

Constitution of Lynn Oak General Baptist Church, Inc. of Clarkton, Missouri
Organized 1919

Preamble

So that things may be done decently and in order, we, the members of Lynn Oak General Baptist Church, Inc. believing that we are a true unit of the universal Church of Jesus Christ, do unite ourselves together to; preserve our principles of faith, to promote the general welfare of mankind, to secure the blessings of God and to diligently conduct God's business, do declare and establish this constitution to which we voluntarily submit ourselves.

Article One – Name

The name of this organization shall be Lynn Oak General Baptist Church, Inc. located in Clarkton, Missouri.

Article Two – Purpose and Mission

- A. This congregation is organized as a church exclusively for charitable, religious and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law), including, but not limited to, such purposes as the establishing and maintaining of religious worship, the building, maintaining and operating of churches and camps and any other ministries that the church may be led of God to establish.
- B. The purpose of said church is to proclaim the Word of God, the Gospel of Jesus Christ as recorded in the Holy Scriptures, to administer the ordinances of the church, to win other souls to faith in Jesus Christ as Savior and Lord and to teach them to observe all things that Christ commanded so that they might grow in His service.
- C. The church shall: recommend to the MOARK Presbytery of General Baptists the ordination and licensing exclusively of the offices of minister or deacon, educate believers in a manner consistent with the requirements of Holy Scriptures, both in Sunday and weekday schools of Christian education, support missionary activities in the United States and any foreign country, engage in any other ministry that the church may decide, from time to time, to pursue in obedience to the Word of God.

Article Three – Polity and Doctrine

The polity and doctrine of this church shall be in accord with the polity and doctrine as set forth and approved by the General Association of General Baptist.

Article Four – Membership

To be eligible for membership of this church, the person shall confess Jesus Christ to be their Lord and Savior, have received baptism by immersion, and subscribe to the doctrines, philosophies, and principles of the General Baptist faith and the Covenant of the Church.

Members may be received at any regular church service in accordance to the By-Laws of this Constitution as outlined in Section 1.2.

Membership may be terminated in accordance with the By-Laws of this Constitution in Section 1.6.

Membership may be restored in accordance with the By-Laws of this Constitution in Section 1.7 part (C).

Article Five – Church Government

In accord with General Baptist polity and the tradition of the church membership, the church membership shall be recognized as possessing the highest ecclesiastical authority.

Recognizing the tremendous responsibility this position places upon the membership of the church, each member is obligated to prayerfully seek God's guidance in the decisions made and votes cast.

All business meetings shall be conducted according to Section 4 of the By-Laws of the Constitution.

Article Six – Officers

Officers of this church shall consist of the following. The guidelines, duties and responsibilities are outlined in Section 2 of the By-Laws of this Constitution.

- A. Pastor
- B. Deacons
- C. Trustees
- D. Clerk – Assistant Clerk
- E. Treasurer – Assistant Treasurer
- F. Music Director
- G. Sunday School Superintendent – Assistant Sunday School Superintendent
- H. Other officers the church may deem necessary

Article Seven – Affiliations

This Church shall be a member of the MOARK Association of General Baptists. Through its membership in the MOARK Association, this church shall affiliate with the General Association of General Baptists. This is only an affiliation and this Church is subject to no other ecclesiastical authority except defined in Article Five of this Constitution.

Representation from this church to the local association, General Association of General Baptists, and other local or national meetings shall be in accord with the stipulation set forth by membership of this Church.

Article Eight – Meetings

A. Worship Services

The Church shall meet regularly each Sunday morning and evening for the worship of Almighty God unless a consensus of members approves a temporary modification of the schedule. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor or his designated alternate shall direct the services for all church members and for all others who may choose to attend. In the event of extreme weather, natural disaster, or coordinated effort with another church, the regular schedule may be temporarily modified at the discretion of the pastor in consultation with the deacons. Church members shall be notified as expeditiously as possible if the regular schedule has been temporarily modified.

B. Special Services

Revival services and other church meetings essential to the advancement of the Church's objectives shall be placed on the Church calendar.

