 Deep Branch 

 **Missionary Baptist**

 **Church**

 **Updated**

 **August 2016**

 **Constitution**

**And**

**By – Laws**

** **

 **INDEX**

**CONSTITUTION**

Prelude: --------------------------------------------------------------------------- Page 1
**I.** Name: ------------------------------------------------------------------------------ 1 **II.** Objectives: ------------------------------------------------------------------------ 1
**III.** Statement of Faith: ------------------------------------------------------------- 1
**IV.** Relationships: -------------------------------------------------------------------- 2-5
**VI.** Church Covenant: --------------------------------------------------------------- 5-6
**VII.** Dissolution: ------------------------------------------------------------------------ 6

**BY – LAWS**

**I.** Membership: ---------------------------------------------------------------------Page 1
 Section 1. General ------------------------------------------------------------- 1
 Section 2. Candidacy --------------------------------------------------------- 1
 Section 3. New Membership Orientation --------------------------------- 1
 Section 4. Voting Rights of Members ------------------------------------- 1
 Section 5. Termination of Membership ------------------------------------Page 2
 Section 6. Discipline ------------------------------------------------------------ 2
**II.** Pastor: ----------------------------------------------------------------------------- 2
**III.**  Church Staff: ---------------------------------------------------------------------Page 3
 Section 1. Deacons ------------------------------------------------------------ 3
 Section 2. Moderator -----------------------------------------------------------Page 4
 Section 3. Clerk ----------------------------------------------------------------- 4
 Section 4. Treasurer ------------------------------------------------------------ 4
 Section 5. Trustees -------------------------------------------------------------Page 5
 Section 6. Sunday School Superintendent ------------------------------- 5
 Section 7. Training Union Director ------------------------------------------ 5
 Section 8. Women’s Missionary Union Director ------------------------ 5
 Section 9. Brotherhood Director --------------------------------------------Page 6
 Section 10. Vacation Bible School Director ------------------------------ 6
 Section 11. Music Director --------------------------------------------------- 6
 Section 12. Youth Director --------------------------------------------------- 6
 Section 13. Church Secretary ----------------------------------------------- 6

 i

Section 14. Sunday School Secretary -------------------------------------------- 6 Section 15. Parliamentarian ---------------------------------------------------------Page 7
**IV.** Committees: --------------------------------------------------------------------- 7
 Section 1. Church Council --------------------------------------------------- 7
 Section 2. Nominating Committee ----------------------------------------- 7
 Section 3. Finance Committee --------------------------------------------- 7
 Section 4. Church Ushers --------------------------------------------------- 7
 Section 5. Church Historical/Library Committee -----------------------Page 8
 Section 6. Nursery Committee -------------------------------------------- 8
 Section 7. Flower/Food Ray Committee -------------------------------- 8
 Section 8. Building Committee --------------------------------------------- 8
 Section 9. Fellowship/Social Committee -------------------------------- 8
 Section 10. Steward Committee -------------------------------------------Page 9
 Section 11. Grievance Committee ---------------------------------------- 9
 Section 12. Other Committees --------------------------------------------- 9
**V.**  Program Organizations: ----------------------------------------------------- 9
 Section 1. General ------------------------------------------------------------ 9
 Section 2. Sunday School --------------------------------------------------- 9
 Section 3. Training Union --------------------------------------------------- 9
 Section 4. Bible Study and Prayer Meeting(RA, GA, Acteen) ----Page 10
 Section 5. Women’s Missionary Union ---------------------------------- 10
 Section 6. Brotherhood ------------------------------------------------------ 10
 Section 7. Church Music Program --------------------------------------- 10
**VI.** Ordinance: --------------------------------------------------------------------- 10
 Section 1. Baptism ----------------------------------------------------------- 10
 Section 2. The Lord’s Supper ---------------------------------------------Page 11
**VII.** Church Meetings: ------------------------------------------------------------ 11
 Section 1. Worship Services -------------------------------------------- 11
 Section 2. Special Services --------------------------------------------- 11
 Section 3. Regular Business Meetings -------------------------------- 11
 Section 4. Special Business Meetings --------------------------------- 11
 Section 5. Parliamentary Rules ----------------------------------------- 11
**VIII.** Church Finances: -----------------------------------------------------------Page 12
 Section 1. Finance Committee ------------------------------------------ 12
 Section 2. Accounting Procedures ------------------------------------- 12
 Section 3. Fiscal Year ----------------------------------------------------- 12
 ii

Section 4. Calendar Year ---------------------------------------------------------- 12
**IX.**  Amendments: -------------------------------------------------------------- 12 Appendix A. Miscellaneous Church Policies: ---------------------------------Page 13
Appendix B. Amendments: --------------------------------------------------------Page 15

 iii

**Deep Branch Missionary Baptist Church**

**CONSTITUTION**
**Constitution:**

We declare and establish this constitution to help preserve and secure the principles of our faith, and to help govern this body in an orderly manner. This constitution we pray, will help to preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

**I, Name**

This body shall be known as Deep Branch Missionary Baptist Church, located in the Deep Branch community.

