

Daisy Chapel Missionary Baptist Church



WHERE LIVES ARE BEING TRANSFORMED
THROUGH BY THE WORD OF GOD!

By-Laws

Revised
02/28/2024

*Daisy Chapel Missionary Baptist
Church*

808 South Jackson Street

Beulaville, NC 28518

Established 1919

By-laws & Constitution

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Table of Contents

<i>ARTICLE I - NAME</i>	3
<i>ARTICLE II - PURPOSE</i>	3
<i>ARTICLE III - CHURCH DOCTRINE</i>	3
<i>ARTICLE IV - CHURCH MEMBERSHIP</i>	4
<i>ARTICLE V - DISCIPLINARY PROCEDURES</i>	6
<i>ARTICLE VI - OFFICERS OF THE CHURCH</i>	8
<i>ARTICLE VII - CHURCH MINISTRIES</i>	13
<i>ARTICLE VIII - OFFICERS OF THE MINISTRIES</i>	13
<i>ARTICLE IX - ELECTIONS</i>	25
<i>ARTICLE X - MEETINGS</i>	26
<i>ARTICLE XI - PARLIAMENTARY RULES</i>	27
<i>ARTICLE XII - CHURCH YEAR</i>	30
<i>ARTICLE XIII - CHURCH GIVING</i>	30
<i>ARTICLE XV - CHURCH RECORDS</i>	32
<i>ARTICLE XVI - DISTRIBUTION OF ASSETS UPON DISSOLUTION</i>	34
<i>ARTICLE XVII - AMENDMENTS</i>	34

By-Laws and Constitution

ARTICLE I - NAME

The name of this church shall be called the "Daisy Chapel Missionary Baptist Church, Beulaville, NC"

ARTICLE II - PURPOSE

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

ARTICLE III - CHURCH DOCTRINE

WE BELIEVE:

- 1. The authorized King James Version of the Old and New Testaments is the Word of God, inerrant and inspired in its original autographs, a complete and final revelation of God.*
- 2. In one God, personal and knowable, Who manifest Himself in three Persons: the Father, the Son and the Holy Spirit.*
- 3. That Jesus Christ is God manifested in the flesh, born of a virgin, without sin and the chosen Messiah, Who will one day set up His kingdom on earth.*
- 4. That Jesus Christ died on the cross for our sins, was buried, rose again from the dead, ascended back to Heaven and will one day return to this earth again.*
- 5. That all persons are sinners, guilty before God, deserving of judgment, and in need of the Savior, Jesus Christ the Lord.*
- 6. That salvation from sin, death and hell is by God's grace, based on the work of Jesus Christ alone, and is received by faith apart from any human performance or merit.*

7. *That all believers in Jesus Christ are baptized, sealed, and indwelt by the Holy Spirit. That God fills those believers, who obey Him by separating themselves from sinful habits and lifestyles.*
8. *That eternal believers should assemble in local churches for mutual edification, equipping, encouragement, evangelism, service and worship.*

ARTICLE IV - CHURCH MEMBERSHIP

Section 1 - Admission of Members

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

Section 1A - By Baptism

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

Section 1B - By Letter

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

Section 1C - By Christian Experience

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

Section 1D - By Restoration

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

Section 1E - By Watch Care

A person who desires temporary membership under watch care and maintain Permanent membership at a home church. Watch care members have all the privileges of membership except for voting in church business meetings and holding church offices.

Section 2 - Membership Defined

Section 2A - Inactive Members

- 1. A member will be moved to the inactive roster for Daisy Chapel Missionary Baptist Church when the status and/or location of that member is in question.*
- 2. A member will be moved to the inactive roster of Daisy Chapel Missionary Baptist Church when the member relocates from the area and requests that his/her name is removed from the church membership roll.*
- 3. A member will be moved to the inactive roster of Daisy Chapel Missionary Baptist Church when the member has not paid any tithes consistently in the last 90 days. The Deacon Board will determine if extenuating circumstances exist i.e., sickness, incapacitation, nursing home, etc. which would prevent payment and keep the member on the church membership roll.*

Section 2B-Active Members

An active member is a person who has paid their tithes consistently for at least 90 days. Members are encouraged to do their Christian duty by actively attending and participating in all worship services at Daisy Chapel as well as paying their tithes.

Section 2C -New Members

New members will participate in new members training and will be assigned a deacon and a mother.

Section 3 - Dissolution of Membership

Section 3A - By Death

The death of a member dissolves his /her membership.

