

**BY-LAWS**  
**OF**  
***SALEM BAPTIST CHURCH***  
**OF**  
**DOBSON, NORTH CAROLINA**

Preamble

For the purpose of preserving and making secure the principles of our faith and to the end that this body is governed in an orderly manner for the purposes inherent in each individual member of this church and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish these By-Laws.

Under the Articles of Incorporation, the terms below will be understood as follows:

Chief Executive Officer - Pastor  
President - Chairman of the Deacons  
Vice-President - Vice-Chairman of the Deacons  
Directors – Active Deacon Board

**ARTICLE I – ORGANIZATION**

1. The name of this organization shall be Salem Baptist Church of Dobson, North Carolina.
2. The organization shall have a seal which shall be in the following form:



3. The organization may at its pleasure by a vote of the membership body change its name subject to Article XV.

## **ARTICLE II – PURPOSES**

The purposes of this organization are set out in Article III of the Articles of Incorporation of Salem Baptist Church of Dobson, North Carolina dated August 23<sup>rd</sup>, 1998.

## **ARTICLE III – AFFILIATION**

This church shall be associated with:

- A. The Surry Baptist Association
- B. The Baptist State Convention of North Carolina
- C. The Southern Baptist Convention

## **ARTICLE IV – ARTICLES OF FAITH**

The sole authority for faith and practice is the Scriptures of the Old and New Testaments. These Articles of Faith shall serve as guides in interpretation, having no authority over the conscience. They constitute a consensus of this Baptist body for the general instruction and guidance of the members.

The Articles of Faith as adopted by the Southern Baptist Convention and published in the booklet entitled *The Baptist Faith and Message* (2000) shall serve as a statement of faith for this Baptist body.

## **ARTICLE V – CHURCH COVENANT, CHARACTER, AND ORDINANCES**

Church Covenant:

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love, to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and

doctrine; 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.

We also engage to maintain family and secret devotions, to religiously educate our children, to seek the salvation of our kindred and other 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 gossip, back-biting, and excessive anger; to abstain from the use of intoxicating drinks; to use our influences to combat the abuse of drugs and the spread of pornography; and 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 each other in prayer; to aid each other in sickness and distress; to cultivate Christian fellowship and courtesy in speech, to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior, and to secure it without delay.

#### Character:

##### A. Polity

The government of this church shall be vested in the membership seeking leadership of the Holy Spirit. 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. All active members upon the floor of the body have equal rights, and are entitled to equal privileges and considerations from all officers and other members.

##### B. Doctrine

The Holy Scriptures shall be its authority and guide in faith and practice, believing in the infallible, inerrant word of God – THE HOLY BIBLE.

#### Ordinances:

The Ordinances shall be Baptism and the Lord's Supper.

##### A. Baptism

1. Evidence of repentance and faith in Christ shall precede baptism.
2. Baptism shall be by immersion.
3. Baptism shall be administered by authority of the church.
4. Baptism by immersion is the only kind to be recognized when receiving members by letters or statement.

- B. The Lord's Supper
  - 1. Only scripturally baptized believers shall be eligible to partake of the Lord's Supper.
  - 2. The Lord's Supper shall be observed as prescribed by the Scriptures; following baptism and self-examination as to purpose. (1 Corinthians 11:27–28).
  - 3. The Lord's Supper shall be observed at least once each quarter.

## **ARTICLE VI – MEMBERSHIP**

Section 1: Membership may be attained as follows:

- A. By public profession of faith in Christ and New Testament baptism (Immersion).
- B. By letter from any other church of like faith and order, provided such a person has been baptized according to the teachings of the New Testament.
- C. By statement of Christian experience and Scriptural baptism into another church, provided that church no longer exists or for other valid reason a letter cannot be obtained within sixty (60) days from date of request.
- D. Restoration. Any person whose membership has been terminated for any reason may be restored by vote of the church, upon evidence of repentance and reformation.
- E. All persons coming forward seeking church membership during services of the church shall be considered Candidates.

