

Constitution

and

Bylaws

for

*Green Chapel Missionary Baptist Church
Havelock, North Carolina*

Revisions and Amendments

November 2000

Constitution and Bylaws

Preamble

For the more certain preservation and security of the principles of the principles of our faith and, to the end that, this body may be governed in an orderly manner. For the freedom of action of this body with respect to its relationship to other Christian churches, we do declare and establish this constitution.

Purpose

The purpose of this body shall be the advancement of God's kingdom here on earth. (Matthew 5:13-16) emphasizes that we as Christians are the salt of the earth and the light of the world. Therefore, we shall endeavor to advance the kingdom of God through (1) organized worship; (2) Christian education; (3) fellowship with other Christian churches; (4) administering to the needs of the total person; (5) proclaiming the Gospel of Jesus Christ by words and deeds, thusly providing a visible faith; and (6) the fulfillment of the Great Commission as recorded in Matthew 28:19-20.

Article I Church name

This body shall be known as Green Chapel Missionary Baptist Church of Hickman Hill Community, Havelock, North Carolina.

Article II Articles of Faith

This church shall abide by the Articles of Faith as contained in this constitution (see Articles of Faith attached). Basis of faith is the Word of God as written in the Authorized King James version of the Bible.

Article III Church Covenant

This church shall abide by the Baptist Church Covenant, which is contained herein and is also found in the Baptist Hymnal.

Article IV Character

Section I Policy

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body. Also, no individual, board, auxiliary, committee, etc., shall dictate the actions of the church. It shall, however, maintain affiliation and cooperation with the Old Eastern Missionary Baptist Association, The General Baptist State Convention and the National Baptist Convention, USA, Inc.

Section II Doctrine

This church receives the Scriptures of the Authorized King James version, Old and New Testament, as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein, is in essential accordance with the belief of the Baptist churches as indicated in the Articles of Faith and church covenant, herein.

Articles of Faith

I The Scriptures

We believe that the Holy Bible was written by men divinely inspired and is a perfect treasure of heavenly instructions that 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 this world, the true center of Christian union and the supreme standard by which all human conduct, creeds and opinions shall be tried.

II The True God

We believe the scriptures teach there is one and only one living and true God, an infinite intelligent spirit whose name is JEHOVAH, the maker and supreme ruler of heaven and earth; expressly glorious in holiness and worthy of all possible honor, confidence and love; that in the unity of the Godhead, there are three persons: The Father, the Son and the Holy Ghost, equal in every divine perfection and executing distinct, but harmonious offices in the great work of redemption.

III The Fall of Man

We believe the scriptures teach that man was created in holiness under the law of his maker; but by voluntary transgressions, man fell from that holy and happy state; in consequence, all mankind are now sinners, not by constraint, but by choice; being by nature utterly void of holiness required by the Law of God, man is positively inclined to evil and therefore, under condemnation to eternal ruin, he is without defense or excuse.

IV The Way of Salvation

We believe the scriptures teach that the salvation of sinners is wholly by grace; through the mediatorial offices of the Son of God; who by appointment of the Father, freely took upon Himself our nature, yet without sin, honored the divine law by His personal obedience and by His death, He made full atonement for our sins; that having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person, the most tender sympathies with divine perfection; He is in every way qualified to be a suitable, compassionate and all-sufficient Savior.

V Justification

We believe the scriptures teach the great Gospel blessing which Christ secures to such as believe in Him, is justification; that justification includes the pardon of sin and, the promise of

eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by the virtue of which faith is His perfect righteousness; is freely imputed to us of God; justification brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

VI The Freeness of Salvation

We believe the scriptures teach that blessings of Salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by cordial, penitent and obedient faith; that nothing prevents the salvation of the greatest sinner on earth, but his own depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation.

VII Regeneration

We believe the scriptures teach that in order to be saved, sinners must be regenerated or born again; that regeneration consists of giving a holy disposition to the mind that it is effected in a manner above our comprehension by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appears in the holy fruits of repentance and faith, and newness of life.

VIII Repentance and Faith

We believe the scriptures teach that repentance and faith are sacred duties, and also, inseparable graces wrought in our souls by the regenerative 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, confession, and supplication for mercy; at the same time, we should heartily receive the Lord Jesus Christ as our prophet, priest, and king, and rely on Him alone as the only and all-sufficient Savior.

