

**CONSTITUTION AND BYLAWS
FIRST BAPTIST CHURCH OF ANNAPOLIS, INCORPORATED**

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**CONSTITUTION AND BYLAWS
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CONSTITUTION

PREAMBLE

We the members of this Church, in order to preserve and promote the principles of our faith; to protect the liberties of each member; to ensure the freedom of action of this Church in its relationships with other church bodies; and to govern this Church body in an orderly manner, do enact and establish this Constitution and Bylaws for its members.

ARTICLE I - NAME

This organization shall be known as First Baptist Church of Annapolis, Incorporated.

ARTICLE II - MISSION

The mission of this Church is to carry out the Great Commission given by our Lord Jesus Christ to His followers, which is to make disciples of others through teaching, evangelizing, and baptizing. (Matt. 28:19,20) This Church seeks to fulfill this mission through:

Maintaining and encouraging congregational and personal worship, the preaching of the Gospel, and providing religious instruction based solely on the Holy Bible;

Ministering to the world community through missionary outreach in the name of Christ;

Exemplifying the life that edifies Christ and His Church; and

Providing support and encouragement to members in their quest for spiritual growth.

ARTICLE III - POLICY

Section 1 - The government of this Church is vested in the members who compose it; as such, it is subject to the control of no other ecclesiastical organization. None of its Ministries, committees, organizations, or individuals shall usurp the executive, governmental, or policy-making powers of this body. All organizations, Ministries, committees, and auxiliaries shall operate within the framework of the Constitution and Bylaws of First Baptist Church of Annapolis, Incorporated.

Section 2 - First Baptist Church of Annapolis, Incorporated may affiliate and co-operate with the United Missionary Baptist Convention of Maryland, the Lott Carey Foreign Missions, the National Baptist Convention, U.S.A., Inc., the Baptist World Alliance, or any bodies with which the Church may elect to affiliate.

ARTICLE IV - STATEMENT OF FAITH

Recognizing the Lord Jesus Christ and the Word of God as the absolute authority on matters of Christian doctrine, the Church subscribes to the Declaration of Faith as embodied in the Twenty Articles of Faith in the New Hampshire Confession as published in Hiscox Directory for Baptist Churches, latest edition.

ARTICLE V - COVENANT

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

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

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to abstain from the sale and use of intoxicating drink as a beverage 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 each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior, to secure it without delay.

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

And now unto Him, who brought again from the dead, our Lord Jesus, be power and glory forever. Amen.

ARTICLE VI - CHURCH OFFICERS

Section 1 - Officers - Elected/ Appointed

a. The elected officers of this Church shall include the Pastor, Deacons, Deaconesses, Clerk and Assistant Clerk, Treasurer and Assistant Treasurer, Financial Secretary and Assistant Financial Secretary, Trustees, Minister of Music, Superintendent of Church School, Director of Christian Education, and Director of Nurture for Baptist Churches. The Assistant Pastor(s) shall be appointed as outlined in the Bylaws. (Revised 8/4/92)

b. Except in instances of removal for cause, all officers shall hold office for terms as stated in the Bylaws, or until their successors are elected.

Section 2 - The duties, responsibilities, and tenures of these officers shall be as outlined in the Bylaws in Article IV.

Section 3 - Each of the officers shall be a member of First Baptist Church and shall have subscribed to and shall abide by the Articles of Faith and Covenant.

Section 4 - Conflict in Duties: To avoid the appearance and / or prevent conflict in duties between church positions where the duties require oversight functions, it shall be prohibited for one individual to concurrently occupy as:

(a) Committee Chairperson -

1. Audit And Finance Committees
2. Constitution and Bylaws And Policy Committees

(b) Elected Officer and Committee Chair

1. Finance Committee And Ministry of Trustees Chairperson
2. Treasure And Audit Committee
3. Financial Secretary And Audit Committee

Adopted – 18 January 2000

ARTICLE VII - MEETINGS

This organization shall meet regularly for worship, study, fellowship, and business purposes as outlined in Article III of the Bylaws.

ARTICLE VIII - MEMBERSHIP

Any person professing faith in the Lord Jesus Christ as his/her personal Savior, being baptized by immersion, and adopting the views of faith by practice taught in the Bible as held by this Church, may be considered for membership as provided for in Article I of the Bylaws.

ARTICLE IX - CHURCH PROPERTY

Section 1 - This property shall have the power to receive, either through gift or purchase, and hold such real, personal, or mixed property as authorized by the laws of the State of Maryland and as deemed necessary to fulfill its purpose and to carry out the business of the Church, and shall have the power to dispose of such property by mortgage, deed, or otherwise. The Church Ministry of Trustees, with prior approval of the Church at a regular or called business meeting, shall have the power to receive, purchase, acquire, sell, lease, convey, mortgage, deed, or otherwise transfer property of the Church. All contracts, notes, mortgages, conveyances, assignments, leases, releases, and other documents and papers in behalf of the Church shall be executed by the Ministry of Trustees.

Section 2 - In case of a division of the Church (from which we pray to be spared by God's mercy to preserve us) all property of the Church shall remain with the congregation of First Baptist Church, Annapolis, Incorporated. Those members who terminate their membership with First Baptist Church, or whose membership has been terminated as provided herein, shall relinquish any and all rights to Church property.

Section 3 - In case of dissolution of the Church organization, the property shall be assigned as duly authorized by the membership at a called business meeting.

ARTICLE X - CHURCH YEAR

The fiscal year of the Church shall begin on the first day of January and end on the last day of December.

ARTICLE XI - AUTHORITY

Unless inconsistent with this Constitution and Bylaws and special rules of order the Church may adopt, Robert's Rules of Order, latest revision, shall prevail at all meetings of the congregation, Ministries, and Committees of First Baptist Church, Annapolis, Incorporated.

ARTICLE XII - AMENDMENTS

Constitution and Bylaws of First Baptist Church of Annapolis, Inc.

Section 1 - All proposed amendments to the Constitution shall be submitted to the membership in writing not less than sixty (60) days before the next succeeding annual business meeting.

Section 2 - Adoption of amendments to the Constitution shall require the affirmative vote of three-fourths of the members present and voting at the annual business meeting.

Section 3 - The Preamble and Article IV, Statement of Faith, are irrevocable and unalterable.

BYLAWS

ARTICLE I - CHURCH MEMBERSHIP

Section 1 - Admission to Membership

a. Profession of Faith: Any person professing faith publicly in the Lord, Jesus Christ, giving evidence of a change of heart, and adopting the views of faith and practice held by this Church may, upon counseling and baptism *may be received by the congregation into the membership*. No person shall be received as a member of this Church to whose admission the majority of the members present object. *(Amended Jan 2009)*

b. Letter of Recommendation and Dismission: Members of other Baptist Churches *of Anne Arundel County* holding the same faith may be received by letters of recommendation and dismission from their respective churches. *Letters of recommendation from other Baptist Churches should be received in 60 days. The Church Clerk should notify the Pastor and the Church when said letter is received. At that time, the new member should officially be received in the Church. If the letter is not received in the specified time, the Membership Committee should meet with the proposed member to offer any assistance. The person will not be considered a member in good standing until qualifications are met. (Jan 2006)*

c. Christian Experience: Those who have been members of Baptist churches and, in consequence of any peculiar circumstances, do not have regular letters of recommendation and dismission may be received by giving satisfactory evidence of Christian experience and faith. Members of other Baptist churches seeking temporary affiliation with the church shall be granted interim membership by a vote of the congregation.

d. Confirmation: During observance of Communion, the Hand of Fellowship shall be extended to those persons having been granted membership.