**II. Objectives**

A. To be a dynamic spiritual organization empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
B. To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, responding in obedience to His leadership.
C. To experience an increasingly meaningful fellowship with God and fellow believers.
D. To help people experience a growing knowledge of God and Man.
E. To be a church that ministers unselfishly to persons in the community and the world in Jesus’ name.
F. To be a church whose purpose is to be Christ – like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

**III. Statement of Faith**

The Holy Bible is the inspired word of God and is the basis for any statement of faith. We band together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and Lord’s Supper. We believe the church is a redeeming society for all mankind.

Page 1

**IV. Relationships**

The Government of this church is vested in the body of believers who compose it. Being an autonomous body, subject only to the Chief Sheppard, it 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.

A. Church Policy Statements on Marriage/Sexuality
 1. Introduction:
This policy statement on the beliefs of Deep Branch Missionary Baptist Church regarding religious beliefs concerning marriage and human sexuality and our policies based upon the necessary application of our faith to life and practice .

 2. What We Believe About Marriage and Human Sexuality:
We believe, based on the teaching of the scriptures in both the Old and New Testaments, that marriage is an institution ordained by God from the foundation of the world, and intended as a lifelong union of one man and one woman. This idea is supported by the account of creation in Genesis chapter 1 and 2. Genesis 1:26-28 provides that God created man in His own image, both male and female. This passage implies that a unity of one man and one woman is in the same way necessary to fully represent the image of God in mankind.

Genesis chapter 2 provides a more detailed account in which God created the first man, Adam, and decided that it was not good for him to be alone (Genesis 2:18). God indicated that He would make “a suitable helper for him.” God brought all of the animals to Adam, but none of them was a suitable helper for him, so God then created Eve, the first woman, from part of Adam himself. God did not create a second man to be Adam’s helpmate, or an assortment of multiple women, but rather one women. Together they were man and wife and had “no shame” or sin in their union with each other. (Genesis 2:15-25).

Jesus Christ reaffirmed the teaching of the Old Testament when He said, as recorded in Matthew 19:4-6, “Haven’t you read, he replied, that at the beginning the creator made male and female and said for this reason a man will leave his father and mother and be united to his wife and the two will become one flesh. So they are no longer two, but one. Therefore what God has joined together, let not man separate.

 Page 2

The Apostle Paul states in Ephesians 5:22-32 that marriage is not merely a human institution, but is a special divine metaphor that illustrate the union of Christ and the church. For this reason also, only a union between a man and a women can be a

proper marriage because a union between two men, two women, or one man and multiple women or any collection of people could not properly illustrate the relationship between Christ and His church.

1 Corinthians 6:9-11 condemns a variety of lifestyles including those associated with adultery, prostitution, and homosexuality. The Bible condemns all forms of sexual immorality and encourages Christians to flee from it because of its destructive effects, and because the body of the Christian is the temple of the Holy Spirit. (1 Corinthians 3:16 & 6:12-20).

Romans 1:18-32 makes it clear that it is not only sinful to engage in homosexual unions, but also to approve of such sins in others or encourage their practice. As a result, in order to maintain our consistent Christian witness, we cannot sanction, approve, or promote in any way adultery, fornication(a sexual relationship between an unmarried man and women; i.e. ”living together”), pornography, pedophilia, polygamy, bestiality, or homosexual unions. This is made clear also by countless other verses throughout the Old Testament as well as by these and other passages in the New Testament.

Our church follows what the Bible reveals as the “sure foundation” of the teachings of Jesus Christ and His apostles (Matthew 7:24-29 and 1 Corinthians 14:37). The church is called to teach and practice these teachings and is not at liberty to depart from them for a different authority if it is to authentically bear the name “Christian.” Though we strive to live peaceably with all people and to obey legitimate government authority, in instances involving matters as foundational as marriage we must ultimately obey God rather than man if the two come into conflict (Acts 4:18-22).

Sexual activities outside of marriage, including but not limited to fornication, adultery, incest, homosexuality, pedophilia, polygamy, and bestiality are inconsistent with the teachings of the Bible and the church. Lewd conduct, transgender behavior, and the creation or distribution or the viewing of pornography are incompatible with God’s intention.
 3. Our Faith Based Policy on Marriage and Human Sexuality:
As a result of these above described religious beliefs and our belief in the need for a practice of fidelity to these beliefs. It is our policy that the facilities of this church may not be used for any ceremony that in any way approves of solemnizes, supports or
 Page 3
allows a same-sex union or a polygamist or any union which, in the judgment of the church, is inconsistent with our belief, It is also the policy of the church that no pastor

or member of the church staff shall officiate at any ceremony designed to solemnize, promote, create, or approve of such a union. Nor may any member of the church enter into such a union without being subject to church disciple.

