church profile sent to the association.
6. Ensure that the names of persons with credit card authorization are current with the card issuing authority.
7. Maintain all financial records of the church in an accurate and current manner.
8. File Federal and State withholding taxes and other tax forms as required.
9. Maintain required federal and state tax forms for all church employees.
10. Prepare and submit W-2 tax forms for all church employees as required by law.
11. Prepare and submit 1099-MISC business tax forms as required by law.
12. Ensure that insurance coverage is in place and sufficient for property, liability, and workers comp.
13. Obtain Certificates of Insurance from vendors as appropriate.

Section 3. ASSISTANT TREASURER. The Assistant Treasurer shall be elected annually and shall:

1. Assist the Treasurer.
2. Perform the duties of the Treasurer when the Treasurer is absent.

Section 4. FINANCIAL SECRETARY. The Financial Secretary shall be elected annually. The Financial Secretary shall:

1. Keep confidential records of all contributions by individuals using offering envelopes and other information provided by the Counting Committee or Treasurer.
2. Provide contribution records to each contributor by January 31st as required by law. The contribution statement will include: the donation dates and amounts, church name and address, and the statement “*No goods or services were provided in exchange for the contribution, other than intangible religious benefits.*” These contribution statements may be handed out personally to the contributor or mailed by the due date. Confidentiality of the records will be maintained at all times.

Section 5. CHURCH CLERK. The duties of the Church Clerk will be performed by the Administrative Assistant and are included in the job description for this position in the Church Policies book.

IV. COMMITTEES

All committee members shall be members of this church. Terms shall be for one (1) year and committee members may be nominated and elected to serve consecutive terms.

Section 1. NOMINATING COMMITTEE (5 members). This committee shall be elected at the October Conference to serve one (1) year. This committee shall nominate all church officers, Sunday School teachers, directors, standing committees, and pastor search committee, with the exception of Staff and Deacons. These nominations shall be presented to the church at the December Conference. Those nominees approved by the church will begin service January 1st. Prior to their nomination each person shall be made aware of the duties of the office/position and be willing to serve in that capacity. This committee shall be responsible for filling any vacancies that occur during the year.

Section 2. FINANCE COMMITTEE (5 members). This committee shall consist of the Treasurer and four other members. Working with the Pastor, this committee shall provide leadership in financial matters of the church. Duties of this committee include:

1. Prepare the annual budget for the church, taking into consideration salary and new staff recommendations by the Personnel Committee, as well as budget requests from Program Directors, Staff, and Committee chairpersons. The Treasurer will make available to each member a report of expenses and income for the past church year, as well as income trends and projections.

2. Present the proposed budget to the church for approval at the December Conference. The newly approved budget shall be effective on January 1st.

3. Revise or restructure budget if a significant change of staff, goals and/or resources occurs during the year and submit it to the church for approval.

4. Reallocate budget items as needed to facilitate changes in ministries without approval of the church if the total budget amount is not increased.

5. Receive all gifts of property (personal or real) by will or testament and manage such as directed by will, testament, estate, or trustee, subject to the direction of the church.

Section 3. PERSONNEL COMMITTEE (7 Members). This committee is responsible for administrative matters related to all employed personnel with the exception of the Pastor. Additional guidelines for this committee are included in the “Personnel Policies” section of the Church Policies book under “Employment Procedures.” This committee shall:

1. Recruit and interview candidates for each vacant position.

2. Ensure that current position descriptions are up-to-date and develop position descriptions for newly established jobs.

3. Give a report of activities of the committee in church conference, as needed.

4. In conjunction with the Pastor, review annually the salary and benefits package for each employee and make recommendations to the Finance Committee by September 15th of each year.

5. Develop church policies and procedures relating to staff personnel.

Section 4. CHURCH COUNCIL. The Church Council shall have as regular members: Pastor, Ministry Staff, Treasurer, Chairman of Deacons, and Directors of the following ministries: Sunday School, Awana, Children’s Church, FAITH Riders, Building, Fellowship, Missions, Nursery, Grounds, and Senior Adult.