Section 2 - Termination and Restoration of Membership

a. Personal Request for Withdrawal: When a member requests that his/her name be deleted from the membership roll, the clerk shall interview the person and, if requested, arrange for counseling. When satisfied that such a member wishes to pursue the request, the clerk shall advise the Pastor and the Church body of this request, and the member's name shall be deleted from the church roll.

b. Exclusion From Membership: In accordance with procedures adopted by the Church, an individual may be excluded from membership, provided that there has been due notification of cause; opportunity to be heard by appropriate individuals, church officers,

or committees; provision for making such corrections as the Church may deem necessary; and, proper notification of the intent to present the recommendation for exclusion to the congregation. Exclusion shall become effective upon an affirmative vote of two-thirds of the members present at a duly convened meeting.

c. Restoration to Membership: Excluded members may be restored to membership upon confession of their errors and giving evidence of repentance. Reinstatement shall be by a majority vote of the members present.

Section 3 - Discipline - Proceeding Against a Disorderly Member

a. A disorderly member is one who is known to be living in disregard of his/her Biblical and Covenant obligations. It is vital to the testimony of the Church and the glory of our Lord that the purity of the Church be preserved and its peace protected. Therefore, it shall be the duty of the deacons, in coordination with the Pastor, to seek to reclaim those known to be living in disregard of their Biblical and Covenant obligations. This shall be done in keeping with Matthew 18: 15-17 and Galatians 6:1-2. It shall be the duty of the deacons to move with promptness and vigor in dealing with anyone who is blatant and unrepentant in obstructing the work and disturbing the peace of the Church by being obnoxious, immoral, guilty of a criminal offense or of any unfair or unchristian acts.

b. Disagreement Between Members:

1. When an offense is given to one member of the Church by language or conduct of another, and if the offense relates only to the offended member and is known to none other, the offended shall, without consulting or informing any person, seek an opportunity to converse privately with the offender with an honest view of reconciling the difficulty, if possible. If satisfaction is given, the offended member shall complain of the offender to none.

2. If satisfaction is not given, it shall be the duty of the offended to select one or two, or at most, three others, choosing such as he may deem best adapted to effect a reconciliation, with whom he shall again privately converse with the offending member; if satisfaction is given, he shall make no further complaint.

3. If these efforts fail to secure a reconciliation, it shall be the duty of the offended to lay the matter before the Church in writing through the Ministry of Deacons for further action.

c. Public Offense: If a member of the Church be publicly guilty of any crime or gross impropriety, the matter shall be resolved in accordance with the applicable provisions for "Church Discipline" set forth in Hiscox Guide for Baptist Churches, latest edition.

Section 5 - Duties of Members

Constitution and Bylaws of First Baptist Church of Annapolis, Inc.

a. The duty of each member, insofar as possible, is to attend this Church regularly and support it through tithing, offerings, and service.

b. It is the duty of each member to subscribe to and, insofar as possible, live in accordance with the provisions of the Church Covenant.

c. It is the duty of members to honor, esteem, and love their Pastor and to pray for him fervently and daily.

d. It is the duty of each member to cultivate brotherly love for all members of the Church, and to show this love by using all proper measures to promote their spiritual benefit and prosperity.

e. Toward those who are not connected with the Church, it is the duty of members to be exact in fulfilling obligations and performing promises and, as opportunity and ability may enable, to commend the Gospel of Christ unto them.

ARTICLE II – LICENSING AND ORDINATION

Section 1 - Licensing: Any member heeding the call to preach shall be directed to notify the Pastor and Ministry of Deacons of such calling in writing. Within forty-five (45) days after such notification, the Pastor, after full consideration with the aspirant and the Ministry of Deacons, shall make this calling known to the Church along with a recommendation pertaining to a trial sermon. With the approval of the Church, a trial sermon shall take place within forty-five (45) days. If after the trial sermon licensing is approved by the Church, the Church Clerk shall prepare the license to preach and the same shall be presented to the licentiate by the Pastor within thirty-five (35) days after the trial sermon. **In addition, any member heeding the call to preach should be directed to notify the Pastor and the Ministry of Deacons of such calling in writing and present evidence of attendance in or definite plans to attend a recognized School of Religion. (Jan 2006)**

Section 2 - Ordination: The Church shall be prudent in approving the ordination of the licentiate. The licentiate, after a period of three (3) years, may request ordination by writing to the Pastor and the Ministry of Deacons. This request, with their recommendation, shall be forwarded to the Church within thirty (30) days for consideration. If approved by the Church the Pastor shall call for, within two (2) weeks, an Ordination Council to accomplish the ordination.

ARTICLE III - MEETINGS

Section 1 - Devotional Meetings:

a . The Church shall meet regularly each Sunday for worship, Bible Study and fellowship purposes.

b. The ordinance of Holy Communion shall be observed by the Church on the first Sunday of each month during morning worship.

c. Every Thursday night it shall be the duty of the members to meet for prayer under the auspices of the Deacons.

d. The Church shall meet at such other times as it may deem necessary. (Jan 2006)

Section 2 - Business Meetings:

a. Annual Meeting

The annual meeting shall be held on the third Tuesday in January for the purpose of transacting appropriate business which shall include electing officers, receiving and approving the budget and annual reports, and projecting goals for the coming year.

b. Manner of Conducting Meetings

1. The Pastor of the Church, shall act as moderator in all meetings for the transaction of business. In his absence, an assistant pastor, the chairperson of the Ministry of Deacons, or his designee shall perform this duty.

2. It shall be the duty of the moderator to facilitate the transaction of the Church's business by conducting meetings in accordance with established rules of order.

3. Every meeting shall be opened with devotions and closed with prayer.

4. The annual business meeting of the Church shall be conducted in the following order:

- | | |
|--------------------------------|-----------------------------------|
| 1) Adoption of Agenda | 5) In Memoriam |
| 2) Minutes of Previous Meeting | 6) Reports of Committees / Others |
| 3) Communications | 7) New Business |
| 4) Unfinished Business | 8) Adjournment |

c. Annual Reports

1. Annual written reports shall be provided to the church clerk by all organizations of the Church at least two (2) weeks prior to the annual meeting. In addition, oral reports shall be given at the annual meeting by the organizations and officers listed below.