IX God's Purpose of Grace

We believe the scriptures teach that election is the eternal purpose of God, according to which He graciously regenerates, sanctifies and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, praise, trust in God and active imitation of his free mercy; that it encourages the uses of means in the highest degree; that it may be ascertained by its effects in all who truly believe the Gospel; that it is the foundation of Christian assurance; and that we ascertain it with regard to ourselves, demands and deserves the utmost diligence.

X Sanctification

We believe the scriptures teach 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, begun in regeneration and is carried on in the hearts of believers by the presence and power of the Holy Spirit; that it is the true Healer and Comforter, in the continual use of the appointed means especially by the word of God, self-examination, self-denial, watchfulness and prayer.

XI Perseverance of Saints

We believe the scriptures teach that such only are real believers as endure to the end; that their preserving attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special providence watches over our welfare; and that they are kept by the power of God through faith unto salvation.

XII The Law and Gospel

We believe the scriptures teach that the Law of God is the eternal and unchangeable rule of His moral government; that it is holy, just and good; and that the inability which scripture ascribes to fallen man to fulfill its precepts, arise 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 the means of Grace connected with the establishment of the visible church.

XIII A Gospel Church

We believe the scriptures teach 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 gifts, rights and privileges invested in them by His Word; that its only scriptural officers are Bishops or Pastors and Deacons, whose qualifications, claims and duties are defined in Paul's epistle to Timothy and Titus.

XIV Baptism and The Lord's Supper

 We believe the scriptures teach that Christian baptism is the full immersion in water of a believer, into the name of the Father, The Son and The Holy Ghost; to show forth in a solemn and beautiful act, our faith in the crucified, buried and risen Savior, with its effect, in our death to sin and resurrection to a new life; that it is a prerequisite 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 undying love of Christ; preceded always by solemn self-examination.

XV The Christian Sabbath

We believe the scriptures teach that the first day of the week (Sunday), is the Lord's Day, or Christian Sabbath; that the book of Hebrews teaches us not to forsake the assembly of the believers on that day; that by the devout observance of all means of grace, both private and public, and by the preparation for the rest remaineth for the people of God.

XVI Civil Government

We believe the scriptures teach that civil government is of divine appointment; for the interest and good order of human society; and that the 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 the Kings of the earth.

XVII The Righteous and Wicked

We believe the scriptures teach that there is a radical and essential difference between the righteous and the wicked; that such only as through faith and justified in the name of the Lord

Jesus, and sanctified by the Spirit of our God, are we truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked and under the curse; and this distinction holds among men both in life and after death.

XVIII The World to Come

We believe the scriptures teach 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 for final retribution; that a solemn separation will then take place; that the wicked will be judged unto endless punishment and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, on the principles of righteousness.

Church Covenant

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 Father and 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, disciplines and doctrine; 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. In the case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the Word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintance; 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 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; and through life, amid evil report and good report, to seek to live to the glory of God, who hath called us out of darkness into His marvelous light.

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.

Bylaws

Article I

Church Membership

Section I Admission of Members

Individuals may be admitted for membership as follows:

By Baptism

A person may be admitted to the church on a profession of faith in Christ, by baptism and upon the adoption of this constitution and bylaws.

By Letter

A person who is willing to abide by the constitution and bylaws may be received by letter from any other Christian church.

By Experience

A believer who has previously been a member of a Christian church, but who for a sufficient reason, cannot present a letter from that church yet is willing to abide by this constitution and bylaws, may be received upon statement of experience.

Watch Care Program

When a person moves to the area temporarily, and are members in good standing of another church, can unite with this church for the time they are in the area by presenting a letter from their home church.

By Restoration

Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence (be it evidence of faith) of his repentance and reformation.

New members must attend a New Members class presented by the pastor, or someone appointed by the Pastor, or the church in the absence of a Pastor.

If a person wants to be received by restoration, they must attend a New Members class (even if they have previously attended a class). They will not be re-baptized, unless requested.

Section II Duties of Members

Members are expected first of all, to be faithful in all duties essential to the Christian Life; and attend devotedly, the service of this church, give regularly as God has prospered them for its support and its causes and to share in its organized work. Every member is expected to fulfill, to the extent of his/her ability, all of the covenanted obligations he/she assumed on becoming a member.

