

CONSTITUTION AND BY-LAWS
GILLIAM SPRINGS BAPTIST CHURCH
ARAB, ALABAMA

AMENDED & REVISED _____

FINAL DRAFT

CONTENTS

PREAMBLE3

CONSTITUTION3

 Article I. Name.....3

 Article II. Declaration of Faith.....3

 Article III. Cooperation.....3

 Article IV. Church Covenant3

 Article V. Nonprofit Status & Liquidation4

 Article VI. Amendments4

BY-LAWS5

 Article I. Membership.....5

 Section A. Qualifications5

 Section B. Duties.....5

 Section C. Rights.....5

 Section D. Process.....5

 Section E. Termination of Membership.....6

 Section F. Discipline6

 Article II. Meetings.....6

 Section A. Business.....6

 Article III. General Church Officers and Employed Personnel7

 Section A. General Church Officers7

 Section B. Removal of a General Church Officer.....11

 Section C. Employed Personnel.....11

 Article IV. Ministry Leaders, Ministry Teams, and their Duties.....11

 Section A. Ministry Leaders11

 Section B. Ministry Teams.....12

 Article V. Ordinances16

 Section A. Baptism16

 Section B. The Lord’s Supper.....16

 Article VI. Biblical Principles.....17

 Section A. Marriage17

PURPOSE

The purpose of Gilliam Springs Baptist Church is to make disciples who worship God, grow in Christ, and follow Him.

PREAMBLE

This Constitution and By-Laws are established to:

- Preserve and secure the principles of our faith.
- Preserve the liberties of each individual member of the church.
- Ensure the freedom of action of this body independent from any other religious body or organization.
- Provide for orderly conduct of internal affairs, in dealing with others and of governing church members.

CONSTITUTION

ARTICLE I. NAME

This church shall be known as Gilliam Springs Baptist Church of Arab, Alabama.

ARTICLE II. DECLARATION OF FAITH

This church accepts the Baptist Faith and Message as adopted by the Southern Baptist Convention on June 14, 2000 as an affirmation of basic Christian beliefs and as a general statement of our faith.

ARTICLE III. COOPERATION

This church is autonomous and maintains its right to govern its own affairs, independent of any denominational control or other external influence. Recognizing, however, the benefits of cooperation with other churches in world mission, this church voluntarily affiliates with the Southern Baptist Convention in its national, state, and local expressions.

ARTICLE IV. CHURCH COVENANT

Since we have committed ourselves to Jesus Christ and have experienced the acceptance, forgiveness, and redemption of God our Father, we covenant together as members of this church that with God's help through the guiding presence of His Spirit;

- We will walk together in brotherly love.
- We will show loving care for one another and encourage, counsel, and admonish one another.
- We will assemble faithfully for worship and fellowship, and will pray earnestly for others as well as for ourselves.
- We will endeavor to bring up those under our care "in the nurture and admonition of the Lord."

- We will seek, by Christian example and personal effort, to win others to Christ and to encourage their growth toward Christian maturity.
- We will seek to serve much more than we are to be served.
- We will share one another's joys and endeavor to bear one another's burdens and sorrows.
- We will oppose all conduct which compromises our Christian faith and we will uphold high standards of Christian morality.
- We will prove the reality of our conversion by living godly, fruitful lives.
- We will maintain a faithful ministry of worship, witness, education, fellowship, and service.
- We will be faithful stewards of our resources and abilities in support of the ministry, the expenses of the church, the relief of the poor, and sharing the gospel with people of all nations. As a result of this covenant relationship, we will seek earnestly to live to the glory of God who brought us out of darkness into His marvelous light.

ARTICLE V. NONPROFIT STATUS & LIQUIDATION

This church is not organized for profit. In the event of liquidation or dissolution of the church, all of its assets and property of every nature and description whatsoever will be paid over and transferred at the direction of the trustees of Gilliam Springs Baptist Church to the Marshall Baptist Association.

ARTICLE VI. AMENDMENTS

This Constitution and accompanying By-Laws may be amended by a minimum two-thirds (2/3) majority vote of the members present at any regular church business meeting, provided that notice of the proposed change has been given at least two weeks in advance or at a special meeting called for that purpose. It is required that the proposed amendment shall be inserted in writing in the call for the meeting.

