

SPRINGHILL BAPTIST CHURCH

CHURCH CONSTITUTION

AND

BY – LAWS

FULLY ADOPTED BY THE CHURCH

JULY 21, 2013

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CHURCH CONSTITUTION AND BY-LAWS**

As of February 17, 2013

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THE CONSTITUTION OF SPRINGHILL BAPTIST CHURCH

This body shall be known as the Springhill Baptist Church of the Springhill Community, located approximately three point one miles (3.1) west of Monroe, Oklahoma on the south side of US Highway 83. The legal description is: Part of the N/2 of the NE/4 of the NE/4 and Part of the NE/4 of the NW/4 of the NE/4 of Section 20, Township 6 North, Range 26 East, Indian Base & Meridian, Leflore County, Oklahoma described as follows: Commencing at the NE corner of said Section 20, thence N89°59'15"W along the North line of Section 20 a distance of 419.44 feet to the Point of Beginning, thence S03°06'36"E a distance of 417.00 feet; thence N89°59'15"W a distance of 978.93 feet; thence N00°01'07"W a distance of 416.38 feet to the North line of Section 20; thence S89°59'15"E a distance of 956.44 feet to the Point of Beginning, containing 9.25 Acres more or less. Previous location and property still owned by Springhill Baptist Church is located ½ mile south of US Highway 83 on Spinghill Road. The legal description is; one acre of land in the northeast corner of the southeast quarter of Section 20 Township 6 Range 26 East. More particular described as beginning at the northeast corner of the above described track, thence south 70 yards, thence west 70 yards, north 70 yards, then east 70 yards to the point of beginning. Since 1908, the year of the church's founding, the church has gone about its business of worship, evangelism and Christian service to others.

This Church Constitution is to preserve and secure the principles of our faith and to govern the Church Body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this Church body in its relation to other churches.

Let it be known to all who read this document and its attachments that they are based upon certain scriptural principles which are timeless and consistent in the beliefs of Springhill Baptist Church. A more detailed doctrinal statement will be included in the body of this document. It must be emphasized that some matters are absolutely foundational to this Church.

- The Church belongs to Jesus Christ, our Lord and Savior, and the members are stewards of the Church's resources. We are accountable to God for what we do.
- Each member of Springhill Baptist Church has an equal vote in open business meetings that have been called/announced in proper fashion by the Church leadership (pastor, deacon or person appointed to do so by the pastor) for the transaction of Church business.
- The ultimate authority in any decision does not lie with any one person or group within the Church, but in the vote of the majority of Springhill Baptist Church members.

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Although Springhill Baptist Church has a great history to reflect upon, our eyes are upon the future, seeking the vision of what our LORD would have us ultimately be and do until He returns and we meet HIM face to face.

OBJECTIVES OF SPRINGHILL BAPTIST CHURCH

- To be a dynamic spiritual Church empowered by the Holy Spirit to share Jesus Christ with people in our Church community and throughout the world.
- To be a worshipping fellowship, experiencing an awareness of GOD, recognizing the Personhood of GOD and then responding to His leadership in obedience.
- To experience an increasingly meaningful fellowship with GOD and fellow believers.
- To be a Church that ministers unselfishly to persons in the community and the world in the name of Jesus Christ.
- To be a Church whose purpose is to live like Jesus Christ while He was here on earth, by emphasizing total commitment to life and personality to the lordship of Jesus Christ.

SPRINGHILL BAPTIST CHURCH COVENANT

Having been led, as we believe, by the Sprit 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, the Son and the Holy Ghost.

We do so, in the presence of GOD and this assembly of Springhill Baptist Church, most solemnly and joyfully enter into covenant with one another, as one body in Jesus Christ.

We will engage by the aid of the Holy Spirit, to walk together in Christian love, to strive for the advancement of Springhill Baptist Church in knowledge, holiness and doctrines.

To contribute cheerfully and regularly to the support of the ministry and expenses of Springhill Baptist Church and to the relief of the poor and in the spreading of the gospel through all nations.

We will maintain a Church family and secret devotions both public and private to religiously educate our children and to seek the salvation of our kindred and acquaintances; and to walk circumspectly in the world, to be just in our dealings, faithful in our engagements and exemplary in our deportment;

To avoid all malicious tattling, gossiping, backbiting and excessive anger;

To abstain from the use of intoxicating drinks as a beverage, all drugs for non-medical purposes and to use our influence to combat the abuse of drugs, and the spread of pornography and to be zealous in our efforts to advance the kingdom of our Lord and Savior Jesus Christ.

We will watch over one another in Christ like love and remember to pray for each other in sickness and distress and to cultivate Christian sympathy in feeling and courtesy in speech;

To be slow to take offense but always ready for reconciliation and being mindful of the rules of our Savior Jesus Christ to secure reconciliation without delay

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We agree that if we remove ourselves/membership from Springhill Baptist Church we will, as soon as possible, unite with another church where we can carry out the spirit of this covenant and the principles of GOD's word.

STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired work/word of GOD and the basis for our beliefs. Springhill Baptist Church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention and is made a part hereof by reference. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to all of lost mankind.

The ordinances of Springhill Baptist Church are:

- Believer's Baptism.
- Lord's Supper.

RELATIONSHIPS

The government of Springhill Baptist Church is vested in the body of believers who compose the Church membership. Persons duly approved by the membership shall constitute the Church membership. (Refer to Church Constitution Article I, sections II through VII). All internal groups created and empowered by the Church shall report to and be accountable only to the Church membership. This Church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this Church membership will cooperate with and support the Leflore Baptist Association, the Baptist General Convention of Oklahoma and the Southern Baptist Convention.

BY-LAWS SPRINGHILL BAPTIST CHURCH

ARTICLE I

(Name, Membership and Privileges)

Section I

This church body shall be known as Springhill Baptist Church located approximately three (3) miles west of Monroe, Oklahoma on US Highway 83. This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church. The Church's fiscal year will run from June 1 through May 31.

Section II

Candidacy for Church membership shall be open to any person professing a genuine conversion to Jesus Christ, a sincere intention to live the Christian life according to the teachings of the New Testament and a basic agreement with Baptist beliefs.

Section III

Candidates for membership meeting the qualifications discussed in Section II of Article I may be presented to the church in three ways at any general meeting of the Church.

- Based upon a public profession of faith for baptism by a vote of the Church.
- By letter of recommendation from another church of like faith and order and accepted by a vote of the Church.
- By statement of faith and baptism by immersion in a church of like faith and practice and accepted by a vote of the Church.

Section IV

A new Church member coming in the manner described in Article I, Section II and Section III will be accepted by a simple majority vote of Church members in any general meeting of the Church.

Section V

The responsibilities of a Church member are to live a consistent and dedicated Christian life according to the teachings of the Holy Bible and to cheerfully support the services and the ministry of Springhill Baptist Church with their attendance, time, talent, tithe, and Christian influence.

Section VI

Active Church members shall have an equal voice in all affairs of the Church and to vote in any election in general or specially called business meeting of the Church. Any member age 16 or older is eligible for consideration by the membership and/or Nominating Committee as a candidate for Church Committees in the Church.

Section VII

Church membership shall be terminated in the following ways: death of the member, transfer of membership to another church, exclusion by action of the Church, removal upon the request of the member, or proof of membership in another church.

Section VIII

It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, Associate Pastor and/or Youth Pastor and Deacons or a requested Church member will be available for counsel and guidance. When counsel and/or guidance is needed for a member of the opposite gender it shall be conducted in such a way/location that the two are not alone and/or isolated from the view of others. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment or embarrassment.

However, if conditions exist with a member which would affect the general welfare of the Church, the Pastor, Deacons, the Church membership after following the guidelines found in the Gospel of Matthew, Chapter 18 and in Galatians Chapter 6 verse 1 may choose to revoke church membership with a secret ballot vote of 80% of members present during the special business meeting called to address the matter. All such actions shall be pervaded by a spirit of Christian kindness.

During a special called business meeting the Church may choose to restore to membership any person previously excluded upon request of the excluded person with a secret ballot vote, with a

majority vote of the members present during the special business meeting called to address the matter, upon evidence of the excluded person's repentance and reformation.

