

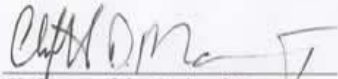
*The Constitution and  
By-Laws of First  
Baptist Church  
St. Marys, Georgia*



The Constitution and By-Laws of the First Baptist Church of St. Marys, Georgia

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We, as the Trustees of First Baptist Church, St. Marys, Georgia, acknowledge this Constitution and By-Laws adheres to the practices of this Body and were incorporated through majority vote of a quorum present on the 10 day of Jan in the year 2021.

  
Chairman of the Body of Deacons

  
Church Clerk

  
Chairman of Personnel Committee

  
Chairman of By-Laws Committee

  
Senior Pastor



## TABLE OF CONTENTS

	<u>PAGE</u>
<b>I. DECLARATION</b> .....	7
<b>II. ORIGIN AND BRIEF HISTORY</b> .....	8
<b>III. COVENANT</b> .....	9
<b>IV. CONSTITUTION</b> .....	10
A. Name .....	10
B. Place of Office .....	10
C. Purpose.....	10
D. Articles of Membership .....	10
1. Qualifications .....	10
2. Expectations .....	10
3. Rights .....	11
4. Quorum .....	11
5. Termination .....	11
6. Restoration .....	12
E. Pastor .....	12
1. Qualifications .....	12
2. Expectations .....	12
3. Absences .....	12
4. Search Committee .....	12
5. Call .....	12
6. Operations .....	13
7. Termination of Pastorate .....	13
F. Associate Pastor .....	13
1. Qualifications.....	13
2. Expectations .....	13
3. Absences .....	14
4. Search Committee .....	14
5. Call .....	14
6. Operations .....	14
7. Termination of Associate Pastor.....	14
G. Deacons .....	15
1. Number, Election, Qualifications and Nominating Process.....	15
2. Questioning Process .....	16
3. Election Process .....	16
4. Honorary Deacons .....	17
H. Nominating Committee .....	17
I. Duties and Responsibilities of Officers, Directors and Committees.....	18
1. Officer Duties .....	18
a. General Provisions and Duties of Officers .....	18
b. Church Treasurer .....	18
c. Chairman of Deacon Body .....	19
d. Vice-Chairman of Deacon Body .....	20
e. Clerk .....	20
f. Chairman of Personnel Committee .....	20
g. Chairman of Finance Committee .....	21
h. Moderator .....	21
i. Trustees .....	22
2. Director Duties .....	22
a. General Provisions of Directors .....	22
b. Director of Music .....	22

The Constitution and By-Laws of the First Baptist Church of St. Marys, Georgia

c.	Chairman of Ushers .....	23
d.	Sunday School Director .....	23
e.	Activities Director .....	23
f.	Children’s Director .....	23
g.	Women on Missions Director .....	23
h.	Men’s Ministry Director .....	24
i.	Youth Director .....	24
j.	Financial Secretary .....	24
k.	Outreach Director .....	24
3.	Committee Duties .....	24
a.	General Provisions of Committees .....	24
b.	Finance Committee .....	25
c.	Budget Committee .....	26
d.	Buildings & Grounds Committee .....	26
e.	Baptismal Committee .....	27
f.	Media Committee .....	27
g.	Music Committee .....	27
h.	Youth Leadership Council .....	27
i.	Pre-school Committee .....	27
j.	Children’s Committee .....	27
k.	Community Ministries Committee .....	27
l.	Transportation Committee .....	28
m.	By-Laws Committee .....	28
n.	Usher Committee .....	28
o.	Personnel Committee .....	28
p.	Kitchen Committee .....	29
q.	Closing Committee .....	29
r.	Missions Committee .....	29
s.	Sound Committee .....	30
t.	Technology Committee .....	30
u.	Fishes and Loaves Committee .....	30
v.	Senior Adult Committee .....	31
w.	Decorating Committee .....	31
x.	Publicity Committee .....	31
y.	Women On Missions Committee.....	31
z.	Men’s Ministry Committee.....	31
aa.	Women’s Ministry Committee.....	31
bb.	AWANA .....	32
cc.	VBS Committee.....	32
dd.	Greeter (FIT) Committee .....	32
ee.	Food Bank/Pantry .....	32
ff.	Children’s Choir Committee .....	32
gg.	Security Committee .....	32
J.	Church Council .....	33
K.	Benevolence .....	33
L.	Church Meetings .....	33
1.	Worship Services .....	33
2.	Church Conference Meetings .....	34
3.	Regular and Special Meetings.....	34
M.	Ordinances .....	34
1.	Baptism .....	34
2.	Lord’s Supper .....	34
3.	Ordination of Ministers .....	35

The Constitution and By-Laws of the First Baptist Church of St. Marys, Georgia

4. Ordination of Deacons .....	35
N. The Marriage Ceremony .....	35

**ATTACHMENTS**

- A. Pastor Job Description
- B. Associate Pastor Job Description
- C. Minister of Education Job Description
- D. Minister of Music Job Description
- E. Minister of Youth Job Description
- F. Administrative Secretary Job Description
- G. Secretary Job Description
- H. Custodial Job Description
- I. Deacon of the Week Suggested Responsibilities

**First Baptist Church of St. Marys Constitution and By-Laws**

**I. DECLARATION**

For the purpose of preserving, propagating, and securing the principles of our faith, and to the end that this body of Christians may be governed in an orderly manner, consistent with the accepted tenets of the Southern Baptist Churches, affiliated with the State Baptist Convention and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of this church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish this constitution. The Church is the sole authoritative interpreter of Scripture in all matters.

## II. ORIGIN AND BRIEF HISTORY

St. Marys is believed to be the second oldest city in the United States. Its first settlers were Spanish, who brought with them a variety of religious influences. It was not until March 7, 1937, that the First Baptist Church of St. Marys was organized under the leadership of Reverend W.C. DeLoach. The First Baptist Church was called St. Marys Baptist Church and had nine charter members as follows: Mr. and Mrs. RY. Alford, Sr., Mr. and Mrs. W.W. Davis, Miss Beulah Davis, Mr. and Mrs. W.C. Jones, and Mr. and Mrs. I.E. Holliman.

Successive pastors have been the Reverend E.H. Campbell, Reverend Shaw Harden, Reverend Carl Milton, Reverend Lester Edgy, Reverend J.H. Bland, Reverend A.F. Smith, Reverend R.S. New, Reverend Charles Sneed, Reverend Alfred Engelman, Reverend David Lundin, Reverend W. Carlton Owens, Reverend Archie C. Carmichael, Reverend John Goad, Reverend Stan Sanford, Reverend Bob H. Halstead, Reverend Keith E. Harwood, Reverend Stephen W. Kegley and Reverend Sam Quick.

Several ministers have come from the ranks of the church members: Carl Sheffield, Jerry Harris, Hubert Aldridge, Ronnie Wildes, Marty McGhin, Quentin McArthur III, Rick Quast, Daniel Branistaneau, Terry Randle, and Cameron Reed.

The name of St. Marys Baptist Church was changed to First Baptist Church of St. Marys on November 7, 1973.