BY-LAWS

ARTICLE I. MEMBERSHIP

Section A. Qualifications

1. Membership of Gilliam Springs Baptist Church shall consist of people who:
 - a) Have made a profession of their faith in Jesus Christ as Lord and Savior.
 - b) Have been scripturally baptized by immersion.
 - c) If coming from another church of like faith and order, are granted their letter of dismissal and recommendation or satisfactory substitute thereof.
 - d) If not coming from another church of like faith and order, have expressed a testimony of their salvation through faith in Jesus Christ that is faithful to the Word of God.

Section B. Duties

1. All church members shall:
 - a) Be equally responsible for the work of the church.
 - b) Support the church with contributions in time, substance, and service.
 - c) Be interested in its program and organization and strive to attend all business meetings.
 - d) Enter into the services of worship.
 - e) Endeavor to grow in Christian stature.
 - f) Support, encourage, and pray for the leaders of the church.

Section C. Rights

1. All church members are eligible to act and vote on church business.
 - a) When voting on the calling of a pastor, on the sale or purchase of property, on the assumption of additional financial responsibility by the church, on the impeachment of officers, or on the dismissal of members, all members should be highly conscientious in discharge of their responsibility.
 - b) It is recommended that young voters be advised and guided by parents in such voting.

Section D. Process

1. A prospective member must attend the appropriate New Member Class for his or her age group and complete an interview with a member of the ministerial staff as part of the membership process.
 - a) The New Member Class shall contain content related to the means of salvation, ordinances of the church (Baptism and Lord's Supper), Baptist doctrine, and other subjects as determined necessary by the Pastor and staff.

- b) A member of the ministerial staff will meet with candidates to hear their salvation testimony, give counsel, and connect them with potential areas of ministry.

Section E. Termination of Membership

1. Membership in this church shall be terminated when a member:
 - a) Is granted a letter of recommendation to join another Baptist church of like faith and order.
 - b) Joins a church of another denomination (a letter of transfer is not necessary).
 - c) Personally requests removal from the church membership.
 - d) Is deceased.
 - e) Is dismissed by a vote of the church as referenced in Section F below.

Section F. Discipline

1. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member.
 - a) The Pastor and deacons will do all they can to counsel the member for restoration prior to the action of withdrawal of fellowship.
 - b) The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.
 - c) Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to withdraw fellowship from a member, a minimum three-fourths (3/4) vote of the members present is required. If the minimum three-fourths (3/4) vote is obtained in favor of withdrawal of fellowship, the church will immediately do so.
 - d) All such proceedings shall exhibit a spirit of Christian kindness and forbearance.
 - e) Withdrawal of fellowship shall eliminate all rights of membership as defined in section C above.
 - f) The church may restore fellowship of any person previously excluded upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

ARTICLE II. MEETINGS

Section A. Business

1. The Chairman of Deacons shall serve as the moderator for business meetings. In the absence of the moderator, the vice-chairman of deacons shall preside; or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.
2. The **regular** annual church business meeting shall be held in the month of November, unless otherwise called.

- a) The Pastor may, in conjunction with the Chairman of Deacons, call a **special** business meeting, the purpose of the meeting and the specific motion(s) to be considered must be clearly stated in the notice. Notice of the meeting shall be announced two (2) weeks prior and appear in the print and/or electronic communication of the church at least one (1) time.
- b) In **emergency** situations, the prescribed timeframe for notice of a special called meeting may be suspended upon the recommendation of the Pastor & Chairman of Deacons.
- 3. A minimum of one hundred (100) members present at a business meeting shall constitute a quorum of the membership for the transaction of business at that meeting.
- 4. Church action on all matters of business shall require a simple majority of members present and voting, except for:
 - a) The calling of the pastor, which shall require an affirmative vote of three-fourths (3/4) of those present and voting.
 - b) The amending of the Constitution and By-Laws, which shall require an affirmative vote of two-thirds (2/3) of those present and voting.
- 5. All voting shall be by those physically present at the church meeting at which a vote is taken and no proxy votes shall be allowed.
- 6. Except where these by-laws state otherwise, *Robert's Rules of Order* shall be the accepted pattern for the transaction of all church business.

