Church Covenant, Constitution, and By-Laws
Of Union Baptist Church of Griffin, GA., Inc.

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CHURCH COVENANT

of

UNION BAPTIST CHURCH

We, the members of Union Baptist Church of Griffin, GA, Inc., having repented of our sin and having received Jesus Christ as our Lord and Savior and upon following Him in baptism by emersion in the name of the Father, Son, and Holy Spirit, willingly enter into this covenant of Christian love, service, and fellowship.

We endeavor to love the Lord our God with all our heart, soul, mind, and strength, and our neighbor as ourselves.

We will assemble together regularly and encourage one another in the work God has called us to as individuals and as a Body.

We will use the influence of our testimony and prayers to stand in the gap for our members and community when there is a threat to their spiritual well-being and prosperity.

We will be faithful stewards of all the resources God has entrusted to us by supporting the growth of His Kingdom through the ministries of this Church.

We will seek restoration according to Matthew 18:15-17 and 1 Corinthians 5:1-13 in all matters that require any type of correction or admonishment.
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 Holy Bible and the accepted tenets of the Southern Baptist Convention, we do declare and establish this constitution. This document is 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.

This Constitution and By-Laws supersedes any and all others adopted by this Church, including the one adopted when the Church was organized.

I. NAME AND PURPOSE

Section 1. This congregation shall be known as UNION BAPTIST CHURCH OF GRIFFIN, GA, INC. (Herein referred to as Union Baptist.)

Section 2. God has given to the Church a unique assignment. The Church, as a Body of believers in Christ and as the Family of God, has been charged to be the instrument God uses to carry out His redemptive purpose. Therefore, all who serve Him must have a clear vision as to their spiritual objectives. These objectives are guidelines to help keep Union Baptist at the task for which we have been chosen. Our objectives are:

I. **Witness** – To reach all people in our community with the Word of God; to make them aware that Christ loves them, and that we care about them.

II. **Worship** – To assemble to worship the One True God in spirit and in truth.

III. **Fellowship** – To share needs, friendship, understanding, guidance, and accountability within the Body.

IV. **Train** – To provide basic and advanced training that will develop principles of the Biblical Christian life.

V. **Minister** – To minister to the needs of the community, as led by the Holy Spirit.

II. CHARACTER

Section 1. **POLITY**.

The government of this Church is vested in the Body of believers who composes 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. We agree to cooperate with, and contribute through, the Cooperative Program of the Southern Baptist Convention in support of all our work. We agree to support and promote the work of the Georgia Baptist Convention and the Southside Baptist Network, Inc.

Section 2. DOCTRINE

This Church does not now and shall not in the future adopt reformed theology.

I. **The Scriptures:** The Holy Bible was written by men divinely inspired and is God’s revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its Author, salvation for its end, and truth without any mixture of error for its matter.

II. **God:** There is one and only one living and true God. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.
   a. **God the Father:** God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. God is Father in truth to those who become children of God through faith in Jesus Christ.
   b. **God the Son:** Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. He honored the divine law by His personal obedience, and in His substitutionary death on the cross, He made provision for the redemption of men from sin.
   c. **God the Holy Spirit:** The Holy Spirit is the Spirit of God. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He enlightens and empowers the believer and the Church on worship, evangelism, and service.

III. **Man:** Man was created by the special act of God, in His own image, and is the crowning work of His creation. By his free choice, man sinned against God and brought sin into the human race. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man.

IV. **Salvation:** Salvation involves the redemption of the whole man, and is offered freely to all who confess Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification.

V. **Security of the Believer:** All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end.

VI. **The Church:** A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant of faith and fellowship of the Gospel, and seeking to extend the Gospel to the ends of the earth. The New Testament speaks also of the Church as the Body of Christ, which includes all of the redeemed of all the ages.

VII. **Baptism and the Lord’s Supper:** Christian baptism is the immersion of a believer in water. It is an act of obedience symbolizing the believer’s faith in a crucified, buried, and risen Savior, the believer’s death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. The Lord’s Supper is a symbolic act of obedience whereby followers memorialize the death of the Redeemer and anticipate His second coming.
VIII. **The Kingdom:** The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King.

IX. **Last Things:** God, in His own time and in His own way, will bring the world to its appropriate end. Jesus Christ will return personally and visibly; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell; the righteous will receive their reward and will dwell forever in Heaven with the Lord.