- (a) Ministry of Christian Education
- (b) Superintendent of the Church School
- (c) Church Clerk
- (d) Constitution and Bylaws Committee
- (e) Ministry of Deacons/Ministry of Deaconesses
- (f) Ministry of Trustees
- (g) Pastor's Report
- (h) Treasurer
- (i) Ministry of Music
- (j) Building Maintenance and Expansion
- (k) Auditing Committee

2. The Annual Church Report shall consist of the following items, and copies shall be distributed to the congregation at least one Sunday prior to the annual meeting by the church Clerk;

- 1) Proposed Agenda
- 2) Reports* identified in Article III-2c(1)
- 3) Nominations for elected office
- 4) Calendar of Annual Church Events
- 5) Pastor's Report

**Comments and recommendation may be reserved for the annual meeting.*

3. Other reports requiring action shall be acted upon following completion of actions on reports identified in Article III-2c(1).

d. Special Business Meetings: In addition to the annual business meeting, special business meetings may be called at any time by the Pastor or, upon his unavailability or incapacity, by an Assistant Pastor or Chairman of the Ministry of Deacons. However, upon written request by a quorum (greater than 50 %) of the members of the Church body, the Clerk may issue a call for a special meeting for the body. Notice of such meeting and the object for which it is called shall be read from the pulpit at least two Sundays in advance of the meeting.

e. Emergency Meetings: Under circumstances where time is of the essence and immediate action must be taken, an emergency meeting may be called by the Pastor, or upon his unavailability or incapacity, by an Assistant Pastor or the Chairman of the Ministry of Deacons.

f. Quorum: Except as stated in Subsection *h.*, *ten (10)* percent of the members of the congregation shall constitute a quorum for conducting business at an annual or special business meeting. The meeting shall be rescheduled if a quorum has not been reached within thirty (30) minutes after the appointed time. In the event that a quorum is not reached, the meeting shall be adjourned to a date and time not less than seven (7) days from the date and time of the original meeting.

(Adopted - Annual meeting January 2001)

g. Adjournment: In the event of such adjourned meeting, the church clerk shall publish in the church bulletin, on the Sunday which immediately follows the adjourned meeting, that the meeting was adjourned; the date and time of the upcoming meeting; and that ten (10) percent of the church members shall constitute a quorum at such subsequent meeting.

h. For the calling of a pastor, or assistant pastor, twenty-five (25) percent of the members of the congregation shall be required for a quorum.

ARTICLE IV - OFFICERS OF THE CHURCH

Section 1 - The Pastor

a. Calling a Pastor

1. When the pastorate becomes vacant, the Church shall, without unnecessary delay, appoint a Pulpit Committee composed of three (3) deacons, including the chairman of the Ministry of Deacons, the chairman of the Ministry of Trustees, and four (4) active members appointed by the Church body.

2. The Pulpit Committee shall examine credentials, interview, and hear the preaching of duly ordained ministers whose names have been suggested for the pastorate and make a recommendation to the congregation.

3. The committee shall, with the approval of the congregation, invite candidates to preach to the congregation at a regular Sunday worship service and to meet the members personally.

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4. As soon as possible thereafter, at a business meeting, of which there has been at least two weeks of public notice, a vote shall be taken on extending a call to the candidate. An affirmative vote of three-fourths (3/4) of the members present and voting shall be required for the election of a Pastor.

5. The Pastor shall be called for an indefinite period of time, provided however, that termination of service shall be subject to the conditions outlined in Subsection c.1 of this Section titled "Termination of Service."

b. Duties of the Pastor

1. The Pastor must adhere to the basic doctrines of faith as outlined in the Church Covenant and Statement of Faith and to historic Baptist principles. He shall be subject to qualifications in I Timothy 3: 1-13 and to further qualifications as authorized by the Church through the Pulpit Committee.

2. It shall be the duty of the Pastor to preach regularly at the Church; to administer the ordinances of the Gospel; to act as moderator, when present, in meetings for the transaction of Church business; and to perform the various duties incumbent upon the Pastor's office.

c. Termination of Service

1. The Pastor shall not relinquish the office without a reasonable period of notification, i. e., not less than sixty (60) days nor more than six (6) months.

2. The Church shall not terminate the Pastor's salary without a reasonable period of notification, i.e., not less than sixty (60) days nor more than six (6) months, unless he be proven guilty of incompetence, obnoxiousness, immorality, or criminal offense, in which case the salary shall be terminated and the Pastor shall be dismissed from the Church premises immediately.

Section 2 - Assistant Pastor

a. Selecting an Assistant Pastor

1. When calling an Assistant Pastor, the Church shall appoint a Pulpit Committee as outlined in Section 1- a.-1. of this Article.

2. The Pulpit Committee shall receive recommendations and shall select and present to the Pastor a list of two or more candidates for Assistant Pastor. The Assistant Pastor shall be appointed from the list by the Pastor and presented to the Church for confirmation.

b. Duties of the Assistant Pastor

Except as otherwise provided in the Bylaws, the duties of an Assistant Pastor shall be as designated by the Pastor.

c. Termination of Service

1. An Assistant Pastor shall not relinquish the office without notification to the Church. An Assistant Pastor shall not be subject to the time requirements applied to the Pastor in Section 1-c.-1 of this Article.

2. The Church shall not drop an Assistant Pastor from its payroll without a reasonable period of notification, i.e., not less than sixty (60) days nor more than six (6) months, unless proven guilty of incompetence, obnoxiousness, immorality, or criminal offense, in which case, the Assistant Pastor shall be dropped from the payroll and dismissed from the Church premises immediately.

Section 3.- Deacons

a. Deacons will seek out candidates for the Ministry of Deacons from among the Church membership and make such candidates known to the Pastor. The Pastor shall make recommendations to the Church. The Church shall elect deacons by a majority of at least three-fourths of the members present at any regular or duly announced meeting, as often as it may be rendered necessary. Deacons shall be subject to the qualifications in I Timothy 3: 1-13.

b. It shall be the duty of deacons to seek out members of the Church in need of financial assistance and to use the alms of the Church for their relief; to visit the sick; to administer the elements of the Lord's Supper; to undertake the general supervision of the temporal interests of the Church; and to cooperate with and assist the Pastor in the performance of his duties.

c. Persons accepted by the Church as candidates for the Ministry of Deacons shall serve a one-year probationary period, which shall include undergoing training prescribed by the Ministry of Deacons. Following ordination, deacons shall continue in office as long as they faithfully discharge their duties.

d. The Ministry shall elect annually a chairperson, a vice-chairperson, a secretary, and a treasurer. The Ministry shall meet monthly.

e. The composition of the Deacon Ministry shall be five (5) members for the first one hundred (100) members and portion thereof and one additional Deacon for each fifty (50) members above the one hundred (100) members and portion thereof. If any deacon

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becomes unable to fulfill the responsibilities of the office, the Ministry of Deacons will take appropriate action.

f. A deacon failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be recommended to the Church by the Ministry of Deacons for removal from office.

