

BYLAWS

PLEASANT GROVE BAPTIST CHURCH, INC.
179 HIGHWAY 319 SOUTH, WRIGHTSVILLE, GEORGIA 31096

I. MEMBERSHIP

SECTION 1: (GENERAL)

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

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

What is an active member? An active member is one who sets the example of attending regularly at the worship services, attends Bible study or Sunday school classes, gives tithes and/or offerings, and consistently participates in the life of the church community. Due to physical health, shut-ins are still seen as an active member.

What is an in-active member? An in-active member does not attend the worship services regularly (absent for 6 consecutive months), does not give tithes and/or offerings, comes to none of the church activities, and does not participate in the life of the church community. An in-active member could have been a member at one time but has left to go to another church, has relocated, or maybe dropped out of church completely. An in-active member is not eligible to vote in church meetings or to hold church office.

Reinstatement: If an In-Active member desires in becoming active again, they may request to be returned to the active roll, and upon reaffirmation of the vows of membership (by signing "The Affirmation & Commitment" sheet) and renewed participation in the worship activities of this local church (by attending regularly), this may be done. The Church leadership (Elders & Deacons) will respond to such a request within 60 days.

SECTION 2: (CANDIDACY)

If anyone that desires to join Pleasant Grove Baptist Church as a member, He/She must:

- A. Profess Jesus Christ as Lord & Savior
- B. Be baptized through water immersion, if physically able.
- C. Read and sign "***What we believe and Teach***" (By-Laws: Heading V, Section 2: Doctrine, Pg. 2-7)
- D. Take a "*New Members/New believers*" class (6 weeks) & sign "The Affirmation & Commitment" sheet

Then any person may present themselves as a candidate for membership in this church at any regular worship service in any of the following ways:

- A. By profession of faith in Jesus Christ followed by Baptism.

- B. By promise of a letter from another Baptist Church.
- C. By statement that Jesus Christ has been publicly confessed and believes Baptism through immersion, if physically able has been received.

Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and Deacons for investigation and recommendation to the church within thirty (30) days. A three fourths ($\frac{3}{4}$) majority of members present and voting shall be required to elect such a candidate to membership.

SECTION 3: (TERMINATION)

Membership shall be terminated in any of the following ways:

- A. Death.
- B. Admission to another faith or denomination.
- C. Affiliation with a Church of another faith or denomination.
- D. Exclusion of action of this Church: Should a member become an offense to the church and to its good name by reason of immoral or un-Christian like conduct, or by persistent breach of his/her covenant vows, the Church may terminate his/her membership by a three fourths ($\frac{3}{4}$) vote of those present and voting, but only after faithful and persistent efforts have been made to restore such a member to the faith through the Pastor and/or after the Deacons have approached the member—
([Matt. 18:15-20](#))

SECTION 4: (RIGHTS AND RESPONSIBILITIES)

Every member shares equally the rights and responsibilities afforded any other member of this Pleasant Grove Baptist Church.

II. CHURCH OFFICERS

Pastor and staff members must be able to promote and practice traditional Christian family values.

SECTION 1: (PASTORS/ELDERS)

I. BIBLICAL AND GENERAL REQUIREMENTS

- A. **Requirements:** The basic requirements for a Pastor are found in the Bible, (**1 Timothy 3:1-7; Titus 1:5-9**). We recommended these biblical requirements always be adhered to.
- B. **Responsibilities:** The Pastor is responsible for leading the church in functioning as a New Testament Church. He shall lead the congregation, the organizations and the staff in performing their tasks—(*“...for the **EQUIPPING** of the saints, for the **WORK** of the ministry, for the **EDIFYING** of the body of Christ”*—**Ephesians 4:12**). Included in his pastoral responsibilities are leading in worship, education and ministry. The pastor is responsible to the church and not to any one group or organization within the church.
- C. **Meaning:** Bishops and pastors are not distinct from elders; the terms are simply different ways of identifying the same people. The Greek word for bishop is where the Episcopalian Church gets its name which means, “*overseer/guardian*”. The Greek word for pastor means to “*oversee/shepherd*”. In fact, (**1 Peter 5:1-2**) uses all three terms (**Bishop/Elder/Pastor**) to refer to the same office.