Section 3B - By Letter

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

Section 3C - Nonpayment of Assessments

Any member who has not paid tithes consistently in 90 days or more will be recommended for dissolution of membership.

ARTICLE V - DISCIPLINARY PROCEDURES

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

Section 1 - Offenses

Section 1A - Member Committing Offense

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

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

2. *If the offended member refuses to reconcile the differences with the accused member, the accused member shall seek one or two more witnesses that are members of the church and make another attempt to reconcile their differences in the presence of these witnesses.*
3. *If the offended member refuses to reconcile the differences with the accused member in the presence of the witnesses, then the matter should be referred to a Deacon for further action. In all cases, the Deacon will submit a completed "Membership Complaint Form" to the Pastor and the Board of Deacons for review.*

Section IB - Member Offended

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

1. *The offended member shall approach the accused member alone and attempt to gain reconciliation by forgiving the other member and asking for their repentance for the conduct that caused the offense.*
2. *If the accused member refuses to reconcile their differences with the offended member, the offended member shall seek one or two more witnesses that are members of the church and make another attempt to reconcile their differences in the presence of these witnesses.*
3. *If the accused member refuses to reconcile the differences with the offended member in the presence of the witnesses, then the matter should be referred to a Deacon for further action. In all cases, the Deacon will submit a "Membership Complaint Form" to the Pastor and the Board of Deacons for review.*

Section 1C - Final Disposition

The Pastor and the Board of Deacons will review the completed "Membership Complaint Form" and hold a review on the matter to

resolve it if all parties cooperate. If differences cannot be resolved at this level of the procedures, the matter will be recommended to the church by the Pastor and Board of Deacons.

Section 2 - Transgressing Church Doctrine

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

- 1. The member will be notified of a meeting with the Pastor and the Board of Deacons in a called meeting.*
- 2. The purpose of the meeting is to create an opportunity for reconciliation. If reconciliation is achieved, fellowship is restored, and the church should be forgiving.*
- 3. If the matter cannot be resolved, a recommendation will be made to the church to either: withdraw the right hand of fellowship from the member (I Corinthians 5:13) or the member will be treated like a heathen (Matthew 18:17).*

ARTICLE VI - OFFICERS OF THE CHURCH

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

Section 1 - Pastor

Section 1A - Selection of Pastor

- 1. It shall be the duty of the church membership to pray for the guidance of the Holy Spirit in selecting a pastor.*
- 2. Communication to candidates for the position will be by letter. An opportunity for the potential pastor to deliver one or more sermons to the Church Body will be provided.*
- 3. The membership will have the opportunity to present potential candidates to the Board of Deacons.*

4. *The deacons shall have prior knowledge of the background of the candidates. The lifestyles of those seeking the position must also exemplify the qualifications that are outlined in I Timothy 3:1-7.*
5. *It shall be at the discretion of the deacons to require that resumes and other data be submitted by potential candidates.*
6. *The deacons will carefully evaluate the candidates and select the individual that they agree will best fulfill the spiritual needs of the Church Body.*
7. *In a regularly scheduled conference, or a special call meeting, the deacons will present the name of their candidate to the Church Body for its acceptance or rejection.*
8. *The chairman of the Board of Deacons will preside over the meeting and voting will be by secret ballot.*
9. *If the recommended candidate is rejected by the Church Body, another choice will be submitted to the Church Body by the Board of Deacons at the appropriate time.*
10. *The term of office for the pastor is at the discretion of the Church. The term of office will continue until such time as the Church feels it appropriate to discontinue his service For such reasons as a gross violation of the Church's doctrine.*

Section 1B - Duties of the Pastor

1. *The pastor is the leader of the church and shall be responsible for both the spiritual and physical growth of the church. Recognizing that full attention cannot be given to both of these, the pastor shall delegate the physical aspects of the church to the Board of Deacons. This means that the primary responsibility of the pastor is to preach and teach the Word of God.*
2. *The pastor is to develop an intimate relationship with the membership so that when there is a need for spiritual counseling, he will be in the best position to fill that need. This means that the pastor will have such oversight of the flock that he will understand their interests and will be able to guard and defend them.*

3. *As leader of the Church Body, the pastor will take the initiative in visiting the sick, seeing that the needy are being served, giving for the support of the church, obeying, and upholding the articles of these By-Laws.*
4. *The pastor will be responsible for the order of service for all church services (worship services, Sunday School, BTU, Bible studies, prayer meetings), funerals, marriages and all spiritual services that are performed in the Sanctuary.*
5. *The pastor shall work with the Board of Deacons to formulate policies for the church. Such actions will be recommended to the church for approval.*
6. *The Pastor shall be the moderator of Church Business Meetings. When absent, or at the Pastor's discretion, the Associate Pastor or the Chairman of the Deacon Board will act in his place as the Moderator.*
7. *The pastor may call a meeting of any ministry upon request. It shall be the responsibility of the chairman of the ministry to encourage all of its members to attend such a call meeting.*

Section 2 - Board of Deacons

Policies of the Church will be recommended by the Pastor and Board of Deacons to the church for approval. The regularly scheduled Deacon Board meeting is every 3 months at 10 AM before conference meeting at 11 AM.