X. **Evangelism and Missions:** It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations; to seek constantly to win the lost to Christ by personal effort.

XI. **Stewardship:** God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the Gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions.

XII. **The Christian and the Social Order:** Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society. In the spirit of Christ, Christians should oppose every form of greed, selfishness, and vice as identified and defined in God’s Word.

XIII. **The Family:** God has ordained the family as the foundational institution of human society. Marriage is the uniting of one biological man and one biological woman in covenant commitment with each other and God. The husband and wife are of equal worth before God, since both are created in God’s image. The marriage relationship models the way God relates to His people. Children, from the moment of conception, are a blessing and heritage from the Lord.

**Section 3. STATEMENT OF FAITH.**

The Holy Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the basis of this Statement of Faith of Union Baptist Church of Griffin, GA, Inc. It is the sole and final source of all that we believe. The current edition of *The Baptist Faith and Message*, as adopted by the Southern Baptist Convention, adequately expresses our doctrinal beliefs.

We the members of Union Baptist Church of Griffin, GA, Inc., band ourselves together as a Body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation with lost mankind. This Statement of Faith does not exhaust the extent of our beliefs. For the purposes of this church’s faith, doctrine, practice, policy, and discipline, the Senior Pastor of Union Baptist Church of Griffin, GA, Inc., is the final interpretive authority on the Bible’s meaning and application.

*The Baptist Faith and Message may be viewed online at [http://www.sbc.net/bfm2000](http://www.sbc.net/bfm2000).*

**Section 4. STATEMENT OF MARRIAGE POLICY.**

Because God has ordained marriage and defined it as the covenant relationship between a man, and a woman, and Himself, Union Baptist Church of Griffin, GA, Inc., only recognizes marriages between a biological man and a biological woman. Further, the pastors and staff of Union Baptist shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Union Baptist shall only host weddings between one man and one woman.
Section 5. STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of immorality (including, but not limited to, adultery, bestiality, bisexual conduct, criminal activity, drunkenness, fornication, homosexual behavior, incest, sexual immorality, use of illegal or illicit drugs, or use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of Union Baptist Church of Griffin, GA, Inc. as the local Body of Christ, and to provide a biblical role model to the Union Baptist members and the community, it is imperative that all persons employed by Union Baptist in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

We believe that it is the sacred responsibility of all believers in Jesus Christ to make disciples of all nations and to faithfully call all people to become followers of Jesus Christ, which includes calling all people to repent from sin. The Bible defines what is sinful, and sinful activities include, but are not limited to, adultery, bestiality, bisexual conduct, criminal activity, drunkenness, fornication, homosexual behavior, incest, sexual immorality, use of illegal or illicit drugs, or use of pornography. We strive to call people to repentance from sin in a spirit of gentleness and humility, but we believe that calling all people to repentance from sin is an act of love and communication of God’s truth which is required of all followers of Jesus Christ.

Section 6. STATEMENT ON THE SANCTITY OF HUMAN LIFE.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139.)
I. MEMBERSHIP

Section 1. ADMISSION. The membership of Union Baptist Church of Griffin, GA, Inc. (Herein referred to as Union Baptist) shall consist of such persons who have made a profession of their faith in Jesus Christ as their Lord and Savior and who have been scripturally baptized by immersion. Membership may be attained in one of the following manners:

1. By scriptural baptism by immersion after profession of faith in Jesus Christ as personal Lord and Savior;
2. By transfer of church letter from another Baptist church;
3. By a statement of faith of a prior experience of conversion and scriptural baptism;
4. By restoration to the church membership after membership has been rescinded due to disciplinary action.

Anyone wishing to be received into the membership of this Church must complete a New Members Class. All privileges of membership shall begin upon completion of this class.

Membership shall be predicated upon adherence to the principles contained in this document and attendance in at least one (1) worship service every six (6) months. The membership rolls will be reviewed on a regular basis and the membership of those who have not attended in a six-month period will be rescinded. This does not include those who are medically prohibited, serving in the military, or attending college.

Section 2. EXCEPTIONS TO ADMISSION.