C. Regular Business Meetings

The Church shall hold regular quarterly business meetings on the first Sunday night of the following months January, April, July, and October. In the event that an assigned quarterly meeting date conflicts with other church activities (Examples: revival, death within church family, holidays, etc.) the pastor acting with the approval of a majority of the active deacons may establish an alternate date and time. To the extent that it is possible to do so, such change will be announced a week prior to the alternate meeting date and time.

D. Called Business Meetings

The Church may conduct called business meetings to consider matters of special nature and significance as recommended by the Church Council. Called business meetings must be announced at three regular services but cannot be held in the same service at which the third announcement was made. Called business meetings will be announced as stated above unless extreme urgency renders such notice impractical. The notice shall include the subject, the date and time and place; and it must be given in such a manner that all active members have an opportunity to attend the meeting. The subject of the special call meeting will be the only matter to be voted on.

E. Annual Church Election

The Church shall hold its annual church election the first Sunday in the month of August each year. Newly elected members shall assume their positions the first day of September of the same year the annual church election was held.

Article Nine – Dissolution and/or Relocation

If at any time, this Church body shall cease to teach and practice the General Baptist Doctrine, or should cease to be an active participant in the denomination or in the event the Church should dissolve as an organized Church body and if no other General Baptist Church Body is willing to continue teaching and practicing the General Baptist Doctrine at said location, dependable legal council shall be obtained by the regularly elected trustees of the Church and other officers who are actively participating in the Church. A legally constituted business meeting shall take action on said legal advice. After all legal liabilities have been resolved, the remaining assets, including property, shall be transferred to the General Baptist Foundation to be divided equally between General Baptist Ministries, including Basic Ministries, Support Services and Institutional ministries; which are in compliance with Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any other future United States Internal Revenue Law).

Article Ten – Amendment, Alteration, and Revision

This Constitution and/or accompanying By-Laws may be amended or altered by a two-thirds vote of active members present at any regular or specially called business meeting, in accordance with the following stipulations.

- A. Any proposed change shall be first presented in writing, signed, and dated to the Church Council at any of its regular or specially called meetings.
- B. Any proposed changes that the Church Council recommends must then be stated in writing and made available to the congregation at least two weeks prior to the next church business meeting provided that thirty days have elapsed between the initial submission of the proposed amendment and the ratification vote.
- C. The proposed changes and the business meeting in which the matter(s) shall be considered shall be announced from the pulpit on two successive Sundays prior to the business meeting the proposed changes are to be voted on.

The Constitution and By-Laws shall be reviewed by the Church Council annually to ensure that it adequately meets the needs of the Church, Association, and Denomination.

The By-Laws of Lynn Oak General Baptist Church, Inc. of Clarkton, Missouri

Section One – Membership

1.1 General

This is a sovereign and democratic General Baptist church under the lordship of Jesus Christ. The church membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The church membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

1.2 Admission of Members

Any person may offer themselves as a candidate for membership in this church by expressing the desire for membership to the membership committee. All such candidates shall be recommended for membership should the membership committee find they comply with any of the following ways:

- A. By profession of faith and for baptism according to the doctrines, philosophies, and principles of the General Baptist faith and the Covenant of the Church.
- B. By promise of a letter of transfer and recommendation from another church, so long as it is another Bible-believing church of like faith and practice.

Should there be any dissent as to any candidate, such dissent shall be referred to the membership committee for investigation and the making of a recommendation to the church within thirty (30) days.

A two-thirds vote of active members present shall be required to elect such candidates to membership.

1.3 New Members

New church members will be expected to participate in the church's new member orientation program if deemed appropriate by the membership committee. Each new member shall pledge to abide by the Church Covenant expressing their willingness to uphold the responsibilities of members as outlined in Section 1.4 in these By-Laws of this Constitution.

1.4 Responsibilities of Members

Upon becoming a member of this church, each one shall strive diligently with help of the Lord, to live up to the duties and responsibilities contained in the Church Covenant.