Section 2A - Election of Board of Deacons

1. *The need for a deacon shall be determined by the pastor and the Board of Deacons*
2. *After a prayerful study of Acts 6:3 and I Timothy 3:8-13, the selection of deacons will be done by the Pastor and Board of Deacons and recommendations made to the Church Body for approval.*
3. *The term of office for the deacon is at the discretion of the Church. The term of office will continue until such time as the Church feels*

it appropriate to discontinue his service for such reasons as a gross violation of the church's doctrine.

- 4. The Chairman of the Board of Deacons will be rotated every 3 months so that every deacon will serve As Chairman for ninety days. Other officers of the Deacon Board will be decided and filled by the members of the Board.*

Section 3B - Duties of Board of Deacons

- 1. To assist the pastor in all duties outlined in Section 1B.*
- 2. To serve their members in a spiritual and professional manner and to make reports of the welfare of their members during the regularly scheduled meeting of the Board of Deacons.*
- 3. To provide for the physical needs of the pastor while he gives his full time to the gospel ministry. The deacon will discourage the pastor from getting into situations as outlined in Acts 6:1 -5.*
- 4. To encourage their members to participate in activities of the Church. Each Deacon is expected to attend /support Christian Education Programs (i.e. Sunday School, Bible Study, Prayer Meetings, Baptist Training Union).*
- 5. To encourage their members to attend business meetings, but for those who could not, keep them informed about the business which takes place in the meeting upon the member's request.*
- 6. To keep in contact with their members, listen to their desires, compliments, complaints and bring the members' issues to the next regularly scheduled meeting of the Pastor and Board of Deacons for consideration or call emergency meetings.*
- 7. To review along with the Pastor, all requests, suggestions and concerns of members and ministries in order to establish the agenda items for church business meetings.*
- 8. To consider and take action upon emergencies that occur which need immediate action. The Board of Deacons will determine whether or not such requests are emergencies.*
- 9. To assist the ministries of the church in the performance of their duties.*

10. *To work with the pastor in the formulation of church policies*
11. *To see that an audit of church's finances is performed on an annual basis.*
12. *To notify ministries of actions taken on the budget requests during the January Business Meeting of the New Year.*
13. *It will be the deacon's responsibility to serve, minister to, and pray for each of their assigned members.*
14. *It is encouraged and acceptable for deacons to engage in fellowship with all members of the church, not solely those assigned to them.*
15. *Deacons will inform members when they are not in good standing.*

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

1. *Provide leadership to other members of the Board of Deacons.*
2. *To preside over the regularly scheduled deacons' meetings and specially called meetings except in a situation where the pastor calls a special meeting. The pastor will preside over deacons' meetings that he calls.*
3. *To make up the agenda for board meetings in such a way that meetings will not extend beyond a reasonable length of time. A reasonable length of time will be decided by a majority vote of the board when applicable.*
4. *To ensure that deacons have been assigned to preside over church services and prayer meetings.*
5. *To work with the Church Clerk to obtain a list of new members so that they can be acquainted with church rules and by-laws.*
6. *To keep a listing of the organizational structure of the church and changes that occur during the quarter.*
7. *To work with the pastor and deacons in maintaining unity on the board.*
8. *To encourage the deacons to work with the members on the church.*

9. To willingly serve again when asked if current Chairman cannot if you are the upcoming Chairman for the next quarter.

ARTICLE VII - CHURCH MINISTRIES

The Church Ministries shall consist of the Mother Board, Trustees, the Church Clerk, the Treasurer, the Financial Secretary, the Sunday School, the Usher Board, the Youth Department, the Department of Christian Education, the Choirs, the Baptist Training Union, the Hospitality Ministry, the Transportation Ministry, and the Pastor's Aid Committee.

1. No ministry will perform any function of that ministry without the prior approval of the church.
2. No member or group of members shall organize themselves into a club or ministry without the consent of the Church.