Section 4 - Deaconesses

a. Deaconesses shall seek out candidates for the Ministry of Deaconesses from among the Church membership and make candidates known to the Pastor. The Pastor shall make recommendations to the Church. As often as it may be rendered necessary, the Church shall elect deaconesses by a majority of at least three-fourths of the members present at any regular or duly advertised meeting. Deaconesses shall be subject to those qualifications in I Timothy 3: 1-13.

b. The Ministry of Deaconesses shall assist the Pastor in developing the spiritual life of the women and girls of the Church for the best possible Christian service. It shall cooperate with the Pastor and the Ministry of Deacons in visiting the members; in the care of the sick, needy, and distressed members of the Church; and in the preparation for the observance of the ordinances of the Church.

c. Persons accepted by the Church as candidates for the Ministry of Deaconesses shall serve a one-year probationary period which shall include undergoing training prescribed by the Ministry of Deaconesses. Deaconesses shall hold office so long as they shall faithfully discharge their duties. If any Deaconess becomes unable to fulfill her responsibility, the Ministry of Deaconesses shall take appropriate action.

d. The Ministry shall choose annually a chairperson, a vice- chairperson, a secretary, and a treasurer and shall meet regularly each month.

e. The composition of the Ministry of Deaconesses shall be five (5) members for the first one hundred (100) members and portion thereof, and one (1) additional Deaconess for each fifty (50) members above the one hundred (100) members and portion thereof.

f. A Deaconess failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be recommended to the Church by the Ministry of Deaconesses for removal from the office.

Section 5 - Trustees

a. The Ministry of Trustees shall consist of five (5) members for the first one hundred (100) members or portion thereof, and one (1) additional member for each fifty (50) members above the one hundred members or portion thereof.

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b. Trustees shall be elected as follows: one-third (1/3) to a term of one (1) year; one-third (1/3) to a term of two (2) years; and one-third (1/3) to a term of three (3) years. At the expiration of the initial term of office of each Trustee, the successor shall be elected to serve for a term of three (3) years. No two members of any immediate family, i.e., mother, father, husband, wife, son, daughter, brother, or sister shall serve on the Ministry of Trustees at the same time. (Clarified January 1997)

c. Nominees for the Ministry of Trustees must have held membership in First Baptist Church for at least one (1) year. Nominations to the Ministry of Trustees shall be in accordance with the provisions of Article VI, Section 13-b of these bylaws. (Amended 18 January 2000)

c. Nominees for the Ministry of Trustees shall be submitted to the congregation through the Nominating Committee in accordance with provisions of Article VI, Section 13-b of these bylaws.

d. The Trustees shall elect annually a chairperson, a vice chairperson, and a secretary and shall meet regularly each month.

e. A Trustee acting without the authority of the Ministry of Trustees, shall be personally liable for that action.

f. The Ministry shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management, and upkeep. It shall determine the use of the Church buildings and properties for all extra or secular purposes, but shall have no power to buy, mortgage, lease, or transfer any property without a specific vote of the Church authorizing such action. It shall designate the financial institution(s) where the funds of the Church shall be deposited. All bills authorized by the Church shall be cleared through the Ministry of Trustees before payment is made. It shall, when so instructed by the Church, secure the services of a custodian, and other employees authorized by the Church, at such salary as is authorized by the Church, and secure from such employees acceptable services. It shall also, when instructed by the Church, secure the services of a Church secretary. It shall perform such other duties as are imposed upon it by the Church and state.

g. The Ministry of Trustees shall make recommendations to the Church for the establishment of salaries and subsequent changes in salaries.

h. The Ministry of Trustees shall maintain an inventory of all legal documents and properties pertaining to the Church. Legal documents shall be kept in a safe deposit box with copies filed in the Church office. The Ministry shall consistently maintain availability of legal counseling in its deliberations as required and acquire and keep in force sufficient liability insurance coverage.

i. A Trustee failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be recommended to the Church by the Ministry of Trustees for removal from office.

Section 6 - Treasurer

a. The Treasurer shall be nominated by the nominating committee and elected from the general membership for a term of three (3) years and may be re-elected after his or her term has expired. No two members of any immediate family, i.e., mother, father, husband, wife, son, daughter, brother, or sister shall serve as Treasurer and Financial Secretary at the same time. (Amended 2/8/94)

b. The Treasurer shall be the custodian of the Church's funds, e.g., tithes and offerings, missionary and Church School contributions, gifts, endowments, and inheritances, and shall receive and deposit all monies; pay all orders authorized by the Church; and sign all checks and drafts in accordance with Church policy and procedure. (Amended 2/8/94)

c. The Treasurer shall keep an accurate account of Church finances, and annually, at the said meeting for business in January, shall lay before the Church a statement of the monies received and paid and an entire financial record, which the auditing committee appointed by the Church shall examine, along with the necessary vouchers. A copy of the record shall be available for any member to review upon request.

d. The Treasurer shall attend meetings of the Ministry of Trustees and report the status of the Church's finances as requested.

e. For the protection of this officer and the Church, the Treasurer shall be sufficiently bonded.

f. The Treasurer shall seek professional growth by attending local, state and/or national workshops and training sessions pertaining to the office and through study of the scripture.

g. The Treasurer shall train the Assistant Treasurer to assume these responsibilities in case of absence or inability of the Treasurer to perform assigned duties.

h. A Treasurer failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be suspended immediately by joint action of the Pastor, the Ministry of Deacons, and the Ministry of Trustees who, as deemed appropriate, shall jointly recommend to the Church removal of the Treasurer from office.

Section 7 - Assistant Treasurer

a. The Assistant Treasurer shall be nominated by the nominating committee and elected from the membership and shall be subject to the same conditions of tenure and termination as the Treasurer, (Sections 6-a. and 6-h.)

b. In absence of or the inability of the Treasurer to perform assigned duties, the Assistant Treasurer shall assume those duties designated for the Treasurer, to include attendance of meetings of the Ministry of Trustees.

c. For protection of this officer and the Church, the Assistant Treasurer shall be sufficiently bonded.

Section 8 - Financial Secretary and Assistant Financial Secretary

a. The Financial Secretary shall be nominated by the Nominating Committee and elected from the membership for a term of three (3) years and may be re-elected after his or her term as expired. (Amended 2/8/94)

b. The Financial Secretary shall be the recipient of all monies during and after service(s) for the Church; shall count receipts with the trustees; and turn over monies received to the Treasurer and obtain a receipt from the Treasurer.

c. The Financial Secretary shall keep an account of all monies received by category, e.g., tithes/offerings, building maintenance/ expansion, missionary, and scholarship.

d. The Financial Secretary shall furnish each member of the Church with envelopes for tithing/offering; shall keep a record of individual pledges made; and, if requested, shall provide each individual member a personal statement on an annual basis.

e. The Financial Secretary shall attend meetings of the Ministry of Trustees, and Finance committee, and render reports as requested.

f. For the protection of this officer and the Church the Financial Secretary shall be sufficiently bonded.

g. A Financial Secretary failing to fulfill the obligations of the office, or found guilty of acts unbecoming the office, shall be suspended immediately by joint action of the Pastor, the Ministry of Deacons and the Ministry of Trustees who, as deemed appropriate, shall jointly recommend removal of the Financial Secretary from office.

