



GROVE PARK BAPTIST CHURCH

**Constitution and Bylaws
of Grove Park Baptist Church
Burlington, NC
Latest Revision 3.20.16**

ARTICLE I - NAME OF CORPORATION

- Section 1 The name of the corporation is Grove Park Baptist Church of Burlington, North Carolina.
- Section 2 Whenever it is desirable to abbreviate the name of this organization, the name Grove Park Baptist Church shall be considered in every way the legal name of the church corporation.
- Section 3 Whenever the word "church" is used in this Constitution or its amendments or other official action of the church corporation, it shall signify the legal organization of this church as established in the articles of incorporation and herein. References to votes of the church shall have reference to a vote of the members of this church corporation.

ARTICLE II – DURATION OF CORPORATION

- Section 1 The period of duration of the corporation shall be perpetual.
- Section 2 If for any reason the property of the Grove Park Baptist Church should ever cease to be used for a Southern Baptist Church, the property, equipment and buildings shall be turned over to the trustees of the Southern Baptist Convention to be used by them in some other manner to further the work of the Kingdom of Christ.

ARTICLE III - CHARTER

- Section 1 The purposes for which this corporation is organized are to operate and function as a church in all its religious, charitable and educational dimensions including, but not limited to, the following church's purposes:
 - A. To advance and promote the worship of God.
 - B. To engage in and promote the study of the Holy Scriptures.
 - C. To advance the gospel of Jesus Christ by preaching, evangelism, teaching, and the administration of the ordinances of the church.
 - D. To create and enable Christian fellowship as a nurturing and discipling function of the church.
 - E. To promote the biblical principles of justice and

righteousness in personal, social, community, and national life.

- F. To carry on the work of the church in all its spiritual, benevolent, educational, philanthropic, civil, and social aspects and activities.
- G. To promote the spiritual welfare of all persons and to disseminate the Word of God to the people of all nations through evangelistic, educational and charitable missions.
- H. To organize and maintain such ministries and divisions, including but not limited to, schools, day care centers, relief programs, social services, and other programs authorized by law which will promote and advance the religious purposes set forth herein.

Section 2 In furtherance of its purposes, and to the extent necessary to carry out such purposes, the corporation:

- A. Shall have all the powers given to and possessed by a North Carolina Corporation organized under the North Carolina Nonprofit Corporation Act.
- B. May engage in any lawful activity within the purposes for which the corporation may be organized which are incidental to and in furtherance of the exempt purposes of the corporation.

Section 3 No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as set forth in the Articles.

Section 4 The Corporation is entitled to participate in activities which would attempt to influence legislative issues provided that such activities are not prohibited by state and federal regulations regarding tax exempt status. However, the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on

- (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law) or
- (b) by any corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law).

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ARTICLE IV - DECLARATION

Section 1 This church is a congregation of baptized believers in Christ, united by Covenant for the worship of Almighty God, and associated in faith and fellowship of the Gospel to practice its precepts, to recognize and receive Jesus Christ as the Supreme Law-giver and Ruler, and to take the Bible and the Bible alone, as the standard by which all matters of belief and conduct are to be tried.

Section 2 Covenant

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into this covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church, in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances, to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks, to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling, and courtesy in speech; to be slow to take offense but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place, we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

Moreover, we engage, by the grace of God, to keep the faith once for all delivered to the saints which we believe includes the following Articles of Faith.

The word "creed" is derived from the Latin word "credo" which expresses the belief of an individual or a society of individuals respecting Christian doctrines. Creeds, as used by Baptist churches, are not binding upon the conscience. No person, on being received into membership, is required to subscribe to a creed. Every church is independent and sovereign and can change or abolish its creed at pleasure.

The only bond of union and communion ever acknowledged by the denomination of which we are a member is the Bible, and the Bible alone. The sole design in publishing our doctrinal views is to give information and to correct misapprehension and misrepresentation.

1. We believe the Scriptures of the Old and New Testaments are the revealed Word of God and make known the only way of life everlasting.

(2 Timothy 3:15-17; Proverbs 30: 5; John 12:47,48).

2. We believe there is but one true and living God - a Spirit infinite in Being and Perfection; that the unity of the God-head is three Persons; the Father, the Son, and the Holy Spirit, each possessing the whole divine essence, and executing distinct, but harmonious, offices in the work of redemption.