1.5 Voting Rights of Members

Every active member of the church that is at least 18 years old is entitled to vote in all elections and on all questions submitted to the church in conference, provided the member is present. No provisions shall be made for absentee or proxy voting. Any member answering out of peace in any given conference shall be set aside and his seat considered vacant until the issue is resolved. Active members will be defined as someone who lives up to the Church Covenant and who is not on the Inactive roll of the church. Inactive members as defined in Section 1.7(d) will not be permitted to vote on any church matter or at any church conference.

1.6 Termination of Membership

Membership shall be terminated in the following ways:

- A. Death
- B. Dismission to another church
- C. Exclusion by action of this church
- D. Or upon the receipt of a written letter of resignation to the church clerk submitted by the member desiring to terminate membership. A letter of resignation does not require a church vote or approval but shall be accepted as read and entered in the minutes and the member's name shall be removed and entered in the minutes and the member's name shall be removed from the membership.

1.7 Discipline

- A. It shall be the basic purpose of the church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.
- B. Should some serious condition exist which would cause a member to become an offense to the general welfare of the church, every reasonable measure will be taken by the membership committee to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. No disciplinary action or recommendation to exclude the member from the church membership shall be taken against the member unless the membership committee is in agreement. If agreement between the member and membership committee cannot be reached, the matter will be referred to the Church Council for their recommendation to the church. Under no circumstances shall the pastor, deacons, or Church Council acting on their own individual initiative impose discipline or exclude a member from the church membership without church approval. But, finding that the welfare of the church will best be served by the exclusion of the member, the church may proceed to declare the offender to be no longer in the membership of the church. A two-thirds vote of the active members present at a church business meeting is required to exclude the offender from membership.
- C. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude them may upon their request be restored to membership by a two-thirds vote of active members present at a regular business meeting and upon evidence of their repentance, reformation, and recommendation of the membership committee.
- D. When members have voluntarily been absent from the services of the church for a period of six (6) months without an appropriate exception(s) such as health, age, military obligations, employment circumstances or situations deemed appropriate by the membership committee, they shall have their names placed on the inactive roll of the church and lose their voting privilege. After another six (6) months of inactivity, their name may be removed from the membership roll altogether. To enforce this By-Law, the membership committee shall review the membership roll every six (6) months, attempt to make contact with delinquent members, and making recommendations to the church which memberships shall be moved to inactive status at any conference. They may also recommend to the church to place the name of an inactive member back on the active roll when and if that person becomes again active in the services of the church.

Section Two – Church Officers

2.1 General Requirements

All church officers must be active members of the church for at least one year (except for the pastor and assistant/youth pastor who will be required to join the church after they have been called to service in this church) and at least 21 years old. The one year membership requirement for officers (excluding the pastor and assistant/youth pastor) shall be effective one year after this Constitution and By-Laws have been ratified. (Constitution and By-Laws were ratified on October 2, 2005).

2.2 Pastor

The pastor is responsible to the church and Jesus Christ for leading the church to determine its mission and move toward the attainment of its mission. He proclaims the gospel and provides pastoral care for persons in the church and the community. He serves as an enabler to equip the saints and involve church members in the work of the church so that its divine mission can be achieved.

The Pastor's responsibilities are as follows:

- A. Proclaim the gospel and lead church members in the proclamation of the gospel in the church and community.
- B. Care for persons and lead church members and deacons to care for persons in the church and community.
- C. Provide administrative leadership to guide the church in attainment of its divine mission.
- D. Provide leadership for congregational services, and lead in conducting the church ordinances. The pastor is solely responsible for seeing that the pulpit is filled, but in the event he is incapacitated and unable to do so, then the chairman of the deacons or his designated alternate shall fill the pulpit until the pastor is able to resume his responsibilities.
- E. Conduct wedding ceremonies and funeral services at their discretion.
- F. Work closely with the deacons in their training and performance in their work of proclamation, caring, building up the church fellowship, and other services they may render to help the pastor as he leads the church to fulfill its divine mission.
- G. Serve as chairman of the Church Council, member of Benevolence Committee, ex-officio member of all church committees, and moderate the church business meetings. As an ex-officio member of all church committees, the pastor may attend any meeting he desires and he must be kept informed by the committees when and where they meet. The pastor's attendance is not mandatory at any committee meeting except for the Church Council and business meetings, and he may only vote on issues in a committee meeting to break a tie. The pastor may not serve as chairman of any committee, except the Church Council, unless this has been specifically approved by a majority of active church members at a regular business meeting.
- H. Supervise church staff members and provide for staff training and development.