ARTICLE VIII - OFFICERS OF THE MINISTRIES

The Church Ministries Officers shall consist of the Mother Board, Trustees, the Church Clerk, the Treasurer, the Financial Secretary, the Sunday School Superintendent, the Assistant Superintendent, the Usher Board President, the Youth Director, the Director of Christian Education, the Choirs Presidents, the Hospitality President, and the President of the Pastor's Aid Outreach Ministry.

1. Officers of the Ministries include: President (Director), Vice President, Secretary and Treasurer.
2. Regardless of age, you must be a member of Daisy chapel in order to hold an office or participate in the ministries. Non-members may participate in activities sponsored by the Sunday School, Baptist Training Union, and the Youth Department
3. The leader of each ministry is to remind the members that the Ministry represents body of baptized believers, and the ethics of its approach should be in conformance to the teaching of the church doctrine

4. *The leader of each ministry is responsible for submitting all requests, all suggestions and all concerns of members and ministries for the Board of Deacons and Pastor in order to establish the agenda items for church business meetings.*
5. *The leader of each ministry is responsible for submitting budget requests to the Chairman of the Quarter for consideration and approval by the entire Deacon Board.*
6. *The leader of each ministry is responsible for providing leadership to the participating members. In addition, the leader (or designee) is responsible for reporting the activities and services of that ministry to the church at each business meeting.*
7. *Each officer is expected to attend/support the Education Programs of the church. The Officers are responsible for encouraging members to support Christian Education programs (i.e. Sunday School, Bible Study, Prayer Meetings, Baptist Training Union).*
8. *The leader of each ministry is responsible for securing all buildings and equipment utilized by that ministry prior to leaving the church grounds. In addition, the used facility should be left in a presentable condition.*
9. *All records generated by the ministry (when completed) should be submitted to the Church Clerk for filing.*

Section 1 - Mother Board

Section 1A - Election to the Mother Board

1. *At Daisy Chapel the Pastor and Deacons will recommend candidates to serve on the Mother Board. Approval of candidates will be done at Quarterly Conference upon recommendation by the Pastor and Deacons.*
2. *The President of the Mother Board will be chosen by the members of the Mother Board.*

Section 1B - Duties of the Mother Board

- 1. To assist the deacons with their duties regarding baptisms of new members*
- 2. To deal with important matters that may arise among the sisters of the church.*
- 3. To be responsible for taking care of the communion table, communion equipment, and setting up the communion table for the taking of Holy Communion.*
- 4. To see that the pulpit is kept in order.*
- 5. To work jointly with the Board of Deacons to see that the physical needs of the pastor are met that he might better perform his spiritual duties.*
- 6. The deacons and mothers can rotate assigned members as needed to foster spiritual growth.*

Section 2 - Trustees

Section 2A - Election of Trustees

- 1. Trustees shall be selected by the Pastor and deacons during a regularly scheduled meeting. The election of trustees will be done by the church in a business meeting. Each trustee must be able to manage the properties of the church.*
- 2. The President of the Board of Trustees shall be selected by the Pastor and the Board of Deacons. The selection will be recommended to the church for its approval during the annual business meeting.*

Section 2B - Duties of Trustees

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

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

2. *To pursue business endeavors in a manner that will result in as much economic savings to the church as possible, and in a manner that will leave a good reflection on the church.*
3. *To be responsible for inspecting the church premises on a regular basis and eliminating any problems that may pose a risk of liability to persons being present on the premises*
4. *To implement business decisions that have been approved by the church in its business meetings.*
5. *Final decisions of the trustees must be made by a majority vote in a meeting called by the president of the trustees.*
6. *The trustees do not need approval of the church to perform routine maintenance or emergency repairs to the church properties unless the cost for repair will exceed \$500. Any expenditure exceeding \$500 requires a minimum of two quotes (estimates) before purchases are made.*
7. *The purchase of new property and equipment must have prior approval from the church.*
8. *The hiring of persons to work on the church's facilities shall be implemented by the trustees.*
9. *By a majority vote, the trustees can delegate authority to others to carry out what normally would be a duty of the trustees, when it is determined to be in the best interest of the church*
10. *Trustees are in charge of supervising and maintaining the community cemetery. Guidelines for services performed and fees for grave spaces will be regulated by the church. A map of grave spaces and their occupants will be kept on file by the trustees.*
11. *The Trustees will be responsible for the implementation, negotiation and supervision of all approved liens, contracts and mortgages involved in the church.*

