BY-LAWS

ARTICLE I

MEETINGS

 The church shall hold regular services of worship on Sundays and Wednesday evenings unless determined otherwise by the Pastor, or Chairman of Deacons in the absence of a Pastor. Cancellation of services shall only be for acts of nature or unfit building conditions. The Lord’s Supper shall be observed on the first Sunday of each quarter and/or at such other times as determined appropriate by the Pastor or Chairman of Deacons, in the absence of a Pastor.

ARTICLE II

ORGANIZATIONAL AUTHORITY

 The organizations of the church shall be under the organizational supervision of the Pastor and are answerable to the church.

ARTICLE III

DUTIES OF ELECTED POSITIONS

All positions will have a designated Lead Position and Assistant Position(s). Both the Lead and Assistant Positions are instructed to adhere to the following duties when serving in the designated position.

Section 1. Clerk. It shall be the Clerk’s or the Assistant Clerk’s responsibility to attend all of the church business meetings, to ensure that all meetings are electronically recorded, and to produce and keep an accurate written record of all minutes. The clerk shall issue letters of dismissal as authorized by the church, keeping same in a safe place. It shall be the duty of the Clerk to see that an accurate roll of the church membership is kept, to include the dates of admissions and dismissals, changes in names, correct mailing addresses, and other pertinent information about each member. All documents maintained by the Clerk shall be the property of the church.

Section 2. Treasurer. The Treasurer and Assistant Treasurer shall, in conjunction with the Budget and Finance Committee, receive, keep in a bank, and make disbursements by check all money or things of value that are given to the church to include payments to mission organizations as directed by the Budget and Finance Committee and/or Pastor. He or she shall keep at all times an itemized account of all receipts and disbursements reporting a record of the account regularly to the church to be preserved by the church Clerk. The Treasurer’s records shall be audited at least one time a year as arranged by the Budget and Finance Committee, and all records and accounts kept by the Treasurer shall be retained for seven years and shall be the property of the church. The Treasurer shall be an ex-officio member of the Budget and Finance Committee. The Treasurer or Assistant Treasurer shall give each contributor an accurate individual contributions statement annually no later than February 1. The Treasurer or Assistant Treasurer shall complete and sign documentation upon any collection and/or receipt of money, money having been collected and counted with a member of the Budget and Finance Committee present. The document is to be drafted by the Treasurer/Assistant Treasurer and approved by the Pastor and Deacons prior to its use. The document will also be signed by a member of the Budget and Finance Committee. Documents shall be cataloged by the Treasurer/Assistant Treasurer with a copy being given to the church Clerk weekly for inclusion in the Church records. The Treasurer prepares and submits any and all tax documents and insurance documents related to the function of Evergreen Baptist Church.

 Section 3. Sunday School Director. The Director of the Sunday School shall have general oversight of the entire Sunday school programand shall administer its affairs. He or she shall be acquainted with the best and current methods of religious education and endeavor to incorporate them into the Sunday School program. It shall be his or her duty to facilitate meetings regularly, at least six times annually, with his or her teachers and assistant teachers, giving advice and receiving suggestions. He or she shall give a report of attendance of each Sunday School class in the regular business meetings of the church. He or she shall ensure that classroom teachers are in place for all Sunday School services; place literature in necessary locations; coordinate the selection and obtaining of literature for Sunday School and church periodicals. He or she will also be responsible for retrieving the mail and distributing it to appropriate individuals.

Section 4. Sunday School Teachers. All teachers are expected to be present in the classroom in a timely manner and to deliver Biblical instruction to the class members present. In the event of an absence, the teacher should notify his or her assistant in order that adequate preparation may occur prior to the teacher’s absence. The Teacher should also notify the Sunday School Director that an absence will occur and the name of the individual that will be filling the teacher’s role for that occasion.

 Section 5. Music Director. The Music Director shall be responsible for providing worshipful music at all services. He/she is to train and direct the choir, and is to cooperate with the Pastor and other church leaders in the selection of suitable music, and devising of appropriate musical programs for all occasions, including funerals (as requested of the music director by the family) where such services are needed. He or she will provide information for the bulletin each week by the given deadline; prepare information for display on the screen by the sound/video technician and provide information in a format compatible with our operating systems; coordinate performances of the Youth, Children and Adult Choirs and other musicians as may be needed; purchase, maintain and properly store all printed and recorded music. He or she will ensure that musical instruments of the church are properly tuned and in good condition.

