

**BY-LAWS OF INCORPORATION  
ROUND O MISSIONARY BAPTIST CHURCH**

**MISSION:** We, Round O Missionary Baptist Church, are serving our church and community and becoming more Christ-centered by seeking His direction, displaying His love, and studying His WORD.

**MOTTO:** Meeting Needs with a Servant's Heart

**PREAMBLE**

Trusting our faith wholly in the Lord Jesus Christ for our Salvation, believing in the teachings of the Holy Bible as the complete, written and verbally inspired and infallible Word of the Living God, we have affiliated ourselves with one another as a body of immersed believers. Whereas the Word of God, (I Corinthians 14:40) admonishes us to do all things in the church decent and in order, we hereby adopt this Constitution as a declaration of our convictions in order to do the Lord's work in accordance with His Holy Word.

**ARTICLE I  
NAME**

The name of this non-profit corporation organized under the laws of the State of South Carolina on August 4, 1995, and founded by our forefathers in the year of our Lord, 1883, shall be named ROUND O MISSIONARY BAPTIST CHURCH, located in the County of Darlington, State of South Carolina.

**ARTICLE II  
CHURCH YEAR**

Fiscal Year of this Church shall be from January 1 through December 31.

**ARTICLE III  
PURPOSE**

The purpose of this church, Round O Missionary Baptist Church, shall be to.... promote, restore and maintain public worship in its highest form; to carry out the Great Commission of Jesus Christ to seek the salvation of the lost (Matthew 28:19-20; Proverbs 11:30; Mark 16:15-16; Luke 14:23; John 20:21; Acts 1:8; Romans 1:16, 10:14-15; I Corinthians 1:18-21) ); to promote Christian fellowship (I John 1:3, 7); spiritual growth among our members through teaching the doctrine of the scriptures (Matthew 18:14-20; Acts 2:41- 47; II Timothy 2:15) and instruction in Baptist Doctrine.

We further purpose to adhere to the preaching of the Gospel for the reproof, rebuke, and exhortation of the saints (I Timothy 5:17-20; II Timothy 4:1-3; Titus 2:15); promote and encourage faith-filled prayer (Matthew 21:21-22; Matthew 6:5-16; I Thessalonians 5:17-18); to dignify and support the Gospel Ministry, (Jeremiah 3:15; Romans 10:14-15; I Corinthians 9:9-14; Ephesians 4:11-13; Hebrews 13:17; I Peter 4:1-6; Acts 20:28); and to combine the efforts of individual members in evangelism, mission (Matthew 28:19-20), benevolence (Acts 20:35; Psalms 41:1 and Luke 6:38), and all other ministries of the church.

#### **ARTICLE IV POLICY**

The Church shall be governed by its members on the basis of the majority rule and the principles of the New Testament. We believe the church has the resources within itself to make policies and procedures, and to resolve any differences, concerning any matters within the church. We believe that the members (who are in good standing) of the church have sufficient intelligence, wisdom, knowledge and virtue to render acceptable rulings without intervention of outside authorities unnecessarily.

**Section 1:** It is each member's responsibility to abide by decisions made in official meetings of this body by the majority present for the betterment of the church.

**Section 2:** Any dissenting opinions or grievances after said official meetings of the church must be voiced in the next official Administrative Ministry meeting.

**Section 3:** Any members publicly denouncing an official decision of the body shall be considered as committing an offense against the church.

**Section 4:** All business meetings will be carried out in accordance with Roberts' Rules of Order.

**Section 5:** This Church shall, in nature, be governed by its members.

**Section 6:** Church meetings shall be held bi-annually (the 4th Saturday in January and July of each year), unless otherwise changed, postponed or canceled by the pastor, if necessary.

**Section 7:** Called or special meetings may be called at the discretion of the pastor and notification to the Chairperson of the Deacons' Ministry. Notice shall be given from the pulpit on the Sunday preceding the meeting.

## **ARTICLE V DOCTRINE**

This church accepts the Scriptures of the Old and New Testaments as the inspired, infallible, Word of God and God's revelatory actions in human history and as the authoritative basis for this church's doctrine and practice. This church also has adopted the following Covenant as a means by which it expresses their acceptance of the Lordship of Jesus Christ in the affairs of daily life.

## **ARTICLE VI CHURCH COVENANT**

Having been led as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, 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, and holiness; to give it a place in our affections, prayers and services above every organization of human origin; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of a faithful and evangelical ministry among us, the relief of the poor, and the spread of the Gospel throughout the world. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotions, to study diligently the word of God; to religiously educate our children, to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world, to be kind and just to those in our employ, and faithful in the service we promise others; endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

We further engage to watch over each other, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys, and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Saviour in the eighteenth chapter of Saint Matthew, to secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God, who hath called us out of darkness into the marvelous light.

When we removed from this place, we will engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word. Amen.

## **ARTICLE VII MEMBERSHIP AND ADMISSION OF MEMBERS**

The membership of this congregation shall at all times consist of persons as indicated as follows:

**Section 1:** Any person believing and professing faith in the Lord Jesus Christ as the only begotten Son of God and has accepted Him as his or her personal Saviour, giving evidence of a change of heart, and change of life through the outward symbolism of baptism (Matthew 3:13-17; Luke 3:21-22; Mark 16:16).

