

CONSTITUTION OF RURAL SHADE BAPTIST CHURCH

ARTICLE I – NAME

The name of this congregation shall be Rural Shade Baptist Church of Tarkington Prairie, Cleveland, Texas.

ARTICLE II – OBJECTIVES

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church that ministers unselfishly to persons in our community and world in Jesus' name.

To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

ARTICLE III – MISSION STATEMENT

Rural Shade Baptist Church exists to encourage and assist its members in fulfilling the Great Commission of our Lord Jesus Christ. To endeavor to make all who enter our doors to feel welcome and loved.

ARTICLE IV - COVENANT

Having been led, as we believe by The Spirit of God, to receive the Lord Jesus Christ as our Savior and, on 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, 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 advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, the relief of the poor, and the spread of the gospel through all nations with our time, talents, and money.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our family and friends; to work in our community; to be just in our dealings, faithful in our engagements, and exemplary in our character; to strive to do nothing that would destroy our ministry to those around us; to be zealous in our efforts to advance to the kingdom of our Savior.

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

ARTICLE V – STATEMENT OF BASIC BELIEFS

What do we Believe?

"if we might keep in necessary things Unity, in unnecessary things Liberty, and in both Love, our affairs would certainly be in the best condition." Peter Meiderlin

The Necessary Things:

1. God

There is one God. He is the Creator and Ruler of the universe. He eternally exists in three personalities: the Father, the Son and the Holy Spirit. These three are co-equal and one. He is perfect in His many attributes of holiness, love, power, knowledge, justice and mercy.

Genesis 1:1, 26, 27, 3:22 | 2 Corinthians 13:14 | 1 Peter 1:2 | Matthew 28:19 | Psalm 90:2

2. Jesus Christ

Jesus Christ is God's Son. He is co-equal with the Father. He is both God and man. He was born of a virgin. He lived a sinless, human life and offered Himself as the perfect sacrifice for the sins of His people by dying on a cross. He died to become a substitutionary atonement for the sins of His people. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22-23 | Romans 1:3-4 | Hebrews 4:14-15 | Isaiah 9:6 | Acts 1:9-11 | John 1:1-5; 14:10-30, 14:16-17

3. Holy Spirit

The Holy Spirit is co-equal with the Father and the Son of God. He is the divine helper, assistant, counselor and instructor. He is present in the world to make man aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live under His control daily.

2 Corinthians 3:17 | Acts 1:8 | Ephesians 1:13; 5:18 | John 16:7-13; 14:16-27 | 1 Corinthians 2:12; 3:16 | Galatians 5:25

4. The Bible

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. The Bible is inspired by God and is the truth without any mixture of error. The criterion by which the Bible is to be interpreted is Jesus Christ.

2 Timothy 1:13; 3:16 | 2 Peter 1:20-21 | Psalm 119:105, 160; 12:6 | Proverbs 30:5

5. Human Beings

Human beings are made in the spiritual image of God, to be like Him in character. As the supreme object of God's creation, we were designed for dignity. Thus, each human being is a person endowed with understanding and privilege of choice. He or she is free to choose but is responsible for his choices. However, his or her ultimate responsibility is to God. Adam's sin catapulted the creation into a fallen state and plunged all his descendants into

depravity. Thus, all of us are marred by rebellion and disobedience, which is called "sin," toward God. Sin separates people from God and causes many problems in life.

Genesis 1:27 | Psalm 8:3-6 | Romans 3:23 | Isaiah 53:6a; 59:1-2

6. Salvation

Salvation is God's free gift to us. We receive this gift through repentance and faith in Jesus Christ alone. Repentance means turning away from our sin and turning toward Christ. Faith means trusting in Christ alone for the remission of our sins. When we place our faith in Jesus Christ, His perfect obedience is credited to us so that God sees us as the righteousness of Christ. Every person who truly is saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die in their sins will spend eternity in Hell.

Romans 6:23 | Titus 3:5 | John 14:6; 1:12 | Galatians 3:26 | Ephesians 2:8-9 | Romans 5:1

7. Eternity

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

John 3:16 | Romans 6:23 | Revelation 20:15

8. The Church

The church of the Lord Jesus Christ is a local body of believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights and privileges vested in them by God's Word and seeking to extend the gospel to the ends of the earth. This church is an autonomous body, operating through democratic processes only under the Lordship of Jesus Christ. In such congregation members are equally responsible.

