Antioch Missionary Baptist Church
Established 1875

By-laws & Constitution

Charles Jones, Pastor

Edward Brown, Sr., Chairman
Board of Deacons

Antoine Ferguson, Chairman
Board of Trustees

311 East Broadway Street
Oviedo, FL 32765
ARTICLE I – NAME

The name of this church shall be called the "Antioch Missionary Baptist Church of Oviedo, Florida Incorporated."

ARTICLE II – PURPOSE

The purposes of the Antioch Missionary Baptist Church of Oviedo, FL Inc, are: to promote the advancement of the Kingdom of Jesus Christ, our Lord and Savior, through public worship and fellowship; the preaching and teaching of the Gospel; the encouragement of consistent Christian living by its members; the pursuit of personal evangelism; the support of missionary programs; and Christian education.

ARTICLE III - CHURCH DOCTRINE

WE BELIEVE:

1. The authorized King James Version of the Old and New Testaments is the Word of God, inerrant and inspired in its original autographs; a complete and final revelation of God.

2. In one God, personal and knowable, Who manifest Himself in three Persons: the Father, the Son and the Holy Spirit.

3. That Jesus Christ is God manifested in the flesh, born of a virgin, without sin and the chosen Messiah, Who will one day set up His kingdom on earth.

4. That Jesus Christ died on the cross for our sins, was buried, rose again from the dead, ascended back to Heaven and will one day return to this earth again.

5. That all persons are sinners, guilty before God, deserving of judgment, and in need of the Savior, Jesus Christ the Lord.

6. That salvation from sin, death and hell is by God’s grace, based on the work of Jesus Christ alone, and is received by faith apart from any human performance or merit.

7. That all believers in Jesus Christ are baptized, sealed, and indwelt by the Holy Spirit. That God fills those believers, who obey Him by separating themselves from sinful habits and life-styles.

8. That eternal believers should assemble in local churches for mutual edification, equipping, encouragement, evangelism, service and worship.
ARTICLE IV - CHURCH MEMBERS

Section 1 - Admission of Members

Persons may be received into membership by any of the following methods:

Section 1A - By Baptism

1. A person may be admitted to the church on a profession of faith in Jesus Christ by baptism through immersion.

Section 1B - By Letter

1. A person who is in accord with views of faith and the principles of this Church and has been baptized by immersion may be received by letter from any other Church.

Section 1C - By Christian Experience

1. A believer of worthy character who has formerly been a member of a church and who is in accord with the views of faith and principles of this Church may be received upon a statement of faith.

Section 1D - By Restoration

1. A person who has lost his/her membership for any reason may be restored to Membership upon recommendation of the Pastor and the Board of Deacons and by vote of acceptance by the Church membership.

Section 1E - By Watch Care

1. A person who desires temporary membership under watch care and maintain Permanent membership at a home church.

Section 2 - Inactive Members

Section 2A - Unknown Status

1. A member will be moved to the inactive roster for Antioch Missionary Baptist Church when the status and/or location of that member is in question.

Section 2B – Relocation

1. A member will be moved to the inactive roster of Antioch Missionary Baptist Church when the member relocates from the central Florida area and requests that his/her name remain on the church membership roll.
Section 3 – Dissolution of Membership

Section 3A - By Death

1. The death of a member dissolves his/her membership.

Section 3B – By Letter

1. Any member in good standing who desires a letter of transference and recommendation to another church may receive it upon his/her request and the recommendation of the Pastor and Board of Deacons. Such letter will be made available for disclosure to the Church body at the earliest opportunity.

Section 3C - By Church Discipline

1. Church discipline will be considered when members have violated the Doctrines of the church. In the event it becomes necessary to discipline a member, it will be done according to the principles and rules set forth in these By-Laws.

ARTICLE V - DISCIPLINARY PROCEDURES

Disciplinary procedures will be considered when circumstances involving a member’s conduct has resulted in the accusation of violating the doctrine of the church. If it becomes necessary to implement disciplinary procedures, it will be done according to the following guidelines set forth here in Article V.

Section 1 - Offenses

Section 1A - Member Committing Offense

When a member of the church has personally offended another member of the church for any reason, it is expected that the member committing the offense will attempt to reconcile their differences immediately in the spirit of love. (Matthew 5:23-24)

1. The accused member shall approach the offended member alone, and attempt to gain reconciliation by asking for forgiveness from the other member for the conduct that caused the offense.

2. If the offended member refuses to reconcile the differences with the accused member, the accused member shall seek one or two more witnesses that are members of the church and make another attempt to reconcile their differences in the presence of these witnesses.

3. If the offended member refuses to reconcile the differences with the accused member in the presence of the witnesses, then the matter should be referred to a Deacon for further action. In all cases, the Deacon will submit a completed
"Membership Complaint Form" to the Pastor and the Board of Deacons for review.

**Section IB - Member Offended**

When a member of the church has been offended by another member of the church, reconciliation efforts should be attempted immediately in the spirit of love. (Matthew 18: 15-17)

1. The offended member shall approach the accused member alone, and attempt to gain reconciliation by forgiving the other member and asking for their repentance for the conduct that caused the offense.

2. If the accused member refuses to reconcile their differences with the offended member, the offended member shall seek one or two more witnesses that are members of the church and make another attempt to reconcile their differences in the presence of these witnesses.

3. If the accused member refuses to reconcile the differences with the offended member in the presence of the witnesses, then the matter should be referred to a Deacon for further action. In all cases, the Deacon will submit a "Membership Complaint Form" to the Pastor and the Board of Deacons for review.