(John 4:24; Mark 12:30; Matthew 28:19; John 10:30; Ephesians 2:18; 2 Corinthians 13:14).

3. We believe that God created man holy and under a law which, had it been obeyed, would have secured for him eternal life; but by voluntary disobedience, he fell from his holy estate, and in consequence, spiritual, temporal and eternal death has been entailed upon the human race; and that, while there is no way to escape temporal death, there is deliverance from spiritual and eternal death through the saving power of our Lord Jesus Christ.

(Genesis 1:27; Genesis 3:6-24; Romans 5:19; Isaiah 53:6; Ephesians 2:1-3).

4. We believe that salvation is wholly of grace through faith, procured in no part by any works or merit of the creature, but solely by the atonement and righteousness of Christ.

(Ephesians 2:8; John 3:16; Isaiah 53:4,5; Hebrews 7:25).

5. We believe in personal and eternal election according to the everlasting love and purpose of God.

(2 Timothy 1:8,9; 2 Thessalonians 2:13,14; Romans 8:23-31).

6. We believe that justification is by faith alone in the blood of Jesus, without any merit of man; that by virtue of this faith, the perfect righteousness of the Redeemer is freely imputed by God to believers, and reinstates them in the divine favor as completely as though they had obeyed the whole law.

(Romans 5:1; 5:9; 5:17; 5:19; and Romans 4:4,5).

7. We believe that none are saved without regeneration; that regeneration is the work of the Holy Spirit, in connection with the Word of God; that it consists in creating spiritual life within the soul, and manifests itself in faith, repentance, and holiness of conduct.

(John 3:3; 3:6-8; 2 Corinthians 5:17; I John 5:1).

8. We believe that sanctification is the work of the Spirit of God, carried on by means of truth in the hearts of His people, which makes them partakers of His holiness; that this work is progressive, and is begun in regeneration, securing to the believer's final victory over sin and death, and perfect fitness for the eternal inheritance with God.

(1 Thessalonians 4:3; Proverbs 4:18; Romans 8:5; Philippians 2:12,13).

9. We believe in the final perseverance of all saints.

(John 8:31; 1 John 2:19; Romans 8:28; Philippians 1:6; John 10:27-30).

10. We believe that a visible church is a congregation of baptized believers, united for the purpose of worshipping God, and promoting the cause of true religion, in accordance with the revealed laws and ordinances of the Gospel, and that its officers as required by the New Testament are the Bishop or Pastor and Deacons.

(1 Corinthians 1:1-13; Acts 2:41,42; 1 Corinthians 11:2; Matthew 28:19,20; Philippians 1:1-27).

11. We believe that Christian baptism is the immersion in water of a believer in the name of the Father, the Son, and the Holy Spirit.

(Matthew 28:19; Acts 8:36; Romans 6:4; Acts 2:41,42).

12. We believe that the Lord's Supper was instituted in holy remembrance of Christ, "to show forth the Lord's death till He comes;" that it is purely a church ordinance in which none should participate who has not been admitted into the Church by Christian baptism.

(1 Corinthians 11:26-28; Acts 2:41,42; Matthew 28:19).

13. We believe that there will be a resurrection of the just and the unjust.

(Acts 24:15; 1 Corinthians 15:12-59; Daniel 12:2; John 11:25,26).

14. We believe that at the end of the world all men will face judgment; that the wicked shall be adjudged to endless punishment; and the righteous to everlasting joy upon the principles of eternal justice according to their relationship to Christ.

(Acts 17:30,31; Matthew 25:31-46; Revelation 22:11; 2 Peter 3:11,12).

ARTICLE V - MEMBERSHIP

Section 1 The Membership of this Church shall be composed of persons who have been saved and baptized by immersion upon their Profession of Faith in the Lord Jesus Christ, who subscribe to the Covenant and Constitution of this Church. A candidate for membership shall be presented and

received by affirmation of those members in attendance upon presentation. Everyone asking for membership by profession of faith, by letter, by statement, or by restoration, shall appear in person before the church, unless, in the judgment of the Pastor and the Chairman of the Deacons, he or she is providentially hindered at the time his or her name is presented.

Section 2 Members of other Baptist churches may be received into the fellowship of the church in accordance with Section 1 of this Article and upon presentation of letters of dismissal and recommendation from their respective churches.

Section 3 Persons who have been members of Baptist churches of like faith and order, and due to peculiar circumstances have no letters of dismissal and it is impossible to obtain such letters, may be received into fellowship of the church by giving satisfactory evidence of Christian character and former church membership.