 Section 6. Church Pianist and Organist. The church Pianist and Organist shall be expected to play for all regular and special services of the church or to provide a replacement when they are unable to do so. He or she shall coordinate with the Music Director for music for all church services.

 Section 7. Vacation Bible School (VBS) Director. The VBS Director shall prayerfully plan and implement VBS while promoting spiritual growth in the church and community. The Director, in conjunction with the Pastor, will select a theme; he or she will coordinate a date for VBS with the Church Council; recruit and assign teachers and assistant teachers for each class; recruit and assign volunteers for music, crafts, recreation, food preparation and mission opportunities; recruit and assign a secretary and/or treasurer; will coordinate the purchase and acquisition of food, craft materials, literature and any others items needed. He or she will lead or designate someone to lead the introductory portion of VBS each day/evening. A focus on missions will take place during each VBS session. The Director will designate a mission organization/opportunity that will receive monetary funds collected throughout VBS and inform the VBS participants of this designation at the beginning of VBS. The Director will plan and facilitate a recruitment/kick-off event to promote VBS and encourage participation throughout the community.

ARTICLE IV

COMMITTEES

The church shall elect such standing committees as may be deemed necessary to carry out the various phases of the program of the church efficiently and effectively. They shall be elected annually by the church prior to August 1 to serve during the Associational year. These committees, except the Nominating Committee, are to be nominated by the Nominating Committee, unless otherwise specified.

 Section 1. Youth Council Committee: The Chair of this committee will be elected from within, by the currently serving members. The Youth Council Committee, hereinafter referred to as the “Youth Council” is comprised of eight individuals and the Pastor. Duties include planning events for all ages of youth in the church. Specific events that fall within the oversight of the Youth Council include, but are not limited to, Halloween Trunks of Treats and the annual Easter Egg Hunt. Youth Sunday will be coordinated by the Youth Council and dates established in conjunction with the Church Council, said dates to be established prior to September 1 annually. The Youth Council coordinates instruction and events and the utilization and distribution of funds approved by the church with the youth teachers that fall under the mission organizations of the church. All expenditures of funds will be approved by the Budget and Finance Committee. Projects funded annually include mission projects, camps and other outings with consideration for equal distribution of funds for each age division of youth. The age divisions are birth through Pre-K, Kindergarten through 5th grade, 6th grade through 8th grade, and 9th grade through 12th grade. Bible teaching shall be included in all youth activities enabling and assisting the youth with developing as Disciples of Jesus Christ.

Background checks are a necessary part of protecting the youth of our church. Anyone who will be chaperoning, teaching Bible studies, volunteering or accompanying youth in a supervisory capacity from our church on any outing will be required to have a background check. It is the recommendation of the North Carolina Baptist Men and the Baptist State Convention feels that we, as a church, need to know that we are doing everything we can to protect our youth and the assets of our church. As such, Evergreen Baptist Church supports and adopts this policy. Application must be ascertained from the Pastor or Chairman of Deacons and will be submitted by them and financed by the church to the appropriate organization. The application process takes several weeks to be approved and should be submitted immediately if you feel that you will ever serve in one of these capacities. Some examples are volunteers in the nursery, teachers or those supervising in the classroom, camp “counselors”, VBS workers, Christmas Play leaders and Youth/Children’s Choir, etc. This is not an all-inclusive list. Please verify your need for this clearance well in advance if you have any questions about whether or not you must complete the application. Results will be received and reviewed by the Pastor and Chairman of Deacons and will be maintained confidentially. Individuals may obtain the results of his or her report from the Pastor or Chairman of Deacons. Any individual failing to pass the background check will be notified by the Pastor or Chairman of Deacons in the absence of a Pastor.