Appropriate Counseling shall be offered such Candidates immediately during and/or after the church service, unless previously provided.

These Candidates shall have an opportunity to discuss, examine, and otherwise seek to understand:

- 1. Why and how one becomes a Christian;
- 2. The meaning of baptism and church membership;
- 3. How one grows and develops as a Christian;
- 4. The opportunities for ministry and service through Salem Baptist Church; and
- 5. What is expected of them according to Section 2 below.

These conferences shall be between the Candidate and the Pastor, or someone so trained and designated by the Pastor.

These conferences shall take place before a vote is taken by the church. A vote shall be taken immediately or no later than the next regular business meeting. All candidates shall be voted under the watchcare of the church until completion of the New Member's Class as determined by the Pastor.

Should there be any question as to any candidate, either during these conferences or at the time of the vote, such discussion shall be referred to the Pastor and the Deacons for examination and the making of a recommendation to the church within thirty (30) days.

- F. For candidates seeking membership by baptism, their actual date of membership will be the date of the service in which they were baptized by immersion pending the completion of the New Member's Class. For those seeking membership by transfer or by statement of faith, their actual date of membership will be the date they came forward and were introduced as candidates for membership, pending completion of the New Member's Class and the receipt of their transfer letter (if applicable). All new member candidates who come for membership by baptism, transfer, or statement of faith will be confirmed by vote at the next available quarterly business meeting.

## Section 2. Responsibilities of Active Members

- A. Be faithful on all the practices essential to Christian living.
- B. Faithfully attend the services of this church, particularly the corporate worship services.
- C. Practice stewardship of time, talent, and possessions.
- D. Exercise the right to vote as a member of the church.
- E. No elected officer or member of this church shall encourage non church-related activities during regularly scheduled church meetings or services except by prior approval of the church.

## Section 3. Membership may cease as follows:

- A. By letter of admission to another church of like faith and order. (The letter may not be granted to the individual.)

- B. By death.
- C. By dropping from the roll those who have joined a church of unlike faith and order.
- D. By request of the member.
- E. Disciplinary action terminating membership of those who portray gross immoral and unchristian conduct will be pursued only after the principles set forth in Matthew 18:15-17 have been practiced. Termination will be after due notice and hearing, and the failure of Christian love and forgiveness to produce repentance. Such termination will require a motion from the Pastor and Deacons, to be seconded from the floor at a business meeting called for this purpose. The motion will be voted upon and must receive a seventy-five percent (75%) vote for termination of membership.

Section 4. Inactive Members

- A. When a member shall fail to manifest any interest in the church, showing no desire or intention of returning to the church, or any member who moves to a distance inaccessible to the church, shall after one year automatically become what is designated as an “inactive member.” Inactive members are not entitled to vote in any business meeting of the church nor entitled to a letter of dismissal as being in good standing.
- B. The Pastor and Deacons shall review the church membership roster during the first quarter of each church year to determine active and inactive membership.

## **ARTICLE VII – MEETINGS**

Section 1. The church shall maintain full-time services.

Section 2. Business meetings.

- A. The church year shall begin on January 1 and end on December 31.
- B. The church shall hold one regular business meeting per quarter on the first Sunday night of each quarter unless otherwise rescheduled by the Pastor and Deacons to meet the needs of the church.
- C. The third Sunday night of September will be the annual business meeting of the church, at which time election of church and Sunday School

