

Saint Joseph Missionary Baptist Church of West Monroe

Be it known and remembered that on The 14th day of January 2015 before me, the undersigned authority, personally came and appeared Executive Officers Name), all residents of the Parish of Ouachita, state of Louisiana, who declared and acknowledged that availing themselves of the provisions of the laws of the state of Louisiana and especially R.S. 12:10101-155 with reference to the organization of non-trading corporations for civic, educational, fraternal, social, religious, charitable purposes, and all other purposes of like nature, they do by these presents organize themselves and those who may hereafter become associated with them, into a non-trading, non profit religious corporation, without stock, for the objects and purposes and under the stipulations and agreements hereafter set forth, which they adopt as their charter, namely:

Article I. Church Name

The name of this corporation shall be **St. Joseph Missionary Baptist Church of West Monroe, Louisiana** and its corporate existence shall continue until year **2072** unless sooner dissolved. **The primary office will be located 206 New Natchitoches Road, West Monroe, Louisiana.**

Article II. Mission Statement

In obedience to God, as a Christ-centered body of believers, we commit to disciple, enable and encourage one another to love, worship, and serve our Savior, Jesus Christ. Furthermore, we commit to share the Good News and ourselves with our neighbors in Saint Joseph Missionary Baptist Church, in the surrounding communities, and throughout the world.

Article III. Purpose Statement

The purposes and objects of the corporation shall be to aid and assist the

hereinabove named incorporators and all who may choose to join them, in the worship of God according to the doctrines, disciplines, customs, ordinances and covenants of the Baptist Church, and the teachings of the Holy Bible.

The corporation shall possess power and authority to contract, sue and be sued; to acquire, hold, lease or purchase, as well as sell, alienate, convey, mortgage and hypothecate, both commercial real estate and personal property; to do any and all acts necessary for and incidental to the construction, management and maintenance of a building or buildings in which the members of this corporation and those who may in the future join them, may conduct their business and worship God as they see fit, not inconsistent with the purposes and the objects hereinabove set forth; to solicit funds; to hire and discharge employees and to do any all things necessary for and incidental to the accomplishments of the purposes and the objects hereinabove set forth.

Article IV. Doctrinal Statement

Saint Joseph Missionary Baptist Church subscribes to the Doctrinal Statement of the National Baptist Convention U.S.A.

All persons who wish to associate themselves with this corporation and who wish to subject themselves to the doctrines, disciplines, customs and covenants of the Baptist faith, and who do so associate and subject themselves, shall be members of this corporation, and the corporate powers shall be exercised by the members of the corporation in regular meetings assembled, with each member entitled to one vote.

Article V. 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 and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We endeavor, 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 doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also endeavor to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and 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 tattling, backbiting and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further endeavor to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover endeavor that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

Article VI. Polity and Relationships

The government of this church is vested in the body of believers who compose it. All internal groups created by and empowered by the church shall report to and be held accountable to the church membership unless specific action is taken by church membership as outlined in the bylaws. **A standing internal group is the Board of Directors made of at least 5 (five) members and not to exceed 7 (seven) composed of at least 2 (two) of the Deacon Ministry and the Church Treasurer. The board, by election of the membership, shall add at least 2 (two) additional trustees from the**

membership-at-large. At-large Trustees shall serve for a period of 2 years. A youth member may serve a 1 year term as an advisor. The youth advisor will be at least 14 (fourteen) years old. Youth appointees will not be entitled to a vote nor possess any legal authority.

Article VII. Affiliation

Saint Joseph Missionary Baptist Church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. However, the Bible teaches that local churches should seek voluntary fellowship with other doctrinally sound churches. This association is to provide help and encouragement while working together as the Lord directs. This is a voluntary association that in no way involves the surrender of the individual church's freedom or dependence on God.

Saint Joseph Missionary Baptist Church has *voluntarily* chosen to associate with other churches of the **10th District Missionary Baptist Association-Monroe, LA**, but has the right to withdraw at anytime upon approved **vote of the membership**.