2.2.1 Hiring and Removing Pastors

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given.

The pulpit committee will seek out a new pastor, and its recommendation will constitute a nomination. Any member has the privilege of making recommendations for nomination to the pulpit committee, but under no circumstances shall a nomination for pastor come to the church except through the pulpit committee. Any petitions for an alternate pastor nominee that does not come through the pulpit committee will be disqualified and disallowed. The committee shall bring to the consideration of the church only one name at a time. Election shall be by secret ballot, an affirmative vote of two-thirds vote of the active members present at this meeting being necessary for a choice. The pastor, thus elected, shall serve until the relationship is terminated by either party with a thirty day written notice. Except in cases of evidence of immoral or defamatory conduct on the part of the pastor, the pastor may be dismissed immediately by a two-thirds vote of the active members present in a regular or called business meeting.

A desire on the part of the church membership pertaining to the continuance of a pastor's services shall be petition in writing to the deacon board. Upon receipt of this petition, the deacon board should attempt to dispel any discord between the aggrieved party(s) and the pastor. This attempt shall occur within a time frame of thirty (30) days after the petition has been received by the deacon board. If the deacon board's attempt to dispel any discord results in failure, then the petition must be submitted to the Church Council for its recommendation on whether it warrants a vote on pastoral continuance. If the Church Council recommends a pastoral continuance vote is warranted, a called meeting will be called according to Article

Eight, Section D of this Constitution. The vote shall be by secret ballot and two-thirds vote of active members present at this meeting being necessary to retain the pastor.

2.3 Deacons

A deacon is set apart by ordination not to rule, but to serve. With the pastor the deacons shall be responsible for the spiritual life of the church. It shall be their duty to assist in the observance of the ordinances, to provide pulpit supplies when needed, to aid the pastor in the spiritual guidance of the members of the church, to visit the sick, the spiritually depressed and negligent members, to moderate church business and Church Council meetings in absence of the pastor, and to serve on the membership committee assisting in counseling with prospective church members.

In any period when the church is without pastor, unless the church shall otherwise provide, the deacons shall arrange to be filled, or fill themselves, the temporary ministry.

Upon the need to elect a deacon (s), the Church Council will serve as a screening committee for nominees. The Church Council will receive nominations from the members of the church, interview those candidates who express interest, and recommend to the church the number of persons, as there are vacancies to fill. Any nomination should be considered from the biblical standards and qualifications of deacon according to the General Baptist doctrine. These nominees shall be sent to the MOARK Presbytery for further examination and must be in accord with the standard of ordination set by the Presbytery. If deemed qualified, each nominee will be voted on separately and a two-thirds vote of active members present shall be required to elect.

A deacon shall serve for an indefinite period of time, contingent upon his remaining orthodox in doctrine and Christian conduct, and faithful in the assigned duties. A deacon shall be considered an elected servant of the church and may feel under no constraint if he, for some reason, determines to resign. His only obligation is to submit a written notice of resignation at least 30 days before it is to take place.

Deacons are subject to disciplinary action by the church in the same manner as all members. A deacon has no authority beyond that of any fellow member unless special authority is delegated to him by the church or is stipulated in the Constitution and By-Laws.

2.4 Trustees

The trustees of the church are by virtue of their office the custodians and guardians of the physical properties of the church. They are under the jurisdiction of the church, Church Council, and are subject to the laws of the state. The trustees shall be responsible for the maintenance and upkeep of all the buildings, facilities, and grounds constituting church property. They shall have complete supervision of all janitorial and maintenance personnel. The trustees shall assume the authority of employer in said relationships.