**Section 2:** All baptismal candidates, members for rededication, individuals from other churches, and/or any individual of another religious faith shall receive Biblical counseling by the Senior Pastor or Deacons Ministry and are required to satisfactorily complete the mandatory "New Members Orientation Classes". For all these candidates, the classes will include, but not limited to, instruction in Christian growth and church membership (New Membership Orientation Packet - copy attached).

**Section 3:** If any member becomes an offense to the church and/or fails to abide by any or all parts of this Constitution, such as, inactive membership status due to attendance or financial standing, sowing discord by word or action within the church or community, said member shall be subject to suspension, exclusion, or dismissal from church membership, or other disciplinary actions (Romans 16:17-18, Matthew 18:15-20, 1 Corinthians 6:1-12), at the discretion of the Senior Pastor and Deacons Ministry. (Please see section 5 below for additional membership descriptions)

**Section 4:** Any member who loses membership can be restored after said person submits a written pledge of faithfulness to the church (1 Corinthians 4:1-2), accompanied with a written letter of recommendation from another "Active Member" of this Church. Said person must also complete New Membership Orientation Classes, and a satisfactory hearing conducted by the Senior Pastor and Deacon's Ministry.

**Section 5:** In order for any person to become and maintain Active/voting member status at Round O Missionary Baptist Church, he or she:

- a. must be a born again believer in Christ (Romans 10:9-13; St. John 3:3-8).

**b.** must be a regular supporter of the financial/giving program of Tithes and Offering (Malachi 3:8-10; Genesis 28:33, II Corinthians 9:6-8). (*please also see Section 6 and 7*)

**c.** should be a regular attendant of Worship Services (Hebrews 10:22-25), and Bible Study (II Timothy 2:15), and a partaker of the Lord's Supper (I Corinthians 11:17-34).

**Section 6:** Members having voting privileges shall be entitled to vote ***when present*** at any business meeting of the church, which has been scheduled or called for the purpose of voting on any issue or recommendation with respect to which a vote is required. Active/voting members shall not be entitled to vote by proxy, and there will be NO SECRET BALLOT VOTING allowed in this Church's business meetings. The vote of a majority of active/voting members present at any business meeting of the Church will be binding upon the Church.

**Section 7:** If any active/voting member fails to commune (I Corinthians 11:17-34), and/or assemble themselves together for worship, and/or fails to contribute financially a minimum of \$600.00 per year (Malachi 3:8-10; Genesis 28:22; Luke 6:38; Acts 20:35; I Corinthians 16:2 or II Corinthians 9:6-8), for a six month period of time, then Active/voting membership status, and all other privileges and offices bestowed upon said member, shall without any action of the congregation, immediately become null and void, and of no effect. Said member automatically loses privileges of Active/voting membership in this Church and shall be considered as an in-active. Illness and age are acceptable exceptions only in the event that the Senior Pastor and/or Deacon's Ministry has received ***confirmed*** written notification.

**Section 8:** Membership in this Church may be suspended, expelled or terminated by:

**(1)** A letter of dismissal or transfer;

**(2)** Drop from active membership roll for:

**a.** failure to contribute as outlined in this constitution

**b.** failure to attend worship service, and partake in the Lord's Supper as outlined in this constitution

**c.** Causing discord/division amongst the membership (Proverbs 6:16-19; Matthew 18:15-19; Romans 16:17).

As the administration of the Ordinances and preaching of the Gospel were instituted by Jesus Christ for the up-building of His Kingdom in the world, it is the duty of all members

to support the appointments of the church by their presence (Hebrews 10:24-25), contributions (Malachi 3:8-10) and to support benevolence causes (Acts 20:35, Luke 6:38) connected with the spread of the Gospel, especially the ministries/auxiliaries organized by the church and Baptist Ordinances / Doctrines according to their ability, this being a test of true piety; and failure to do is a violation of the Holy Word of God and the Baptist Covenant.

## **ARTICLE VIII OFFICES, ELECTIONS, AND DUTIES**

The Offices of this Church shall be:

- (1) Senior Pastor
- (2) Deacons
- (3) Trustees
- (4) Church Secretary
- (5) Financial Secretary
- (6) Financial Assistant
- (7) Treasurer
- (8) Other offices as appointed by the Senior Pastor

All elections shall be held during regular/scheduled/called/special Church meetings. The only office elections that are voted upon by the congregation is that of the Senior Pastor and Deacon's Ministry. All other offices are made by appointment of the Senior Pastor (and shall serve at the discretion of the Senior Pastor unless otherwise provided in this Constitution). No one person may hold more than two offices; but may hold two or more positions in/on an auxiliary or ministry.

**Senior PASTOR** - is the overseer (*Acts 20:28*), under-shepherd (*1 Peter 5:1-4*), and physical authority (*Hebrews 13:17*) of the church. The Senior Pastor shall be elected to serve as long as it is mutually agreeable by the church.

