



**TRUE LIGHT MISSIONARY  
BAPTIST CHURCH, INC.**

2001 WEST MAIN STREET  
PRICHARD, ALABAMA 36610

**CONSTITUTION &  
BY-LAWS**

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# CONSTITUTION

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# True Light Missionary Baptist Church, Inc. Constitution & By-Laws

2001 West Main Street  
Prichard, Alabama 36610

## CONSTITUTION

### SERVICES

Sunday School: 9:00 a.m.

Sunday Worship Service: 10:00 a.m.

Wednesday Night Bible Study: 7:00 p.m.

Email: [truelightmbc2001@outlook.com](mailto:truelightmbc2001@outlook.com)

Church: 251-456-3155 ~ Fax: 251-456-7687

### PREAMBLE

We, the members of True Light Missionary Baptist Church, founded on Sunday, October 14, 1945 in Prichard, Alabama, mindful of our sacred purpose in the Gospel, do hereby declare and establish this constitution in order that this body may be governed in an orderly manner. It is consistent with the principles of a self-governing body of the National Missionary Baptist Association, to maintain complete autonomy of this church.

### ARTICLE I - Name

This body shall be known as True Light Missionary Baptist Church, Inc. of Prichard, Alabama, (Also Known As, True Light Baptist Church). The Articles of Incorporation recorded in Book 29, Pages 455-457 of the Probate Court of Mobile County dated June 4, 1958.

### ARTICLE II - Purpose

The purpose of this Church:

1. To carry out the great commission as directed by our Lord and Savior, Jesus Christ. (Reference: Matthew 28:19-20)
2. To follow the pattern of witnessing as directed. (Reference: Acts 1:8).
3. To maintain public and private Christian worship and foster community service.
4. To conduct Christian growth and fellowship for the spiritual, numerical and economical growth of the church.
5. True Light Missionary Baptist Church wants to be your servant because this is the major goal of our church and its many ministries. Remember, we are "co-laborers" and thus whatever your church desires to do can only be done, as you are willing to permit it to do so.



## **ARTICLE III - Mission Statement and Vision Statement**

### **Section 1. Mission Statement**

Having been led by the Spirit of God we therefore commit to serve together in love to establish develop, and empower ourselves through Christian Education and to seek the salvation of our own that we may with on accord evangelize Prichard and surrounding areas.

### **Section 2. Vision Statement**

#### **To Worship God In Spirit And In Truth:**

It is our aim to create an atmosphere of praise and worship where every person will experience to power and presence of God. This will produce a spirit of unity and fellowship among the body.

#### **To Seek The Salvation Of Our Friends And Kindred:**

We will live in love and unity with all believers by studying the word of God and applying it to our daily lives.

#### **To Share The Love Of Christ:**

We love Him because he first loved us and with loving kindness He has drawn us. Jesus encourages us to love God with all our heart soul and might and our neighbor as we love ourselves. The love of God is without limits and our love for one another is also. We will provide an environment where everyone can sense the loving presence of God through our Lord and Savior Jesus Christ.

#### **To Make Disciples:**

We will do this by doing evangelism and outreach in our community and to support missions worldwide. We will invite others to become personally involved in a loving relationship with Jesus Christ as Lord and Savior.

## ARTICLE IV - CHURCH COVENANT

The Church Covenant is a voluntary agreement by members of a church whereby they promised to conduct their lives in such a way as to glorify God and promote the ongoing of His Church. Every member should study it carefully, refer to it often and seek to live by it. It clearly outlines the obligations of church membership.

**Having been led**, as we believe by The Spirit 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 Son, and of The Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

**We engage**, therefore, by the aid of The Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge and holiness; to give it a place in our affections, prayers, and services above every organization of human origin; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and the spread of the Gospel throughout the world.

**We also engage** to maintain family and secret devotions; to study diligently to word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others; endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

**We further engage** to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys, and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth chapter of Matthew, to secure it without delay;

**When we remove** from this place, we engage as soon as possible to unite with some other Church where we can carry out the spirit of this covenant and the principles of God's word.

## **ARTICLE V - ARTICLES OF FAITH**

### **Section 1. THE SCRIPTURES**

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us, and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried. (References: 2 Timothy 3:15-17; Romans 2:12)

### **Section 2. THE TRUE GOD**

We believe that there is one, and only one, living and true God, an intelligent, spiritual, and personal Being, the Creator, Preserver, and Ruler of the universe, infinite in holiness and all other perfections to whom we owe the highest love, reverence, and obedience. He is revealed to us as Father, Son, and Holy Spirit each with distinct personal attributes, but without division of nature, essence, or being. (References: John 4:24; Psalms 147:5; Exodus 15:11)

### **Section 3. THE FALL OF MAN**

We believe that man was created by the special act of God, as recorded in Genesis. "So God created man in his own image, in the image of God created he him; male and female created he them" (Genesis 1:27). "And the Lord God formed man of the dust of the ground, and breathed into his nostrils the breath of life; and man became a living soul" (Genesis 2:7). He was created in the state of holiness under the law of his Maker, but through the temptation of Satan, he transgressed the command of God and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and in bondage to sin, are under condemnation, and as soon as he is capable of moral action, becomes an actual transgressor. (References: Genesis 1:27; Genesis 3:6,24; Romans 5:19)

### **Section 4. THE WAY OF SALVATION**

We believe that the salvation of sinners is wholly of grace, through the mediatory office of the Son of God, who by the Holy Spirit was born of the Virgin Mary and took upon Him our nature, yet without sin; honored the divine law by His personal obedience and made atonement for our sins by His death. Being risen from the dead, He is now enthroned in Heaven, and uniting in his person the tenderest sympathies with divine perfection, He is in every way qualified to be a compassionate and all sufficient Savior. (References: Ephesians 2:8; John 3:16; Philipians 2:6-7; Isaiah 42:2)

### **Section 5. JUSTIFICATION**

We believe that justification is God's gracious and full acquittal upon principles of righteousness of all sinners who believe in Christ. This blessing is bestowed, not in consideration of any works of righteousness which we have done, but through the redemption that is in and through Jesus Christ. It brings us into a state of most blessed peace and favor with God, and secures every other needed blessing. (References: John 1:16; Acts 13:39; Romans 5:1-2)

## **Section 6. THE FREENESS OF SALVATION**

We believe that the blessings of salvation are made free to all by the gospel. It is the duty of all to accept them by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his own voluntary refusal to accept Jesus Christ as Teacher, Savior, and Lord. (References: Isaiah 55:1; Romans 16:25-26; John 5:40)

## **Section 7. THE GRACE IN REGENERATION**

We believe that regeneration or the new birth is a change of heart wrought by the Holy Spirit, whereby we become partakers of the divine nature and a holy disposition is given, leading to the love and practice of righteousness. It is a work of God's free grace conditioned upon faith in Christ and made manifest by the fruit that we bring forth to the glory of God. (References: John 3:3; 2<sup>nd</sup> Corinthians 5:17; John 3:8)

