

**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 - Senior 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 XVII.

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 23rd, 1998.

ARTICLE III – AFFILIATION

This church shall be associated with:

1. The Surry Baptist Association
2. The Baptist State Convention of North Carolina
3. 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 shall be those as adopted by the Southern Baptist Convention and entitled *The Baptist Faith and Message* (2000), as amended from time to time, as well as *Salem Baptist Church's Statement on Sexuality*, as published in the Salem Baptist Church Policy Manual, shall serve as a statement of faith for this Baptist body.

ARTICLE V – CHURCH COVENANT, CHARACTER, AND ORDINANCES

Section 1. 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 in watching over one another in brotherly love, remembering each

other in prayer, aiding each other in sickness and distress, cultivating Christian fellowship and courtesy in speech, being slow to take offense, always ready for reconciliation, and being mindful of the rules of our Savior and securing it without delay.

We believe that the principles outlined in this Covenant are beneficial for the church body and are always subject to the authority of Scripture. If a matter of interpretation brings a member or potential member to be at odds with the Covenant, the Senior Pastor will provide guidance, and the Scripture shall hold and maintain authority.

Section 2. Character

A. Polity

The government of this church shall be vested in the membership seeking leadership from 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 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.

Section 3. 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. Member Status

Members shall be categorized as active or inactive.

- A. Active Members faithfully carry out the Membership Covenant and fulfill the Responsibilities of Active Members as described in Section 3 of this Article.
- B. Inactive Members are determined according to Section 5 of this Article.

Section 2. Membership in Salem Baptist Church of Dobson 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 professed faith in Christ and 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 the date of request.
- D. Restoration. Any person whose membership has been terminated for any reason may be restored by a vote of the church upon evidence of repentance and reformation. The vote will be taken at the next regular business meeting or a called meeting with this as its stated purpose, in accordance with ARTICLE VII of these By-Laws.
- E. All persons coming forward seeking church membership during the services of the church shall be considered Candidates.

Appropriate counseling shall be offered to 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 3 below.

The goal of these conferences is also to ensure prospective members agree with Salem Baptist Church's core beliefs and mission, have the assurance of their personal salvation, and discuss any episodes of church discipline or conflict should the person be transferred to membership from another church. These conferences shall be between the Candidate and the Senior Pastor, or someone so trained and designated by the Senior 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, in accordance

with ARTICLE VII of these By-Laws. All candidates shall be considered under the watch care of the church until completion of the New Member's Class as determined by the Senior 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 Senior 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 regular business meeting or a called meeting with this as its stated purpose, in accordance with ARTICLE VII of these By-Laws.

Section 3. Responsibilities of the Membership/The Membership Covenant

A. The Membership Covenant

The Membership Covenant is a pledge reflecting the ethical requirements of the Bible, which believers voluntarily make to God and to one another regarding the practice of their faith and their commitment to one another in the same local church. The Membership Covenant encourages unity in the church by defining the basic Biblical responsibilities that Church members have to one another. The Membership Covenant that binds the members of Salem Baptist Church together in fellowship and mutual accountability will be the following covenant:

1. I have accepted Jesus Christ as my Lord and Savior, and I have been baptized by immersion.
2. I will protect the unity of my church by acting in love toward other members, refusing to gossip, following the pastoral leaders as they follow Christ, and following the leadership of the Deacons in service to the body.
3. I will share in the responsibility of my church by praying for its growth, inviting the unchurched to attend, and warmly welcoming those who visit.
4. I will serve my church's ministry by discovering my spiritual gifts and abilities, being equipped to serve, and developing a servant's heart.
5. I will support my church's testimony by attending faithfully and regularly, living a godly life, and giving regularly.
6. I have read and am in agreement with the Articles of Faith of Salem Baptist Church.

B. Responsibilities of Active Members

1. Be faithful in all the practices essential to Christian living.
2. Faithfully attend the services of this church, particularly the corporate worship services.
3. Practice stewardship of time, talent, and possessions.
4. Exercise the right to vote as a member of the church, when qualified to do so. Members are qualified to vote when they are members in good standing, aged 13 or older, and not under any term of discipline from the church.
5. No member of this church shall encourage non-church-related activities during regularly scheduled church meetings or services except with prior approval from the church.
6. Support and submit to the New Testament's teaching of church discipline.