The salary shall be fixed at the time of the call and may be changed by vote of the church upon recommendation by the Administrative Ministry (Deacons Ministry and Trustee Ministry) during any regular/scheduled/called/special church meeting during the year. The Senior Pastor's salary shall be paid on a weekly basis.

**Duties:** The Senior Pastor shall preach the Gospel; administer the ordinances, visit the sick, aged and distressed members (*James 5:14-15*); watch over the membership and have charge of the spiritual welfare of the congregation.

The Senior Pastor, by virtue of his office, is the Chief Executive Officer and moderator of ALL church/business meetings; however, in cases in which the Senior Pastor may be personally involved, the Senior Pastor shall vacate the chair and the chairperson of the Deacon's ministry shall preside. The Senior Pastor shall be an ex-officio member of ALL auxiliaries/ministries and may call a meeting of such groups at any time other than their regular scheduled meeting(s).

The Senior Pastor has full charge of the pulpit, and only the Senior Pastor has the privilege to offer it to any other minister or lay person. The Senior Pastor is in charge of all services at the Church, and they will be directed by him/her.

If at any time, the Senior Pastor is unable to perform any of the aforementioned duties, he shall appoint the Deacon's Chairperson to have charge over said duties which shall include, but not limited to: ensuring that a Baptist minister or a Deacon is selected and scheduled to bring the Gospel Message; to organize the Deacon's Ministry for visiting and caring for the sick, aged, and distressed members, whether confined in the home, hospital or nursing home (*James 5:14-15*).

All services, events, meetings, etc., held in the name of Round O Missionary Baptist Church, whether held on church premises or away from the church premises, MUST be brought to, discussed and approved/accepted by the Senior Pastor.

**TERMINATION/RESIGNATION PROCESS:** The office of Senior Pastor can be terminated only by a majority church vote (i.e., 51%+ of the active/voting members on the issue). In the event that an active/voting member of the church has a complaint/issue in regards to the Senior Pastor and thus wants to remove the Senior Pastor from office, said member must;

(1) Submit his or her complaint/issue to the Senior Pastor in writing for consideration with hopes of reaching a satisfactory resolution. If the member is not satisfied with the Pastor's ruling or response;

(2) Then, said member may seek to be heard by the Administrative Ministry with hopes of reaching a satisfactory resolution.

(3) If the member is still not satisfied with the ruling or response of the Administrative Ministry, the member has a right to seek signatures of support from one third ( $\frac{1}{3}$ ) of the active/voting members of the church. If the member cannot gain one third ( $\frac{1}{3}$ ) of the active/voting member's signed support then said member has no other recourse.

If the Church shall become dissatisfied with the leadership of the Senior Pastor and ask for his resignation (*Psalms 105:15; I Chronicles 16:22*), the congregation after it has adhered to the aforementioned process, at that time shall take a vote to determine the future status of the Senior Pastor and be governed by the majority of the voting members under the guidelines of this Constitution.

If the church decides by way of vote to terminate/remove the Senior Pastor from office, a three month (90 days) period from the actual vote will be extended to the Senior Pastor for continued service (if he so chooses) and his regular weekly salary will be given appropriately on a weekly basis. However, if he chooses not to continue for the 90-day period, the church shall pay him appropriately for services rendered and all ties shall be ended. However, if the church chooses to terminate and end all the responsibilities of the Senior Pastor immediately, the church shall be obligated to payout the Senior Pastor's salary for ninety days (90).

And, if at any time the Senior Pastor shall become dissatisfied in his position as Senior Pastor and desires to resign, he/she shall upon the church's acceptance of his/her resignation be paid for services rendered and he/she shall surrender all church property within the next seven (7) day period to the Deacon's or Trustee's Chairperson and all ties shall end immediately.

All officers of the church shall continue to serve in their respective capacities until after such time a NEW Senior Pastor has been elected and he, subject to this Constitution, deemed it necessary to make appointments.

**DEACONS' MINISTRY:** The Deacons are to be associated with the Senior Pastor as his helpers, counselors (*Acts 6;1-7*) and assistant to the administration of the Ordinances, and the general overseer of the spiritual interest of the church, especially in the matter of policy; seeing the pulpit is supplied; and seeing that the regular meetings of the church are observed during any absence of the Senior Pastor; and are accountable to the Senior Pastor.

**Duties:** The Deacons, as appointed to give assistance to the Senior pastor, are to visit those who are sick and shut-in and to sit in council with the Senior pastor in spiritual matters. The deacons will meet at a time called/designated by the Senior pastor.

The chairperson and co-chairperson of the deaconship will be appointed by the Senior Pastor and recommendation made to the church.

During any interim period when the church is without a Senior Pastor, for whatever reasons, it is incumbent upon the Chairperson of the Deacons to call together the Administrative Ministry at the earliest possible date for the following:

(1) to nominate a Pastoral Search Committee (PSC) of seven (7) members to be recommended to the Church, whose duty shall be to supply the pulpit with a Missionary Baptist Minister or a minister who is in the process of becoming an ordained Missionary Baptist Minister, to deliver the gospel message of Holy Word and to make recommendations for the office of Senior Pastor as outlined in the guidelines of the committee;

(2) to establish a date(s) of meeting for which information of the committee's status will be discussed and recommendations of the PSC shall be acted upon by the members of the church. (See article IX)

(3) The Deacon Chairperson reserves the right to delegate responsibilities and/or authority within the (PSC) as he/she deems necessary.