 Section 2. Sound System Committee. The Sound System Committee, hereinafter referred to as the “SSC”, will operate the sound and video systems for all church functions and special occasions. The committee will coordinate with the Pastor and Music Director for the highest quality of technical services. The SSC will provide for maintenance, upgrade and repair when needed at its discretion. The expenditure of funds will be coordinated with the Budget and Finance Committee and approved by three-fourths affirmative vote by the voting church membership. Expenditures that do not exceed One Hundred Dollars ($500.00) may be requested and approved by the Budget and Finance Committee without the necessity of approval by the church membership. The Chair of the SSC will be elected by and from within the currently serving members of the committee. The Chair will ensure that necessary individuals are assigned and present for all required services. No one outside of the SSC members will be permitted to operate the system. The Music Director will serve as an ex-officio member of the SSC.

 Section 3. Library Committee. This committee shall consist of no less than three members. The Chair will be elected from within, by the currently serving members. The Committee will oversee the obtaining and returning of items by a system designed and published by the Committee, said system being posted on the bulletin board in the library. They will assist with the location of materials as needed and requested. The library serves as a multi-purpose room, and as such, should be reserved through the Committee for any meetings other than Sunday morning class meetings. A calendar is maintained on the bulletin board and should be used to request dates for meetings. Committee members will ensure that the Library decorum is maintained at all times.

 Section 4. Benevolence Committee. The Benevolence Committee shall consist of no fewer than three members. The Chair will be elected from within, by the currently serving members. The Committee will ensure that a suitable gift is delivered to individuals who are sick, hospitalized, experiencing the death of a family member and for other occasions and at other times as deemed appropriate by the Committee. Guidelines for distribution and delivery of items, to include the selection of a vendor, will be established and published by the Committee in conjunction with the Pastor, Deacons and Budget and Finance Committee. Guidelines established will be posted on the bulletin boards in the church.

 Section 5. Bereavement Committee: The Bereavement Committee shall consist of no fewer than three members. The Chair will be elected from within, by the currently serving members. The Committee will represent the church when a death occurs in the family of a church member or regular attendee. They will contact the family to coordinate meal provision dates, times and locations. The Committee will then contact members of the church requesting food preparation for the planned meal(s) and assistance with serving the meal(s) if taking place at Evergreen Baptist Church. If determined by the Committee that food should be purchased, the Chair of the Committee will coordinate with the Budget and Finance Committee and the Treasurer to ascertain funds for such purchase. Paper products required for the serving of meals will be provided by the church as well as ice. Meal(s) served in the homes of individuals will be facilitated by the Committee.

 Section 6. Budget and Finance Committee: The Budget and Finance Committee shall consist of no fewer than five members. Two currently serving Deacons will also be elected to serve on the Committee. The Chair will be elected from within, by the currently serving members. Ex-officio members, in addition to the Pastor, shall be the Chairman of the Deacons, Sunday School Director/Assistant and the Treasurer/Assistant. The Committee will develop and recommend to the church a financial plan and an annual budget. The Committee will meet prior to June 1 of each year to review and analyze the previous year’s budget. Information will be gathered for the coming year’s budget prior to the published date of the annual Budget and Finance/Nomination of Teachers’ and Officers Meeting. The Committee will present the recommendation of expenditures to the church for approval. The Committee shall supervise authorized expenditures and ensure that the Treasurer’s records are properly audited at least annually. The Committee will have financial oversight of all employees. An affirmative vote of three-fourths of the voting members present is required in order for the budget to be approved.