Section 4. 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 in writing or in person to the Church Clerk, Senior Pastor, or Chairman of the Deacons. This means of ceasing membership is not to be used to avoid accountability, discipline, and responsibility to the local church. If a member requests to cease membership while church leadership considers or initiates church discipline, the Senior Pastor and Deacon Board will have discretion in determining the appropriate next steps.
- E. Disciplinary action terminating the membership of those who portray gross immoral and unchristian conduct will be pursued only after the principles set forth in the New Testament (e.g., Matthew 18:15-17, I Corinthians 5, etc.) have been practiced. Termination will be after due notice and hearing, and the failure of Christian love and forgiveness to produce repentance, or by failure to support the church's core doctrine and Articles of Faith. Such termination will require a motion from the Senior 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.
- F. By failing to meet the responsibilities of church membership, specifically by prolonged inactivity, as described in Section 5.

Section 5. Inactive Members

- A. When a member fails 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 Senior Pastor and Deacons shall review the church membership roster at least annually to determine active and inactive membership.
- C. A person being a member of a local church and not being active is not just a failure in membership responsibilities; it is contrary to the very concept of New Testament church membership. Therefore, unless an exception is made by the Senior Pastor and Deacon Board or by a majority vote of the church at a regular or called meeting with this as its stated purpose, in accordance with ARTICLE VII of these By-Laws, a member who remains inactive for more than two consecutive years without any regular involvement in a core ministry of the church, by default, will have resigned their membership in Salem Baptist Church. If the person should desire to be once again considered a member of Salem Baptist Church, they must present themselves as new members pursuant to Section 1 of this Article.

ARTICLE VII – MEETINGS

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

Section 2. Business meetings.

- A. The church year shall begin on June 1 and end on May 31.
- B. The church shall hold one regular business meeting per quarter. Regular business meetings are open to all members of the church. Church leadership will publish quarterly meeting dates for the next church year at the annual business meeting. Meetings may be rescheduled by the Senior Pastor and Deacons to meet the needs of the church.
- C. The annual business meeting of the church will be held in the fourth quarter of the church year, at which time the election of church and Sunday School officers, teachers, Deacons, the Budget and Finance Committee, the Nominating Committee, and the Building and Grounds Directors will be held, and the church budget will be voted upon.
- D. Special business meetings may be called by the Senior Pastor or Chairman of the Board of Deacons, provided an announcement is made as to the time and purpose of the meeting in the Sunday morning services. Church leadership will allow at least one week's notice of a special business meeting, as possible.
- E. The Senior Pastor, Chairman of the Board of Deacons, or Vice-Chairman of the Board of Deacons acts as moderator.

F. Church quorum.

1. For the purpose of meeting quorum requirements, only eligible voting members, as described in ARTICLE VI, Section 3.B.4.
 2. Fifteen percent (15%) of active membership shall constitute a quorum unless otherwise specified.
 3. For the annual election of officers, twenty percent (20%) of active membership shall constitute a quorum.
 4. For calling or dismissal of a pastor, buying or selling of real property, assuming the obligation of a debt above the monthly income of the church, or amending the Articles of Incorporation, twenty-five percent (25%) of the 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 and proxy voting will not be allowed.
- I. Robert's Rules of Order shall be a general guide for the conduct of all church business meetings. 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

Church business and membership shall be overseen by the 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 who 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 Salem's Articles of Faith as outlined in Article IV.
- C. The needs of the church shall determine the number of Deacons.
- 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 no fewer than 60 days before the annual meeting. A church quorum must be present. The present Board will tally nominations, and those receiving sufficient votes will be considered by the present Board and Senior Pastor. 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 church's request 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 unless the Senior Pastor and Chairman of the Deacons determine there is no need to hold a monthly meeting. The Senior Pastor or Chairman of the Deacons may call special meetings.
- H. DUTIES: The Deacons shall always consider themselves servants of the church as prescribed by the Scriptures, and they shall at no time consider themselves a body of authority with the church membership except as directed by these By-Laws.
 - 1. With the Senior Pastor and as the Holy Spirit leads, they are to study the needs of the church and make recommendations to the church regarding its work and progress.
 - 2. They shall assist the Senior Pastor in observing the ordinances.
 - 3. They are to exercise watchful care over the congregation, paying 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 Senior 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 Senior Pastor's absence, the Executive 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 Senior 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 – Senior 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.)

Section 1. Senior Pastor and Pastoral Staff:

The Senior Pastor and Pastoral Staff must exemplify Christ in lifestyle, service, and commitment. The Senior Pastor 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 he is not ordained, the church will proceed with ordination services according to 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 Salem's Articles of Faith as outlined in Article IV.