A civil government’s sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of marriage found in this Policy Statement,

 4. Church Policy Regarding Sexuality:
Recognizing that we all struggle with sin, Deep Branch Missionary Baptist Church will provide an environment that welcomes people who struggle with sexual sin. We well seek to love all people in Jesus’ name, pointing them towards Christ’s power to forgive and heal. While the Bible teaches that those who engage in sexual sin, sin against their own body we also recognize that sexual sin is not characterized in Scripture as being more severe than other forms of sin. We will seek God to discern ways that we can directly or indirectly minister and share God’s love with those who struggle with every kind of sin. We also recognize that there is a difference between temptation and behavior and while temptation is sometime unavoidable we are responsible for our behavior.

 5. Church Practices Derived From This Policy:

 a. Clergy:
 (1). Ordained clergy or licensed ministers’ employed by the church shall affirm the statement of faith on marriage and human sexuality adopted by this church.
 (2). Only ordained or duly licensed clergy approved by this church shall officiate at marriage ceremonies conducted on church property.
 (3). Clergy employed by the church shall be subject to dismissal for violating this statement of faith on marriage and human sexuality or by officiating at a marriage ceremony that violates the letter or the spirit of this policy.
 b. Applicants for Weddings Performed by Church Staff:
 (1). Applicants wishing to have a ceremony performed by a member of the clergy employed or clergy or judiciary approved by the church or use of the church facilities for their wedding shall affirm the statement of faith regarding marriage and human sexuality and shall conduct themselves in a manner that is consistent therewith.
 (2). Applicants shall participate in premarital counseling by clergy or counselors employed by this church or other persons who, in the sole opinion of the
 Page 4

pastoral staff of the church have the appropriate training, experience, and spiritual understanding to provide such counseling. All pastoral staff, counselors or other persons providing premarital counseling shall affirm the statement of faith of this church on marriage and human sexuality.

 c. Use of Facilities:
 (1). Any marriage performed on church premises shall be officiated by an ordained or duly licensed member of the clergy. Any officiate not employed by Deep Branch Missionary Baptist Church shall serve at the discretion of the pastor or Deacon Board.
 (2). Clergy officiating marriage ceremonies in church premises, whether or not employed by the church, shall affirm their agreement with the statement of faith on marriage and human sexuality adopted by this church and conduct themselves in a manner that is consistent therewith.
 (3) Clergy and staff assigned by the church to implement the procedures contained in this Marriage Policy may, in his or her discretion, decline to provide church facilities for, and/or decline to officiate at a ceremony when in his or her judgment, there are significant concerns that one or both of the applicants may be qualified to enter into the sacred bond of marriage for theological, doctrinal, moral or legal reasons.
 d. Membership, Leadership, and Staff:
 (1). Every minister and employee, hired by the church shall affirm their agreement with Deep Branch Missionary Baptist Church statement on marriage and human sexuality and conduct themselves in a manner that is consistent therewith.
 (2). Church officers will be asked to affirm their agreement with this policy on marriage and human sexuality and shall conduct themselves in a manner that is consistent therewith.
 (3). Church leaders, teachers, and members are expected to teach and live in a manner that is consistent with this policy. (Approved Nov. 23, 2015)

 **V. Church Covenant**

Having been led, as we believe by the spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and on the profession of faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now. In the presence of God and this assembly, most solemnly and joyfully enter into covenant with one We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for advancement of this church, in knowledge, holiness and comfort; to promote
 Page 5

another as one body in Christ. its prosperity and spirituality; to sustain its worship, ordinance, discipline, and doctrines, and to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in our department; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, destructive drugs or intoxicating drink as a beverage; to shun pornography; to avoid any support of homosexuality activities and other sexual impurities not pleasing to God; to be zealous in our efforts to advance the kingdom of Our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible unite with some other church where we can carry out the spirit of this covenant and principles of God’s word. (Change adopted June 22, 2015)

 **VI. Dissolution (Added Sep 2001)**

In the event that Deep Branch Missionary Baptist Church ceases to exist as stated in this constitution, ownership of all property, buildings, assets and obligations will be transferred in whole to our sister church, Thompson Baptist Church. In the event that Thompson Baptist Church does not qualify under the provisions of the United States Internal Revenue Code 501(C)(3), ownership as indicated will transfer to Burnt Swamp Baptist Association.

Page 6

**Deep Branch Missionary Baptist Church
By – Laws**

**I. Membership**

Section 1. General
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 membership reserves the exclusive right to determine who shall be member of this church and the conditions of such membership.
Section 2. Candidacy
Any person may offer themselves as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church worship for membership in any of the following ways:
 (1) By profession of faith and baptism according to the policies of this church.
 (2) By promise of letter of recommendation from another Baptist church.
 (3) By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.
 (4) Any candidate who has been affiliated with a group of believers not of like faith and order as we, shall come as a candidate for baptism.
Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and Deacons for investigation and the making of a recommendation to the church within thirty (30) days. A *simple majority* vote of active members present and voting shall be required to elect such candidate to membership.
Section 3. New Membership Orientation
New church members will be expected to participate in the church’s orientation program.
Section 4. Voting Rights of Members
Every active member of the church is entitled to vote at all elections and on all matters submitted to the church in conference, provided the member is present. An inactive member being one who has missed three consecutive business conferences of the church without approval of the conference.