Matthew 16:15-19; Acts 2:41-42; I Corinthians 1:2

ARTICLE VI – CHURCH POLITY AND RELATIONSHIPS

SECTION 1. Each member shall have the right to vote without discrimination as to length of membership. Only members present in a regular or special business meeting shall be allowed to vote and shall constitute a quorum.

SECTION 2. We shall be consistent with the principles and teachings of God's Word and cooperate with the Southern Baptist Convention, The Baptist General Convention of Texas and to the Tryon-Evergreen Baptist Association.

SECTION 3. The organization is organized exclusively for charitable, religious and educational purposes under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

SECTION 4. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes with the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be

distributed to the federal government, or to a state or local government, for a public purpose.

SECTION 5. Rural Shade Baptist Church shall adhere to the standing Rural Shade Baptist Church Conflict of Interest Policy as affirmed by the Trustees and Officers of the church.

By-Laws of Rural Shade Baptist Church

ARTICLE 1 – CHURCH MEMBERSHIP

Section 1. *General*

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership and the use of property is reserved for its members.

SECTION 2. *Candidacy*

Any person may offer themselves as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- (1) By profession of faith and baptism.
- (2) By promise of a letter of recommendation from another Baptist church of like faith and order.
- (3) By statement of the individual that he or she has accepted Jesus as their Savior by Faith.

Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and Deacons for investigation and the making of a recommendation to the church within thirty (30) days.

SECTION 3. *Rights of Members*

Every member of the church, ages 16 and older, is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church unless otherwise prescribed in the Constitution and By-Laws.

Every member of the church may participate in the ordinances of the church as administered by the church.

SECTION 4. *Termination of Membership*

Membership shall be terminated in the following ways:

- (1) death of the member
- (2) transfer by letter to another church
- (3) by a vote of at least 2/3 of attending members at a business meeting.

ARTICLE II – CHURCH OFFICERS

All who serve as officers of the church shall be members of this church.

The officers of this church shall be the Pastor, the Deacons, a Moderator, a Clerk and Assistant Clerk, a Treasurer and Assistant Treasurer, and the Trustees.

SECTION 1. *Pastor*

The Pastor of this church shall believe that he has been called into the ministry by God. He shall meet the qualifications for a minister as recorded in the Holy Scriptures (1 Timothy 3:2-7). He shall subscribe to the Belief Statement of RSBC, and to the covenant of this church and to its established policies.

(1) Duties

The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The Pastor shall be the undershepherd of the church and is responsible for leading the church Pastoral ministries. As such he works with the Deacons, church staff and church members to:

- (a) lead the church in the achievement of its mission
- (b) proclaim the gospel to believers and unbelievers, and
- (c) care for the church's members and other persons in the community

The Pastor shall be ex-officio member of all committees.

(2) Calling a Pastor

The procedure for calling a Pastor will be as follows:

- (a) The Chairman of Deacons shall serve as Moderator during the time there is no Pastor. He shall call a special business meeting of the church within two weeks following the last day of service by the previous Pastor for the purpose of selecting a Pastor Selection Committee.

Notice of this meeting shall be given to all members on the resident roll of the church, in writing, at least one week prior to the meeting.

- (b) The Pastor Selection Committee shall be composed of five members and two alternates. The Committee shall consist of at least (2) women and (2) men. The alternates shall be (1) Male and (1) Female. The members of this Committee shall be elected by ballot with nominations from the floor.

The Moderator shall appoint a teller Committee of three Deacons to Count the ballots.

The five members of the church receiving the highest number of votes shall be elected. The two members receiving the next highest number of votes will be elected as alternates

to serve only if a vacancy in the committee occurs.

If a member elected by the church refuses to serve, the member with the next highest number of votes will then be elected.

- (c) The Committee shall elect a Chairman, Vice Chairman, and Secretary, and establish operating procedures.
- (d) The selection of an Interim Pastor will be the responsibility of the Pastor Search Committee.
- (e) The Pastor Selection Committee shall bring to the consideration of the church only one name at a time.
- (f) All expenses of this Committee shall be paid by the church from the budget.
- (g) The Committee shall make a bimonthly progress report to the Church Congregation during Sunday morning services.
- (h) When a prospective Pastor is brought before the church for consideration the Moderator shall notify the resident roll of members, in writing, at least one week prior to the Sunday in which the prospective Pastor preaches in view of a call.
- (i) A vote on a prospective Pastor will be taken immediately following the evening worship services on the day he preaches in view of a

call. The vote will be by written ballot. Acceptance of the Committee's recommendation to call the Pastor must be affirmed by no less than 90% of the members present and voting.