Section 4 Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.

Section 5 Every member of the church is eligible for consideration by the membership as a candidate for elective offices in the church within the restrictions of Article V - Membership, Article VI - Governance, Article VII - Officers, and Article IX - Representation in Denominational Meetings.

Section 6 Every member of the church may participate in the ordinances of the church as administered by the church.

Section 7 A letter of dismissal may be granted by mail to any other church of like faith and order. Such a letter may not be granted to the individual to be carried by him to the other church except by recommendation of the Deacons and by vote of the church.

Section 8 A request for a letter from another church may be granted by the Pastor and the Church Clerk. It may be granted to another church of like faith and order without the vote of the church. Notice of the removal of the name of such members will be read to the church in conference.

Section 9 Any member who joins another church body of any faith (as verified by church letter, said member or officer/secretary of the other church body) shall be automatically dismissed from the fellowship of this church. The member will also be removed from the Sunday School roll unless requesting otherwise.

ARTICLE VI - GOVERNANCE

Section 1 The government of this church shall be congregational in nature, and the final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership of the corporation, which authority shall be exercised in the

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manner set forth in the Constitution. Members alone, acting as set forth in this Constitution, shall have the authority to adopt and amend the Constitution, elect officers, approve budgets, receive members, and generally govern and conduct the affairs of the corporation.

Section 2 This church is an independent, autonomous church with full and final authority to determine solely within itself all matters related to the life of this church including but not limited to its financial affairs, affiliations, ownership and uses of property, and pastoral leadership.

Section 3 The financial calendar of the church will run January 1 through December 31. Unless otherwise specified, the calendar for all other Church governance shall run October 1 through September 30.

Section 4 The election of members to all places of service within the church shall be in accordance with the Constitution of the Church as follows:

Pastor: See Article VII—Officers: Pastor, Section 2 and Article XIV—Committees: Pastor Search Committee, Section 4.

Deacon: See Article VII—Officers: Deacons, Section 3 and Article XIV—Committees: Deacon/Trustee Nominating Committee, Section 5.

Clerk, Treasurer, Assistant Treasurer, Sunday School Director, Woman’s Missionary Union Director, and Baptist Men’s Director: See Article VII—Officers: Section 8.

Trustee: See Article VII—Officers: Trustees, Section 7E-H and Article XIV—Committees, Deacon/Trustee Nominating Committee, Section 5.

The election of all committees shall be in accordance with Article XIV: Committees.

Matters of Finance shall be in accordance with Article XII – Finances.

Section 5 All church vehicles, excluding the Pastor’s car, shall be used for only Grove Park Church sponsored activities.

ARTICLE VII – OFFICERS

Section 1 The officers of the church will be the Pastor, Deacons, Clerk, Treasurer, Assistant Treasurer, Sunday School Director, Woman’s Missionary Union Director, Baptist Men’s Director, and Trustees.

Section 2 Pastor: The Pastor’s duties are fourfold: as preacher, to preach the Gospel; as Bishop, to superintend the work of the church; as Pastor, to be the shepherd of the flock; and as minister, to serve the people for Jesus’ sake. The Pastor is a member ex-officio of each church committee.

The Pastor shall be called for an indefinite period, and he shall be at liberty to resign the care of the church on giving thirty days notice of his intention. The thirty days notice may be dispensed with by mutual consent of the church. In the event that the Deacons unanimously agree that, for any reason, the Pastor has lost his effectiveness or if he is

jeopardizing the good will of the members and welfare and progress of the church by remaining as Pastor, it shall be their duty to request his resignation. If the resignation is not forthcoming within thirty days after the request, the matter shall be brought before the church in the next regular business session for disposition. A vote shall be taken by secret ballot, the Pastor being absent during the discussion and the voting. If, by a majority, the church votes to dispense with his services, the Pastor shall be paid thirty days salary and the pulpit vacated immediately.

Section 3 Deacons:

A. The duties of the Deacons are as follows:

1. To assist the Pastor and staff in ministering to the needs of the church and community.
2. To assist the Finance Committee in determining the use of the offerings of the church for the assistance of church members and those of the community.
3. To administer the Family Ministry Plan (Reference Article XVI – Church Documents: Grove Park Family Ministry Handbook, Section 4).
4. To devote themselves to the spiritual welfare of the members of the church

B. The term of office to serve as an active Deacon shall be two years, except when election is to fill an unexpired term. A Deacon who has served a full two-year term on the active fellowship will not be eligible before a one-year period of time. More than one member of the same immediate family may not serve as active Deacon.