Section 3 - Church Clerk

Section 3A - Election of Church Clerk

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

Section 3B - Duties of Church Clerk

- 1. To act as secretary at business meetings chaired by the pastor. The secretary will be available to assist the pastor for any clerical duties as needed. To keep accurate records of the same and by written or oral report, make records available to the membership during business meetings.*
- 2. Rent a mailbox specifically for church letters and documents. Pick up mail from delivery and give to addressee. Mail addressed to the church should be opened by the clerk so that immediate action can be taken when necessary.*
- 3. All official business that is not processed and handled by the trustees should be signed by the clerk. For example: Church policies and all business approved in the business meetings.*
- 4. Be responsible for the preparation, maintenance and updating of the church calendar to reflect all events and activities of church ministries. Also responsible for distribution of calendar to each member. The calendar for the upcoming year must be presented at the December conference meeting for approval*
- 5. Organize files and secure all church records, documents and legal papers within the confines of the church premises. All files should be maintained for a minimum of ten (10) years*
- 6. Perform clerical functions of the church including typing, filing, and distribution of mail.*
- 7. To maintain and update the church membership roster in order that it can be kept current*
- 8. Submit an updated membership roster to the Pastor and the Board of Deacons when needed prior to the Quarterly Conference meeting.*
- 9. Maintain and update all tax exemption certificates as required.*

Section 4 - Assistant Church Clerk

Section 4A - Election of Assistant Church Clerk

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

Section 4B - Duties of Assistant Secretary

- 1. To carry out all assigned duties in the absence of the Church Clerk.*
- 2. To assist the Church Clerk in the administration of the Church Clerk duties*

Section 5 - Treasurer

Section 5A - Election of Treasurer

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

Section 5B - Duties of Treasurer

- 1. To take custody of all funds and make deposits in the bank.*
- 2. To keep a copy of the deposited amounts and give deposit slips to the Financial Secretary for the preparation of monthly reports.*
- 3. To sign for receipt of all money that is to be deposited.*
- 4. To deposit all moneys by the next business day of receipt*
- 5. To reconcile each account when statements are received and submit the statements and canceled checks to the Church Clerk for filing when completed.*
- 6. To write checks for church expenditures.*

Section 5C - Duties of Assistant Treasurer

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

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

Section 6 - Financial Secretary

Section 6A - Election of Financial Secretary

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

Section 6B - Duties of Financial Secretary

1. *To keep written records of all financial transactions of the church.*
2. *To keep a record of the moneys that are received by the church.*
3. *To write a receipt (in triplicate) to Treasurer for funds to be deposited. The second copy goes to the Church Clerk and the Financial Secretary retains the third copy.*
4. *To prepare the monthly financial statement for the church to be given at Quarterly Conference*
5. *To submit all reports to agencies (i.e. I.R.S. and Social Security et. al.) as required by state and federal laws.*
6. *To submit an annual financial report to the church in the November business meeting.*
7. *To submit all financial records to the Church Clerk at the end of each month for filing.*
8. *To ensure that all outstanding debts will be paid by check- - not cash- -written on the church's account reserved for this purpose. Those debts will be paid on or before due dates.*
9. *To use one account only for the purpose of paying for church expenses, this account will be used exclusively for that purpose.*
10. *To ensure that each account will be reconciled when a statement is received showing outstanding checks and deposits on that particular account (errors will be reported to the holder of the account found incorrect immediately).*

11. *To preside over the Finance Committee meetings.*
12. *To inform the deacons when a member is not in good standing.*

Section 6C - Duties of Assistant Financial Secretary

1. *To carry out all assigned duties in the absence of the Financial Secretary.*
2. *To assist the Financial Secretary in the administration of the Financial Secretary duties,*

Section 6D - Finance Committee

The Finance Committee shall consist of the Financial Secretary, the Assistant Financial Secretary, the Treasurer, the Assistant Treasurer and the Trustees.

Section 7 - Sunday School Superintendent

Section 7A - Election of Sunday School Superintendent

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

Section 7B - Duties of Sunday School Superintendent

1. *To recommend teachers to the pastor and Board of Deacons to be approved by the church.*
2. *To purchase approved literature for all classes. Literature that is being introduced to the Sunday School for the first time must be approved by the teachers with input from the students. Final approval will be given by the church in a regularly scheduled business meeting.*
3. *To purchase literature for Vacation Bible School and be responsible for organizing and implementing the same.*
4. *To supervise the activities connected with both Easter and Christmas. These activities will include programs that will be*

given by students, and, during the Christmas holiday season, some type of appreciation activity will be sponsored by the church on behalf of the students.