## **Section 8. REPENTANCE AND FAITH**

We believe that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby, being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, and supplication of mercy; at the same time heartily receiving the Lord Christ as our Prophet, Priest, and King, and relying on Him alone as the only and all-sufficient Savior. (References: Mark 1:15; John 16:8; Luke 18:13)

## **Section 9. GOD'S PURPOSE OF GRACE**

We believe that election is the gracious purpose of God, according to which He regenerates, sanctifies and saves sinners. It is perfectly consistent with the free agency of man and in no way interferes with the salvation of any individual. It is a most glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. It encourages the use of means in the highest degree. (References: 2 Timothy 1:8-9; 2<sup>nd</sup> Thessalonians 2:13-14; Exodus 33:18-19)

## **Section 10. SANCTIFICATION**

We believe that sanctification is the process by which, according to the will of God, we are made partakers of His holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means, especially the Word of God, self-examination, self-denial, watchfulness, and prayer. (References: 1<sup>st</sup> Thessalonians 4:3; Proverbs 4:18; 1 John 2:29)

## **Section 11. THE PERSEVERANCE OF SAINTS**

We believe that such only are real believers as endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and that they are kept by the power of God through faith unto salvation. (References: John 8:17; 1 John 2:19; Romans 8:28)

#### **Section 12. THE HARMONY OF THE LAW AND THE GOSPEL**

We believe that the law of God is the eternal and unchangeable rule of His moral government; that it is a holy, just, and good; and that inability which the Scriptures ascribe to fallen men to fulfill its precepts arises entirely from their love of sin; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy law, is one great end of the gospel, and of the means of grace connected with the establishment of the visible church. (References: Romans 3:31; Romans 7:12; Romans 8:2-4)

#### **Section 13. A GOSPEL CHURCH**

We believe that a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; and exercising the gift, rights, and privileges invested in them by His word; that its only Scripture officers are bishops or pastors, and deacons, whose qualifications, claims, and duties are defined in the epistles of Timothy and Titus. (References: 1<sup>st</sup> Corinthians 1:1-13; Acts 2:41- 42; Matthew 28:20)

#### **Section 14. THE BAPTISM AND THE LORD'S SUPPER**

We believe that Christian baptism is the immersion in water of a believer, in the name of the Father, and the Son, and the Holy Ghost; to show forth, in a solemn and beautiful emblem, our faith in the crucified, buried and risen Savior with its effect in the death to sin and resurrection to a new life; that it is prerequisite to the privileges of a church relation; and to the Lord's Supper, in which the members of the church, by the sacred use of bread and wine are to commemorate together the dying love of Christ-preceded always by solemn self-examination.(References: Acts 8:36-39; Romans 6:4; Matthew 28:19)

#### **Section 15. THE CHRISTIAN SABBATH**

We believe that the first day of the week is the Lord's Day, or Christian Sabbath; and is to be kept sacred to religious purposes, by abstaining from all secular labor and sinful recreations; by the devout observance of all the means of grace, both private and public; and by preparation for the rest that remaineth for the people of God. (References: Acts 20:7; Exodus 20:8; Revelation 1:10)

#### **Section 16. CIVIL GOVERNMENT**

We believe that civil government is of divine appointment for the interests and good order of human society; and that magistrates are to be prayed for, conscientiously honored, and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Prince of kings of the earth. (References: Romans 13:1-7; Matthew 22:21; Acts 5:29)

### **Section 17. THE RIGHTEOUSNESS AND THE WICKED**

We believe that there is a radical and essential difference between the righteous and the wicked. Those only who are justified through the name of the Lord Jesus Christ and sanctified by the Holy Spirit are truly righteous in His sight. Those who continue in impenitence and unbelief are in His sight wicked and are under condemnation. This distinction between the righteous and the wicked holds in and after death, and will be made manifest at the judgment when final and everlasting awards are made to all men. (References: Romans 1:17; Malachi 3:18; 1 John 2:29)

### **Section 18. CHRISTIAN EDUCATION**

We believe that Christianity is the religion of enlightenment and intelligence. In Jesus Christ are hidden all the treasures of wisdom and knowledge. All sound learning is therefore a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. An adequate system of school is necessary to a complete spiritual program for Christ's people. The cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with this the liberal support of the churches. (References: Proverb 10:14; John 8:32; 2<sup>nd</sup> Timothy 2:15)

### **Section 19. SOCIAL SERVICE**

We believe that every Christian is under obligation to seek to make the will of Christ regnant in his own life and in human society; to oppose in the Spirit of Christ every form of greed, selfishness, and vice; to provide for the orphaned, the aged, the helpless, and the sick; to seek to bring industry, government and society as a whole under the sway of the principles of righteousness, truth, and brotherly love; to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love with compromising their loyalty to Christ and His truth. All means and methods used in social service for the amelioration of society and the establishment of righteous among men must finally depend on the regeneration of the individual by saving grace of God in Christ Jesus. (References: Matthew 25:35-36; James 1:27; Acts 11:29)

### **Section 20. STEWARDSHIP**

We believe that God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. We have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in our possessions. We are therefore under obligation to serve Him with our time, talents, and material possessions; and should recognize all these as entrusted to us to use for the glory of God and helping others. Christians should cheerfully, regularly, systematically, proportionately and liberally contribute of their means to advancing the Redeemer's cause on earth. (References: 1 Peter 4:10; 1<sup>st</sup> Corinthians 16:1-2; Matthew 16:24)

### **Section 21. EVANGELISM AND MISSIONS**

We believe that it is the duty of every Christian man and woman, and the duty of every church of Christ to seek to extend the gospel to the ends of the earth. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods sanctioned by the Gospel of Christ. (References: Matthew 28:19-20; Mark 16:15; Acts 8:30-35)

### **Section 22. THE RESURRECTION**

We believe that the Scriptures clearly teach that Jesus rose from the dead. His grave was emptied to its contents. He appeared to the disciples after His resurrection in many convincing manifestations. He now exists in His glorified body at God's right hand. There will be a resurrection of the righteous and the wicked. The bodies of the righteous will confirm to the glorious spiritual body of Jesus. (References: Matthew 28:1-6; Luke 24:1-7; Mark 16:1-7)

### **Section 23. THE RETURN OF THE LORD**

We believe that the New Testament teaches in many places that visible and personal return of Jesus to this earth. "This same Jesus which is taken up from you in heaven, shall so come in like manner as ye have seen Him go into heaven." The time is coming is not revealed. "Of that day and hour knoweth no man, no, not the angles in heaven, but may Father only" (Matthew. 24:36). It is the duty of all believers to live in readiness for His coming and by diligence in good works to make manifest to all men the reality and power to their hope in Christ. (References: Acts 1:11; Revelation 19:11-16; 2<sup>nd</sup> Thessalonians 1:1-12)

### **Section 24. THE WORLD TO COME**

We believe that the end of the world is approaching; that at the last day Christ will descend from heaven, and raise the dead from the grave to final retribution; that a solemn separation will then take place; that the wicked will be judged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven and hell, on principles of righteousness. (References: 1<sup>st</sup> Peter 4:7; Acts 24:15; Matthew 25:31-46)

## **ARTICLE VI – THE MISSION OF THE CHURCH**

The True Light Missionary Baptist Church is "A Teaching and Caring Church" We therefore believe that its foundation and mission are based on Christ's admonition to "Go Ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and lo, I am with you always, even unto the end of the world. Amen" (Matthew 28:19-20).