C. No person shall be eligible to be nominated for Deacon until he has been an active member of this church for a period of not less than one year and is a minimum of 21 years of age. No person who is a full-time paid staff member shall be eligible for election.

D. The number of active Deacons will be determined by the Deacons, approved by the church, and reported to the Deacon/Trustee Nominating Committee.

E. By the first Sunday in September of each year the Deacon/Trustee Nominating Committee will present a ballot to the church, to be voted on following the Sunday AM worship service. Nominees should be selected using Biblical guidance as well as the eligibility requirements as stated in Sections 3 and 7 for Deacon and Trustee respectively. Voting will be by secret ballot. Those nominees receiving the highest number of votes will be declared elected, and the remaining will be alternates for the ensuing one-year period. They will be ranked according to the number of votes received. Should a Deacon vacancy occur during the year, the available alternate with the highest

number of votes will be called to fill the unexpired term. After the election of Deacons each year, they will elect their chairman, vice-chairman, and secretary.

- F. They shall meet at least once each month for the consideration of their specific duties and the general welfare of the church, and to make recommendations to the church for action as seems to them expedient. Special meetings may be called at any time by any Deacon or by the Pastor. The Pastor should be considered a member (*ex-officio*) and should be made to feel welcome at the meetings.
- G. The absence of a Deacon from three regular consecutive monthly meetings during a calendar year shall be cause for the forfeiture by such Deacon of his office as an active Deacon; provided, however, that for the purpose of this rule no absence shall be counted if the reported cause for such absence is approved by the Deacons at their next regular meeting. Where there has been a vacancy under this rule, the chairman and secretary of the Deacons shall certify such facts at the next church business session and such a vacancy shall be filled with the next available alternate in accordance with Section 3E of this Article.

Section 4

Clerk: The clerk shall have the following duties: to keep a correct record of the proceedings of church business meetings, to keep a register of the names of all members of the church, to sign all letters of dismissal, and to be custodian of all such records relating to these activities. During each regular business meeting the clerk shall submit a statement of the gains and losses in membership.

Section 5

Treasurer and Assistant Treasurer: It shall be the duty of the Treasurer to keep a fair and true book of accounts, and to render monthly (to the church) a statement of all receipts and disbursements. It shall be the duty of the Treasurer to receive all funds and to pay all authorized warrants. The Assistant Treasurer shall be familiar with the duties of the Treasurer and shall provide assistance as requested by the Treasurer. If the Treasurer becomes incapacitated, the Assistant Treasurer shall, at the direction of the Finance Committee, become Acting Treasurer and assume the duties of the Treasurer.

Section 6

Sunday School Director, Woman's Missionary Union Director, and Baptist Men's Director: It shall be the duty of each of the above to assume the general management of their respective departments and to submit to the church monthly, a full, written report of their organizations. It shall be their duty to see that the literature used in their organization is either approved by the Southern Baptist Convention, Pastor, Minister of Education, or Deacon Fellowship.

Section 7

Trustees:

- A. There shall be a total of three trustees in office at all times.

- B. It shall be their duty to oversee the handling of all tangible church property and associated records. The Trustees shall recommend, for church approval, any purchase, sale, lease/rental of real property (real estate) presently owned or acquired in the future.
- C. They shall maintain insurance on applicable church property.
- D. The Trustees shall handle all legal matters authorized by the church.
- E. The Trustees will examine the church's financial records at least annually. With the approval of the church during a business meeting, they may recommend an independent entity to assist them with the examination of the church financial records.
- F. The Trustees shall sign the following legally binding documents:
 - 1. All Real Estate matters
 - 2. Loan agreements
 - 3. All insurance matters or matters pertaining to liability issues
 - 4. Vehicle purchase/lease agreements
- G. All other legally binding documents must be signed by one of the following officers: Pastor, Chairman of the Deacons, Church Clerk, Treasurer or Assistant Treasurer.
- H. All of the Trustees shall be, or shall have once been, an ordained Deacon of this church.
- I. The term of the office of Trustee shall be three years, except when an election is to fill an unexpired term.
- J. The election of Trustees shall be so arranged that the term of one shall expire annually.
- K. A Trustee who has served a three-year term as an active Trustee shall not be eligible for re-election before a one-year period.