5. To conduct the order of service for Sunday School and review the Sunday School lesson at the discretion of the pastor or in his absence.
6. To be responsible for keeping the church informed on the progress of the ministry of the Sunday School at Quarterly Conference.
7. To supervise the implementation of the church's annual picnic. This includes selecting a site for the picnic. The site should have provisions for eating that will accommodate the appropriate number of members and guests. It also requires working with the Hospitality Committee in preparation of the food and leaving the area clean and free of trash.
8. To preside over the Sunday School during opening and closing ceremony

Section 8 - Assistant Superintendent

Section 8A - Election of Assistant Superintendent

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

Section 8B - Duties of Assistant Superintendent

1. To carry out all assigned duties in the absence of the Superintendent.
2. To assist the Superintendent with the administration of the Sunday School ministry.

Section 9 - Usher Board

Section 9A - Election of Usher Board President

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

Section 9B - Duties of Usher Board

- 1. To position themselves in a manner that they can be easily accessible to the congregation.*
- 2. To maintain order in the sanctuary/lobby of the church.*
- 3. To prevent persons from entering the sanctuary at times when it is not appropriate.*
- 4. To make a concerted effort to seat people from the front to the rear of the church.*
- 5. To supervise the order of movement when a member is being fellowshiped into the church.*
- 6. To make sure that enough seats are available when someone comes forward to surrender their life to Christ.*
- 7. To pass out and collect envelopes/bulletins from members and visitors as well as pass the same to proper persons.*
- 8. To monitor the conditions of the sanctuary in cases where the heater, air conditioners, public address system, or ceiling fans might need some regulating.*
- 9. To watch for ministers that seat themselves among the congregation and inform the pastor to determine if he wants them seated in the pulpit.*
- 10. To be spiritually tactful when dealing with interruptions within the sanctuary.*

Section 10 - Youth Director

Section 10A - Election of Youth Director

The Youth Director shall be selected by the members of the Youth Department. The Board of Deacons and the Pastor will review the

selection and, if in agreement, will recommend to the church for its approval during the annual business meeting.

Section 10B - Duties of the Youth Director

- 1. To call and preside over youth meetings.*
- 2. To coordinate the Youth Worship Service on the designated Sunday of each month (4th Sunday).*
- 3. To organize the youth in a manner that activities for the church family will be planned by those working with the director with input from the youth of the church.*
- 4. To place emphasis upon getting the Gospel to youth within the community who do not normally come to church and Sunday School.*
- 5. To plan all activities in a manner that will reflect a good spiritual image upon the church.*

Section 11 - Director of Christian Education

Section 11A - Election of Director of Christian Education

The Director of Christian Education shall be selected by the pastor and deacons and recommended to the church for approval during the annual business meeting.

Section 11B - Duties of Director of Christian Education

- 1. To maintain a Christian library for use by the members and organizations of the church.*
- 2. To keep the church informed of events of the community and the country that will have an effect on the church family.*
- 3. To organize a system so that the church family will know what membership in the body of Christ as well as Daisy Chapel Missionary Baptist Church requires for salvation and redemption.*

Section 12 - Choir President

Section 12A - Election of Choir Presidents

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

Section 12B - Duties of Choir President

- 1. To be responsible for setting aside time for practice.*
- 2. To keep the members informed so that the songs planned are in compliance with the order of service. Changes in the order of service must be approved by the pastor, Example: if the order of service calls for four songs to be sung, do not sing three or five songs.*
- 3. To meet with choir members in the selection of musicians and present the same to the Board of Deacons for consideration. Candidates will be presented to the church for approval.*
- 4. To be responsible for working with all other choir members on the maintenance and upkeep of all choir materials such as robes, music, and other inventory.*

Section 13 - Baptist Training Union Director

Section 13A - Election of the Baptist Training Union Director

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

Section 13B - Duties of the Baptist Training Union Director

- 1. To provide educational instructions to the Church Body concerning the history of the Christian church.*
- 2. To teach the doctrine of the church to saints.*
- 3. To equip the saints, through Biblical teaching, to live lives committed to Jesus Christ.*
- 4. To teach the mission of the church and how to carry it out.*
- 5. To be responsible for the selection of BTU Materials to be used for study purposes.*

Section 14 - Hospitality President

Section 14A - Election of Hospitality President

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

Section 14B - Duties of Hospitality President

- 1. To assist with the planning and preparation of meals for the various church functions that involve the consumption of food.*
- 2. To ensure that all kitchen utensils are properly maintained and to manage the inventory (including tables and chairs) as required.*
- 3. To involve other ministries in helping with their duties by giving specific assignments to the ministries (i.e. cleaning, setting up tables, etc.) when feeding the Church Family and visitors*
- 4. To be notified by the Deacons when the kitchen is being utilized for activities not already approved by the church body.*
- 5. To secure prior approval from the Budget Committee for any anticipated expenditures for church events. The church will not be responsible for any expenses unless prior approval is granted by the Budget Committee.*

ARTICLE IX - ELECTIONS

Section 1 - Time

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

Section 2 - Qualification of Voters

All members in good standing (tithes paid consistently for at least 90 days and up to date) shall be allowed to vote on matters at all Church meetings. The Financial Secretary will validate membership standing if needed.

