

**CONSTITUTION AND BY-LAWS  
OF  
SOUTHWIDE BAPTIST CHURCH  
DeFUNIAK SPRINGS, FLORIDA**

**CONSTITUTION**

**PREAMBLE**

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist denomination, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

**ARTICLE I. NAME**

This body of believers shall be known as Southwide Baptist Church (Church), Incorporated, located southwest of the city of DeFuniak Springs, Walton County, Florida.

**ARTICLE II. PURPOSE**

This Church, believing in the Bible as the inspired Word of God, and as the sole authority for faith and practice, and acknowledging its adherence to all the teachings of Jesus Christ, declares its purpose.

1. To maintain regular services for public worship.
2. To proclaim earnestly the Gospel message and to urge personal acceptance of that message.
3. To promote systematic Bible study and training in Christian service.
4. To secure, as far as possible, the practice of true worship and Christian philanthropy as revealed and taught in the sacred Scriptures.
5. To cooperate by prayer, gifts, and service to the missionary and benevolent undertakings of the Southern Baptist Convention, the Florida Baptist Convention, and the Walton County Baptist Association in their efforts to establish and promote the cause of Christ throughout the world.

**ARTICLE III. MISSION STATEMENT**

**To Glorify God** under the leadership of the Holy Spirit, **Proclaim** His Word to all the world, **Minister** to the needs of our church and community, **Fellowship** in unity and **Disciple** believers for Christian growth through our Lord Jesus Christ.

## **ARTICLE IV. ARTICLES OF FAITH**

The Church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention on June 14, 2000.

## **ARTICLE V. 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, 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, 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 expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, destructive drugs or intoxicating drinks as a beverage; to shun pornography; to be zealous in our efforts to advance the Kingdom of our Savior.

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

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the Spirit of this covenant and the principles of God’s Word.

## **ARTICLE VI. POLITY**

The authority of this Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Southern Baptist Churches.

## BY-LAWS

### ARTICLE I. MEMBERSHIP

#### SECTION I. NEW MEMBERS

Anyone desiring to unite with this Church shall be made acquainted with the Church Covenant, Articles of Faith (*The Baptist Faith and Message*, 2000), and Ministries. New members shall immediately be given an opportunity to fulfill their stewardship obligations as to worship, service, and giving.

#### SECTION II. QUALIFICATIONS FOR MEMBERSHIP

Anyone who completes the following requirements for church membership will be eligible for membership in this Church and elected by a majority vote at any business meeting of this Church. "Called Staff" and their families or candidates who were once members and are returning will not be required to complete requirement #3.

Requirements for church membership:

1. Have accepted Jesus Christ as your personal Lord and Savior.
2. Have made a public profession of faith in the Lord Jesus Christ through baptism by immersion in the name of the Father, the Son, and the Holy Spirit.
3. Have completed the New Member Orientation class provided by Southwide Baptist Church. At the conclusion of this class, individuals will be asked to sign a statement that declares their desire and intent to walk according to the Law of the Spirit of life in Christ Jesus and their agreement with the Church Covenant and Articles of Faith.

#### SECTION III. APPLICATION FOR CHURCH MEMBERS

Members may be received into this church in one of the following ways:

1. **Admission by Baptism:** Any person publicly professing faith in the Lord Jesus Christ, giving evidence of a changed heart, and having accepted the aims and ideals of this church, shall be accepted as a candidate for baptism by immersion.
2. **Admission by Letter:** Members from other Southern Baptist Churches, of like faith and order, upon presentation of a letter of dismissal from the former churches as in good and regular standing, having been baptized by immersion, may be received to full membership of this Church.
3. **Admission by Statement:** When membership records from another church are unavailable, applications are received upon their own statement affirming their faith and baptism by immersion.
4. **Admission by Restoration:** When former members of this Church seek restoration they are expected to make an explanation of their experience as to repentance and/or salvation. They are then received by restoration of their former membership or baptism in view of their experience.