Adequate funds for maintenance, upkeep of properties, and facilities shall be provided by the church. However, except in case of an emergency, the trustees shall make no major expenditure of funds more than \$750.00 without the approval of the Church Council, who can approve up to \$2000.00. Any expenditure greater than \$2000.00, must come before the church membership in any business meeting to be approved.

The church membership shall decide the number of trustees. Each member shall be elected to serve five-year term. One fifth of the trustee(s) shall be elected annually at the regular election of church officers. The trustees shall elect a chairman annually.

2.5 Clerk

It shall be the duty of the clerk to keep an accurate record of all business transacted by the church; to keep a complete record of all church proceedings, of the membership roll of the church, of all baptisms, certificates of ordination, licenses and commissions as directed by the church; to conduct all correspondence and write letters of dismissal when ordered by the church.

The clerk when requested by the church, shall give reports of previous meetings. He/she shall record current events in the life of the church, which are likely to be of historical value; thereby, making the church records a living and continuing witness. All records are kept by the clerk and shall relinquish all records and books to his/her successor.

The church clerk, along with an assistant clerk shall be elected annually in church officer's election.

2.6 Treasurer

It shall be the duty of the treasurer to receive, deposit, record all money received, and ensure that all financial obligations incurred by the church are paid. All books, records, and accounts kept by the treasurer shall be considered the property of the church. The books shall be open for inspection at all times by any member of the church.

Receipts of tithes/offerings and preparation of weekly deposits shall be made in the company of one witness.

Prior to the final treasurer's report to the MOARK Association of General Baptists, an audit shall be made by the budget committee. They shall sign this report along with the treasurer.

The church treasurer, along with an assistant treasurer shall be elected annually in church officer's election.

2.7 Director of Music

The director of music shall direct, or have directed, all the musical selections for the worship services and special meetings. The director of music shall make the best use of the talents of the church to the glory of God.

The musicians shall cooperate with him/her and the pastor in carrying out the musical program of the church.

The director of music and his/her musicians must profess Christianity and be in agreement with the total program of the church.

The director of music shall be elected annually at the church officer's election.

2.8 Sunday School Superintendent

The superintendent shall be the head of the church school and supervise the entire church school. He/She shall cooperate with and be under the guidance of the pastor.

He/She shall study and evaluate the adequacy of the Sunday school program, facilities, teaching staff, classes, and literature, and shall present to the Church Council such recommendations as they are deemed necessary for improvement.

He/She shall have the right to ask any Christian person to teach in the absence of the regular teaching staff, but at no time shall this interim period exceed ninety days.

The superintendent shall have a teacher and officers meeting at least once a quarter, in which he/she will be the moderator of, to discuss improving the teaching program of the church school.

The Sunday school superintendent and the assistant Sunday school superintendent will be elected annually at the church officer's election.

Section Three – Sunday School

3.1 The Sunday school shall be the basic organization for the Bible teaching program and outreach. Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

The Sunday school shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday school superintendent.

3.2 Teachers who teach in the Sunday school ministry should be qualified persons as deemed by the Sunday school superintendent. They must be Christians who are doctrinally sound and are active members of this church. Teachers must be at least eighteen years of age and are required to attend the teachers and officers meetings. Teachers will be elected annually during the church officer's election.

3.3 The Sunday school secretary/treasurer of the Sunday school shall be elected annually and shall be in charge of the records of the entire Sunday school ministry.

Section Four – Business Conduct

4.1 The rules contained in the current edition of Robert's Rule of Order Newly Revised shall govern the Church in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of the Church.

4.2 Although each auxiliary may establish its own constitution, By-Laws, guiding principles or regulations, in each instance said guidelines must be approved by the church in a business meeting and must not contradict the principles laid down in this Constitution and By-Laws.

Section Five – Standing Committees and Boards

5.1 Committees

All committees will be elected at the annual church election. The Church Council will recommend the nominees for each committee unless otherwise defined in this Constitution and By-Laws. Committee members must be a member of the church.