ARTICLE II

(Organization and Meetings)

Section I

For the purpose of worship and service opportunities, the regular meeting and organizations of the Church are as follows:

- On each Lord's Day, Sunday School, morning and evening worship and training opportunities will be regularly scheduled, unless otherwise designated. Examples: First Sunday evening of each month "Family Night" and Last Sunday evening of each month "Care Group Meeting". In addition, there will be Wednesday evening training classes and youth activities. These activities for worship and training will be under the direction of the Pastor, Associate Pastor, Sunday School Director and/or Youth Pastor based upon the audience to be reached. If requested additional direction can be obtained from the Sunday School Director and Church Council.
- For general oversight and input to the Pastor and to oversee the Sunday School program, the Church will elect a Sunday School Director. The Sunday School Director shall be recommended by the Nominating Committee. Every year the Nominating Committee will present the Sunday School Director to the Church membership for a vote.
- For general oversight and input to the Pastor and to oversee the Children's program, the Church will elect a Children's Ministry Director. The Children's Ministry Director shall be recommended by the Nominating Committee and then presented to the Church membership for a vote.
- Other special activities such as revival services, Bible conferences and Vacation Bible School may be scheduled by the Pastor after consultation with the Deacons, Children's Program Director, Youth Pastor and/or Church Council.

Section II

The ordinances of the Church, according to Scripture are Baptism and the Lord's Supper. Baptism may be performed under the authority of the Church by the Pastor, Associate Pastor, Youth Pastor or any ordained person approved by the Church Leadership at any public meeting of the Church. The observance of the Lord's Supper shall be conducted at least four times a year

or more often if deemed necessary by the Pastor. At least one of the Lord's Supper observances will be conducted during a morning worship service.

Section III

Regular business meetings of the Church will be held on Sunday evenings at least once per quarter based on the Church's business calendar. At that time reports for the previous quarter will be given and any business coming before the church may be acted upon. Special business meetings to handle special or unexpected matters of interest to the Church may be called by the Pastor in consultation with the Deacons, Church Council or designated Church committee that is associated or involved with the matter. Special business meetings will be announced one week prior to the meeting, giving opportunity for all interested to attend.

ARTICLE III

(Church Officers and Church Committees)

Church Officers

In order for a person to serve as an officer of this Church, it is necessary for the person be a member of Springhill Baptist Church. Officers of the Church shall be the following:

- Church Pastor.
- Associate Pastor (if position is developed) - ministerial position.
- Youth Pastor – ministerial position.
- Church Deacons.
- Church Treasurer.
- Church Trustees (3).

BRIEF DESCRIPTION OF DUTIES:

Pastor: The pastor is responsible for leading the Church to function as a New Testament Church. The pastor will lead the congregation, the organizations and the Church staff to perform their tasks. The pastor is the leader of pastoral ministries in the Church. As such, he works with the deacons and Church staff to:

- Lead the Church in the achievement of its mission.
- Proclaim the gospel to believers and unbelievers.
- Care for the Church's membership and other persons in the community.

The duties, obligations and responsibilities of the pastor are more completely set forth in the job description (available in the Church office).

Ministerial Staff: Associate Pastor, Youth Pastor, Music Director

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These staff positions shall be called and employed as the Church determines the need for such officers. A job description shall be written when needed. These staff members shall be recommended to the Church membership by a Search Committee selected by the Church membership. The Search Committee shall be formulated using the same process described for the selection of a pastor as found in Article III, Section I of the Church Constitution.

Non-ministerial staff members shall be employed as the Church determines the need for their services. The Church Personnel Committee will have the authority to employ and terminate services of non-ministerial staff members. Such employment and termination of services will be with the recommendation of the supervising staff member and with the consultation of related Church committees. All employment and termination recommendations will come from the Church Personnel Committee to the Church membership for a vote by secret ballot.

Deacons: The church will elect deacons by secret ballot at a regular or special called business meeting of the Church.

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the Church. Their task is to serve with the pastor and staff in performing the pastoral ministries. Deacon meetings may be called by the Pastor, Deacon Chairman, Deacon Vice-Chairman or one third of the Deacon Body. The person calling the meeting will assure notification of the deacons.

Election process for deacons and qualifications are address in the Article III, Section II of the Church Constitution. Additional information on the work and duties of the Deacons is addressed in the Article III, Section IV-A through Section IV-E.

Church Treasurer: The Church will elect annually a Church Treasurer as its financial officer. It will be the duty of the treasurer to receive, preserve, and pay out upon receipt of vouchers/receipts, approved and signed by authorized personnel, all money or things of value paid or given to the Church; keeping at all times an itemized account of all receipts and disbursements and be prepared to give an account of the preceding quarter if necessary. The treasurer of this Church may delegate clerical duties as may be necessary to facilitate his/her duties and responsibilities.

Upon rendering the annual account at the end of each fiscal year and after its acceptance and approval by the Church, the Church's financial records will be kept and preserved for five years. The Church shall approve the purchase of any non-budgeted item greater than \$750.

Church Trustees: The Church will elect three trustees to serve as legal officers for the Church. They will hold in trust the Church property. Upon specific vote of the Church authorizing each

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action they will have the power to buy, sell, mortgage, lease or transfer any Church property. When signatures of trustees are required, they will sign legal documents involving the sale, mortgage, purchase, rental of property or other legal documents related to Church-approved matters. Trustees will serve on a rotation basis, with new trustees being elected each year as covered in Article III, Section IV-H.

Section I

PASTOR: Pastoral qualifications can be found in I Timothy Chapter 3, verses 1 through 7. As a spiritual leader of Springhill Baptist Church, the Pastor will lead all general meetings of the Church. He shall be a non-voting ex-officio member of every Church Committee. He will serve as the moderator of all Church business meetings unless the Church appoints or elects another individual to fulfill the position of Church Moderator.

- Should the Church lose its Pastor for whatever reason, a Pastor Search Committee shall be elected from the membership of Springhill Baptist Church. The Pastor Search Committee shall consist of five (5) members and two (2) alternates. The alternates will be non-voting members of the Pastor Search Committee unless one of the active committee members becomes unavailable to serve. Once the Church membership has voted, the votes will be counted by the Deacons. The Chairman of the Deacons, or a person designated by the Deacons, will call the elected/selected members of the Pastor Search Committee to verify the willingness of the person(s) to serve.
- Once the Pastor Search Committee members have confirmed their willingness to serve, the Chairman of the Deacons shall call a Special Business meeting to present the Pastor Search Committee to the Church. The meeting will be to present the names only and the meeting will not be open for discussion related to the Pastor Search Committee members.
- At the first meeting of the Pastor Search Committee, the committee shall elect a chairperson.
- The Pastor Search Committee shall establish and document its rules governing the selection of a pastor to present before the church in view of a call and will continue its activities until the Church, in a called Business Meeting, votes on the Pastor Search Committee's unanimous recommendation. The votes cast by the Church must be at least 80% in favor to extend the call to the pastor and then the Pastor Search Committee can extend the call.
 - Examples of some rules would be: how to acquire resumes, how to acquire credit reports, how to acquire a criminal history report, questions for pastor interviews, prior discussion with Finance Committee for proposed salary and benefits package, etc.
 - (This list is not all inclusive).
- The Pastor Search Committee members are not authorized to negotiate upon the Church's behalf any salary changes or fringe benefits other than those already budgeted. Any

proposed changes must be presented to and approved by the Finance Committee and then approved by the Church membership during a called Business Meeting.

- The Pastor Search Committee shall be terminated once the pastor has accepted the call and becomes a part of Springhill Baptist Church.
- Should the Pastor Search Committee travel to hear a pastor in view of a call, travel expenses of fuel (turn in receipts); lodging (if required) and meals (if required) shall be paid from the Church budget. Should a committee members spouse accompany the Search Committee to hear a pastor, the spouse's meals will not be covered by the Church.
- This Search Committee process will also apply to the hiring of any full time paid staff member holding the title of Associate Pastor, Youth Pastor or Music Director.

Section II

DEACONS: In accordance with the meaning of the word and the practice of the New Testament, the Deacons are to be the servants of the church. Their task is to serve with the Pastor and staff in performing the pastoral ministries of:

- Leading the church in the achievement of its mission.
- Proclaiming the gospel to Christians and the unsaved.
- Caring for the Church's members and other persons in the community.
- They are to be zealous to guard the unity of the Church.

Section II – A

Deacon Membership and Qualifications:

- Deacons shall meet the Biblical qualifications for deacons, the primary passages being I Timothy, Chapter 3: verses 8 through 13 and Acts Chapter 6: verses 1 through 6.
- Deacons should be adult male Church Members, twenty-five years of age or older and married.
- Should for some reason an active deacon's ability to serve come into question, the deacon body shall select three deacons to examine the issue, guided by Matthew Chapter 18: verses 15 through 17, and report to the deacon body. If the deacon body determines the deacon should not continue to serve, such recommendation will be made to the Church in a Special called Business Meeting for a vote by the Church membership. The vote will be by secret ballot with a majority for or against.
- In accordance with the Pastor and by such methods as the Holy Spirit may direct, and in accordance with the New Testament teachings, deacons may have oversight of Church discipline outside of the deacon body. This would also extend if necessary to the task of investigating questions that may arise about accepting a person for Church membership. The deacons shall be free to call upon any member of the church to aid in discipline and/or correction efforts.