### III. COVENANT

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

We engage, therefore, with 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 individual devotions; to educate our children in the Southern Baptist Doctrine; 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 anger; to abstain from the use and the promotion of intoxicating drinks; and 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 one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the teachings of our Savior to secure them without delay.

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

## IV. CONSTITUTION

### A. Name: First Baptist Church of St. Marys

### B. Place of Office: City of Saint Marys, County of Camden, State of Georgia

### C. Purpose:

The First Baptist Church of St. Marys is organized for the purpose of advancing and promoting the worship of God through the reading and the study of the Holy Bible as the revealed word of God, the teaching and preaching of the Gospel of our Lord and Savior Jesus Christ, conducting regular services of worship for the spiritual training, development and benefit of each member and for the winning of souls to Christ. This church will be missionary in spirit, extending the Gospel through the organized religious channels to the entire world.

It will exist to advance a benevolent ministry to a needy world, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the church of our Lord Jesus Christ, and to channel its offerings to the support of the objects and purposes set forth above. The church will have full power and authority to purchase, lease, and acquire by gift, devise, or bequest, and to hold mortgage, convey, and dispose of all kinds of property, both real and personal, provided that the title to all property will be vested with the church trustees, as hereinafter set forth.

### D. ARTICLES OF MEMBERSHIP

#### 1. Qualifications:

Church membership will be open to:

- a. Any person, who, professing faith in the Lord Jesus Christ, expresses a desire to unite with the church by baptism through immersion. He/she will be placed upon the church rolls under watch-care.
- b. Any person who will request a letter from a recognized church of like faith which practices baptism by immersion.
- c. Any person without such a letter who will relate a satisfactory Christian experience, involving previous membership in a recognized church of like faith which practices baptism by immersion. Disabled persons may be accepted based on testimony of family member or Christian men.

#### 2. Expectations:

Church members are expected to be faithful in all the duties essential to the Christian life, to attend regularly the services of this church on the Lord's Day and at the midweek prayer service, to tithe regularly and systematically for the support of the church and its causes, to share in its organized work, and to be familiar with the church and its bylaws.

**3. Rights:**

- a. All members in full and regular standing, 16 years of age or older, may act and vote in the transactions of the church. Each member should avail himself of the full ministry of this church.
- b. In times of stress and need he is encouraged to call upon the pastor, the deacons, and the resources of the church to aid him. In cases where material aid may be needed by the member, appropriate investigation will be conducted.
- c. Concealed carry is a right permitted of all members with valid permits while attending the church facility.

**4. Quorum:**

Forty (40) members in full and regular standing on the active roll of the church membership will constitute a quorum. For the election of officers and for the call and/or termination of a pastor, a minimum of one hundred twenty-five (125) qualified members will be required. Election of the pastor will be at a called church conference following a regular Sunday morning service.

**5. Termination:**

The continuance of membership will be subject to the principles set forth in the *Baptist Faith and Message* and the following:

- a. Any member in good and regular standing who desires a letter of dismissal and recommendation to any other Baptist Church is entitled to have the request granted, upon request from the said church. Upon granting of letter, First Baptist Church of St. Marys will mail such letter to the requesting church.
- b. If a member in good standing requests to be released from his Covenant obligations to this church for reasons which the church may deem satisfactory, and after patient and kind efforts have been made to secure his continuance in its fellowship, he will be released from his obligations and such request will be granted, and his membership will be terminated.
- c. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his Covenant vows, or non-support of the church, the church may terminate his membership, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment. The church will employ the methods cited in the 18th chapter of the Gospel of Matthew (vs. 15-17). The termination of membership will be brought before the church members by the Deacon Body for a vote.

**6. Restoration:**

Any person whose membership has been terminated for any offense may be restored by vote of the church upon recommendation by the Deacon Body and evidence of his repentance and reformation; or in case of continued absence upon satisfactory explanation thereof.

**E. PASTOR**

**1. Qualifications**

In the selection of a pastor, the church will be guided by the scriptural qualifications. (1 Timothy 3: 1-11) No person will be called as pastor if he is not an ordained Baptist minister in good standing, preferably a Baptist Seminary graduate.

**2. Expectations**

The pastor will be the leader of this congregation and the minister of the Word of God. He will have general supervision of all activities of this church. He will be an ex-officio member of all committees. He will examine all candidates for baptism and conversion for spiritual experience and will instruct all new members in the duties and privileges of church membership. He will perform the ordinances of this church. He will perform duties in accordance with the Pastor's Job Description.

**3. Absences**

The pastor may be absent from the pulpit at the expense of the church not to exceed eight (8) weeks as specified in the Pastor's job description. In the event of absence from the city, the pastor will advise the Deacons as far in advance as possible and will plan his absences to minimize the impact upon the orderly operation of this church. Sick leave is described in the Pastor's job description.

**4. Search Committee**

When a vacancy in the pastorate occurs, a search committee will be selected. The committee will be composed of five active members and two alternates, to represent a cross section of the church membership. Members of the search committee will be recommended by the Deacons and will be elected by the church membership.

**5. Call**

The call of a Pastor will be held at a called church conference, following a regular Sunday morning service. An affirmative vote by two-thirds of the established quorum present and voting (by secret ballot) will be required to extend a call.

## **6. Operations**

The Pastor will be responsible to this church. However, for efficient operation of this church, all matters involving the Pastor will be presented to the active Deacons. If the matter requires church action, appropriate recommendations will be made by the Active Deacons to this church at a regular or called church conference.

## **7. Termination of Pastorate**

- a. A Pastor will be called for an indefinite term. Should the pastor or the church desire to terminate the pastoral relationship, the party desiring such a change will give to the other party at least thirty days written notice. The Pastor will discuss with the Deacon Body his plan of resignation before presenting it to the church. Should the situation ever warrant it, the church may pay the pastor's salary for thirty (30) days, and the relationship will be terminated immediately.
- b. Upon recommendation of the Deacon Body the pastoral relationship will be terminated by a vote of the church. This vote will be taken by secret ballot during a called church conference. Also, when terminating the pastoral relationship an affirmative vote of a majority of the established quorum present and voting will be required.
- c. In the event the deacons fail to recommend that a vote be taken during a called Sunday morning business meeting, the members of the church present during a church conference or other called church conference may vote (by majority) to place the matter before the full church body during a called Sunday morning church conference. *Robert's Rules of Order* will apply.

## **F. ASSOCIATE PASTOR**

### **1. Qualifications**

In the selection of an Associate Pastor the church will be guided by the scriptural qualifications (1 Timothy 3:1-7). No person will be called as Associate Pastor if he is not a regular ordained Baptist minister in good standing, preferably a Baptist Seminary graduate.

### **2. Expectations**

The Associate Pastor will support the pastor and lead the church in services and activities whenever delegated to do so by the Pastor, or in the Pastor's absence. He will be an exofficio member of all committees. During the absence of the Pastor he will examine all candidates for spiritual experience, conversions and baptism and will instruct all new members in the duties and privileges of church membership. He will perform duties in accordance with the Associate Pastor's Job Description.