(3) Pastor's Vacation and Sabbatical

(a) Vacation

- 2-Weeks after one year of service
- 3-Weeks after five years of service
- 4 Weeks after ten years of service
- 5 Weeks after 20 years of service
- 6 Weeks after 30 years of service
 - A Pastor's previous years of service at other churches will be reviewed by the Deacon Board to determine the vacation time allotted to the new Pastor.

(b) Sabbatical

- The Pastor shall be allotted one month (to be taken at one, continual allotment of time) of sabbatical time every five years of completed service at RSBC. i.e. one month taken at year six, one month taken at year eleven, etc.
- The date and time to be scheduled by the Pastor and Deacon Board.

(c) There will be no accrual or carry over of vacation time or sabbatical time from year to year.

(4) Resignation

The Pastor shall serve until his relationship with the church is ended, either by his resignation or the church's request.

Should the Pastor find it necessary to resign He shall give the church notice of this intent, in writing, at least two weeks prior to his last day of service.

(5) Termination

Should the church find it necessary to request the Pastor's resignation the Following steps must be taken:

- (a) A special meeting of the church shall be called for this purpose, of which at least one week's written public notice shall be given to all members of the church.
- (b) The meeting may be called upon the recommendation of a majority of the Deacon Body or by a written petition signed by not less than one-fourth of the resident church members.
- (c) The Moderator of this meeting shall be the Association's Director of Missions.

- (d) The vote to request the resignation of the Pastor shall be by secret ballot; an affirmative vote of at least 75% of the members present and voting.
- (e) The church will compensate the Pastor with not less than one-sixth his total annual compensation, except in the instances of gross misconduct by the Pastor.

The termination shall be immediate, and compensation shall be rendered in either a lump sum within thirty days or in equal monthly payments for the next three months.

SECTION 2. *Ministerial Staff*

The Ministerial Staff shall be called and Employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined unless a job description has already been previously established.

A candidate for the ministerial staff shall give evidence of a personal call from God to ministerial duty, preferably, but not absolutely restricted to the area of service for which the candidate is being considered. The candidate shall be recommended to the church by the Deacon Board and called by church action.

At the time of resignation at least two weeks' notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the Deacon Board, such termination shall be immediate, and any compensation will be by recommendation of

the Deacon Board. There will be no termination compensation for any interim positions.

All staff and volunteers must consent to a Background Check.

SECTION 3. *Deacons*

(1) Definition

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

- (a) Leading the church in achievement of its mission.
- (b) Proclaiming the gospel to unbelievers.
- (c) Caring for the church's members and other persons in the community.

(2) Number and Service

- (a) The number of Deacons shall be determined by the Deacon Body and Church Body. Deacons shall be elected as it is deemed necessary to serve the needs of the church.
- (b) A Deacon Board shall be created within the Deacon Body. The Deacon Board shall set a rotation of service for the Deacon Body.
- (c) Upon his request a Deacon who has served as active Deacon in Rural Shade Baptist Church and who is not currently serving as an active Deacon

may be recognized as Deacon Emeritus. Although he may not be an active Deacon with those responsibilities and duties, he can be sought for counsel by any church member.

- (d) There will be a minimum of seven Deacons serving on the Deacon Board at all times.

(3) Nomination and Election

- (a) An active Deacon candidate shall be a member of Rural Shade Baptist Church at least one year prior to nomination.
- (b) All resident male members **25** years of age or older at the time called to service shall be considered as eligible for nomination.
- (c) Should there be vacant Deacon positions, nominations shall be made by a provided ballot of eligible candidates at a Special Called Business Meeting on a Sunday morning as needed with each voting member having the privilege of making nominations.
- (d) A Deacon Search Committee, consisting of the Pastor and the current active Deacons, shall recommend persons from the aforementioned nominees in **Section 3 (3) (c)** as Deacons using the following procedures.

The Deacon Search Committee shall tabulate the nominations for Deacon. Starting with the person receiving the most nominations, the Deacon Search Committee shall interview and visit with each

successive candidate until the committee can recommend the number of Deacons needed.

The recommendation or recommendations shall be based on scriptural qualifications and the guidance of the Holy Spirit.