Section 3 - Procedure

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

Section 4 - Vacancies

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

ARTICLE X - MEETINGS

Section 1 - Worship Services

Public services shall normally be held on each Sunday at the following fixed times: Sunday School each Sunday at 9:45 A.M., Morning Worship each 1st and 4th Sunday at 11:00 A.M. (Hebrews 10:23-25)

Section 2 - Business Meeting

Quarterly Conference will be held at 11 A.M. every 3 months on the first Saturday in March, June, September, and December of the calendar year. December Conference will be considered the annual business meeting to plan church activities for the upcoming calendar year. The Deacons and Trustees meeting will begin at 10 A.M and Quarterly Conference will begin at 11 A.M. with the Pastor or his designee presiding.

Section 3 - Baptism

To be held as determined by the Pastor and the Deacons.

Section 4 - Funerals

Funerals for members of the church will be held at a time agreed on by the church. Funerals for non-members and inactive members may be held at Daisy Chapel Missionary Baptist Church upon approval by the Deacons and the payment of the required fees to the financial secretary. The fees must be paid in advance of the service. The fees that must be paid are for utilization of the Pastor, Musician, Sanctuary, and Kitchen.

Section 5 - Prayer Meeting/Bible Study

To be held normally on each Wednesday night. The pastor and deacons will designate who will preside over the prayer meetings/Bible study. II Timothy 2:15.

Section 7 - Holy Communion

To be held normally each first Sunday of the months of March, June, September, and December.

ARTICLE XI - PARLIAMENTARY RULES

Section 1 - Motions

- 1. All business will be presented by a motion, made by one member and seconded by another. No business shall be discussed unless properly motioned and seconded.*
- 2. A motion cannot be withdrawn after it has been discussed, except by the unanimous consent of the body.*
- 3. A motion, having been discussed, must be put to vote, unless withdrawn, laid on the table, referred or postponed.*
- 4. A motion lost (motion not seconded) should not be recorded, unless so ordered by the body at the time.*

5. *A motion lost cannot be renewed at the same meeting except by unanimous consent.*
6. *A motion should contain but one distinct proposition. If it contains more, it must be divided at the request of any member, and the propositions acted on separately.*
7. *Only one question can properly be before the meeting at the same time. No second motion can be allowed to interrupt one already under debate, except a motion to amend, to substitute, to refer to committee, to postpone, to lay on the table for the previous question, or to adjourn.*
8. *The subsidiary motion just named cannot be interrupted by any other motion; nor can any other motion be applied to them, except that to amend, which may be done by specifying some time, place and purpose.*
9. *Nor can these motions interrupt or supersede each other; only that a motion to adjourn is always in order, except while a member has the floor, or a vote is being taken, and in some bodies, even then.*
10. *If an issue of controversial nature is brought to the floor which may cause discord and confusion, the issue can be tabled by the Pastor for review.*

Section 2 - Speaking

1. *Any member desiring to speak on an issue being addressed should raise his hand and be recognized by the Pastor and address the Pastor, confining his remarks to the issue.*
2. *A speaker using improper language, introducing improper subjects, or otherwise out of order, should be called to order by the Moderator, and must either conform to the regulations of the body, or take his seat.*
3. *A member while speaking can allow others to ask questions, or make explanations; but if he yields the floor to another, he cannot claim it again as his right.*

Section 3 - Decorum

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

- 1. The Pastor shall be the Moderator of Church Business Meetings, If absent, or at the Pastor's discretion, the Chairman of the Deacon Board for the Quarter will act in his place as the Moderator.*
- 2. No person shall cause distractions by whispering, talking, laughing, or walking idly during the time of a meeting.*
- 3. The Clerk or Assistant Church Clerk shall keep minutes of the proceedings of the Church Business Meetings which shall be read and approved at the next meeting.*