Page 1

Section 5. Termination of Membership
Membership shall be terminated in the following ways: (1) Death, (2) Dismissal by church letter, (3) exclusive by action of this church, and (4) joining a church of unlike faith and order.
Section 6. Discipline
(1) It shall be the basic purpose of Deep Branch Missionary Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, Deacons, and Grievance Committee are available for council and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member towards another.
(2) Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Pastor and Deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will be best served by the exclusion of a member, the church may take action by a *simple majority vote* of active members present at a meeting called for this purpose. This meeting will have been announced at the regular church business meeting with at least two weeks prior notice. The church may proceed to declare the offender to be no longer in the membership of the church. This action shall follow the admonition of our Lord, St. Matthew 18:15-17.
(3) The church shall have the responsibility to the former member as instructed in St. Matthew 18:17.
(4) Any person whose membership has been terminated for any condition which has been made it necessary for the church to exclude him or her may upon his or her request be restored to membership by majority vote of the church upon evidence of repentance and reformation.

**II. 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 duties. The Pastor is the leader of pastoral ministries in the church. As such, he works with the Deacons and Church Staff to:
(1) Lead the church in performing its duties.

Page 2

(2) Lead the church to engage in fellowship of worship, witness, education, ministry, and application.
(3) Proclaim the gospel to believers and unbelievers.
(4) Care for the churches members and other persons in the community.
A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week notice has been given. A pulpit committee shall be appointed by the church to seek out a suitable Pastor, and its recommendation shall constitute a nomination. The Committee shall bring to the consideration of the church one name at a time. Election shall be by ballot. An affirmative vote of a simple majority of church members present being necessary for a choice. A Pastor will serve until the relationship between the Pastor and the church has changed through a petition given to the conference. This petition of termination will need to have 40% of the church’s membership to constitute a valid petition. The conference would designate a called meeting for this specific purpose after a one – week notice. This will be a ballot vote with a simple majority of church members present constituting an affirmative vote. If termination is required, a 60 day notice will be given. The Pastor shall give the church at least a 60 day notice of resignation before terminating duties as Pastor, The Pastor shall preside at business meetings of the church. (Approved March 25, 2006)

**III. Church Staff**

All officers of the church must be members. The church officers shall be as follows:
Section 1, Deacon
There shall be three Deacons appointed for the first one hundred members of the church with one additional Deacon being appointed for each fifty members over one hundred. Deacons shall be elected according to the standards of the New Testament.
In accordance with the meaning of *Deacon* and the practice of the New Testament, Deacons are to be servants of the church. The purpose of the Deacons is to serve with the Pastor and Staff in performing pastoral ministries; proclaim the gospel to believer and unbelievers; care for church members and other persons in the community; lead the church to engage in fellowship of worship, witness, education, ministry, and application; and lead the church in

Page 3

performing duties, with the Pastor. Deacons are to have spiritual over – sight of the church and are to work closely with the Pastor to meet these needs
Deacons will perform duties on a rotation system with one deacon rotating off and being replaced each year. In case of incapacity to serve, the Deacon shall assume an inactive but an honorary life membership as a Deacon. A Deacon may be removed from office when his actions become offensive to the well being and welfare of the church by a *simple majority* vote of the church at a meeting specifically called for this purpose. The meeting shall be called as prescribed in Section 6. Discipline. The second Sunday shall be the Deacons designated meeting time.
Section 2. Moderator
The Moderator shall be the Pastor. In absence of the Pastor, the chairman of Deacons shall preside: or in the absence of both, the clerk shall call the church in order and an acting Moderator shall be elected.
Section 3. Clerk
The Church Clerk shall be elected annually. The Clerk shall keep a suitable book, a record of all the actions of the church, except as otherwise herein provided. The Clerk is responsible for keeping a register of the names of members with date of admission, demission, death, record of baptismal, and date of birth. The Clerk shall issue letters of demission by the church. Preserve all communications and written official report, give legal notice of all meetings where such notice is necessary as indicated by these by – laws. All Church records are church property and should be maintained on file in the church office.
Section 4. Treasurer
The Church Treasurer shall be elected annually. It shall be the duty of the Treasurer to receive, preserve, and pay out bills upon receipt of vouchers approved, keeping at all times an itemized account of all receipts and disbursements It shall be the duty of the Treasurer to render to the church at each regular business meeting, an itemized report of receipts and disbursements for the preceding month. The treasury account shall be audited annually by a committee appointed by the church or a public account. Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be turned over to the Church Clerk by the Treasurer. The Clerk shall keep and preserve the account as part of the permanent records of the church, on file in the church office.