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h. No two members of any immediate family, i.e., mother, father, husband, wife, son, daughter, brother, or sister shall serve as financial secretary and treasurer at the same time.

i. The Financial Secretary shall receive annual detailed financial reports from each organization.

j. An Assistant Financial Secretary shall be nominated by the Nominating Committee and elected from the membership for a term of three (3) years and may be re-elected after his or her term has expired. In absence or inability of the Financial Secretary to perform assigned duties, the Assistant Financial Secretary shall perform the duties of the Financial Secretary. (Added 2/8/94)

Section 9 - Church Clerk

a. The Clerk shall be nominated by the Nominating Committee and elected **in accordance with Appendix C** by the Church.

b. The Clerk shall keep an accurate record of proceedings of Church business meetings; read the minutes of previous Church meetings; take charge of all Church records; keep a register of members of the Church; prepare the Church bulletin; read special announcements each Sunday; prepare letters of transfer for those requesting them; receive annual reports, and keep the Pastor informed of all unfinished business.

c. The Clerk shall train the Assistant Clerk to assume these responsibilities in case of absence or inability of the Clerk to perform assigned duties.

d. The Clerk shall serve as a member of the Historical Committee. (Article VI, Section 9-a)

e. The Clerk shall have a copy of the Constitution and Bylaws and Robert's' Rules of Order, latest edition, at each Church meeting.

Section 10 - Assistant Clerk

a. Selection of the Assistant Clerk and conditions for termination shall be the same as for the Clerk.

b. In case of absence or inability of the Clerk to perform assigned duties, the Assistant Clerk shall assume those duties designated for the Clerk.

Section 11 - Minister of Music

a. The Minister of Music shall be nominated by the Pastor and elected by the Church.

1. In the event a Church member is not available to fill this position, the Pastor shall recommend to the congregation a Director of Music to carry out the duties and responsibilities of this office.

b. In the performance of assigned duties, the Minister of Music shall be responsible directly to the Pastor.

1. The Director of Music shall be responsible directly to the Pastor, and assume all duties and responsibilities of this office as delineated in a contractual agreement.

c. Major responsibilities of the Minister of Music shall include:

1. Insuring that appropriate and quality music is rendered at all worship services.

2. Advising and assisting, where necessary, other choir directors.

at 3. Seeking professional growth by attending local, state, and/or national workshops and training sessions for Church choir directors and musicians least once a year, and through the study of scripture.

4. Working with other organizations of the Church.

5. Preparing and presenting the music budget.

6. Maintaining music records and files.

7. Evaluating the music program on a regular basis.

8. Participating in national music associations.

d. The Minister (*Director*) of Music shall serve as *chairman of the Music Committee*, and as a member of the Ministry of Christian Education.

(Adopted - Annual meeting January 2001)

Section 12 - Director of Christian Education

a. The Director of Christian Education shall be nominated **in accordance with Appendix C** by the Pastor and elected by the congregation.

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b. The Director shall serve as an ex-officio member of the Ministry of Christian Education and as a member of the Transportation Committee.

c. Principal duties of the Director shall be:

1. Working with the Pastor and other staff members to formulate and interpret policies and decisions for an effective overall educational ministry for the Church
2. Leading in interpreting the Christian education program and its objective to the Church as a whole
3. Assisting in developing a comprehensive, co-ordinate, and unified Christian education program that is consistent with the teaching mission and objectives of the Church and the standards and programs of the Baptist denomination
4. Assessing needs and providing for programs, curriculum, personnel, training, and resources; making recommendations to the Pastor, Ministry of Christian Education, and the Church
5. Facilitating coordination between the Ministry of Christian Education and the various ministries and organizations of the Church in the provision and improvement of educational services
6. Facilitating co-operation of the Church with efforts of local, state, and national Baptist groups active in promoting advancement in the Christian education ministry
7. Seeking professional growth through attending local, state, and/or national workshops and training sessions for Christian education workers at least once a year and through the study of scripture

Section 13 - Superintendent of the Church School

a. The Superintendent of the Church School shall be nominated annually by the Nominating Committee and elected by the Church.

b. As an elected officer of the Church, the Superintendent shall be responsible for providing administrative direction and spiritual guidance to a consecrated, well-administered, and well taught Church School that has as its purpose assisting the Church to carry out its mission through a ministry of teaching and evangelism.

c. The Superintendent shall be responsible for providing spiritual leadership and guidance to Church school staff and members; for seeking personal improvement and knowledge of trends in Christian education; for initiating and encouraging the training of Church school workers; for assuring that curriculum is current and pertinent; and, for coordinating Church School activities with other Church activities and resources.

d. It shall be the duty of the Superintendent, at appropriate times, to inform the Ministry of Christian Education, the Pastor, and the congregation of the progress, status, and needs of the Church School and to bring to the Ministry and congregation recommendations for improving the Church School operation, its facilities, and its spiritual climate. The Superintendent shall represent the Church school on the Ministry of Christian Education and in other capacities as designated by the Pastor or the congregation.

e. The Superintendent shall seek professional growth through attending local, state, and/or national workshops and training sessions for superintendents at least once a year and through the study of scripture.

Section 14 - Chairperson of the Ministry of Christian Education

a. The Chairperson of the Ministry of Christian Education shall be appointed **in accordance with Appendix C** by the Pastor from the Church membership and confirmed by the Church.

b. As an elected officer of the Church, the duties of the chairperson shall be:

1. To counsel and give leadership in planning and implementing the educational ministry of the Church
 2. To help correlate educational activities with other groups in the Church
 3. To assist in finding potential members to serve in the educational ministry
 4. To develop specific Church-wide educational goals and objectives for Christian education
 5. To help the Church in long-range planning on the basis of needs in the community
 6. To interpret to the Church the educational objective and the annual perspective program
 7. To counsel teachers with special needs and problems
- c. The chairperson shall seek professional growth through attending local, state, and/or national workshops and training sessions for Christian education workers at least once a year and through the study of scripture.

Section 15 - Director of Nurture for Baptist Churches

a. The Director of Nurture for Baptist Churches (NBC) shall be nominated **in accordance with Appendix C** from the membership by the nominating committee and elected by the Church.

b. As an elected officer of the Church, the Director shall be responsible for providing administrative direction and spiritual guidance to a Nurture for Baptist Churches Program that is consistent with program objectives established by the National Baptist Convention, USA; acquainting the congregation with the nature and scope of the program; and reporting, as appropriate, to the Pastor, the Ministry of Christian Education, and the congregation on the status and needs of the program.

c. The Director shall manifest demonstrated loyalty to God, the Pastor, the Christian Faith, the Baptist denomination, and the local Church.

d. The Director shall seek professional growth through attending local, state, and/or national workshops and training sessions for Christian education workers at least once a year and through the study of scripture.

e. The Director shall train an understudy to assume these responsibilities in case of absence or the inability of the Director to perform these duties.