Section II – B

Number of Deacons:

- To assist the deacons in reaching and assisting the families of the Church there shall be an adequate number of deacons to meet the ministry needs of the Church families that make up the membership of Springhill Baptist Church.

Section II – C

Election of Deacons:

- As the need for spiritual ministry arises and to comply with the Church Constitution, Article III, Section II-B the deacons can call for an election for deacons. The called election will include the number of deacons to be voted on and a time-line for carrying out the election. The schedule will be made in consultation with the Pastor. The steps in the election process shall be:
 - Presentation of qualifications of deacons to the Church members.
 - Enlist the pastor to preach a sermon on the qualifications for deacon
 - The names of all male Church members twenty-five years of age and older, who have been Church members of Springhill Baptist Church for at least three years will be posted with an announcement and instructions for those who do not want to be considered for deacon to strike their names from the list. The list will be posted for at least three (3) Sundays.
 - The election will be conducted during a Sunday morning service
 - After a time of prayer the nominating and voting are conducted simultaneously on the same secret ballot on which Church members write the name and/or names of their choice.
 - Each Church member may vote for as many person(s) as the number called for in the election.
 - The deacons will conduct the balloting and count the votes
 - Based on the number to be elected and the number of votes the various candidates received, the deacons will determine those chosen by the Church membership to be deacons.
 - Announcement of those chosen will occur after those voted on by the Church membership are interviewed by a panel of no less than two deacons and confirmation that the individual is willing to serve.
 - There will be a proving/serving time of twelve months before a new deacon is ordained. The ordination service would be conducted based on the process outlined by the Southern Baptist Convention.
 - Deacons who have served actively in other fellowships and have now transferred their membership to Springhill Baptist Church being active in Springhill Baptist

Church for at least two years may be asked by the deacon body to serve as an active deacon of Springhill Baptist Church. If the deacon agrees to serve he will be presented to the Church membership during a regular business meeting or Special called business meeting and voted on by secret ballot.

Section II – D

Deacon Officers:

- The deacon officers are the Chairman and Vice-Chairman. They are elected annually by the deacon body. The Chairman of the deacons will appoint a nominating committee of deacons which will contact deacons for officer position and then present the person(s) to the deacon body. Nominations can also be made from the floor during a deacons meeting. Officers may be re-elected for the same office. The deacon officer terms will coincide with the Church's adopted fiscal year.

Section II – E

Deacon Ministries:

- The deacons will serve as an advisory council for the Pastor in all matters pertaining to the welfare and work of the church. With Pastoral leadership they are to consider and formulate plans in conjunction with other Church Committees for the constant effort and progress of the church in all things pertaining to the saving of souls, development of Christians and the extension and growth of the Kingdom of God.
- The deacons will meet at least once a quarter with the Church Staff to stay current on Church activities and/or needs. Additional meetings can be called at anytime by the Pastor or the Chairman of the Deacons.
- The Chairman of the deacons will serve on the Church Council.
- The Deacons will assist the Pastor with the administration of the Lord's Supper and with the setting up and preparation of the Lord's Supper.
- The Deacons will be responsible for hearing any request for funds that would come from the Benevolence fund and would be responsible for the decision as to the administration of such funds based on the request. They would also make sure monies issued would not go over the amount in the budget. Should additional monies be needed they would make such request from the Finance Committee.
 - The deacons can make decisions as to the administering of benevolence funds as an entire deacon body or they may form a Benevolence Committee inside the deacon body that can handle benevolence requests.
- In any period when the Church is without a Pastor, unless the Church shall otherwise provide, the deacons will arrange temporary pulpit supply. It is not intended in any way

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to prejudice the method by which the church shall proceed in securing a Pastor as set out in the Church Constitution, Article III, Section 1.

- As individual Christians, deacons are to actively participate in the various Church ministries, programs and committees serving by example.

Deacons participate primarily as individuals in Church business, the exception being any involvement specifically assigned to the deacons by the Church Constitution. Deacons should stay informed about critical matters that might affect the welfare and mission of the Church. Indirectly, the deacons as a body may be involved in Church government by providing information and/or advice to the Pastor, Associate Pastor, Youth Pastor, Music Director, Church Council or Church Committees and in some instances, performing a coordinating and/or clarifying function. The Deacons are only an advisory body. All Church decisions are made by the Church membership in regular or special call business meetings.

Deacons in joint meeting with the Personnel Committee may recommend a vote to the church on removing the pastor from his position.

Section III

CHURCH TREASURER:

The Church Treasurer serves as the financial officer for the Church and can be either a volunteer or paid position based on the needs of the Church. The Treasurer develops, recommends and monitors processes for recording and safe handling of all Church monies in cooperation with the Church Finance Committee.

Election: The Church Treasurer is nominated by the Church Nominating Committee and elected by the Church membership annually. The Church Treasurer may, if voted on and agreed to by the Church membership, hold the position for no more than three years in a row, unless an unannounced outside audit of the Church's financial records is conducted sometime during the treasurer's three year term and prior to starting the next three year term. If the audit is clean the Church Treasurer may continue for another three year term as treasurer, if voted on and approved by the Church. A mandatory unannounced audit of the Church's financial records will be called for by the Finance Committee or the Pastor and conducted at least once every three years.

DUTIES:

- Develop and/or implement processes for the safe handling and recording of all Church funds in cooperation with the Church Finance Committee.
 - Develop and/or implement monitoring processes to insure that normal handling procedures are complied with.

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- Allocate receipts according to the approved budget plan or instructions of the Church in a regular or special business meeting.
- Follow approved procedures for the recording of disbursements according to budget allocations. Follow approved procedures for the recording of incoming funds, including allocations of funds according to the wishes of a donor. These designated donor funds can only be spent on the donor's designated project or item. Example: parking lot fund, new van/vehicle, equipment, etc.
- Maintain adequate records of all monies received and disbursed, verify bills to be paid and reconcile bank statements.
- Examine supporting data for all checks, and then follow through in co-signing process if required.
- Work with staff members concerning all accounting procedures and operation of the financial office.
- Provide quarterly financial statements and present them to the Finance Committee and Church membership during the quarterly business meeting. Updates may be requested more often by the Finance Committee.
- Assist, as needed, in the preparation of Church financial records for annual audit or review.
- Work in close relationship with Church staff, Committees and Ministries who have responsibility in use of Church funds.
- Provide quarterly reports to Committees and Ministries as to the amount of funds remaining in their budget.
- Provide a system for filing of receipts for the Church Secretary, so when receipts are turned into the Church Secretary they are filed into the proper budget category so the Church Treasurer may easily collect the receipts on a regular basis.

Section IV

CHURCH COMMITTEES:

This Church may establish committees as it deems necessary to effectively carry on its work and ministries. In order for a person to serve as a member of any committee of this Church, it is necessary that the person be a member of Springhill Baptist Church of Monroe, Oklahoma, for a minimum of six months and be at least sixteen years of age. A committee marked with \$ indicates a committee that requires an annual budget request. A husband and wife cannot serve together on the Personal Committee, Finance Committee, Church Counting Committee or any Staff Search Committee. The committees established by this Church include, but are not necessarily limited to the following:

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- **Rotating Committees:**
 - \$Personnel Committee
 - Nominating Committee
 - Finance Committee
 - \$ Church Property Committee
 - \$Sunday School Director / Committee
 - Kitchen Committee
 - \$Missions
 - Policy and Procedure Committee
- **Non-Rotating Committees:**
 - Lord's Supper Committee – always handled by Deacons
 - \$ Music Committee
 - Church Counting Committee
 - Greeter Committee
 - Visitation Committee
 - \$Decorating Committee
 - \$ Benevolence Committee – refer to Article III, Section II – E.

Section IV – A

Guidelines for Church Committees: There are two types of committees that may be used at Springhill Baptist Church.

- Regular Committee: A regular committee that works throughout the year, having a standing list of duties that require regular performance and reports. It meets at regular intervals and carries out responsibilities that have continuity.
- Special Committee: A special committee that has a unique job to do. When the special job is completed, the committee is then dismissed. (Ex. Search Committee, Church Constitution Committee)

Section IV – B

Regular Committee members whether rotating or non-rotating shall be recommended by the Church Nominating Committee to the Church for an election by the Church membership. The vote would be by a verbal majority vote. The need for a Special Committee can be made by a recommendation from the Pastor, Deacons or the Nominating Committee. Special Committee members shall be elected by the Church membership and approved by the Church membership by a verbal majority vote.