- officers, teachers, Deacons, and Building and Grounds Directors will be held, and the church budget will be voted upon.
- D. Special business meetings may be called by the Pastor or Chairman of the Board of Deacons, provided announcement is made as to time and purpose of the meeting in either the Sunday morning or evening services or the regular mid-week services. It must be announced in a Sunday morning service and at least one other additional service.
  - E. The Pastor or Chairman of the Board of Deacons acts as moderator. In the absence of both, the Vice-Chairman of the Deacons shall act as the moderator.
  - F. Church quorum.
    - 1. Fifteen percent (15%) of active membership shall constitute a quorum unless otherwise specified.
    - 2. For the annual election of officers, twenty percent (20%) of active membership shall constitute a quorum.
    - 3. For calling or dismissal of a pastor, buying or selling property, assuming the obligation of a debt above the monthly income of the church, and the amending of the Articles of Incorporation, twenty-five percent (25%) of active membership shall constitute a quorum.
  - G. All business considered by this body shall be decided by a majority vote of the qualified members present unless otherwise specified herein.
  - H. Absentee ballots will not be allowed.
  - I. Robert's Rules of Order, shall be a general guide for the conduct of all business meetings of the church. The moderator may, absent objection or with the consent of the majority, deviate from Robert's Rules of Order in the interest of harmony. As a church, Holy Scripture is the ultimate authority in conduct.

## **ARTICLE VIII – BOARD OF DEACONS**

### Deacons:

- A. The Deacons shall be elected by a seventy-five percent (75%) majority vote and ordained by the church except when already ordained by a Baptist church of like faith and order.
- B. Before a Deacon is ordained, he is to be a man that has proven himself according to the Scriptures, has studied the qualifications and duties of the

office, and possesses the personal qualifications in 1 Timothy 3:8–13. He must be a tither, be in sympathy with the Southern Baptist Convention,



and must demonstrate a view of Scripture that is consistent with and not contrary to *The Baptist Faith and Message* (2000).

- C. The number of Deacons shall be determined by the needs of the church.
- D. Deacons shall be elected to serve for three year terms. One third shall be elected and one third shall become inactive each year, except the initial year of rotation, when one third shall serve three years, one third for two years, and one third for one year. The number of persons and their terms of office shall be decided before the votes are cast.

Whenever Deacons are needed the present Board shall ask the church to nominate Deacons during the fourth quarterly business meeting by secret ballot. A church quorum must be present. The present Board will tally nominations and those receiving sufficient votes will be considered by the present Board. If they are qualified and willing to serve, their names will be presented to the church in the annual business meeting. No nominations will be permitted at this meeting.

No person shall be considered a candidate for the office of a Deacon until he has been a member of this church for at least two years prior to his time of service unless such a person has been ordained as a Deacon in a Baptist Church of like faith and order. In this case, if the person meets the specified qualifications, he may be elected to serve as an active Deacon in this church after one year of membership.

- E. The Deacon's tenure of office may be ended at his own request or the request of the church if he no longer qualifies.
- F. The Deacons shall elect a Chairman, Vice-Chairman, and an Executive Secretary annually from their own group.
- G. The Deacons shall meet monthly. Special meetings may be called by the Pastor or Chairman of the Deacons.
- H. DUTIES: The Deacons shall at all times consider themselves as servants of the church as prescribed by the Scriptures and at no time shall they consider themselves a body of authority with the church membership except as directed by these By-Laws.
  - 1. With the Pastor, and as the Holy Spirit leads, they are to study the needs of the church and make recommendations to the church in matters pertaining to its work and progress.
  - 2. They shall assist the Pastor in observing the ordinances.

3. They are to exercise a watchcare over the congregation, giving attention to specific needs (Acts 6) or discipline (Matthew 18:15-17).
4. Other duties of the Deacons as prescribed by the Scriptures include visitation, assisting the Pastor, and promoting the Kingdom's work by precept and example.
5. They shall be responsible for counting the votes in secret ballot elections.
6. During the Pastor's absence, the Associate Pastor shall assume the spiritual leadership of the church, and the Chairman of the Deacons shall be responsible for the legal duties (with the assistance of the active Deacons).
7. Along with the Pastor and pastoral staff, Deacons shall be responsible for the interpretation of these By-Laws.
8. They shall serve as the Board of Directors in accordance with the Articles of Incorporation.

## **ARTICLE IX – OFFICERS & STAFF**

The officers of the organization shall be as follows:

Chief Executive Officer – Pastor; an ex-officio member of all committees with  
full voting rights

President – Chairman of the Deacons

Vice-President – Vice-Chairman of the Deacons

\*Clerk

(\*These office holders are not automatically Deacons.)