B. Tenure of Office

1. A pastor shall be called to his office with an indefinite call.
2. A pastor is called to serve until the relationship is dissolved at the request of either the pastor or the church.
3. Resignation. A pastor may resign but shall normally provide at least thirty (30) days' notice before the termination of his services. A written resignation or an oral resignation delivered at a Sunday morning service or business meeting of the church, if without conditions, shall be final and binding. If any resignation is subject to conditions, it shall be effective and binding when accepted by a majority ballot vote of the church.
4. Removal. Such a vote may be initiated by the recommendation of the deacons, or

by a motion calling for such a vote passed by majority vote at a congregational meeting in which case the moderator shall immediately set the date for such a meeting to be held within thirty (30) days, or by written petition signed by not less than twenty (20) percent of the membership and given to the deacons or its chair. In the event of such a petition, the deacons shall set a time for the vote on the tenure of the pastor to be held in not less than sixty (60) days. No member-petition-based call for a vote on the pastor's tenure shall be effective if such a petition has been filed and a vote taken within the last twelve (12) months.

The officers and the members shall make every effort to follow biblical principles, including the process set forth in Matthew 18, in dealing with conflicts regarding pastoral staff. An effort should be extended to permit reconciliation of conflicts in a manner consistent with our Christian faith and doctrine.

Removal shall be effective immediately upon the adoption of a motion terminating a pastor by at least seventy-five percent (75%) in a called meeting with this as its stated purpose, in accordance with ARTICLE VII of these By-Laws. Salary and benefits shall continue for not less than thirty (30) days. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination, including severance pay.

5. A Senior 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 weeks' notice shall be given. The Pastor Search Committee may give this notice by announcing the time when a candidate for Senior 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. The church must then vote on each member of the committee. The Pastor Search Committee shall elect its own chairman. The committee shall seek out a suitable Senior 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 the Senior 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 Senior Pastor if he so desires.

C. Duties of the Senior 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 Senior Pastor is called—including, but not limited to: 1) Preaching, 2) Visitation, 3) Counseling, 4) Providing general pastoral leadership to church staff and the congregation.
3. He shall be an ex officio member of all organizations and committees with complete voting rights, and they shall recognize his spiritual leadership. He shall

also oversee all paid staff with the assistance of the active Deacons as needed.

D. Duties of the Pastoral Staff to the church

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

Section 2. Non-Pastoral Staff

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

Section 3. Chairman of the Deacons

The Chairman of the Deacons shall, in the event of the Senior Pastor's absence or inability of the Senior 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. The Chairman of the Deacons shall not receive financial compensation when acting in the place of the Senior Pastor.

Section 4. Vice-Chairman of the Deacons

The Vice-Chairman of the Deacons shall, in the event of the absence or inability of both the Senior 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; 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 must be kept up to date.

- D. An Assistant Clerk will be trained to do the Clerk's work when necessary.
- E. The duties of the Clerk shall be performed by the church staff person designated by the Senior Pastor. Otherwise, the clerk and the Assistant Clerk of the church shall be elected each year.

ARTICLE X – SALARIES

The Senior Pastor and Deacon Board shall hire and fix the compensation of any and all new employees that they, at their discretion, may determine to be necessary for the conduct of the organization's business, subject to church approval. The Budget and Finance Committee shall review and adjust salaries each year and present the bottom-line total compensation of church staff, subject to church approval.

ARTICLE XI – COMMITTEES

Section 1. Cemetery Committee

- A. The Cemetery Committee shall consist of at least five members.
- B. This committee will allocate plots and ensure 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. Suppose a member becomes inactive or transfers their membership. In that case, 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 ensure that the cemetery rules, regulations, and fee schedules set out in Salem's Ministry Handbook are adhered to.

Section 2. Budget and Finance Committee

- A. The church Budget and Finance Committee shall have nine members total (with no more than one from an immediate family) composed of the Executive Pastor (or his designee), the Chairman of the Building and Grounds Directors, the 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 at the annual business meeting. Committee members 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 Budget and Finance Committee:

1. This committee shall prepare a unified budget annually and submit it to the church at least two weeks 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 and the Executive Pastor for overseeing the care of the church's finances.
3. Any budgeted expenditure by a ministry leader or committee representing the church exceeding five hundred dollars (\$500.00) shall first be approved by the Senior Pastor, Executive Pastor, Chairman of the Deacons, or Finance Chair.
4. Church staff may incur any expenditure within their approved budget, up to the approved budget amount.
5. Any non-budgeted expenditure by an individual or committee representing the church exceeding five hundred dollars (\$500.00) must be approved by the Executive Pastor. Any non-budgeted expenditure exceeding five thousand dollars (\$5,000) shall first be voted on by the church.
6. The Finance Committee will oversee the Offering Counting Subcommittee.
7. 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 least every five years. Requests to review the church's books outside of the presented reports are to be made to the Finance Committee for consideration, and the committee will have 30 days to act.

Section 3. 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 the annual business meeting. The Executive Pastor shall serve as an ex officio member.
- 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 two weeks prior to the annual business meeting.