We believe that the visible Church of Christ is a congregation/body of baptized believers, associated by covenant in the faith and fellowship of the gospel: observing the ordinances of Christ: governed by His Laws; and privileges invested in them by His word.

## **ARTICLE VII – CHURCH GOVERNMENT AND AFFILIATIONS**

### **Section 1. Government**

1. This congregation operates under the Lordship of Christ through democratic processes.
2. Each member is responsible and accountable to Christ as Lord.
3. Its scriptural officers are Pastors and Deacons.
4. (Reference: 1 Timothy 3:2, 12)

### **Section 2. Affiliations**

1. The National Baptist Convention and we maintain complete freedom and authority over our body. No affiliated association or organization have any control, governing or external authority over True Light Missionary Baptist Church, Inc.

## **ARTICLE VIII – THE HOLY BIBLE**

The Bible contains the mind of God, the state of man, the way of salvation, the doom of sinners, and the happiness of believers. Its doctrine is Holy, its precepts are binding, its histories are true, and its decisions are immutable. READ IT TO BE WISE, BELIEVE IT TO BE SAFE, AND PRACTICE IT TO BE HOLY! It contains light to direct you, food to support you, and comfort to cheer you. It is the traveler's map, the pilgrim's staff, the pilot's compass, the soldier's sword, and the Christian's chapter. Here paradise is restored, heaven opened, and the gates of hell disclosed. Christ is its grand object; our good is its design, and the glory of God is its end. It should fill the memory, rule the heart, and guide the feet. Read it slowly, frequently, and prayerfully. It is a mine of wealth, a paradise of glory, and a river of pleasure. It is given to you in life, it will be opened in judgement, and be remembered forever. It involves the highest responsibility. It will reward the greatest laborer, and it will condemn all who trifle with its sacred content.

## **ARTICLE IX - Amendments to the Constitution**

### **Section 1. Responsibilities**

It is the responsibility of the Pastor, Chairman of the Deacon Ministry, Church Clerk or whomever the Pastor or Officers designates to review the constitution and bylaws, proposing any revisions or adjustments necessary to maintain their effectiveness, and to bring these changes to the church in a Church Business Meeting.

### **Section 2. Proposal**

Any proposal change(s) or amendment(s) to the constitution and bylaws must be submitted in writing to the fore mentioned committee including the original statement(s), the proposal change(s), and the rationale for the change(s).

### **Section 3. Notification**

The church membership shall be given two weeks advance notice of the time of such meeting. Further, a copy of the proposed change(s) shall be made available to members for two consecutive weeks of Sunday Morning Worship Service in advance of the Church Conference.

### **Section 4. Ratification**

New bylaws may be adopted, may be amended or repealed by the affirmative vote of **three-fourth (3/4) majority of votes** cast at a Church Business Meeting.



# True Light Missionary Baptist Church, Inc. Constitution & By-Laws

2001 West Main Street  
Prichard, Alabama 36610

## By-Laws

### ARTICLE I – MEMBERSHIP

#### Section 1 - Membership:

All members may enjoy the rights, privileges and obligations of membership in True Light Missionary Baptist Church, including the right to vote upon giving evidence of regeneration, completion of the Christian Discipleship Class and has been received into the church membership by one of the following methods:

1. **Candidate for Baptism:** A person who confesses Jesus Christ as Savior and Lord, accepts the Articles of Faith and the principles of this church and is baptized by water baptismal immersion, will be received into fellowship of True Light Missionary Baptist Church upon completion of the Christian Discipleship Class.
2. **Christian Experience:** A believer who has been a member of a Baptist Church, but who cannot present a letter from that church, but accept the views, faith, and the principles of this church, will be received, based upon Christian experience and completion of the Christian Discipleship Class. If the baptism was not by immersion, admission to membership must be by complete immersion.
3. **Letter:** Members may be received on presentation of, or promise of, a letter of recommendation from another Baptist Church of like faith order and completion of the Christian Discipleship Class.
4. **Restoration:** Any person, who was previously a member of this church, must hereby complete the Christian Discipleship Class. After which they will be restored to full membership with True Light Missionary Baptist Church.
5. **Watch Care:** Any person who desires to enjoy the rights, privileges, and obligations of membership in True Light Missionary Baptist Church on a limited, temporal basis may ask for membership by watch care. The member's affiliation with another church remains the same; this membership does not carry voting rights. The names of watch care members will be kept on a separate list and removed when they leave the local area.

**Section 2. Member in Good Standing:**

1. Member shall be faithful in all the duties of church life
2. Regular in attendance, unless medically homebound
3. Give regularly to the support of the church
4. Share in its organized work
5. Support the church through tithing and offering

**Section 3. Active Member:**

One who regularly attends:

1. Sunday School
2. Worship Service
3. Weekly Bible Study
4. Participates in Communion
5. Missionary and Ministry Meeting
6. Support the church through tithes and offering

**Section 4. Voting Rights of Members:**

1. Only active members present, **18 years and older** shall vote on church business.
2. Voting shall be by paper ballot.
3. Church Clerk shall provide ballots.

**Section 5. Governance:**

1. God in His divine order, speaks to His church through His Pastor.
2. The church body makes a choice by majority vote to obey or disobey.
3. The church body in general assembly is the governing body of the church and shall follow the policies, rules, and regulations governing the church:
  - a. The Holy Bible
  - b. Constitution and By-Laws of True Light Missionary Baptist Church
  - c. The Baptist Standard Directory, Busy Pastor's Guide and the Hiscox Standard Baptist Manual.

**Section 6. Dismissal of Members:**

Persons may be dismissed from membership by the following methods:

- 1. Letter** - Any active member, who desires a letter of recommendation, shall receive it upon request. A Letter may also be sent to the church upon request.
- 2. Exclusion** - Should any member become an offense to the Church and to its good name by reason of:
  - a. immoral or unchristian conduct
  - b. consistent breach of his covenant vows the Church may terminate his membership, only after due notice and hearing before the Deacon Ministry, and after faithful efforts have been made to bring such a member to repentance and amendment.  
(References: 1 Corinthians 5:1-13; 2 Corinthians 2:5-13)

**3. Death**

**Section 7. Inactive Members:**

Any member who has not attended church for ninety (90) days or more and or have entered into a backslidden condition shall be considered inactive, (References: Proverbs 14:14). Inactive members shall be subject to the following procedures:

1. The Deacon shall be responsible for visiting and counseling the member in every possible manner to restore the member to active status (Reference: Joel 2:12-13)

**ARTICLE II - GENERAL CHURCH MEETINGS**

The Church Fiscal year starts October 1<sup>st</sup> and ends September 30<sup>th</sup> of each year.