**Section 1C - Final Disposition**

The Pastor and the Board of Deacons will review the completed "Membership Complaint Form" and hold a review on the matter to resolve it if all parties cooperate. If the differences cannot be resolved at this level of the procedures, final disposition of the matter will be recommended to the church by the Pastor and Board of Deacons.

**Section 2 - Transgressing Church Doctrine**

Members who commit transgressions will be dealt with according to the following procedures.

1. The member will be notified of a meeting with the Pastor and the Board of Deacons in a called meeting.

2. The purpose of the meeting is to create an opportunity for reconciliation. If reconciliation is achieved, fellowship is restored and the church should be forgiving.

3. If the matter cannot be resolved, a recommendation will be made to the church to either: withdraw the right hand of fellowship from the member (I Corinthians 5:13) or the member will be treated like a heathen (Matthew 18:17).
ARTICLE VI - OFFICERS OF THE CHURCH

The Church Officers shall consist of the Pastor, Associate Pastor, and the Board of Deacons. These officers of the Church must meet the qualifications as stated in I Timothy 3.

Section 1 – Pastor

Section 1A - Selection of Pastor

1. It shall be the duty of the church membership to pray for the guidance of the Holy Spirit in selecting a pastor.

2. Communication to candidates for the position will be by letter. An opportunity for the potential pastor to deliver one or more sermons to the Church Body will be provided.

3. The membership will have the opportunity to present potential candidates to the Board of Deacons.

4. The deacons shall have prior knowledge of the background of the candidates. The life styles of those seeking the position must also exemplify the qualifications that are outlined in I Timothy 3:1-7.

5. It shall be at the discretion of the deacons to require that resumes and other data be submitted by potential candidates.

6. The deacons will carefully evaluate the candidates and select the individual that they agree will best fulfill the spiritual needs of the Church Body.

7. In a regularly scheduled conference, or a special call meeting, the deacons will present the name of their candidate to the Church Body for its acceptance or rejection.

8. The chairman of the Board of Deacons will preside over the meeting and voting will be by secret ballot.

9. If the recommended candidate is rejected by the Church Body, another choice will be submitted to the Church Body by the Board of Deacons at the appropriate time.

10. The term of office for the pastor is at the discretion of the Church. The term of office will continue until such time as the Church feels it appropriate to discontinue his service For such reasons as a gross violation of the Church’s doctrine.
Section 1B - Duties of the Pastor

1. The pastor is the leader of the church and shall be responsible for both the spiritual and physical growth of the church. Recognizing that full attention cannot be given to both of these, the pastor shall delegate the physical aspects of the church to the Board of Deacons. This means that the primary responsibility of the pastor is to preach and teach the Word of God.

2. The pastor is to develop an intimate relationship with the membership so that when there is a need for spiritual counseling, he will be in the best position to fill that need. This means that the pastor will have such oversight of the flock that he will understand their interests and will be able to guard and defend them.

3. As leader of the Church Body, the pastor will take the initiative in visiting the sick, seeing that the needy are being served, giving for the support of the church, obeying and upholding the articles of these By-Laws.

4. The pastor will be responsible for the order of service for all church Services (worship services, Sunday School, BTU, Bible studies, prayer meetings), funerals, marriages and all spiritual services that are performed in the Sanctuary.

5. The pastor shall work with the Board of Deacons to formulate policies for the church. Such actions will be recommended to the church for approval.

6. The Pastor shall be the moderator of Church Business Meetings. If absent, or at the Pastor's discretion, the Associate Pastor or the Chairman of the Deacon Board will act in his place as the Moderator.

7. The pastor may call a meeting of any ministry upon request. It shall be the responsibility of the chairman of the ministry to encourage all of its members to attend such a call meeting.

Section 2 - Associate Pastor

Section 2A - Election of Associate Pastor

1. He shall be recommended by the Pastor and Board of Deacons and approved by the Church.

Section 2B - Duties of the Associate Pastor

1. Perform Pastoral duties in the Pastor's absence or at the Pastor's request.

2. Assist in pastoral duties.
Section 3 - Board of Deacons

Policies of the Church will be recommended by the Pastor and Board of Deacons to the church for approval. The regularly scheduled Deacon Board meeting is each Saturday before the first Sunday of each month.

Section 3A - Election of Board of Deacons

1. The need for a deacon shall be determined by the pastor.

2. After a prayerful study of Acts 6:3 and I Timothy 3:8-13, the selection of deacons will be done by the Pastor and Board of Deacons and recommendations made to the Church Body for approval.

3. The term of office for the deacon is at the discretion of the Church. The term of office will continue until such time as the Church feels it appropriate to discontinue his service for such reasons as a gross violation of the church’s doctrine.

4. The Chairman of the Board of Deacons will be recommended to the church by the Pastor and deacons for approval. Other officers of the Deacon Board will be decided and filled by the members of the Board.

Section 3B - Duties of Board of Deacons

1. To assist the pastor in all duties outlined in Section 1B.

2. To serve their wards in a spiritual and professional manner and to make reports of the welfare of their wards during the regularly scheduled meeting of the Board of Deacons.

3. To provide for the physical needs of the pastor while he gives his full time to the gospel ministry. The deacon will discourage the pastor from getting into situations as outlined in Acts 6:1-5.

4. To encourage their ward members to participate in activities of the Church. Each Deacon is expected to attend/support Christian Education Programs (i.e. Sunday School, Bible Study, Prayer Meetings, Baptist Training Union).