If a person does not show commitment to the New Membership class it will indicate that the individual would not be committed to any other part of the church services. The Right Hand of Fellowship will not be given until the New Membership class has been completed.

Financial Support

giving All members are encouraged to support the church financially. The Bible clearly sets forth that one-tenth of a man's income should be given back to God. The scriptural method of financing God's work is through tithes and offerings. It is our Christian duty to give systematically and regularly, as part of our worship. The tithe (or tenth) is the minimum that we should devote to the work of God. The Word of God speaks to us from Malachi 3:8-10 [8] Will a man rob God? Yet ye have robbed me. But ye say, 'Wherein have we robbed thee? In tithes and offerings.

[9] Ye are cursed with a curse: for ye have robbed me, even this whole nation.

[10] Bring ye all the tithes into the storehouse, that there may be meat in mine house, and prove me now herewith, saith the LORD of hosts, if I will not open you the windows of heaven, and pour you out a blessing, that there shall not be room enough to receive it.

I Corinthians 16:2 encourages us to [2] Upon the first day of the week let every one of you lay by him in store, as God hath prospered him, that there be no gatherings when I come.

II Corinthians 9:6-7 states [6] But this I say, He which soweth sparingly shall reap also sparingly; and he which soweth bountifully shall reap also bountifully.

[7] Every man according as he purposeth in his heart, so let him give; not grudgingly, or of necessity: for God loveth a cheerful giver.

Members of this church are encouraged to follow God's plan for financing His program.

Note: All that we have are but possessions of the Lord that he has appointed us a steward over. In the day of judgement, ye shall give an account of the stewardship not only of your money (tithes), but of your time and talents.

Please note the following scriptures as well:

Leviticus 27:30 [30] And all the tithe of the land, whether of the seed of the land, or of the fruit of the tree, is the LORD's: it is holy unto the LORD.

II Chronicles 31:5 [5] And as soon as the commandment came abroad, the children of Israel brought in abundance the firstfruits of corn, wine, and oil, and honey, and of all the increase of the fields; and the tithe of all things brought they in abundantly.

Deuteronomy 16:17-18 [17] Every man shall give as he is able, according to the blessing of the LORD thy God which he hath given thee.

[18] Judges and officers shalt thou make thee in all thy gates, which the LORD thy God giveth thee, throughout thy tribes: and they shall judge the people with just judgment.

Exodus 34:20 [20] But the firstling of an ass thou shalt redeem with a lamb: and if thou redeem him not, then shalt thou break his neck. All the firstborn of thy sons thou shalt redeem. And none shall appear before me empty.

Section III Termination of Members

X There are four ways in which a member's relationship with this church may be severed:

By Dismissal

When a person is totally uncooperative to the unity of the church, in love, a dismissal will be implemented. A dismissal can be implemented when a person is not spiritual.

Matthew 18:15-17 states:

[15] Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother.

[16] But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.

[17] And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.

By Letter

Any member in good standing who desires a letter of dismissal, and recommendation to any other church is entitled to receive it upon his/her request. This letter shall be valid as a recommendation for six months unless reviewed. The validation shall be stated in the letter.

By Statement

Any member in good standing may be granted a certificate of his/her membership and standing; in order to affiliate with any other church.

By Death

Article II Church Officers

Should an officer become an offense to the church and to its good name; by reason of immoral or unchristian conduct, or by persistent breach of his/her covenant vows, the church may terminate his office, but only after written notice and hearing and after faithful efforts have been made to restore them into office. All church officers are ultimately accountable to the members that they serve.

Section I Pastor

The pastor shall be responsible for directing and supervising the public religious instruction of the congregation in the pulpit and in all other departments of the church work. He must administer the ordinances of the church and preside in all regular meetings of the church, whether for devotion, or business. It is his duty to watch over the personal experience and life of the members; to exhort, admonish, reprove, and rebuke, as one who is entrusted with the care of souls and who expects to give an account of his stewardship. The pastor is responsible for the overall welfare of the church. "Overall welfare" is defined as the duties common to pastors of evangelical churches or, all inclusive. The pastor will be expected to preach, teach, call, perform marriage ceremonies, baptisms, conduct funeral services, represent at denominational meetings and be available at relevant community projects.