Article VIII. Conducting Church Affairs

The conducting of the affairs of Saint Joseph Missionary Baptist Church **not** addressed in the *Articles of Incorporation or this Constitution* will be **outlined in the bylaws** of Saint Joseph Missionary Baptist Church, Inc. These bylaws define the church's organizational structure, the rights of members in the structure, and the procedures by which these rights may be exercised. **The Board of Directors shall have the power and authority to manage all affairs of the corporation not inconsistent with the purposes herein declared and as provided by law; they shall have the power to sell, mortgage and hypothecate any and all property standing in the name of the corporation, but only when the purpose of said sale, mortgage or hypothecation is in furtherance of the purpose and objects for which the corporation is formed and approved by membership of the congregation by two-thirds vote of those present in the meeting.**

Bro. Richard Gholston
Bro. Alex Littleberry
Bro. Chris Hughes
Sis. Eula Brothers (At-Large)
Sis. Blanche Pratt (At-Large)
Sis. Mary Taylor (At-Large)
Sis. (Youth Advisor)

Article IX. Capital, Investments, Stock, etc.

The corporation has originally organized without capital stock and without any paid in capital; **there shall be no shares of stock or investments without membership approval.** And no member of the corporation shall have any personal ownership of the property, rights or credits of the corporation; if any member ceases to be a member of the corporation, he shall have no interest in any of the property, rights, or credits of the corporation and in the event of the death of any member, his heirs, representatives or assigns shall have no interest in the property, rights or credits of the corporation.

Article X. Amendments to the Constitution

It is the responsibility of the pastor, church staff, and board of directors to review the constitution, proposing any revisions or adjustments necessary to maintain their effectiveness, and to bring these changes to the church in church conference.

This constitution, adopted **January 14, 2015** shall supersede all previous constitutions and bylaws of the church.

A new constitution may be adopted or this constitution may be amended or repealed by the affirmative vote of a **two-thirds (2/3) majority of votes** cast at a meeting called for such purpose.

The church membership shall be **given two-weeks advance** notice of the time of such meeting. Further, **a copy of the proposed changes shall be made available to members** at two consecutive weeks of Sunday morning worship services in advance of the meeting.

Article XI. Active Board of Directors

The active Board of Directors initiating this constitution shall consist of those names and post office addresses as shown below:

Saint Joseph Missionary Baptist Church of West Monroe Proposed Bylaws

Article I. Church Membership

Section 1. General

This is a sovereign Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church.

Membership in this church shall consist of all persons who have met the requirements for membership, as provided in Article I, Section 2, been approved by the congregation, and are listed on the membership roll.

Section 2. Candidacy

Any person may offer himself as a candidate for membership in this church:

1. By profession of faith in Jesus Christ as Lord and Savior and Scriptural baptism, or
2. by promise of a letter of recommendation from another Baptist church of like faith and practice, or
3. by statement of prior conversion experience and Scriptural baptism in another Baptist church of like faith and practice, or
4. by restoration as provided in Article I, Section 6, and
5. completion of New Members Orientation class or educational sessions with the Pastor or his designee.

A person who moves their membership from one church to another shall have their membership in good standing verified.

Any dissent shall be resolved according to Article I, Section 6 of these bylaws.

Section 3. Responsibilities of Members

In order to be a responsible member of Saint Joseph Missionary Baptist Church, members must:

1. Be in basic agreement with the church's statement of faith and purpose.
2. Discover, develop and deploy their spiritual gifts in the ministries of the church.
3. Be diligent to live according to the statements of the church covenant.
4. Be faithful in attendance to worship services, bible study class, and Sunday school.
5. Become a student of the Word of God and of prayer.
6. Make a commitment to personal evangelism and discipleship.
7. Embrace scriptural stewardship of time, gifts, talents, and financial contributions.

Section 4. Voting Responsibilities of Members

Only **active members of the church** are **entitled to vote** on questions submitted to the church in conference. An **inactive member** is defined as a member whose predominant attendance is at another church, or a member who has not attended bible class or Sunday school, or worship services nor contributed financially in the three past months. **Financial contributions alone do not constitute active membership.**

Exceptions are for those members who are homebound due to medical reasons, attending college out of town or those who are on active military duty. Other exemptions may be determined by the membership as circumstances arise. **Members must be present to vote.** Any questions of eligibility will be referred to the church clerk.

Voting age is 16 years and above.

Section 5. Termination of Membership

Membership shall be terminated in the following ways:

1. By death.
2. By dismissal to another Baptist church.
3. By disciplinary action of this church as provided in Article I, Section 6.
4. By erasure upon joining with a church of another denomination.
5. By personal, written request for name to be removed from church membership.

Note: Letters of dismissal shall be granted only to other churches of like

faith and order and not to individual members requesting termination of membership.

Section 6. Discipline

It shall be the basic purpose of Saint Joseph Missionary Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, and the diaconate (deacons and deaconess/mothers) are available for guidance. Reconciliation rather than punishment should be the guideline that governs the attitude of one member toward another.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by senior teaching pastor and by the deacons to resolve the problem in accordance with Matthew 18:15-35, I Corinthians 5:1-13, II Corinthians 2:1-11.