## **SECTION IV. DISMISSAL OF MEMBERS**

The policy of this Church shall be to remove the names of members from the church roll only in the following manner:

- 1. By Death.**
- 2. By Letter:** Letters of dismissal for any member who is in good standing with this Church shall be granted to any Southern Baptist Church, of like faith and order, upon request from said church. On each letter granted, the church clerk may indicate the extent of the member's activity in the ministries of this Church.
- 3. By Exclusion:** In case a member is guilty of conduct unbecoming a Christian and that this Church and the name of Christ are brought into disrepute, it will be the responsibility of the church leadership to confer with such a person with the hope of restoring said member. If the person will not hear their brethren, it will be their responsibility to report said member's attitude to this Church. The name of the member in question shall be removed from the church membership roll by majority vote of the members present at any business meeting of this Church.
- 4. By Erasure:** If any member having joined another church of differing faith and order, upon the written notice of the member in question, their name shall be removed from the church roll by majority vote at any business meeting of this Church.

## **ARTICLE II. OFFICERS**

### **SECTION I. GENERAL QUALIFICATIONS**

Only those members who meet the following qualifications shall be considered eligible for election to any leadership position, organization, or committee of this Church, and must be approved by majority vote at any business meeting of this Church.

1. Who have a good report both within and from without this Church.
2. Who attend regularly the services of this Church.
3. Who show a willingness to cooperate with all the leaders of this Church in the execution of its ministries.
4. Who regularly and systematically support the financial ministries of this Church.

### **SECTION II. CHURCH COUNCIL**

The Church Council is an agency through which all organizations and committees may coordinate their activities into harmonious ministries of work and worship. The Church Council of this Church shall consist of the Pastor, Ministerial Staff, Chairman of the Deacons, Church Clerk, Treasurer, Trustees, and all Department and Committee Chairpersons and as many other officers as the Church deems necessary.

### **SECTION III. Church Staff**

#### **1. Pastor**

- a. **Qualifications:** In the election of a pastor, the Church shall be guided by the scriptural qualifications as found in I Timothy 3, Titus 1 and I Peter 5:1-4 and others. No person shall be called as pastor of this Church who is not an ordained Southern Baptist minister in good standing.
- b. **Duties:** The pastor shall have charge of the spiritual welfare and oversight of the Church; he may call a special meeting of the deacons and committees; he shall conduct religious services on stated and special occasions; administer the ordinances; act as moderator at all church meetings; supervise the teaching ministries of the Church; minister to the members of the Church and community; and perform other duties that usually pertain to the office of the pastor. He shall have special charge of the pulpit ministry of the Church and shall provide for the pulpit supply when he is absent; he shall arrange for workers to assist in revival meetings and other special services. The pastor shall be the administrative head of the Church, and shall have the general supervision of all the church staff.
- c. **Call of a Pastor:** The pastor shall be called by this Church and shall be elected for an indefinite period. When a vacancy in the pastorate occurs, a Pastor Search Committee shall be nominated by the deacons and elected by the Church to seek out a suitable pastor. The Pastor Search Committee's recommendation will constitute a nomination. His election shall take place during a special business session at a regularly scheduled Sunday morning service. The Pastor Search Committee is to be led by the Holy Spirit to seek out and nominate as pastor a minister of the Gospel whose Christian character and qualifications befit him for the office of pastor of this Church. Such committee shall elect a chairman and secretary from their number. The committee shall bring only one minister's name at a time for consideration by the Church and no nomination shall be made except that of the committee. When the committee has agreed upon a recommendation of a pastor, it may invite such person to visit the Church, and the committee is authorized to commit the Church to the payment of his travel expenses. The Pastor Search Committee shall be responsible for coordination of a proposed pastor salary package agreeable to the candidate, personnel committee and stewardship committee prior to the Church voting on a pastor salary package. It shall be understood that the interim pastor may not be considered for election as a permanent pastor. The vote shall be by secret ballot; an affirmative vote by eight-five (85) percent of the church membership present and voting shall constitute a call. After the acceptance of the call by the new pastor, the committee is automatically discharged.
- d. **Termination of Pastorate:**
  - i. Should the pastor terminate the pastoral relationship with the Church, the pastor shall give a written notice of at least two (2) weeks to the deacons of the Church, then to the church body. Having provided this notice and if the pastor leaves the church on his own accord, the

Church will provide as termination pay his eligible, accrued, unused vacation leave in accordance with Southwide personnel policies and procedures. Special circumstances will be handled by the personnel committee, stewardship committee, and deacons.

- ii. Should the Church desire to terminate the pastoral relationship, such recommendation for termination shall be made by majority vote of active deacons, and they shall give notice of a special business meeting of this Church, stating the purpose of said special business meeting. The vote for termination shall be by secret ballot; the termination of the pastor shall be approved by a majority of those present and voting in favor of employment termination. The vote for termination pay shall be by secret ballot; approval by majority of those present and voting in favor of termination pay. At the time of the termination vote, the deacons shall recommend the pastor's termination pay.