It is expected that members of Union Baptist shall make a consistent effort to live a life of holiness before God, the world, and each other. In accordance with our Christian beliefs, based on God’s Holy Word, no candidate shall be received into membership who is actively involved in any activity which is biblically prohibited. This shall include, but is not limited to, adultery, bestiality, bisexual conduct, criminal activity, drunkenness, fornication, homosexual behavior, incest, sexual immorality, use of illegal or illicit drugs, or use of pornography. For any candidate engaging in such activities, a declaration of repentance and rejection of the activity or lifestyle in question shall be necessary before they will be considered for membership. (Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4.)

Section 3. DISMISSAL.

Membership in Union Baptist shall be rescinded:
1. Upon request for a letter of transfer from another Baptist church;
2. When the member joins a church of another denomination or belief;
3. When the member dies;
4. When dismissed by a vote of the Church due to reasons and circumstances provided in VIII. Discipline.;
5. When the member does not attend a worship service for six (6) months.

Letters will not be granted to individuals except in cases where they are to become charter members of a sister church being organized. Letters will not be granted to churches of another faith or denomination. The Church Secretary, with counsel of the Senior Pastor, shall forward with the letter information on the activities of the dismissed member. The letter may be granted “with a recommendation,” or “without a recommendation.”

Section 4. RESTORATION.

Any person whose membership has been rescinded for any offense or reason may be restored to full membership upon examination by the Senior Pastor of evidence of their repentance or reaffirmation of faith.

Section 5. DUTIES OF MEMBERS.

Members are expected to attend Small Group Bible Study and church services regularly, be involved in the ministries of the Church, and support the Church with their prayers, tithes, and gifts.

Section 6. VOTING RIGHTS OF MEMBERS.

Every member, eighteen (18) years of age and older, shall have the right to vote and is entitled to one (1) vote on matters brought before the Church. Voting by proxy or absentee ballot is prohibited.

II. MEETINGS

Section 1. WORSHIP.

The regular meetings of the Church for worship and Bible study shall be on Sunday morning, Sunday evening, and Wednesday evening. No other meetings shall be held during established worship or study hours by any organizations or committees except those approved by the Senior Pastor.

Section 2. LORD’S SUPPER.

The Lord’s Supper shall be observed as deemed appropriate by the Senior Pastor and Deacons. Anyone belonging to the Body of Christ may participate. The ingredients to be used are bread and grape juice.

Section 3. CHURCH CONFERENCE.

A regular business meeting of the Church shall be held on the first Sunday in the months of June and December, except when rescheduled by vote of the Church. The December meeting shall include: the election of church officers, teachers, and workers, and the approval of the budget for the new year. The
Senior Pastor shall preside as moderator. In his absence, the Senior Pastor’s designee shall serve as Moderator. In the absence of the designee, the meeting shall be rescheduled by the Senior Pastor.

Section 4. SPECIAL BUSINESS MEETINGS.

A special Conference may be called by the Senior Pastor, the deacons, the Church Council, or by petition of at least twenty-five (25) percent of the membership of the Church, provided the day and hour named is for a regular service of the Church. The object of the meeting must be stated when called and only this business may be considered. Notice of such special conference shall be read at all worship services on the Lord’s Day immediately prior to the meeting.

Section 5. ANNUAL CHURCH CONFERENCE.

The church year and the financial year shall be January 1\textsuperscript{st} through December 31\textsuperscript{st}. The regular conference of the Church in December shall be the Annual Business Meeting.

III. CHURCH OFFICERS

Section 1. TRUSTEES.

A board of Trustees, consisting of three (3) members, shall be nominated by the Nominating Committee and elected each year. The Trustees are the officers of the corporation. The correlation of offices between Trustees and the corporation is:

1. Chairman of Trustees: Chief Executive Officer (CEO)
2. Vice-Chairman of Trustees: Chief Financial Officer (CFO)
3. Secretary/Treasurer of Trustees: Secretary/Treasurer of Corporation

The duties of the Trustees are:

1. Perform all duties required as officers of the corporation.
2. Secure proper legal protection of all properties of the Church.
3. Advise the Church on legal matters.

Section 2. CHURCH TREASURER.