 Section 7. Building and Grounds Maintenance Committee: The Building and Grounds Maintenance Committee shall consist of no fewer than five members. The Chair will be elected from within, by the currently serving members. The Committee will ensure that the church property is maintained at a high level of functionality, safety and beauty. They will oversee all activities that affect the aesthetics of the church to include alterations to the church building and/or grounds. They will supervise custodial and janitorial duties of individuals and/or businesses. The Committee will ensure that a water test is completed every three months, submit samples, and report on the test results to the church membership. They shall be responsible for pest control contracts and implementation of methods to control pests. They shall be responsible for the general upkeep and repairs of the property due to fair wear and tear, storm damage, vandalism, or improvements deemed necessary for maintaining the structural integrity of the property. All property modifications will be explored by and presented through the Committee which will make decisions in conjunction with the Pastor, Deacons, Treasurer and Budget and Finance Committee. Expenditures of less than one thousand dollars ($1000.00) may be accomplished without a vote of the membership. However expenditures exceeding one thousand dollars ($1000.00) will require a three-fourths affirmative vote by the voting church membership in a meeting called for that specific purpose. The duties of this Committee are to keep in repair the church property; to recommend the purchase of any needed equipment other than minor items which may be included in the maintenance allocation for the church budget. This shall include all painting, plumbing, carpentry, electrical repairs, HVAC, roofing, pest control and other such work in the maintenance of the building. The repair of furnishings and permanent fixtures, including kitchen items, shall be included in this fund. This committee shall make an annual inventory of all church properties.

 Section 8. Church Sign Committee. The Church Sign Committee shall consist of no fewer than three members. The Chair will be determined within the Committee by the currently serving members. The Committee will be responsible for changing the church sign as necessary to reflect spiritual messages and/or messages related to church activities and events. Suggestions or requests for displayed information should be submitted to the Committee Chair at least two weeks in advance of the posting. Final decisions regarding postings will be determined by the Church Sign Committee in conjunction with the Pastor and/or Chairman of Deacons.

 Section 9. Christmas Program Committee. The Christmas Program Committee will consist of no fewer than three members. The Chair will be determined within the Committee by the currently serving members. The Committee will enlist and assign church members to portray characters and assist with other areas for presentation of the Program. The Committee will select and obtain all materials needed for presentation of the Christmas Program, establish and schedule rehearsal dates, and select a date for presentation of the Program, in conjunction with the Church Council, prior to September 1. Date(s) will be published on the master church calendar. Committee will also coordinate the reception that follows the Program in the fellowship hall and contract with our “SPECIAL GUEST”. The sanctuary and fellowship hall should be returned to its normal operating appearance immediately following the Program (the same evening).

 Section 10. Meal and Building/Facilities Committee. This committee shall consist of no less than three members. The Chair will be elected from within, by the currently serving members. They will operate in conjunction with the Budget and Finance Committee and the Church Council, providing dates for events expeditiously. The Committee will organize and publish a list of Wednesday night meal dates and designated host(s). Revival meal information will be published in a timely manner. The decision to dispense with meals on any given date will be determined by the Committee after consultation with the Pastor and/or Deacons. The Committee will coordinate the annual Easter Sunrise Breakfast. The Committee will inventory all supplies after each use of the fellowship hall/kitchens. Purchases will be made by the Committee as deemed necessary to replenish depleted supplies, said purchases falling within the allocated funds for such purchases. They maintain order and reshelving of supplies and materials. Materials that are to be available for use at all times include, but are not limited to, forks, spoons, knives, cups, plates, saucers, bowls, paper towels, napkins, dishwashing detergent, trash bags, plastic storage bags, and other expendable supplies as may be deemed necessary by the Committee. The Committee will maintain a calendar of dates requested/assigned for usage of the facility. “Facility” refers to the entire church building. The areas supervised for use include the fellowship hall, kitchens, sanctuary and Sunday School wing. An Application for Use of Facilities must be submitted to the Committee along with the required fee before date(s) will be guaranteed for use. The Committee will provide a written list of rules to those requesting use of any area of the church, collect any monetary payment required, and ensure that the property is returned to its proper state after each function. (Please see list of established “Rules and Regulations Governing the Use of Facilities”, Appendix B and “Application for Use of Facilities”, Appendix C.)