## 2. Staff Other Than the Pastor

- a. The Ministerial Staff may consist of other ministers as the Church shall call.
- b. All members of the ministerial staff, except the pastor, shall be elected by the Church in a business meeting set for that purpose upon the recommendation of a specific search committee established for that purpose, after consultation with other church officers and committees as necessary. A job description shall be presented to each candidate being considered for any position on the ministerial staff. Such job description shall be reviewed by the personnel committee periodically and revised when necessary by a church vote. All ministerial staff job descriptions and amendments thereto shall be approved by the Church through recommendation by the personnel committee. The ministerial staff search committee shall be responsible for coordination of a proposed pastor salary package agreeable to the candidate, Personnel Committee and Stewardship Committee prior to the Church voting on a salary package.
- c. If it becomes necessary to terminate the services of a member of the staff other than the pastor, the Personnel Committee shall recommend this action to the Church. The termination of the staff member's employment shall be by secret vote and majority vote of those present and eligible to vote at any business meeting of this Church. The termination pay shall be recommended by the Personnel Committee at the time of the motion.

## 3. Support Staff

- a. The support staff shall consist of non-ministerial professional persons who may be employed to perform such necessary functions as administration, management, accounting, secretarial, custodial, nursery workers, etc. All such positions (not specific candidates) shall be established and funded at any business meeting of this Church.
- b. Hiring of support staff shall be the joint responsibility of the pastor and the Personnel Committee as appropriate. The Personnel Committee shall be responsible for coordination of a proposed support staff salary package

agreeable to the candidate, pastor, personnel committee and stewardship committee prior to hiring.

- c. A job description shall be presented to each candidate being considered for any employment by the Church. Job descriptions shall be reviewed by the Personnel Committee.
- d. If it becomes necessary to terminate the services of a support staff person, the Personnel Committee shall dismiss such employee.

#### **SECTION IV. CHURCH CLERK**

The church clerk shall keep an accurate record of all church business, which takes place at any business meetings of this Church. He/She shall keep up-to-date records of the church membership, with date and manner of admission or dismissal of members. In regular business meetings the church clerk shall make a report of all business that has been transacted since the last regular business meeting of this Church. The church clerk shall be elected annually by the vote of this Church upon recommendation from the Leadership Selection Committee.

#### **SECTION V. TREASURER**

The treasurer shall work with the Stewardship Committee in carrying out its respective responsibilities and shall keep that committee apprised of any matter affecting the financial concerns of the Church. The church's financial reports and records shall be audited at least every four years and at the end of a treasurer's tenure by (a) an auditing committee designated by the Church Council exclusive of the treasurer, assistant treasurer and chairman of the Stewardship Committee or (b) a certified public accountant. The church treasurer and other individuals authorized by the Church to co-sign checks shall be bonded for an amount equal to 6% of the annual church budget or \$50,000, whichever is greater, with the church paying for the bond.

The treasurer shall disburse all undesignated funds as defined in the church budget. The treasurer shall disburse designated funds as prescribed by the donor and within church-approved programs. The treasurer shall not pay any other bills except as approved by this Church. No checks may be issued, except upon the co-signature of two of the following: (a) the church treasurer, (b) the assistant church treasurer, (c) any other individual(s) authorized by the church to do so. The treasurer shall make a monthly report of the church's financial condition. The church treasurer shall be elected annually by the vote of this Church upon recommendation from the Leadership Selection Committee. The finance system selected and approved by this Church shall be used as a guide in matters of financial receipts, disbursements and records.

#### **SECTION VI. TRUSTEES**

Three trustees elected by this Church upon recommendation from the Leadership Selection Committee will hold in trust the church property. It is the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property, and the borrowing of money as directed by this Church. The trustees shall consist of three (3) members elected under a rotating system with one (1) member retiring and one (1) member

being added each year to replace the retiring member. The retiring member shall be ineligible for re-election for the period of one (1) year.

## **SECTION VII. OTHER OFFICERS**

The other officers of this Church such as, Sunday School Director, men and women ministries directors, and directors of other ministries as desired shall be guided in their duties by the suggested methods as found in the different manuals published by the agencies of the Southern Baptist Convention. These officers and all others deemed necessary shall be elected annually by the vote of this Church upon recommendation of the Leadership Selection Committee.