In the absence of the pastor, the Chairman of the Deacon Board shall preside, unless another person has been appointed by the pastor, or the congregation.

Election of Pastors

A pulpit committee shall be appointed by the church to seek out a suitable pastor whenever a vacancy occurs. When a suitable candidate is found, the committee shall recommend that person(s) to the church for consideration. His election shall take place at a meeting called for that purpose of which at least three weeks public notice shall be given. Election shall be by written ballot. An affirmative vote of 2/3 of those present and active members being necessary for election. The age for voting is 18 years (for pastoral election or any other church held election).

Termination of Pastorate

A pastor's term of office may be ended upon ninety (90) days notice on the part of the pastor or of the church (by mutual consent).

In the event that the pastor offers ninety (90) days notice and the church decides that his pastorate should be terminated immediately, the church shall pay the pastor ninety (90) days of service. In the event that the church should request the resignation of the pastor, effective immediately, payment for ninety (90) days of service shall be made. In the event the pastor decides to leave immediately, the church shall not be liable.

Section II Deacons

The New Testament sanctions these officers, who are elected from the church's membership, mutual helpers of the pastor; his assistance for carrying on the great work of the Master. Those appointed to this office shall be placed in a trial status for a period of six months. At the end of this period and upon recommendation from the pastor and Board of Deacons, the candidate(s) shall be ordained. The lives of those considered for this office shall be in accordance with the scriptures.

Qualifications of a Deacon:

Acts 6:1-7

[1] And in those days, when the number of the disciples was multiplied, there arose a murmuring of the Grecians against the Hebrews, because their widows were neglected in the daily ministration.

[2] Then the twelve called the multitude of the disciples unto them, and said, It is not reason that we should leave the word of God, and serve tables.

[3] Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business.

[4] But we will give ourselves continually to prayer, and to the ministry of the word.

[5] And the saying pleased the whole multitude: and they chose Stephen, a man full of faith and of the Holy Ghost, and Philip, and Prochorus, and Nicanor, and Timon, and Parmenas, and Nicolas a proselyte of Antioch:

[6] Whom they set before the apostles: and when they had prayed, they laid their hands on them.

[7] And the word of God increased; and the number of the disciples multiplied in Jerusalem greatly; and a great company of the priests were obedient to the faith.

1 Timothy 3:8-13

[8] Likewise must the deacons be grave, not doubletongued, not given to much wine, not greedy of filthy lucre;

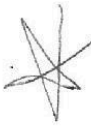
[9] Holding the mystery of the faith in a pure conscience.

[10] And let these also first be proved; then let them use the office of a deacon, being found blameless.

[11] Even so must their wives be grave, not slanderers, sober, faithful in all things.

[12] Let the deacons be the husbands of one wife, ruling their children and their own houses well.

[13] For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.

 Deacons are to minister to the churches charities, caring for the poor, providing for all that pertains to the church's welfare; "to serve tables". All matters passed upon by the deacons however, are to be submitted to the church for final decision, except as stated otherwise in this constitution and bylaws.

They shall see to the proper provision and for the due administration of the ordinances. The deacons shall act as general pulpit committee, in case of the absence or inability of the pastor, subject to advice from and conference with him.

 On a monthly rotating basis the deacons along with a trustee will ensure that the church is opened and adequately heated or cooled, prior to the scheduled time for all services of the church.

Section III Church Mothers

Biblical Role of Mother

Titus 2:3-5: [3] The aged women likewise, that they be in behaviour as-becometh holiness, not false accusers, not given to much wine, teachers of good things;

[4] That they may teach the young women to be sober, to love their husbands, to love their children,

[5] To be discreet, chaste, keepers at home, good, obedient to their own husbands, that the word of God be not blasphemed.

 When the church sees that this person has met the qualifications, then that person is brought to the church for recognition and appointment on the Mother's Board.

It shall be the duty of the Church Mothers to assist the pastor and deacons in carrying out the ordinances of the church. The Mothers will counsel young women.