Biblical Requirements Are: (**1 Timothy 3:1-7; Titus 1:5-9**)

II. A Pastor shall be chosen and called by the church in the following ways:

- A. Whenever a vacancy occurs, a Pulpit Committee shall be elected by the church to seek out a suitable pastor. This committee shall present one name at a time before the church for their consideration. A recommendation by the Pulpit Committee shall constitute a nomination.

- B. The Church will vote by secret ballot at a meeting called for this purpose. At least one (1) week's notice must be given publicly before such a vote is to be taken.
- C. The affirmative vote of three fourths (¾) of those members present and voting shall be necessary for a choice.

The Pastor thus chosen shall serve until his relationship is terminated by his request or the request of the church in the same manner in which he was called. (See items B and C above, a 30 day notice should be given by either.)

III. The Pastor shall have the following express privileges:

- A. Two weeks (including two Sundays) annual vacation from normal duties.
- B. Freedom to conduct two (2) revival meetings away from home annually. Other request to be away from home would need to be brought before the deacon board and presented to the Church.
- C. Freedom to attend State and Southern Baptist Conventions and the State Evangelism Conferences at the expense of the church and any other retreat, conclave or conference which the Pastor and Church together deem advisable and desirable.

SECTION 2: (OTHER STAFF MEMBERS)

A Church Staff Member may be called when the Church in conference agrees that such a member is needed. A Staff Member may be called in the following way:

A Personnel Committee, consisting of the Chairman of the Deacons, the Finance Chairman, Clerk and two (2) additional members elected by the church, shall write a job description and recommend a person in the church to fill the position. The Church shall elect such a member by a three fourths (¾) affirmative vote of those members present and voting. All paid Church personnel shall be thus elected, except the Pastor.

SECTION 3: (DEACONS)

I. PURPOSE:

The purpose of the Deacon is to promote the general and spiritual welfare of the Church and to serve the needs of the Church. They are responsible for fulfilling any decisions of actions by the Church as outlined in the constitution and they are to work in a spirit of cooperation with the Pastor, staff and church committees.

II. NUMBER AND TERM OF SERVICE:

- A. There shall be minimal of (6) deacons and a maximum of (12) deacons based upon the needs of the Church, which will be determined upon the Pastor and Deacons.
- B. A deacon may be named "Deacon Emeritus" if he is unable to fulfill the responsibilities of a deacon because of age or infirmities. His counsel will be welcomed at all meetings but not as a voting member, nor will he count against the number of active deacons serving.
- C. A deacon should request to be placed on "inactive service" and be relieved of his duties if it appears he will be unable to attend regularly or for other personal reasons he believes he cannot effectively fulfill his responsibilities.
- D. A deacon is expected to attend deacon meetings. Only illness or work related absences will be excused. Any deacon with excessive unexcused absences may be placed on the inactive list by action of the deacons. All deacons are expected to attend all regular worship services, if possible.

III. BIBLICAL AND GENERAL REQUIREMENTS:

- A. **Requirements:** The basic requirements for a Deacon are found in the Bible—(1 Timothy 3: 8-13). We recommended these biblical requirements always be adhered to.

- B. Qualifications are as follows:** Candidates shall be at least 25 years of age with three (3) years of active membership in Pleasant Grove Baptist Church. Previously ordained deacons will require one year of active service. Active service is defined as participating in all services including Sunday morning and Sunday evening services, Mid-week prayer meetings, and special services as, and when, they may occur.
- C. Meaning:** The word deacon means, “to serve.” Originally referring to menial tasks such as waiting on tables, and therefore “deacon” came to denote any service in the church. Deacons serve under the leadership of elders (Pastors), helping them exercise oversight in the practical matters of church life. Scripture defines no official or specific responsibilities for deacons; they are to do whatever the elders (Pastors) assign them or whatever spiritual ministry is necessary.