The deacons shall have such other duties as may be assigned to them from time to time by the Senior pastor.

The tenure of a Deacon, however long or short, shall be determined by the Senior Pastor; and can be terminated by the Senior Pastor upon recommendation to the



church for the following reasons:

(1) failure to attend Bible Study (*II Timothy 2:15*); Worship Services (*Hebrews 10:25*), and/or Holy Communion (*I Corinthians 11:17-34*); fails to contribute financially (*Malachi 3:8-10, I Corinthians 9:13-14 & 16:2; Numbers 18:21-28*); fails to attend Administrative Ministry meetings (*must attend at least four (4) meetings a year*)

**NOTE:** Any Deacon that can't attend said services/events/meetings and/or honor their responsibilities are expected to be accountable to the Deacon's Chairperson.; If said Deacon is the Chairperson he is expected to be accountable to the Senior Pastor.

(2) or being guilty of spreading malicious gossip (*Titus 3:2; I Timothy 3:8-10*), and/or causing division amongst the congregation (*Romans 16:17-20*); or insubordination to the Senior Pastor (*Hebrews 13:17*); or failure to perform leadership duties and responsibilities (*I Timothy 3:8-13*), and/or failure to exhibit *Christian character, morals, and integrity in regards to the church and community.*

Any Deacon found meeting in any other location other than the Church without the consent of the Senior Pastor to discuss Church business shall automatically be suspended from the deaconship for a period of 6 months. Thereafter, if not in good standing or made no efforts to conform to Christian character or to the guidelines outlined herein, after the suspension period, shall be removed from the deaconship. Any meeting held without the presence or knowledge of the Senior Pastor shall be of **NO EFFECT.**

**TRUSTEES MINISTRY:** shall have the responsibility of all governance of the legal, financial, business, and property matters of the church, for the benefit of the church. They shall be responsible for supervising the maintenance and upkeep of the church's property at all times.

The trustees by virtue of their leadership office shall:

(1) assist the Senior Pastor in matters of the church and are accountable to the Senior Pastor.

(2) serve a tenure, however long or short, to be determined by the Senior Pastor; and can be terminated by the Senior Pastor for the following reasons:

a. failure to attend Bible Study (*II Timothy 2:15*); Worship Services (*Hebrews 10:25*), and/or Holy Communion (*I Corinthians 11:17-34*); to contribute financially (*Malachi 3:8-10, I Corinthians 16:2, Numbers 16:21-28*); fails to attend Administrative Ministry meetings (*must attend at least four (4) meetings a year*); or

b. being guilty of spreading malicious gossip (*Titus 3:2; I Timothy 3:8-10*),

and/or causing division amongst the congregation (*Romans 16:17-20*); or insubordination to the Senior Pastor (*Hebrews 13:17*); or failure to perform leadership duties and responsibilities (*I Timothy 3:8-13*), and/or failure to exhibit Christian character, morals, and integrity within the church and community.

(3) shall have a chairman, co-chairman, Financial Secretary and Treasurer to be appointed by the Senior Pastor;

(4) shall oversee and manage all funds of the church as deemed necessary by the church and the Administrative Ministry.

(5) shall be entrusted on behalf of the church with the authority to invest church funds, as deemed necessary, up to \$2500.00 for any church maintenance project without the approval or recommendation of the church or the Administrative Ministry.

(6) shall have other duties as may be assigned to them from time to time by the Senior Pastor.

Trustees shall meet at least four (4) times per year. Any Trustee found meeting in any location other than the Church without the consent of the Senior Pastor to discuss Church business shall automatically be suspended from the trustee ministry for a period of 6 months. Thereafter, if not in good standing or made no efforts to conform to Christian character or to the guidelines outlined herein, after the suspension period, shall be removed from the trustee ministry. Any meeting held without the presence or knowledge of the Senior Pastor shall be of **NO EFFECT**.

**CHURCH SECRETARY:** The Church Secretary shall be appointed by the Senior Pastor and shall serve at his pleasure. However, the secretary shall have charge of all church correspondences and membership records of the church and shall keep an accurate record of proceedings of ALL business and Administrative Ministry meetings [their attendees] and transactions by the church at regular, special or called meetings; sign whatever documents require the secretary's signature and report the minutes/proceedings as appropriate. The secretary shall keep an accurate register of members and their addresses and shall also be responsible for maintaining the following records: deaths, marriages, dedications, baptismal records, dismissals, admissions of members and all other pertinent church records and correspondence as deemed necessary. The secretary shall be responsible for the weekly bulletin of Sunday morning worship services. Any expenses incurred (postage, stationery, etc.) shall be paid or reimbursed by the church. The secretary shall have other duties as may be assigned from time to time by the Senior Pastor.