Pastor:

The Pastor must exemplify Christ in lifestyle, service, and commitment. He shall preside at all membership meetings, be present at each annual business meeting of the organization, see that all books, reports and certificates as required by law are properly kept or filed, and have such powers as may be reasonably construed as belonging to the Chief Executive of any organization.

A. Qualifications

1. His testimony shall be that of Scriptural salvation and baptism.
2. His testimony shall be that of a New Testament call to the ministry.
3. His character must be that as prescribed in 1 Timothy 3:1-7.
4. He must be an ordained minister of a Baptist church of like faith and order. If not ordained, then the church will proceed with ordination services according to the New Testament teachings.
5. He must be in good standing and in harmony with the denomination and the program of the Southern Baptist Convention and must demonstrate a view of Scripture that is consistent with and not contrary to *The Baptist Faith and Message* (2000).

B. Tenure of Office

1. The Pastor shall be called to his office with an indefinite call.
2. Resignation or dismissal shall require at least thirty (30) days notice, unless a different time is agreeable to both the Pastor and the Church.
3. A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least two week's notice shall be given. The Pastor Search Committee may give this notice by announcing the time when a candidate for Pastor will be considered. A Pastor Search Committee of five to seven persons and one alternate (with no more than one person from an immediate family), shall be recommended by the active Deacons for church approval. Each member of the committee must then be elected by the church. The Pastor Search Committee shall elect its own chairman. The committee shall seek out a suitable Pastor, and their recommendation shall constitute a nomination, though any member has the privilege of making recommendations to the Pastor Search Committee. The committee shall bring to the consideration of the church only one man at a time. Calling of a Pastor shall be by secret ballot, and an affirmative vote of seventy-five percent (75%)

of the required membership present (25% of active membership) shall be necessary for a choice. The results of the ballots shall be shared with the candidate for Pastor if he so desires.

C. Duties of the church to the Pastor

1. Love and respect him: “And we beseech you, brethren, to know them which labor among you, and are over you in the Lord, and admonish you: and to esteem them very highly in love for their work’s sake. And be at peace among yourselves.” 1 Thessalonians 5:12-13.
2. The Pastor shall have an annual two weeks leave with pay. When the Pastor has a total of ten years full-time pastoral experience including at least three years as Pastor of this church, he shall have three weeks annual leave with pay.
3. The church shall participate in a retirement plan for the Pastor.
4. Six weeks sick leave shall be provided. If a longer period of time is required, it will be with the mutual agreement of the church.
5. The church will provide for the Pastor to attend the Southern Baptist Convention, the State Convention, and the Evangelistic Conference if budgeted.
6. In the event of the death or disability of the Pastor, his family will have full financial remuneration for three months. If further time and financial assistance is needed, it shall be by approval of the church by a majority vote.

D. Duties of the Pastor to the church

1. He shall be overseer and shepherd of the church. (1 Peter 5:1–3)
2. He shall faithfully perform the various responsibilities entrusted to him in his office. These are to be determined when a Pastor is called—including, but not limited to: 1) Preaching, 2) Visitation, 3) Counseling, 4) Providing general pastoral leadership to the congregation.
3. He shall be ex-officio member of all organizations and committees with complete voting rights and his spiritual leadership shall be recognized by them. He shall also be responsible for overseeing all paid staff with the assistance of the active Deacons as needed.

4. He may recommend the evangelist and special music for all revivals subject to Deacon approval.
5. He also has the authority to invite guest speakers to fill the pulpit from time to time with Deacon approval.
6. Acceptance of more than two revivals each year, not to exceed two weeks total, must be approved by the church.

Pastoral Staff:

A. Qualifications

1. His testimony shall be that of Scriptural salvation and baptism.
2. His testimony shall be that of a New Testament call to the ministry.
3. His character must be that as prescribed in 1 Timothy 3:1-7.
4. He must be an ordained minister of a Baptist church of like faith and order. If not ordained, then the church will proceed with ordination services according to the New Testament teachings.
5. He must be in good standing and in harmony with the denomination and the program of the Southern Baptist Convention and must demonstrate a view of Scripture that is consistent with and not contrary to *The Baptist Faith and Message* (2000).