The primary function of the Church Council is to guide the congregation in defining objectives, identifying priorities, setting goals, developing plans, and coordinating calendar time to achieve those objectives. This committee should review and evaluate all program actions adopted by the church. Additional responsibilities for the Church Council are included in the “Personnel Policies” section of the Church Policies booklet under “Employment Procedures.”

Section 5. COUNTING COMMITTEE (6 Members). The Counting Committee shall be responsible for counting and depositing, in the designated bank, all funds received as gifts and offerings, and for reporting amounts received to the Treasurer. No one having check-signing authority shall serve on this committee. The following shall apply to this committee.

1. After all regular and special services, including Sunday School, the receipts shall be placed in the church safe. The usher team shall place the worship offering in the church safe, and the Sunday School Director shall place the Sunday School offering in the church safe.

2. No money shall be counted, except for love/special offerings, until after the last service of the day on Sunday.

3. All money shall be counted no later than Wednesday and deposited no later than Thursday.

4. At least two (2) people shall be present when the money is counted.

5. Money counters should be rotated so that the same people are not handling the funds each week.

6. When a love/special offering is taken and the amount needs to be known at that time, the Counting Committee shall count that offering when it is received. In the event that less than two Counting Committee members are present to count the collection, a Deacon(s) shall perform the duties of the Counting Committee.

7. A detailed summary of the receipts and offerings will be recorded and along with the bank deposit receipt, furnished to the Treasurer for accounting purposes.

8. Once the summary of receipts and offerings sheet has been prepared, both Counting Committee members shall sign the sheet verifying the total receipts that are to be deposited. This is to be done while both Counting Committee members are present and before the funds leave the church to be deposited in the bank.

9. The names of contributors and amounts given will be furnished to the Financial Secretary each week.

Section 6. PASTOR SEARCH COMMITTEE (7 Members). This committee shall be responsible for seeking a Pastor when a vacancy occurs. This is not a standing committee and shall be formed only when needed and will be dissolved when a Pastor is called and reports to this church field for service. This committee shall consist of the Chairman of Deacons, who shall serve as chairman, and six (6) other members selected by the Nominating Committee.

This committee has a dual responsibility that shall be accomplished in the following order:

1. Secure an Interim Pastor
2. Secure a permanent Pastor.

Procedure for selecting an Interim Pastor:

1. The Pastor Search Committee shall conduct interviews and perform background checks.
2. A salary package shall be submitted to the Finance Committee for approval.
3. The committee's recommendation of a candidate to the church shall be announced at all worship services on the Sunday immediately prior to a trial sermon, or the vote, if no trial sermon is delivered.
4. A vote, by written ballot, shall be taken the following Sunday morning during the morning worship services.
5. Those members present and voting shall constitute a quorum and an affirmative vote of seventy five (75) percent is necessary to elect.
6. If an affirmative vote is received, a call shall be issued to the candidate to serve as Interim Pastor.
7. If the candidate accepts the call, he shall continue in office so long as both parties are agreed to the relationship of Interim Pastor and people, or until a Pastor is approved by the church and reports for service.
8. The reasonable expenses of the Pastor Search Committee shall be paid by the church.

Procedure for selecting a Pastor:

1. The Pastor Search Committee shall conduct interviews and perform background checks.
2. A salary package shall be submitted to the Finance Committee for approval.
3. The committee shall bring to the consideration of the church only one man at a time.

4. The committee's recommendation of a candidate and all pertinent information shall be made available to the church membership at least one (1) week prior to a trial sermon(s), and shall be announced at all worship services on the Sunday immediately prior to the trial sermon(s).
5. If possible, there should be an open question and answer session for the church and candidate during the day of the trial sermon(s).
6. Election shall be held on Sunday morning, one (1) week following a trial sermon, and shall be by secret ballot.
7. The quorum for the meeting to elect a Pastor must be twenty five (25) percent of the church membership and an affirmative vote of seventy five (75) percent of those present and voting is necessary to elect.
8. If an affirmative vote is received, a call shall be issued to the candidate to serve as Pastor.
9. If the candidate accepts the call as Pastor, he shall continue in office so long as both parties are agreed to the relationship of Pastor and people.
10. The reasonable expenses of the Pastor Search Committee shall be paid by the church.