 Section 11. Seasonal Decorations/Activities Committee. The Seasonal Decorations/Activities Committee shall consist of no fewer than five members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will ensure that special occasions and activities are observed with the placement of seasonal/appropriate decorations. Special occasions include, but are not limited to, Harvest Day/Homecoming and Fall decorations; Christmas; Easter and Spring. Exterior wreaths will be displayed on Fellowship Hall, Sanctuary and Education Building doors facing the front of the property for Spring, Fall and Winter. They will ensure that the church is decorated for revivals and special church sponsored events as well. Fresh flowers are to be placed on the communion table every Sunday and are to be refrigerated immediately after service until they are placed again on the following Sunday. Expenditures for the purchase of needed items will be requested and coordinated through the Budget and Finance Committee and the church Treasurer. When observing Hanging of the Greens, the Committee will purchase poinsettias as requested and paid for by the members of the congregation and obtain “In Honor of”, “In Memory of”, forms from donors. The Committee will be responsible for the maintenance of the poinsettias from the moment of placement until they are distributed to the donating members after the New Year’s Eve Service. The Christmas tree is decorated and placed, wreaths are placed on doors and in the sanctuary, and battery and/or electric candles are placed in the wall sconces in the sanctuary, and the advent wreath is placed on a table in the sanctuary next to the pulpit. The Chair of the Committee will coordinate with the Pastor his desires for a program format.

 Section 12. Cemetery Committee. The Cemetery Committee will consist of no fewer than three members. The Chair will be elected from within, by the currently serving members. The Committee will provide for an orderly and organized church cemetery and provide a point of contact for burial permission or information. They will provide and follow a plot chart and posted guidelines (see Appendix D) for use of the cemetery, and coordinate with funeral homes and headstone providers for grave and headstone placement.

 Section 13. Children’s Church Committee. The Children’s Church Committee will consist of no fewer than three members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will ensure that appropriate lessons are provided for the children by the teacher. Scripture will be taught and scripture memorization encouraged. When desired, the teacher may elect to provide a craft activity for the children. The Committee will ensure that participants are between the ages of three and ten years old. Sessions will begin after the Children’s Message has been presented in the sanctuary during morning worship service and will conclude at the end of the morning worship service. Teacher will ensure that children are supervised until a parent or adult responsible for the care of the child has reported to the designated location to assume responsibility for the child.

 Section 14. Children’s Message Committee. The Children’s Message Committee will consist of no fewer than three members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will prayerfully recruit volunteers to share a short (3-5 minute) Bible life lesson during the morning worship service. They will create a calendar and distribute copies to the volunteers, the Pastor and the Church Secretary for inclusion in the bulletin and church newsletter. The calendar will include dates for the year and volunteers designated for each date. The Chair of the Committee will serve as the “point-of-contact” should a volunteer be unable to fulfill his or her obligation at any given time. Volunteers should notify the Chair in advance of absences or inability to fulfill obligations in order to allow ample time for a suitable “exchange” or substitution of leaders for that occasion.

 Section 15. Nursery Volunteer Committee. The Nursery Volunteer Committee will consist of no fewer than three members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will provide individuals for adequately staffing the nursery for Sunday Morning Worship Service (11:00 a.m.) and Wednesday night services. The Chair will provide a yearly schedule of nursery volunteers for each service to the individual volunteers as well as the Pastor and the Church Secretary for inclusion in the church bulletin. This committee shall provide both workers for the nursery and items needed in maintenance of the nursery. Expenditures must be approved by and submitted through the Budget and Finance Committee.

 Section 16. Children/Youth Choir Committee. The Children/Youth Choir Committee will consist of no fewer than four members, a Chair and an assistant for both the Children’s Choir and the Youth Choir. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will introduce children and youth to music appropriate for performance in Sunday morning worship services. Rehearsals will be conducted on dates and at times determined by the Committee. The children and youth may perform at other venues with the permission of the Music Director and the Pastor or Chairman of Deacons. The choirs are divided into two age groups: Children: age two through second grade; Youth: third grade and above. The Committee will purchase materials needed for the instruction of music and coordinate all performances with the Music Director.

 Section 17. Baptismal Committee. The Baptismal Committee will consist of no fewer than two members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will clean and rinse the baptistery before each use; close the drain and fill the baptistery up to two (2) inches under the overflow (the process takes 1.5 to 2 hours); after the water level reaches half full, engage the electrical breaker to start the circulating pump and water heater unit; make sure that the heat setting is in the comfort zone (it takes about 12 hours to reach the appropriate temperature); make sure there are clean towels available for the baptismal participants; disengage the electrical breaker prior to anyone entering the baptistery to stop the pump and water heater. After the conclusion of the baptismal service, slowly drain the baptistery. Committee members should be available to assist the Pastor and other participants if needed or requested.