Section IV Church Clerk

It is of great importance that each church have an efficient clerk and the person so elected should be one who attends church regularly. He/she, who is able to give impartial, clear, yet a concise account of what is done, will render great service to the church. The principle duty of the Church Clerk shall be to secure and keep an updated list of the membership. He/she shall notify all officers, heads of committees and delegates of their election or appointment. He/she shall issue letters of dismissal voted on by the church; shall preserve on file all communications and written official reports and give legal notice of all meetings where such notice is necessary. The clerk shall consider it a part of his/her responsibility to promote loyalty and efficiency in church life.

Section V Assistant Church Clerk

It shall be the duty of the assistant church clerk to assist the clerk in his/her duties and to act in the absence of the same.

Section VI Treasurer

The church treasurer is to receive all church funds and pay out the same upon the order of the church. He/she shall keep an accurate record of all things received and paid out by him/her. All books, records and accounts kept by the treasurer shall be considered the property of the church and therefore shall be kept on church premises. The books shall be opened to inspection upon request of any member of the church.

Section VII Chairperson of Finance Committee

The Finance Committee Chairperson shall be responsible for the overall supervision of the financial program of the church.

Section VIII Financial Secretary

It shall be his/her duty to keep records of the finances of the church, including the contributions of its members and to be one of the signatories on checks.

Section IX Assistant Financial Secretary

It shall be his/her duty to assist the Financial Secretary and to act in the absence of same.

Section X Budget Committee

After receiving a report of the operating expenses from each auxiliary for the coming year, the Budget committee, which consists of the Treasurer, Finance Chair, Financial Secretary, Asst Financial Secretary, Chairman of the trustees and a deacon; prepare the proposed annual church budget for recommendation to the church.

Section XI Trustees

It shall be the duty of the trustees to care for the material possessions of the church. They are the holders of the church papers and titles, but can only exercise the power vested in them by the vote of the church, excluding the normal maintenance and upkeep of the church building and its grounds. The church grants the trustees a spending limit of \$200.00 for any one item or project. Any amount above the limit must be brought before the church for approval.

It shall be the responsibility of the Chairman of the Trustee Board or his appointee to ensure that a driver is available for all trips in which the church van is to be used. The trustees shall also be responsible for all maintenance for the van.

Section XII Choir Director(s)

The choir director shall be charged with the responsibility to provide worshipful music for all services and departments of the church and have general oversight and direction of the music. He/she/they are to direct the choir or choirs in practice and in public singing and are to cooperate with the pastor and other leaders in the selection of suitable music and the devising of

appropriate musical programs for all occasions where such services are needed. (It will be the ultimate goal of this church to fill a position for a Director of Music who will direct all choirs).

Section XIII Custodian

It shall be the duty of the custodian to see to the sanitary condition of the building, keeping it suitable for worship.

This job requires occasional lifting of objects ranging from light to medium weight, exposure to dust and possible disagreeable odors. It shall consist of vacuuming and removal of dirt and spots from carpets, including the pastor's study, bi-weekly. Keeping restrooms in a clean, orderly and sanitary condition, which includes cleaning, disinfecting, deodorizing urinals, toilet bowls, mop floors and empty trash. The trustees are the overseers of the Custodial Worker. If the custodian is to clean up after weddings, funerals or other functions, prior arrangements on the part of the family or individuals in charge of the function must be made with a trustee.

Section XIV Ushers

The duty of the ushers is to see that members and visitors are properly greeted and comfortably seated, to receive the offering at worship services and to arrange for ushers to be present at funerals, association meetings and other such services held in the sanctuary. The ushers shall also provide refreshment for the pastor or minister.

Section XV Superintendent of Sunday School

Shall have a general oversight of the entire school and shall administer its affairs in cooperation with and according to the plans and methods of the Sunday School BTU and the National Baptist Convention, USA, Inc. He/she shall acquaint themselves with the best methods of religious education and endeavors to adopt them in to school. It shall be their duty to consult with teachers through meetings, giving advice and receiving suggestions from them. The Superintendent shall oversee the ordering, receiving and issuing of the Sunday school literature. He/she shall see that an orderly and accurate account is provided monthly to the church.

Section XVI Director of Christian Education

Oversight of all Christian education materials and activities concerning BTU, Vacation Bible School and all other education of the church. Responsible for organizing seminars and Baptist training programs.