**Section 1. The Church Business Meeting**

1. The Annual Church Business Meeting shall be held in the month of October
2. Shall be held annually within the month of October
3. Church Officers, Auxiliaries, Boards, Committees and Ministries, shall give a written report of its works.

**Section 2. Special Business Meetings**

1. Special business meetings shall be set according to the needs of the congregation, 30% of membership in Good Standing can petition a Special Business Meeting with the approval of the Chairman of the Deacon Ministry.
2. The Pastor, Board of Directors and or the Deacons Ministry can request a meeting through the Chairman of the Deacon Ministry.
3. These meetings must be announced two consecutive Sundays, prior to the meeting date.

**Section 3. Quorum**

1. A quorum for the church business meeting shall consist of a minimum of thirty (30) members for a valid meeting
2.  $\frac{3}{4}$  for a valid vote of members present at the meeting
3. Attendees must be 18 years or older
4. Member shall be in Good Standing with the church
5. The stated qualifications are needed for matters, such as:
  - a. Buying or selling property, real or personal
  - b. Borrowing money/Financial
  - c. Calling a Pastor

**Section 4. Other Meetings: Emergency or Urgent**

When urgent or emergency business cannot be postponed, the Pastor and or the Deacon Ministry shall call a meeting.

## **ARTICLE III - BOARD OF CHRISTIAN EDUCATION**

The Board of Christian Education is accountable to the Pastor for the total education of the church programs in planning, conducting and evaluating a comprehensive Christian Education Ministry to achieve the mission of the church.

### **Section 1. Membership**

Members of the Board of Christian Education shall consist of:

1. Pastor
2. Deacons
3. Director of Christian Education
4. Trustee
5. Church Clerk
6. Treasurer
7. Church Administrator
8. All other Ministries

### **Section 2. Function**

The function of the Board of Christian Education shall be to teach:

1. Christian Doctrine
2. Ethics
3. Church Policy
4. Church Organization
5. Train Leaders for the Church and Denomination
6. Provide specialize training for ministries
7. Serve as a resource and liaison to auxiliaries, boards and committees

## **ARTICLE IV - THE EXECUTIVE BOARD**

### **Section 1. Membership**

1. Pastor
2. Deacons
3. Board of Directors/Trustees
4. Church Clerk
5. Treasurer
6. Church Administrator

### **Section 2. Function**

The Executive board shall recommend to the church:

1. Church objectives and goals
2. Review the coordinated program plans recommended by the pastor, church officers and ministries.
3. Recommend to the church the use of leadership, calendar time, and other resources according to program priorities.
4. Evaluate program achievements in terms of church goals and objectives.

## **ARTICLE V – PASTOR**

### **Section 1. Qualifications: (1 Timothy 3:1-7) (KJV)**

1. 1Timothy 3:1-This is a true saying, If a man desire the office of a bishop, he desireth a good work.
2. 1Timothy 3:2- A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behavior, given to hospitality, apt to teach;
3. 1Timothy 3:3 - Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous;
4. 1Timothy 3:4 - One that ruled well his own house, having his children in subjection with all gravity;
5. 1Timothy 3:5 - (For if a man know not how to rule his own house, how shall he take care of the church of God?)
6. 1Timothy 3:6 - Not a novice, lest being lifted up with pride he fall into the condemnation of the devil.
7. 1Timothy 3:7 - Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil.

### **Section 2. Duties and Responsibilities**

1. The Pastor is the spiritual leader of the church.
2. The Pastor shall be an ordained Baptist Minister.
3. Experienced in preaching and teaching the gospel, administering the ordinances, watching over the membership and have charge of the spiritual welfare of the congregation and conduct services for public worship.
4. The Pastor shall be an ex-officio member of all Auxiliaries, Boards, Committees and Ministries.
5. The Pastor shall serve as moderator or appoint a designee to serve at business meetings of the Church, except when dictates otherwise. The Pastor is not responsible for doing all the work, but for ensuring that all things are done decently and in order.

### **Section 3. Pulpit Vacancy**

1. When it is necessary to call a pastor, the Church shall select a Search Committee made up of a representative number of members.
2. No Pastor have the authority to appoint a Pastor. Pulpit vacancy rules must be followed.
3. It shall be the duty of this Committee to take necessary steps to secure a Pastor.
4. The Committee shall investigate the merits of every candidate under consideration in regard to: personal character, education, ministerial records, and preaching/teaching ability in determining his fitness for said pastorate.
5. When a suitable candidate is found, the committee shall recommend the candidate or candidates to the Church for consideration.

### **Section 4. Selection**

1. The candidate or candidates for the call of a Pastor shall come before the Church at a Special Business Meeting. Notice of such meeting and its purpose must be announced two consecutive Sundays, prior to the meeting date.

2. An affirmative vote by paper ballot consisting of three-fourth (75%) of the members present and qualified to vote shall be necessary to extend a call.
3. Only members meeting voting qualification will be allowed to vote.
4. Candidates who are members in good standing, seeking the duty as Pastor can not attend the Special Business Meeting.

#### **Section 5. Benefits**

1. The Pastor shall be called for an indefinite period of time.
2. The salary shall be fixed at the time of the call and may be changed by vote of the Church at any Church Business Meeting, provided that such a change has been considered by the Deacon Ministry and Board of Directors/Trustees in a joint meeting.
3. The Pastor shall be given annual vacations as spelled out in the Pastor's and Church Agreement Package.

#### **Section 6. Termination of Office**

1. A Pastor's term of office may be ended upon two weeks (14 - days) of notification by the Pastor or the Church.
2. Termination of the office shall be voted on at a Special Business Meeting. Notice of such meeting and its purpose must be announced two consecutive Sundays, prior to the meeting date.
3. A vote of three-fourth (75%) of the members present and qualified to vote, a quorum of (30) members, shall make a valid termination of the said office.

#### **Section 7. Assistant Pastor**

1. Must be a Licensed and Ordained Baptist Minister.
2. Must have experience in preaching and teaching the Gospel.
3. In the event the Church considers it wise to have an Assistant Pastor, the Pastor is given authority to select such an assistant.
4. The selection must be approved by the congregation.
5. The Salary shall be fixed by the Deacon Ministry and Board of Directors.

#### **Section 8. Associate Ministers**

1. Must be a Licensed Baptist Minister.
2. Must be selected by the Pastor.
3. All ministers of True Light Missionary Baptist Church who are in Good Standing and Active in the church shall be known as Associate Ministers.

#### **Section 9. Interim Pastor**

1. When the Church is without a Pastor, the Board of Deacon shall coordinate the Church staff in carrying out the programs of the Church.
2. The Deacon Ministry shall provide for the pulpit supply or recommend to the Church a selection of an interim pastor.