**3. Absences**

The Associate Pastor may be absent from church activities at the expense of the church not to exceed six weeks as described in the Associate Pastor's job description. In the event of absence from the city, the Associate Pastor will advise the Pastor as far in advance as possible and will plan his absences to minimize disruption of the orderly operation of this church. Sick leave is outlined in the Associate Pastor's job description.

**4. Search Committee**

When a vacancy in the associate pastorate occurs, a search committee will be selected. The committee will be composed of five active members and two alternates to represent a cross section of the church membership. Members of the search committee will be recommended by the Deacons and will be elected by the church membership. The Pastor will provide input and guidance to this committee.

**5. Call**

The call of an Associate Pastor may be extended during a called church conference following a regular Sunday morning service. An affirmative vote by two-thirds of the established quorum present and voting by secret ballot will be required to extend a call.

**6. Operations**

The Associate Pastor will be responsible to this church. However, for efficient operation of this church, all matters involving the Associate Pastor will be presented to the active Deacons. The Associate Pastor is accountable to the Pastor for all matters. If the matter requires church action, appropriate recommendations will be made by the Active Deacons to this church at a regular or called church conference.

**7. Termination of the Associate Pastor**

- a. The Associate Pastor will be called for an indefinite term. Should the Associate Pastor or the church desire to terminate the pastoral relationship, the party desiring such a change will give the other party at least thirty days written notice. The Associate Pastor will discuss with the Pastor and Deacon Body his plan of resignation before presenting it to the church. Should the situation ever warrant it, the church may pay the Associate Pastors salary for thirty (30) days and the relationship will be terminated immediately.
- b. In order to terminate the associate pastoral relationship, a vote of the church will be taken by secret ballot during a called church conference. Also, when terminating the pastoral relationship an affirmative vote of a majority of the established quorum present and voting will be required.
- c. In the event the Deacons fail to recommend that a vote be taken during a called

Sunday morning church conference, the members of the church present during a regular business or other called church conference may vote (by majority) to place the matter before the full church body during a called Sunday morning church conference. *Robert's Rules of Order* will apply.

## **G. DEACONS**

### **1. Number:**

- a. The Deacon Body shall consist of not less than (5) members.

### **2. Qualifications:**

- a. Deacon candidates will have been members of FBCSM a minimum of six months.
- b. Deacons, who previously were church members, and who have rejoined the body, may have the six month membership requirement waived.
- c. Deacon candidates will measure up to the qualifications as outlined in I Timothy 3:8-13.

### **3. Nominating Process:**

- a. Deacon nominations will be accepted from the church body during the first three Sundays in February of each year. Thereafter the nominating process will be closed. This time period may be extended by a majority vote of the deacon body.
- b. Each eligible member of the church body may submit one ballot, nominating up to three eligible deacon prospects.
- c. The names of eligible prospects will be submitted to the active Deacon Body.
- d. The Deacon Body will screen the names of the nominees at their next meeting or during a called meeting. The Deacons will narrow the list to the final nominees to be considered for Deacons. The Deacon Body will prayerfully consider each nominee prior to the next meeting at which each nominee will be brought before the Deacon Body for a vote.
- e. A vote objecting to a particular nominee will require a short, written scriptural reason to support the objection. A particular passage or verse of Scripture will be needed to substantiate the objection. Should there be any ambiguity regarding the objection, the Deacon Body will discuss the objection. The Pastor will then scrutinize each objection. If he agrees with the objection, it will stand.

#### **4. Questioning Process:**

- a. If no reason is given by any member of the Deacon Body why a nominated man should not serve, according to the guidelines given in God's Word, he will be given a Deacon Questionnaire.
- b. Previously ordained deacons will also be required to complete the Deacon Questionnaire, to affirm Deacon responsibilities and Christian living, expected by a deacon.
- c. Deacon nominees will be required to attend a called meeting during which they will present the completed questionnaire. During this meeting the Chairman of the Deacons and the Pastor will review the questionnaire and will explain the expectations placed upon a Deacon.
- d. Should any answers of the questionnaire be troubling, the Deacon Body may be asked to review these answers.
- e. If none are found, the Deacon Body will be informed that the nominees answered satisfactorily and are qualified to serve. The Deacon Body will have a maximum of 45 days to complete items 3 and 4 above.

#### **5. Election Process:**

- a. Deacon nominees confirmed by the Deacon Body will be addressed as Deacon Candidates until duly elected.
- b. Nominees will be introduced to the Church Body during the morning service of the Sunday prior to the election in order for the Church Body to familiarize itself with the Deacon Candidates.
- c. The names of the Deacon Candidates will be placed before the Church Body during a called conference the following Sunday. The Church Body will vote by secret ballot to confirm or reject individual Deacon Candidates.
- d. Deacon candidates receiving affirmative votes of 80% or more of the total votes cast will be considered to be Deacons Elect. Deacons Elect who have not been ordained will participate in the Deacon Ordination Ceremony.
- e. The Pastor and Chairman of Deacons will convene the Ordination Council prior to the May meeting of the Deacon Body.
- f. Newly elected Deacons will take office during the meeting of the Deacon Body in May of every year. Unless a delay is necessary and voted on by a majority of the deacon body.



- g. Deacons will at all time regard themselves servants of the church. With the Pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its ministry and progress, including oversight of the discipline of the church and establishment and maintenance of spiritual and fraternal relations with all members of the church. They will assist the Pastor in observance of the ordinances and needs of the church.
- h. Deacons will have general oversight of the church property (with proper respect to the responsibilities of the church trustees), will meet monthly, and have such committees as are necessary to discharge their duties. The chairman may call the deacons into special session whenever the need for such a meeting arises and will do so upon request of the pastor or any two active deacons.
- i. At meetings of the Deacon Body, a quorum will consist of 60% of the active deacons. Honorary deacons present will be counted in establishing a quorum.
- j. After serving a term of three (3) years, Deacons will rotate off the active body for at least one year. Under special circumstances the Pastor, with the approval of the Deacon Body, may request that a Deacon's term be extended by one year. This extension will require the approval of the Church Body.
- k. During the May meeting active Deacons will elect Deacon Officers to consist of a Chairman, a Vice-Chairman and a Scribe. Officers will be elected annually.

#### **6. Honorary Deacons:**

Upon recommendation of the Deacon Body, the congregation may confer Honorary Deacon membership upon a Deacon who has served this church faithfully and honorably throughout the years.

#### **H. NOMINATING COMMITTEE**

1. The Nominating Committee will consist of five church members and has the responsibility of recommending to the church the various officers and committees responsible for the operation of the church.
2. The pastor will recommend prospective members of the nominating committee to the Deacon Body.
3. Upon approval by the Deacon Body, these nominees will be presented to the Church Body during a regular church conference for confirmation.
4. After confirmation by the Church Body, the committee will elect a chairperson.