 Page 4

Section 5. Trustees
The Trustees shall be elected by the church. They will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without specific vote of the church authorizing such action. It shall be the function of the Trustees to affix their signatures to legal documents where signatures of trustees are required. Should occasion arise for the church to sue or be sued, the trustees are the church’s legal representatives. The church shall have three trustees. The trustees shall be replaced as the need arises with the church electing replacements.
Section 6. Sunday School Superintendent
The Sunday School Superintendent shall be elected annually by the church. He shall have general supervision of the entire Sunday School and shall conduct its affairs in accordance with the plans and methods outlined by the Southern Baptist Convention and this church. He shall acquaint himself with the best methods of religious education and endeavor to adopt them in this school. It shall be his duty to conduct regular officers and teachers meetings for the purpose of council, advice, and suggestions. He shall see that appropriate records are maintained for the administration of the Sunday School.
Section 7. Training Union Director
The Training Union Director shall be elected annually by the church. He shall have charge of the activities of the Training Union. He shall acquaint himself with programs and methods outlined by the Southern Baptist Convention and shall endeavor to adopt them in this church subject to approval of the church. He shall see that full and accurate records and reports are maintained as required.
Section 8. Women’s Missionary Union Director
The Women’s Missionary Union Director shall be elected annually by the church. The Director of the Women’s Missionary Union shall seek to enlist all the women and girls of the church in a program of missionary training, giving, and activities as outlined by plans promoted by the Southern Baptist Convention, Women’s Missionary Union auxiliary, and approved by this church. The Director shall see that accurate records and reports are maintained as required. The Director shall be responsible for approval and administration of funds appropriated for this program,

Page 5

Section 9. Brotherhood Director
The Brotherhood Director shall be elected annually by the church. The Brotherhood Director shall promote the work of the Brotherhood as outlined by the Brotherhood commission of the Southern Baptist Convention and the approval by this church, seeking to enlist the men of the church in an active program for Christ. The Director shall approve and administer funds appropriated for this program. He shall be responsible to insure that full and accurate records and reports are maintained as required.
Section 10. Vacation Bible School Director
The Vacation Bible School Director shall be elected annually by the church, and be responsible for the conduct, supervision, and administration of the vacation bible school program.
Section 11. Music Director
The Music Director shall be elected annually by the church. The Music Director shall be responsible for providing worshipful music at all services. The Music Director is responsible to train and direct the choir/choirs, and is to cooperate with other church leaders in the selection of suitable music, and devising appropriate musical programs for all occasions where such services are needed.
Section 12. Youth Director
The Youth Director shall be elected annually by the church. The Youth Director shall be responsible for coordinating activities of youth within the church and programmed activities with other churches of like denomination. The Youth Director shall be responsible for obtaining parental consent forms as required.
Section 13. Church Secretary
The Church Secretary shall be elected annually by the church. The Church Secretary shall be responsible for record keeping, procuring administrative supplies, literature, and publications and preparation of church Bulletins/programs,
Section 14. Sunday School Secretary
The Sunday School Secretary shall be elected annually by the church, The Sunday School Secretary shall be responsible for Sunday School records, reports, class membership records and records of tithes and offerings and maintenance of appropriate records of such receipt, and other records as may be deemed necessary by the church.

Page 6

Section 15. Parliamentarian
The Parliamentarian shall sit at the front of conference and shall be knowledgeable of Roberts Rules of Order and the Constitution and By – Laws of this church. Requests pertaining to parliamentary law shall be directed to the Moderator who may in turn ask the Parliamentarian for assistance if needed. The Parliamentarian may also alert the Moderator to breaches on conduction and parliamentary procedures.

**IV. Committees**

Section 1. Church Council
The primary function of the Church Council shall be to seek to correlate and co-ordinate the activities and organizations of the church, with advisory powers only. The Council shall have as regular members; the Pastor, Clerk, music Director, Sunday School Superintendent, Training Union Director, Women’s Missionary Union Director, Brotherhood Director, Deacons, Treasurer, Trustees, and two members elected from the membership at-large. The Church Council shall have the responsibility for preparation of the annual church calendar of activities. All matters agreed on by the council shall be referred to the church for approval/disapproval.
Section 2. Nomination Committee
The Nominating Committee, consisting of five members, shall be elected by the church on the Monday after the third Saturday in July for the ensuring year. The nominating Committee recommends persons for all positions to be elected by the church Their nominations shall be presented to the church on the Monday after the third Saturday in August.
Section 3. Finance Committee
The primary duty of the Finance Committee shall be to provide an annual church budget and present same to the church for approval. The committee shall be chaired by the church treasurer, and composed of heads from each department, the Deacons, Trustees, and two members at-large from the church membership.
Section 4. Church Ushers
Church Ushers shall be elected by the church. The Ushers shall be led by an Usher Chairman elected by the church. The Ushers are to greet people as they