5. To encourage their ward members to attend business meetings, but for those who could not, keep them informed about the business which takes place in the meeting upon the member’s request.

4. To keep in contact with their ward members, listen to their desires, compliments, complaints and bring the members’ issues to the next regularly scheduled meeting of the Pastor and Board of Deacons for consideration.
7. To review along with the Pastor, all requests, suggestions and concerns of members and ministries in order to establish the agenda items for church business meetings.

8. To consider and take action upon emergencies that occur which need immediate action. The Board of Deacons will determine whether or not such requests are emergencies.

9. To assist the ministries of the church in the performance of their duties.

10. To work with the pastor in the formulation of church policies.

11. To see that an audit of church's finances is performed on an annual basis.

12. To notify ministries of actions taken on the budget requests during the January Business Meeting of the new year.

Section 3C - Duties of the Chairman of the Board of Deacons

1. Provide leadership to other members of the Board of Deacons.

2. To preside over the regularly scheduled deacons' meetings and specially called meetings except in a situation where the pastor calls a special meeting. The pastor will preside over deacons' meetings that he calls.

3. To make up the agenda for board meetings in such a way that meetings will not extend beyond a reasonable length of time. A reasonable length of time will be decided by a majority vote of the board when applicable.

4. To ensure that deacons have been assigned to preside over church services and prayer meetings.

5. To work with the Church Clerk in obtaining a list of new members so that they can be assigned to wards.

6. To keep a listing of the organizational structure of the church and changes that occur during the year.

7. To work with the pastor and deacons in maintaining unity on the board.

8. To encourage the deacons to work with the members on their wards.

ARTICLE VII - CHURCH MINISTRIES

The Church Ministries shall consist of the Deaconesses, Trustees, the Church Clerk, the Assistant Church Clerk, the Treasurer, the Financial Secretary, the Sunday School, the Usher Board, the Brotherhood, the Missionary Union, the Youth Department, the Department of Christian Education, the Department of Recreation, the Choirs, the
Antioch MISSIONARY Baptist Church
By-laws and Constitution

Baptist Training Union, the Hospitality Ministry, the Transportation Ministry, the Budget Ministry, and the Research and Planning Ministry.

1. No ministry will perform any function of that ministry without the prior approval of the church.

3. No member or group of members shall organize themselves into a club or ministry without the consent of the Church.

ARTICLE VIII - OFFICERS OF THE MINISTRIES

The Church Ministries Officers shall consist of the Deaconesses, Trustees, the Church Clerk, the Treasurer, the Financial Secretary, the Sunday School Superintendent, the Assistant Superintendent, the Usher Board President, the Brotherhood President, the Missionary Union President, the Youth Director, the Director of Christian Education, the Director of Recreation, the Choirs President, the Baptist Training Union Director, the Hospitality President, the Director of the Transportation Ministry, the President of the Budget Ministry, and the President of the Research and Planning Ministry.

1. Officers of the Ministries include: President (Director), Vice President, Secretary and Treasurer.

2. No elected leader of a ministry will serve in their capacity for more than three consecutive years. This provision is established in order to give others the opportunity to develop leadership skills. In the event that there are no other qualified members to fill the position or other members desiring to hold the office, the incumbent can remain in the position.

3. Regardless of age, you must be a member of Antioch in order to hold an office or participate in the ministries. Non-members may participate in activities sponsored by the Sunday School, Baptist Training Union, and the Youth Department.

4. The leader of each ministry is responsible for supervising the election of all, officers of that ministry. The election of officers for the upcoming fiscal year must take place on or before the second Sunday in November. The candidates must be submitted to the Board of Deacons and Pastor for their approval before the next scheduled Deacon Board meeting. The newly elected officers will be installed on the first Sunday of the new year.

5. The leader of each ministry is to remind the members that the Ministry represents body of baptized believers and the ethics of its approach should be in conformance to the teaching of the church doctrine.

6. The leader of each ministry is responsible for submitting all requests, all suggestions and all concerns of members and ministries for the Board of
Deacons and Pastor in order to establish the agenda items for church business meetings.

7. The leader of each ministry is responsible for submitting and managing the annual budget for the ministry.

8. The leader of each ministry is responsible for providing leadership to the participating members. In addition, the leader (or designee) is responsible for reporting the activities and services of that ministry to the church at each business meeting.

9. Each officer is expected to attend/support the Education Programs of the church. The Officers are responsible for encouraging members to support Christian Education programs (i.e. Sunday School, Bible Study, Prayer Meetings, Baptist Training Union).

10. The leader of each ministry is responsible for securing all buildings and equipment utilized by that ministry prior to leaving the church grounds. In addition, the used facility should be left in a presentable condition.

11. The leader of each ministry is responsible for submitting the names of at least two members to the Pastor and the Board of Deacons who are eligible for using the church's charge accounts, if needed.

12. All records generated by the ministry (when completed) should be submitted to the Church Clerk for filing.

Section 1 – Deaconesses

Section 1A - Election to the Board of Deaconesses

1. At Antioch, deaconesses are wives of deacons. The wife of a resigned/removed deacon will no longer serve as a deaconess.
2. The President of the Board of Deaconesses shall be selected by the members of the Board of Deaconesses. The Board of Deacons and the Pastor will review the selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.

Sedan IB - Duties of the Deaconesses

1. To assist deacons in the care of their wards.
2. To deal with important matters that may arise among the sisters of the church.
3. To be responsible for taking care of the communion table, communion equipment, and setting up the communion table for the taking of Holy communion.
4. To see that the pulpit is kept in order.
5. To work jointly with the Board of Deacons to see that the physical needs of the pastor are met that he might better perform his spiritual duties.