5.2 Church Council

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries of the programs of the church and its organizations. The Church Council shall make the day to day decisions concerning the administration and ministry of the church not already defined by this Constitution and By-Laws. The church membership will vote on the following:

- A. Annual church budget
- B. Building programs
- C. Acquiring and selling property
- D. Pastor and church staff positions
- E. Election of all church officers, committees, and ministry leaders
- F. Church discipline issues
- G. Church membership issues
- H. Expenditures in excess of \$2000.00
- I. All governing and administrative documents, such as Church Constitution, By-Law, Policies, and Church Covenant.
- J. Other matters as recommended by the Church Council

Regular members of the Church Council shall be the pastor, deacons, chairmen of the trustees, clerk, treasurer, music director, Sunday school superintendent. Three lay members will also serve three (3) year terms with one third of these members being elected annually at the elections of church officers. These lay members must meet the same requirements as any church officer as outlined in Section 2.1 of these By-Laws before serving on the council. The pastor shall serve as chairman of the Church Council and moderate these meetings.

5.3 Membership Committee

The responsibility of this committee is to instruct prospective members as to their privileges and responsibilities as church members (Refer to Section One of these By-Laws), and to advise them of General Baptist doctrine, the Church Covenant, and church practices. The pastor, deacons, and church clerk shall make up this committee.

5.4 Nominating Committee

The nominating committee will consist of five (5) members, with one fifth being elected each year by the church membership. This committee shall select a nominee for each Sunday school office or position vacancy. The committee shall select a nominee proposed and determine his or her willingness to serve. When selecting teacher nominees, the committee may ask the adult classes for suggestions for nominees. A written list of the nominees will then be submitted to the Church Council for its recommendation. The Church Council will then submit its recommendation to the church membership for approval at the annual church election.

5.5 Budget and Finance Committee

The church treasurer and two (2) lay members shall constitute this committee. These lay members will be elected during the annual church election. The church treasurer shall be the chairman of this committee. It is the duty of the budget and finance committee to prepare an annual proposed budget and present it to the Church Council for their recommendation. The recommendation shall come no later than thirty (30) days prior to the end of the calendar year. The Church Council will submit their recommendation to the church membership for approval in the January quarterly business meeting.

5.6 Pulpit Committee

Upon the pastorate becoming vacant, a pulpit committee composed of the deacons and three (3) lay members of the church shall be secured. The members shall be selected by the church body during a business meeting each time this process is needed, and the members will terminate their job when the new pastor is selected and secured.

The pulpit committee shall take the necessary steps to secure a pastor. It shall investigate the merits of each individual under consideration in regard to personal character, education, ministerial record, preaching and pastoral ability to determine his fitness for the pastor position. The committee shall take into consideration all the responsibilities and guidelines set forth under Sections 2.2 of these By-Laws.

When a suitable person is found the committee shall recommend in him to the church as stipulated in Section 2.2.1 of these By-Laws.

5.7 Nursery Committee

A person shall be elected by the church to serve in each position for a period of one year. He/She shall work with the pastor, Sunday school superintendent, and the Church Council in finding persons who will stay in the nursery during the Sunday school ministry and during the church services.

This person will be responsible for keeping the Nursery neat, clean, supplied, and staffed with adequate personnel.

5.8 Social and Bereavement Committee

The Social and Bereavement committee shall consist of eight (8) persons elected annually at the annual church election. The duties of this committee shall be to prepare or coordinate the preparation of food in the case of the death of a church member or for someone the committee deems necessary.

This committee should also coordinate any socials that the church deems appropriate to have. They also shall be in charge of kitchen supplies, and shall see that the kitchen is kept clean and orderly.

This committee will elect a chairperson from among its committee annually.

5.9 Flower Committee

The Flower Committee shall consist of two (2) persons elected annually. The duties of this committee shall be to send flowers in the case of the death of a church member or for someone the committee deems necessary.

5.10 Decoration Committee

The Decoration Committee shall consist of two persons elected annually. The duties of this committee shall be to maintain the church lobby and sanctuary in a fashionable or seasonable manner that is appropriate.