ARTICLE III. GENERAL CHURCH OFFICERS AND EMPLOYED PERSONNEL

Section A. General Church Officers

The general officers of the church shall be the Pastor, ministerial staff, deacons, trustees, clerk, treasurer, moderator and any others the church may deem necessary.

- 1. Pastor:
 - a) The Pastor is the spiritual leader of the congregation, and as such it becomes his responsibility to preach the messages that God leads him to deliver, to call upon those seeking spiritual help, to visit the sick and distressed, and to minister to needs as he is aware of them.
 - b) As the responsible leader of the church, he is an ex-officio member of the deacon body and any and all committees & ministry teams. The Pastor shall have the right and power to call a meeting of any committee, ministry teams, special meeting of the deacons, or a special called business meeting of the church at any time he shall deem it necessary and expedient, provided proper notice is given. All program or enterprises undertaken by any committee, ministry team, board, department or auxiliary shall be submitted to the Pastor for consultation and counsel.
 - c) A Pastor is to be chosen and called by the church whenever a vacancy occurs.
 - d) The Pastor shall be called for an indefinite period. He shall have the right to resign his position by giving thirty (30) days notice of his intention. The church shall also have the right to dissolve the relationship by giving similar notice. The notice period may be reduced by mutual agreement.
 - e) For the purpose of selecting any minister as prospective Pastor, a Pastor Search Team shall be appointed. This team shall consist of a total of seven (7) members. Three (3) of these members shall be the Chairman of Deacons, Chairperson of the Personnel Ministry

Team, and Chairperson of the Finance Ministry Team. The active deacons shall select four (4) remaining church members to serve who adequately represent the makeup of the church family. At least two (2) members of this team shall be women.

- f) Once formed, the Pastor Search Team will seek out suitable prospects and make recommendations to the Personnel & Finance Ministry Teams. When sufficient information has been secured on a prospect that the team deems adequate, then the prospect shall be brought before the church for consideration. Only one man shall be considered at a time. The Pastor Search Team will create an appropriate salary and benefits package in consultation with the Personnel & Finance Ministry Teams prior to any offer being made to a prospective pastor.
 - g) After a prospective pastor or interim pastor has been recommended by the Pastor Search Team and has been heard by the church, a special business meeting shall be called on the same day for the purpose of either extending the call or removing his name from consideration. A minimum three-fourths (3/4) vote of those members present will be necessary to elect the Pastor. Voting shall be by signed ballot.
 - h) The pastor must be an ordained Southern Baptist minister of approved standing. In his personal and private life, he shall be in all sobriety and godliness, an example to the flock.
 - i) The pulpit of the church shall be under his personal supervision and control during the tenure of his office.
 - j) The Pastor will perform marriages only in accordance with ARTICLE VI, Section A. Marriage.
2. Other Ministerial Staff:
- a) The church shall call to service such ministerial staff members as the church shall need. As the size, outreach, and workload of the church increases, the Personnel Ministry Team and Pastor may recommend additional ministerial staff be added.
 - b) They shall work to assist the Pastor, to relieve the Pastor's workload as needs dictate and to promote the entire church program as guided and directed by the Pastor.
 - c) Recommendations regarding selection of personnel to fill new or vacant positions will be made by the Pastor in cooperation with the Personnel and Finance Ministry Teams (PMT/FMT). The search process (for ministerial staff) will be led by the Pastor with support from the PMT. The Pastor and PMT will use a written process to ensure consistency, objectivity, and integrity in all ministerial staff recommendations. The PMT (in coordination with the FMT) will approve a specific candidate, as recommended by the Pastor, prior to submission to the church for review and final approval. When recommending a person for a ministerial staff position, sufficient opportunity must be given for mutual evaluation before church action.
 - d) Ministerial staff will perform marriages only in accordance with ARTICLE VI, Section A. Marriage.
3. Deacons
- a) The deacon body shall consist of ordained servants of the church. The church shall determine the number of deacons necessary to properly serve the church body. Deacons shall be elected each year to serve a term of three years. No deacon shall be able to

succeed himself, or to fill a vacancy among the deacons until the lapse of at least one year from the time he last served.