Section 2 – Trustees

Section 2A - Election of Trustees

1. Trustees shall be selected by the Pastor and deacons during a regularly scheduled meeting. The election of trustees will be done by the church in a business meeting. Each trustee must be able to manage the properties of the church.

2. The President of the Board of Trustees shall be selected by the Pastor and the Board of Deacons. The selection will be recommended to the church for its approval during the annual business meeting.

Section 2B - Duties of Trustees

The primary responsibility of the Trustees is to carry out the instructions of the church. In addition the following is expected:

1. To be responsible for maintaining the physical properties of the church and to keep them in good working order and appearance.

2. To pursue business endeavors in a manner that will result in as much economic savings to the church as possible, and in a manner that will leave a good reflection on the church.

3. To be responsible for inspecting the church premises on a regular basis and eliminating any problems that may pose a risk of liability to persons being present on the premises.

4. To implement business and other decisions that have been approved by the church in its business meetings.

5. Final decisions of the trustees must be made by a majority vote in a meeting called by the president of the trustees.

6. The trustees do not need approval of the church to perform routine maintenance or emergency repairs to the church properties unless the cost for repair will exceed $500. Any expenditure exceeding $500 requires a minimum of three quotes (estimates) before purchases are made.

7. The purchase of new property and equipment must have prior approval from the church.
8. The hiring of persons to work on the church’s facilities shall be implemented by the trustees.

9. By a majority vote, the trustees can delegate authority to others to carry out what normally would be a duty of the trustees, when it is determined to be in the best interest of the church.

10. Trustees are in charge of supervising and maintaining the community cemetery. Guidelines for services performed and fees for grave spaces will be regulated by the church. A map of grave spaces and their occupants will be kept on file by the trustees.

11. The Trustees will be responsible for the implementation, negotiation and supervision of all approved liens, contracts and mortgages involved in the church.

Section 3 - Church Clerk

Section 3A - Election of Church Clerk

1. The church clerk shall be selected by the pastor and deacons and recommended to the church for approval.

Section 3B - Duties of Church Clerk

1. To act as secretary at business meetings. To keep accurate records of the same and by written or oral report, make records available to the membership during business meetings.

2. Pick up mail from delivery and give to addressee. Mail addressed to the church should be opened by the clerk so that immediate action can be taken when necessary.

3. All official business that is not processed and handled by the trustees should be signed by the clerk. For example: Church policies and all business approved in the business meetings.

4. Be responsible for the preparation, maintenance and updating of the church calendar to reflect all events and activities of church ministries. Also responsible for distribution of calendar to each ministry. The calendar must be presented at the annual Business Meeting for approval.

5. Organize files and secure all church records, documents and legal papers within the confines of the church premises. All files should be maintained for a minimum of ten (10) years.

6. Responsible for all clerical functions of the church including typing, filing and distribution of church mail.
7. To maintain and update the church membership roster in order that it can be kept current.

8. Submit an updated membership roster to the Pastor and the Board of Deacons when needed prior to the monthly Deacon Board meeting.

9. To make announcements during the worship services. Announcements should be reviewed to ensure that they are in the best interest of the church.

10. Maintain and update all tax exemption certificates as required.

11. Submit an annual report to the Florida Secretary of State on the status of church incorporation.

**Section 4 - Assistant Church Clerk**

**Section 4A - Election of Assistant Church Clerk**

1. The Assistant Church Clerk shall be selected by the pastor and deacons and recommended to the church for approval during the annual business meeting.

**Section 4B - Duties of Assistant Secretary**

1. To carry out all assigned duties in the absence of the Church Clerk.

2. To assist the Church Clerk in the administration of the Church Clerk duties.

**Section 5 – Treasurer**

**Section 5A - Election of Treasurer**

1. The Treasurer shall be selected by the pastor and deacons and recommended to the church for approval during the annual business meeting.

**Section 5B - Duties of Treasurer**

1. To take custody of all funds and make deposits in the bank.

2. To keep a copy of the deposited amounts and give deposit slips to the Financial Secretary for the preparation of monthly reports.

3. To sign for receipt of all moneys that are to be deposited.

4. To deposit all moneys on the same day of receipt.

5. To reconcile each account when statements are received and submit the statements and canceled checks to the Church Clerk for filing when completed.

6. To write checks for church expenditures.
Antioch MISSIONARY Baptist Church
By-laws and Constitution

Section 5C - Duties of Assistant Treasurer

1. To carry out all assigned duties in the absence of the Church Treasurer.

2. To assist the Treasurer in the administration of the Church Treasures duties.

Section 6 - Financial Secretary

Section 6A - Election of Financial Secretary

1. The Financial Secretary shall be selected by the pastor and deacons and recommended to the church for approval during the annual business meeting.

Section 6B - Duties of Financial Secretary

1. To keep written records of all financial transactions of the church.

2. To keep a record of the moneys that are received by the church.

3. To write a receipt (in triplicate) to Treasurer for funds to be deposited. The second copy goes to the Church Clerk and the Financial Secretary retains the third copy.

4. Is responsible for the preparation of the monthly financial statement.

5. To submit all reports to agencies (i.e. I.R.S. and Social Security et. al.) as required by state and federal laws.

6. To submit an annual financial report to the church in the November business meeting.

7. Submit all financial records to the Church Clerk at the end of each month for filing.

8. See that all outstanding debts will be paid by check written on the church's account reserved for this purpose. Those debts will be paid on or before due dates.