Section IV – C

Terms of Office and Rotation:

All regular Church Committees will follow a plan of rotation unless designated as a non-rotation committee. The size of the committee will be no fewer than three (3) members. The Music Committee, Kitchen Committee, Church Counting Committee, Visitation Committee and Greeter Committee will have more than three (3) members. The rotating committees will be set to operate in a three (3) year rotation, with one member serving one year, one member serving two years and one member serving three years. A person rotating off a committee is not eligible to serve on that committee for a period of one year. Any person at any given time shall serve on only one of the following committees: Finance Committee, Personnel Committee and Nominating Committee. The committees will begin their terms based on the Church's fiscal year of June 1st to May 31st. Each committee will elect a chairperson for their committee, who will be the committee representative on the Church Council. No person shall serve on more than two committees at one time.

Section IV – D

Duties and Responsibilities of Committees:

The specific duties and responsibilities of each committee of this Church are set forth in this Church's Constitution Article III, Section IV-E.

Section IV – E

PERSONNEL COMMITTEE:

The Personnel Committee will be made up of three mixed gender members that will rotate as explained in Article III, Section III – C. The Chairperson would hold the one year (1) term with one member holding a two (2) year term and one member holding a three (3) year term. Following this rotation would allow the Nominating Committee to select one person for the Personnel Committee each year and the new person would always fill the three year (3) term.

The Personnel Committee is to oversee the job duties and requirements of all staff members (paid and unpaid) of Springhill Baptist Church. They would develop the job duties and requirements for the position of Church Custodian. This position could be filled by a Church member or a non-church member. In the event the Custodian duties were contracted out to a cleaning service the job performance of the company would be evaluated by the Personnel Committee in conjunction with the Pastor.

The committee members must be in good standing with the Church. It is essential that the Church Nominating Committee choose wisely the members to serve on the Church Personnel

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Committee. Some aspects of the work may seem technical. However, the work of the Personnel Committee can be performed well by both men and women who have good judgment, are objective, and have demonstrated the quality of being able to work well with others.

The Personnel Committee needs to realize that its basic attitude toward the staff and Church is one of representation. Obviously the Church cannot conduct the affairs of the Personnel Committee, but instead has given the responsibility to a group nominated and approved by the Church membership. The Personnel Committee is therefore assured of the Church's support and encouragement.

The Personnel Committee will present all policies, procedures, and recommendations to the Church membership for approval. The Personnel Committee is responsible for implementing the policies and procedures approved by the Church membership.

The Personnel Committee will act as a sounding board for the Church. It must be willing and able to approach its responsibility with a listening ear, sympathetic to the needs of the Church staff. It must demonstrate belief in and acceptance of those for whom it is responsible. **Loyalty and confidence MUST be assured** in order to encourage staff members to speak openly to the Personnel Committee about their concerns and needs.

DUTIES:

- Surveys the need for additional Church Staff Position (paid and unpaid) based on the needs of the Church and, if necessary, meet with the Pastor, Finance Committee and Church Council for discussion. Should additions to the staff be recommended and approved by the Church membership, the Personnel Committee would be responsible to develop the potential job description(s).
- Prepare and update, as necessary, job descriptions and duties for all employed personnel and keep the information in an employee position manual.
- Working with the Finance Committee, develop and recommend salaries and benefits (vacation and sick leave) for all paid personnel.
- Confirm the Children's Ministry Leader and Youth Pastor has conducted background checks on all workers in the Children's Ministry Programs and Youth Ministry Programs.
- Develop and recommend for adoption to the Church membership the policies and procedures for all employed personnel positions (paid and unpaid).
- Meet with all staff members at least once per year for an evaluation and review of any possible issues that need to be addressed by either the Personnel Committee or the staff member.
 - These meetings may occur as often as deemed necessary by either the Personnel Committee or by a staff member. Recommendations for change should be communicated to the staff member.

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- If action is deemed necessary in regards to the termination of employment of a staff member the recommendation would have to be brought before the Church membership, in a Special called business meeting and the Church membership would have to vote on the Personnel Committee's recommendation by secret ballot with a majority vote to accept the Personnel Committee recommendation for termination of that staff member.

NOMINATING COMMITTEE:

The principal function is to consider all potential Church members concerning their qualifications for specific responsibilities in the Church organizations/programs; to coordinate priorities to potential candidates for Church committees and to recommend nominees to the Church for election to Church Committees and designated positions.

Membership: The Nominating Committee shall be composed of (3) members that will rotate as discussed in Article III, Section IV – C. One person will hold a one (1) year term with one member holding a two (2) year term and one member holding a three (3) year term. Following this rotation would allow the Nominating Committee to select one person each year and the new person would always fill a three (3) year term. The Committee would elect the Chairperson during the first meeting of each Church Fiscal Year. A member may be re-elected after one year's absence off the committee.

Members of the Nominating Committee should have a general knowledge of the Church membership and be persons of integrity who can evaluate objectively and keep the committee's discussion in strict confidence.

The Church Nominating Committee consulting with the Pastor, Deacons and Church Council will recommend nominees to the Church for election during business meetings.

DUTIES:

- Consult with the Pastor, Deacons and Church Council during the time that nominees are being considered.
- Assist Church program leaders and all Church Committees to discover and enlist qualified personnel to fill and maintain their respective organizations/committees.
- Present names of nominees to fill all open position of the Church Committees to the Church for election according to the Church Constitution. All names shall be presented to the Church two weeks prior to the called business meeting.
 - During a business meeting the Nominating Committee would present a printed copy of all committees and programs/ministries and the people nominated for election serving in/on the committees/programs/ministries to the church. A motion to accept the names would be asked for and an open vote would be taken.

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- This process shall be done and presented to the Church membership prior to the start of the Church's fiscal year.
- Nominate special committees and officers assigned/elected by the Church.
- Members of the Nominating Committee should be constantly alert to take note of potential Church members in the Church who should be utilizing their talents for the Church and the cause of Jesus Christ.
- The Nominating Committee does not have to find workers for the Youth Department or the Children's Program. However, the Director of the Youth Department (Youth Pastor) and the Director of the Children's Program will have to provide the workers' names to the Nominating Committee so the workers names can be presented to the Church membership for approval by majority vote.

FINANCE COMMITTEE:

The Finance Committee will be composed of three (3) rotating members as explained in Article III, Section III – C. The Chairperson (elected by the committee) will hold the one year (1) term with one member holding a two (2) year term and one member holding a three (3) year term. Following this rotation would allow the Nominating Committee to select one person for the Finance Committee each year and the new person would always fill the three year (3) term. The Committee Chairperson will always be the person with the one year term. The Church Treasurer will be a non-voting member on the Committee. A rotating member may be re-elected after one year's absence from the committee. The Nominating Committee will present nominees for the Finance Committee to the Church membership for a vote by the Church membership.

The Finance Committee will have oversight of the Church's financial affairs, develop and present the Church budget, be responsible for monitoring the conditions of the approved Church budget and developing policies and procedures for the distribution of the funds. They will assist in determining appropriate documentation, checks and balances to ensure accountability, etc. The Church Treasurer will consult with the Finance Committee when questions arise about the disbursement of Church funds.

Members of the Finance Committee should be members in good standing, have a working knowledge of the Church's programs, be good stewards of their own possessions, possess good business judgment and have the confidence of the Church membership. No person serving on the Finance Committee may concurrently serve on the Personnel Committee or the Nominating Committee.

The major, re-occurring activities of the Finance Committee are budget preparation, approval and ongoing oversight. Budget preparation will begin on or before March 1 with budget recommendations from all staff members, and Committee Chairpersons including but not limited

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to the Music Committee, Church Property Committee, Missions Committee, Children's Committee, Youth Committee, Sunday School Director and Church ministry program leaders (Men and Women's Ministries, Senior's Lunch, etc.) no later than March 15th. During February the Finance Committee will provide a "Budget Request Form" to the above listed committees and ministries that can be filled out and then returned to the Finance Committee no later than March 15th. Any other Church organization that plans on needing money for a project or program will submit their requested amount to the Finance Committee no later than March 15 of each year. The Church Treasurer will provide income history and projections, anticipated salary administration changes, historical expenditures (by category) and other information that might assist the Finance Committee. The Finance Committee is to evaluate requests and make recommendations for expenditure and distributions to the Church membership for approval.

The Finance Committee is to administer the budget including the oversight of the overall budget and the specific budget requests during the Church's fiscal year. Recommendations regarding the expenditures of funds not included in the Church budget and larger than \$750.00 will be brought by the Finance Committee to the Church membership for approval. Budget approval may include designation of person(s) authorized to spend the funds. For example: The Sunday School Director may be responsible for Sunday School Budget, the Chairperson of the Church Property Committee, the Youth Pastor for the Youth Budget, etc. The Finance Committee will review all expenditures, bills invoices and receipts at the end of each month. The Finance Committee will keep the Church membership informed on the Church's finances by providing a printed quarterly report as part of each scheduled Church quarterly business meeting.