## ARTICLE VI - THE SEARCH COMMITTEE

### Section 1. Establishing the Search Committee

1. The Pastor Search Committee becomes active when the Pastor position becomes vacant.
2. The Pastor Search Committee should represent the full spectrum of the congregation.
3. The Pastor Search Committee should consist of members who are in Good Standing and Active. They should have a profound willingness to be led by the Holy Spirit in the selection process of a Pastor.
4. The Pastor Search Committee should consist of members that have: Theological and Biblical knowledge, interviewing and assessment skills.
5. The Pastor Search Committee shall have an explicit code of confidentiality in regard to private or personal information from a candidate. Meaning that it should clearly state and in detail the guidelines, leaving no room for confusion or doubt about the code. Every member must sign an Agreement of Confidentiality. If the member is not willing to or will not sign the Agreement, this disqualifies that member to represent his/her group. **Members who sign the agreement and violate this agreement will have to step down.**

### Section 2. Responsibilities of the Search Committee

1. The Search Committee shall consist of the Chairman of the Deacon Ministry and Church Clerk as Ex-Officio members and one representative from the list below. That representative can only represent one group. There can only be one representative from the same household.
  - a. Music Ministry/Choirs (1)
  - b. Deacon Ministry (2)
  - c. Department of Christian Education (1)
  - d. Mission Department (1)
  - e. Sunday School Department (1)
  - f. Usher/Greeter/First Aid Ministry (1)
  - g. Youth Department (1)
  - h. At Large Members from the Congregation (4)
2. If a group chooses not to have a representative on the Pastor Search Committee, it will yield to the At Large Members count. (Male or Female)
3. Every member must have the available time and energy to complete the task. This is a **major commitment** and the pastoral search process can take anywhere from six to 12 months.
4. The committee will elect their Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Corresponding Secretary and Chaplain.
  - a. Chairperson: Shall preside at all meeting.
  - b. Vice Chairperson: Shall preside in the absence of Chairperson.
  - c. Secretary: Shall write and record all minutes of all meetings. (Minutes are confidential).
  - d. Assistant Secretary: Call committee roll and fill in the absent of the Secretary.
  - e. Corresponding Secretary: Write letters for committee and assists the Secretary and Assistant Secretary when needed.
  - f. Chaplain: Shall begin each meeting with a song, scripture, prayer and a

short inspirational thought. Close the meeting with a prayer. The Chaplain can get members to assist.

5. The Pastor Search Committee shall use Robert's Rule of Order (Latest Edition) for Parliamentary Procedures.
6. Every meeting should have an agenda.
7. Review and sign the Agreement of Confidentiality.
8. Review Pastor Search Committee Covenant and Ethics Agreement.
9. The Pastor Search Committee Quorum:
  - a. Majority of members must be present for a valid meeting
10. The Pastor Search Committee will decide when to meet and frequency of meeting.
11. The Pastor Search Committee tasks will include, but not limited to:
  - a. Develop a timeline for essential steps, including when the Pastor Search Committee will disband
  - b. Decide who will receive names/resumes and assign other tasks
  - c. Create a communication plan to keep the Deacon Ministry, Trustees and Congregation informed of progress
  - d. Develop a congregational survey
  - e. Develop criteria for the pastor
  - f. Establish a plan of action for candidate's background searches
  - g. Develop an interview process
  - h. Establish a process for determining the best candidates
    - i. Develop a plan to present the candidates to the congregation
    - j. Develop a plan for the candidates visit
  - k. Develop a plan for the congregational meeting of the candidate's
  - l. Develop plans for the arrival of the new pastor
  - m. 3/4 for a valid vote (9 Members Approval)



## **ARTICLE VII-CHURCH STAFF**

### **Section 1. Staff**

1. The staff of True Light Missionary Baptist Church shall be:
  1. Church Clerk
  2. Director of Christian Education
  3. Church Administrator
  4. Mission President
  5. Sunday School Superintendent
  6. Treasurer
  7. Board of Director
  8. Youth Director
2. All records of church business maintained by the staff are the property of the Church and must be surrendered by the staff member upon request by the Pastor, Deacon Ministry or upon leaving office.

### **Section 2. Group Staff**

1. The president of:
  1. Auxiliaries
  2. Boards
  3. Committees
  4. Ministries
2. The president is responsible for seeing that officers are elected each year in October.

### **The names of the officers are presented to the Pastor and Church Clerk Section 3. Qualifications**

1. Must be a member in Good Standing and Active.
2. Must have good Christian and moral character.
3. Must be supportive of and participate in the programs of the church.
4. Must be available, capable, and willing to perform duties.

### **Section 4. Employed Personnel**

The employed personnel of True Light Missionary Baptist Church are issued a W-2 or 1099 forms at the beginning of each year for services rendered the previous year:

1. Pastor
2. Church Administrator
3. Church Secretary
4. Custodian/Housekeeper
5. Maintenance/Handyman
6. Minister of Music
7. Drummer/Horn Players
8. Pianist/Organist
9. Security Guard (as needed)

## **ARTICLE VIII - THE DEACON MINISTRY**

### **Section 1. Role of the Deacons**

1. Deacons shall be elected by the church to assist the Pastor in the work of the Church.
2. Spiritual leadership and commitment to service shall be distinguishing characteristics of those serving as deacons.
3. Important matters shall be presented to and discussed with the Deacon Ministry for advice and clarification before it is presented to the Church membership.

### **Section 2. Qualifications**

1. Deacons shall meet the scriptural qualification stated in (References: Acts 6:1-6; 1 Timothy 3:8-13). Jesus Himself set the example of service to which deacons should aspire, in accordance with (Reference: Mark 10:45).
2. Deacons should have a good reputation and demonstrate spiritual and emotional maturity in their conduct.
  - a. Any member to be considered for the office of Deacon shall have been a professed and practicing Christian for at least five years.
  - b. Must be a member of this Church for at least two years prior to election to the board.
  - c. Must be a member in Good Standing and Active.
3. Deacons should demonstrate support of Church programs through consistent attendance of worship, Bible study and other meetings of the congregation, as well as through tithing and accepting leadership roles in the Church.
4. Deacons must complete preparation classes for a six (6) months probationary period. A candidate is ordained by the Pastor and sanctioned by the Church.
5. Once sanctioned to the Deacon Ministry, he shall retain deacon status as long as Church membership is maintained, unless he requests removal or he is removed for just cause.

### **Section 3. Responsibilities**

1. Deacons seek to establish and maintain spiritual relationships with all members of the congregation.
2. Deacons shall visit the members, care for the sick, needy and distressed members of the congregation.
3. With the Pastor, the Deacon Ministry shall formulate plans for constant progress in saving souls and developing Christian growth.
4. The Deacon Ministry, nor any individual deacon, does not have authority to act for the Church without the Church authorization.
5. Deacons shall serve as a general pulpit committee. If the Pastor becomes physically or mentally incapacitated, the deacons will provide a substitute minister.
6. Deacons shall assist the Pastor in the observance of Church ordinances
7. Deacons shall keep all Lord's Supper equipment and supplies cleaned and properly stored after each observance.
8. Deacons shall maintain an inventory of the Lord's Supper supplies.