9. Use one account only for the purpose of paying for church expenses, this account will be used exclusively for that purpose.

10. Ensure that each account will be reconciled when a statement is received showing outstanding checks and deposits on that particular account (errors will be reported to the holder of the account found incorrect immediately).

11. Is responsible for presiding over the Finance Committee meetings.
Section 6C - Duties of Assistant Financial Secretary

1. To carry out all assigned duties in the absence of the Financial Secretary.

2. To assist the Financial Secretary in the administration of the Financial Secretary duties,

Section 6D - Finance Committee

1. The Finance Committee shall consist of the Financial Secretary, the Assistant Financial Secretary, the Treasurer, the Assistant Treasurer and one additional member of the church body.

Section 7 - Sunday School Superintendent

Section 7A - Election of Sunday School Superintendent

1. The Sunday School Superintendent shall be selected by the Pastor and Deacons and recommended to the church for approval during the annual business meeting.

Section 7B - Duties of Sunday School Superintendent

1. To recommend teachers to the pastor and Board of Deacons to be approved by the church.

2. To purchase approved literature for all classes. Literature that is being introduced to the Sunday School for the first time must be approved by the teachers with input from the students. Final approval will be given by the church in a regularly scheduled business meeting.

3. To purchase literature for Vacation Bible School and be responsible for organizing and implementing the same.

4. To supervise the activities connected with both Easter and Christmas. These activities will include programs that will be given by students and, during the Christmas holiday season, some type of appreciation activity will be sponsored by the church on behalf of the students.

5. To review the Sunday School lesson at the discretion of the pastor or in his absence.
6. To be responsible for keeping the church informed on the progress of the ministry of the Sunday School at monthly business meetings.

7. To supervise the implementation of the church's annual picnic. This includes selecting a site for the picnic. The site should have provisions for swimming and a pavilion that will accommodate the appropriate number of members and guests. It also requires working with the Hospitality Committee in preparation of the food and with the Brotherhood to help supervise swimming and leaving the area clean.

8. Preside over the Sunday School during opening and closing ceremony.

Section 8 - Assistant Superintendent

Section 8A - Election of Assistant Superintendent

1. The Assistant Superintendent shall be selected by the pastor and deacons and recommended to the church for approval during the annual business meeting.

Section 8B - Duties of Assistant Superintendent

1. To carry out all assigned duties in the absence of the Superintendent.

2. To assist the Superintendent with the administration of the Sunday School ministry.

Section 9 - Usher Board

Section 9A - Election of Usher Board President

1. The Usher Board President shall be selected by the members of the Usher Board. The Board of Deacons and the Pastor will review the selection and if in agreement, will recommend to the church for its approval during the annual business meeting,

Section 9B - Duties of Usher Board

1. To position themselves in a manner that they can be easily accessible to the congregation.

2. To maintain order in lobby of the church.

3. To prevent persons from entering the sanctuary at times when it is not appropriate.

4. To make a concerted effort to seat people from the front to the rear of the church.
5. To supervise the order of movement when a member is being fellowshipped into the church.

6. To make sure that enough seats are available when someone comes forward to surrender their life to Christ.

7. To pass out and collect cards from visitors and pass the same to proper persons.

8. To monitor the conditions of the sanctuary in cases where the heater, air conditioners, public address system, or ceiling fans might need some regulating.

9. To watch for ministers that seat themselves among the congregation and invite them to the pulpit.

10. To be spiritually tactful when dealing with interruptions within the sanctuary.

11. To arrange chairs for communion services.

**Section 10 - Brotherhood President**

**Section 10A - Election of Brotherhood President**

1. The Brotherhood President shall be selected by the members of the Brotherhood. The Board of Deacons and the Pastor will review the selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.

**Section 10B - Duties of Brotherhood President**

1. To organize the Brotherhood in a manner that activities for the church family will be planned by the men of the church.

2. To place emphasis upon getting the Gospel to men within the community that do not normally came to church and Sunday School.

3. All activities should be planned in a manner that will reflect a good spiritual image upon the church.

4. To supervise swimming events at the annual Sunday School picnic.

**Section 11 - Missionary Union**

**Section 11A - Election of the Missionary Union President**

1. The Missionary Union President shall be selected by the members of Missionary Union. The Board of Deacons and the Pastor will review the selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.
Section 11B - Duties of the Missionary Union President

1. To organize the missionary union in a manner that activities for the church family will be planned by the women of the church.

2. To place emphasis upon getting the Gospel to women within the community that do not normally come to church and Sunday School.

3. To plan all activities in a manner that they will reflect a good spiritual image upon the church.

4. Acknowledge the sick by sending a card or flowers to the place where the sick reside. Flowers are recommended when the duration of sickness is in the hospital and for a period of more than a few days.

Section 12 - Youth Director

Section 12A - Election of Youth Director

1. The Youth Director shall be selected by the members of the Youth Department. The Board of Deacons and the Pastor will review the selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.

Section 12B - Duties of the Youth Director

1. To call and preside over youth meetings.

2. To coordinate the Youth Worship Service on the designated Sunday afternoon each month.

3. To organize the youth in a manner that activities for the church family will be planned by those working with the director with input from the youth of the church.

4. To place emphasis upon getting the Gospel to youth within the community who do not normally come to church and Sunday School.

5. To plan all activities in a manner that they will reflect a good spiritual image upon the church.

Section 13 - Director of Christian Education

Section 13A - Election of Director of Christian Education
1. The Director of Christian Education shall be selected by the pastor and deacons and recommended to the church for approval during the annual business meeting.