Section 16 - Removal of Church Officers

a. At a regular or special meeting, duly called pursuant to Article III, Section 2-d for such purpose, any church officer may be removed by an affirmative vote of the majority of members present at said meeting.

b. Any church officer whose removal has been proposed based on documented failure to uphold the duties of that office, as delineated in these Bylaws, shall be given the opportunity to be heard at such meeting. (Adopted January 1997)

ARTICLE V - MINISTRY OF CHRISTIAN EDUCATION

Section 1 - Composition and Selection: The Ministry of Christian Education shall be composed of representatives from those groups which are involved in the teaching ministry of the Church, e.g., the Church School, Nurture for Baptist Churches, Vacation Bible School, and those individuals, organizations and age-level groups which function to enhance the spiritual life of individuals and the congregation. Members shall be appointed annually by the Pastor and confirmed by the Church. A chairperson shall be selected as prescribed in Article IV, Section 12-a of these Bylaws

Section 2 - Duties: The Ministry shall be responsible for the teaching ministry of the Church, keeping in mind the objective of Christian education. (Appendix B) In carrying out its responsibilities it shall:

1. Formulate policies for the Church's educational ministry;
2. Plan, formulate, and evaluate the Church's educational program;
3. Advise and assist the Director of Christian Education and the Pastor in the development and administration of a comprehensive program of Christian education;
4. Prepare and administer the budget for the educational ministry.

ARTICLE VI - COMMITTEES

Section 1 - Standing Committees

a. Committees Maintained: The Church shall maintain the following standing committees; however, it may establish such additional standing committees deemed necessary.

1. Auditing Committee
2. Building maintenance and Expansion Committee
3. Bulletin Committee
4. Computer Literacy Committee
5. Constitution and Bylaws Committee
6. Finance Committee
7. Historical Committee
8. Hospitality Committee
9. Membership Committee
10. Music Committee
11. Nominating Committee
12. Outreach Committee
13. Policy Committee
14. Recommendations Committee
15. Scholarship Committee
16. Transportation Committee

b. Duties of Standing Committees: The duties of standing committees are as outlined in Sections 3 through 18 of this Article. Committees shall function to assist the Church in the fulfillment of its task. All committees shall operate within the framework of

the Constitution and Bylaws of First Baptist Church, Annapolis, Incorporated; shall develop bylaws consistent with the Church Constitution and Bylaws; and shall present such bylaws and any amendments thereto to the Constitution and Bylaws Committee for review and approval for consistency with the Church Constitution and Bylaws.

c. Standing Committee Chairpersons: Unless otherwise provided herein, chairpersons of standing committees shall be appointed by the Pastor and confirmed by and serve at the pleasure of the general membership. Each standing committee chairperson shall represent the committee at such unscheduled meetings as the Pastor deems necessary and shall act as a principal advisor to the Pastor. **No one person shall concurrently serve as chairperson of more than two standing committees. (Amended 18 January 2000)**

d. Quorum: Unless otherwise provided herein, a majority of the members of a committee shall constitute a quorum. Ex-officio members of a committee shall not be counted in determining a quorum nor have the right to vote.

e. Vacancies: If vacancies occur in a standing committee, the Nominating Committee shall act within thirty (30) days to present nominees to the Pastor who shall appoint from nominees presented a replacement to serve the duration of the term.

f. Meetings: Unless otherwise directed by the appointing or electing authority, each standing committee shall determine its meeting schedule.

g. All standing committees shall prepare and submit an annual budget to the Finance Committee.

h. Each standing committee shall include in its guidelines provisions for dealing with situations where members of the committee do not fulfill their obligations.

Section 2 - Special Committees

a. Special committees may be established for specific purposes as deemed necessary by the Pastor or the congregation and shall be discharged upon completion of their assigned tasks.

b. When appointing a special committee, the Pastor shall designate the chairperson. If the special committee is named by the congregation, that body shall designate the chairperson or charge the committee to elect its Chairperson.

c. vacancies occurring in a special committee shall be filled by the appointing authority.

Section 3 - Auditing Committee

a. Selection and Composition

1. The Auditing Committee shall be composed of five (5) members, each of whom shall be nominated by the Nominating Committee, and elected by the Church membership at any annual meeting. The chairperson shall be elected by the committee membership at an organizational meeting within thirty (30) days after the Church annual meeting. The committee shall provide the Pastor and the Church membership with the name of the chairperson by the fifth consecutive Sunday following the annual meeting of the Church. (Amended January 1997)

2. The election of committee members shall be by vote of the church membership at any annual meeting. There shall be no cumulative voting. At the first annual meeting of the Church after the adoption of these bylaws, the term of office of the two (2) nominees receiving the greatest number of votes shall be fixed for five (5) years. The term of office of the two (2) nominees receiving the next greatest number of votes shall be fixed for four (4) years. The term of office for the other nominee shall be fixed for three (3) years. At the expiration of the initial term of office of each respective committee member, the successor shall be elected to serve for a term of five (5) years. (Amended January 1997)

3. Upon completion of a term of office, a member of the committee shall not be eligible for re-election for a period of one year.

4. Membership on the Auditing Committee shall be independent of the Ministry of Trustees. No two members of any immediate family, i.e., mother, father, husband, wife, son, daughter, brother, or sister shall serve on the committee at the same time.

b. Duties

1. The committee shall conduct an annual audit of all Church accounts, make random audits of accounts of all organizational accounts and certify same, reporting annually at the January Church meeting. The period covered by the audit shall be from January 1 through December 31.

2. It shall be responsible for recommending the procedures and methods to be followed by the Treasurer, the Financial Secretary, and all organizations in maintaining the financial records.

3. The congregation may vote to authorize an audit of any accounts of the Church by a professional auditing firm rather than by this committee.

Section 4 - Building Maintenance and Expansion Committee

a. Selection and Composition - The committee shall be composed of two (2) Trustees, two (2) Deacons and five (5) at-large members of the congregation, nominated by the Nominating Committee and elected by the membership at the annual meeting for a term **in accordance with Appendix D**. This composition shall include the chairperson who shall be elected by the committee.

b. Duties - It is the duty of this committee to consider major repairs, renovations, and expansions and to recommend to the Church action to insure the preservation and upgrading of facilities as needed for the Church's program.

c. This committee shall report at the annual January Church meeting.

Section 5 - Bulletin and Printing Committee

a. Selection and Composition - The Bulletin and Printing Committee shall be composed of the Clerk, Assistant Clerk, and no more than five (5) other members who shall serve for a term of two (2) years. The Clerk shall solicit membership from the congregation and present names to the Church for confirmation at the appropriate annual Church meeting.

b. Duties of the committee :

1. The committee shall be responsible for publishing a church bulletin for each Sunday morning worship service, and for other special programs and occasions upon request, and shall perform any other task which the committee deems appropriate. The committee shall operate, and train others in the operation and maintenance of the Church's copying, duplication equipment, and make recommendations for upgrades and new purchasers of printing equipment.

2. Within forty-five (45) days following the annual Church meeting, the committee shall meet and develop guidelines and procedures for accomplishing the printing needs of the Church and communicate these guidelines and procedures to the Church congregation, Ministries and Committees. (Amended 18 January 2000)

Section 6 - Computer Literacy Committee

a. The Computer Literacy Committee shall consist of nine (9) members, including the chairperson, appointed annually by the Pastor and confirmed by the congregation.

b. Duties of the committee shall be:

1. Assuming responsibility for the management and operation of the Computer Literacy Center.

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2. Developing guidelines and procedures for utilization of the Center as a support for the Church programs and a service and educational resource for the Church and community.