Page 7

enter and leave the church, seat people at the proper time, provide bulletins and/or other material at the time of seating. The Ushers will be attending to the needs of people as required.
Section 5. Church Historical/Library Committee
The Historical Committee is to preserve and use the historical records of the church. The Committee shall be especially concerned with gathering and preserving available church records, recording full and accurate records, and using the records to help members understand and appreciate their heritage and mission. They shall also be responsible for maintenance of and use of the church library.
Section 6. Nursery Committee
The Nursery Committee shall be elected annually by the church. The Nursery Committee is to coordinate the church’s nursery activities and to help nursery parents and teachers to work together. The committee will see that adequate provisions are made for nursery children when they are present at church. The committee shall be chaired by a person elected by the church.
Section 7. Flower/Food Tray Committee
The Flower/Food Tray Committee shall be elected by the church annually and led by a chairperson appointed by the church. This committee shall be responsible for securing, arranging, and disposing flower arrangements for church services, and bereaved members. That a person be either a Sunday School Member or a Regular Worship attendee that has passed away will receive a food tray and a flower from the church. Anyone that doesn’t fall into this category their name would be presented to the Deacons for approval. (Approved Feb. 11, 2007)
Section 8. Building Committee
The Building Committee shall be elected annually by the church and led by a chairperson appointed by the church. The committee shall be responsible for the maintenance and up keep of the church and property. The Chairperson of this committee shall also be responsible for the supervision of the church custodian.
Section 9. Fellowship/Social Committee
The Fellowship/Social Committee shall be elected annually and led by a chairperson elected by the church. The committee shall be responsible for coordinating all social functions of the church.

 Page 8

Section 10. Steward Committee
The Steward Committee shall be elected annually by the church and will be responsible for lifting offerings. A chairman shall be elected by the church.
Section 11. Grievance Committee
The Grievance Committee shall be elected annually by the church and will be responsible for hearing complaints and grievances of member and acting as mediator as situations warrant. Complaints and grievances not resolved shall be brought before the conference for solution and will be presented in general without reference to names of individuals.
Section 12. Other Committees
Other committees may be appointed by the church as deemed necessary and appropriate.

**V. Program Organizations**

Section 1. General
All organizations of the church shall be under church control, all officers being elected annually by the church.
Section 2. Sunday School
Sunday School shall be divided into departments and classes for all ages and conducted under the direction of a Sunday School Superintendent for the study of God’s Word. The duties of Sunday School shall be to teach the biblical revelation; lead in reaching all prospect 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 teachers and other workers shall be presented by the nominating committee to the church for approval the Monday after the third Saturday in August.
Section 3. Training Union
Training Union shall be conducted under the supervision of a Director, and shall be divided into departments for all ages as required. Training Union shall serve as the training organization of the church. The duties shall be to teach systematic theology, Christian history, Christian ethics, church policy, and organizations; conduct the new member orientation program, train all church members to worship, witness, learn, and minister daily. Train leaders for the church; discover, recruit, and train potential leaders. Provide for specialized training, provide organization, and leadership for special projects of the church.

Page 9

Provide and interpret information regarding the work of the church.
Section 4. Bible Study and Prayer Meeting(RAs, GAs, Acteens)
This service shall be under the direction of the Pastor, or a person appointed by him. Classes shall be available for all age groups as required.
Section 5. Women’s Missionary Union
This program shall be directed by a Director elected by the church. Other officers may be appointed by the Director as needed. The duties shall be to teach missions, lead persons to participate in missions, provide organization and leadership for special mission projects of the church, and to provide and interpret information regarding the work of the church.
Section 6. Brotherhood
This program shall be directed by a Director elected by the church. The duties are to teach missions, lead all men and boys to participate in missions activities, provide organization and leadership for special projects of the church, provide and interpret information regarding the work of the church and denomination. Other officers may be appointed as required.
Section 7. Church Music Program
The church music program shall be directed by a Director elected by the church. The Music Director shall insure that appropriate music is provided for all sponsored occasions, and shall lead hymn singing and teach music.

**VI. Ordinance**

Section 1. Baptism
A person who received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.
 A. Baptism shall be by immersion in water;
 B. Baptism shall be administered by the Pastor or Deacon upon Pastor’s designation;
 C. Baptism shall be administered as an act of worship at any of the worship services;
 D. A person professing Christ and failing to be baptized after a reasonable length of time, shall be counseled by the Pastor and/or Deacon. If a negative interest is ascertained, he shall be deleted from those awaiting baptism.

Page 10

Section 2. The Lord’s Supper
The Lord’s Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.
 A. The Lord’s Supper shall be observed during worship service on the last Sunday of each month or on occasion as the church determines.(Approved Feb. 22, 2016)
 B. The Pastor and Deacons Shall be responsible for the administration of the Lord’s Supper.
 C. The Deacons shall be responsible for the physical preparation.

**VII. Church Meetings**

Section 1. Worship Services
The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God. These meeting 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 other services and meeting which will be essential in the promotion of the objectives of the church, shall be placed in the church calendar. Special meetings will include January Bible Study and Church Doctrinal Study.
Section 3. Regular Business Meeting
The regular business meeting shall be held monthly, on the Monday after the third Saturday. A quorum shall consist of 10% of the active membership. (changed Sept. 2009)
Section 4. Special Business Meetings
A specially called business meeting may be held to consider special matters of significant nature. A one week notice of the subject, date and time, and location must be given for the specially called business meeting unless extreme urgency renders such notice impractical. A quorum of at least 10% of active membership will be required to conduct the business.
Section 5. Parliamentary Rules
Robert’s Rules of Oder will be the authority for parliamentary procedures for all business meetings of the church.