## **ARTICLE III. DEACONS**

### **SECTION I. QUALIFICATIONS**

For the office of deacon, only those men who meet the scriptural requirements contained in I Timothy 3: 8-13 and Acts 6:3 shall be eligible. He is expected to endorse and promote this Church's ministries of teaching, training, worship, and stewardship in word and deed. He shall be faithful in attendance at all regular services of this Church, thus setting an example to the other members of this Church. He must have been a member of this Church for at least one year and have reached the age of twenty-one.

### **SECTION II. MEMBERSHIP**

The deacons shall consist of the present deacons as shown by the records of this Church and of such additional deacons as this Church may here after elect.

### **SECTION III. TERM OF OFFICE**

It is understood that a deacon is ordained for life, but his term as an active deacon shall terminate upon: (1) his death, (2) his resignation, (3) termination of his membership in this Church, (4) his removal from office by this Church, or (5) the action of the deacons as herein provided. The deacons shall have the power to remove from office any deacon found to be engaged in immoral or improper conduct or any deacon refusing to observe any rules or regulations adopted by the deacons.

### **SECTION IV. NUMBER OF DEACONS**

The Church shall have as many active deacons as shall be deemed necessary and desirable by majority vote of active deacon members present.

### **SECTION V. ELECTION OF DEACONS**

Deacons may be elected at any time by this Church either to fill a vacancy or to increase the number of active deacons. Such deacons shall be elected by this Church at any business meeting of this Church.



## **SECTION VI. DEACON'S OFFICERS**

The deacons shall annually elect a chairman and a secretary. The chairman shall appoint a vice-chairman and additional ministry directors subject to the wishes and approval of the pastor and active deacons.

## **SECTION VII. DEACON MEETINGS**

Regular deacons' meetings shall be held monthly as such time and place as the deacons and pastor may select. Deacons' meetings shall be conducted in an orderly and spiritually tasteful manner and employ Robert's Rules of Order as a guide. A special meeting may be called at any time by the chairman or in his absence by the vice-chairman by two thirds of the active deacons or by the pastor. No official business shall be transacted in any deacon meeting without the presence of a quorum. Two-thirds of the active deacons shall constitute a quorum. The deacons shall keep minutes of all deacon meetings. Meeting minutes shall be approved by the active deacons and preserved and safeguarded by the secretary and the chairman of the deacons. The chairman of the deacons or in his absence, the vice-chairman, shall present recommendations from the deacons to the church at any business meeting of this Church.

## **SECTION VIII. RESPONSIBILITIES**

In accordance with the meaning of the work and the practice of the New Testament, the deacons are to be servants of this Church. The task of the deacons is to serve with the pastor in performing pastoral ministry tasks: proclaim the gospel, care for church members and other persons in the community, and lead this Church to achieve its mission.

When the deacons have recommendations, they should be brought to the business meetings of this Church by the chairman or in his absence the vice-chairman and should be typed or recorded in the church minutes.

## **ARTICLE IV. MEETINGS**

### **SECTION I. PLACE**

All meetings shall be held on the church property located in Walton County, Florida, unless otherwise stated.

### **SECTION II. LORD'S DAY**

This Church shall normally have Sunday School, and two worship services each Lord's Day.

### **SECTION III. PRAYER SERVICE**

Weekly Bible Study/ Prayer Service shall normally be held on each Wednesday.

## **SECTION IV. ORDINANCES**

This Church shall observe the Lord's Supper at least once each quarter. Baptism shall be observed as often as necessary.

## **SECTION V. BUSINESS MEETINGS**

This Church shall normally have a regular quarterly business meeting during a regularly scheduled service in March, June, September, and December as specified in the yearly church calendar.

## **SECTION VI. SPECIAL BUSINESS MEETINGS**

Special meetings may be called by the pastor, by a majority of the deacons, or by a majority of the members of this Church. When a special meeting is called, the church shall be notified as to the nature of the business to be transacted. The meeting shall be announced at two regular services prior to the called meeting.

## **SECTION VII. DENOMINATIONAL MEETINGS**

At the September Business meeting of this Church the church clerk shall present to the church a report from the Annual Associational Report. At this meeting the church shall present the Associational Church Profile. The messengers to the annual Association meeting and to the State Convention shall be elected.