Section 7. OTHER COMMITTEES. This church shall have such standing and special committees as will be helpful in the distribution of responsibilities.

V. DIRECTORS

The Nominating Committee shall nominate a Director for each organized ministry. Job descriptions for each directorship is located in the Church Policies book. All Directors shall be tithing members of this church. The term for Directors shall be one (1) year and they may be nominated and elected to serve consecutive terms. Each Director shall:

1. Be responsible and accountable to the church for their ministry area.
2. Select workers, as needed, to accomplish the ministry.
3. Organize the workgroup as needed.
4. Manage their budget. If unexpected expenses occur that would exceed their budget, the Director must justify a request for additional funds to the Church Council, who will validate the request and present it to the Finance Committee.
5. If an emergency arises and additional monies are needed quickly, the Director, along with the Pastor and Finance Committee Chairman shall seek to resolve the matter.
6. Prepare a budget request for the following year for consideration by the Finance Committee. This shall be submitted to the Finance Committee by October 1st.
7. Give a report of the activity of their ministry area in regularly scheduled Church Conference.

VI. DEACONS

Section 1. OVERVIEW. In accordance with the meaning of the work and practice of the New Testament, the Deacons are to be servants of the church. They shall be a model for the church in attendance, tithing, witnessing, conduct, and spiritual growth. Additional responsibilities for the Deacons are located in the Church Policies booklet under "Personnel Policies." The Deacon's are to:

1. Undergird and assist the Pastor and staff in performance of pastoral ministries.
2. Conduct an annual review of the pay and benefits package of the Pastor and make recommendations to the Finance Committee by October 1st.

3. Provide leadership and guidance to the church subject to the authority and approval of the church.
4. Participate in the "Deacon Family Ministry Plan" and apportion the membership of the church among themselves.
5. Serve as the Benevolence Committee.

Section 2. NUMBER AND TERM. The number of active Deacons shall be in proportion to the number of families that are members of this church: One (1) active Deacon for every ten (10) families. Deacons shall serve for a term of three (3) years. After serving a three year term, that Deacon shall be eligible for another three year term.

In the event of an increase of family memberships during the year, the Deacons may select a previously ordained deacon to serve the remainder of that year. That Deacon would then be eligible for a full three year term.

No person shall serve as a Deacon until they have been a member of a Southern Baptist church for at least two (2) years and been a member of this church for at least one (1) year. To be elected, a candidate must receive a majority of the votes cast.

Section 3. ELECTION: NEW TERM. Deacons shall be chosen to replace those retiring each year in the following manner:

1. The active Deacons shall seek out qualified candidates to fill the upcoming vacancies. Using Acts 6:3-6 and I Timothy 3:8-13 as guidelines, this body shall interview and examine prospective deacons and shall submit these nominations to the church at the October conference.
2. After nominations are made by the Deacons, church members shall be invited to nominate others by writing in the name(s) of qualified and worthy candidates. Any person so nominated shall be examined by the Deacon body and if found qualified shall be added to the list of Deacon nominations.
3. The election of Deacons shall be held at the last Sunday morning worship service in November and shall be by written ballot.
4. Newly elected Deacons shall begin service on January 1st.

Section 4. UNEXPIRED TERM. In the case of death, removal, or incapacity to serve, the active Deacon body may select an ordained Deacon to fill the unexpired term. After completing an unexpired term, that Deacon shall be eligible for a full three year term. The newly selected Deacon(s) shall begin service immediately.

Section 5. MEETINGS AND ORGANIZATION. The Deacons shall meet monthly and a majority of Deacons shall constitute a quorum. The officers shall be elected annually at the regular meeting of Deacons in January. The chairman should have served at least one (1) year as a Deacon, past or present, in this church. If an active Deacon fails to attend the monthly Deacons' meetings for three (3) consecutive months, unless providentially hindered, he shall be placed on the inactive list and the Deacon body may select an ordained Deacon to fill that unexpired term.

Section 6. PASTORAL DUTIES AND RESPONSIBILITIES. In the event of a temporary absence or inability of the Pastor, the Deacons/Staff will assume pastoral responsibilities. In event of a Pastor vacancy, the Deacons shall provide pulpit supply until an interim pastor has been called by the church.