The Church Treasurer shall be elected annually and shall serve as Chair of the Finance Committee. Additional responsibilities for the Church Treasurer are located in the Church Policies document under “Pay Policies.” The Church Treasurer shall:

1. Disburse monies according to the direction of the Church.
2. Pay promptly all bills and vouchers authorized by the Church when properly presented.
3. Send money authorized by the Church for missions.
4. Give a financial report to the Church at each regular conference and other occasions as needed.
5. Prepare the annual financial report, and complete the financial portion of the annual church report made to the Southside Baptist Network.
6. Ensure the names of persons with credit card authorization are current with the card issuing authority.
7. Maintain all financial records of the Church in an accurate and current manner.
8. Ensure Federal and State withholding taxes and other tax forms are submitted as required.
9. Maintain required Federal and State tax forms for all employees.
10. Ensure W-2 tax forms are prepared and submitted for all Church employees as required by law.
11. Ensure 1099-MISC business tax forms are prepared and submitted as required by law.
12. Ensure insurance coverage is in place and sufficient for property, liability, and worker's compensation.
13. Obtain Certificates of Insurance from vendors as appropriate.

Section 3. ASSISTANT CHURCH TREASURER.

The Assistant Church Treasurer shall be elected annually and shall:

1. Assist the Church Treasurer.
2. Perform the duties of the Church Treasurer when the Church Treasurer is absent.

Section 4. FINANCIAL SECRETARY.

The Financial Secretary shall be elected annually. The Financial Secretary shall:

1. Keep confidential records of all contributions by individuals using offering envelopes and other information provided by the Counting Committee or Church Treasurer, or banking entity.
2. Provide contribution records to each contributor by January 31st as required by law. The contribution statement will include: the donation dates and amounts, church name and address, and the statement, “No goods or services were provided in exchange for the contribution, other than intangible religious benefits.” These contribution statements may be handed out personally to the contributor or mailed by the due date. Confidentiality of the records will be maintained at all times.

Section 5. CHURCH CLERK.

The duties of the Church Clerk will be performed by the Church Secretary and are included in the job description for this position in the Church Policies document.

IV. COMMITTEES

All committee members shall be members of this Church. Terms shall be for one (1) year. Committee members may be nominated and elected to serve consecutive terms.

Section 1. NOMINATING COMMITTEE (5 members).

This committee shall nominate all Church Officers, Small Group Bible Study Teachers, Directors, Standing Committees, and, as needed, Pastor Search committee, with the exception of Staff and Deacons. Those nominees approved by the church will begin service January 1st. Prior to their nomination, each person shall be made aware of the duties of their position and be willing to serve in that capacity. This committee shall be responsible for filling vacancies that occur during the year.
Names of eligible members will be available to the Church, who will select twenty (20) names, on the second Sunday of September. The following week, the Church will select ten (10) names from this list of twenty (20). The top five (5) members selected, upon acceptance, will comprise the Nominating Committee.

Section 2. FINANCE COMMITTEE (5-7 members).

This committee shall consist of the Church Treasurer, who shall serve as Chairman, and a minimum of four, maximum of six, members. Working with the Senior Pastor, this committee shall provide leadership in financial matters of the Church. Duties of this committee include:

1. Prepare the annual budget for the Church, taking into consideration salary and new staff recommendations by the Personnel Committee, as well as budget requests from Program Directors, Staff, and Committee chairpersons. The Church Treasurer will make available to each member a report of expenses and income for the past church year, as well as income trends and projections.
2. Present the proposed budget to the Church for approval at the December Conference. The newly approved budget shall be effective January 1st.
3. Revise or restructure budget if a significant change of staff, goals, and/or resources occurs during the year and submit it to the Church for approval.
4. Reallocate budget items as needed to facilitate changes in ministries without approval of the Church if the total budget amount is not increased.
5. Receive all gifts of property (personal or real) by will or testament and manage such as directed by will, testament, estate, or trustee, subject to the direction of the Church.

Section 3. PERSONNEL COMMITTEE (7 members).

This committee is responsible for administrative matters related to all employed personnel with the exception of the Senior Pastor. Additional guidelines for this committee are included in the “Personnel Policies” section of the Church Policies document under “Employment Procedures.” This committee shall:

1. Recruit and interview candidates for each vacant position.
2. Ensure that current position descriptions are up-to-date and develop position descriptions for newly established jobs.
3. Give a report of activities of the committee in church conference, as needed.
4. In conjunction with the Senior Pastor, review annually the salary and benefits package for each employee and make recommendations to the Finance Committee by October 15th each year.
5. Develop church policies and procedures relating to staff personnel.