5.11 Library Committee

This is a committee of one (1) person who is elected for a three (3) year term by the church membership. This Library Committee shall keep the library books properly cataloged, purchase new books as needed, maintain a system for checking in and out books, and notifying parties of overdue books to prevent loss.

5.12 Correspondent Committee

This is a committee of one (1) person elected annually by the church. It shall be his/her duty to relate any information concerning the life and work of the church to the General Baptist Messenger and/or other news media.

5.13 Ushers Committee

The church membership shall elect a chairman of ushers annually during the annual church election. The chairman's responsibilities shall be to direct his associate ushers and door greeters in all functions and services of the church. The chairman shall ensure that sufficient ushers are available for each service and will be responsible for assisting the church treasurer in counting the offerings taken. The ushers shall work in harmony with the church program and the pastor.

5.14 Music and Worship Committee

The Music and Worship Committee shall consist of a standing committee of the Director of Music, musicians, audio/video technicians, one representative from the youth, and three lay members that shall be elected annually. This committee shall elect a chairperson from among its committee annually.

The purpose of this committee is to enlist persons to participate in the music ministry of the church, vocal and instrumental. This committee is responsible for enlisting these people to serve.

This committee will also enlist persons to operate all audio/video equipment during services. These enlisted persons must and will be properly trained before being allowed to operate this equipment.

This committee will also oversee all special programs of the church and may enlist persons needed to ensure that the programs are carried out appropriately.

The Music and Worship Committee must work in the close cooperation with the pastor and other leaders in the church.

A quorum of 4 committee members must be present to conduct the committee's business.

5.15 Benevolence Committee

The composition and responsibilities of the Benevolence Committee are as follows:

- A. The deacons and the pastor shall serve on this committee. Service on this committee is incumbent with the office of deacon and pastor; however, the Benevolence Committee may enlist the services of other church members as needed.
- B. The Benevolence Committee can administer assistance up to \$300.00 to individuals or families when deemed appropriate by a majority of members on this committee.

5.16 Shower Committee

The Shower Committee shall consist of four (4) persons elected annually. The duties of this committee shall be to organize baby and bridal showers as defined by the Shower Policy in the Lynn Oak General Baptist Policy and Procedure Manual.

Section Six – Church Policies

6.1 Church policies and procedures shall be described in the Lynn Oak General Baptist Policy and Procedure manual. The manual shall be prepared by the Church Council and approved by the church membership. The manual shall be kept in the church office and maintained by the church clerk. This manual will be readily available to any church member upon request. Changes in policies and procedures may be initiated by any member or organization of this church. Addition, revision, or deletion of church policies and procedures requires the following:

- A. The recommendation of the church officer, member, or organization (including committees) of whose areas the policy relates.
- B. Discussion and recommendation by the Church Council.
- C. Approval by the church.

Section Seven – Ordinances

7.1 Baptism: Baptism is a symbolic act of obedience. A person who receives Jesus Christ as their Savior by personal faith, who professes Jesus Christ as their Savior, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- A. Baptism shall be by immersion in water.
- B. Baptism may be administered by the pastor or whomever the pastor shall authorize.
- C. Baptism shall be administered as an act of worship during any worship service.
- D. Baptism shall be as soon as possible after the public confession of faith.

7.2 The Lord's Supper: The Lord's Supper is a symbolic act of obedience whereby Christians, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- A. The Lord's Supper shall be observed at least quarterly, preferably on the first Sunday of the quarter.
- B. The pastor and deacons shall be responsible for administration of the Lord's Supper.

Section Eight- Auxiliary Programs

8.1 Youth Programs

Youth Programs offers various educational and recreational programs to our youth in order to reach and teach them the Gospel of Christ. They include Sunday morning programs, mid-week programs, an AWANA program, and other special activities or projects deemed appropriate by the church.

Directors of these programs:

- A. Must be Christians who are doctrinally sound, an active member of the church for at least one year, and twenty-one (21) years of age .
- B. Will work closely with the pastor and other church leaders in overseeing all program activities that may include enlisting persons needed to ensure that the programs are carried out appropriately.
- C. Will be elected annually in the annual church election by the church membership. The Church Council will recommend the directors for each program.