## **SECTION VIII. QUORUM**

In all regular and special business meetings the church members present shall constitute a quorum.

## **SECTION IX. PARLIAMENTARY RULES**

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

## **ARTICLE V. GENERAL**

### **SECTION I. BUDGET**

Each year, an annual budget shall be prepared by the Stewardship Committee and presented to the Church for approval at any business meeting of this Church prior to the new fiscal year.

### **SECTION II. CHURCH YEAR**

The Church year (the service term of the ministry teams/committees excluding Leadership Selection Committee) shall be from September 1 to August 31. The fiscal year shall be from January 1 to December 31 (the service term of the Leadership Selection Committee).

### **SECTION III. ORGANIZATIONAL RECORDS**

Each organization of this Church shall keep records of its work in books provided. These records shall be available to the Church at all times with the exception of the minutes of the deacons' meetings.

### **SECTION IV. THE WILL OF THE CHURCH**

All committees, officers, and organizations of this Church shall carry out the will of this Church on any given matter duly expressed by its vote.

### **SECTION V. LICENSING AND ORDAINING**

- 1 **Licensing.** Any member who in the judgment of this Church gives evidence of his piety, zeal, and aptness to teach, that is called of God to work in the ministry may be licensed to preach the Gospel of Jesus Christ, provided that a majority of the members present shall agree thereto.
- 2 **Ordaining.** At the request of this or another Southern Baptist Church that desires an individual to serve in a capacity requiring ordination, this Church may ordain such person, provided that an ordination council has examined the candidate as to his fitness and that a majority of the members of the Church present shall agree thereto.

## **ARTICLE VI. COMMITTEES**

### **SECTION I. GENERAL**

This Church may appoint any committee, which shall be considered a church committee, that this Church determines necessary or advisable. This Church shall elect each committee and shall have the individual duties and responsibilities listed below. The membership of each committee and the term of office of the committee members shall be determined by this Church. The election of committee officers and schedules shall be at the discretion of each committee. The committees of the church are responsible for facilitation, coordination and advancement of their respective church ministry areas as they support the overall mission of Southwide Baptist Church. Each ministry team or committee is responsible for authorization and management of all expenditures within their respective allocated budgets. The Stewardship committee will then approve expenditures as being in accordance with the approved financial processes, procedures and guidelines established by the church.

### **SECTION II. THE COMMITTEES**

All Church committee members shall be nominated by Leadership Selection Committee and elected by this Church unless otherwise indicated. The Committee members shall serve on a yearly basis with elections held annually.

1. **Leadership Selection Committee** -It is the duty of this committee, except as otherwise indicated, to educate and recruit for ministry all Church officers, committee members, ministry teams, and workers for the Church year. In the event of vacancies, nomination may be submitted at any business meeting of this Church. The Committee shall be made up of a representation of the Pastoral Staff, a minimum of three Deacons, and a minimum of three members of the congregation. The Pastoral Staff representation shall be chosen at the discretion of the Senior Pastor. Deacon and Congregational representation shall be nominated by the Deacon body and presented to the Church for annual approval or as vacancy requires. The number of Deacons assigned to the Committee must be equal to the number of congregation members assigned to the Committee. The congregation members on the Leadership Selection Committee shall be excluded from consideration on any other committee, but may be considered for serving on ministry teams. The Committee chairperson shall be a member of the Pastoral Staff assigned by the Senior Pastor.
2. **Benevolence Ministry Team.** They shall be the investigating and distributing agency of this Church in caring for the needy.
3. **Counting Ministry Team.** They shall consist of at least three church members. They shall function in accordance with the financial process, procedures and guidelines approved by the Church established to administer an orderly and uniform collection and recording of all tithes, offerings or other funds received by the Church.
4. **Building and Grounds Committee.** This committee shall consist of at least five members. They shall be responsible for all physical property of this Church, make minor repairs when necessary, and supervise major repairs and new construction authorized by this Church.
5. **Nursery Ministry Team.** They shall be responsible for the nursery operations and related issues.
6. **Baptism Ministry Team.** They shall assist the pastor in the administration of the ordinance of baptism and assist the candidates.
7. **Hospitality Ministry Team.** They shall coordinate all food pertaining to funerals, fellowships, revivals, homecoming, and any other events hosted by the Church. They shall see that the kitchen is kept clean, organized, and adequately equipped.
8. **Usher Ministry Team.** They shall be responsible for scheduling and enlisting ushers for each service.
9. **Flower Ministry Team.** They shall be responsible for flower arrangements in the church and the purchase of flowers for funeral services.
10. **Stewardship Committee.** This committee shall consist of at least five members. They shall be responsible for preparing a proposed budget for the fiscal year. The committee shall present the budget to this Church for adoption. In case it becomes necessary to revise the budget, it will become the responsibility of this committee to study the budget and make recommendations to this Church. This committee shall coordinate/promote stewardship emphases as deemed appropriate. The church treasurer shall serve as an ex officio member of the Stewardship Committee. The committee shall approve the expenditures of the other committees, ministry teams and staff in accordance with the financial processes, procedures and guidelines approved by the Church.