B. Tenure of Office

1. Each member of the pastoral staff shall be called to his office with an indefinite call.
2. Resignation or dismissal shall require at least thirty (30) days notice, unless a different time is agreeable to both the pastoral staff member and the Church.

C. Duties of the Church to the Pastoral Staff

1. Love and respect them: “And we beseech you, brethren, to know them which labor among you, and are over you in the Lord, and admonish you: and to esteem them very highly in love for their

work's sake. And be at peace among yourselves." 1 Thessalonians 5:12-13.

2. Full-time pastoral staff members shall have an annual two weeks leave with pay. When the staff member has a total of ten years full-time ministry experience (including at least three years with this church), he shall have three weeks annual leave with pay.
3. Six weeks sick leave shall be provided for full-time pastoral staff members. If a longer period of time is required, it will be with the mutual agreement of the church.
4. In the event of the death or disability of a member of the pastoral staff, his family will have full financial remuneration for three months. If further time and financial assistance is needed, it shall be by approval of the church by a majority vote.

D. Duties of the Pastoral Staff to the church

Assist the Pastor in all areas of pastoral ministry as per their job description.

Non-Pastoral Staff:

Non-pastoral staff may be hired, as funds are available within the budget, at the discretion of the Pastor and active Deacons and will serve the church as per their job description.

Chairman of the Deacons:

The Chairman of the Deacons shall, in the event of the Pastor's absence or inability of the Pastor to exercise his office, assume legal responsibilities for the organization with all the rights, privileges, and powers as if he had been duly elected.

Vice-Chairman of the Deacons:

The Vice-Chairman of the Deacons shall, in the event of the absence or inability of both the Pastor and the Deacon Chairman to exercise their office, assume legal

responsibilities for the organization with all the rights, privileges, and powers as if he had been duly elected.

Clerk:

The Clerk shall keep the minutes and records of the organization; file any certificate required by any statute, federal or state; give and serve all notices to members of the organization; be the official custodian of the records; be one of the officers responsible for co-signing checks and drafts of \$5,000.00 or greater; present to the membership at any meetings any communication addressed to the Clerk of the organization; submit to the Deacon Board any communications which shall be addressed to the Clerk of the organization; and exercise all duties incident to the office of Clerk.

- A. The Clerk of the church shall keep a suitable record of all the actions of the church, except as herein provided. The Clerk shall keep a register of the names of members with dates of admission, dismissal, or death, together with a record of baptisms.
- B. The Clerk shall issue letters of transfer for active members and preserve on file all communications and written official reports, as indicated in these By-Laws.
- C. All church records are church property and should be made available upon request to active members for viewing. All records must be up to date and kept on church grounds.
- D. An Assistant Clerk will be trained to do the work of the Clerk when necessary.
- E. The church Clerk and the Assistant Clerk of the church shall be elected each year.

#### **ARTICLE X – SALARIES**

The Pastor and Deacon Board shall hire and fix the compensation of any and all new employees which they in their discretion may determine to be necessary in the conduct of the business of the organization, subject to church approval. The Finance and Budget Committee shall review and adjust salaries each year, subject to church approval.

#### **ARTICLE XI – COMMITTEES**

Cemetery Committee:

- A. The Cemetery Committee shall consist of at least five members.
- B. The duties of this committee will be to allocate plots and see that burials are made in the proper plots.

- C. The cemetery plots are for active members of Salem Baptist Church and their immediate family members (spouse and children). Plots may only be reserved for active members. If a member becomes inactive, then they are no longer entitled to a cemetery plot (unless an immediate family member, as defined above, has already been buried in the church cemetery).
- D. The committee shall also see that the cemetery rules and regulations are adhered to as set out in the church minutes.