Section 4. CHURCH COUNCIL.

The Church Council shall have as regular members: Senior Pastor, Ministry Staff, Church Treasurer, Chairman of Deacons, and Directors of the following ministries: AWANA, Building, Children’s Church, College/Career, FAITH Riders, Fellowship, Men’s Ministry, Missions, Nursery, Senior Adult, Small Group Bible Study, and Women’s Ministry.

The primary function of the Church Council is to guide the congregation in defining objectives, identifying priorities, setting goals, developing plans, and coordinating calendar time to achieve those
objectives. This committee should review and evaluate all program actions adopted by the Church. Additional responsibilities for the Church Council are included in the “Personnel Policies” section of the Church Policies document under “Employment Procedures.”

Section 5. COUNTING COMMITTEE (4-8 members).

The Counting Committee shall be responsible for counting and depositing, in the designated bank, all funds received as gifts and offerings, and for reporting amounts received to the Church Treasurer. No one having check-signing authority shall serve on this committee. The following shall apply to this committee:

1. After all regular and special services, including Small Group Bible Study, the receipts shall be placed in the church safe. The Usher Team shall place the worship offering in the church safe, and the Small Group Bible Study Director shall place the Small Group Bible Study offering in the church safe.
2. No money shall be counted, except for love/special offerings, until after the last service of the day on Sunday.
3. All money shall be counted no later than Wednesday and deposited no later than Thursday.
4. At least two (2) people shall be present when money is counted.
5. Money counters should be rotated on a monthly basis.
6. When a love/special offering is taken and the amount needs to be known at that time, the Counting Committee shall count that offering when it is received. In the event that less than two Counting Committee members are present to count the collection, a Deacon(s) shall perform the duties of the Counting Committee.
7. A detailed summary of the receipts and offerings will be recorded and along with the bank deposit receipt, furnished to the Church Treasurer for accounting purposes.
8. Once the summary of receipts and offerings sheet has been prepared, both Counting Committee members shall sign the sheet verifying the total receipts that are to be deposited. This is to be done while both Counting Committee members are present and before the funds leave the Church to be deposited in the bank.
9. The names of the contributors and amounts given will be furnished to the Financial Secretary each week. Confidentiality of this information will be maintained at all times.

Section 6. PASTOR SEARCH COMMITTEE (7 members).

This committee shall be responsible for seeking a Senior Pastor when a vacancy occurs. This is not a standing committee. This committee shall be formed only when needed and will be dissolved when a Senior Pastor is called and reports to this Church field for service. This committee shall consist of the Chairman of Deacons, who shall serve as Chairman, and six (6) other members selected by the Nominating Committee.

This committee has a dual responsibility that shall be accomplished in the following order:

Secure an Interim Pastor.
Secure a permanent Senior Pastor.
Procedures for selecting an Interim Pastor:

1. The Pastor Search Committee shall meet with the Deacons and Staff to develop the expectations and needs of the Church for the Interim Pastor.

2. The Pastor Search Committee shall conduct interviews and perform background checks.

3. Only biological male candidates shall be considered.

4. A salary package shall be submitted to the Finance Committee for approval.

5. The committee’s recommendation of a candidate to the Church shall be announced at all worship services on the Sunday immediately prior to a trial sermon, or the vote, if no trial sermon is delivered.

6. A vote, by written ballot, shall be taken the following Sunday morning during the morning worship services.

7. Those members present and voting shall constitute a quorum and an affirmative vote of seventy-five (75) percent is necessary to elect.

8. If an affirmative vote is received, a call shall be issued to the candidate to serve as Interim Pastor.

9. The reasonable expenses of the Pastor Search Committee shall be paid by the Church.

Procedure for selecting a Senior Pastor:

1. The Pastor Search Committee shall conduct interviews and perform background checks.

2. Only a biological male candidate shall be considered.

3. A salary package shall be submitted to the Finance Committee for approval.

4. The committee shall bring to the consideration of the Church only one man at a time.

5. The committee’s recommendation of a candidate and all pertinent information shall be made available to the church membership at least one (1) week prior to the trial sermon(s), and shall be announced at all worship services on the Sunday immediately prior to the trial sermon(s).