- (e) The church shall vote on the recommendations of the Deacon Search Committee as needed.
- (f) Should a person be elected as an active Deacon who has not been ordained, a service for ordination shall be called.
- (g) There is no obligation to recognize as an active Deacon a person who has been a Deacon in another church. To be an active Deacon of this church, a Deacon must be elected in accordance with the nomination and election procedures for Deacons.

(4) *Organization*

- (a) The active Deacons of the church shall be known as the Deacon Body.
- (b) A subset of the Deacon Body shall be called the Deacon Board, which shall be the voting members of the Deacon Body.
- (c) The Deacon Board shall elect among itself a Chairman, Vice Chairman and Secretary.
- (d) The Deacon Board shall meet regularly. Electronic communications to meetings will be an acceptable means of conducting and/or attending a meeting.

A special meeting of the Deacon Body can be called by any Deacon.

- (e) To make any recommendation to the church or to conduct any matters that directly or indirectly affect church policy represented by the church's Constitution and By-laws, the Deacon Board must have a majority of the Deacon Board present at the meeting for such purposes.
- (f) The Deacon Board shall notify the Pastor of any regular or special meeting. The Pastor is expected to attend all Deacon Board meetings.
- (g) A Deacon may be removed for cause by a majority vote of the Deacon Body.

SECTION 4. *Moderator*

The Moderator will be the presiding officer at all business meetings of the church.

The Pastor shall serve as Moderator. Should the Pastor be absent or when the church has no Pastor, a Deacon elected by the majority of the Deacon Board will serve as Moderator.

SECTION 5. *Clerk*

The Nominating Committee shall recommend a Clerk and Assistant Clerk to be elected to serve a three (3) year term, with each position to be vacated in opposing terms. The Clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided.

The Clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms.

The Clerk shall issue letter of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these by-laws.

SECTION 6. *Treasurer*

The Nominating Committee shall recommend a church Treasurer and Assistant Treasurer as its financial officers, to be elected to serve a three (3) year term, with each position to be vacated in opposing terms. It shall be the duty of the Treasurer or Assistant Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by the authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. The Finance Committee shall determine protocols for management and disbursement of church funds.

It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month.

The Treasurer's report and records shall be reviewed annually by the finance committee.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the church Clerk, who keep and preserve the account as a part of the permanent records of the church.

SECTION 7. *Trustees*

The church shall elect three or more Trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease or transfer any church property. Any such transactions will require a minimum of two Trustees signatures.

When the signatures of Trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

ARTICLE III – CHURCH COMMITTEES

The standing committees of this church shall be as follows:

- (1) Finance Committee,
- (2) Nominating Committee
- (3) Building & Grounds Committee
- (4) Mission Development

Additional regular committees may be added as necessary. A listing of committee members and purpose of said regular committee is to be sent to the Church Clerk for church records.

Members of special committees shall serve for the time period necessary to accomplish the committee's purpose. Once the committee has achieved its purpose it shall cease to exist. The committee shall resolve and provide a final report to the clerk.

ARTICLE IV – CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; church member training, church leader training, new member orientation; mission education, action, and support; and music education, training, and performance. All organization related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs. These programs shall provide action reports and statistics for recording by the Church Clerk.

ARTICLE V – CHURCH COUNCIL

The Church Council shall serve the church by leading in planning, coordinating, conducting and evaluation the ministries and programs of the church and its organizations.

The primary functions of the Church Council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

Regular members of the Church Council shall be the Pastor, church staff members, directors of church program organizations, Chairman of Deacons, church officers, and chairpersons of church committees.

ARTICLE VI – NON-MINISTERIAL STAFF

The Pastor shall be responsible for the hiring of all Non-ministerial staff, working in coordination with the Finance Committee.

All staff and volunteers must consent to a Background Check.

ARTICLE VII – CHURCH ORDINANCES

SECTION 1. *Baptism*

This church shall receive for baptism and person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- (1) Baptism shall be by immersion in water.
- (2) The Pastor, or whomever the church or the Pastor authorizes, shall administer baptism.
- (3) Baptism shall be administered as an act of worship during any worship service of the church.

SECTION 2. *The Lord's Supper*

The church shall observe the Lord's Supper quarterly, the first Sunday of the quarter, or as desired by the church.

SECTION 3. *Ministerial Licensing*

The Senior Pastor shall have the ability to license qualified individuals to the ministry, as approved by the Deacon Board.

ARTICLE VIII – CHURCH MEETINGS

SECTION 1. *Regular Business Meetings*

The church shall hold regular business meetings monthly on the Wednesday night after the first Sunday of the month, following the evening bible study.