5. The term of nominating committee members will be two (2) years. If not enough volunteers are available to fill vacated slots, and upon confirmation by the Deacon Body, a member may remain on the committee for an additional year.
6. Members of the Nominating Committee will be rotated in staggered terms to assure continuity.
7. The Sunday School Director will be an ex-officio member of the Nominating Committee.
8. The Pastor and Associate Pastor will be ex-officio members as previously outlined. They may make recommendations to the Nominating Committee. The committee, however, is not bound to comply with these recommendations.

## **I. DUTIES AND RESPONSIBILITIES OF CHURCH OFFICERS AND COMMITTEES**

### **1. General Provisions and Duties of Officers:**

- a. One or more assistants may be elected as needed and deemed appropriate to assist each officer of this church.
- b. All church officers and assistants, with the exception of the Deacon Officers will be nominated by the nominating committee and elected by the church. They will take office the first day of September, corresponding with the church year.
- c. All officers and assistants are responsible to this church; and should participate in all church activities.
- d. Each church officer will be prepared to make a report to this church at its regular church conference.
- e. The officers of the church are as follows: Church Treasurer, Chairman of the Deacons, Church Clerk, Chairman of the Personnel Committee, Chairman of the Finance Committee, Moderator.

### **2. Church Treasurer:**

- a. The church treasurer will have custody of the church funds and he/she will keep a full and accurate account of receipts and disbursements of this church. The treasurer will supervise the deposit of all monies in the name and to the credit of this church in such depositories as may be

designated by the Finance Committee. The treasurer will give an account of all financial transactions and of the financial condition of the church when requested. The treasurer will make no cash disbursements of church funds. Distribution of church funds over \$100 will be by check or electronic transfer, signed by the treasurer or chairman of Finance Committee in his/her absence. The Treasurer will be a member of the Finance Committee.

- b. The Treasurer will assure that the heads of organizations, committees and activities having items in the budget of this church will approve all purchase requests and requisitions involving their activities, using church purchase orders, before same is presented to the Finance Committee for approval, or before being reimbursed for items they have purchased for cash.
- c. The Treasurer will work and cooperate with the Finance Committee. The Treasurer, assisted by the Finance Committee and financial secretary, will prepare a monthly financial statement for the Finance Committee meeting. This statement will be presented to the Deacons each month and to the church at regular business meetings. The duration of the Treasurer's term will be two years. The term may be extended on a year to year basis with approval of the Deacon Body and affirmative vote of the Church Body.

3. **Chairman of the Deacon Body:**

- a. The Chairman of the Deacon Body will be elected by the Deacon Body during the meeting in May. The Chairman of the Deacons will be responsible for hosting and conducting the monthly Deacons' meeting. He will assure the proper and timely setup of the Lord's Supper, assisting the Pastor when needed, and oversee the general well being of the church.
- b. The Chairman of the Deacons will be responsible for recommending salary adjustments for all pastoral positions. These recommendations will be presented to the Deacon Body at the appropriate time of the year for approval. All direct communication concerning the performance of the Senior Pastor will be made through the Chairman of Deacons. All direct communication regarding performance of the Associate Pastor(s) will be made through the Chairman of Deacons in conjunction with the Senior Pastor.
- c. The chairman will serve as a church trustee.
- d. The term of the Chairman will be one (1) year. The Chairman's term may be extended one (1) additional year upon recommendation by the Deacon Body and approval by the Church Body.

**4. Vice-Chairman of the Deacon Body:**

- a. The Vice-Chairman of the Deacon Body will be elected by the Deacon Body during the meeting in May. The Vice-Chairman of the Deacons will be responsible for assisting the Chairman of Deacons when needed or when the Chairman of Deacons is unable to fulfill his responsibilities.
- b. The Vice-Chairman of the Deacon Body will serve on the Finance Committee.
- c. The term of the Vice-Chairman will be for one (1) year. His term may be extended one (1) additional year upon recommendation by the Deacon Body and approval by the Church Body.

**5. Clerk:**

- a. The Clerk of the church will supervise the keeping of a suitable book of records of all the actions of the church, except as otherwise provided. The clerk shall submit the minutes and records to the church secretary to scan and place on the server.
- b. The Clerk will supervise the keeping of a register of the names of members, with dates of admission, dismissal or death, together with a record of baptisms.
- c. The Clerk will supervise the issuance of letters of dismissal voted on by the church, preserve and keep on file all communications and written reports.
- d. The Clerk will conduct such correspondence for the church as the church may direct and will prepare the annual letter to the association for approval by the church.
- e. The Clerk will serve as one of the three church trustees.
- f. The duration of the Clerk's term will not exceed two (2) years before rotation is required. The term may be extended for a maximum of one year upon recommendation by the Deacon Body and approval by the Church Body.

**6. Chairperson of the Personnel Committee:**

- a. The Personnel Committee Chairperson will preside over all called and monthly meetings of the Personnel Committee.
- b. The Personnel Committee Chairperson will serve as a member of the Finance Committee.

- c. The Chairperson will be responsible for maintaining job descriptions of all paid staff other than pastoral positions. These positions will be sent to the church secretary to scan and put on the church server.
- d. The Chairperson will be responsible for direct communication with paid staff as designated above regarding all matters, including performance.
- e. The term of the Chairperson of the Personnel Committee shall not exceed one (1) year. This may be waived on a year-to-year basis upon recommendation of the Deacon Body and approval by the Church Body.

**7. Chairperson of the Finance Committee:**

- a. The Chairperson of the Finance Committee will be responsible for organizing and hosting the monthly meeting of the Finance Committee. The Chairperson will set the time and location for the monthly meeting and ensure that proper notice for this meeting is given.
- b. The Chairperson will have signature authority on checks written by FBCSM. The Chairperson will be responsible for the financial well being of the church and will initiate appropriate action, through the Finance Committee, to alleviate unforeseen and/or unanticipated financial conditions that may adversely affect the church.
- c. The Finance Chairperson will chair the Budget Committee in the fall of each year.
- d. The Finance Chairperson will prepare a financial report for the Deacon Body's monthly meeting and the quarterly church conference.
- e. The term of the Finance Chairperson will not exceed three (3) years. This may be waived on a year-to-year basis upon recommendation of the Deacon Body and approval by the Church Body.

**8. Moderator:**

The Moderator will preside over all business meetings of the church. In the absence of the moderator, the Chairman of the Deacon Body will preside, or in the absence of both, the church clerk or Pastor will call the church to order and a Moderator pro tem will be elected. The Moderator will be well versed in *Robert's Rules of Order* and will conduct all church meetings accordingly. The term of the moderator will not exceed one year. This may be waived on a year to year basis with the

recommendation of the Deacon Body and Approval by the Church Body.

**9. Trustees:**

Three Trustees, the Chairman of the Deacon Body, the Treasurer, and the Clerk, will hold in trust the church property. They will have no power to buy, sell, mortgage, lease or transfer any property without the church membership specifically authorizing each action by a majority vote. It will be the function of the Trustees to affix their signatures to legal documents involving the sale, mortgaging, purchase, rental of property, or other legal documents where the signatures of Trustees are required. Having served as a trustee the previous year will not disqualify the member for re-election.