All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. If it is determined that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a **two-thirds vote (2/3) of the members present** at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church.

Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him may upon his request be restored to membership by the recommendation of the pastor and deacons and an **affirmation vote of the church** upon evidence of his repentance and reformation.

Article II. Church Officers and Ministry Teams

Section 1. Pastor

The pastor is responsible for leading the church to function as a New Testament church. The pastor is the under-shepherd of the church in divine worship,

assertive evangelism, deliberate discipleship, and compassionate ministry.

The pastor must meet the qualifications for the office of pastor as set forth in 1 Timothy 3:1-7 and Titus 1:6-9. As such, he will lead the congregation, the organizations, and the pastoral staff to perform their tasks.

New Pastor Search:

In the pursuit of a new pastor, the *board of directors shall call a special church conference in which the church shall elect a Pastor Search Team* to seek out a pastor, and its recommendation will constitute a nomination.

The affirmation of the pastor shall be at a duly called meeting in accordance with **Article III, Sections 2 and 3**. Upon the recommendation of the Pastor Search Team the church membership shall have an affirmation vote at a duly called meeting in accordance with **Article III, Sections 2 and 3**.

The Pastor Search Team shall bring to the consideration of the church only one name at a time.

Election shall be by *secret ballot with an affirmative vote of eighty-five percent (85%) of those members present being necessary for a call*. The pastor, thus elected shall serve until the relationship is terminated by his request or the church's dismissal action as provided herein.

Upon the resignation of the pastor, a new pastor shall be called according to the process as outlined above.

The pastor shall give at least two weeks' notice at the time of resignation before terminating his responsibilities as pastor.

The **church may declare the office of pastor vacant**. Such action shall take place at a meeting called for that purpose, of which the membership has been given two weeks written notice. The meeting may be called upon recommendation by the board of directors. The chairman of the deacons shall preside at the meeting. An **affirmative vote of two-thirds (2/3) of the members present** shall be necessary to declare the office vacant. If the membership votes the office vacant, the

termination of pastoral duties shall be effective immediately upon publication of the results of the vote.

The **Board of Directors** will recommend to the church for approval a fair separation package; in rare cases will less than 30 days salary be honored. *If the affirmative does not prevail, the same question cannot be presented to the church until the lapse of at least three (3) months from the date of the vote.*

Any written agreements entered into between the church and pastor shall be honored by the church regardless of the nature of the termination of the relationship.

Section 2. Church Staff

The church staff may include **both ministerial staff and non-ministerial staff members.**

Paid positions (not employees) must be approved by 2/3 vote of the membership in attendance of a meeting called for such purpose.

“The pastor or the board (when pastoral position is vacant) may hire and terminate a ministerial or non – ministerial staff member at his discretion and in consultation with the board of directors.”

“Active church members may submit a written grievance at anytime to the pastor . Such members are given the right to appeal the results of a grievance response with the board of directors.”

Section 3. Deacons

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor and staff in performing ministry tasks; proclaim the gospel to unbelievers; care for church members and other persons in the community; lead the church in achieving its mission.

“The pastor shall appoint the active members to serve in the deacon ministry. Members reserve the right to make recommendations to the deacon ministry

to be considered for appointment. The pastor may declare a deacon inactive for up to 1(one) year.

“**Active church members may submit a written grievance at anytime to the pastor . Such members are given the right to appeal the results of a grievance response with the board of directors.**”]

“**The membership shall declare a member with emeritus or terminated status by 2/3 vote of active members present at a meeting called for such purpose**”

A deacon must have been a member of Saint Joseph Missionary Baptist Church for the **period of at least one year and meet the scriptural qualifications** as set forth in 1 Timothy 3:8-13 and Acts 6:1-8.

There is no obligation to recognize a man to serve as a deacon who comes to the church from another church where he has served as a deacon.

Section 4. Mother Board

In similar manner, a mother is to serve with the pastor and staff in performing ministry tasks; proclaim the gospel to unbelievers; care for church members and other persons in the community; lead the church in achieving its mission.

“The pastor shall appoint the active members to serve in the mother ministry. Members reserve the right to make recommendations to the deacon ministry to be considered for appointment. The pastor may declare a dmother inactive for up to 1(one) year.