 Section 18. Communion Committee. The Communion Committee will consist of no fewer than four members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will prepare items necessary for the church body to celebrate the Lord’s Supper. They will coordinate with the Pastor to provide supplies for communion services. The Committee will be responsible for the purchase and preparation of the bread and juice used for the services, setting up serving vessels, tables and tablecloths before and after the service. They will clean the area and the items used before returning them to the proper location for storage.

 Section 19. Senior Activities Committee. The Senior Activities Committee will consist of no fewer than three members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will encourage fellowship in planned activities among Senior adults. The Committee will plan and arrange for activities and events monthly, provide information concerning Senior Adult activities sponsored by the New South River Baptist Association and publicize all information pertaining to activities at least four weeks prior to the scheduled event. In the event a scheduled event limits the number of participants, the Chair will place a sign-up list in a designated area and will be responsible for submitting names to organizations when required. When the church bus is required, the Chair will coordinate its use with the Transportation Committee. The Chair will ensure that the information is submitted for printing in the weekly church bulletin by the established submission deadline. Dates for events will be submitted to and coordinated with the Church Council.

 Section 20. Transportation Committee. The Transportation Committee shall consist of all members approved as drivers for the church bus. The number of Committee members may increase or decrease as need for such arises. In order to drive the bus, an individual must be listed on the church insurance as a driver. The Chair will be selected from within the Committee by the currently serving members. Duties include maintaining possession of the keys to church vehicles, coordination of general maintenance and upkeep for the vehicles, and coordination of drivers for church outings when requested.

 Section 21. Church Secretarial Committee. The Church Secretarial Committee will consist of no fewer than three members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Chair of the Committee will prepare the bulletin for Sunday morning services, prepare a monthly newsletter, prepare correspondence as needed by the Pastor, prepare special documents and certificates as requested by the Pastor; coordinate the purchase of office supplies for the church to include ink cartridges for the printer used for the bulletin, report the printer count of the copier in the library to the vendor quarterly; coordinate and share information with the Webpage Committee for publication on our church web site. In the event the Chair is unable to fulfill the duties of the position, other Committee members will fulfill the duties.

 Section 22. Webpage Committee. The Webpage Committee will consist of no fewer than four members, two of whom will be the Pastor and Church Secretary (responsible for preparing the bulletin) and two additional members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will maintain and update the church’s webpage on a weekly basis ensuring that all information included is accurate and published in a timely manner. Only members of the Webpage Committee will have access for editing and addition purposes. All church members will have access for reading purposes.

 Section 23. Executive Committee. The Church Executive Committee (Church Messengers) will consist of no fewer than seven members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will represent Evergreen Baptist Church at semi-annual meetings of the New South River Baptist Association. The association is composed of Southern Baptist Churches located in Cumberland and Sampson counties. The association is a group of churches that join together in an effort to better spread the word and provide opportunities of worship for people within the area which the association serves. Committee members will attend scheduled business meetings to conduct the business of the association. Members are to be informed on the business of the association and express the desires of Evergreen Baptist Church through audio and voting procedures. The decisions made by the members should reflect the desires, convictions and beliefs of the majority of Evergreen Baptist Church members. They are to report back to the church membership the business as it was completed at the meetings attended.

 Section 24. Outreach Ministry Committee. The Outreach Ministry Committee will consist of no fewer than seven members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will lead the church in fulfilling the Great Commission by reaching out with Godly love to the lost and unchurched. The Committee will assist the Pastor in leading our church to become an Acts 1:8 church reaching our community for Jesus. The Pastor and Committee will lead and encourage our church to find creative, innovative methods of engaging our community with the Gospel. The committee will assist the Pastor in planning and executing two community wide outreach events per year for the purpose of intentionally sharing the Gospel with the community of Beaver Dam.

