

Section 27. Messenger Committee

The Messenger Committee shall (1) encourage members to attend local, state and national Southern Baptist Association meetings and conventions and (2) nominate for election by the church messengers and alternates to local, state and national Southern Baptist Association meetings and conventions.

Section 28. Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall:

- (1) Maintain and publish from time to time the current Church Constitution and Bylaws.
- (2) Assist in preparing in proper form all proposed amendments to the Constitution and Bylaws for consideration by the church in accordance with Article VI of the Constitution and Article X of the Bylaws.
- (3) Assure that the necessary requirements to effect an amendment are met.
- (4) When requested, render its interpretation of the Constitution and Bylaws.
- (5) Assure that a current Church Operations Manual is maintained in accordance with Article IX of the Bylaws.

Section 29. Youth Leadership Committee

(1) The Youth Leadership Committee, under the direction of the Minister to Youth, shall plan, coordinate and execute programs to provide effective ministries to youth. The Committee shall develop a balanced youth program that includes Bible Study, fellowship, evangelism, ministry and recreation; review the schedule and programs to encourage the involvement of youth in the total life of the church; recommend means for having continuous provisions for youth in the areas of sex education, college and vocational preparation, substance abuse, and others that may be appropriate from time to time.

(2) The Youth Leadership Committee shall consist of the Minister to Youth, Director of Acteens, Director of the Drama Ministry, Director of the Puppet Ministry, Directors of all Youth Sunday School Departments, Chairperson of Stockholders (Parents) ministry, two additional adult members-at-large and the following members serving by virtue of their office: The Pastor and the Minister to Youth.

Section 30. Evangelism Committee

Members of the Committee will include one representative from the following: Sunday School Council, Discipleship Training Council, Baptist Men, Woman's Missionary Union Council, Deacons, Music Council, Youth Council and four members-at-large as recommended by the Nominating Committee. The Evangelism Committee shall assist in planning, implementing and evaluating evangelism priorities and goals through reports and recommendations to the Pastor and Church Council.

Section 31. Children's Committee

The Children's Committee is to coordinate all activities and ministries related to children (grades 1-6). The Committee shall evaluate curricula and organizations; make recommendations regarding programs; assist in developing a budget; recommend purchase of furniture, equipment, and supplies; and coordinate space assigned to children's activities.

The Committee shall function in coordination with the Minister to Children and recommendations shall be made in cooperation with the Church Council to the church. Membership shall include the Minister to Children, persons elected to serve as children's organizational directors (or a children's organizational representative), and at least two parents of children in grades 1-6.

Section 32. Endowment Fund Committee

The Endowment Fund Committee shall consist of nine (9) trustees, elected by the church for three (3) year terms, with three (3) trustees being elected at the December Business Meeting each year. Terms of office shall commence January 1. Trustees may be re-elected for a second three (3) year term without a break in service. No Trustee who serves two consecutive terms may serve again until after a break in service of not less than one (1) year.

The Endowment Funds Trustees shall administer the church Endowment Fund under the policies and directives established by the church.

Section 33. Van Committee

The Van Committee will be responsible for the operation and maintenance of the vans in accord with the church adopted policies and will make reports and recommendations to the church regarding the van ministry.

Section 34. Prayer Committee

The Prayer Committee will be responsible for the development and encouragement of a more effective prayer life in the church, both corporately and individually, all in accord with church adopted policies and in cooperation with the Church Staff.

Section 35. Spiritual Gifts Committee

The Spiritual Gifts Committee will be responsible for formulating and developing ways and means to assist members to discover, develop and use their spiritual gifts, all in accord with church adopted policies and in cooperation with the Church Staff.

Section 36. Special Needs Committee

(1) The Special Needs Committee shall coordinate Special Education activities, provide personal assistance, encouragement, and resources to handicapped church members and others in the community and make recommendations to the church regarding the Special Needs Ministry.

(2) The Special Needs Committee shall consist of the Minister of Education, Special Education Sunday School Director, and three to five additional persons.