“**Active church members may submit a written grievance at anytime to the pastor . Such members are given the right to appeal the results of a grievance response with the board of directors.**”]

“**The membership shall declare a member with emeritus or terminated status by 2/3 vote of active members present at a meeting called for such purpose**”

A mother must have been a member of Saint Joseph Missionary Baptist Church for the **period of at least one year and meet the scriptural character traits in set forth in Titus 2:3-4; and fundamental deacon qualifications in 1 Timothy 3:8-13 and Acts 6:1-8.**

There is no obligation to recognize a woman to serve as a Mother who comes to the church from another church where she has served as a mother.

Section 4. Moderator

The moderator shall be the pastor. In the absence of the pastor, the chairman of the deacons shall serve. Should the pastor and the chairman of the deacons be unable to serve, then the vice chairman of the deacons shall serve. If there is a vacancy in the position of pastor, then the chairman of the deacons shall serve as the moderator.

Section 5. Clerk

The clerk shall be elected annually to keep a correct record of all proceedings of regular and special business meetings of the church, in a book provided for that purpose. He or she shall sign letters of dismissal of members, and keep a correct roll of membership; also cooperate in keeping records and papers belonging to the church. He or she may delegate some duties to the church secretary.

Section 6. Treasurer

The treasurer shall be elected annually by the church to serve as the custodian of all monies of the church and disburse these monies by checks as authorized by the church. He or she shall keep, at all times, an itemized account of all receipts and disbursements and shall render a monthly and annually written report of this account to the church. He or she shall secure ushers to receive offerings given in regular services as well as secure three other persons to assist in counting any received offerings. When the treasurer position is vacated, an audit of the financial records of the church shall be conducted. An assistant treasurer may be elected to aid the

treasurer in performing the duties of his or her position.

Section 7. Directors (Trustees)

2 members of the Deacon Ministry and the Church Treasurer (financial representative) are standing members of the board. The board shall add at least **2 (two) additional trustees** from the membership-at-large.

A youth member may serve a 1-year term as an advisor. Youth appointees will not be entitled to a vote nor possess any legal authority.

Directors shall hold in trust the property of the church. The board shall meet at least quarterly and at 15 days in advance of the church quarterly and annual meeting.

They shall have **no power** to buy, sell, mortgage, lease, or transfer any real estate property **without a specific vote of the church authorizing each action.** It shall be the function of the directors to affix their signatures to legal documents involving the sale, mortgaging, purchase or rental of property or other legal documents where the signatures of directors are required. The directors will serve as the officers of the corporation.

The executive officers of the board are the chairperson, vice-chairperson, secretary and treasurer. The **chairperson shall serve for one, one year term in such executive role.** The vice-chairperson shall serve as acting chairperson in the absence of elected chairperson. The **vice-chairperson automatically assumes the chairperson's role at the end of the chairperson's 1 (one) year term.**

Section 8. Church Ministry Teams

“The pastor shall appoint all ministry team leaders. The divisional ministry leaders and the chairperson of the deacon and mother ministry may serve as church ministries advisors. The pastor may appoint other ministries that are necessary to carry out the work of the church.

Any active member may file a written grievance concerning the appointment of a ministry leader to include the right to

appeal to the board of directors if one is not in agreement of initial grievance response.

All members may serve in a ministry of their choice.

All ministry chairpersons are expected to serve for a period of 2 (two) years and be in good membership standing. Ministry leaders are to regularly attend worship services **and** at minimum, regularly Bible Study or Sunday School

Articles III. Church Meetings

Section 1. Worship and Biblical Training Services

The church shall meet regularly on Sunday mornings, for praise, worship, preaching, and Sunday school instruction. The church shall meet regularly for bible training on Wednesdays. Any other church meetings, which will be essential in the promotion of the objectives of the church, shall be placed on the church calendar. These meetings will be open for the entire membership of the church and for all people when appropriate.

Section 2. Church Conference

The business of the church shall be conducted through three types of meetings:

1. The Annual Church Conference. The church will **assemble each year on the Wednesday following the second Sunday in the month of January** to adopt an annual church budget; approve the treasurer's report; hear reports from any teams, organizations and ministries of the church; elect members to church offices, ministry teams, and other positions; conduct miscellaneous business as needed; and pray for the church.
2. Quarterly Church Conference. The church will assemble **each quarter on or about the first Monday evening of the month** to approve the treasurer's report, hear reports from any teams, organizations and ministries of the church, conduct miscellaneous business as needed, and pray for the church.