- b) The qualifications of deacons shall be such as recorded and found in Acts 6:1-3, 1 Timothy 3:8-13, and other portions of the Scripture.
 - c) Selection / Election: Deacons will be elected in accordance with the Deacon Policy in the Church Policies and Procedures Manual.
 - d) Duties of Active Deacons:
 - i. Participate conscientiously in the various activities and meetings of the church and of the deacons.
 - ii. Cooperate with the pastor and staff in helping fulfill the New Testament church functions of worship, witness, education, and ministry to the best degree possible.
 - iii. Support the financial program of the church regularly and faithfully, recognizing the tithe as the Biblical standard for giving.
 - iv. Live consecrated lives, bringing no reproach by their conduct upon the church or the cause of Jesus Christ.
 - v. Demonstrate an evangelistic and missionary concern locally and worldwide.
 - vi. Accept responsibility of Gilliam Springs members and care for them in times of illness, bereavement, or distress and in other ways as the church or deacon body may request.
 - vii. Assist the pastor in observing the two ordinances of the church—Baptism and the Lord's Supper.
 - viii. Assist with the depositing of offerings from regular worship and special services into the depository of the bank.
 - e) At the discretion of the church, a deacon who has served this church faithfully, lived an exemplary and consecrated life, and who is otherwise considered worthy, may be elected Deacon Emeritus. Such an election shall be an honor and for life. The office of Deacon Emeritus is for good spiritual men who by reason of age or physical difficulties feel it inadvisable to resume or continue the arduous duties of an active deacon. Election to this position shall be as outlined in the Church Policies and Procedures Manual.
4. Moderator
- a) The Chairman of Deacons shall serve as the moderator for business meetings.
 - b) In the absence of the moderator, the vice-chairman of deacons shall preside; or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.
5. Clerk
- a) The Church Clerk shall be nominated by the Ministry Team on Ministry Teams and approved by the church at the annual church business meeting. He or she shall take office on January 1 and serve for a period of 3 years. The Clerk may be elected to serve consecutive terms.
 - b) The clerk shall:
 - i. Be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided.
 - ii. Be responsible for keeping a register of names of members, with record of baptisms, preserve on file all communications and written official reports, and give

required notice of all meetings, where notice is necessary, as indicated in these by-laws.

iii. Be responsible for preparing the Annual Church Profile.

- c) The church has delegated most of these routine clerical and recordkeeping activities to a Ministry Assistant who will assist the elected clerk. All church records are church property and shall be kept in the church office, by secure electronic methods, or in a safe deposit box.

6. Treasurer

- a) The Church Treasurer shall be nominated by the Ministry Team on Ministry Teams and approved by the church at the annual business meeting. He or she shall take office on January 1 and serve for a period of 3 years. The Treasurer may be elected to consecutive terms.
- b) The treasurer shall:
- i. Serve as overseer of the church financial and accounting transactions and ensure accurate financial books and records are maintained in compliance with all federal, state, and local reporting requirements.
 - ii. Serve as an ex-officio member of the Finance Ministry Team.
 - iii. Approve and sign all checks.
- c) The Ministry Team on Ministry Teams may also nominate one (1) or more Assistant Treasurers to be approved by the church at the annual business meeting. These shall also serve a term of three (3) years. The Assistant Treasurer(s) shall assist the Treasurer in his or her work and be authorized to sign checks in the event that the Treasurer is unavailable. All persons with check signing authorization shall be bonded at the expense of the church. The Assistant Treasurer(s) may be elected to consecutive terms.
- d) The church has delegated most of the routine financial and accounting activities to a Financial Ministry Assistant working with the oversight of the Finance Ministry Team and the Treasurer.