**FINANCIAL SECRETARY & ASSISTANT:** The financial secretary and the financial assistant shall be appointed by the Senior Pastor and shall maintain all records of all revenues and expenditures as well as all other financial reports/records of this church. He/she shall report the state of the church's finances at the Administrative Ministry bi-monthly meetings. Both individuals, in the absence of the treasurer, may perform the duties of the treasurer to the extent authorized by and under the direction of the Senior Pastor. He/she shall make reports to the church bi-annually.

**TREASURER:** The treasurer shall be appointed by the Senior Pastor and under the direction of the Senior Pastor; receive and deposit all monies collected through the church and shall make timely deposits the day of collection or no later than by the end of the next business day. He/she shall ensure accuracy of such deposits. This individual may perform other duties as may be directed by the Senior Pastor.

## **ARTICLE IX INTERIM ADMINISTRATION**

In the event of the death, resignation or removal from office of the Senior Pastor, the church, under the direction of the Deacons' Ministry Chairperson, shall at its next regular or called church/business meeting, present a Pastoral Search Committee for recommendation to the church.. The Deacon's Ministry Chairperson will present to the church seven (7) active/voting members to be appointed as the official Pastoral Search Committee (PSC). The chair of the Deacons' Ministry will automatically serve as chairperson of said committee, and oversee the committee as it will begin, until completion, the necessary steps to call a new Senior Pastor.

The committee shall be governed by current guidelines as previously approved by the church to solicit, receive, review and investigate the merits of every candidate under consideration. The Senior Pastor shall be called by a majority vote of active/voting members present at the regular or called meeting as directed by the Holy Spirit (*Jeremiah 3:15; John 14:26*). The Deacon Chairperson reserves the right to delegate responsibilities and/or authority within the (PSC) as he/she deems necessary.

Prior to the election of a Senior Pastor, it shall be the duty of the Deacons' Chairman to give public notice of the time, place and purpose of the church meeting. This notice is to be given during regular announcement time of worship service two weeks prior to such election meeting. The church shall have final vote on filling the vacancy of the Senior Pastor upon the recommendation of the Pastoral Search Committee. A majority vote of the active/voting members present (who are qualified and in good standing with the church) shall be necessary in order to extend the call.

## **ARTICLE X ASSEMBLY AND MEETINGS OF THE CHURCH**

**WORSHIP ASSEMBLIES:** This Church shall meet regularly every Lord's Day (Sunday) for Sunday School and Public Worship of the Almighty God and every first Sunday in the month for the observance of the Lord's Supper. Baptism services shall be held at the discretion of the Senior pastor, as appropriate.

**PRAYER SERVICE / BIBLE STUDY ASSEMBLIES:** Prayer and Bible Study assemblies are to be held at the church or online every Wednesday evening beginning at 7:30 p.m (both the time and location of Bible Study are subject to be changed or rescheduled at the discretion of the Senior Pastor). All Teachers of the Word of God **MUST** be regular attendees at these assemblies if they expect to teach (*2 Timothy 2:15*) in the church. Other Bible Study assemblies may be scheduled as designated by the Pastor.

**BUSINESS MEETINGS:** Whereas the spirit of Christian love and courtesy prevails, very few rules are necessary in the transaction of church business. The membership of this Church shall meet twice per year during the first and third quarter of each year (January and July) at the church to receive a status update of spiritual matters, business transactions, financial matters as well as recommendations from the Senior Pastor and the Administrative Ministry. The exact times of the meetings will be announced from the pulpit and published in the weekly church bulletin/app for two consecutive Sundays preceding the meeting. If, however, notice has been given of meeting(s), and if the Senior Pastor deems it advisable to postpone, cancel or change the meeting, notice of such postponement shall be given as soon as possible and announced from the pulpit and if feasible, published in the weekly church bulletin/app until the meeting is held.

**AGENDAS:** All church/business meetings shall have an official agenda. Each meeting will adhere strictly to its agenda. At no point during church/business meetings shall the moderator entertain any questions, comments, or concerns that are not on the agenda. Any active/voting member of the church has a right to request an item to be placed on the official agenda. Any active/voting member desiring to do so, must first submit an official agenda request form to the Administrative Ministry, for review, six (6) weeks prior to the meeting. Any active/voting member seeking to submit an agenda item in the form of a "question, or concern" must first seek resolution, and answers prior to church/business meetings.

Agenda request forms are available at all times in the Trustee's office.

**CALLED/SPECIAL MEETINGS:** Called or special meetings may be called by the Pastor alone, or along with the Deacons and Trustees. Notice of such meeting(s) and its purpose shall be given from the pulpit as early as deemed appropriate.

**ADMINISTRATIVE MINISTRY MEETINGS:** Administrative Ministry meetings are held bi-monthly typically on the first Saturday of the month at 10:00 at the church or online to discuss spiritual, business and financial matters to ensure the progressive development of the church. All members of the Administrative Ministry of deacons and trustees are required to attend at least four (4) of the six bi-monthly meetings, unless postponed, changed or canceled by the Senior Pastor.