The Church Treasurer will monitor cash flow overages and shortages and will notify the Finance Committee when there is a consistent, significant deviation from projections. The Finance Committee is responsible, with the Treasurer's help, to determine a course of action consistent with good stewardship.

DUTIES:

- Estimate anticipated Church income based on previous year's Church income, prevailing economic conditions, past year's growth record of the Church membership and anticipated Church growth.
- Finance Committee will request all Church staff and Identified Committee Chairpersons, and Ministry Leaders to submit an itemized list of budget needs for the upcoming year. These items will be presented to the Finance Committee no later than March 15.
- If necessary notify Church staff, Committee Chairperson or Ministry Leader (Youth, Children, Senior Lunch, etc) to be present to speak on behalf of the requested budget items.
- After evaluation and necessary adjustments are made, prepare budget for the presentation to the Church membership for approval.

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- After Church membership approval, be responsible for the administration of the Church's budget.
- Adjust the budget allocation(s) to accommodate approved non-budgeted items.
- The Finance Committee will work with the Church Treasurer, Church Property Committee and the Church Trustees in the acquisition or sale of real property and/or vehicles, salary administration, building expansion/upgrades, and major maintenance issues (HVAC units, investments, etc). These areas would be brought before the Church membership for a vote.

Policies and Procedures

- Work with the Church Treasurer to develop policies and procedures for the distribution of funds including but not limited to who can sign checks, spending limits for staff without prior approval, when co-signing of checks is necessary, who can use the Church Credit Card, the process for issuing a check (someone makes out the check and someone else signs the check, etc), identifying all necessary budget categories, how undesignated funds are to be handled, etc.
- If necessary develop a discretionary funds account and determine how and when it is to be used by the Church staff and establish annual amount limits when using the account, etc. Once the policies are developed they will be presented to the Church membership during a regular or special business meeting for a vote by the Church membership.
- Review policy and procedures at least every two years for any possible addition, recommendations or updates

CHURCH COUNTING COMMITTEE:

The Church Counting Committee for confidentiality issues shall be composed of four non-rotating members and two non-rotating alternates. The Committee will elect the Chairperson during the first meeting of each Church Fiscal Year and that Chairperson will serve as a non-voting member of the Church Council. The Church Counting Committee will be presented to the Church by the Nominating Committee each year for church approval, even though they do not rotate. This will be done so the Church would always know who is serving. Should a member of the committee decide he or she no longer wants to serve; the Nominating Committee would find a suitable replacement for the position and present that person to the Church for a vote.

A husband and wife shall not serve on the Church Counting Committee at the same time. Other persons who shall not serve at anytime on the Church Counting Committee are: any paid staff member, any volunteer staff member, the Church Treasurer, any current member of the Finance Committee or their spouse. If a need arises and a request is made by the Church Counting Committee, the Church Treasurer may assist the Counting Committee as long as two members of the Church Counting Committee are present.

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The Chairperson along with the Church Treasurer will provide training as necessary to the Church Counting Committee members so all listed procedures for the Church Counting Committee can be met and performed by all members of the Church Counting Committee.

PROCEDURES FOR CHURCH COUNTING COMMITTEE:

Anytime monies are to be counted, there will be at least two members of the Church Counting Committee present. No two members will work together counting monies more than two months in a row. It will be up to the Counting Committee Chairperson to develop and coordinate the rotation process. A weekly tally sheet will be provided to the Church Treasure with the signatures of the Church Counting Committee members that counted the monies for the week.

DUTIES:

- Count all Church monies collected after any collection process
- When received, identify/post designated funds by category (Mission ministry budget, Youth budget, etc.) and not by a specific program unless the specific program is listed on the designated funds/envelope
- Complete offering tally sheets and sign the sheets
- Stamp all checks for "Deposit Only"
- Complete deposit slip for each Sunday's, or other collection deposit
- Enter data of contributions to the church for tax purposes
- Work with the Church Treasurer to develop a record keeping/money tallying system that will comply with the needs of the Church Treasurer, Pastor, Church reports and all local, state and federal tax laws and requirements.
- Produce and distribute year-end tax statements to contributors

In the event that only one Counting Committee member is present to count monies, the member of the committee that is present shall call upon one of the alternates to assist in the counting process. If neither alternate is present then one of the other Counting Committee members may be used. At no time will anyone not on the Counting Committee assist in counting Church monies.

CHURCH PROPERTY COMMITTEE:

The Church Property Committee is responsible to the Church in all matters related to the administration of all Church properties and vehicles. Its work includes such areas as: maintaining all Church properties and vehicles for ready use, recommending policies to the Church regarding use of properties, equipment and maintenance; and to identify budget needs, maintain a budget to fund these needs and activities and make these recommendations to the Finance Committee annually.

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The Church Property Committee will be composed of three members with a three year rotation as explained in Article III, Section IV – C. The Chairperson would hold the one year (1) term with one member holding a two (2) year term and one member holding a three (3) year term. Following this rotation would allow the Nominating Committee to select one person for the Church Property Committee each year and the new person would always fill the three year (3) term. A person may return to the committee after a one year absence.

Volunteer members: There may be designated volunteer members on the Church Property Committee. These would be Church members who volunteer their services on a regular basis to make repairs throughout the Church property at the request of the Church Property Committee. These volunteer members would provide information to the Church Property Committee as to items of future repair, items that would need additional work or replacement, and work that has been completed. These non-rotating members would be for information and services and would not be authorized to spend Church funds.

DUTIES:

- Develop and maintain an inventory of all Church property, equipment and vehicles with the inventory list being updated at least annually. Copies of the original list shall be made with the original being placed in the Church's safety deposit box, one filed in the Church office and one retained by the Chairperson of the committee for reference.
- Develop and maintain a service records on all equipment. Copies should be made and filed in the Church office and the Chairperson should have a copy for reference.
- Establish and maintain regular inspections and written records of all Church properties such as the building, the kitchen, the gymnasium, the parking lot, fire suppression equipment, and the vehicles. If action is needed as a result of the inspection, a plan of correction/repair should be presented to the Church Finance Committee and then to the Church membership for a vote/approval.
- Develop long-range planning for maintenance of the property such as painting, roof repair, and equipment replacement of HVAC units and provide the information to the Finance Committee.
- Develop and recommend, in cooperation with appropriate Church leaders and/or committees, policies for the use of the Church facilities and equipment. (Examples: use of facilities by outside groups; borrowing of chairs, tables and other equipment by members; using of vans, etc.)
- Inspect and make arrangements to maintain all firefighting equipment and emergency lighting systems in the Church building.
- Work with Church staff members concerning any purchase, remodel, or adjustment in any equipment to the Church property.
- Determine budget needs for the annual operations, preventive maintenance, expansion of facilities and equipment, and make recommendations to the Finance Committee no

later than March 15th of each year and, if necessary, make such recommendations to the Church membership.

- Work with the Finance Committee to see that maintenance, purchases, or other related work stays within the Church budget.
- If necessary provide supervision and then inspect all work done by outside contractors related to the Church property and report completion and approval of the project to the Church Property Committee, Finance Committee and to the Church membership.
- The Chairperson should report during the quarterly business meeting the status of any ongoing projects or plans for upcoming projects.
- The Church Property Committee should work with and be updated by the Music Committee in regards to the needs and purchases of equipment necessary for Church worship and ministry activities.
 - The Music Committee would present their own budget items/needs to the Finance Committee; however, once purchased, the items should be inventoried by the Church Property Committee.
 - The Church Property Committee is not responsible for budgets, acquisition, maintenance and disposition of Music equipment. This will be the responsibility of the Music Committee.
- The Church Property Committee should encourage the assistance of the Church membership to identify and report areas that might need repair or maintenance.
- The Church Property Committee may develop a Vehicle Committee within the Church Property Committee that is made up of at least one rotating member and needed volunteers to handle the work and routine maintenance of the Church vans and/or trailer.
 - This Vehicle Committee would assist in providing written policies and procedures for the use of the vehicles to the Church Property Committee. (Example: suggested maintenance schedule, before parking the van after use, fuel tanks will be filled, van request in advance so it can be posted in Church office, cleaning the van of all trash after usage, reporting any problems with the vehicle to either the Church Property Committee or the Vehicle Committee, etc.)

SUNDAY SCHOOL DIRECTOR

The Sunday School Director will be responsible for the Sunday School Program. The Sunday School programs will be the organization responsible for the structure and content of the Bible teaching programs of Springhill Baptist Church. Its goal will be to teach Biblical revelations at all levels in accordance with Southern Baptist guidelines, to reach people for Christ and promote Church membership. The Sunday School will be organized by departments and/or classes, as appropriate for all ages.