Biblical Requirements Are:

1. Deacons must be men of dignity—“*grave*”—(1 Timothy 3:8)
2. Deacons must not be a malicious gossip—“*double-tongued*”—(1 Timothy 3:8)
3. Deacons must not drink alcohol—“*sober...given to much wine*”—(1 Tim. 3:2 & 8)
4. Deacons must not be fond of financial gain—“*greedy of filthy lucre*”—(1 Tim. 3:8)
5. Deacons must have convictions based on scripture not opinions—“*Holding the mystery of the faith in a pure conscience*”—(1 Tim. 3:9)
6. Deacons must be tested and proved to be faithful—“*let these also first be proved*”—(1 Tim. 3:10)
7. Deacons must be morally pure—“*Let the deacons be the husbands of one wife*”—(1 Tim. 3:12)—which doesn’t necessarily mean that a deacon is to be someone who has never been divorced, although that would be a disqualification if his sin contributed to the divorce, or if the circumstances of the divorce bring reproach on him. The main point, however, is not that he has only one wife, but that he is solely devoted and single-minded to the woman who is his wife.
8. Deacons must lead his family well—“*ruling their children and their own houses well*”—(1 Tim. 3:12)—is to be able to manage his home before he can manage the church—(1 Tim. 3:4-5)

Chairman of Deacons:

The Chairman of the deacons should set the standards for all other deacons to follow and should strive to live an exemplary Christian life before his Church and the community. The Chairman and Vice-chairman shall be elected by their peers at the first Deacon’s meeting of the New Year and must have served actively for the period of one year.

SECTION 4: (MODERATOR)

The Chairman of the deacons will serve as moderator. In the Chairman of the deacon’s absence, the Co-Chairman of the deacons shall preside. In the absence of both the Chairman and Co-Chairman of the deacons the Clerk shall call the Church to order and an ‘acting moderator’ for that particular business meeting shall be appointed.

SECTION 5: (CLERK)

The Clerk is responsible for keeping a record of all proceedings of the Church in conference. The Clerk shall also keep an up-to-date and useful record of the names of church members with dates of admission, dismissals, death and record of baptisms. All official reports and communications should be kept on file by the Clerk. Since all records are church property they shall be kept on file at the Church in a place provided for same.

SECTION 6: (TREASURER)

The Treasurer’s Duties are:

1. Deposit the offering after counters have counted and record in ledger.
2. Write and sign checks:
 - a. Regular monthly expenses (salaries, utilities, state and federal taxes, and etc.)

- b. Payments voted on at conference.
- c. Requisitions signed by authorized personnel (*department heads*) for books, supplies, etc.
- 3. Make sure that a copy of all bills is given to the Financial Secretary for posting and filing.
- 4. Give checkbooks to Financial Secretary so that a bank reconciliation statement can be prepared.
- 5. Report all memorials to the church to the financial secretary for acknowledgment purposes.
- 6. Accept no money that is not run through the ledger in the church. (All moneys should be put into the collection plate.)
- 7. The Treasurer shall render at each business meeting a report of the receipts and disbursements for the preceding month. The Treasurer's report shall be audited annually by the finance committee.
- 8. *Acknowledge all memorial moneys sent to the church, both to the giver and also the family for whom the memorial was given.*
- 9. Post on computer the weekly individual contributions

Upon the approval of the Treasurer's annual report to the Church, the records shall be delivered to the Church Clerk who will file and keep such records as a part of the permanent records of Pleasant Grove Baptist Church

The Treasurer shall receive the empty collection envelopes after the money has been removed and counted. If money (*cash*) is collected and put in envelopes, then these envelopes will be kept as a record of giving individual credit to donors. The envelopes shall be kept on file for at least two (2) years. The Treasurer is also responsible for preparing and mailing annual records on contributions to all Contributors unless instructed by the individual not to do so.