## ARTICLE XI AUXILIARIES/MINISTRIES

The following ministries/auxiliaries are presently established:

**Board of Christian Education**  
**Deacons/Trustees Ministry**  
**Deaconess Ministry**  
**Missionary Ministry**  
**Pastor's Aide Ministry**  
**Ushers' Ministry**  
**Bus Ministry**  
**Youth Ministry (Ignite Children's Ministry and Ignite Teens Ministry)**  
**Shape Women's Ministry**  
**Seniors Ministry**  
**Hospitality Ministry**  
**Music Ministry**  
**Nurses Aide Ministry**  
**Brotherhood Ministry**  
**New Members Ministry**  
**Media Ministry**

### **Choirs:**

Senior Choir

Children's Choir

Men's Choir

Spiritual Choir

Inspirational Mass Choir

Paradise Praise Team

**BOARD OF CHRISTIAN EDUCATION (BOCE):** To enhance Christian education; evaluate, suggest and supervise all Christian education and materials; to audit each Sunday School class and to meet the needs and requests of the teachers; to sponsor and ensure training of all teachers; to oversee Sunday School budget and expenditures. Sunday School Superintendent is to be appointed by the Senior Pastor.

The BOCE shall be composed of seven members: Sunday School Superintendent (to serve as Chairperson); three members to be appointed by the Senior pastor and superintendent; and three members to be elected by the Sunday School Department. Officers shall consist of a Chairperson, a Co-Chairperson and Secretary. Appointed members will serve not more than four (4) years and no less than one (1) year. Elected

members will serve no more than three (3) years and no less than one (1) year. (An elected member after serving a term must wait at least one (1) year before being re-elected). All members must be regular attendees of Sunday School, Worship Service and a member in good standing. The BOCE must meet bi-monthly (every two months) and members are to attend at least four (4) monthly meetings.

**DEACONESS MINISTRY:** The Deaconess shall assist the Senior pastor in developing the spiritual life of the women and girls of the church for the best possible Christian service. They shall cooperate with the Senior Pastor and the Deacon's Ministry in visiting the sick, needy, and distressed members of the church and in the preparation of and assistance with the observance of the ordinances (*Baptism & Holy Communion*) of the church.

Any Deaconess who for a period of one year fails to perform faithfully the duties of her office shall automatically lose membership with said ministry. The Senior Pastor may for good and sufficient cause remove any Deaconess from office. All members of the Deaconess shall be appointed by the President of the Deaconess with consultation with the Senior Pastor. The Deaconess shall prepare the elements used for Holy Communion and place them on an attractively arranged communion table. They shall maintain the care and cleanliness of the equipment for the next Holy Communion and recommend additional equipment when needed. They shall also assist with Baptism, as deemed appropriate.

**MISSIONARY MINISTRY:** Administer to the sick and shut-in members prayerfully, physically, and spiritually; and assist the community in the time of need. Any missionary who for a period of one year fails to faithfully perform the duties of her/his office shall automatically lose membership with said ministry. The Senior Pastor may for good and sufficient cause remove any missionary from office/ministry. All members of the Missionary shall be appointed by the President with consultation with the Senior Pastor.

**PASTOR'S AIDE MINISTRY:** Administers to the Senior Pastor's (and family, as needed) physical, financial and moral needs; to provide spiritual support at all times. They shall be responsible for supplying the Senior Pastor and pulpit and see that it is prepared for all designated church services. The pastor may for good and sufficient cause remove any Pastor's Aide member from office/ministry. All members of the Pastor's Aide shall be appointed by the President of the Pastor's Aide Ministry with the consultation of the Senior Pastor.

**USHERS' MINISTRY:** Extends the welcome of the church; create an atmosphere of worship by seeing that the congregation is assembled in an orderly manner and that a spirit of reverence prevails in and around the church building; to maintain a spirit of worship and promote decency and order in all church services; meet the needs of the Senior Pastor and congregation during all services. All new members shall be required to attend at least one training workshop before he/she is scheduled for any duties or functions. Any member who for a period of one year fails to perform faithfully, spiritually, physically and financially shall automatically lose their membership with said ministry.

Officers shall consist of a President, Vice President, and Secretary. Elections of officers are held in January every two years.

**BUS MINISTRY:** The purpose of bus ministry is to ensure transportation is made available to members that are in need of a ride to and from morning worship service. The bus ministry will need a driver and an assistant who will be responsible for transporting members who need transportation for church services. It will be the responsibility of the driver and/or assistant to ensure the minimal cleanup of the bus after each trip. However, the trustees will be responsible for the overall service, maintenance and ultimate care and cleaning of the bus (periodic washing & vacuuming).

If the driver and/or assistant is not available, another member/driver can be appointed or suggested by the driver and/or assistant with due notification to the Senior Pastor and Trustee Ministry. [Note: *The appointed driver will be responsible for the bus until it is returned to the designated parking area and/or the driver or assistant.*]

Prior notice [*at least one week but a minimum of three working days*] to the driver/assistant for use of the bus(es) will be required of all auxiliaries and ministries. Prior notice will allow time for the bus to be checked (hood check, gas, tires, etc.) to ensure that it is safe and functional for travel, specifically long distances.