Section 13B - Duties of Director of Christian Education

1. To maintain a Christian library for use by the members and organizations of the church.
2. To keep the church informed on events of the community and the country that will have an effect on the church family.
3. To organize a system so that the church family will know what books are available in the library and one that will reveal to you whether or not the books are being used.

Section 14 - Director of Recreation

Section 14A - Election of Director of Recreation

1. The Director of Recreation shall be selected by the members of the Recreation Ministry. The Board of Deacons and the Pastor will review the selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.

Section 14B - Duties of Director of Recreation

1. To organize and supervise recreational activities for the church family. Emphasis should be placed on recreation during such activities as the annual picnic and fishing trips that are planned for the church.

2. To consider the image that the activity will have on the church if it is not planned at the appropriate time and place.

Section 15 – Choir President

Section 15A - Election of Choir Presidents

1. The Choir President shall be elected by the members of the choir. The Board of Deacons and the Pastor will review the selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.

Section 15B - Duties of Choir President

1. To be responsible for setting aside times for practice.

2. To keep the members informed so that the songs planned are in compliance with the order of service. Changes in the order of service must be approved by
the pastor. Example: if the order of service calls for four songs to be sung, do not sing three or five songs.

3. To meet with choir members in the selection of musicians and present the same to the Board of Deacons for consideration. Candidates will be presented to the church for approval.

4. To be responsible for working with all other choir presidents on the maintenance and upkeep of all choir materials such as robes, music, and other inventory.

Section 16 - Baptist Training; Union Director

Section 16A - Election of the Baptist Training Union Director

1. The Baptist Training Union Director shall be selected by the pastor and deacons and recommended to the church for approval during the annual business meeting.

Section 16B - Duties of the Baptist Training Union Director

1. To provide educational instructions to the Church Body concerning the history of the Christian church. To teach the doctrine of the church to saints.

2. To equip the saints, through Biblical teaching, to live lives committed to Jesus Christ.

3. To teach the mission of the church and how to carry it out.

4. To be responsible for the selection of BTU Materials to be used for study purposes.

Section 17 – Hospitality President

Section 17A - Election of Hospitality President

1. The Hospitality President shall be selected by the pastor and deacons and recommended to the church for approval during the annual business meeting.

Section 17B - Duties of Hospitality President

1. To assist with the planning and preparation of meals for the various church functions that involve the consumption of food.

2. To ensure that all kitchen utensils are properly maintained and to manage the inventory as required.

3. Where cooking and feeding the Church Family is concerned, the Hospitality President should make plans to involve other ministries in helping with their
Section 18 - Director of Transportation Ministry

Section 18A - Election of the Director of Transportation Ministry

1. The Director of Transportation Ministry shall be selected by the members of the ministry. The Board of Deacons and the Pastor will review the selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.

Section 18B - Duties of the Transportation Ministry

1. To transport persons to the functions of the church.

2. To be responsible for coordinating with the trustees to keep the bus in good operating order, by keeping it clean, serviced, oiled, refueled and protected from the weather by closing windows and doors. To ensure that the bus is maintained according to the maintenance schedule.

3. To be sure that a qualified and licensed driver is always available for all activities where the bus is needed. The driver is also responsible for inspecting turn signals, fire extinguishers, tires, brakes, lights, license plate and other related items prior to taking trips.

4. To have a parent or guardian to sign a "Release and Consent" for each minor who rides the bus. There will be an annual form for those who ride the bus to Sunday School and a trip form for those who ride the bus to picnics, ball games and other entertainment related activities.

5. To be responsible for replacement of the fire extinguisher on an annual basis.

6. To be responsible for knowing and adhering to all insurance related rules and regulations.

Section 19 - Budget Ministry President

Section 19A - Election of Budget Ministry President

1. The Budget Ministry President shall be selected by the members of the Budget Ministry. The Board of Deacons and the Pastor will review the selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.

Section 19B - Duties of Budget President

1. To collect budget requests from the various church ministries during the month.
of October of each year.

2. To organize all requests and show the total amount of moneys that are requested for the year.

3. To project the anticipated income by basing it on the income for the previous year.

4. To project the anticipated expenses by basing them on the expenses for the previous year and also adding a percentage for anticipated increase. This projected percentage increase could come from sources out in the business world.

5. To submit a compiled report and copy of each request to the Pastor and the Board of Deacons for review.

6. To make enough copies of the budget report in order that each chairman of each ministry will receive one.

7. To be responsible for providing the budget request form to each ministry and updating as necessary.

Section 20 - President of the Planning and Research Ministry

Section 20A - Election of President of Planning and Research Ministry

1. The President of the Planning and Research Ministry shall be selected by the members of the ministry. The Board of Deacons and the Pastor will review the selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.

Section 20B - Duties of President of Planning and Research Ministry

1. To assign tasks to individual members or subcommittees to accomplish the overall ministry's goals.

2. To provide leadership, guidance and assistance to any member when necessary.

3. To ensure that all information gathered in a completed task is compiled and reduced to written communication in the form of a comprehensive written report.

4. To submit all completed ministry reports to the appropriate church ministry or official in a timely manner.

5. To be responsible for obtaining all the resources needed from the church to carry out the ministry's function.
6. To ensure that all members of the ministry are informed of meeting dates, time, and changes in scheduled activities.

7. To contact the vice-president of the ministry to carry out the functions of the President when necessary.

ARTICLE IX – ELECTIONS

Section 1 – Time

The annual meeting of officers shall be held during the annual meeting of the Church in November. All offices held by members will expire at the end of the December. The new term of office will begin the first Sunday of January. The installation service will be held during the first Sunday of each January.