SECTION 7: (FINANCAL SECRETARY)

The Financial Secretary's duties are:

- 1. Use the actual bills for posting under the proper budgeted account.
- 2. Prepare monthly reports.
- 3. Prepare financial statements and reconcile bank statements at the end of each month and make copies as needed to be distributed at church conference.
- 4. Give financial statements to the finance committee members and deacons by the tenth of the month.
 - a. List all contributions by cash or check to regular offering, missions offering, benevolent purposes, or other' special designations.
 - b. List all checks written by category (salaries, utilities, choir, supplies, etc.)
- 5. Never handle any church money.

SECTION 8: (MUSIC DIRECTOR AND/OR CHOIR DIRECTOR)

The Music Director and/or Choir Director will be elected by the Church after being presented by the personal committee, if the position comes available. They will serve as members of the music committee in planning for the total music ministry of Pleasant Grove Baptist Church.

III. COMMITTEES

SECTION 1: (GENERAL)

To serve on any committees a person will need to be an "Active Member" of Pleasant Grove Baptist Church. To be a member see (Pg. 11 Section 2 Candidacy). The descriptions of each committee are as follows:

The Pastor serves as an Ex officio (Non-voting) member on all committees.

STANDING COMMITTEES:

1. EXECUTIVE OFFICERS

According to provisions of the Georgia Non Profit Corporation Code, Pleasant Grove Baptist Church recommends the members serving in the following positions to also serve as the three executive officers of Pleasant Grove Baptist Church.

Chairman of the Deacons: (Chief Executive Officer [CEO])

Church Treasurer: (Chief Financial Officer (CFO))

Church Clerk: (Church Secretary)

This fulfils all state requirements and works with our present church organizational structure.

2. PERSONNEL COMMITTEE

The purpose of the committee is to assist the church in matter related to employed personnel. The duties of the committee consist of:

- Survey the needs for additional church staff positions.
- Obtain and/or prepare and update, as necessary, position descriptions for all employed personnel.
- Develop and recommend salaries and benefits for employed personnel to the budget committee.
- Serve as a facilitator during difficulties or conflicts concerning employed personnel.

3. CHURCH COUNCIL

The Church Council shall consist of the following members:

1. Pastor
2. Other church staff: (All paid staff)
3. Chairman of the Deacons
4. Sunday School Director
5. Church Clerk
6. Youth Team Representative
7. Children's Team Representative
8. Treasurer
9. Budget Team Chairperson
10. Church Hostess

It shall be the express purpose of the church council to study and recommend to the church suggested objectives and goals for performing the ministry of the church; to coordinate the work of the organizations and committees and to evaluate program achievements in terms of church goals and objectives, "*in accordance with scripture*". Any matter calling for action by the church or as part of the church shall be brought before the church for approval.

3. CHURCH NURSERY COMMITTEE

The Church nursery coordinator shall prepare a list of nursery workers for Sunday Worship Services, which shall constitute the committee.

4. BENEVOLENCE COMMITTEE

Any three members from the Budget team can be on the Benevolence Committee. The duties of the Benevolence Committee shall be to study benevolent needs in the community, and execute the will of the team in carrying out such needs. A form is provided for applicants to fill out for approval.

5. SOCIAL COMMITTEE

The Chairman will prepare and post a list of quarterly workers. The social Committee Chairman, with the assistance of the quarterly workers, is, responsible for forming and recommending kitchen policies to the church and for identifying additional equipment needs for the kitchen. The Social Chairman shall serve as the person to contact to schedule and make arrangements for the use of the Social Hall for both members and nonmembers. Payments for the use of the Social Hall must be given in advance to the Social Chairman, who will then give the payment to the Church Treasurer. The Social Chairman or designated person will inspect the Social Hall after each scheduled event. If the Guidelines for use of the Social Hall

have been met, the chairman will notify the treasurer who will then refund the fee to members (no refunds for nonmembers). The use of the sanctuary and social hall for weddings and receptions shall be handled in the same manner.