Section 8

The Clerk, Treasurer, Assistant Treasurer, Sunday School Director, Woman's Missionary Union Director, and the Baptist Men's Director shall be nominated by the Nominating Committee and elected by the church annually.

Section 9

Other officers may be nominated by the Nominating Committee and elected by the church, one full week's notice being given from any regularly scheduled worship service or Wednesday evening service.

Section 10

Those persons serving in the capacity of Deacon and Trustee shall also serve as members of the Board of Directors of the Corporation known as Grove Park Baptist Church of Burlington, North Carolina, until such time as their terms as Deacon or Trustee expire.

ARTICLE VIII - MEETINGS

- Section 1** The regular meeting of the church for business shall be on the first Wednesday night after the first Sunday in each month. Any change shall meet the approval of the church by vote in any regularly scheduled meeting.
- Section 2** Business may be transacted at any regularly scheduled Worship Service or Wednesday Evening Service, provided there is in attendance a quorum of thirty members, except for matters pertaining to budgets and Constitutional changes. Any member of Grove Park Baptist Church having to be absent on the day voting takes place, because of sickness, death in the family, working or church related activities may request and receive, upon signature, an absentee ballot. Such ballot must be requested from and returned to either the Church Moderator, Church Clerk, or Chairman of the Deacons within one week before the vote occurs. Any other absences are not considered valid reason for absentee voting. Matters pertaining to Constitutional changes shall be handled in accordance with Article XIII – Amendments to the Constitution. Matters pertaining to budgets shall be handled in accordance with Article XII – Finances.
- Section 3** The Church will meet at least twice each Lord's Day for the public worship of Almighty God. Cancellation of any specific service will be made by a joint decision from the Pastor and the Chairman of the Deacons.
- Section 4** The ordinance of the Lord's Supper shall be observed by the church once each quarter at a time designated by the Pastor and the Deacons.
- Section 5** At least once each week, a meeting for prayer will be held. Cancellation of this service will be by the approval of the Pastor and the Chairman of the Deacons
- Section 6** The annual meeting of the church for the election of officers shall be in connection with a regular business meeting held prior to the beginning of the new church year as established in Article VI – Governance, Section 3.
- Section 7** Revival meetings may be held at any time at the recommendation of the Pastor and Deacons and by vote of the Church.
- Section 8** An annual Homecoming Service will be held on the third Sunday in September. Any cancellation or change must be by majority vote of the church.

ARTICLE IX - REPRESENTATION IN DENOMINATIONAL MEETINGS

Messengers will be elected each year by the church to attend the Mt. Zion Associational Meeting, NC State Convention, and Southern Baptist Convention. The Pastor and staff, by virtue of office, will be considered elected messengers to these meetings in addition to others which the church might elect.

ARTICLE X - MANNER OF CONDUCTING BUSINESS SESSIONS

- Section 1** A moderator shall be elected by the church to serve in all meetings of the church for the transaction of business. The Nominating Committee shall select a nominee for moderator and submit it to the church in business session for consideration. The term of office for the moderator shall be for one church year.
- Section 2** The moderator shall call for business of the church in the following order:
- Order of Business
- A. Reading of the minutes of the last meeting
 - B. Unfinished business
 - C. Report of Officers
 1. Clerk
 2. Treasurer
 3. Sunday School Director
 4. Woman's Missionary Union Director
 5. Baptist Men's Director
 6. Trustees
 7. Secretary or Chairman of Deacons
 - a. Read any communications that should be brought to the attention of the church
 - b. Make recommendations to the church
 - D. Report of any committees
 - E. New Business
 - F. General Suggestions for the welfare of the church
 - G. Adjournment
- Section 3** It shall be the duty of the moderator to cause all business sessions to begin and close with prayer for God's guidance.
- Section 4** A rearrangement of the above order may be made by the moderator with the consent of the church in session.
- Section 5** The business of the church will be transacted according to Robert's Rules of Order, Revised.