Page 11

**VIII. Church Finances**

Section 1. Finance Committee
The Finance Committee shall prepare and submit to the church for approval, an inclusive budget, indicating by account needed for all local and worldwide expenses.
Section 2. Accounting Procedures
All funds received by the church shall pass through the hands of the church treasurer and be properly recorded on the books of the church. A system of accounting that will properly provide for the handling of all funds shall be the responsibility of the church treasurer.
Section 3. Fiscal Year
The fiscal year of the church shall run concurrently from (by action of conference changed to read) July 1st thru June 30th. The church shall operate financially on the fiscal year.
Section 4. Calendar Year
The calendar year of the church shall run from October 1st thru September 30th.

**IX. Amendments**

Changes in this constitution and by-laws may be made at any regular business meeting of the church, provided such amendment shall have been presented in writing at a previous business meeting, and copies of the proposed amendment be furnished to each member present. Also, the proposed change shall be announced to the congregation twice during the month. Amendments to the Constitution and Bt-Laws shall be by three-Fourths vote of all members present.

Page 12

**Appendix A**

**Miscellaneous Church Policies**

1, Gifts/Love-Offerings: These funds are administered by the Deacon Board not to exceed $100.00 (approved 4-22-95) change to not to exceed $200.00 (approved 3-22-2002) change to not to exceed $500.00 (approved 9-20-2008)
2. Special Offerings: The need to be determined by the Deacon Board and approved by church conference/
3. Fund Raising Activities: Any and all fundraising activities are to be approved by the church. All funds will be turned in to the church treasurer and administered as designated.
4. Church Bus: Bus to be used by church only for church sponsored functions.
5. Mothers Day Gifts: (Approved July 1995) Presented to the oldest mother present, must be a member, A must be married or widow.
6. Fathers Day Gifts: (Approved July 1995) Presented to the oldest father present, must be a member, married or widowed.
7. Burn out Victims: $200.00 administered by the Deacon Board to the head of the household.
8. Presentation of Memorial Bible: When a member of the church passes away, a Memorial Bible will be given to the living spouse, no bible will be presented to the family.
9. Bible for Graduates: (Added June 1989) Names must be submitted by May 1st (Given to Sunday School Members only).
10. Pertaining to Marriage: (Added Nov. 1993) Requests to use the church facilities for marriage ceremonies will be required in writing from the parties involved, addressed to the Pastor and Church. Requests will be reviewed and involved parties to be advised of the church’s decision as soon as possible.
11. Mission Trips: (Added June 1997) A limited number of members of the church will be sponsored for participation in Summer Mission Trips arranged by the Burnt Swamp Baptist Association. These members must be actively involved in mission programs of our church to be sponsored for mission trips with the Association. The number of members sponsored will be based on funds appropriated in our church budget for projects.

Page 13

12. Flower and Food Tray: (Approved Feb. 2007) That a person either be a Sunday School member or a regular Church Worship attendee that has passed away will receive a food tray and a flower from the church. Anyone that doesn’t fall into this category, their names would be presented to the Deacons for approval.
13. Christmas Gift to Widows and Widowers: (Approved Nov. 25, 2006) The Deacons will give a Christmas Love offering to Widows and Widowers who are members of the church in the amount of $50.00 each. The Christmas Love Offering to Widows and Widowers will be increased to $75.00 each. (Approved Jan. 24, 2009)
14. Homecoming Memorial Directive: (Approved Oct. 27, 2007) The following are items to be followed in submitting names for the annual Homecoming Memorial Service.
\* The names of Father, Mother, Child, or Spouse of a Sunday School or Church member who has died since the last Homecoming will be honored.
\* Names will be submitted to Sis. Marilyn Sue Sampson or Sis. Estelle Hodges no later than Sept. 1st .
\* The list of names will be reviewed by the Board of Deacons.
\* Names that doesn’t fit under item #1 will be approved by the Deacons.
\* Family members of the deceased will be contacted to see if they will attend this service.