6. HOSTESS COMMITTEE

The Hostess Chairman and co-chairman shall be elected by the church in accordance with section I above. The chairman is responsible for scheduling, organizing and seeking help for showers and/or teas for marriages and births, according to church guidelines.

7. BUDGET TEAM

The Budget Team will consist of a total of six (6) voting members. The 6 members of the Budget team will serve on the Team for three years on a rotating schedule with two (2) persons being replaced every year. Persons having completed their term on the Budget Team must rotate off at least 1 year before re-election can occur.

The Church Treasurer will serve as ex-officio (non-voting) on the Budget Team.

The Budget Team will work with the Church Council as stated in Roman Numeral III, Section 14 (Budget Team) to recommend for adoption the Annual Church Budget. This will be done in a called Business Meeting in December. This budget will be an itemized list of all local and global ministry needs and expenses. The proposed annual church budget will be discussed in detail at the meeting and voted on without discussion in a called Business Meeting the following week.

FOR EXAMPLE:

First year of rotation is implemented:

- Member 1 AND 2 serves 1 year and goes off
- Members 3 and 4 serve 2 years
- Members 5 and 6 serve 3 years

Second year of rotation:

- Members 3 and 4 serve 1 remaining year
- Members 5 and 6 serve 2 remaining years
- Member 1 AND 2 (new members) begins 3-year term

Third year of rotation:

- Members 5 and 6 serve 1 remaining year
- Member 1 and 2 serves 2 remaining years
- Members 3 and 4 (new members) begin 3-year term

Fourth year of rotation:

- Member 1 and 2 serves 1 remaining year
- Members 3 and 4 serve 2 remaining years
- Members 5 and 6 (new Members) begin 3-year term.

Duties of the Budget Team

The Budget Team will prepare and recommend to the Church for approval in December an annual church budget. The Church Council (all church department heads) will submit a detailed proposal of their budget needs to the Budget Team (no later than October 1) to aid in preparation of the Annual Church Budget.

The recommended budget will show an itemized list of all local and global ministry needs and expenses.

The Budget Team will meet at least once a month to review the budget needs of the church and to discuss and recommend adjustments in the budget to Department Heads and to the Church.

The Budget Team will be responsible for promoting the overall stewardship program of the Church. Therefore, each member of the Budget Team will set the example by being a faithful tither and supporter

of the overall ministry.

IV. CHURCH MEETINGS

SECTION 1: (WORSHIP SERVICE)

Pleasant Grove Baptist Church shall meet regularly each Sunday morning and evening for preaching, instruction, evangelism, and for the worship of our Almighty God. The Church will meet on Wednesday evenings for prayer and services. The meetings shall be open for the entire membership of the Church and for all people, and shall be under the leadership of the Pastor.

SECTION 2: (REGULAR BUSINESS MEETINGS)

Regular Business Meetings shall be held quarterly on the second (2nd) Wednesday of the months of January, April, July and October.

If a significant matter of church business occurs that cannot wait until the time of the next business meeting, the matter will be handled at a special business meeting.

The purpose of the regular business meeting shall be to hear reports from organizations and committees for the Church, pass on needed correspondence, i.e., request for transfer of membership and to act on any new item or items of business that may come to the attention of the Church. Any new items should be posted on the agenda by noon on Sunday before any business meeting.

SECTION 3: (SPECIAL BUSINESS MEETINGS)

A special Business Meeting may be called by the moderator or acting moderator or Pastor, to consider special matters of a significant nature. The special meeting should be announced three times prior to the called meeting and only business pertaining to the topic shall be discussed.

SECTION 4: (QUORUM)

A Quorum consists of those members present and voting at any regular meeting and at any special meeting which has had a least one week's notice.

SECTION 5: (VOTER ELIGIBILITY)

All members must be present and at least 18 years or older to vote.