**II. DIRECTORS' DUTIES:**

**1. General Provisions and Duties of Directors:**

- a. One or more assistants may be elected by the Church Body to assist each Director of this church as this church deems necessary.
- b. All church Directors and assistants will be selected by the Nominating Committee and elected by the Church Body. They will serve a term in office of one year except where otherwise provided. They will take office the first day of September, corresponding with the church year.
- c. All Directors and assistants will be responsible to this church; however, for efficient operation of this church, all recommendations will be made to the church through the appropriate boards.
- d. Every Director and assistant will be an active member of this church and will participate in all church activities unless providentially hindered to do so.
- e. Each Director of this church will be prepared to make a report to this church at its regular church conference.

**2. Director of Music**

The Director of Music will be charged with the responsibility of providing worshipful music for all services and departments of the church and will have general oversight and direction of music. He will work under the direction of the Pastor and in cooperation with the Music Committee. He will direct the adult choir in all its practices and public appearances and will cooperate with the Pastor and other leaders in the selection of appropriate musical programs for all occasions. He will perform his duties in accordance with the job description of the Director of Music.

**3. Chairman of Ushers**

The Chairman of Ushers will have the responsibility of selecting and training a sufficient number of ushers to greet and seat the congregation, greet and introduce visitors, collection of tithes and offerings, and to prevent interruptions and distractions of services. It will be the Chairman's responsibility to see that the proper number of ushers are available at all services. The term of the Chairman of Ushers will not exceed one (1) year. This may be waived on a year to year basis with the recommendation of the Deacon Body and approval by the Church Body.

**4. Sunday School Director**

The Sunday School Director will have the general supervision over the Sunday School Department in conjunction with the Pastor. The Sunday School Director will be responsible, in conjunction with the committees concerned, that officers and teachers are available, that adequate space and equipment are available, and that the records are properly kept. The Sunday School Director will preside over the meetings of the Sunday School departments and will give a report about the Sunday School to this church at its regular church conferences. The Sunday School Director will present recommendations regarding Sunday School through the Pastor. The term of the Sunday School Director shall not exceed one (1) year. This may be waived on a year to year basis upon recommendation by the Deacon Body and approval by the Church Body.

**5. Pre-School Director**

It will be the responsibility of the pre-school director to see that the nursery is staffed. The director will coordinate nursery services for regular and special services of the church.

**6. Children's Director**

It will be the responsibility of the Children's Director to plan special activities for the children, such as the annual Easter Egg Hunt, Christmas Party, and other activities as directed and appropriate. The Children's Director will also coordinate the running of the RA and GA program with the WOM Director.

**7. Women on Missions Director**

The Director of this organization will be responsible that leadership is provided, adequate space and equipment are available, and that records are properly kept. She will make reports to this church and present recommendations to this church.

**8. Men's Ministry Director**

The Director of the Men's Ministry will be responsible that leadership is provided, adequate space and equipment are available, and that records are kept. He will make reports to this church and present recommendations to this church.

**9. Youth Director**

The Youth Director will work under the direction of the Pastor and in conjunction with the Youth Leadership Council. The Youth Director will establish and carry out programs that promote Christian fellowship and spiritual growth among the youth of the church. He will perform duties according to the job description of the Youth Director.

**10. Financial Secretary**

The Financial Secretary will be responsible for recording all contributions to the church. She will maintain accurate and up-to-date records, and will issue statements of contributions to such church members for IRS purposes. The Financial Secretary will maintain financial record, make statements available to the Finance Committee and produce financial reports as required. It is understood that the records of the Financial Secretary will be made available, upon request, to the Chairman of the Finance Committee and the Treasurer. Individuals will have access to their own statements upon written request. The duties of the Financial Secretary are listed in the job description. The Financial Secretary shall permit a petty cash fund for small miscellaneous purchases that may arise not to exceed \$100.00.

**11. Outreach Director**

The Outreach Director will be responsible for the leadership and direction of the outreach program. The Director will develop a plan and schedule for the outreach program. The Director may form teams and provide leadership to these teams. The Director will furnish a monthly report to the Deacon Body.

**III. COMMITTEE DUTIES**

**1. General Provisions of Committees**

- a. All committee chairs and members will be nominated by the church nominating committee, approved by the Body of Deacons and elected by this church during a regular church conference.
- b. Each committee will be composed of at least three active members of this church. The Church Nominating Committee will select a minimum of three (3) committee members that are



required for each committee to efficiently carry out its duties.

- c. Except as otherwise provided herein, the Church Nominating Committee will name the chairman of each committee, subject to approval by this church.
- d. All committee members, unless otherwise indicated, will serve for a term of one year and will take office the first day of September, corresponding to the church year. Vacancies will be filled promptly by the Church Nominating Committee.
- e. Each committee will meet at the call of the Chairman or Pastor. A quorum will consist of two-thirds of the members of the committee.
- e. The committees will make recommendations to the church body. Committees will meet at the call of the Chairman or Pastor. A quorum will consist of two-thirds of committee members.
- f. Any additional, temporary or permanent committees, within the discretion of the Church Nominating Committee, may be recommended to this church for election from time to time. Changes and modifications or additions to a committee will be brought before the Church Nominating Committee. The Nominating Committee's decisions will be final, subject only to review by the Deacon Body and Pastor.
- g. The following committees may include one (1) youth, serving in the capacity of helper and observer: Finance, Budget, Baptismal, Media, Music, Buildings and Grounds, Pre-school, Transportation, Youth Leadership, Community Ministries, By-Laws, Ushers, Personnel, Kitchen, Closing, Missions, Sound, Technology Senior Adult. Decorating, Publicity, WOM, Men's, AWANA, Video, and VBS, The Youth Director will select these youth committee members.

## **2. Finance Committee**

- a. The Finance Committee will be composed of the Treasurer, Personnel Committee Chairperson, the Vice-Chairman of the Deacons and at least three (3) at-large members, one of which will serve as the Finance Committee Chairperson. The chairperson will vote only to break tied votes. It will be the duty of this committee to maintain an accurate accounting of each allocation, seeing that funds allocated are used for specified purposes as indicated in the church budget.
- b. The Finance Committee will have authority to spend up to

\$2,000.00 a month on non-budget items, not to exceed \$3,000.00 in any two consecutive months. All non-budgeted items exceeding \$2,000.00 must be presented to the Church Body for approval.

- c. The three at-large members will serve two (2) years each then rotate off for a minimum of one (1) year. This rotation will be staggered for the three members.
- d. The committee will meet at least once each month and will assist in preparing the finance report for the monthly Deacon Body meeting and the quarterly church conference.
- e. The Finance Committee will assure that a review of the financial records is conducted quarterly. An audit of the church's financial records will be conducted every five years unless otherwise directed by the Church Body.