7. Trustees

- a) The Trustees shall be composed of three (3) members, each serving a three-year term. One (1) trustee shall be elected each year.
- b) Recommendations will be made by the deacon body at the annual business meeting for election to be effective January of each year. Should a trustee become unable to serve, a special called business meeting will be conducted to fill the vacancy with nominations from the deacon body. The trustee serving his or her final year in office will serve as chairman of the trustees unless otherwise directed by the congregation. The chairman of deacons shall not also serve as chairman of the trustees simultaneously.
- c) Duties and responsibilities:
- i. The trustees shall elect a vice-chairman and a secretary from their number. The secretary shall maintain a record of all meetings.
 - ii. They will survey all insurance policies annually making sure the church has adequate coverage.
 - iii. Establish and maintain a program whereby bequests from members and others, such as from wills, insurance, etc., can be bequeathed to the church.

Section B. Removal of a General Church Officer

1. Any trustee, deacon, officer, or ministry team member may be discharged by a majority vote of the church in a business meeting for any cause the church deems advisable; provided the individual has been given an opportunity to defend themselves either before or during such meeting.

Section C. Employed Personnel

1. The Personnel Manual shall provide guidance for all employee and office functions.
2. Each employee shall be provided with a copy of the Personnel Manual and a written job description and thoroughly informed of the duties pertinent to the position for which he or she is employed.

ARTICLE IV. MINISTRY LEADERS, MINISTRY TEAMS, AND THEIR DUTIES

All ministry leaders and ministry team members must be active members of Gilliam Springs Baptist Church. Any ministry leader or ministry team may attend a regular monthly deacon's meeting to discuss matters of pending business providing they make a request to the Deacon Chairman at least three days prior to the meeting.

Section A. Ministry Leaders

1. Bereavement Meal Coordinator
 - a) The Bereavement Meal Coordinator shall be enlisted by the Pastor and serve until his or her resignation.
 - b) The Bereavement Meal Coordinator shall:
 - i. Take responsibility for the organization, execution, and cleanup of each meal provided to the families of deceased church members or their immediate family members, upon request, as an expression of the compassion and care of the church family.
 - ii. Coordinate with the church office regarding needs such as reserving space and setting up and removing appropriate tables, chairs, etc.
2. Church Historian
 - a) The Church Historian shall be enlisted by the Pastor and serve until his or her resignation.
 - b) The Church Historian shall:
 - i. Maintain and preserve records of historical value via digital or other durable means.
 - ii. Maintain a record of all historical items located in the designated area of the church building.

- iii. Compile/update a church history document when such a project is deemed necessary. The Church Historian may enlist the assistance of a team of three (3) additional members to aid in this work.

3. Library Director

- a) The Library Director shall be enlisted by the Pastor and serve until his or her resignation.
- b) The Library Director shall:
 - i. Manage appropriate budgeted funds for the purchase and maintenance of media for the church library. The primary purpose of media added to the church library collection shall be to aid and encourage church members as they endeavor to grow in Christ.
 - ii. Maintain an organized and appealing collection for the use of the church family.
 - iii. Enlist, train, and coordinate a team of volunteers of sufficient size to foster the appropriate operation of the church library.

Section B. Ministry Teams

All standing ministry teams shall be approved by the church in the annual business meeting and begin serving on January 1. All ministry teams shall be composed of active members of Gilliam Springs Baptist Church. The pastor or an ordained staff member shall be an ex-officio member of all ministry teams and may call a special meeting of a ministry team at any time. The composition, rotation schedule, and duties of each team are explained in the descriptions below.

1. Ministry Team on Ministry Teams

- a) The Ministry Team on Ministry Teams shall be composed of six (6) members who will each serve a three (3) year term. Two members will rotate off the team each year.
 - i. Members of this team shall be nominated by a team composed of the Chairman of Deacons and the Chairpersons of the Documents, Finance, Missions, and Personnel Ministry Teams.
 - ii. The Executive Pastor shall serve as an ex-officio member and guide this ministry team.
- b) The Ministry Team on Ministry Teams shall:
 - i. Work with the ministerial staff and current ministry team chairpersons to identify, evaluate, and confirm the availability and suitability of active church members for the purpose of serving on specific ministry teams.
 - ii. Present nominations for ministry teams to the church for approval at the annual business meeting.