SECTION 6: (PRELIMINARY RULES)

Robert's Rules of Order, Revised, is the authority for parliamentary procedure for all business meetings of Pleasant Grove Baptist Church.

SECTION 7: (FISCAL YEAR)

The Fiscal Year of the Church shall be the calendar year which begins on January 1st and ends on December 31st.

SECTION 8: (OTHER SPECIAL MEETINGS)

Any special meeting such as revivals, study courses, clinics, etc..., shall be presented to the Church by The pastor or persons involved.

V. PROGRAM ORGANIZATION

SECTION 1: (GENERAL)

All committees of Pleasant Grove Baptist Church, shall be under church control and a working part of the total Church program. All officers shall be elected by the Church and shall report regularly to the Church.

It is understood that the pastor is an Ex Officio Officer in all committees named, and his leadership is to be recognized by them.

SECTION 2: (SUNDAY SCHOOL)

There shall be a Sunday School, divided into departments and classes for all ages, and conducted under the direction of the Sunday School Superintendent, for the study of God's Word. Sunday School is to be conducted each Sunday morning.

The recognized task of the Sunday School shall be to teach the Biblical revelation, lead in reaching all prospects of the Church, lead Church members to worship, witness, learn and minister daily. Provide and interpret information regarding the work of the Church and the denomination.

SECTION 3: (CHURCH MUSIC PROGRAM)

The Church Music Program shall be under the Music Director and/or Choir Director. Such officers and/or organizations shall be included as needed.

The Music Program shall endeavor to teach music and hymnology; provide music and musicians for the congregational services and the organizations of the Church; lead persons to participate in hymn singing; and lead training of persons to lead, sing, and play music. The Music program shall provide organization and leadership for special programs of the church. The Music program shall provide and interpret information regarding the work of the Church and denomination.

VI. CHURCH FINANCE

SECTION 1: (STEWARDSHIP)

It is understood that membership in Pleasant Grove Baptist Church involves a financial obligation to support the Church and its causes with regular, proportionate gifts.

VII. LICENSING AND ORDINATION

SECTION 1: (LICENSING OF MINISTERS)

Any member of Pleasant Grove Baptist Church, who declares himself to be called to the Gospel Ministry, may be licensed to preach upon recommendation by the Deacons in a regular business meeting and by two thirds (2/3) vote of those members present and voting in business matters.

SECTION 2: (ORDAINING OF MINISTERS)

Upon the request of the local church whose pastor is a member of Pleasant Grove Baptist Church, and Ordination Service may be planned as follows:

- A. A two thirds (2/3) majority vote at a regular meeting upon the request of the Deacons.
- B. An Ordaining Council shall be formed to meet with the candidate. The Council shall consist of ordained Baptist Ministers and Deacons who are available to serve at our invitation. (Such council is usually formed from the Churches within the Baptist Association.)
- C. Upon the request of the Ordaining Council, the Ordination Service shall be planned by the present Pastor/Deacon body in accordance with generally accepted Baptist policies.

SECTION 3: (ORDINATION OF DEACONS)

Upon the election of new Deacons to serve this Church, an Ordination Service shall be planned by the present Pastor/Deacon body in accordance with generally accepted Baptist policies.

VIII. AMMENDMENTS

This Constitution or By-Laws may be changed at any regular business meeting or special of Pleasant Grove Baptist Church, provided, such amendments or changes have been presented in writing, with copies available, at the previous business meeting. This Constitution or By-laws may be changed by two-thirds (2/3) vote of all members present and voting. **TO SUPERSEDE ANY AND ALL RULES OR REGULATIONS PREVIOUSLY ADOPTED OR APPROVED BY THIS CHURCH.**

Any situation not covered by these By-Laws shall be governed by God's Holy Word and the Spirit of Common Sense.

ADOPTED on the ____ day of ____, in the year of our Lord, ____.

MODERATOR

CLERK

VICE-CHAIRMAN OF DEACONS