ARTICLE XI - DISCIPLINE

- Section 1** In all cases of personal difficulty between members of the church, the parties involved shall endeavor to bring about reconciliation in the manner laid down by our Savior and recorded in Matthew 5:23, 24 and 18:15, 16.
- Section 2** Should a member be accused of any offense against the requirements and discipline of the church, the Deacons shall at once give notice to the person implicated, and shall proceed immediately to investigate it. Should the investigation result in favor of the accused or should the person remove the cause of the grief, the Deacons shall make no report to the church.
- Section 3** In every case in which a member is charged with an offense

that would subject him or her to expulsion, the Deacons shall invite such one to a meeting with them that the trouble might be cleared privately. In such case, should the Deacons feel that there is cause for expulsion of such a member, they shall take it to the church and the church will vote without any discussion. The accused one shall be permitted to present his case, if he should desire to do so before the vote is taken.

Section 4 If any member shall hold and disseminate views of doctrine contrary to those adopted by the church; and, if, in the opinion of the church, these views are harmful, hurtful, or unscriptural, or if they should be the cause of strife and division, and after proper labor to reclaim such a member has been exercised and having failed; it should be considered a disciplinary offense.

Section 5 Any member of the church willfully absenting himself from the meetings of the church, or habitually refusing to contribute when able to the support of the church, or showing himself lacking interest and kindly feeling for the church, shall be regarded as offending the covenant and is liable to the discipline of the church.

ARTICLE XII - FINANCES

Section 1 The church has adopted the system of proportionate giving as recorded in the New Testament: "Upon the first day of the week, let every one of you lay by in store as God has prospered him."

Section 2 Any fundraising must follow the Grove Park Baptist Fundraising Policies and Guidelines referenced in Article XVI – Church Documents, Section 5. A sub-committee of the Deacons named the Deacon Fundraising Review Committee will oversee and administer the policy and guidelines subject to church approval.

Section 3 All funds contributed to the church by members or others shall be deposited with the Treasurer or Assistant Treasurer of the church, subject to the order of the church, to be appropriated in defraying the current expenses and for contributions to the various missionary, benevolent, and charitable objects fostered by the church. All designated funds shall be sacredly applied according to the will of the donor.

Section 4 The system under which the church shall operate is the "Unified Budget System." In order that the Finance Committee shall operate efficiently, requisition forms as approved by the church shall be used.

Section 5 The Finance Committee may establish and change spending controls from time to time as it determines necessary.

Section 6 All offerings and expenditures other than those listed in the church budget must be recommended by the Finance Committee and the Deacons and approved by the church. The offerings taken for Lottie Moon, Annie Armstrong, Associational Missions, NC Missions offerings, and World

Hunger will be the lone exceptions.

A. The Finance Committee shall prepare the budget proposal for the next financial calendar year (as Established in Article VI – Governance, Section 3).

B. The preparation of the budget shall be handled as follows:

1. Budget Preparation Meeting held not later than the second Wednesday in October. The purpose for this meeting is for department heads and staff to present individual budget requests to Finance Committee in an open forum setting. The church membership is encouraged to attend this meeting.

2. Budget Review Meeting held not later than the second Wednesday in November. The purpose of this meeting is to allow the Finance Committee to present a rough draft of the budget for open discussion. The rough draft shall be in the hands of church membership one-week prior to the review meeting. The church membership is encouraged to attend.

C. A copy of the completed budget shall be distributed to the church membership in November in preparation for a budget vote by the end of November.

D. The budget vote shall be taken in a special business meeting after the Sunday morning worship service without discussion. The voting shall be by secret ballot. A two-thirds majority shall be required for the budget to be adopted.

The above procedures shall also apply to any subsequent proposed changes to the budget.

Section 7 The Finance Committee shall be composed of the Treasurer and Assistant Treasurer plus five church members elected to serve for three years each. Election shall be made in a manner which will allow the term of one member to expire one year and the term of two members to expire the following two years alternately. More than one member of the same immediate family cannot serve at the same time. A member who has served a three-year term shall not be eligible for re-election before a one-year period.

Section 8 Building program finances are subject to the following conditions:

A. The Finance Committee is responsible for handling the finances of a building program.

B. The Treasurer is responsible for establishing and maintaining the Building Program accounts and for keeping the associated records.

C. Building program offerings shall be deposited in a savings account in a reputable bank. When expenditures become necessary, a special building

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program checking account shall be opened in a reputable bank. The Treasurer may transfer funds between these two accounts as required.