Section XVII Kitchen Committee

The duty of the kitchen committee is to oversee the operation of the kitchen, equipment and supplies; to prepare meals for special events held at the church. The kitchen committee may also serve when needed at funerals, choir programs or other church sponsored functions. The kitchen committee has an approved amount \$100.00 to be used for funerals if there is not a sufficient amount to serve the bereaved family and friends.

Section XVIII Youth Director

Coordinate all Christian activity for the youth including fellowship activities and programs that the youth put on.

Section XIX Missionary Circle

Help in all outside mission work. Assist the pastor with the poor, sick and prison bound and in any other areas where a need may be identified.

NOTE

All auxiliaries shall be under the supervision of the church. The church may choose to elect the officers of each auxiliary; or may approve or disapprove their recommendations. All auxiliaries are responsible for ensuring that the church is ready for service after practices or meetings. (Clean up BEFORE you leave to ensure that the church is ready for the next scheduled service).

Article III Elections

Elections shall be by written ballot by members who participate regularly in church activities with the church and shall take place Tuesday night after the second Sunday in December. Vacancies occurring during the year may be filled and held for the unexpired term at any business meeting. Only those members who are regular participants in the activities of the church and are of the age of 18 years and over may cast a vote.

Section II Qualification of Voters

Only those members who are of legal age (18) shall be qualified to vote on matters pertaining to the purchase, sale or mortgaging of property and election of officers and all other church matters.

Article IV Committees

The following standing committees shall be appointed.

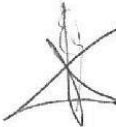
Section I Benevolence Committee

The Benevolence Committee, serving under the leadership of the Deacon Ministry, is established to assist members and non-members who are experiencing hardships because of circumstances beyond their control. Hardships shall be defined as suffering from an extreme lack of the basic necessities of life such as; clothing, heat, electricity, shelter, water and/or medications which would result in death or a life threatening situation if not taken daily. The Benevolence Committee shall receive, investigate and act upon all requests for assistance according to the presence or absence of hardships.

Procedures for requesting assistance (members and non-members):

1. Members and non-members requesting assistance shall:

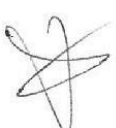
- a. Present the request to a deacon or benevolence committee member as soon as the hardship is known, so that if the request is approved, action can be taken before late fees and/or service charges are assessed or supplies of medication are exhausted.
- b. Submit the plea in writing to a deacon or committee member unless unusual conditions exist which prevent submission of a written request. In such cases, a verbal plea may be made by contacting a deacon or committee member who will submit a written request on the requestor's behalf.

 2. Anyone may submit a plea on behalf of another member or nonmember by following the same guidelines outlined in (1.a. and 1.b.), as long as the involved party consents to the submission of the plea to the benevolence committee.

3. The benevolence committee shall:

- a. Investigate facts presented and gather any required information needed to develop a recommended course of action.
- b. Present the plea to the church body with a recommended course of action if there is adequate time to do so.
- c. Use its own discretion in deciding the appropriate action to be taken when immediate action is required and shall provide the assistance deemed necessary to alleviate or lessen the hardship. In those cases where monetary assistance is needed, the committee shall be granted authority to disburse a maximum of \$100.00 in the form of a check payable to the company and/or source providing the required service.
- d. Assign a benevolence committee member to each of the three districts of which the church membership is composed namely Havelock, Hickman Hill and Riverdale-New Bern. The assigned member shall communicate with the deacons to identify sick, hospitalized and shut-in, etc.
- e. Deliver and/or send a card to any sick member.

Section II Condolence Committee

 This committee shall consist of the church clerk, a member of the deacon board, and three (3) other members selected by the church.

The committee will be responsible for the delivery of flowers in the event of death of a member of the church or a member of that person's immediate family. An immediate family member is one such as described previously under the benevolence committee. Direct liaison shall be made with the benevolence committee in procuring any cards or flowers.

Expressions of sympathy in the form of a card or letter would be in order when possible in the event of death of any other relative outside of the immediate family when made known to the committee.

Section III Nominating Committee

 The church at the September monthly meeting shall appoint the nominating committee. It shall be a representative committee and shall prepare a list of those qualified to fill the various

offices. It shall interview each nominee proposed and ascertain his/her fitness and willingness to serve, if elected. The committee shall nominate one or more persons for each office to be filled and report the names to the church at least two (2) weeks before an election is held. All auxiliaries shall submit the slate of their recommended officers to the nominating committee to be placed on the ballot to be voted upon by the church:

Section IV Finance Committee

The finance committee shall consist of a chairperson, the Treasurer, Financial Secretary, Assistant Financial Secretary and Trustees.