SECTION 2. *Special Business Meetings*

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical.

The Moderator shall be responsible for calling special business meetings or a special business meeting may be called by a majority vote of the church membership at a regular business meeting.

SECTION 3. *Quorum*

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

SECTION 4. *Parliamentary Rules*

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

ARTICLE IX – CHURCH FINANCES

RSBC Finance Committee will be a standing committee and required to keep minutes of meetings of record. To promote continuity in purpose and the smooth transfer of duties from year to year the members of the finance committee will serve three (3)

year staggered terms. The full finance committee will consist of seven (7) persons with two (2) or three (3) member's terms expiring each year. Even though the terms will expire, existing members will be eligible to accept a new term without a break in service if asked. The Finance Committee member's terms year will coincide with the church fiscal year. If a Finance Committee member's position is vacated before the term expires, a new member will be interviewed and selected by a majority of the Finance Committee to serve out the exiting Finance Committee member's term.

All business of the Finance Committee can be conducted by electronic discussion and ballot. For clarification purposes throughout this bylaw, the terms "majority of the RSBC Finance Committee" shall mean the majority of the members present when notice has been given that a meeting will be held. Further "RSBC" shall be recognized as an abbreviation for "Rural Shade Baptist Church" and "RSBCFC" shall mean "Rural Shade Baptist Church Finance Committee".

The RSBCFC is charged with financial oversight of all RSBC financial matters.

Designated funds that are received and placed into a designated fund(s) that are not used for their designated purpose within 6 months of their receipt may be redirected by the RSBCFC with the approval of a majority of the currently serving deacon board as deemed appropriate. This provision is to prevent stranded funds whose purpose has expired or has been redirected.

The RSBCFC Shall adopt a set of operating rules that will govern its collection and dispersal of all RSBC funds. These rules can be

modified and amended as required by a majority of the RSBCFC and approved by the currently serving Deacon Board.

All bank statements for all RSBC accounts must be available for review by the RSBCFC during regularly scheduled RSBCFC meetings or special called meetings upon request by the RSBCFC chairperson or acting chairperson.

The church's financial records will be examined by a formal review by a 3rd party CPA at a maximum of (2 years) biannually. Results of the audit will be presented to the RSBCFC at the next scheduled RSBCFC meeting following the receipt of the audit results. The result of the audit will then be reported to the Deacons and church body at the next scheduled business meeting.

Proof of completed and paid Federal Tax forms 940 and 941 will be made available to the RSBCFC at a maximum of quarterly (every 3 months).

All ministerial staff including the pastor's compensation shall be negotiated by the RSBCFC and approved by the senior pastor. All matters of staff compensation will be held in confidence by both staff members and the RSBCFC. Salaries shall not be divulged between staff members, church members or anyone else except their own spouse and their spouses will keep that information confidential. Salaries will be reported in the church budget church as a lump sum and not individually. The ministerial salary details can be divulged to the deacons upon request, but all ministerial salary details will be held in confidence by all staff members,

Ministerial salary negotiations can be conducted by two (2) designated RSBCFC personnel but must be ratified by a majority of the RSBCFC. The compensation totals must be approved by the church. When the compensation totals are ratified by the church,

it is with the understanding that required federal and state taxes may not be included and those required taxes are approved in addition to the compensation totals at the same time.

An annual budget will be prepared by the staff and presented to the RSBCFC at least 60 days before year end and 60 days before the budget is due for presentation and adoption by the church so that adjustments can be made as required. The RSBCFC will be responsible to present to the church a budget adopted by majority vote of the RSBCFC in a RSBC Business meeting of record. Any member of RSBC in good standing can petition the RSBCFC individually or as a group with budget suggestions for consideration by the RSBCFC throughout the year. However, when the budget is approved and adopted by majority vote of the RSBCFC in a RSBCFC meeting of record it will be presented to the church body as approved by the RSBCFC. It can be questioned by RSBC members in the RSBC business meeting of record but must be adopted or rejected by a majority of the RSBC members present at the RSBC business meeting of record without change once presented. If the budget is rejected by the church body at the RSBC business meeting of record, the RSBCFC will strive to resolve the issues causing rejection but using their best judgement to act prudently guarding the RSBC finances. An amended budget will be presented to the church again as soon as practical in the judgement of the Pastor or the RSBCFC chairperson. If a new budget has not been approved at the expiration of the fiscal year, the church will continue to operate under the previous year's budget until a new budget can be prepared, presented, and adopted.