Section 2 - Qualification of Voters

All members sixteen and older in age shall be allowed to vote on matters at all Church meetings.

Section 3 – Procedure

At least two weeks before the election, announcements will be made during the morning worship service to encourage members' participation at the Business meeting.

Section 4 – Vacancies

Vacancies occurring during the year may be filled for the unexpired term at any business meeting. Recommendations to fill positions will be made to the church by the pastor and the deacon.

ARTICLE X – MEETINGS

Meetings (not on the church schedule) of all recognized ministries shall not be held without the prior knowledge of the Pastor and the Deacons.

Section 1 – Worship Services

Public services shall normally be held on each Sunday at the following fixed times: Sunday School each Sunday at 9:30 A.M., Morning Worship each Sunday at 11:00 A.M., Evening Worship Service each second and fourth Sunday at 5:00 P.M., and Youth Worship Service on each third Sunday at 4:00 P.M. (Hebrews 10:23-25)

Section 2 – Business Meeting
Antioch MISSIONARY Baptist Church
By-laws and Constitution

Business meetings will be held on the Thursday following the first Sunday of each month. At least two weeks prior to the Business Meetings, announcements will be made during the morning worship service to encourage members’ participation. Emphasis shall be put on matters of major concern during these announcements.

**Section 3 – Baptism**

To be held on Thursday nights unless changed by the pastor.

**Section 4 – Funerals**

Funerals for members of the church will be held at a time agreed on by the church. Funerals for non-members may be held at Antioch upon the request of a church member who is an immediate family member of the deceased. Immediate family members include parents, guardians, children, spouses, and siblings.

**Section 5 - Prayer Meeting**

To be held normally on each Thursday night of the week except on the evening of the Business Meeting. The pastor and deacons will designate who will preside over the prayer meetings.

**Section 6 - Bible Study**

To be held normally on each Monday night, Wednesday morning and Wednesday night of the week. II Timothy 2:15.

**Section 7 - Holy Communion**

To be held normally each second Sunday of the month after the morning worship service.

**Section 8 - Baptist Training Union**

To be held normally each second and fourth Sunday at 4:00 P.M.

**Section 9 - Infant Dedication**

To be held normally during the morning worship service.

**Section 10 - Ministry Meetings**

1. All ministry meetings will be opened and closed with prayer.

2. All ministry meetings will be conducted with an attendance that is representative of at least fifty percent (50%) of the ministry’s membership. All meetings for the transaction of business should take place with prior notice.
3. The order of business may be suspended at any time by majority vote of those in attendance at the meeting.

ARTICLE XI - PARLIAMENTARY RULES

Section 1 – Motions

1. All business will be presented by a motion, made by one member and seconded by another. No business shall be discussed unless properly motioned and seconded.

2. A motion cannot be withdrawn after it has been discussed, except by the unanimous consent of the body.

3. A motion, having been discussed, must be put to vote, unless withdrawn, laid on the table, referred or postponed.

4. A motion lost (motion not seconded) should not be recorded, unless so ordered by the body at the time.

5. A motion lost cannot be renewed at the same meeting except by unanimous consent.

6. A motion, should contain but one distinct proposition. If it contains more, it must be divided at the request of any member, and the propositions acted on separately.

7. Only one question can properly be before the meeting at the same time. No second motion can be allowed to interrupt one already under debate, except a motion to amend, to substitute, to refer to committee, to postpone, to lay on the table for the previous question, or to adjourn.

8. The subsidiary motion just named cannot be interrupted by any other motion; nor can any other motion be applied to them, except that to amend, which may be done by specifying some time, place and purpose.

9. Nor can these motions interrupt or supersede each other; only that a motion to adjourn is always in order, except while a member has the floor, or a vote is being taken, and in some bodies, even then.

10. If an issue of controversial nature is brought to the floor which may cause discord and confusion, the issue can be tabled by the Moderator for review.
Section 2 – Speaking

1. Any member desiring to speak on an issue being addressed should raise his hand and be recognized by the Moderator and address the moderator, confining his remarks to the issue.

2. A speaker using improper language, introducing improper subjects, or otherwise out of order, should be called to order by the Moderator, and must either conform to the regulations of the body, or take his seat.

3. A member while speaking can allow others to ask questions, or make explanations; but if he yields the floor to another, he cannot claim it again as his right.

Section 3 – Decorum

This is a responsibility of the Church after being constituted by which it forms rules for its own governance in the transaction of business, that all things will be done decently and in order (1 Corinthians 14:40). Rules and guidelines may be changed by a majority vote of those present.

1. The Pastor shall be the Moderator of Church Business Meetings. If absent, or at the Pastor’s discretion, the Associate Pastor or the Chairman of the Deacon Board will act in his place as the Moderator.

2. No person shall cause distractions by whispering, talking, laughing, or walking idly during the time of a meeting.

3. The Clerk or Assistant Church Clerk shall keep minutes of the proceedings of the Church Business Meetings which shall be read and approved at the next meeting.

Section 4 – Voting

1. A question is put to vote by the Moderator, having first distinctly restated it, that all may vote intelligently. First, the affirmative, then the negative is called, each so deliberately as to give all an opportunity of voting. He then distinctly announces whether the motion is carried or lost.

2. Voting is done by the following methods: "aye" and "nay"; by raising the hand; by standing and being counted; and by secret ballot. The appropriate method will be determined by the Moderator.