3. Preparing and submitting an annual budget.

c. With prior approval of the Ministry of Trustees, the committee may explore and seek other sources of funds and equipment.

Section 7 - Constitution and Bylaws Committee

a. Selection and Composition - The Constitution and Bylaws Committee shall consist of twelve (12) member, including the chairperson. Members must have held membership in First Baptist Church for at least two (2) years. Appointments to the committee shall be made **in accordance with Appendix D** by the Pastor with concurrence of the congregation.

b. Duties - The committee shall meet at least every five (5) years to review the Constitution and Bylaws of the Church, or earlier if necessary. It shall receive and process suggested modifications to the Constitution and Bylaws and make recommendations to the church regarding revisions.

Section 8 - Finance Committee

a. Selection and Composition - The committee shall consist of a chairperson appointed by the Pastor, and three (3) Trustees, one (1) Deacon, and two (2) at-large members. **The Financial Secretary shall be an ex-official member.** Nominees shall be presented to the Church by the Nominating Committee at the annual meeting. **(Jan 2006)**

b. Duties – The Finance Committee shall prepare and submit a draft budget to the Ministry of Trustees for review and recommendations. **The chair of the Finance Committee shall present at the January annual meeting the proposed budget to the Church for adoption.** The proposed budget shall be made available to the congregation no later than the first Sunday in January. **(Jan 2006)**

Section 9 - Historical Committee

a. Selection and Composition - The chairperson shall be appointed annually by the Pastor and confirmed by the congregation. The chairperson shall be responsible for selecting members, including the Church Clerk, to fulfill the purposes of this committee.

b. Duties - The primary function of this committee shall be to record the history of First Baptist Church and to maintain a chronology of all events and activities deemed to be of historical significance to the Church.

Section 10 - Hospitality Committee

a. Selection and Composition - The Hospitality Committee shall consist of the chairperson and seven (7) members from the congregation appointed by the Pastor and confirmed by the congregation. An assistant pastor shall be a member of this committee.

b. Duties - The Hospitality Committee shall welcome visitors, assist in the channeling of new members into the corporate life of the Church, and assist in the preparation of a repast to be served at the Church for bereaved families of members of the Church.

c. Term of Office - Members shall serve at the pleasure of the congregation.

Section 11 - Membership Committee

a. Selection and Composition - The Membership Committee shall be composed of the chairperson and three (3) at-large members of the congregation, appointed annually by the Pastor and confirmed by the congregation.

Duties - This committee should review periodically the composition of Church committees with the Church Clerk in screening for inactive members. (Jan 2006)

Section 12 - Music Committee

a. Selection and Composition - Representation on the Music Committee shall include Christian Education, worship, the congregation, and youth. The Church organist, Choir Directors, and Pastor shall be ex-officio members. The chairperson (when necessary) and committee members shall be appointed annually by the Pastor and confirmed by the congregation. (Clarified January 2010)

b. Duties - The committee, with the guidance of the Minister of Music, should:

1. Be sensitive to the musical levels and tastes of the Church; consider them when planning special programs; and strive to maintain an appreciation of traditional church music by insuring that certain portions of the worship service shall be delegated to traditional hymns and anthems.
2. Have a voice in deciding on the church music budget, both as to how much money is required by each group sponsored and as to how the funds are to be spent.
3. Make recommendations as to how many and which groups should be sponsored by the Church.

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4. Have the responsibility for auditioning and investigating prospective candidates for music positions in the Church.
5. Set the policy for the use of church instruments.
6. Assist the Minister of Music in striving to achieve smooth functioning of the music program.

7. Upon the vacancy of the Minister of Music / or Director of Music, the chairman of the music committee shall assume the responsibilities of this office until such time the vacancy is filled.

Adopted January 2006

Section 13 - Nominating Committee

- a. **Selection and Composition** - A nominating committee composed of seven (7) members, including the chairperson, shall be nominated annually from the membership by the Pastor and elected by the Church at the annual Church meeting in January. Members of the committee must have been active members of First Baptist Church for at least two years immediately preceding their election.

b. Duties:

1. It shall become familiar with committee policies and procedures in order to present the best nominees to the Church.
2. It shall receive and consider nominees from the membership.
3. It shall interview each nominee and ascertain the nominee's willingness to serve.
4. It shall prepare a list of those qualified to fill the various offices. The committee shall nominate one (1) person for each office to be filled and present the names to the Church at the annual meeting.
5. In the event of a vacancy occurring in an elective office, the Pastor shall, within seven (7) days, instruct the Nominating Committee to seek out a replacement and report within thirty (30) days. The Pastor shall, within seven (7) days, appoint the replacement to fill the vacancy only until the next annual church meeting, at which time the vacancy shall be filled according to the election procedures for that particular office. (Amended 1/21/92)

Section 14 - Outreach Committee

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a. Selection and Composition - The Outreach Committee shall consist of a chairperson and nine (9) members-at-large from the congregation, appointed by the Pastor and confirmed by the Church. Membership is subject to increase based upon need.

b. Outreach activities - shall be supported by missionary funds of the Church.

c. Duties - The committee shall be responsible for:

1. Preparing and serving food for those who come in during the "foodsharing time."
2. Assessing and coordinating attention to other needs such as clothing, housing and, most of all, spiritual with other Church officers as necessary to preclude duplication of effort and to provide appropriate support.
3. Seeking the Lord's leading and guidance in meeting these and other needs while sharing the Lord's love.

c. Term of Office - Members shall serve at the pleasure of the congregation.

Section 15 - Recommendations Committee

a. Selection and Composition - The Recommendations Committee shall consist of a chairperson, two (2) at-large members from the congregation, and two (2) Deacons, appointed **in accordance with Appendix D** by the Pastor and confirmed by the Church.

b. Duties - The committee shall receive all recommendations, excluding proposals for amendments to the Constitution and Bylaws, by the first of October and the first of March for study and presentation to the congregation for its review two (2) weeks prior to the Church meetings in January and June respectively. Recommendations approved by a vote of the congregation shall become effective immediately unless otherwise specified by the congregation.

Section 16 - Scholarship Committee

a. Selection and Composition - The Scholarship Committee shall consist of ten (10) or more members, including the chairperson, selected **in accordance with Appendix D** by the Pastor and confirmed by the congregation at the annual meeting.

b. Funding - for scholarships shall come primarily from the general funds of the Church and may be supplemented by funds from other sources.

c. Duties - The committee shall develop and implement procedures for awarding scholarships to youths of the church entering post-secondary education and for encouraging students and others to strive for excellence in scholarship and leadership. The committee shall:

1. Develop and implement procedures for establishing and maintaining a scholarship fund.
2. Develop guidelines and procedures for selection of candidates and issuance of scholarships.
3. Establish procedures for recognizing and encouraging scholastic excellence in achievement among students and others in the congregation.
4. Assist students in securing other scholarships and financial aid.