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The Sunday School Director will be recommended by Nominating Committee to the Church membership for approval. The Sunday School Director can continue to serve in the position of Sunday School Director as long as the Church membership continues to support the Nominating Committee's annual recommendation. The Sunday School Director will serve on the Church Council.

The Sunday School Director will be a spiritual leader interested in winning the unsaved, reaching the un-churched and training the members of the Church for the service of Jesus Christ. He/she will work in leading the development of educational programs of the Church and work closely with all teachers and Sunday School programs.

DUTIES:

- Coordinate necessary activities with all Sunday School Programs (Children's Ministry, Youth Ministry and Adult Sunday School Classes).
- Enlist qualified individuals as teachers in the Adult Sunday School Program
- Provide for teacher training opportunities.
- Work with teachers at least once per quarter for training and preparation for the upcoming Sunday School classes.
- Work with teachers to develop budget request for materials necessary for the Sunday School Year.
- Provide budget request to the Finance Committee by March 15th of each year.

KITCHEN COMMITTEE:

The Kitchen Committee composed of women and men serving as hosts and hostesses will be responsible for and supervise and direct all functions and services where meals and/or cooking events are provided by the Church. Such functions and services are but not limited to:

- First Sunday of the Month Noon Meal.
- Funerals.
- Special fellowships (Fourth of July event, New Years Eve event, etc).

The Kitchen Committee will be responsible for directing and coordinating all Church wide functions involving meals unless the meals are being handled by another Church Committee or Ministry (senior's lunch, youth events, etc).

The Kitchen Committee will be responsible for establishing policies for the operation of the kitchen and dining area facilities and their use.

The Kitchen Committee will be composed of 20 to 25 members in any combination of men and women. This allows for there to be teams that work assigned months established by the Kitchen Committee. The Kitchen Committee will be a rotating committee, and new workers and teams

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will be developed each year. A member of the Kitchen Committee may stay on this Committee as long as they feel led to do so and may rotate back onto the Committee at anytime. The Committee will elect a chairperson for the committee. In order to assist with the coordination of events the Church Secretary will be an ex-officio member of the committee working with the Committee chairperson to make sure all Church events are handled.

DUTIES:

- Establish and recommend to the Church needed policies and procedures for use and operation of the kitchen facilities. (Example: cleaning, table and chair placement, etc.).
- Communicate kitchen policies and procedures to each group that uses the facilities
- Enlist volunteer workers, as needed, for serving and cleaning in the dining area and kitchen area.
- Direct and supervise special occasions; dinners, fellowships, weddings, funerals, receptions, etc.
- Report any equipment needs or repairs to the Church Property Committee so budget requests can be made to the Church Finance Committee.
- Provide information to order supplies to the Church Secretary.
- If necessary, provide budget request to the appropriate Church Committee so budgeted items may be presented to the Church Finance Committee.

POLICY AND PROCEDURES COMMITTEE:

The purpose of this committee is to set forth the policies and procedures that serve as guidelines for all paid staff members and all part time staff members of Springhill Baptist Church. It is not intended that the developed policies and procedures be restrictive; rather they are intended to assist in the implementation of employment practices built on Christian principles characterized by fairness and equity.

The original committee will serve for two years allowing time for all policies and procedures discussed above to be developed. The Policy and Procedure Committee will be made up of both female and male members at all times. After the original two-year term the Policy and Procedures Committee will become a rotating committee and will rotate as explained in Article III, Section IV – C. The Chairperson would hold the one year (1) term with one member holding a two (2) year term and one member holding a three (3) year term. Following this rotation would allow the Nominating Committee to select one person for the Policy and Procedures Committee each year and the new person would always fill the three year (3) term. The committee will elect its own chairperson. Members may return to the committee after being off the committee for at least one year.

Examples of areas to cover/develop dealing with paid staff members are: staff behavior, attire, attendance, employees' compensation, reimbursements, insurance, retirement, evaluations,

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resignations, termination, misconduct, harassment, discrimination, how to report complaints/problems, sexual misconduct, confidentiality, how to conduct investigations, and record keeping on personnel.

DUTIES

- Develop policy and procedures for all paid staff positions.
- Review the Church policy and procedures annually and, if necessary, make recommendations to the Church during business meetings for additions or deletions.
- Contact and work with the Personnel Committee to coordinate any/all changes as deemed necessary.
- Follow all legally applicable guide-lines in issues of employment, taxes, retirement, etc.

MISSION'S COMMITTEE

Springhill Baptist Church believes by the Holy Spirit of God and Jesus Christ as our Lord and Savior, being servants of the Lord, it is the Church's duty and responsibility to carry out and participate in the Great Commission. In following this duty and responsibility we reach out to the Springhill Community, Leflore County, the State of Oklahoma, the United States of America and the World.

Membership: The Mission's Committee shall be composed of (3) members that will rotate as discussed in Article III, Section IV – C. One person will hold a one (1) year term with one member holding a two (2) year term and one member holding a three (3) year term. Following this rotation would allow the Nominating Committee to select one person each year and the new person would always fill a three (3) year term. The Committee would elect the Chairperson during the first meeting of each Church Fiscal Year. A member may be re-elected after one year's absence off the committee. The Mission's Committee may obtain volunteers to assist in identified Church mission projects.

Examples of such mission projects are: benevolence, Baptist Collegiate Mission, Leflore Baptist Association building program, Leflore Baptist Association, Riders for Christ, Mexico Missions (pastor support), Street Missions, Colorado Missions and Out-Reach Missions. Examples of designated offerings for Southern Baptist Programs are the Cooperative Program, International Missions (Lottie Moon Offering) and Annie Armstrong Offering.

DUTIES:

- Work with Finance Committee to determine required percentages for the giving for the Cooperative Program.
- Provide budget request to Finance Committee by March 15th of each year.
- Identify Church Goals for identified offering programs (Lottie Moon, Annie Armstrong).
- When necessary, coordinate workers for identified projects.

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- Work with other committees to reach the Mission's Committee's objectives such as Care Groups, Youth Ministry, Prayer Committee, Men's Ministry and Women's Ministry.
- Identify new outreach mission programs.

MUSIC MINISTRY COMMITTEE:

Statement of Purpose: The Praise and Worship Team exists to edify and encourage the body of Christ within Springhill Baptist Church (1Cor 12:28). The goal is to praise and worship God, not just in services but with our lives so that "the words of our mouth and the meditations of our heart" are acceptable to the Lord (Ps 19:14). Within a service, the goal is to bring the congregation into the presence of God (2 Ch 7:1-2; 1 Peter 2:5) and set the stage for the preaching of the Word of God with the ultimate goal of changing lives into the image of Christ (Romans 12:1-2; 2Cor 3:18). Music is a tool for achieving this purpose.

The Music Ministry Committee is comprised of all the members of the Springhill Baptist Church Praise Team. The Music Ministry Committee is a non-rotating committee but the number of members may change based on the additions or deletions to Praise Team. The Music Ministry Committee will choose a chairperson who will be a member of the Church Council. The Music Ministry Committee will be responsible for electing the chairperson.

DUTIES:

- Lead in music and worship during all Sunday morning and Sunday evening services.
- Provide music during other Church activities as requested by the Pastor and/or Church Council.
- When called upon and approved by the Pastor, represent Springhill Baptist Church throughout the community by providing worship music for other churches and community activities.
- Provide an inventory of all Church-owned equipment used by the Praise Team to the Church Property Committee, updating the inventory at least annually.
- Provide an inventory of all Praise Team Member's personal equipment left on Church property to the Church Property Committee for the purposes of insurance coverage, updating the inventory when equipment is changed or added. It is recommended the Praise Team Members maintain insurance on all personal items occasionally left at the Church.
- Provide to the Church Property Committee long range plans for the necessary updating of any Church-owned equipment, with estimated dollar amounts for future budget requests.
- Provide annual budget requests to the Finance Committee by March 15th of each year for any purchases and/or expenses that will be necessary during the upcoming Church year.

GREETER COMMITTEE:

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The principal function of this committee is to serve members and visitors before all services and to assist in maintaining an atmosphere of worship in the Church.

The Greeter Committee will be composed of ten (10) members. This allows for an adequate number of greeters for a monthly schedule. The Greeter Committee members may be re-elected to the committee each year. The committee will elect a Chairperson each year to represent the Greeter Committee on the Church Council. Greeters should be active Church members, have a friendly personality, and a willingness to meet new people. The Church Nomination Committee will recommend nominees to the Church for approval.