Page 14

**Appendix B
Amendments**

1. Item 8. Added to Appendix A by June Conference 1988, *Presentation of Bibles* which states the following: *When a member of the church passes away, A Presentation (Memorial) Bible will be given to the living spouse. If there is no living spouse, no bible will be presented to the family.* The bible will be presented by either a member of the Deacon Board, or the Pastor of the church.
2 Item 9. It was added to Appendix A by June Conference 1989 (Bibles for Graduates). Names must be submitted by May 1st (Given to Sunday School Members only).
3. Item 10, It was added to Appendix A by November Conference 1993. Pertaining to Marriage states the following; requests to use the church and facilities for marriage ceremonies will be required in writing from parties involved, addressed to the Pastor and Church. Request will be reviewed and involved parties to be advised of church’s decision as soon as possible. Date of 1st and 2nd reading in November 1993.
4. Item 1. Amendment to the By-Laws proposed to change Love offerings as read: Deacons shall administer the Love Offerings in the amount of $35.00. The proposed change would read: Deacons shall administer Love Offerings as needs arise in amounts up to $100.00; Any amounts in excess of $100.00 other than those already approved by the By-Laws must have prior approval of the Church Conference. First reading was 3-26-95 and the 2nd reading was 4-2-95. ?it was passed in the April 1995 Conference. Amount was changed to $200.00 in the March 2002 conference. The amount was changed again to $500.00 in the September 2008 conference.
5. Item 5 & 6. An Amendment to change Appendix A, items 5 & 6 as read: #5. Mothers Day Gifts; Presented to the oldest mother present, youngest mother present, mother with the most children present, must be married or widow. #6 Fathers Day Gifts; Presented to the oldest father present, youngest father present, father with the most children present, must be a member, married or widower, Amends as read; #5 Mothers Day Gift; Presented to the oldest mother present, must be a member, married or widow. #6 Fathers Day Gift; Presented to the oldest father present, must be a member, married or widower. First day reading was 6-25- 1995. Second reading was 7-2-1995. It was approved in the July 1995 conference.

 Page 15

6. Item 11. An amendment was proposed to item 11 to Appendix A to read as follows A limited number of members of the church will be sponsored for participation in summer Mission Trips arranged by the Burnt Swamp Baptist Association. The member must be actively involved in the Missions programs of our church to be sponsored for Mission Trips with the Association. The number of members sponsored will be based on funds appropriated in our church budget for projects. First reading was 6-1-1997. The second reading was 6-8-1997. It was approved in June 1997 conference.
7. An Amendment An amendment was proposed and passed by the June 2000 conference to read *with the exception of requirement of 75% vote of active members present to amend by-laws, all references to voting percentages of active members present to be changes to read simple majority vote of active members present*.
8. An amendment was proposed to the Constitution to add Article VI Dissolution In the event that Deep Branch Missionary Baptist Church ceases to exist as stated in our constitution, Ownership of all property, building, assets, and obligations will be transferred in whole to our sister church, Thompson Baptist Church. In the event that Thompson Baptist Church does not qualify under the provisions of United States Internal Revenue Service Code 501c(3), ownership as indicated will be transfer to Burnt Swamp Baptist Association. First reading was 9-2-2001. Second reading was 9-16-2001. It was approved in the September 2001 conference.
9. Addition to Church Covenant It was approved by the church in July, 22, 2002 will read to abstain from the sale of, and use of, destructive drugs, or intoxicating drinks as a beverage: shun pornography in the third paragraph.
10. Item 12. *Flower and Food Tray* Addition to Appendix A. It reads that a person be either a Sunday School member or a regular Worship member attendee that has passed away will receive a food tray and a flower from the church. Anyone that doesn’t fall into this category their name would be presented to the Deacon Board for approval. It was approved February 2007 conference.
11. Change to Selection of a Pastor under Article II of By-Laws As it reads a pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week notice has been given. A pulpit committee shall be appointed by

Page 16

the church too seek out a suitable pastor, and its recommendation shall constitute a nomination. The committee shall bring to the consideration of the church one name at a time. Election shall be by ballot. An affirmative vote of a simple majority of church members present being necessary for a choice. A Pastor will serve until the relationship between the pastor and the church has changed through a petition given to the conference. The petition of termination will need to have 40% of the church’s membership to constitute a valid petition. The conference would designate a called meeting for this specific purpose after one week notice. This will be a ballot vote with a simple majority of church members present constituting an affirmative vote. If termination is required, a 60 day notice will be given. The Pastor shall give the church at least a 60 day notice of resignation before terminating duties as pastor. The Pastor shall preside at business meetings of the church. This was approved on March 25, 2006.
12. Change to Regular Business Meeting Article VII Section 3. Original Reading is the regular business meeting shall be held monthly, on the Saturday before the fourth Sunday. A quorum shall consist of 10% of active membership. The change reads as the regular business meeting shall be held monthly, on the Monday after the third Saturday at 7:00 pm. A quorum shall consist of 10% of active membership. The first reading was 8-26-2009. Other readings were done on 8-30-2009, 9-6-2009, and 9-9-2009. It was approved in conference on September 26, 2009.
13. Change to Section V Church Covenant. The original form has the insert change in Section V. It was presented in Conference on May 18, 2015, First reading on May 24, 2015, Second reading on May 31, 2015 and approved unanimous on June 22, 2015.
14. Change to Section IV Relationships. The original form has the insert change in Section IV. It was voted in conference, Nov. 23, 2015, with 23 affirmative votes and 1 negative votes and was approved with the necessary 75%.
15. Change to VI Ordinance, Section 2 Lord’s Supper. The original reading states the Lord Supper shall be observed during Worship Service on the fifth Sunday or an occasion as the church determines. The change reads the Lord’s Supper shall be observed during Worship Service on the last Sunday of each month or an occasion as the church determines. It was presented in conference Jan.25, 2016. First reading was on Jan. 27, 2016. Second read was in Feb. 7, 2016. It was approved in conference on Feb. 22, 2016.

 Page 17