9. In the event of an emergency and the Pastor or an Associate Minister is not present at the worship hour the Deacon Ministry will perform the pastoral duties.
10. Counsel members who are not in Good Standing or Active.
11. In the event the pulpit becomes vacant, the Deacon Ministry will call a special Church meeting for the purpose of selecting an Interim Pastor, and or assigning the duties to the associates ministers.
12. Call the Special Church Meeting to formulate the Pastor Search Committee.
13. Other duties assigned by the Pastor.

## **ARTICLE IX - BOARD OF DIRECTORS f/k/a TRUSTEES:**

### **Section 1. Number of Directors**

There should be at least three (3), and not exceed twelve (12) Directors/Trustees at any time.

### **Section 2. Qualifications**

1. Directors/Trustees should have a good reputation and demonstrate spiritual and emotional maturity in their conduct.
  - a. Any member to be considered for the office of Directors/Trustees shall have been a professed and practicing Christian for at least (5) five years.
  - b. He/She should be a member of this Church for at least (2) two years prior to election to the board.
2. Director/Trustee shall be a member in Good Standing and Active.

### **Section 3. Election and Term of Board of Directors**

1. Director f/k/a Trustees are elected at the Annual Church Meeting.
2. The term of office three (3) consecutive years.
3. A Director is eligible for a second consecutive three (3) year term.
4. A Director is ineligible for a third three (3) year term.
5. A former Director is eligible after being off the Board at least three (3) years.
6. The officers shall be Chairman, Co-Chairman, and Secretary.
7. Officers are elected annual.
8. Meetings shall be held monthly/quarterly and special meeting maybe called by the Chairman, Co-Chairman or Deacon Ministry.
9. A majority of the members shall constitute a quorum.

### **Section 4. Responsibilities and Duties**

1. Shall see that the Church adheres to all legal requirements for city, county, state and federal government.
2. Shall act as the legal agents or representatives as directed by the Church, signing all legal documents involving the purchase, sale, mortgaging and rental of church property, only upon direction of the Church.
3. Shall hold in trust the title to all Church property.
4. Shall maintain inventory of all legal documents.
5. Shall be responsible for having an annual inventory and a physical appraisal made of all Church property.
6. Shall ensure that funds and gifts are used according to instruction from the

- congregation or as directed by the contributor.
7. Shall have general oversight over the upkeep and repair of the Church property.
  8. Shall be expected to act as good stewards in the event of an emergency or fiscal situation that needs immediate attention.
  9. Shall be responsible for securing adequate insurance coverage for all Church property annually.
  10. Shall be required to submit a written report at the regular business meeting.
  11. Shall have no power to buy, sell, mortgage, lease, or transfer any property of the Church, without church approval including both real and personal property without a specific vote of the Deacon Ministry or Church authorizing each action; neither will the Trustee have any control over the use of the Church's properties except by vote of the Church.

## **ARTICLE X - TREASURER**

### **Section 1. Treasurer's Responsibilities**

#### **1. Accountability Statement:**

Church treasurer is responsible for the proper receipt, accounting and disbursement of True Light Missionary Baptist Church funds within guidelines established by the church and the Deacon Ministry

- a. Must be a member in Good Standing and Active.
- b. Must demonstrate good Christian and moral characteristics.
- c. Must support the church through tithing and offerings.

### **Section 2. Relationships**

The Treasurer is accountable to the membership under the spiritual, ministerial and pastoral leadership of the Pastor and the Deacon Ministry. However, the treasurer interacts with all church leaders in the performance of assigned duties.

### **Section 3. Minimum Skills**

1. Demonstrated ability to handle monies with honesty and accuracy.
2. Demonstrated ability in mathematics.
3. Demonstrated ability to operate a calculator, copy machine and other office machines.
4. Must be bonded.

### **Section 4. Principal Responsibilities**

1. Present and on time to perform job responsibilities.
2. Deposit church funds in the appropriate accounts in a timely manner.
3. Maintain accurate records of all deposits of church funds.
4. Disperse payroll checks in accordance with guidelines.
5. Reconcile cash balance with Financial Secretary on a monthly basis and at other times as requested.
6. Provide monthly reports on church funds.
7. Sign checks in accordance with church policies and procedures.
8. Distribute and maintain files of Federal and State Tax forms (W-2's, 1099 etc.).

9. Assist in preparing financial reports for Annual Church Meeting.
10. Assist the Financial Secretary as necessary.
11. A member of the church Finance and Budget Committee.
12. Maintain permanent file, in church office, for all church funds.
13. Other duties as appropriate.

## **ARTICLE XI – CHURCH ADMINISTRATOR**

### **Section 1. Accountability Statement**

The Financial Secretary shall maintain accurate records of all financial transactions of True Light Missionary Baptist Church and its members. This shall be done in a way that maintains honesty, integrity and confidentiality.

1. Must be a member in Good Standing and Active.
2. Must demonstrate good Christian and moral character.

### **Section 2. Relationships**

Financial Secretary is accountable to the membership under the spiritual, ministerial and pastoral leadership of the Pastor and is supervised by the Deacon Ministry. However, the Financial Secretary interacts with all church leaders in the performance of assigned duties.

### **Section 3. Minimum Skills**

1. Demonstrated ability to handle monies with honesty and accuracy.
2. Demonstrated ability in mathematics.
3. Demonstrated ability to operate a calculator, copy machine and other office machines.
4. Demonstrated proficiency in using a personal computer for word processing and spreadsheet applications, etc.
5. Must be bonded.

### **Section 4. Principal Responsibilities**

1. Be present and on time to perform job responsibilities.
2. Lead the Church Finance and Budget committee work in preparing annual church budget.
3. Maintain an accurate and current record of all financial transactions for each member.
4. Maintain an accurate and current record of all-financial transactions including income, disbursements, and balances.
5. Reconcile financial balances with Church Treasurer monthly and at other times as required.
6. Report financial balances on hand at all Church Business Meetings and at other times as required.
7. Maintain accurate and up to date checkbook register.
8. Maintain permanent file, in church office, for all finances.
9. Prepare payroll checks as required.
10. Prepare and maintain a current record of all payroll-related taxes.
11. Pay all invoices and bills in a timely manner and as appropriate.
12. Disburse funds as authorized by the annual church budget.
13. Advise Pastor, officers and finance committee of any expenditure request not

- covered in the church budget prior to disbursement
14. Create a personal statement for each member once a year listing his or her gifts/contributions to the church.
  15. Prepare church financial report for distribution at the Annual Church Meeting.
  16. Maintain records of funds reported by auxiliaries, boards, committees, and ministries. Reconcile this report with Treasurer and Director f/k/a Trustee Chairperson on a quarterly basis.
  17. Assist Church Clerk and Treasurer as required, in handling church finances.
  18. Maintain permanent file, in church office, for all related financial responsibilities.
  19. Compile and prepare financial records for internal and external audits annually. External audits will be determined by budget affordability.
  20. Retain membership financial envelopes according to record retention policy.
  21. Other duties as appropriate.

## **ARTICLE XII - BUDGET AND FINANCE COMMITTEE**

### **Section 1. Purpose**

The purpose of the Church Budget and Finance Committee is to assume responsibility for the finances of the congregation. This shall include developing and monitoring the church budget financial recording, reporting disbursements, investment planning and auditing of records.