DUTIES:

- Assist with assuring the building is in comfortable physical order before each service.
- Check to make sure offering plates, bulletins and other needed aids and supplies are in their proper places.
- Greet the people at the main doors and provide each person with a bulletin.
- Assist visitors in finding an appropriate Sunday School class.
- If necessary assist with seating people according to their needs and requests, if such seating is available.
- Provide instruction, if necessary, to visitors on filling out the visitor section of the bulletin.
- If called upon, assist with receiving the offering.
- Give directions and answer questions as needed.
- Identify visitors and try to greet them as they leave and introduce visitors to Church staff (Pastor, Associate Pastor, Youth Pastor).
- Assist, as required, in restoring the sanctuary to physical order after each service.

VISITATION COMMITTEE/MINISTRY:

This committee is made up of volunteers from the Church membership and is not a rotating committee. There is no limit as to the size of this committee but there must at least four members selected and presented to the church.

Members of the Visitation Committee may be re-elected to the committee each year. The committee will elect a Chairperson each year to represent the Visitation Committee on the Church Council. The Church Nomination Committee will recommend nominees to the Church for approval.

PURPOSE: The purpose of the Visitation Committee is to follow up with visitors who have recently attended services at Springhill Baptist Church and to visit those who have attended Springhill Baptist Church in the past to let them know they are missed.

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DUTIES:

- Visit the sick and shut-ins of the Church.
- Visit those that have attended Springhill in the past.
- Follow up with first time visitors in the Church.
- To work with the Care Groups and Seniors in identifying the sick and shut-ins of the Church.

DECORATING COMMITTEE:

This committee will be a non-rotating committee with anyone in the church being eligible for membership on the committee; however, there must be at least three members selected and presented to the church. However, a chairperson must be elected for the purpose of preparing a budget request that will be submitted to the Finance Committee no later than March 15th of each year. The Decorating Committee will keep the Church Property Committee informed of major painting projects since these types of projects may affect the budget set aside by the Church Property Committee.

PURPOSE:

The purpose of the Decorating Committee is to keep the church building current with new décor while allowing the interiors to look fresh and new. This includes painting, wall decorations, floral arrangements on the communion table and the tables in the entry foyer.

Section IV – F

CHURCH COUNCIL

The Church Council is a planning, coordinating and evaluating group through which all Church organizations, including committees and ministry programs, may coordinate their activities into one harmonious operation for Church work and outreach. It is not an administrative group. Once the Church Council agrees on a Church project, the head of one of the church organizations, committees or ministries becomes responsible for carrying out the program(s).

Regular members of the Church Council shall be the Pastor, who shall be the chairman, Associate Pastor, Youth Pastor, Music Director, Children's Ministry Leader, Chairman of the Deacons, Sunday School Director, and the chairperson of each church committee and ministry program.

Section IV – G

Church Ministries:

All Church Ministries marked with \$ will be required to submit a budget proposal to the Finance Committee no later than March 15th of each year.

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- \$Youth Ministry
- \$Children's Ministry
- Care Groups
- \$Senior's Lunch Ministry
- \$Women's Ministry
- \$Men's Ministry
- \$New Members Ministry
- Prayer Ministry

YOUTH MINISTRY AND PROGRAMS:

The principle function of the Youth Ministry and Programs is to maintain a secured learning environment for teaching the Church's youth of our Lord and Savior, Jesus Christ and to develop community programs that will reach out to the youth (7th grade through High School) of Springhill Baptist Church and the community. Examples of such programs are: Sunday School, Wednesday night activities, church camps, retreats and training programs, etc.

Membership: The leader of the Youth Ministry is the Youth Pastor. The Youth Ministry Leadership Team consists of workers recruited by the Youth Pastor, and presented to the Nominating Committee, recommended by the Nominating Committee to the Church membership and approved by the Church Membership by a vote for approval.

CHURCH REPRESENTATIVE:

The Youth Pastor is a paid position. The Youth Pastor shall be responsible for preparing a budget and presenting the budget requests to the Finance Committee no later than March 15th. The Youth Pastor shall be responsible for running any necessary background checks on potential workers. The Youth Pastor shall represent the Youth Ministry on the Church Council.

The complete job description for the Youth Pastor position will be developed by the Personnel Committee. The steps for filling the position of Youth Pastor will follow the steps outline in Article III, Section I of the Church Constitution (Search Committee process). Should additional information be needed or an item not be address in this Youth Ministry section, refer to the job description and duties of the Youth Pastor.

DUTIES:

- Provide teachers for the Youth Department.
- Provide training for the workers in each program of the Youth Ministry.
- Develop programs and activities for Wednesday night services.

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- Coordinate community activities working with other related Church Ministries to assist with the identified projects.
- Conduct background checks on workers in the Youth Ministry.
- Work within the approved budget and follow guidelines as established by the Church Finance Committee.
- Coordinate with the Children's Ministry Church Council Representative on activities, such as church camps, that would involve the Youth Pastor working with the children.

CHILDREN'S MINISTRY AND PROGRAMS

The principle function of the Children's Ministry and Programs is to maintain a secured learning environment for teaching the Church's children of our Lord and Savior, Jesus Christ and to develop community programs that will reach out to the children of Springhill Baptist Church and the community between the ages of infant through the 6th grade. Examples of such programs are Vacation Bible School, Fall Festival, Sunday School, Wednesday night activities, etc.

The Children's Ministry is a multi-organization program consisting of a Children's Section, Nursery Section and Security Desk Section. The Children's Ministry has a Church Council representative and a team of three (3) to four (4) persons that do the planning and coordination of the Children's Ministry programs. The Church Council representative and the team shall find qualified workers for each section and then provide the workers' names to the Nominating Committee so the workers' names can be presented to the Church membership for a vote by the Church membership.

CHILDREN'S MINISTRY DIRECTOR:

The Church representative working with the Children's Ministry may be a paid or volunteer position. If the Children's Ministry representative is a volunteer, he or she will be recommended by the Youth Pastor to the Nominating Committee and approved by the Church membership. The Church representative will be responsible for preparing and presenting a budget request to the Finance Committee no later than March 15th. The Church representative will be responsible for running any necessary background checks on potential workers. The Church representative for the Children's Ministry will represent the Children's Ministry on the Church Council.

In the event the Children's Ministry Church representative becomes a paid staff position, the job description for the position will be developed by the Personnel Committee. After conferring with the Finance Committee the position can be created by a recommendation from the Personnel Committee to the Church membership for a vote to approve the position as a paid staff position. Should an outside individual fill the position, the process outlined in Article III, Section 1 for a Search Committee would be followed. Should the position be filled by a current member of the Church, the person recommended would come from recommendations of the

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Pastor and Youth Pastor to the Personnel Committee and then voted on by the Church membership during a regular or special called business meeting.

DUTIES:

- Provide teachers for the Children's Department, nursery, and security desk.
- Provide training for the workers in each section of the Children's Ministry.
- Develop programs and activities for Wednesday night services.
- Coordinate community activities working with other Church Ministries to assist with the identified projects such as the Fall Festival.
- Conduct background checks on workers in the Children's Department, Nursery, Department and Security Desk.
- Work within the approved budget and follow guidelines as established by the Church Finance Committee.
- Coordinate with the Youth Pastor on activities, such as church camps, that would involve the Youth Pastor working with the children.

CARE GROUP MINISTRY:

The Care Group Ministry of Springhill Baptist Church is the gathering of Christians together to assist in maintaining the unity of the Church body along with promoting fellowship, encouraging scriptural knowledge, providing prayer support and furthering the development of accountability one to the other.

Care Groups are led by a volunteer couple or individual selected by the Pastor and/or Deacon body. The Care Group Leaders are to assist in providing communication between the Church and the Care Group Members, organizing prayer requests within the Care Group, and to coordinate the monthly Care Group meetings by leading in a Christ-like discipline of Christian love, prayer, support and fellowship within the Care Group.

Care Groups meet on the last Sunday evening of the month. On special occasions a Care Group may decide to meet at other times for special events such as mission or ministry opportunities, or field trips offering social and spiritual recreation. Care Group leaders and members are encouraged to extend an invitation to Church members not associated with an established care group and un-churched individuals to enter into the fellowship of the care group.

Care Group Leaders will have meetings at the direction of the Pastor or Care Group Coordinator for the purpose of making plans to assist with needs in Church ministries and/or upcoming activities, for disseminating information to the members of the Care Groups and to providing support to the Care Group Leaders. Care Group leaders are volunteers and are non-rotating.

SENIOR'S LUNCH MINISTRY

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The purpose of the Springhill Baptist Church Senior's Ministry is for fellowship of senior citizens in the Springhill Community. This ministry is also used as an outreach to those seniors who do not attend any church. Seniors are encouraged after meals to drop-off a carry out meal to anyone they know that is in need of a meal. This ministry strives to meet the physical, spiritual and social needs of the area seniors.

Workers: The senior's lunch and senior's program is led by volunteers. These volunteer leaders, in turn, recruit the help of others in the Church to serve and prepare meals when the senior groups meet.