6. If possible, there should be an open question and answer session for the Church and candidate during the day of the trial sermon(s).

7. Election shall be held on Sunday morning, one (1) week following a trial sermon, and shall be by written ballot.

8. The quorum for the meeting to elect a Senior Pastor must be twenty-five (25) percent of the church membership and an affirmative vote of seventy-five (75) percent of those present and voting is necessary to elect.

9. If an affirmative vote is received, a call shall be issued to the candidate to serve as Senior Pastor.

10. The reasonable expenses of the Pastor Search Committee shall be paid by the Church.

Section 7. OTHER COMMITTEES

This Church shall have such standing committees and special committees as will be helpful in the distribution of responsibilities.
V. DIRECTORS

The Nominating Committee shall nominate a Director for each organized ministry. Job descriptions for each directorship are located in the Church Policies document. All Directors shall be tithing members of this Church. All Directors shall be subject to a background check. The term for Directors shall be one (1) year and they may be nominated and elected to serve consecutive terms. Directors shall:

1. Be responsible and accountable to the church for their ministry area.
2. Select, train, and communicate with workers, as needed, to accomplish the ministry.
3. Organize the workgroup as needed.
4. Manage the budget of the ministry area. If unexpected expenses occur that would exceed the ministry budget, Director must justify a request for additional funds to the Church Council, who will validate the request and present it to the Finance Committee.
5. If an emergency arises and additional monies are needed quickly, Directors, along with the Senior Pastor and the Finance Committee Chairman shall seek to resolve the matter.
6. Prepare and submit a budget request for the following year to the Finance Committee by October 1st.
7. Give a report of the activity of the ministry area in regularly scheduled Church Conference.
8. Ensure all workers in youth and children’s ministries have a background check on file.
9. Abstain from the use of alcoholic beverages and illegal or illicit drugs.

VI. TEACHERS

1. All teachers shall be tithing members of this church.
2. Teachers shall abstain from the use of alcoholic beverages and illegal or illicit drugs.
3. Teachers are subject to a background check.
4. Teachers may only teach church-approved material. (Materials must be submitted to the Small Group Director or the Senior Pastor for approval.)
5. Teachers will be selected annually by the Nominating Committee and included in the Nominating Committee’s report for approval by the vote of the church.
6. Small Group Teachers are directly accountable to the Small Group Director and are expected to attend any meetings or trainings throughout the year.
7. All other Teachers are directly accountable to the Senior Pastor.

It is the policy of Union Baptist Church, for all classes above youth, that men will teach men’s classes, women will teach women’s classes, and any co-ed classes will be taught by men.

VII. DEACONS

Section 1. OVERVIEW.

In accordance with the meaning of the work and practice of the New Testament, the Deacons are to be servants of the Church. Serving as a Deacon is a call that only God can place on a man’s life. Deacons, like Pastors, have Scriptural expectations placed upon them, many of which are contained
in 1 Timothy 3:1-13. They shall be a model for the Church in attendance, tithing, witnessing, conduct, and spiritual growth. Deacons shall be subject to a background check. Additional responsibilities for Deacons are located in the Church Policies document. The Deacons are to:

1. Attend all Deacons Meetings unless excused.
2. Undergird and assist the Pastor and staff in performance of pastoral ministries.
3. Conduct an annual review of the pay and benefits package of the Senior Pastor and make recommendations to the Finance Committee by October 15th.
4. Provide leadership and guidance to the Church subject to the authority and approval of the Church.
5. Participate in the “Deacon Family Ministry Plan” and apportion the membership of the Church among the Deacon Body.
6. Serve as the Benevolence Committee.

Additional requirements for the Deacon and his wife include:

1. Regular attendance, including Sunday Morning Worship Service, Small Group Bible Study, Sunday Evening Worship, and Wednesday Evening Bible Study, unless hindered by work or other hardship.
2. Support the Church by tithing.
3. Be able to discuss weighty and confidential matters and remain in one accord.
4. Have a positive attitude and not be subject to gossip.
5. Be committed to contact your family list each month.
6. Commit to what God has called Union Baptist to accomplish in His name.
7. In keeping with conduct becoming of a Deacon and his wife, both shall abstain from the use of alcohol or tobacco in any form.
8. Submit to a background check.