There will be no more than fifteen (15) passengers allowed on the bus(s) at any time, including the driver. [Note: *It is SC law and is an insurance requirement that at all times the bus must adhere to all mandated laws.*]

Engagements with the Senior Pastor and/or transportation to/from the church services (ROBC) shall take priority over the individual auxiliary's and/or social functions or outings. **The bus(es) is to be used for church functions only.** No individual member's use of the church bus(es) will be allowed. Any visual defects noted by the driver/assistant or designated driver must be reported to the trustees. A committee of at least three members of the trustee ministry will be appointed to handle service, maintenance and ultimate care of the bus(es).

**YOUTH MINISTRY:** The purpose of the Youth Ministry is to minister spiritually to all youth, through the study of God's Word; to encourage them in Christian values, behaviors, attitudes and choices; to fellowship through social activities and outings, and to support and build up one another. The pastor will be responsible, along with appointed members to assist with this ministry.

**CHOIRS:** The choirs will sing hymns, songs of praise to Almighty God as well as gospel selections during each Sunday morning worship services. Rehearsal will be held for each individual choir as previously scheduled. Each choir will be responsible and available to travel with the pastor for speaking engagements at his discretion.

**SHAPE WOMEN'S MINISTRY:** The purpose of Shape Women's Ministry is to inspire women of all ages through purposeful and practical experiences to believe and apply what God says about them and seek Him for how He has shaped them to glorify Him. We believe that when we find our original intent in Him, we get to live life with true fulfillment.

**MUSIC MINISTRY:** The purpose of the Music Ministry is to honor, magnify, and praise

the name of the Lord our God through music, song and worship. It is the hope of this ministry, that as we worship the Lord in Spirit and Truth, an atmosphere will be created during our assemblies that is pleasing to the Father and encourages the Body of Christ!

**MEDIA MINISTRY:** Media Ministry at Round O Baptist Church is a creative group of individuals who are purposed to share Jesus with the world and keep our church family connected to each other through technology and as well as a vast array of digital platforms. The Media Ministry will create, develop, and manage all social media platforms, digital and printed presentations, and audio visual operations pertinent to the church.

**BROTHERHOOD MINISTRY:** Our mission is to assist and teach the young men of today's generation in developing the character and integrity of Jesus Christ. Our hope is that through mentoring and encouragement they will grow spiritually and pursue the purpose God has for their lives, while successfully becoming contributing members of society!

**SENIORS MINISTRY:** The Round O Missionary Baptist Church Seniors Ministry is a coed ministry designed for members ages 65 and better. Our seniors are an essential part of our church and are an extremely vital demographic group to the overall spiritual health of the Body of Christ. Our purpose is to promote spiritual, physical, intellectual, and emotional growth through a variety of wholesome activities that will stimulate our Seniors and ensure that they feel valued, esteemed and included.

**HOSPITALITY MINISTRY:** The mission of the Hospitality Ministry is to provide a welcoming environment of love, acceptance, comfort, support, care, and unity for visitors, members, guests, and friends in order to enhance their worship experience, encourage fellowship, and help build a community of believers.

**NEW MEMBERS MINISTRY:** The primary purpose of the New Members Ministry is to first and foremost support the mission and vision of God through the Church which is always one and the same with the Senior Pastor. In addition, the ministry serves as a medium to:

- Introduce new members to church leadership
- Provide information on various ministries and programs
- Identify the ways and means to access important church information
- Promote and encourage participation in Church Ministries
- Ensure accurate and efficient tracking of New Members
- Ease the transition of those accepting Christ by offering prayer, support, and biblical education

**NURSES AIDE MINISTRY:** Auxiliaries / ministries are (and shall be) established to fulfill the Gospel message and are governed as outlined above. Elected officers shall be president, vice president, secretary and treasurer, as deemed appropriate. Auxiliary officers may elect to serve for a two-year period; however, officers have the right to succeed themselves at the recommendation of the auxiliary members and will serve and function in coordination and with the assistance of the Senior Pastor. All auxiliaries



are to make a report of its auxiliaries' status, future visions and/or goals at each bi-annual meeting. Reports should be in writing and turned in to the church secretary before the bi-annual church meeting.

No auxiliary is a banking unit. All funds must be turned over to the trustees on the day of collection, or no later than the following Sunday. A receipt shall be given to said auxiliary. Trustee(s) (treasurer) is to ensure all funds are deposited within twenty four (24) hours after collection. All auxiliary requests for funds are to be made by voucher and disbursements made by check through the office of the trustees.

No programs, fellowships, or other activities shall be planned by any auxiliary/ministry of this church congregation without the coordination and approval of the Senior Pastor. Any auxiliary or ministry doing so will be subject to counsel by the pastor (and deacons).

## **ARTICLE XII STANDING COMMITTEES OF THE CHURCH**

**Committees:** Culinary Committee and Special Occasion Committee

**The Culinary Committee** shall prepare and serve food at Round O Missionary Baptist Church. The committee members shall be responsible for cleaning and maintaining the cleanliness of the entire kitchen and dining area after all occasions of use as well as periodically cleaning. The committee shall designate an individual(s) to oversee the proper direction of the committee and its duties and responsibilities.