### **Section 2. Organization**

The Budget and Finance Committee will consist of:

1. Deacon Ministry Chairman and Co-Chairman
2. Church Clerk
3. Church Administrator
4. Treasurer
5. Director Chairperson
6. Two (2) Elected At-Large Members of the church, serving for three (3) consecutive years.
7. Church Clerk, Church Administrator or Treasurer will serve as chairperson.
8. The Pastor is an ex-officio on all church committee

### **Section 3. Responsibilities**

1. Budget - annual preparation
2. Monitor receipts and disbursements of funds
3. Financial recording and reporting of members giving
4. Audit Committee - The audit committee will consist of three members one member rotating annually. Financial records will be audited annually (in house) or more often if deemed necessary by this committee of the church. External audit should be done every 3-5 years.
5. Investments of church funds
  - a. CDs
  - b. Checking
  - c. Savings
  - d. Other
6. Assist with church insurance review policies and maintain a copy of the policy in church files

7. Record and monitor non-solicited gifts.
8. Annually evaluate the work of this committee and its job description and make necessary changes.
9. Provide for professional growth through conferences, conventions, and continuing education.
10. Provide an annual report to the congregation at the annual business meeting.

#### **Section 4. Relationships**

The Church Budget and Finance Committee works in close cooperation with the Deacon Ministry as well as all standing church committee for budget planning and input. This committee reports to and is accountable to the Pastor, the Deacons Ministry and Membership.

### **ARTICLE XIII - CHURCH CLERK**

#### **Section 1. Accountability Statement**

The role of the Church Clerk will be to minister to the congregation by documenting and maintaining the church records. The Church Clerk is accountable to the church under the spiritual, ministerial and pastoral leadership of the Pastor and Deacon Ministry. However, the Church Clerk should interact with all church leaders in the performance of assigned duties.

1. Must be a member in Good Standing and Active.
2. Must demonstrate good Christian and moral character.

#### **Section 2. Minimum Skills**

1. Demonstrated ability to operate copy machines and other office machines.
2. Demonstrated proficiency in using a personal computer for word processing and other updated technology
3. Must be bonded

#### **Section 3. Principal Responsibilities**

1. Be present and on time to perform job responsibilities.
2. Prepare the church weekly bulletin.
3. Assist in preparation of all church meeting agendas.
4. A member of the church finance and budget committee.
5. Attend and record the minutes of all church business meetings.
6. Issue letters of dismissal of membership transfer as authorized.
7. Issue Baptism Certificates and maintain a copy on file.
8. Promote loyalty and efficiency to the life of the church.
9. Compose and issue annual letter to the National Baptist Convention, USA, Inc.
10. Prepare death resolutions.
11. Maintain personal files on Members: Name, Address, Telephone Number, Deacon's Name, Date of Birth, Date Joined, Marital Status, and Wedding Anniversary Date.
12. Record any notes of historical interest given in any worship service of the members.
13. Maintain records in the church archives for future use.
14. Preserve the history of the Church and assist in the planning of the observance of historical events of the Church.
15. Other duties as appropriate.

## **ARTICLE XIV - CHURCH SECRETARY**

### **Section 1. Accountability Statement**

Church Secretary must maintain an accurate record of all monies and other financial transactions of True Light Missionary Baptist Church in a way that maintains honesty, integrity and confidentiality.

1. Must be a member in Good Standing and Active.
2. Must demonstrate good Christian and moral character.

### **Section 2. Relationships**

The Church Secretary is accountable to the church under the spiritual, ministerial and pastoral leadership of the Pastor and is supervised by the Church Administrator and Deacons Ministry. However, the Church Secretary interacts with all church leaders in the performance of assigned duties.

### **Section 3. Minimum Skills**

1. Proficient in recording minutes accurately.
2. Demonstrated proficiency in using a personal computer for word processing and spreadsheet applications.
3. Demonstrated ability to operate a calculator, copy machine and other office machines.
4. Demonstrated understanding of filing systems.
5. Must be bonded.

### **Section 4. Principal Responsibilities**

1. Be present and on time to perform job responsibilities.
2. Record minutes of all church business meeting in a record book with numbered pages.
3. Record minutes of other committee meetings as appropriate.
4. Read minutes of previous meetings at following meeting.
5. Prepare and distribute copies of business meetings to Pastor, Chairman of the Board of Deacon and Trustee Chairman within one week after meeting.
6. Maintain permanent file, in church office, for all minutes.
7. Maintain and preserve church records, history, and other valuable documents.
8. Prepare Sunday worship bulletin and/or program.
9. Prepare program for other church activities. (Information for programs must be given to Secretary at least ten (10) days prior to event).
10. Prepare and maintain a list of sick and shut-ins.
11. Assist deacons in maintaining a current listing of members on their wards.
12. Prepare and mail church correspondence as required.
13. Maintain inventory of all office supplies and create shopping list for supplies as needed.
14. A member of the Church Budget and Finance Committee.
15. Maintain and preserve church records, history, and other valuable documents.
16. Maintain personal files on Members: Name, Address, Telephone number, Deacon's Name, Date of Birth, Date Joined, Marital Status, Wedding Anniversary Date.
17. Other secretarial duties as appropriate.



## **ARTICLE XV - MINISTRIES OF THE CHURCH:**

True Light Missionary Baptist Church has many different areas of work that need to be done. To accomplish this work it has the following:

### **Section 1. Bible Study**

Guiding Scripture: 2 Timothy 2:15 (KJV) "**Study** to shew **thyself approved** unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" True Light has weekly Bible Study on Wednesday Night. Members and visitors assemble for an inductive Bible study.

### **Section 2. Choirs**

The fundamental purpose of the Choir is to lead the congregation into praise and worship in the beauty of God holiness. They usher in God's presence and break the powers of darkness. The songs lift their thoughts, attune their hearts and prepare their spirit so they are better able to receive the message that the under-shepherd will bring. Under the anointing, the songs destroy yokes and transform the four walls of our sanctuary into the Tabernacle of God.

### **Section 3. Constitution & By-Laws Committee**

The responsibilities of this committee shall be to review the current bylaws and make recommendations for revision and or additions to reflect the most prudent practices. Also, make needed or necessary revision to reflect a better understanding of biblical matters or organizational practice.

### **Section 4. Director of Music/Media Sound**

#### **A. Responsibilities**

1. Articulate and implement that vision and philosophy of worship with and through other staff and volunteers who participate in implementing worship services for the church.
2. Develop a long-range worship plan in collaboration with the Senior Pastor.
3. Establish standards for worship activities.
4. Guide and oversee, with the Pastor, the worship planning process.
5. Oversee choir director, organist, music planners, sound coordinator, project coordinator and nave decor coordinator.
6. Oversee copyright compliance by church administrative personnel.
7. Incorporate the arts into our worship services where appropriate, by stimulating and encouraging drama, dance and visual arts personnel.
8. Assist in identifying people and other resources for worship arts.
9. Identify and attend with others, as appropriate, seminars and conferences on worship leadership.
10. Maintain a ministry of encouragement to all who offer themselves in the various forms of art or in support of our worship services.
11. Develop and plan major festive worship events.
12. Assist in planning, as desired, various worship arts events or special services that may fulfill our vision.