Section 2. NUMBER AND TERM.

The number of active Deacons shall be in proportion to the number of families who are members of this Church: One (1) active Deacon for every ten (10) families. A deacon shall serve for a term of three (3) years, at which time he will rotate off for a minimum of one (1) year. A Deacon may continue to serve, if necessary.

In the event of an increase of family memberships during the year, the Deacons may select a previously ordained Deacon to serve the remainder of that year. That Deacon would then be eligible for a full three-year term.

No man shall serve as a Deacon until he has been a member of a Southern Baptist Church for at least two (2) years, and has been a member of Union Baptist for at least one (1) year. To be elected, a candidate must receive a majority of the votes cast.
Section 3. ELECTION: NEW TERM.

Deacons shall be chosen each year on the following manner:

1. The active Deacons shall seek out qualified biological male candidates for consideration. Using Acts 6:3-6 and 1 Timothy 3:8-13 as guidelines, the Deacon Body shall interview and examine prospective Deacons.
2. Names of prospective Deacons shall be made available to the church membership on the first Sunday of November.
3. The election of Deacons shall be held the last Sunday of November and shall be by written ballot. Results will be made available to the church on the Sunday following the election.
4. Newly-elected Deacons shall begin service on January 1st.

Section 4. UNEXPIRED TERM.

In the case of death, removal, or incapacity to serve, the active Deacon Body may select an ordained Deacon to fill the unexpired term. After completing an unexpired term, the Deacon shall be eligible for a full three-year term. The newly selected Deacon(s) shall begin service immediately.

Section 5. REMOVAL OF A DEACON.

1. Complaints or allegations against a Deacon shall be thoroughly investigated by the Senior Pastor and the Deacon Body. If the complaints or allegations are found to be valid, the Senior Pastor and Deacon Body shall meet with the Offending Deacon and seek to resolve the issue(s). If this is unsuccessful, the deacons shall take appropriate action.
2. If the issue is a serious moral failure that has or will cause damage to the reputation of Union Baptist or its ministries, the Deacons shall take the matter before the Church in conference with a recommendation for dismissal of the Offending Deacon. If this is to occur at a regularly scheduled conference, notification shall be made at all worship services on the Sunday preceding the conference.
3. If the Deacons bring a recommendation to the Church in conference, two-thirds (2/3) of those present and voting shall be required to dismiss the Offending Deacon.
4. If the Deacons decline/refuse to take action on an Offending Deacon(s), an Investigative Council may be requested of the Senior Pastor. The Investigative Council shall be comprised of ministry staff members and inactive Deacons who are members of Union Baptist.
   a. The Investigative Council shall be comprised of seven (7) members, if possible, with no more than four (4) from the ministry staff.
   b. All members of this Council shall be selected by the Senior Pastor, or the Interim Pastor in the event of a Senior Pastor vacancy.
   c. If this Council determines the Offending Deacon(s) should be brought before the Church, it shall be done in either regular conference or called conference. If this occurs at a regularly scheduled conference, notification shall be made at all worship services on the Sunday preceding the conference.
   d. If the Investigative Council brings a recommendation to the Church in conference, two-thirds (2/3) of those present and voting shall be required to dismiss the Offending Deacon(s).
   e. This Council is not a standing council and shall be dissolved upon completion of dealing with the matter of an Offending Deacon(s).
5. All of these actions shall be conducted with much prayer and in accordance with Scripture found in Matthew 18:15-17.

Section 6. MEETINGS AND ORGANIZATION.

The Deacons shall meet monthly and a majority of Deacons shall constitute a quorum. The officers shall be elected annually at the regular meeting of Deacons in January. The Chairman shall have served at least one (1) year as a Deacon, past or present, in Union Baptist. If an active Deacon fails to attend the monthly Deacons’ meetings for three (3) consecutive months, unless providentially hindered, he shall be placed on the inactive list and the Deacon Body may select an ordained Deacon to fill the unexpired term.

Section 7. PASTORAL DUTIES AND RESPONSIBILITIES.

In the event of a Senior Pastor vacancy, the Deacons shall select a staff member to assume the responsibilities of the Senior Pastor. This assignment shall continue so long as the Deacons deem necessary.

Section 8. CHAIRMAN.