- 11 **Youth Ministry Team.** They shall consist of all youth teachers, two representatives (male and female) from 6<sup>th</sup> through 8<sup>th</sup> and 9<sup>th</sup> through 12<sup>th</sup> grades and one representative from college class.
- 12 **Personnel Committee.** This committee shall consist of at least five members. They shall be responsible for recommending employed personnel, salaries, benefits, job descriptions, and staff needs to the church.
- 13 **Family Life Ministries Ministry Team.** They shall promote family ministry among singles, senior adults, marriage enrichment, and other family areas.
- 14 **Long Range Planning Committee.** This committee shall consist of at least 5 members. They shall oversee the long-range plans of this Church and its ministries.

## **ARTICLE VII. BUILDINGS, FACILITIES, AND EQUIPMENT USE**

### **SECTION I. GENERAL**

- 1 Purpose. All of the property of this Church is set aside for worship, evangelism, Christian education, world missions, and the development of Christian character and life. Any use of the property should reflect this purpose to the glory of God.
- 2 Conduct. All people using the buildings should show reverence and respect. Conduct should be in keeping with the occasion and area usage. Any activities should be confined to the areas and rooms in keeping with their intended purpose. It is required that there be no smoking and no alcoholic beverages in or on church property.
- 3 Schedules. To avoid conflict, those desiring to use any part of the buildings shall make arrangements through the church office. Assignments will be made with convenience and economy as to air conditioning and heating.
- 4 Lending. The loaning or borrowing of equipment is discouraged. Under special circumstances equipment may be loaned to responsible persons or groups. Musical instruments and sound equipment are to be used for church events only and are not to be loaned out to any other persons or groups unless approved by the Church.
- 5 The ministerial staff and other appropriate leadership of Southwide Baptist Church shall oversee the implementation of a church policy regarding the use of church facilities, assets, and all other resources. Such policy will ensure that all facilities, assets, and resources of the church are used in a manner which is consistent with the Holy Scriptures and the Baptist Faith & Message, 2000. The policy shall be drafted to ensure that any use of all or part of the church grounds or facilities (whether by members or by outside interests or entities) will be done in a manner consistent with our beliefs as a Church. Moreover, any and all use of church property shall be sufficiently documented and memorialized so as to protect the church from unnecessary exposure to liability.

### **SECTION II. KITCHEN**

All use of the kitchen shall be arranged through the church office. The responsibility for cleaning rests with the group using the facilities. The kitchen shall be left in a clean and orderly manner.

### **SECTION III. MUSICAL FACILITIES**

It is requested that the musical instruments in the sanctuary be used for church related activities. Permission must be secured from the Church before the buildings and instruments may be used for a recital.

### **SECTION IV. FUNERALS**

Arrangements shall be cleared through the pastor or the church office.

### **SECTION V. WEDDINGS**

Arrangements shall be cleared through the pastor or the church office. All weddings shall comply with the policy set by this Church.

## **ARTICLE VIII. POLICY ADOPTION**

This constitution and these By-Laws are hereby adopted in lieu of and to supersede and take the place of any previously existing Constitution or By-Laws or any conflicting minutes of this Church and shall become effective on the date of adoption.

## **ARTICLE IX. AMENDMENTS**

This Constitution and these By-Laws may be changed, added to, amended, or rescinded by a three-fourths vote of any business meeting, provided that such proposed changes have been submitted to the deacons for their consideration prior to bringing to the Church. Notice of the substance of the proposed change shall be given to the Church prior to the meeting in which the vote is to be taken. Voting shall be by secret ballot.

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