Section 17 - Transportation Committee

a. Selection and Composition - The Transportation Committee shall consist of a chairman and two (2) at-large members from the congregation, one (1) Trustee, and the Director of Christian Education appointed annually by the Pastor and confirmed by the Church at the annual meeting.

b. Duties - The committee shall be responsible for:

1. Reviewing needs of the Church as they relate to the Church's programs
2. Monitoring maintenance of the Church's vehicles
3. Making recommendations to the Church regarding transportation requirements
4. Ensuring availability of qualified drivers to operate the Church's vehicles

Section 18 - Policy Committee

a. Selection and Composition - The Policy Committee shall consist of five (5) members including one (1) Deacon, one (1) Deaconess, one (1) Trustee, and two (2) members-at -large from the congregation. The pastor shall designate the chairperson from among the committee members.

b. Duties - The Policy Committee shall be responsible for:

1. Receiving and reviewing ideas and suggestions for needed policy coming from the congregation and drafting pertinent policy for the Pastor's consideration.
2. Formulating and recommending to the Pastor policy based on observed assessed needs of the Church.
3. Ensuring maintenance of policy files that are current and available to the membership
4. Ensuring publication in the Church Bulletin of new and changed policies

c. Term of Office - Members shall serve for a term of three (3) years.

**ARTICLE VII - REPRESENTATION AT ASSOCIATIONS,
CONFERENCES AND CONVENTIONS**

Section 1 - As approved by the Church and provided for in the budget, delegates or representatives may be sent to those with which the Church may affiliate or cooperate under Article III, section 2 of the Constitution, provided, however, that funds for additional delegates may be allocated with the approval of the Church.

Section 2 - Each year, not more than three (3) delegates may be selected by the Ministry of Christian Education to represent the Church at the National Baptist Convention, USA, Inc. National Congress of Christian Education, United Missionary Baptist Convention of Maryland, and any other conferences, conventions, and associations deemed necessary by the Ministry. (January, 2006)

ARTICLE VIII - AMENDMENTS

Section 1 - All proposed amendments to the Bylaws shall be submitted to the membership in writing not less than sixty (60) days before the next annual business meeting.

Section 2. - Adoption of amendments to the Bylaws shall require the affirmative vote of two-thirds of the members present and voting at the annual business meeting.

ARTICLE IX - INDEMNIFICATION

Section 1 - Definitions: As used in this Article IX, any word or words that are defined in Section 2-418 of the Corporations and Associations Article of the Annotated Code of Maryland, as amended from time to time, (the "Indemnification Section") shall have the same meaning as provided in this Indemnification Section. In addition, the definition of the word "Director" shall include "Trustee" of the Corporation. Wherever the word Director is used in Section 2-218 and 2-219, it shall also mean Trustee.

Section 2. Indemnification of Trustees: The Corporation shall indemnify and advance expenses to a trustee of the Corporation in connection with a proceeding to the fullest extent permitted by and in accordance with the Indemnification Section.

ARTICLE X - LIABILITY PROTECTION

Section 1 - The Church shall provide liability protection for Church members appointed by the Pastor, the Ministry of Deacons, or the Church as official representatives in sanctioned activities.

APPENDIX A

Format for Organizational Annual Reports

Name of Organization: (As stated in the organization's bylaws)

Purpose: (As stated in organization's bylaws)

Membership: (Names of officers, increase(s), or decrease(s))

Financial Status: (Income, expenditures, balances)

Projects:

- Accomplishments during past year

- Planned activities for new year (short/long- range)

Problem Areas: (If any)

Comments/Recommendations:

APPENDIX B

Objective of Christian Education

The objective of the church's educational ministry is that all persons be aware of God through their self-disclosure, especially their redeeming love as revealed in Jesus Christ, and, enabled by the Holy Spirit, respond in faith and love, that as new persons in Christ they may know who they are and what their human situation means, grow as sons of God rooted in the Christian community, live in obedience to the will of God in every relationship, fulfill their common vocation in the world, and abide in the Christian hope.

APPENDIX C

SELECTION OF OFFICERS

Officers	Position Type	Term-of-Office	Recom. by	Selected by	Required Action
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Pastor	Elected	Indefinite	P.C.	Congregation	3/4 vote
Asst. Pastor	Appointed	Indefinite	P.C.	Pastor/ w Recom'd	Confirmed
Deacon	Elected	Indefinite	Deacons	Pastor/ w Recom'd	3/4 vote
Deaconess	Elected	Indefinite	Deaconesses	Pastor/ w Recom'd	3/4 vote
Trustee	Elected	3 Years	N.C.	Congregation	Majority vote
Treasurer	Elected	3 Years	N.C.	Congregation	Majority vote
Asst. Treas.	Elected	3 Years	N.C.	Congregation	Majority vote
Financial Sec.	Elected	3 Years	N.C.	Congregation	Majority vote
Asst. Finan. Sec.	Elected	3 Years	N.C.	Congregation	Majority vote
Clerk	Elected	2 Years	N.C.	Congregation	Majority vote
Asst. Clerk	Elected	2 Years	N.C.	Congregation	Majority vote
Minister of Music	Elected	Indefinite	Pastor	Congregation	Majority vote
Dir. Chr. Ed.	Elected	2 Years	Pastor	Congregation	Majority vote
Supt. Ch. School	Elected	2 Years	N.C.	Congregation	Majority vote
Chr. Minst. Chr. Ed.	Appointed	2 Years	Pastor	Pastor	Majority vote
Dir. NBC	Elected	2 Years	N.C.	Congregation	Majority vote

P.C. Pulpit Committee

N.C. Nominating Committee

(2Year Minimum Term Adopted 18 January 2000)

APPENDIX D

SELECTION OF COMMITTEES

Committee	No. of Members	Position Type	Term-of-Office	Recom. by	Selected by	Required Action
Auditing	5	Elected	5 Year	N. C.	Congregation	Majority vote
Build/Maint	9	Elected	2 Years	N. C.	Congregation	Majority vote
Bulletin	4	Appointed	2 Years	Clerk	Congregation	Confirmed
Computer Literacy	9	Appointed	2 Years	Pastor	Pastor	Confirmed
Const/Bylaws	12	Appointed	2 Years	Pastor	Pastor	Confirmed
Finance*	7	Appointed	2 Years	N.C.	Congregation	Confirmed
Hospitality	8	Appointed	Indefinte	Pastor	Pastor	Confirmed
Historical#	1	Appointed	2 Years	Pastor	Pastor	Confirmed
Membership	4	Appointed	2 Years	Pastor	Congregation	Confirmed
Music	Variable	Appointed	2 Years	Pastor	Pastor	Confirmed
Nominating	7	Elected	2 Years	Pastor	Congregation	Majority vote
Outreach	≥ 10	Appointed	Indefinte	Pastor	Pastor	Confirmed
Policy	5	Appointed	3 Years	Pastor	Pastor	Confirmed
Recommen-dations	5	Appointed	2 Years	Pastor	Pastor	Confirmed
Scholarship	≥ 10	Appointed	2 Years	Pastor	Pastor	Confirmed
Transporta-tion	5	Appointed	2 Years	Pastor	Congregation	Confirmed

N.C. Nominating Committee

Chairperson only

* 2 of 7 are at-large members / 5 are Officers

• (2Year Minimum Term Adopted 18 January 2000)

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