3. Special Church Conference. The church will assemble for conference upon the **request of the pastor and/or a majority vote of the board of directors.** Unless the church is without a pastor, special church conference **may not** be called by the board of directors **without giving the pastor reasonable notice.** Special church conference will be announced two weeks prior to the date of the conference through the bulletin, mail, or announcement from the pulpit. *On rare occasion an emergency may arise making the two-week notice impractical.*

Section 3. Quorum

A quorum consists of active members who attend the church conference, provided it is a stated meeting or one that has been properly called.

A quorum of the board of directors consist of the majority of active members of the board. **No business decisions can be acted upon in absence of a quorum.**

Any member of the board of directors who **fail to be present for 2 board meetings** within a fiscal year will be considered **inactive** and may be reinstated upon demonstration of ability to carry out responsibilities and an approved **2/3 vote of the membership.**

Section 4. Parliamentary Rules

Roberts' Rules of Order, Revised, is the authority for parliamentary rules of procedure for all church conferences.

Section 5. Fiscal Year

The fiscal year of the church shall begin on January 1st and ends December 31st of each calendar year.

Article IV. Ordinances

Section 1. Baptism

A person who receives Jesus Christ as Lord and Savior by personal faith who professes Him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

1. Baptism shall be by immersion in water. 2. Baptism shall be administered by the pastor or whomever the church shall authorize. 3. Baptism shall be administered as an act of worship during **2nd Sunday** or as designated by the pastor.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

The Lord's Supper shall be observed monthly on the **4th Sunday** or as **designated by the pastor** or other service deemed appropriate.

The pastor and deacons shall be responsible for the administration of the Lord's Supper.

The mothers shall be responsible for the physical preparations of the Lord's Supper.

Article V. Licensing and Ordaining

Section 1. Licensing

Any member of the church, who in the judgment of the church gives evidence by his piety, zeal, and "aptness to teach" that he is called of God to the work of ministry, after having preached in the hearing of the church, may be licensed to preach the Gospel of Jesus Christ. The license shall be granted at the discretion of the acting pastor.

Section 2. Ordaining

At such time as the church shall decide that one of its licensed preachers possesses the scriptural qualification for ordination to the Gospel Ministry, it shall call a council of ministers and deacons to examine the qualifications of the candidate to which council the propriety of ordaining shall be wholly referred.

Section 3. Revoking of License and/or Ordination

A license or ordination by the church may be revoked with proper cause upon the recommendation of the pastor and deacons when proof of unbecoming behavior is supplied. The revoking of a license or ordination shall require a **three-fourths (3/4) vote** of qualified members at a regular business meeting or a special meeting called for such purpose.

Article VI. Amendments

It is the responsibility of the pastor, church staff, and deacons to review the constitution and bylaws, proposing any revisions or adjustments necessary to maintain their effectiveness, and to bring these changes to the church in church conference.

These bylaws adopted January 16, 2013 shall supersede all previous bylaws of the church.

New bylaws may be adopted or **these bylaws may be amended or repealed by the affirmative vote of a two-thirds (2/3) majority of votes** cast at a meeting called for such purpose.

The church membership shall be given **two-weeks advance** notice of the time of such meeting. Further, a copy of the proposed changes shall be made available to members at **(2) two consecutive weeks of Sunday morning worship services in advance of the meeting.**

APPENDIX A. PROPERTY AND SPACE USAGE POLICIES

Buildings and Grounds Usage

The buildings and grounds may be used by members for the purpose of ministerial activities, weddings, rehearsals, and showers, as available.

The buildings and grounds may be used by non-members for weddings in which the pastor officiates.

The buildings and grounds may be used by non-members for weddings in which the Pastor does not officiate, if authorized by the pastor.

It is essential that due reverence be shown for the Lord in usage of the buildings and grounds.

All furniture and fixtures (with written consent by the maintenance superintendent) moved must be returned to their proper place following services and the building must be properly cleaned.

Any **non-church related activity** other than for the purpose of weddings, rehearsals, showers, and scheduled ministry activities shall require approval by **majority vote** of the Church in a regular or special business meeting called for such purpose.

No food or drinks shall be allowed in the sanctuary.

Absolutely no consumption of alcoholic beverages, use of tobacco products, or improper dress shall be permitted in church buildings or on church grounds.

For usage of buildings and grounds, the church secretary shall be notified in order that reservations of the building and grounds may be made.

Note: *No* activity on the grounds shall compromise the Christian values of the church

Movable Property or Equipment: The church shall maintain inventory of physical property, equipment, items, etc. All such items are considered official church property.