Section 4 - Voting

- 1. A question is put to vote by the Moderator, having first distinctly restated it, that all may vote intelligently. First, the affirmative, then the negative is called, each so deliberately as to give all an opportunity of voting. He then distinctly announces whether the motion is carried or lost.*
- 2. The method of voting can be changed upon recommendation by a member in good standing who is present at the meeting. Once the recommendation is made the method of voting can be determined by the congregation present. If an agreement is not reached by consensus, the method of voting will be determined by the Moderator.*
- 3. If the vote, as announced by the Moderator, is doubtful, it is called again, usually by standing to be counted.*
- 4. The Moderator does not usually vote, but when the meeting is equally divided, he is expected, but not obligated, to cast the deciding vote.*

5. When the vote is to be taken by ballot, the Moderator appoints tellers to distribute, collect, and count the ballots.

Section 5 - Amended Motions

1. While a motion is pending, it may be amended by another motion. An amendment should not essentially change the nature or design of the original motion. An amendment to an amendment may be made, but this should be the limit.
2. A substitute may be offered for any motion or an amendment under debate, which may or may not change the meaning of the motion.

Section 6 - Appointment of Committees

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

ARTICLE XII - CHURCH YEAR

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

ARTICLE XIII- CHURCH GIVING

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

Section 1 - Giving

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

Section 2 - How Often

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

Section 3 - Conditions of Giving

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

ARTICLE XIV - CHURCH FINANCES

Section 1 - Purchasing

- 1. All purchases and requests for funds must have prior approval of the Budget Committee.*
- 2. When purchases are made, the check will be made payable to the vendor for the exact amount.*
- 3. In the event that an authorized purchase for the church is made by a member, a receipt must be submitted prior to reimbursement.*
- 4. Members authorized to purchase items from businesses where the church has established charge accounts must submit invoices to the church Financial Secretary for payment.*
- 5. In the event there is a question concerning authorization for expenditure, the Finance Committee should verify it with the Church Clerk and/or the Board of Deacons.*
- 6. Any expenditures exceeding five hundred dollars (\$500.00) requires a minimum of two (2) quotes before the purchase is made.*

Section 2 - Contracts, Liens and Mortgages

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

- 1. All contracts, liens and mortgages will be reviewed by the Board of Deacons and the Pastor and recommended to the church for approval before any action is taken.*
- 2. All approved contracts, liens and mortgages will be implemented, negotiated and managed by the Trustee Board.*

3. *All goods and services exceeding \$500 must be submitted to qualified vendors in the form of a bid outlining the goods and services sought to be purchased.*
4. *When contract labor is required, bids that are submitted must include a "Statement of Work" and materials that will be provided to satisfy the completion of the contract.*
5. *All companies awarded contracts must furnish proof of liability insurance for workers, and a bond that will equal or exceed the amount of moneys involved in the contracts.*

Section 3 - Church Accounts

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

1. *No church account will be moved or adjusted without the prior approval of the church at a Business Meeting.*
2. *Any account balance that will exceed the maximum amount that is covered by the Federal Deposit Insurance Coverage for any one account should be moved to another account.*

Section 4 - Audits

The members may call for an audit of the finances of the church at any time deemed necessary.

ARTICLE XV - CHURCH RECORDS

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

Section 1 - Records Management

- 1. Each ministry will be responsible for keeping records of its functions and maintaining accurate documentation of the ministry's functions.*
- 2. All records that are no longer needed for the current activities or functions will be forwarded to the Church Clerk for filing with other church records.*
- 3. No church records will be kept in the possession of any member after they are complete unless it is in connection with an official function of the church (this pertains to original records only).*
- 4. Members will sign for any original records that are removed from the church files if a copy is not sufficient.*
- 5. Members that are designated to have access to church records will be responsible for the security of those records while in their possession.*
- 6. Only designated members will have access to church records that are maintained on file on the church premises and in safety deposit boxes.*

Section 2 - Records Retention

- 1. Ministry records will be retained by the ministry that initiated them until such time as they are no longer needed. At that time they will be forwarded to the Church Clerk for filing.*
- 2. All church records will be kept for a minimum period of ten years unless they are of no administrative value to the church.*
- 3. No church records will be destroyed until it has been approved by the church body. The recommended retention period for all church records will be determined by the Pastor and the Board of Deacons.*
- 4. Computer files will be maintained in the same manner as any other church records, unless there are hard copies available that are duplicates of the computer files.*

ARTICLE XVI - DISTRIBUTION OF ASSETS UPON DISSOLUTION

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

ARTICLE XVII - AMENDMENTS

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

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

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