Duties:

- Prepare a lunch for area senior citizens on the first and third Mondays of each month.
- Provided carry-out containers for the delivery of meals to the home-bound.
- Provide a budget to the Finance Committee by March 15th of each year for the funding of the program.
- Provide and encourage prayer for all seniors attending activities and provide information on the sick and home bound to the Senior Care Group, Visitation Committee, and Pastor.
- Provide information to the Church Secretary as to paper supplies and products necessary to keep the kitchen adequately supplied.

WOMEN'S MINISTRY:

The purpose of the Women's Ministry is to encourage all women in their faith, to help them deepen their relationship with Jesus Christ and to help them see the woman God sees. The goal of the Women's Ministry is to train women to grow not only in Jesus Christ, but to grow in their own spiritual gifts that they may use them in the service of the Church and community.

The leader(s) of the Women's Ministry will be volunteers and there is not a designated number of workers in the ministry; however, there will be a Chairperson. The Chairperson shall enlist volunteer workers to organize and complete the different ministry projects throughout the year. The Chairperson will represent the Women's Ministry on the Church Council.

Examples of projects/ministries conducted for the Women's Ministry are: women's retreat, women's fellowship, community out-reach projects and the Women's Wednesday night classes.

DUTIES:

- Provide a list of projected annual programs to the Pastor.
- Provide a budget request to the Finance Committee by March 15th of each year.
- Coordinate the use of the kitchen, when necessary with the Church Secretary.

MEN'S MINISTRY:

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The purpose of the Men's Ministry is to promote spiritual maturity through discipleship, ministry training, mission involvement and accountability. It also follows the biblical instruction of continuing in fellowship one with another.

The leader(s) of the Men's Ministry will be all volunteers and there is not a designated number of workers in the ministry. However, there will be a Chairperson. The Chairperson shall enlist volunteer workers to organize and complete the different ministry projects conducted through the year. The Chairperson will represent the Men's Ministry on the Church Council.

Examples of projects/ministries conducted for the Men's Ministry are: men's retreat, prayer breakfast, men's fellowship (cookouts, skeet shooting, etc.), community outreach projects and the Men's Wednesday night classes.

DUTIES:

- Provide a list of projected annual programs to the Pastor.
- Provide a budget request to the Finance Committee by March 15th of each year.
- Coordinate the use of the kitchen with the Church Secretary, when necessary.

NEW MEMBER'S MINISTRY:

This Ministry Committee will consist of no more than five (5) members. Potential members will be contacted by the Pastor, Associate Pastor or the Youth Pastor about serving. Once potential members have been identified and have agreed to serve, their names will be given to the Nominating Committee, who will present the names to the Church for a vote. The members in the Class/Ministry will elect a chairperson who will provide required budget requests to the Finance Committee no later than March 15th. This class will meet as often as deemed necessary by the Pastor or Class/Ministry chairperson based on the needs of visitors seeking information about Church membership.

PURPOSE:

- To provide information about Springhill Baptist Church to individuals and couples who are interested in joining the fellowship of Springhill Baptist Church.
- To answer questions as to the goals and objectives of the Church, the Youth Ministry, and Children's Ministry as they relate to prospective new members.
- To confirm, as best they can, each individual's relationship with Jesus Christ and to discuss, if necessary, the purpose and need for baptism and how the Church accepts membership.

DUTIES:

- Have knowledge of Springhill Baptist Church's ministries and programs.

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- Have knowledge of Springhill Baptist Church's goals, objectives and issues dealing with membership as discussed in Article I, Sections II through V (copies provided to committee members).
- Prepare a budget request for needs and expenses and present to the Church Finance Committee.
- Be friendly and willing to work with people in a Christ-like fashion.

PRAYER TEAM MINISTRY:

It is the belief of Springhill Baptist Church that prayer is the privilege and responsibility of every follower of Christ. Because of this belief, the Prayer Team welcomes all participants to pray individually, and when called upon, gather together for times of designated prayer. All Springhill members are invited to be part of the Prayer Team.

The Prayer Team believes prayer is the under-girding of the ministry of the body of Christ and is committed to pray for Springhill Baptist Church as the Church ministers to the Community.

DUTIES:

- To accept prayer requests from Springhill Church members and from non-members.
- Be committed to lift up, before Jesus Christ, all prayer requests in corporate times of prayer and in each team member's individual prayer time.
- Provide regular praise reports.
- To encourage others as the Bible states "Pray without Ceasing".

Section IV-H

CHURCH TRUSTEES:

The trustees serve as legal representatives in all transactions related to the Church. They hold legal title to the Church Property, and sign deeds and other legal documents after approval by the Church membership in regular or special business meetings.

Membership:

The trustees shall be composed of three (3) members that will rotate as discussed in Article III, Section IV – C. One person will hold a one (1) year term with one Trustee holding a two (2) year term and one Trustee holding a three (3) year term. Following this rotation would allow the Nominating Committee to select one person each year and the new person would always fill a three (3) year term. A Trustee may be re-elected after one year's absence off the committee. The Nominating Committee will recommend nominees to the Church membership for election to the position of Church Trustee.

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- Trustees shall hold legal title to all Church Property and act only as directed by the Church membership in regular or special business meetings.
- Trustees shall maintain an up-to-date inventory of all Church property, mortgage loans and insurance on the Church property. All such documents will be kept in the Church office with an additional copy maintained in the Church Safety Deposit Box.
- At least two Trustees shall affix their signatures to all legal documents involving the sale, mortgage, purchase, or rental of property after approval by the Church membership in regular or special business meetings.
 - The Trustees shall confer with the Deacons and the Property Committee and then make a recommendation to the Church membership as to the final disposition of property no longer needed by the Church.
- Trustees along with the Pastor will review all insurance policies (at least annually) to make sure all church property is adequately covered and the premium is reasonable. After obtaining at least two bids from insurance carriers, the trustees will provide insurance premium information to the Finance Committee for the annual budget consideration before March 15th of each year.
- Trustees may serve on other Church Committees while serving as a Church Trustee.

ARTICLE IV
(Church Finances)

Section I

BUDGET:

The Finance Committee, in consultation with the Church Council members, will prepare and submit to the Church for approval an all-inclusive budget. The budget will indicate by item/category the amount needed for Church related expenses. Offering envelopes will be provided for Church members to use.

It is understood that membership in this Church involves financial obligations to support the Church and its causes with regular, proportionate gifts.

Section II

ACCOUNTING PROCEDURES:

All records of funds received for any and all purposes will pass through the hands of the Church Treasurer and be properly recorded on the books of the Church. A system of accounting that will adequately provide for the handling of all funds shall conform to applicable Federal, State and Local Laws.

The Church fiscal year shall begin on June 1st and end on May 31st.

ARTICLE V
(Polity and Relationships)

The government of the Church is vested in the body of baptized believers who compose it. Persons duly received by the Church members as addressed in Article I, Sections, II, III and IV shall constitute the membership.

All internal groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by Church action.

The Church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Southern Baptist churches. Insofar as is practical, Springhill Baptist Church will cooperate with and support the Leflore Baptist Association, the Baptist General Convention of Oklahoma and the Southern Baptist Convention.

ARTICLE VI
(Policy and Procedures Manual)

A Policy and Procedures Committee of the Church will develop a "Policy and Procedures Manual"; to include Church policies and procedures and an organizational chart depicting lines of responsibility in the administration of the Church. The manual will be kept in the Church office and made available for use there by any member(s) of the Church. The Church Secretary will maintain the manual. Once developed, the Policy and Procedures Committee will review the manual at least annually with the authority to recommend changes for the Church to consider. Before bringing changes to the Church membership the recommendations would also be reviewed by the Deacons and the Church Council. Any Church member or Church organization may initiate suggested changes in the manual by making the recommendations to the Policy and Procedures Committee which would present it to the Church in the next business meeting.

ARTICLE VII
(Constitution Amendments)

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The constitution is important to the Church and may be amended only in the manner prescribed herein. Changes in the Constitution and by-laws may be recommended at any regular or special called business meeting provided each amendment shall have been presented in writing to the Church Constitution Committee for review by the Church Constitution Committee, the Deacons and the Church Council. After the review, the recommended changes may then be presented to the Church membership for a vote at a subsequent business meeting, presuming the recommended changes have been presented to the Church membership by either, the Church website, email, mailing or made available in the Church foyer. The recommended changes shall be made available at least two weeks prior to the final vote on the amendment. Amendments to this constitution shall be a secret ballot vote and will require two-thirds approval by those Church members present and voting. All amendments shall be duly recorded and made a part of the original constitution.

Church Constitution and By-Laws Committee when this document was adopted
Jody Cooper – Chairperson
Donna Deaton
Larry Lontz