3. If the vote, as announced by the Moderator, is doubtful, it is called again, usually by standing to be counted.

4. The Moderator does not usually vote, but when the meeting is equally divided, he is expected, but not obligated, to cast the deciding vote.
5. When the vote is to be taken by ballot, the Moderator appoints tellers to distribute, collect, and count the ballots.

**Section 5 - Amended Motions**

1. While a motion is pending, it may be amended by another motion. An amendment should *not* essentially change the nature or design of the original motion. An amendment to an amendment may be made, but this should be the limit.

2. A substitute may be offered for any motion or an amendment under debate, which may or may not change the meaning of the motion.

**Section 6 – Appointment of Committees**

1. A committee may be appointed with authority for a specific purpose. The purpose of the committee will be presented to them in writing.

**ARTICLE XII - CHURCH YEAR**

The fiscal *year* of the Church shall be the calendar year.

**ARTICLE XIII- CHURCH GIVING**

The Church shall be financed by each member giving cheerfully and regularly as God has prospered them.

**Section 1 – Giving**

1. Jesus taught that it is more blessed to give than to receive. We are to give as we are able according to the blessings of the Lord our God.

**Section 2 – How Often**

1. The Ward of *God* teaches that we *are* to give upon the first day of each week in order to honor God with the first fruits of our increase.

**Section 3 – Conditions of Giving**

1. God accepts gifts from willing hearts. We are to be cheerful givers recognizing that we are only giving back to *God* a portion of what He has blessed us with.
ARTICLE XIV – CHURCH FINANCES

Section 1 – Budgets

Ministries requesting operational funds will complete a budget request form and submit it to the Budget Committee on or before the first week in October.

1. The budget request should be as close to the actual cost of the activity as possible.

2. During the budget year, supplements to the original budget request must be submitted to the Pastor and the Board of Deacons for review as needed.

Section 2 - Purchasing

1. All purchases must have prior approval from the proper authority.

2. When purchases are made, the check will be made payable to the vendor for the exact amount.

3. In the event that an authorized purchase for the church is made by a member, a receipt must be submitted prior to reimbursement.

4. Members authorized to purchase items from businesses where the church has established charge accounts must submit invoices to the church Financial Secretary for payment.

5. In the event there is a question concerning authorization for an expenditure, the Finance Committee should verify it with the Church Clerk and/or the Board of Deacons.

6. Any expenditures exceeding five hundred dollars ($500.00) requires a minimum of three (3) quotes before the purchase is made.

Section 3 – Contracts, Liens and Mortgages

The Trustees or those designated by the church will be responsible for the implementation, negotiation, and supervision of all approved liens, contracts and mortgages involved in the church.

1. All contracts, liens and mortgages will be reviewed by the Board of Deacons and the Pastor and recommended to the church for approval before any action is taken.

2. All approved contracts, liens and mortgages will be implemented, negotiated and managed by the Trustee Board.
3. All goods and services exceeding $500 must be submitted to qualified vendors in the form of a bid outlining the goods and services sought to be purchased.

4. When contract labor is required, bids that are submitted must include a “Statement of Work” and materials that will be provided to satisfy the completion of the contract.

5. All companies awarded contracts must furnish proof of liability insurance for workers, and a bond that will equal or exceed the amount of moneys involved in the contracts.

Section 4 – Church Accounts

The church will establish as many accounts as necessary to effectively and efficiently manage the finances of the church. Each account will be designated for a specific or future purpose when established.

1. No church account will be moved or adjusted without the prior approval of the church at a Business Meeting.

2. Any account balance that will exceed the maximum amount that is covered by the Federal Deposit Insurance Coverage for any one account should be moved to another account.

Section 5 – Audits

1. The members may call for an audit of the finances of the church at anytime deemed necessary.

ARTICLE XV – CHURCH RECORDS

Church records will consist of any and all documentation that involves the function of the church ministries. This also includes all documents received from any source addressed to the church.

Section 1 – Records Management

1. Each ministry will be responsible for keeping records of its functions and maintaining accurate documentation of the ministry’s functions.

2. All records that are no longer needed for the current activities or functions will be forwarded to the Church Clerk for filing with other church records.

3. No church records will be kept in the possession of any member after they are complete unless it is in connection with an official function of the church (this pertains to original records only).
4. Members will sign for any original records that are removed from the church files if a copy is not sufficient.

5. Members that are designated to have access to church records will be responsible for the security of those records while in their possession.

6. Only designated members will have access to church records that are maintained on file on the church premises and in safety deposit boxes.

Section 2 – Records Retention

1. Ministry records will be retained by the ministry that initiated them until such time as they are no longer needed. At that time they will be forwarded to the Church Clerk for filing.

2. All church records will be kept for a minimum period of ten years unless they are of no administrative value to the church.

3. No church records will be destroyed until it has been approved by the church body. The recommended retention period for all church records will be determined by the Pastor and the Board of Deacons.

4. Computer files will be maintained in the same manner as any other church records, unless there are hard copies available that are duplicates of the computer files.

ARTICLE XVI – DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon the dissolution of the corporation, the Church membership, by a majority vote, shall after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501 ( c ) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Church membership shall determine.

ARTICLE XVII – AMENDMENTS

Any proposed amendments to the By-Laws should be reviewed by the Pastor and the Board of Deacons in accordance with Article 'VI, Section 3B.7.

This constitution and By-Laws may be amended in the December business meeting or a special called business meeting of the Church by a majority vote of those present and voting. Notice of such amendment stating the proposed change shall have been given from the pulpit on three successive Sundays.
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