- D. All contributions designated to the building fund will be handled through the general church books as income. They will be placed directly in the building fund, external and in addition to, any regular building fund budget. While no solicitations will be made for memorial gifts to our Church, they will be accepted with the following conditions:
 - 1. The only public advertisement of such contributions will be a note of thanks in the Church paper, bulletin or pulpit announcement.
 - 2. No plaques or other means of identification will be attached to the article given or paid for by the donor.
 - 3. All such gifts may be accepted by the Building Committee or Trustees, who shall determine their good taste, usability, or use in connection with the church architecture, color scheme, etc.
- E. Building fund money cannot be spent for any purpose other than what is designated within the confines of the building program.
- F. All expenditures made from a special building program checking account must be authorized by the "requisition procedure" used by the general church fund account.

Section 9 All checks drawn against funds of the Grove Park Baptist Church will be signed by two members of the Finance Committee. One of the two signers must be either the Church Treasurer or Assistant Treasurer.

ARTICLE XIII - AMENDMENTS TO THE CONSTITUTION

This Constitution may be added to or amended by vote of the church through the following procedures:

Section 1 Proposed changes to the Constitution shall be prepared by the Constitution Committee and distributed to all members of the church for review.

Section 2 A special business meeting to discuss proposed changes to the Constitution shall be held on a Wednesday evening no earlier than one week after the proposal is in the hands of the church members. A special business meeting to vote on the proposed changes shall be held after the Sunday morning worship service. No discussion will take place during this meeting.

Section 3 The voting shall be by secret ballot.

Section 4 A two-thirds majority vote shall be required for the adoption of any change in the Constitution.

ARTICLE XIV - COMMITTEES

Section 1 The committees of the church shall handle such matters as

may be referred to them, and in addition, shall be charged with their duties and responsibilities as set forth for each committee.

Unless otherwise specified, committees of the church will serve during the year as established in Article VI – Governance, Section 3.

The various committees shall be nominated by the Nominating Committee (except for certain members stated in Sections 2 – 6 below) and elected by the church in conference.

Section 2

The Nominating Committee shall be composed of seven members and shall be elected as follows:

- A. Six nominees from the church body shall be nominated by the Nominating Committee. Three of these should be women, the other three men.

The Sunday School Director will be nominated and presented to the church for election no later than the business session in July. This officer will become additional member of the Nominating Committee to function in the nomination of Sunday School workers for the coming year.

All members of the Nominating Committee shall be elected by the church. The tenure of the Sunday School Director will be for 1-year, to begin three months following the beginning of the church year. The tenure of the six members at-large shall be for a 3-year term; however, two members shall rotate off each year.

More than one member of the same immediate family may not serve at the same time. A member who has served a three-year term shall not be eligible for re-election before a one-year period.

- B. This committee is to coordinate the background checks for volunteer workers.

Section 3

Personnel Committee

- 1. Composition: This committee shall be composed of five members from the church body elected to serve a three-year term. Also at least two men and two women shall serve on this committee. Election shall be made in a manner which will allow the term of one member to expire one year and the term of two members to expire the following two years alternately. More than one member of the same immediate family may not serve at the same time. A member who has served a three-year term shall not be eligible for re-election before a one-year period.

- 2. Duties

- a. They shall recommend any staff position to be created. They shall seek out and recommend personnel to fill the positions of all staff except

(continued on next page)

- the Pastor. They shall also be responsible for recommending to the Church the discharge of personnel. Recommendations for hiring or discharging personnel shall be presented to the church for discussion and approval during a church business meeting.
- b. They shall consider all salaries and benefits and make recommendations to the Finance Committee prior to annual budget presentation.
 - c. They shall consider the need for additional or reduction in personnel at least annually.
 - d. At the employment of any staff member a thorough job description will be written and discussed with that employee (Note: Pastor's duties and responsibilities are already listed in Article VII – Officers: Pastor, Section 2). In addition to the actual job duties and responsibilities, the job description shall contain (for all staff members, including Pastor) such matters as salary, other benefits, hours, days off, vacation, conference assemblies, revivals and other duties beyond the local church level.
 - e. They shall meet with each staff member, at least annually, to discuss the staff member's job performance as it relates to their job description, and at this time said job description will be updated.
 - f. This committee should meet with each staff member periodically or upon request of any staff member or church committee to hear suggestions, confidential complaints or other matters.

Section 4 Pastor Search Committee

In the event the church shall become without a pastor, a Pastor Search Committee shall be established. Seven church members (including a specified chairman) shall be nominated by the Deacon Fellowship and elected by the church. The term of this committee shall end one year after the installation of the Pastor.

The Pastor Search Committee may recommend an "Interim Pastor" to serve the Church, subject to approval of the church during a business meeting.