The Chairman of Deacons shall:

1. Serve as Chairman of the Pastor Search Committee.
2. Conduct investigation with the Senior Pastor, or fellow Deacon, into sexual harassment or child abuse complaints. (See Church Policies Document, Sexual Harassment Policy and Child Abuse Policy.)

VIII. DISCIPLINE

The purpose of Church Discipline is to restore a member to full fellowship with the Church Body; restore unity in the Body; protect the integrity and testimony of the Church; ensure proper Biblical, ethical, and moral standing of the Church; and/or to protect the Church from liabilities.

Any member who is guilty of a doctrinal, personal, or moral offense, according to Biblical standards, shall be subject to the discipline of the Church. This will be done according to instructions given in 1 Corinthians 5:1-13, and Matthew 18:15-17. Such discipline shall be contemplated only after individual private admonition has failed. The discipline may include, but is not limited to, admonition by the Senior Pastor and Deacons, admonition by the congregation as a whole, removal from office, or termination of membership.

IX. THE CORPORATION

Section 1.

UNION BAPTIST CHURCH OF GRIFFIN, GA., INC., was organized under the laws of the State of Georgia on January 10, 2001, as a Domestic Non-Profit Corporation. The By-Laws were adopted by
Resolution of the Initial Board of Trustees of the Church, and became effective on January 11, 2001. The Corporation Number is 0102728.

Section 2.

The affairs of the Corporation shall be managed by a Board of Trustees who shall act in accordance with the By-Laws of Union Baptist Church of Griffin, GA., Inc. The Corporation shall, at all times, have at least three (3) Trustees.

Section 3.

The Organization and Officers of the Corporation shall be as follows:

1. The Chairman of the Board of Trustees shall be the Chief Executive Officer of the Corporation (CEO).
2. The Vice-Chairman of the Board of Trustees shall be the Chief Financial Officer of the Corporation (CFO).
3. The Secretary and Treasurer of the Board of Trustees shall be the Secretary and Treasurer of the Corporation.

Section 4.

The Officers of the Corporation shall have the full power and authority to act on behalf of the Corporation. Any combination of two (2) officers of the Corporation shall have the authority to execute promissory notes and security instruments for the Corporation.

X. GENERAL RULES

Section 1. QUORUM.

Those members present and voting shall constitute a quorum unless otherwise specified in these By-Laws.

Section 2. ELECTIONS.

No person shall be elected to an office without receiving a majority of the votes cast. When two or more persons are being considered for the same office, election shall be by ballot.

Section 3. OFFICERS.

All church officers shall be tithing members of this Church. Additional officers may be elected as the Church feels they are needed.

Section 4. TERMS OF SERVICE.

Except for Deacons and Staff, terms of service for each office shall be one (1) year. Persons may serve successive terms in an office if nominated and elected by the Church.
Section 5. **RULES.**

We accept the current edition of *Robert’s Rules of Order* as our parliamentary procedure. Any item not included in this Constitution and By-Laws shall be dealt with according to *Robert’s Rules of Order*.

Section 6. **AMENDMENTS.**

This Constitution and By-Laws may be amended by three-fourths (3/4) vote of the members present and voting at any Annual Meeting or Church Conference. The proposed amendments shall be read/made available to the Church in conference at least one (1) month prior to voting. Proposed amendments from any member of this Church shall be submitted to the Deacon Body. If such amendment is deemed valid by the Deacon Body, the Senior Pastor shall form a committee to develop and present the proposed amendments to the Church in conference.

Section 7. **CHURCH STAFF.**

This Church shall call or employ Staff members as the Church shall need.

Section 8. **DEACONS.**

References to “Deacon” or “Deacon Body” shall refer to Active Deacons, unless otherwise noted.

Section 9. **CHURCH POLICIES DOCUMENT.**

There shall be a document of Church Policies, separate from this Constitution and By-Laws and it shall be the official guide for church and personnel policy. This document:

1. Shall contain all Personnel Policies, Financial Policies, Staff Job Descriptions, and other policy items related to church functions.
2. May only be amended in church conference with a recommendation from the Church Council and with a majority vote of those present and voting. The conference may be scheduled or called, and advance notice or reading is not required in a regularly scheduled conference. Suggested changes from any member shall be submitted to the Church Council for their consideration.
3. A copy of the Church Policies document shall be given to every new staff member when hired.