### **3. Budget Committee**

- a. The Budget Committee will be composed of church officers, directors, and committee chairs that are responsible for any portion of the church budget.
- b. This committee will be responsible for preparing the church budget. It is understood that this committee will meet yearly in a timely manner so that the proposed budget will be presented to the Deacon Body for approval at its regular December meeting. Upon approval by the Deacon Body, the proposed budget will be presented to the Church Body for approval by voice vote during a called church conference in December. The Budget Committee will hold its first meeting no later than September 15 of each year. The Chairperson of the Finance Committee will chair the Budget Committee and will set all meeting dates.

### **4. Buildings and Grounds Committee**

- a. At least one member of the Buildings and Grounds Committee will be an active deacon. This committee will assure the proper maintenance and upkeep of buildings and grounds of all church property. It will recommend to the Church Body items requiring capital expenditure. It will supervise the help necessary for maintaining the proper appearance of the inside and outside of the church.
- b. It will coordinate the purchase of janitorial supplies needed beyond the janitorial services routine requirements. It will also be responsible for any minor building projects and renovations/modifications to the church. Large building projects will be deferred to a designated Building or Renovation Committee.

**5. Baptismal Committee**

This committee will make all necessary arrangements for the ordinance of baptism and will render any assistance to the Pastor and to the candidates as may be necessary. This committee will consist of two (2) men and two (2) women.

**6. Media Committee**

The Media Committee will consist of a minimum of three (3) members. This committee will maintain media space, keep records, and ascertain that all media are kept in an orderly, organized manner. In addition, the Media Committee will review new publications and make purchasing recommendations to the Deacon Body.

**7. Music Committee**

This committee will be composed of the organist, pianist, Music Director and two choir members nominated by the Nominating Committee. The committee will be responsible for the music program of the church.

**8. Youth Leadership Council**

Membership in the Youth Leadership Council is open all interested adults and two (2) youth selected by the Youth Minister, who want to participate in the planning of guidelines and activities of the Youth Program. The committee's responsibility will be to promote Christian growth, fellowship, and evangelism among youth of the church and community.

**9. Pre-school Committee**

The Preschool Committee will be composed of three (3) members. It will be the responsibility of this committee to assure that the nursery is maintained, staffed and kept in good repair. This committee will provide nursery facilities for all regular and special services of the church.

**10. Children's Committee**

The Children's Committee will be composed of three (3) members. It will be the responsibility of this committee to assure that the Children's building is maintained, staffed and kept in good repair. This committee will provide children's programs for all regular and special services of the church and assist the Children's Director as needed.

**11. Community Ministry Committee**

This committee will be composed of at least three (3) members. It will be the responsibility of the Community Ministry Committee to monitor the social actions of the community and what the church can do to

interact. Some examples are benevolence, divorce care, marriage enrichment, unwed mothers, and substance abuse. This committee will stand up for the biblical principles in the political realm. The committee will report to the Deacon Body and the Pastor.

**12. Transportation Committee**

Members will include one (1) active Deacon, one (1) member of the Youth Leadership Council and one (1) member nominated by the Nominating Committee. It will be the responsibility of the committee to get set up rules and regulations pertaining to the operation and maintenance of all church vehicles. It will assure the availability of an adequate number of CDL drivers. The Transportation Committee will establish guidelines for the use of church vehicles, the recording of mileage, vehicle cleanliness, and the proper allocation and/or distribution of vehicle expenses.

**13. By-Laws Committee**

- a. This committee will consist of a minimum of (3) members. By-Laws will be reviewed every two years and updated where necessary, unless directed otherwise by the Church Body. At least one member of this committee will be an active deacon. Members will serve a maximum of three (3) years.
- b. Rotation of the members will be staggered to assure continuity of the committee. The Chairperson will serve for one (1) year. Extensions may be authorized by the Deacon Body and approved by the Church Body.

**14. Usher Committee**

- a. The committee will be composed of three (3) members. It will be the responsibility of this committee to recruit, train and provide ushers for church services.
- b. The ushers will facilitate the greeting and seating of church members and visitors. They will collect tithes and contributions at Sunday services.

**15. Personnel Committee**

- a. The Personnel Committee will consist of three (3) or more members. At least one (1) member will be an active Deacon. This committee will interview and recommend candidates for vacant staff positions and paid support staff positions to the Church Body, not including ministerial positions.
- b. Work performed by contracted positions will be supervised by this committee. Where applicable, directions for these positions will be

contained in a specific job descriptions. Members of this committee will serve for a maximum of three (3) years. The rotation will be staggered to provide for continuity of this committee. The chairperson will service for one (1) year. Extensions may be authorized by the Deacon Body and approved by the Church Body.

**16. Kitchen Committee**

- a. The Kitchen Committee will consist of three (3) or more members. This committee will be responsible for the procurement and preparation of all food for church-wide or special dinners.
- b. The committee will catalogue and supervise the inventory of all kitchen equipment belonging to the church.
- c. It will assure an adequate supply of paper goods, pots and pans, utensils, etc. necessary for the operation of the kitchen.
- d. All loan requests for kitchen equipment will be approved by the committee. The committee will keep a record of all kitchen equipment loaned and will assure the proper and timely return thereof.
- e. All purchases, other than routine food staples and supplies will require the approval of the Finance Committee.
- f. The committee chairperson may appoint additional members to facilitate the planning, purchasing of food supplies and preparation of meals for Wednesday Evening Suppers and other church meals.

**17. Closing Committee**

The Closing Committee will consist of at least six (6) members. The committee will divide into groups of two (2) or more and will be responsible for turning off lights, air conditioning, etc., and securing all church buildings after completion of services.

**18. Missions Committee**

The Missions Committee will consist of at least three (3) members. At least one member of this committee will be an active deacon. The purpose of the Missions Committee is to develop strategies whereby the church membership will be more understanding of missions and get personally involved in missions and mission projects. This committee will periodically plan church wide mission trips and help cultivate mission functions of WOM and the youth program in coordination with the Pastor

**19. Sound Committee**

- a. The Sound Committee will be composed of at least three (3) members. The committee will be responsible for operating and maintaining the sound system of all church facilities.
- b. The chairperson will ensure that a qualified sound operator is available to operate the sound equipment during all church services. He will add additional members to the committee who will be properly trained in operating the sound equipment of First Baptist Church. He will coordinate with the Music Minister on the sound schedule as requested.
- c. The chairperson, with the concurrence of the committee, will be responsible for the maintenance, repair and replacement of existing equipment and for requesting additional equipment as needed.
- d. The Sound Committee is also responsible for the lighting system of the sanctuary during worship services.
- e. Non-authorized personnel and/or children are not allowed in the sound booth.

**20. Technology Committee**

- a. The Technology Committee will consist of a minimum of three (3) members. The committee is responsible for the purchase and maintenance of computers, all peripheral computer equipment, and office equipment of the church. This will include all necessary software upgrades and software improvements.
- b. This committee will account for all laptop computers, desktop computers, printers, servers, LCD projectors, and associated hardware.
- c. This committee will be responsible for the audio/visual equipment used during worship services and will provide the necessary, trained personnel to operate the LCD projectors during worship services.
- d. This committee will be responsible for the webcasting of all services and responsible for all the equipment supporting this. They will work in conjunction with sound personnel during morning services.
- e. This committee will work in conjunction with the church staff and Publicity Committee on maintaining and updating the church website, FACEBOOK, and social media page.