Finance and Budget Committee:

- A. The church Finance and Budget Committee shall have nine members total (with no more than one from an immediate family) composed of the Pastor (or his designee), Chairman of the Building and Grounds Directors, Chairman of the Deacon Body, and elected members. Elected members will serve staggered two-year terms and rotate off after their term has ended. Elected members must be off for one church year before they are eligible to serve again. Members of the committee shall be nominated by the church. The deacons will tally nominations and those receiving sufficient votes will be considered. If nominees are qualified and willing to serve, their names will be presented to the church for election. Committee members shall be elected by the church before the beginning of the church year and shall be responsible for monitoring the financial well-being of the church throughout that entire church year.
- B. These shall be the duties of the Finance Committee:
  - 1. This committee shall prepare annually a unified budget and shall submit the same to the church at least one week prior to the annual business meeting. Each ministry leader should present a proposed budget to the Finance Committee.
  - 2. This committee is accountable to the deacons for overseeing the care of the church's finances.
  - 3. Any budgeted expenditure by an individual or committee representing the church exceeding five hundred dollars (\$500.00) shall first be approved by the Pastor, Deacon Chairman, or Finance Chair.
  - 4. Any non-budgeted expenditure by an individual or committee representing the church exceeding five hundred dollars (\$500.00) must be approved by the Finance Committee. Any non-budgeted expenditure exceeding two thousand dollars (\$2,000) shall first be voted on by the church.
  - 5. The Finance Committee will approve subcommittees and their members when needed (e.g. Offering Counting Subcommittee).



6. The Finance Committee shall ensure that the church's financial records are reviewed with a report of findings issued by an independent CPA/auditing firm at a minimum of every 5 years. Requests to review the church's books outside of presented reports are to be made to the Finance Committee for consideration and the committee will have 30 days to act.

Nominating Committee:

- A. The Nominating Committee shall consist of five to ten persons (with no more than one from an immediate family) and shall be elected by the church at least three months before the beginning of the church year. The Minister of Education and Children's Pastor shall serve as ex-officio members.
- B. The Nominating Committee shall constitute a recommending committee to recommend all officers and teachers and all standing committees of the church, which are elected annually, except as otherwise specified herein.
- C. This committee shall present a preliminary slate of officers and teachers at least one week prior to the annual business meeting.

Other Committees:

Special committees shall be appointed by the Pastor and Deacons; standing committees shall be nominated by the Nominating Committee and elected by the church.

Eligibility for Service:

Those filling the following positions shall have been active members of this church for at least six months (with the exception of the Pastor and his wife and the pastoral staff and their wives) and must serve in accordance with and not contrary to these By-Laws and *The Baptist Faith and Message* (2000): Youth and Children's Workers (those involved in any area of ministry with children 18 years old and under) and Sunday School teachers.

Those filling the following positions shall have been active members of this church for at least one year and must serve in accordance with and not contrary to these By-Laws and *The Baptist Faith and Message* (2000): Cemetery Committee member, Finance and Budget Committee member, and Nominating Committee member.

## ARTICLE XII – LITERATURE

All programs and ministries of Salem Baptist Church will use Southern Baptist literature, unless otherwise approved by the Pastor first, then by a 75% majority of church members present in a business meeting with a proper quorum present. All literature used in the programs and ministries of Salem Baptist Church must demonstrate a view of Scripture that is consistent with and not contrary to *The Baptist Faith and Message* (2000).

### **ARTICLE XIII – CHURCH FINANCE**

The church year will begin on January 1 and end on December 31.

Church Support:

- A. The church shall operate within a unified budget, and the support of the church shall be by tithes and offerings.
- B. Any recognized church organization may engage in sales or activities for the purpose of raising funds for particular projects or activities. A request from the organization for a sale or activity shall be submitted in writing to the Pastor and Deacons, and they shall submit it to the church for approval as they see fit. This request shall contain a full explanation of the particular project or activity as per the proper documentation provided by the church staff and Deacons.