Section 7. CHAIRMAN. The Chairman of Deacons shall:

1. Serve as chairman of the Pastor Search Committee.
2. Serve as moderator in church conference in the absence of the Pastor.

3. Conduct investigation with the Pastor, or fellow Deacon, into sexual harassment complaints (see Church Policies, Sexual Harassment Policy).

VII. DISCIPLINE

The purpose of Church Discipline is to restore a member to full fellowship with the church body; restore unity in the body; protect the integrity and testimony of the church; ensure proper Biblical, ethical and moral standing of the church; and/or protect the church from liabilities.

Any member who becomes guilty of a doctrinal, personal, or moral offense, according to Biblical standards, shall be subject to the discipline of the church. This will be done according to instructions given in 1 Corinthians 5:1-13 and Matthew 18:15-17. Such discipline shall be contemplated only after individual private admonition has failed. The discipline may include, but is not limited to, admonition by the pastor and deacons, admonition by the congregation as a whole, removal from office, or termination of membership.

VIII. THE CORPORATION

Section 1. UNION BAPTIST CHURCH OF GRIFFIN, GA., INC. was organized under the laws of the State of Georgia on January 10, 2001 as a Domestic Non-Profit Corporation. The By-Laws were adopted by Resolution of the Initial Board of Trustees of the Church, and became effective on January 11, 2001. The Corporation Number is 0102728.

Section 2. The affairs of the Corporation shall be managed by a Board of Trustees who shall act in accordance with the By-Laws of Union Baptist Church of Griffin, GA., Inc. The Corporation shall, at all times, have at least three (3) Trustees.

Section 3. The Organization and Officers of the Corporation shall be as follows:

1. The Chairman of the Board of Trustees shall be the President of the Corporation
2. The Vice-Chairman of the Board of Trustees shall be Vice-President of the Corporation
3. The Secretary and Treasurer of the Board of Trustees shall be the Secretary and Treasurer of the Corporation.

Section 4. The Officers of the Corporation shall have the full power and authority to act on behalf of Corporation. Any combination of two (2) officers of the Corporation shall have the authority to execute promissory notes and security instruments for the Corporation.

IX. GENERAL RULES

Section 1. QUORUM. Those members present and voting shall constitute a quorum unless otherwise specified in these By-Laws.

Section 2. ELECTIONS. No person shall be elected to an office without receiving a majority of the votes cast. When two or more persons are being considered for the same office, election shall be by ballot.

Section 3. OFFICERS. All church officers shall be tithing members of this church. Additional officers may be elected as the church feels they are needed.

Section 4. TERMS OF OFFICE. Except for Deacons and staff, terms for office shall be one (1) year. Persons may serve successive terms in an office if nominated and elected by the church.

Section 5. RULES. We accept the current edition of *Robert's Rules of Order* as our parliamentary procedure. Any item not included in this Constitution and By-Laws shall be dealt with according to *Robert's Rules of Order*.

Section 6. AMENDMENTS. This Constitution and By-Laws may be amended by three-fourths (3/4) vote of the members present and voting at any Annual Meeting or Church Conference. The proposed changes shall be read/made available to the church in Conference at least one (1) month prior to voting.

Section 7. TEACHERS and DIRECTORS. All Teachers and Directors shall be tithing members of this church. Directors are expected to attend weekly worship services on a regular basis. Teachers shall regularly attend weekly worship services in addition to the class(es) they teach.

Section 8. CHURCH STAFF. This church shall call or employ Staff members as the church shall need.

Section 9. BOOK of POLICIES. There shall be a Book of Policies (Church Policies), separate from this Constitution and By-Laws and it shall be the official guide for church and personnel policy. This document:

1. Shall contain all Personnel Policies, Financial Policies, Staff Job Descriptions and related items.
2. May only be amended in Church Conference with a recommendation from the Church Council and with a majority vote of those present and voting. The conference may be scheduled or called, and advanced notice or reading is not required in a regularly scheduled conference. Suggested changes from any member shall be submitted to the Church Council for their consideration.
3. A copy of the Book of Policies shall be given to every new staff member when hired.