Section 25. Usher/Jr. Usher Committee. The Usher/Jr. Usher Committee will consist of no fewer than eleven adult members, one of whom will serve as Chair, and eleven youth (under 18) members. The Chair of the Committee will be elected from within the Committee by the currently serving members. The Committee will assist with the orderly process of church services to include distributing bulletins immediately prior to the morning worship service, assisting with seating of congregants, collecting of offerings at regular services and other events as requested, and assisting with accommodating special needs as they arise. The Chair of the Committee will establish a schedule for participant service and distribute the list to the Ushers, Junior Ushers, Pastor and the Church Secretary for inclusion in the weekly bulletin. The Chair will communicate to the participants the expected duty and decorum and will fill the position of usher in the absence of an assigned individual. Members will also assist with parking during high volume attendance events such as Homecoming or funerals.

 Section 26. Nominating Committee. The Nominating Committee shall consist of five members nominated at-large by the voting membership during the annual business meeting that occurs prior to August 1 for the purpose of nominating teacher and officers and approving a budget for the coming fiscal church year. Members shall serve for a term of one year. After serving one year, no elected member will be eligible for re-election until after a lapse of one year. The Chair will be elected within the committee by the currently serving members. The Nominating Committee will serve for the entire fiscal year and may be called upon to create special or additional committees for the church as recommended by the Pastor and Deacons. The Committee shall also have the responsibility of nominating to the church persons to serve in offices vacated from time to time by removal, by death or by failure to function in the assigned capacity, said recommendation receiving a three-fourths affirmative vote of the voting membership present.

 Section 27. Church Council Committee. The Church Council Committee will consist of the Pastor, Music Director, Sunday School Director, Chairman of Deacons, Clerk, WMU Director, Brotherhood Director, Youth Committee Chair, Secretary, Webpage Chair, Meal and Facilities/Building Committee Chair and the Chairman of the Budget and Finance Committee. The Chair will be elected from within the Committee by the members currently serving. This committee shall plan and promote the church program and publish a calendar annually with dates for all meetings, events and outings. The members shall set as a coordinating committee on church activities on matters of finance, or matters affecting the church policy and shall make recommendations to the Pastor, Finance Committee, or Deacons, or the church. The Pastor shall preside at all meetings and ask someone to take his place during any absence.

 Section 28. Temporary Committee. The church upon recommendation by the Deacons or the Pastor may elect at any time committees to perform temporary functions.

 Section 29. The Pastor shall be an ex-officio member of all committees.

ARTICLE V

ADOPTION AND AMENDMENTS

 Section 1. These By-Laws shall be considered adopted and in immediate effect if and when three-fourths of the voting members present at the business meeting at which vote is taken shall be in favor of same. This vote shall be taken not less than thirty days after formal presentation of the By-Laws to the church.

 Section 2. These By-Laws may be amended, altered or repealed by a three-fourths affirmative vote of the voting members present at any regular business meeting of the church, provided, however, that notice and proposal of such amendment, alteration, or repeal is given to the church in writing at the preceding regular business meeting of the church.

ARTICLE VI

RULES OF ORDER

 The church shall adopt Robert’s Rules of Order to govern the business proceedings of the church.

ARTICLE VII

VALIDATE

 Section 1. The adoption by Evergreen Baptist Church of the Constitution and By-laws shall repeal all previously adopted rules in conflict herewith provided, however, that no action taken by the church prior to this date shall be invalidated by the adoption of this constitution and it**~~’~~**s By-Laws.

 Section 2. A copy of this constitution and By-Laws shall be kept by the Clerk at all times among his or her records and another copy shall be kept in the church office and all amendments to or revisions thereto shall be prepared by a committee elected by the voting members of Evergreen Baptist Church and made available to the church members generally upon request.

 Section 3. The membership shall have the right to access to all Books, Records, Deeds, Titles, and other Documents of the church at any and all times. Therefore copies of all the aforementioned items shall be kept on display in the church office or some other suitable place accessible to the membership.

Appendix A

Application and Approval for Membership

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Applicant in this document, do hereby formally apply for membership in Evergreen Baptist Church. I have had a salvation experience and profess the Lord Jesus Christ as my Savior and have been baptized by immersion. I became a member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (church)

in \_\_\_\_\_\_\_\_ (date) in the city and state of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In consequence of peculiar circumstances, I have lost the relationship with my former affiliated church, and I am not able otherwise to promise a letter of transfer.