Section 37. Family Life Committee

The Family Life Committee shall provide and/or make known to the congregation materials on family life; sponsor events to strengthen family life, to enrich marriage; provide helps in the stages and stresses of family life, and help persons who are preparing for marriage, who are single or single again, who are dealing with the dissolution of their families and those who are parents alone.

Section 38. New Member Committee

The New Member Committee shall consist of at least five (5) members. These members, including chairperson, shall be nominated by the Nominating Committee. The New Member Committee shall have the responsibility to acquaint new members with the various ministry opportunities available at Bon Air Baptist Church and to encourage new members to become active in the life and work of our church, utilizing their spiritual gifts and talents to the glory of God.

Section 39. Education and Outreach Council

The Education and Outreach Council shall plan and coordinate programs to provide an up-to-date, balanced and effective Education and Outreach Ministry.

V. CHURCH FINANCES

Section 1. Church Budget

The Stewardship Committee, in consultation with the pastor, the heads of the various organizations and committees of the church shall prepare and submit to the church for approval at the October business meetings of the church an inclusive budget, and the budget and/or budgets of the Weekday School and Mom's Morning shall be submitted to the church for approval at the same Business Meetings.

Section 2. Accounting Procedures

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Committee.

The fiscal year of the church shall begin on January 1 and end on December 31, except that the fiscal year for the programs of the Weekday School and Mom's Morning Out shall begin on August 1 and end on July 31.

The fiscal year for the programs of the Weekday Ministries Committee shall begin on August 1 and end on July 31.

Section 3. Special Offerings

The special offerings may be sought only upon approval of the church after having been presented to the Stewardship Committee for its recommendations.

Section 4. Raising Money

There shall not be held in behalf of the church any sale of merchandise or any entertainment for the purpose of raising money, provided, however, to support youth and/or children outreach mission projects special fund raising events may be held when such events are approved by the church after approval by the Church Council and the Stewardship Committee.

VI. PROGRAM ORGANIZATIONS

Section 1. General

All church organizations shall be accountable to the church and the officers shall make quarterly reports. All officers, teachers, and leaders shall be members of the church and shall be elected by the church.

Section 2. Sunday School

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the leadership of the Sunday School Director for the study of God's Word.

The Sunday School shall teach the Biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn and minister daily; provide and interpret information regarding the work of the church and the denomination.

The Sunday School hour shall be devoted to Bible study. The Bible shall be the textbook.

Southern Baptist Curriculum material shall be the literature used. However, a teacher has the liberty to search for Christian truth in other materials and may use other resource materials to supplement the Southern Baptist literature where appropriate.

Section 3. Discipleship Training Program

There shall be a Discipleship Training Program divided into departments and conducted under the leadership of the Discipleship Training Director. The Discipleship Training Program shall serve as the training organization of the church.

The Discipleship Training Program shall teach systematic theology, Christian history, Christian ethics, and church policy and organization; give orientation to new church members, train all church members to worship, witness, learn and minister daily; train leaders for the church and the denomination; discover, recruit, and train potential leaders; provide for specialized training; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination.

Section 4. Woman's Missionary Union

There shall be a Woman's Missionary Union with such officers and organization as needed. The Woman's Missionary Union shall teach the biblical foundation, history and purpose of the mission endeavor; lead persons to participate in missions; provide organization and leadership for special mission projects of the church; provide and interpret information regarding the work of the church and the denomination.

Section 5. Baptist Men

There shall be a Baptist Men's Group directed by the Director of Baptist Men and at least four (4) members. The Group shall assume responsibility for the Royal Ambassador Program, enlist men of the church in mission action and provide mission oriented inspirational programs for men.

Section 6. Church Music Ministry

There shall be a Church Music Ministry under the direction of the Minister of Music and a Music Council. The Music Council shall assist the Minister of Music in carrying out a well-rounded program for the musical development of all age groups and organizations.

The Music Council shall consist of three members elected annually and the following members serving by virtue of their office; the Pastor, Minister of Music, Church Organist, Music Assistant/Pianist, a Director of one of the Children's Choirs, a representative from the Youth Music Ministry, and President of the Sanctuary Choir with the Minister of Music as Chairman.