Special Offerings:

- A. Special offerings may not be sought by the church or any organization of the church except by recommendation of the Pastor and Finance and Budget Committee or Deacons. Such offerings must have the approval of the church, except that an emergency special offering recommended by the Pastor and Deacons may be taken at any time.
- B. Standing approved special offerings shall be listed as the following:
  - 1. Lottie Moon Christmas Offering for International Missions
  - 2. Annie Armstrong Easter Offering for North American Missions
  - 3. The Gideons International
  - 4. Harvest Offering
  - 5. Revival Offerings
- C. Fundraisers must be approved by the Pastor and Deacons prior to scheduling and advertising the fundraiser to the church and/or community.
- D. This does not restrict classes, training groups, or other groups from seeking support from its own individual body for special projects, but does restrict going outside the group for support.

Church Responsibility:

The church will not be liable for unauthorized purchases made in the name of the church.

**ARTICLE XIV – BUILDING AND GROUNDS DIRECTORS**

- A. The church shall elect at least seven members to serve as Building and Grounds Directors (with no more than one from an immediate family).
- B. They shall serve for a three-year term.
- C. They shall be nominated by the Pastor and the Deacons and voted on during the annual business meeting of the church.
- D. The Building and Grounds Directors shall give attention to and study the conditions and state of repair and appearance of the buildings and grounds, making such repairs and improvements as needed within the budget, or authorized by the church. In the event of an emergency situation, these directors have the authority to resolve the situation without interrupting normal church activities.
- E. The Building and Grounds Directors shall see that all church property is adequately insured, see that church grounds are properly maintained, and see that church facilities are properly cleaned. This may include interviewing and recommending the appropriate professionals to provide these services.
- F. The Building and Grounds Directors shall be responsible for unlocking and locking the buildings before and after all scheduled church services and activities.
- G. These directors shall have been members of this church in good standing for a minimum of one year.

**ARTICLE XV – SALEM CHRISTIAN ACADEMY**

Mission and Operation:

- A. Salem Christian Academy shall operate as a ministry of Salem Baptist Church in order to offer children and students education and training from a biblical worldview.

- B. Salem Christian Academy shall operate according to these by-laws, as well as in conjunction with the Baptist Faith and Message 2000.
- C. Practical operation of Salem Christian Academy shall follow the Salem Christian Academy Handbook

Salem Christian Academy School Board:

- A. The Salem Christian Academy School Board serves in an advisory capacity to the administrator, assisting in the interview process for school personnel. The school board helps compile and review documents necessary for the operation of Salem Christian Academy and develops policy and procedure manuals for school operation.
- B. The number of elected members shall be six with the seventh member being a member of the pastoral staff, as determined by the senior pastor. The school administrator will serve as a non-voting ex-officio member.
- C. Elected members shall serve three year terms, two members being elected as two members become inactive each year. The presiding school board shall nominate annually, or on an as needed basis, individuals with experience or talents that contribute to the performance of the school board. Upon recommendation by the school board, qualified nominees are reviewed by the pastor and board of deacons and presented to the church for election during the annual business meeting. No person shall be considered a candidate for the school board until a member of this church for at least two years prior to time of service.
- D. The member's tenure of office may be ended by their request or the request of the school board if the member is no longer qualified. Replacements may be sought during the year by following the stated procedures of nomination.
- E. The school board shall elect officers annually from their own group.
- F. The school board shall meet monthly. Special meetings may be called as needed by the chairperson.
- G. Applicants recommended by the administrator for school staff positions will be interviewed and selected by the school board. The school board will make the final recommendation to the board of deacons and pastor for approval to hire.

## **ARTICLE XVI – AMENDMENTS & REVISION**

Amendments:

The Articles of Incorporation and By-Laws may be amended by a seventy-five percent (75%) majority vote of the qualified members present at a business meeting, provided the amendment has first been presented in writing to the Pastor and Deacons, then approved, and distributed in writing to the congregation at least two weeks prior, provided a proper quorum is present. The vote will be by secret ballot.

Revision:

The Articles of Incorporation and By-Laws will be reviewed for possible revision at least every five years by a committee appointed by the Pastor and active Deacons.