The pastoral candidate recommended by the Pastor Search Committee shall be voted upon in a special business meeting after the Sunday morning worship service without discussion. The voting shall be by secret ballot. A two-thirds majority shall be required for the candidate to be accepted. This Committee should be available to meet with the new Pastor at least quarterly for evaluation and feedback during the first year of service to this church.

More than one member of the same immediate family may not serve on this committee at the same time.

Section 5 Deacon/Trustee Nominating Committee

The Deacon/Trustee Nominating Committee shall be composed of five members. These members shall be elected as follows:

Five (5) members of the committee shall be selected from the church body. The regular Nominating Committee will be responsible for recommending these five to the church for approval.

The Deacon/Trustee Nominating Committee will be structured on a two-year tenure with two members of the committee rotating off one year and three members rotating off the next year. More than one member of the same immediate family may not serve on the Deacon/Trustee Nominating Committee at the same time.

The duties of this committee will be to prayerfully seek out from the church membership those persons who will be presented to the church for election as Deacons and Trustees. It shall be the duty of this committee to meet personally with each nominee to discuss qualifications and expectations of those persons who serve as Deacons and Trustees in Grove Park Baptist Church. This committee will be responsible for submitting to the church body, no later than the first Sunday of September, a list of nominees. The Deacon ballot shall consist of twice the number of Deacon nominees needed for election. The Trustee ballot shall consist of three nominees.

Section 6 Constitution Committee

This committee is composed of the Moderator, Church Clerk and a Trustee. The duties of this committee will be to classify all proposed Constitution changes as to the proper article and section applicable and to maintain a master copy of the Constitution. Upon request, this committee will serve to officially interpret the Constitution on behalf of the church.

Section 7 Other special committees may be appointed at the discretion of the church (Reference Article XVI – Church Documents: Grove Park Church Committee Handbook, Section 1).

Article XV - STUDENT AID FUND

There are two basic components of the Student Aid Fund. The first part is funded from the General Budget. The amount of money which is available for distribution each year is limited to the amount approved by the church each year in the general budget. The second part is the Student Aid Endowment Fund. This fund has been established by special gifts for student aid.

Additional designated contributions will be added to this endowment. The amount of money available for distribution is limited to the interest earned on the endowment fund. At no time will the principal contributions be disturbed.

- A. To be considered as an applicant for aid, a student must meet the following requirements:

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- B. Be a member of Grove Park Baptist Church.
- C. Have made a definite commitment to the Lord's work, such as the ministry, missions, Christian education or church music.
- D. Must attend a college, university or seminary whose doctrine is in keeping with traditional evangelical convictions.

Twice a year the Deacons will accept written applications for any available money from the Student Aid Fund (General Fund and Endowment Fund). Once a year the applicant will meet with and provide the Deacons with an update on their Christian Education, future goals and Christian Work aspirations. After receiving any applications the Deacons will determine if all qualifications have been met and determine how to distribute the available funds to all qualified applicants as they determine appropriate.

The Finance Committee will be responsible for determining how much money is available and provide this information to the Deacons. The Deacons will then decide the amount to be given to each student and present it to the church at a business meeting. The Finance Committee will distribute the funds to the applicant's school.

The monies are considered an unconditional grant with no expectation for repayment. No follow-up action by the Deacons is to take place.

Article XVI – CHURCH DOCUMENTS

Section 1 Grove Park Committee Handbook

A listing of all church committees, along with the composition and duties of each, will be published in the "Grove Park Church Committee Handbook". The Constitution Committee will be charged with the responsibility of updating, publishing and distributing the "Committee Handbook" to the membership annually.

Section 2 Grove Park Employee Handbook

Information for all employees with regard to benefits, compensation, performance and other employment policies will be listed in the "Grove Park Church Employee Handbook". The Personnel Committee will be responsible for creating this handbook and incorporating changes approved by the church membership and publishing this book annually.

Section 3 Grove Park Church Wedding Policy Handbook

The Church Wedding Policy will be found in the "Grove Park Church Wedding Policy Handbook" and will be available in the church office.

Section 4 Grove Park Church Family Ministry Handbook

The policies and guidelines for the church Family Ministry Plan will be found in the "Grove Park Church Family Ministry Handbook."

Section 5 Grove Park Church Fund Raising Handbook Policy and Guidelines

The Deacons will be responsible for this handbook and any changes must be approved by the church membership.