### **Section 5. Media Ministry**

1. Provide operational and technical support for worship service and other services that enables the congregation to "Exalt the Savior".
2. Provide adequate sound (microphones, etc.) and visual (screen data) effects enabling the congregation to be more involved in "Exalting for the Savior".
3. Provides DVD's and CD's of the worship services, other special events and services to the membership, at a cost.

### **Section 6. Helping Hands Ministry**

Every Wednesday, the Meals on Helping Hands Ministry delivers hot nutritious meals to members and nonmembers in the community, who maybe elderly or homebound. Assist in preparing repast for Home Going Services of active Church members. Prepare special meals for other scheduled Church activities

### **Section 7. Sunday School**

The Sunday School is divided into departments and classes for all ages under the direction of a General Superintendent, for the study of God's word.

#### **A. What Sunday School is:**

1. The arm of the Church that reaches all ages for Christ.
2. The arm of the Church that leads people to Christ.
3. The arm of the Church that give spiritual care to all members.
4. The reaching, teaching, winning and caring arm of the Church.
5. Improves your Bible knowledge
6. Assists your spiritual growth
7. Provides a place to belong
8. Help you build meaningful relationships
9. Have a place for the whole family

#### **B. Sunday School for the Children**

1. Help children respect, appreciate and utilize the Bible
2. Teach children how to navigate the Bible
3. Give children a chance to ask questions
4. Develops a community of believers
5. Plants spiritual seeds

#### **C. Sunday School Staff**

1. Superintendent
2. Assistant Superintendent
3. Sunday School Teachers
4. Sunday School Secretary
5. Sunday School Assistant Secretaries

### **Section 8. Transportation/Bus Ministry**

The Transportation Ministry is a very valuable outreach for our Church. Free transportation to anyone who has no way to get to Church

## **Section 9. Ushers/Greeters**

The Ushers give the first impression of the church to visitors. They are the face of the church, the first one that people see when they arrive and the last ones they see as they leave. Ushers should be friendly, honest, and willing to serve. They help ensure a smooth running church service. The Usher's theme: Psalm 84:10 (NIV), "I would rather be a doorkeeper in the house of my God than dwell in the tents of the wicked".

### **A. Responsibilities and Duties**

1. Greet people as they arrive for service with a smile
2. Assist people with special needs
3. Escort guests to their seats
4. Collect the offerings
5. Pass out bulletins
6. Answer visitors question

## **Section 10. Youth Ministry**

The Youth Ministry is headed by the Youth Director who is accountable to the Pastor, with the assistant of the Youth Minister(s) and Youth Volunteer Workers.

### **A. Youth Director Responsibilities**

1. To guide children, youth and young people in their faith journey.
2. Create a welcoming environment, providing faith direction and encouraging discussion that helps the Youth to become a believer and active participants.
3. Plan youth weekly/biweekly Bible study.
4. Plan activities both at church and away from church.
5. Work with media service and Recreation Director to provide needed services.
6. Stay abreast of new materials, programs and methods.
7. Supervise Youth Volunteer Workers and track their progress.
8. Train new volunteers and organize ongoing training for volunteers
9. Recruit Volunteers
10. Prepare the Youth Ministry Fiscal Budget

### **B. Youth Minister(s) Responsibilities**

1. To assist the Youth Director in carrying out the mission of the Youth Ministry.
2. Plan and conduct youth Bible studies.
3. Conduct special training projects for youth workers.
4. Assist in planning and directing youth groups in all church programs.
5. Assist in planning and directing youth fellowships, retreats and mission trips.
6. Assist in planning and directing parenting seminars and workshops.
7. Counsel youth and parents as needed.
8. Lead youth visitation program.
9. Develop relationships with local school officials and be available to speak and/or make visits to the schools.
10. Stay informed of current trends in youth education programs and youth culture. Be alert and stay alert to win the lost and assist both workers and youth in reaching the unreached.

**C. Youth Volunteer Workers**

1. Youth Volunteer Workers are accountable to the Youth Director.
2. Youth Volunteer Workers must have a love for God, a love for children, youth, and young adults, and a heart to see them grow in their relationship with Christ.
3. The Youth Director will assign tasks and responsibilities to the volunteers. The volunteers must be willing to attend training/workshops pertaining

**Section 11. Mission Ministry Pledge**

- a. We are persuaded by the teaching of the Blessed Bible, with daily reading, meditation and communion with our Lord and Savior Jesus Christ.
- b. To live an upright Christian Life
- c. To practice His teaching in our dealing with our fellow man.
- d. To dedicate our talents and give of our time, influence, and means to teaching and spreading the Christian Religion at home and abroad.
- e. To win the souls through personal service for Christ.
- f. To encourage and help in the enlistment of young people in Christian work and make our home a center of Christian light and love.
- g. To devote and seek divine aid and guidance daily, that we may become a living witness and a bright and shining light for our Lord and Savior.
- h. To assist and support those that are in need.

**ARTICLE XVI - AUXILIARIES/COMMITTEES/MINISTRIES**

**Section 1. Chairpersons**

The Chairpersons of all Auxiliaries, Boards, Committees and Ministries are responsible for their group maintaining harmony and fulfilling the purpose for which it was formed, in operations and effectiveness.

**Section 2. The Purpose of Auxiliaries, Boards and Committees**

To work with the pastor and staff to plan, implement, promote and supervise the programs and policies of the Church.

**Section 3. The Purpose of Ministries**

1. Bring people to a saving faith in Christ and assist them in growing Christ-like.
2. Bring every believer into vital, authentic relationship with God through the grace of Christ and the power of the Holy Spirit, so that they may glorify God in their thoughts, words and deeds both in Church and the world.
3. The ultimate goal is to present every believer complete in Christ.
4. All ministries workers are comprised of volunteers, led by the Power of the Holy Spirit.

**ARTICLE XVII - PERSONNEL COMMITTEE**

**Section 1. Purpose**

1. The Personnel Committee shall assist the church in matters related to employed personnel administration, including those called by church action. Determine staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services.
2. Compensation and monetary benefits shall be coordinated with the finance committee and recommended to the church for church approval.

**Section 2. The Personnel Committee shall consist of:**

1. Pastor (ex-officio)
2. Chairman of the Deacon Ministry or Appointee
3. Board of Director Chairperson or Appointee
4. Church Clerk
5. Church Administrator
6. Treasurer
7. (2) at Large Members

**END ON CONSTITUTION AND BY-LAWS**

**ADOPTED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020**  
**BY \_\_\_\_\_% OF THE MEMBERSHIP AT THE CHURCH BUSINESS MEETING**

\_\_\_\_\_  
**DEACON MINISTRY, CHAIRMAN**

\_\_\_\_\_  
**CHURCH CLERK**