Section 4. Other Committees

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

Section 5. 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 Senior 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 Salem's Articles of Faith as outlined in Article IV: Youth and Children's Workers (those involved in any area of ministry with children 18 years old and under), Bible teachers and Sunday School leaders.

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 Salem's Articles of Faith as outlined in Article IV: Cemetery Committee member, Budget and Finance Committee member, and Nominating Committee member.

ARTICLE XII - CHURCH MINISTRIES

Section 1. Organization of Ministries

The Church will have as many ministries as necessary to carry out its mission.

Section 2. Leadership of Ministries

All ministry directors, coordinators, and teachers will have the qualifications given in ARTICLE V, Section 2 of these By-Laws. Ministry directors and coordinators will perform the duties outlined in their respective position descriptions kept by each ministry's staff leader or staff director.

Section 3. Accountability of Ministries

All church Ministries will be under the control and leadership of the Senior Pastor. Each lay-directed ministry will be accountable to a ministry staff leader assigned by the Senior Pastor. All ministries will be evaluated routinely by the Senior Pastor or his designee as part of annual ministry plans.

ARTICLE XIII – LITERATURE

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 Salem's Articles of Faith as outlined in Article IV. The Senior Pastor and Pastoral Staff shall have the authority to disallow any specific author, book, or teaching material from use by Salem's ministries.

ARTICLE XIV– CHURCH FINANCE

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

Section 1. Church Support

- A. The church shall operate within a unified budget, and its support shall be provided 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 Senior 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.

Section 2. Special Offerings

- A. Special offerings may not be sought by the church or any organization of the church except by recommendation of the Senior Pastor, Budget and Finance Committee, or Deacons.
- B. Standing approved special offerings shall be listed as follows:
 - 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 Senior Pastor and Deacons prior to scheduling and advertising the fundraiser to the church and/or community.

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.

Section 3. Church Responsibility

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

ARTICLE XV – 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 Senior Pastor and the Deacons and voted on during the annual business meeting of the church.
- D. These directors shall have been members of this church in good standing for a minimum of one year.

ARTICLE XVI – SALEM CHRISTIAN ACADEMY

Section 1. 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 Salem's Articles of Faith as outlined in Article IV.
- C. The practical operation of Salem Christian Academy shall follow the Salem Christian Academy Handbook.

Section 2. Salem Christian Academy School Administration

- A. School Principal
 - 1. Oversee day-to-day operations of the academy.
 - 2. Make recommendations to the school board regarding personnel, including conducting annual reviews of academy personnel.
- B. Other School Administrative Staff
 - 1. Assist the school principal in all areas of school administration as per their job description.

Section 3. Salem Christian Academy School Board

- A. The Salem Christian Academy School Board serves as a ministry arm of Salem Baptist Church. The school board helps compile and review documents necessary for the operation of Salem Christian Academy and develops policy and procedure manuals for school operations. The school board also functions in the following capacities regarding employment at Salem Christian Academy:
- Hiring. The school board will assist the school principal in the interview process for school personnel. The principal will make the final decision for hiring permanent, temporary, or contract staff.
 - Academy Employee Review and Discipline. The school board will assist the school principal and may take disciplinary action at their discretion.
 - Termination. The school board may terminate an employee after disciplinary action or in the case of gross misconduct.

The school board also serves the purpose of general oversight over the role of the school administration. The board may also propose disciplinary action up to and including termination to the Senior Pastor and Deacon Board for school administration personnel.

B. Number of Board Members

The Board shall consist of six to twelve elected members, plus one member from either the deacon board or Pastoral Staff, determined by the Senior Pastor. The school principal will serve as a non-voting member. There must be at least one Salem Christian Academy parent on the board at all times.

C. Terms of Board Members

Elected members shall serve three-year terms from July 1 through June 30. At the end of a board member's three-year term, the board member is eligible to be nominated, reviewed, and elected for an additional one to three-year term. The presiding School Board shall nominate annually, or on an as-needed basis, qualified 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 Senior Pastor and Board of Deacons and presented to the church for election during the next regular business meeting or a called meeting with this as its stated purpose, in accordance with ARTICLE VII of these By-Laws. No person shall be considered a candidate for the School Board until they have been a member of this church for at least two years prior to the time of service.

- D. A 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 its own group.
- F. The school board shall meet monthly unless the Senior Pastor, School Principal, and Chairperson determine there is no need to hold a monthly meeting. Special meetings may be called as needed by the Chairperson, School Principal, or Senior Pastor.

ARTICLE XVII – AMENDMENTS & REVISION

Section 1. 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 Senior 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.

Section 2. 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 Senior Pastor and active Deacons.