2. Audit Ministry Team

- a) The Audit Ministry Team shall be composed of three (3) members who will each serve a three-year term. One (1) member will rotate off the team each year.
- b) The Audit Ministry Team shall:
 - i. Be responsible for reviewing the financial statements as compiled by the Financial Ministry Assistant and the related policies and procedures once each year, preferably in August. This review must be comprehensive enough to determine with reasonable assurance that the assets of the church are properly accounted for.
 - ii. Create a brief report to share the results of the review with the church at the annual business meeting.
 - iii. Be responsible for obtaining the services of an independent C.P.A. to perform a full scope audit of the financial statements of the church every five (5) years.
 - 1. The Audit Ministry Team will work closely with the C.P.A., clearly informing him or her of the extent of the services to be rendered. A report from this audit, including any recommended changes in the system of internal accounting control, shall be shared with the church at the annual business meeting.
 - 2. This type of audit may also be initiated outside of the prescribed timetable by the Audit Ministry Team with the approval of the Finance Ministry Team.

3. Cemetery Ministry Team

- a) The Cemetery Ministry Team shall be composed of six (6) members serving an indefinite term.
 - i. A team member may end his or her service by resigning. When a vacancy on the team occurs, the Ministry Team on Ministry Teams will nominate a candidate to the church for approval at the next regular business meeting.
- b) The Cemetery Ministry Team shall:
 - i. Hire a caretaker, set his salary, and oversee his work.
 - ii. Contact persons concerned with the cemetery by letter once a year and give them an opportunity to donate money for upkeep.
 - iii. Receive and bank all monies donated.
 - iv. Record names of people who have donated and the amount donated.
 - v. Record all expenses for cemetery upkeep.
 - vi. Pay all bills incurred in operation and upkeep.
 - vii. Receive and try to placate all complaints of patrons.
 - viii. Be responsible for the enforcement of the operating rules established by the church as detailed in the Church Policy and Procedures Manual.
 - ix. Bring recommendations before the church for changes in operating the cemetery.

4. Child Development Center (CDC) Ministry Team
 - a) The CDC Ministry Team shall be composed of six (6) members who will each serve a three-year term. Two members shall rotate off the team each year.
 - b) The CDC Ministry Team shall:
 - i. Be responsible for helping develop, implement, and monitor CDC policies and procedures as approved by the church.
 - ii. Supporting the work of the CDC Director and staff.

5. Documents Ministry Team
 - a) The Documents Ministry Team shall be composed of six (6) members who will each serve a three-year term. Two (2) members shall rotate off the team each year.
 - b) The Documents Ministry Team shall:
 - i. Work closely with the Pastor and ministerial staff to maintain current and functional foundational documents, including (but not limited to) the Constitution and By-Laws and the Policies and Procedures Manual.
 - ii. Conduct a full review of the Constitution and By-Laws every five (5) years and recommend any needed revisions to the church.
 - iii. Process any motion for amendment in accordance with rules stated in Article VI. of the Constitution.

6. Facilities Ministry Team
 - a) The Facilities Ministry Team shall be composed of six (6) members who will each serve a three (3) year term. Two (2) members shall rotate off the team each year.
 - b) The Facilities Ministry Team shall:
 - i. Perform regular inspections of all church property to seek to discover mechanical and structural faults.
 - ii. Repair and/or ensure proper repair of facilities and property, as needed.
 - iii. Make recommendations to the church concerning major repairs and improvements.
 - iv. Ensure that the facilities are conducive to worship and learning.

7. Finance Ministry Team
 - a) The Finance Ministry team shall be composed of six (6) members who will each serve a three-year term. Two (2) members shall rotate off the team each year.
 - i. The Executive Pastor shall serve as an ex-officio member and guide this ministry team.
 - b) The Finance Ministry Team shall:
 - i. Approve budget requests from staff, ministry teams, and church organizations and estimate giving for the upcoming year for the creation and implementation of an annual church budget. This budget shall be presented to the church for approval at the annual business meeting.