**The Special Occasion Committee** shall be responsible for planning and coordinating all programs for special occasions as noted on the Annual Calendar (i.e., Black History, Easter, Graduation). The committee's Chairperson and Co-Chairperson shall be appointed by the Senior Pastor. The Chairperson shall assume the responsibility of appointing five active members to serve on the committee at the recommendation of the Senior Pastor. The committee shall coordinate all Special programs and Special activities through the Senior Pastor. When funds are required for activities and programs, the chairperson will make requests by voucher to the trustees.

## **ARTICLE XIII CHURCH FINANCE - GOD'S PLAN**

God gives only one plan of church finance in the Bible - **TITHES and OFFERINGS** (*Malachi 3:8-10*) for His people. The tithe is the tenth, meaning that God's people are to bring a tenth of their income to the Lord and His work. Offerings are the amounts that are given above the tenth. This is the plan that God teaches through His Word, and it is the one spiritual plan of church finance, and the one by which this Church readily adopts. (Other supporting scriptures: *Genesis 14:20; 28:22; Numbers 18:21-28; Leviticus 27:30; II Chronicles 31:5-12; Matthew 5:20; 23:23; Luke 11:43; I Corinthians 9:12, 14; I Corinthians 16:2; Hebrews 7:8*).

## **ARTICLE XIV CHURCH POWERS**

This church may hold real estate, franchises, own property, may borrow money, execute mortgages, deeds or trusts upon its property, for the acquisition or improvement of any real estate or other property which may be acquired or held by it for the purpose of the aforesaid.

The congregation shall have the supreme power, control and custody of all its real and personal property, temporalities, and revenues and the administration of its ecclesiastical affairs, in accordance with God's Word, subject to the provisions of the Article of Incorporation and to the Constitution of the Church.

## **ARTICLE XV AMENDMENTS**

The constitution shall not be altered or amended unless proposed alterations or amendments be submitted in writing to the Senior Pastor. After such review and approval by the Administrative Ministry, any alterations or amendments shall be made a part of this constitution. Recommendation(s) from the Senior Pastor and Administrative Ministry will be made at the next church meeting for adoption of the by-laws by the congregation (majority of active/voting members). An announcement of such a meeting will be made at least two (2) consecutive Sundays and published in the weekly church bulletin prior to church meeting.

## **ARTICLE XVI MISCELLANEOUS**

1. No auxiliary or ministry shall be formed without the consultation and approval of the Senior Pastor and Administrative Ministry. When requesting approval, representatives of the proposed auxiliary or ministry shall fully indicate its purpose and plans. If approved, they shall report at the bi-annual church meetings as do all current auxiliaries/ministries. Reports should be in writing and turned in to the church secretary before the bi-annual church meeting (to be recorded with the minutes).

2. The denominational organizations, such as evangelizing agencies undertaken by the churches in common, Associations, State, and National Conventions are to be recognized and sustained; delegates are to be appointed to represent the church within practicality. The church will cooperate with messengers of the churches and organizations for the improvement of mankind, and the purity and happiness of this community, the world, and the glory of God. Delegates or representatives attending conferences or conventions for the church shall make reports to the church at the next church meeting.

3. The covenant shall be kept in printed form and copies made available to all members and to all who apply for membership.

4. All meetings will be opened and closed with prayer.

5. There shall be at least one offering during Sunday morning worship service: To include but not limited to, benevolence offerings, general offerings and tithes. All offerings shall be given in accordance with Malachi 3:8-10.

6. Revival services shall be held every year during the Spring and Fall. However, at the discretion of the Senior Pastor, in confirmation with the Administrative Ministry, either may be postponed or canceled.

7. Each auxiliary may have at least one program per year (anniversary, specifically).

8. Any and all requests pertaining to the use of facilities, equipment and property of the church, should be given in writing to the Trustee Ministry and approved by the Senior Pastor.

9. All bills coming to the church which have not been approved by the general budget should automatically be given to the Chairman of the Trustee Ministry for investigation.

10. All checks are issued through the trustees ministry and two of the following signatures are required - the chairperson, co-chairperson, financial assistant or treasurer of the trustees ministry.

11. Anything of interest concerning the body of the church should be brought to the Senior Pastor and Deacons Ministry first, before being brought to the congregation.

12. The Senior Pastor must be notified and consulted for approval on all programs in which guest speakers are invited and the Senior Pastor is to make all contacts with all other pastors/ministers as guest speakers.

13. A church calendar of events will be posted on the church's website as well as the church's weekly bulletin. If a date is needed for church functions, the Church Secretary must place it on the calendar as soon as a date is selected.

14. No meeting(s) are to be scheduled during the time of the regular church meetings or official Administrative Ministry meetings.

15. Church Business Meetings shall be held in accordance with the following outline:

- A. Call to Order by Pastor
- B. Devotion (opening song, scripture and prayer)
- C. Old Business
- D. Ministries Reports
- E. New Business
- F. Pastor/Administrative Ministry Recommendations
- G. Prayer/Adjournment

This constitution was composed and proposed in good faith for the upbuilding of the church - spiritually, physically and financially in the faith of our Lord and Saviour Jesus Christ.