**21. Senior Adult Committee**

- a. The Senior Adult Committee will be composed of three (3) members. This Committee will coordinate with the Pastor on an ongoing plan of activities and trips for the church's senior adult members.
- b. It will plan the meals and programs for each monthly senior adult dinner.

**22. Decorating Committee**

- a. The Decorating Committee will consist of a minimum of three (3) members. It will provide for the enhancement and décor of the church's facilities. It will decorate the worship center for each season and holidays of the year.

**23. Publicity Committee**

- a. The Publicity Committee will consist of a minimum of three (3) members. This committee will photograph and/or video record the various activities of the church for the purpose of publicizing such activities in local news media.
- b. The committee will consider and recommend other advertising media for the church, such as billboards, flyers, TV, and yellow pages. This committee will also be responsible for maintaining and updating the church's web pages and FACEBOOK pages.

**24. Women on Missions Committee**

This committee will consist of a minimum of three (3) members. It will promote the study of missions and will set monetary goals for the annual Lottie Moon and Annie Armstrong offerings.

**25. Men's Ministry Committee**

- a. The Men's Ministry Committee will consist of a minimum of three (3) members, one of which will be an active deacon. This committee will be responsible for developing men of the church for future leadership positions.
- b. The committee will help men to grow in their Christian walk through fellowship, training and accountability.

**26. Women's Ministry Committee**

This committee will consist of at least three (3) members. It will be responsible for developing women of the church into future leaders. This committee will help women grow in their Christian walk through fellowship, training and accountability.

**27. AWANA Committee**

The AWANA Committee will consist of a minimum of three (3) members. There will be an AWANA Commander, secretary and treasurer.

**28. VBS Committee**

- a. The Vacation Bible School Committee will consist of a minimum of three (3) members. The committee will appoint a chairperson who will, with the committee, plan and execute Vacation Bible School week during the summer.
- b. The committee will select the program and materials required and will submit these items for purchase in a timely manner prior to VBS week. The committee will be responsible for the proper promotion of VBS.

**29. Greeter (FIT) Committee**

This committee, First Impression Team (FIT), shall be composed of at least two (3) members. The committee will be responsible for greeting church members and visitors prior to the morning and evening services. It will provide directions for visitors and church members to classes and facilities as needed.

**30. Food Bank/Pantry Committee**

This committee shall be composed of at least two (2) members. The committee's chairperson may appoint additional committee members. The committee will coordinate the occasional collection of food items and will assure the prompt delivery of all food donated to the Salvation Army.

**31. Children's Choir Committee**

The Children's Choir Committee will be composed of a minimum of two (2) members. The chairperson of this committee may appoint additional members as warranted. The committee will organize and direct a choir for children and will coordinate the choir's activities with the Pastor.

**32. Security Committee**

The Security committee shall be composed of at least three (3) members and are responsible for the security of the church during worship services. They will be responsible to monitor the security cameras during service.



## **L. CHURCH COUNCIL**

The Church Council is composed of the following committee chairs and directors: Finance Committee, Budget Committee, Buildings and Grounds Committee, Baptismal Committee, Media Committee, Pre-School Committee, Transportation Committee, Youth Leadership Council, Community Ministries Committee, By-Laws Committee, Ushers Committee, Personnel Committee, Kitchen Committee, Closing Committee, Missions Committee, Sound Committee, Technology Committee, Senior Adult Committee, Decorating Committee, Publicity Committee, WOM Committee, Men's Committee, Women's Committee, AWANA Committee, VBS Committee, Greeter Committee, Food Bank/Pantry Committee, and Children's Choir Committee.

This committee is responsible for setting the annual church budget, with the budget year coinciding with the calendar year. It is considered mandatory for the above listed chairpersons and directors to attend the annual budget conference. The committee will submit this proposed to the Finance Committee.

## **M. BENELOVENCE**

It is the desire of First Baptist Church of St. Marys, Georgia to take care of the needy. Any church member who has knowledge of a person or persons needing assistance will bring it to the attention of the Pastor, deacons and/or the church in general so the necessary actions can be taken.

## **N. CHURCH MEETINGS**

### **1. Worship Services**

- a. Worship Services will be held every Sunday morning and evening. Sunday School meetings will precede the morning worship service, except in case of dual worship services on Sunday Morning, when Sunday School will be held between these morning services. The Church Body may direct otherwise.
- b. Prayer services will be held during the week, traditionally on Wednesday evenings.
- c. Special worship services and revivals will be held as recommended by the Pastor, approved by the Deacon Body and the Church Body.
- d. Upon recommendation by the Pastor and approval by the Deacon Body, worship services may occasionally be suspended or starting times of church services may be altered in order for this church to cooperate with associational or convention-wide worship services, held in this area.
- e. In cases of emergencies, the Deacon Body and/or Pastor may

suspend services.

## **2. Church Conference Meetings**

- a. The quarterly church conference meetings of First Baptist Church of St Marys will be held each third Sunday evening of a calendar quarter.
- b. Special business meeting of this church may be called at any time by the Pastor and two active deacons, provided that the hour named is the time for a regular church service. Any such special business meeting must be announced according to *Robert's Rules of Order*. Any action taken during such special business meetings must be ratified at the next regular business meeting.
- c. The moderator, if present, will preside over the business meetings and special business meetings. In the moderator's absence the chairman of the deacons will serve as moderator. The Pastor may preside in absence of both the moderator and chairman of deacons.
- d. All church conferences will be conducted in accordance with *Robert's Rules of Order*, newly revised edition. The above rule will not apply to the assemblage of committees. The chairperson of a committee will hereby be authorized to poll his committee by phone.
- e. The regular church conference in October will also be the annual business meeting at which time church representative to the association will be approved.

## **3. Regular and Special Committee Meetings**

Regular and special meetings of all departments, committees and organizations of this church may be held at this church upon reasonable notice to the church office.

# **O. ORDINANCES**

## **1. Baptism**

- a. Baptism will be by immersion.
- b. The Pastor, if available, will perform this ordinance. In his absence or inability, and ordained Baptist minister or deacon, upon approval by the Church Body, will perform this ordinance.

## **2. Lord's Supper**

- a. The Lord's Supper will be observed at least once each quarter.
- b. The Pastor and the chairman of deacons will preside. In the absence or inability of either, ordained members of this church will be designated to preside.

**3. Ordination of Ministers**

- a. This church may ordain anyone who gives evidence of being called by God to preach His Word.
- b. Upon receipt of a request to ordain an individual as a minister, the Pastor and Deacon Body will arrange for a proper preliminary investigation, an ordination council will be called by the Pastor. This council, after examination of the candidate, will make an appropriate recommendation to the Church Body through the Deacon Body at the following regular business meeting.
- c. Upon approval of a recommendation by this Church Body to ordain the candidate, a date will be set by the Pastor for an appropriate ordination service.
- d. A person who feels the call to preach God's Word may be licensed by this church prior to ordination.