- ii. Counsel with staff and ministry teams in the judicious use and management of the church approved budget and other financial resources.
- iii. Ensure that adequate internal financial controls are in place to safeguard the church's financial resources.
- iv. Review monthly and quarterly financial reports provided by the church's Financial Ministry Assistant for accuracy.
- v. Have responsibility for approving budgeted expenditures over \$1,500 and any non-budgeted expenditure.
 - 1. Budgeted expenditures that DO NOT require approval are payment for church utilities, debt retirement, curriculum purchases, insurance premiums, Cooperative Program contributions, payroll checks, recurring bills, mission trip expenditures, and the repair/replacement of mechanical equipment (or similar emergencies).
- vi. As funds are available, award the John A. Smallwood Scholarship upon the recommendation of the Pastor.
 - 1. Eligible applicants shall be:
 - a. Committed to preparing for a full-time, vocational ministry.
 - b. Entering, or currently studying, as a full-time student at a Southern Baptist seminary or university.
 - c. An active member of Gilliam Springs Baptist Church for a minimum of one (1) year. In the event that the applicant moved his or her church membership while pursuing an undergraduate degree, he or she must have been an active member of Gilliam Springs for one year prior to the transfer of letter.
 - d. One who has satisfactorily demonstrated a divine call to ministry.
 - e. Deserving of the financial aid provided by the scholarship.
- vii. Fulfill all specific responsibilities assigned to it elsewhere in the Constitution & By-Laws.

8. Missions Ministry Team

- a) The Missions Ministry Team shall be composed of nine (9) members who will each serve a three-year term. Three (3) members shall rotate off the team each year.
 - i. The church staff member with direct responsibility for missions (currently, the Minister of Media & Missions) will serve as an ex-officio member and guide this ministry team.
- b) The Missions Ministry Team shall support the work of the church staff by:
 - i. Assisting in the cultivation of current mission partners.
 - ii. Assisting in the identification and exploration of new mission partners.
 - iii. Assisting in the development and disbursement of the annual missions budget.
 - iv. Assisting in the planning and execution of the annual missions conference and/or any other method of promoting missions praying, giving, and going to the church family.

- v. Offering support and prayerful counsel in the planning of local, domestic, and international missions.

9. Personnel Ministry Team

- a) The Personnel Ministry Team shall be composed of six (6) members who will each serve a three-year term. Two (2) members shall rotate off the team each year.
- b) The Personnel Ministry Team shall:
 - i. Assist the church in matters related to employed personnel administration.
 - ii. Survey the need for additional church staff positions and realignment of staff positions with input from the pastoral staff.
 - iii. Prepare and update job descriptions, as necessary.
 - iv. Develop and recommend a salary schedule and benefits plan.
 - v. Develop and maintain policies and procedures for personnel administration contained in the Personnel Manual.
 - vi. Be well informed regarding the working conditions, needs, and welfare of all salaried personnel and make recommendations to the church accordingly.
 - vii. Hold the responsibility for employing and/or terminating any non-ministerial church employee with the agreement of the Pastor.
 - viii. Fulfill all specific responsibilities assigned to it elsewhere in the Constitution & By-Laws.

ARTICLE V. ORDINANCES

Section A. Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- 1. Baptism shall be by immersion in water.
- 2. The Pastor, ministerial staff, or other licensed or ordained ministers of like faith and practices shall administer baptism. The Baptismal Ministry Team shall assist in the preparation for and the observance of baptism.
- 3. Baptism shall be administered as an act of worship during any worship service of the church. Baptism may be administered as an act of worship in the home, hospital, or nursing home when health prevents the candidate from attending a regular worship service.

Section B. The Lord's Supper

The church shall observe the Lord's Supper, at least, quarterly. The pastor and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations.

ARTICLE VI. BIBLICAL PRINCIPLES

Section A. Marriage

We believe that marriage is a union between one biological man (man) and one biological woman (woman), following biblical principles (Gen. 2:19-24, Lev. 18:22, Matt 19:4-6, Rom. 1:18-27, Eph. 5:22-33, Heb. 13:4). We believe that God sanctions only the union in marriage of a man to a woman. Therefore, this church sanctions only a marriage ceremony compatible with those standards.

1. Due to our belief in the biblical teachings about marriage, only marriage ceremonies between one man and one woman may be performed in any of our facilities or on any properties owned by the church.
2. Ministers of Gilliam Spring Baptist Church, Arab, Alabama will only participate in marriage ceremonies between one man and one woman. Doing otherwise will be grounds for termination.