Section 7. Media Ministry

There shall be a Media Ministry, under the direction of the Media Ministry Director assisted by a Media Ministry Staff. The Media Ministry is responsible to provide printed materials, books, tracts, magazines, and audio-visual resources to all the program organizations and members of the church. The Media Ministry will provide consultation to church leaders and members regarding printed and audiovisual resources.

VII. ORDINANCES

The ordinances of the church shall be Baptism and the Lord's Supper.

1. Baptism shall be administered by the pastor or whomever the church shall authorize.
2. Baptism shall be administered as an act of worship at any worship or special service.
3. The Lord's Supper shall be observed monthly, preferably the first Sunday of the month or as otherwise scheduled.
4. The pastor and the deacons shall be responsible for the administration of the Lord's Supper.

VIII. CHURCH MEETINGS

Section 1. Worship Services

The church shall meet regularly for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

Section 2. Special Services

Revival Services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar.

Section 3. Regular Business Meetings.

Regular business meetings shall be held monthly at a time and date set by the church. January, April, July and October to be designated as quarterly meetings. January to be designated as annual meeting.

Section 4. Special Business Meeting

The pastor may, and shall when requested by the deacons, Church Council, trustees, or a standing committee, call from the pulpit a special business meeting. At least three day's notice of the subject, date, time and location must be given for the specially called business meeting. The business transacted at a special meeting shall be limited to that in the stated purpose of the meeting.

Section 5. Formal Conference

A "formal conference" of the church shall be held if there is involved a disagreement as to ownership or use or disposition of the church's real estate and property, or if there is a disagreement as to the relationship to the association or denomination, or if as many as twenty-five percent of the resident church membership (17 years of age or above) shall declare to the church in writing that in their

opinion the matter involved is of such serious importance to the church as to justify holding a "formal conference."

(A) 33 ⅓ per cent of the adult (17 years of age or above) resident church membership shall constitute a quorum for a "formal conference."

(B) Written notices of the time and purpose must be mailed to the resident membership at least ten days before the meeting.

(C) Public announcement of the time and purpose of the meeting shall be made in the regular Sunday morning worship service at least two Sundays prior to the time of the meeting.

(D) All motions in a "formal conference" must be carried by a two-thirds majority.

Section 6. Parliamentary Rules

Robert's Rules of Order, Revised is the authority for parliamentary rules of procedure for all business meetings of the church.

Section 7. Quorum

In all business meetings forty (40) members shall constitute a quorum except for:

(A) The calling or dismissal of ministers other than a pastor or the sale or purchase of property, at which time, five (5) per cent of the resident membership shall constitute a quorum.

(B) The assumption of a financial responsibility not budgeted that exceeds 5% but not more than 10% of the present year's budget, at which time, forty (40) members shall constitute a quorum provided that two weeks prior notice will have been given, such notice to state the purpose and amount of the financial responsibility to be considered.

(C) The assumption of a financial responsibility not budgeted that exceeds 10% of the present year's budget, at which time, five (5) per cent of the resident membership shall constitute a quorum.

(D) The calling or dismissal of a pastor, at which time, twenty-five per cent of the resident membership shall constitute a quorum.

IX. CHURCH OPERATIONS MANUAL

Section 1. Organizational Chart

An organizational chart shall be maintained which will depict lines of responsibility in the administration of the church. This chart shall be reviewed periodically by the Church Council and shall be revised as needed. A copy shall be included in the church Operations Manual.

Section 2. Policies and Procedures

Church policies and procedures shall be described in the church Operations Manual. The manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the church secretary. Changes in policies and procedures may be initiated by any church member or organization. Additions, revisions, or deletions of the church policies and procedures require: (1) Review by the church officer or organization (including committees) to whose areas of assignment the policy relates, and (2) approval by the church.

X. AMENDMENTS

These Bylaws may be altered or repealed by a majority vote of those present at a quarterly church business meeting after such proposed changes have been submitted in writing and carried over from the previous quarterly church business meeting, printed copies made available at the church for all members who wish a

copy, and an announcement of the proposed changes published in the church newsletter at least twice during the quarter, including the week preceding the business meeting at which the vote will be taken.