Submitted for consideration this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(month), \_\_\_\_\_ (year).

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (printed name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

PASTORAL RESPONSE:

Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (approved/disapproved)

Pastor’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix B

RULES AND REGULATIONS

Governing the use of Evergreen Baptist Church Facilities

1. The building will henceforth be called, “Evergreen Baptist Church Facilities.”
2. Only church members will be entitled to secure the Facilities.
3. The Facilities are to be used solely for church and family functions, and shall be chaperoned by one or more adults 30 years of age or older.
4. If the Facilities are used for any purpose other than church activities a fee of $50.00 will be charged to church members for the use of the building. Non-church members will be charged a fee of $500.00, the building having been secured by a church member who will remain on the premises for the duration of the event.
5. The Facilities will not be used for commercial purposes (selling items for personal gain, political rallies, etc.)
6. Dancing and alcoholic beverages are prohibited in the Facilities.
7. With the use of the Facilities goes the responsibility of leaving the buildings in good order after use. (Bathrooms included)
8. To avoid conflicts, reservations shall be made through an application process with the Meal and Fellowship Building/Facilities Committee as soon as possible.
9. Rules for use of the kitchen(s).
10. Kitchen must be left clean and in order.
11. Any property damaged must be replaced immediately by the user.
12. Trash must be removed from the church area. (All crumbs and food particles must be cleaned up immediately.)

 10. Rules for use of the Sanctuary and Education Building.

1. Stationary furniture must not be moved.
2. Extreme care must be taken when moving any furniture.
3. Furniture moved must be put back in place immediately after use.
4. Church must be cleaned after use.
5. After weddings, if rice is used, the porch, steps, and walkway must be cleaned.
6. The use of alcoholic beverages or illegal substances is absolutely

 Prohibited.

Appendix B (continued)

The one making application for and obtaining permission for use of the Facilities will be responsible for ensuring that the above rules and regulations are adhered to.

The Building and Grounds Maintenance Committee shall serve as a governing board of any situations or requests not covered by the above rules.

(NOTE: The use of the word “IMMEDIATELY” in the above rules and regulations. Those using the Facilities must immediately clean up so others may have the use of the Facilities.)

We thank God for our Facilities and if all of us work together, we will enjoy it for many, many years.

Appendix C

Application for Evergreen Baptist Church Facilities Use

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant) certify that I am a member of Evergreen Baptist Church. I would like to request use of the following areas of the church:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on the following date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I must submit this Application along with the appropriate fee before my request will be honored. I acknowledge that I have received a copy of the “Rules and Regulations for Facility Use” from the Chair of the responsible Committee.

Date\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Committee Chair Fee accepted of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Appendix D

GUIDELINES AND RULES FOR EVERGREEN BAPTIST

CHURCH CEMETERY

1. GRAVE SITE WILL NOT BE OPENED WITHOUT PERMISSION AND APPROVAL OF THE CEMETERY COMMITTEE.

 2. BURIAL PLOTS ARE RESTRICTED TO CHURCH MEMBERS AND

 THEIR IMMEDIATE FAMILY.

 3. THE CHURCH BUILDING AND GROUNDS MAINTENANCE

COMMITTEE IS RESPONSIBLE FOR OVERSEEING MAINTENANCE

OF THE CEMETERY, THEREFORE NO SHRUBBERY, TREES,

RETAINING WALLS OR OTHER OBJECTS ARE ALLOWED AROUND

THE GRAVE SITE.

 4. THE GRAVE SITE MUST BE MARKED WITH A PERMANENT

 HEADSTONE OR OTHER MARKER WITHIN 12 MONTHS OF

 BURIAL.

 5. A REFUNDABLE FEE OF $200.00 IS REQUIRED TO BE DEPOSITED

 WITH THE CHURCH TREASURER BEFORE THE GRAVE SITE CAN

 BE OPENED. THIS FEE WILL BE RETURNED UPON INSTALLATION

 OF A PERMANENT HEADSTONE.

 6. THE CEMETERY COMMITTEE WILL HAVE A PLAT OF THE

 CEMETERY SHOWING ALL AVAILABLE SITES.