The Finance Committee shall exercise control over the financial condition of the church and shall establish procedures for the receipt, accounting and safekeeping of all money or things of value given to the church.

Section V Fellowship Committee

This committee shall endeavor to promote fellowship among the members through functions that draw people together. The purpose of this committee to be to allow members to become better acquainted.

Article IV Business

Section I

The pastor may, and shall, when requested by the deacons, trustees or a standing committee, call from the pulpit special business meetings. The particular objective of the meeting being clearly stated in the notice.

Section II

Special meetings of the church may be called by the clerk or chairman of the deacon board along with ten members in specifying the objective thereof which notice shall be read at the public service on the Lord's Day preceding the day fixed for such meeting.

Section III

The annual meeting of the church shall be held the Tuesday following the 2nd Sunday of the month of December. At this time, the annual reports shall be presented, officers elected and such other business transacted as may be specified in the call or is authorized in these bylaws.

Section IV

At the annual, quarterly, monthly and all specific meetings, ten members shall be necessary to constitute a quorum for the transaction of business.

Section V

All meetings shall be held observing parliamentary procedure, all members disregarding parliamentary procedure will not be recognized.

Article V Discipline

Section I

Should any unhappy differences arise between members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew.

[15] Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother.

[16] But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.

[17] And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.

Section II

In any case of gross breach of covenant, or of public scandal, the deacons shall endeavor to remove the offense; and if such effort fail, shall report the case to the church.

Section III

If the church votes to entertain a complaint, which must be made in writing, it shall appoint a reasonable time and place of hearing and notify the person in question thereof, furnishing him/her with a copy of the charges.

Section IV

At such hearing, the accused member may call to his aid any member of the church as counsel. If he does not present himself at the time appointed for the hearing, or does not have satisfactory reasons for his neglect to do so, the church may proceed in his absence.

Section V

All such proceedings shall be prevailed by a spirit of Christian kindness and forbearance. John 13: [34] A new commandment I give unto you, That ye love one another; as I have loved you, that ye also love one another.

[35] By this shall all men know that ye are my disciples, if ye have love one to another.

Article VI Meetings

Section I Worship

1. Public services shall be held stately on the Lord's Day and on some regular evening or evenings each week.
2. The Lord's Supper shall be celebrated every quarter, or at other times as the church may determine. Feet washing will be available, as desired.
3. Occasional religious meetings may be scheduled by the pastor, church conference or by vote of the church.

Article VII The Executive Board

Section I

The church council, upon being established by authorization of the church, shall seek to correlate and coordinate the activities and organizations of the church.

Section II

The council, unless otherwise determined by the vote of the church, shall be composed of the Pastor, Deacons, Mothers, Trustees and heads of each auxiliary.

Section III

The council shall meet monthly or on call of the Pastor or Chairman of the Deacon Board at anytime deemed necessary.

Section IV

The functions of the board may be indicated by the following agenda, subject to change as occasion may require: (1) Scripture reading and prayer; (2) Reports of progress since last meeting; (3) Calendar of activities and meetings for the month ahead; (4) Problems which need joint consideration; (5) Needs which should be supplied cooperatively; (6) Objectives which call for teamwork; (7) Possibilities of friction which should be prevented; (8) Spiritual emphasis in which all may join; (9) Denominational calendar which should be taken into account; (10) Season of prayer for special needs.

Section V

All matters agreed upon by the council, calling for action not already provided for, shall be referred to the church for approval or disapproval.

Article VIII Amendments

This constitution and accompanying bylaws may be amended by a two-thirds vote of the members present and voting at any annual meeting of the church or a meeting called specifically for that purpose; the proposed amendment being inserted in the call.

This proposed change shall have been given in a regular worship service three successive Sundays prior to the meeting.

We, the members of Green Chapel Missionary Baptist Church, Havelock, North Carolina, met on Tuesday, November 28, 2000. We voted and adopted this constitution and by-laws by majority consent.

Sylvia B. Gaskins
Sylvia B. Gaskins
Church Clerk