**4. Ordination of Deacons**

- a. This church may ordain anyone who gives evidence of being called by God to become a deacon.
- b. Upon receipt of a request to ordain an individual as a deacon, the Pastor and Deacon Body will arrange for a proper preliminary investigation, an ordination council will be called by the Pastor. This council, after examination of the candidate, will make an appropriate recommendation to the Church Body through the Deacon Body at the following regular business meeting.
- c. Upon approval of a recommendation by this Church Body to ordain the candidate, a date will be set by the Pastor for an appropriate ordination service.

**5. The Marriage Ceremony**

- a. The Church is the sole authoritative interpreter of Scripture in all matters regarding marriage.
- b. First Baptist Church of St. Mary's, Georgia practices the biblical standard for marriage in the eyes of God between one naturally born man and one naturally born woman at birth.
- c. The word "marriage" means only a legal union between one man and one woman as husband and wife, and the "spouse" refers only to a person of the opposite sex who is a husband or a wife.

*ATTACHMENT H*

**FIRST BAPTIST CHURCH OF ST. MARYS  
DEACON OF THE WEEK**

**Suggested Requirements**

The “Deacon of the Week” program offers a real opportunity for our deacons to become informed regarding the many activities of the church and to know of the problems which confront a pastor in providing leadership for the church program.

The “Deacon of the Week” program will include all active and reserve deacons in the church who are willing to participate.

The “Deacon of the Week” will assume office on Sunday and perform the following duties as outlined for the entire week:

- 1) “Deacon of the Week” is listed in the monthly calendar. His duties start on Sunday and continues through the following Saturday. He should visit the church office on Sunday morning and assume any duties that the pastor might suggest for the day. If a visiting minister is to be in the pulpit, assist in arranging the program for the day and arrange for any visitation requiring special need. “Deacon of the Week” should be down front and prepared to have prayer in the morning worship service. When not needed in the pulpit, or performing any other function in the church that would prevent such, the “Deacon of the Week” should stand at the center door of the sanctuary to greet those attending the services. At the close of the service he should stand at the center door of the sanctuary to greet everyone and give first time visitors church gift.
- 2) Visit the church office during the week and arrange for visitation of new members and their enlistment in different organizations of the church.
- 3) Welcome visiting ministers who are to fill our pulpit..
- 4) Be available for any service requested by the pastor, notifying the proper deacons when additional assistance is needed.
- 5) Deacon should arrange for someone else to provide services if he is unable to be available during his week of service.
- 6) Assist in the setup and breakdown of communion equipment for service.

*ATTACHMENT I*

**FIRST BAPTIST CHURCH OF ST. MARYS**

**Position Description: Custodial**

BUILDINGS

Offices and Hallway

- Vacuum twice weekly
- Dust once weekly
- Empty trash twice weekly

Fellowship Hall and Kitchen

- Clean kitchen, wash and put away dishes
- Sweep/dust mop floor on Monday and Thursday or as required.
- Wet mop floors biweekly or as required
- Empty trash cans on Mondays and Thursdays or as required

Restrooms (Including Youth and Children's Buildings)

- Clean commodes, urinals, lavatories and surrounding areas on Mondays and Thursdays
- Clean bright work and mirrors weekly
- Check and re-supply soap dispensers and paper products weekly or as required

Sunday School Rooms

- Remove garbage weekly

Nursery Area

- Vacuum floors as necessary
- Clean sinks and bathrooms
- Take out garbage

Youth Building

- Clean kitchen and bathroom
- Take out garbage

Janitorial and Supply Closets

- Kept neat and clean

Doors (Interior & Exterior), Walls and Baseboards

- Check monthly for dirt and smudges and wipe down as required.

Other Tasks As Necessary

- Instruction for the completion of additional tasks may at times be necessary.

The janitorial person is paid on the basis of a 10 hour average work week, the Scheduling of work to be compatible with the janitorial worker and the other staff.

*ATTACHMENT J*

**FIRST BAPTIST CHURCH OF ST. MARYS**

**Position Description: Nursery Worker**

**Schedule**

The Nursery Worker shall use the following schedule:

Sunday morning 8:30 am - 12:30 pm

Sunday evening 5:45 pm - 7:30 pm (Evening service & Choir Practice as scheduled.)

Monday morning 9:15 am - 10:30 am WMU Meeting (First & Third Mondays)  
WMU Luncheons as scheduled

Wednesday 6:45 pm - 9:00 pm Prayer Meeting & Choir Practice

Or other times as designated by the Children's Director.

Special Events as scheduled

The Nursery worker will be paid for 10 hours a week @ minimum wage.

The nursery worker is required to show up for all scheduled times. If no children are present by 15 minutes after the scheduled meeting time the worker may leave. The Nursery worker is budgeted for 8 hours from the Nursery Worker budget and for 2 hours from the WMU budget.

**JOB DESCRIPTION (PAID PRESCHOOL WORKER)**

1. Arrive 15 minutes prior to the start of worship service or activity.
2. Enforce Security System.
3. Follow Extended Session guidelines.
4. Wash sheets, blankets, and cloth diapers weekly.
5. Wash toys after each use.
6. Empty trash at the end of each session.
7. Keep nursery stocked with supplies such as diapers, wet wipes and kleenex. Also keep crackers and juice. You may turn in receipts.
8. Please notify Church Office or Preschool Director if you are unable to be here as scheduled.
9. Please do not hesitate to ask for volunteer assistance if you have more children than you feel you can safely care for.

**EXTENDED SESSION GUIDELINES**

1. Arrive at least 15 minutes prior to the start of the worship service.
2. Slip into the room quietly and let the Department Director know you have arrived for the extended session (Sunday Morning).
3. If you do not know the children, make a name tag and place it on their back.
4. Please have first time visitors fill out a visitor's slip or sign visitor's book and issue them a colored index card, and explain security system.
5. Be sure each child's bag, cup, bottle, and etc. are labeled.
6. Get instructions for the child's care, such as feeding, before the parents leave.
7. Clean cribs will have a sheet enclosed in a zip loc bag on the mattress. Open the bag and place sheet on crib. Cribs used during Sunday school will be labeled with the child's name.
8. Provide a light snack such as apple juice and crackers (no koolaid please).
9. Extended session cards will be mailed to you. Study the lesson and plan an activity for the children.
10. Change diapers as necessary. Clean the changing table after each use, and wash hands. Many children in this age group are being "potty trained" and need to go the bathroom often. Be sure that babies and children are dry/clean about 10 minutes before the service is scheduled to end.
11. Babies under 6 months of age: Place a cloth diaper on your shoulder when burping or holding. Use a clean diaper for each child.
12. If a child cries more than a reasonable amount of time and you've tried

## The Constitution and By-Laws of the First Baptist Church of St. Marys, Georgia

offering snack, taking him outside, rocking, etc.; ask the usher in the vestibule to get his/her parent. The parent is welcome to stay in the room with the child.

13. Record attendance in the 3x5 spiral notebook in the room.

14. Remember, you are one of the first contacts visitors with small children have, and first impressions are very important!