Minutes of the RSBCFC meetings of record will be available to the Chairman of Deacons for review upon request by the current Deacon Board Chairman.

ARTICLE X – AMENDMENTS

Changes in the constitution and by-laws may be made at any regular business meeting of the church provided each amendment has been presented in writing at a previous business meeting and copies of the proposed amendment has been furnished to each member present at a previous business meeting.

Amendments to the constitution shall be by two-thirds vote of the church members present.

Amendments to the by-laws shall have a concurrence of a majority of the members present and voting.

STANDING COMMITTEE MANUAL

RURAL SHADE BAPTIST CHURCH

(1) BUILDING AND GROUNDS COMMITTEE

- (a) Shall be responsible for the care and maintenance of all church building and grounds. Regular inspections are to be made and repairs scheduled when needed.
- (b) This Committee shall be responsible for opening and closing of the buildings; see that the buildings are properly cooled or heated, and lighted, and turn off the air conditioning and lighting after all services.

(2) FINANCE COMMITTEE

- (a) Shall be responsible for planning and promoting the annual Church Budget of our Church.
- (b) Is responsible for overseeing the expenditures of the Church budget, and shall be responsible for recommending to the Church in business meeting any proposed changes to the Church budget.
- (c) Is responsible for counting and depositing all offerings received by our Church.
- (d) Responsible for the signing of all checks for expenditures, including payroll.
- (e) The Church Treasurer and Assistant Church Treasurer shall be members of the committee.
- (f) All Staff shall be responsible for reconciling their credit card purchases to the appropriate budget line item and submitting for approval to the Pastor. The reconciled

and approved statements and receipts shall be forwarded to the Finance Committee for bookkeeping procedures.

(3) NOMINATING COMMITTEE

- (a) Nominating Committee members shall be nominated by the Church Council.
- (b) Shall nominate the Sunday School Director who will become a member of this Committee.
- (c) Shall nominate all volunteer workers of the Church, including Standing Committee members, with the exception of this Nominating Committee, Church officers, and Regular Committee members as needed, and present them to the church for election in the business meeting.

(4) MISSIONS DEVELOPMENT COMMITTEE

PURPOSE OF THE COMMITTEE:

- (a) To discover and study possibilities for mission projects, share findings with appropriate committees and church program organizations, provide assistance in the operation of existing mission endeavors and conduct such mission activities as may be assigned to it by the church.

DUTIES OF THE COMMITTEE:

- (a) Survey and analyze possibilities for new mission opportunities suitable for Rural Shade Baptist Church.
- (b) Study suggested mission projects and activities and bring recommendations to the church regarding such.

- (c) Publicize and inform the church membership and community of mission projects, activities, and opportunities.
- (d) Work with the Church Staff and Church Council in coordination mission activities with other church activities.
- (e) Make recommendations to the Finance Committee in developing recommendation to the church for the disposition of mission funds.
- (f) Work with the Buildings and Grounds Committee in matters pertaining to the acquisition, renovation, maintenance, and disposition of property and equipment used in mission endeavors.
- (g) Evaluate annually, the church's mission involvement and recommend changes as needed.
- (h) Administrate and support the Helping Hands Ministry at Rural Shade Baptist Church.

ORGANIZATION OF THE COMMITTEE:

- (i) The committee shall consist of seven (7) members. All committee members shall be nominated by the Nominating Committee and elected by the Rural Shade Baptist Church. The chairman shall be elected by the committee.

USE OF DESIGNATED FUNDS:

- (a) Projects requiring more than \$1,000.00 in total funds must be approved by the Finance Committee. Sponsorship or donation of any funds outside of the local

church mission must be approved at a regular church business meeting.

IN CLOSING, *Jude 1:20-25*,

"But you, dear friends, must build each other up in your most holy faith, pray in the power of the Holy Spirit, and await the mercy of our Lord Jesus Christ, who will bring you eternal life. In this way, you will keep yourselves safe in God's love.

And you must show mercy to those whose faith is wavering. Rescue others by snatching them from the flames of judgment. Show mercy to still others, but do so with great caution, hating the sins that contaminate their lives.

Now all glory to God, who is able to keep you from falling away and will bring you with great joy into his glorious presence without a single fault. All glory to him who alone is God, our Savior through Jesus Christ our Lord. All glory, majesty, power, and authority are his before all time, and in the present, and beyond all time! Amen