Outside Use of Property: Any member who desires to utilize such items outside of the church must have written approval from the church office.

Motor Vehicle Usage

Church owned vehicles may be used for all church activities when proper supervision is provided. Church activities include authorized van ministry personnel shuttling persons to and from worship services, small group trips, conferences, restaurants, etc.

Non-church or non-ministry-related use of vehicles shall require approval by majority vote of the church members present in conference.

Usage of vehicles shall be allowed on a first come, first served basis. For usage of vehicles, the Church Secretary shall

be notified in order that reservations of vehicles may be made.

Vehicle Operators Requirements:

Must meet insurance requirements, possess driver's license (Chauffer's license preferred), have a clean driving history free from DWIs and at fault moving violations or accidents. ***All drivers must be approved by the board and the pastor.***

Child/Youth Protection: Drivers are not permitted to transport anyone under the age 18 without another adult on board. An adult of the opposite sex must be present when the passenger(s) are not of the same sex. At no time shall a driver be alone in a vehicle with a child/youth.

APPENDIX B. WEDDING POLICIES

Following are rules and guidelines set by act of the Saint Joseph Baptist Church, for use of the church sanctuary and fellowship hall for wedding services and receptions. Guidelines are in agreement with the Constitution and By-Laws of Saint Joseph Baptist Church.

A. All arrangements must be cleared with the Program Ministry Team and the Pastor. One person should be the point of contact representing the wedding candidates.

B. All songs and music must be discussed with the Pastor and meet his approval.

C. Decency standards of the Church must be maintained.

- Use of alcoholic beverages anywhere on church property, by any member of the wedding party or guests, will result in immediate removal from the premises.

- Neither vulgar/profane language nor gestures will be tolerated by the church.

- Clothing should be appropriate for church wear; i.e., no suggestive tee shirts with obscene language or pictures will be allowed.

D. Cleanliness of the building and grounds must be maintained.

- No food or drink is allowed in the sanctuary.
- Any spills or broken articles in or on facilities or grounds must be cleaned immediately.
- Rice/Seeds are prohibited on the entire church property
- All refuse must be cleared from the building and surrounding area.
- Furniture can not be moved without written consent by the Maintenance Ministry. Any moved furniture must be returned to its original position upon departure.

E. Energy must be conserved.

- Use minimum lighting for the rehearsal and ceremony where possible.
- Set thermostats can not be altered without consent of the Maintenance Ministry authorized deacon or the pastor.
- Make sure all lights, electrical equipment, air conditioners, heaters, etc., are turned off before leaving the building.
- Doors should be kept closed and entrances/exits must be locked before leaving the building.

F. Wedding service and reception:

- All weddings are to be performed by the pastor unless he approves other arrangements.
- Wedding services are to be such that they give honor and glory to our Heavenly Father.

G. Wedding
photographers/videographers and those working with him/her are expected to comply with rules of the church.

H. The person(s) responsible for payment of fees (or accidental damage to church property) shall sign the wedding policy form. Charges for use of the church's facilities are as follows:

Inactive* or Non-Members:

- Sanctuary (\$100 + \$25 janitorial fees).....\$125

- Fellowship hall (\$50 + \$25 janitorial fees)..\$75

- Utilities fee.....\$50

- Sound room (personnel qualified to use equipment)..... \$25

- Musicians.....**Negotiable**
**Inactive members are defined as those who have not attended regular worship and related services for 3 months nor supported the church with financial contributions for the past 3 months. Financial contributions alone do not constitute active membership.*

Active Members: No Charge

All fees must be paid at least one full week in advance. If the wedding is cancelled, fees will be refunded.

APPENDIX B. FUNERALS

The following are guidelines of the Saint Joseph Baptist Church, for use of the church sanctuary and fellowship hall for funeral services and repast. Guidelines are in agreement with the Constitution and By-Laws of Saint Joseph Baptist Church.

A. All arrangements must be cleared with the Program Ministry Team and the Pastor. One family member shall be the point of contact for all arrangements.

B. All songs and music must be discussed with the Pastor and meet his approval.

C. Decency standards of the Church must be maintained.

- Use of alcoholic beverages anywhere on church property, by any member of the funeral party or guests, will result in immediate removal from the premises.

- Neither vulgar/profane language nor gestures will be tolerated by the Church.

- Clothing should be appropriate for church wear; i.e., no suggestive tee shirts with obscene language or pictures will be allowed.

D. Cleanliness of the building and grounds must be maintained.

- No food or drink is allowed in the sanctuary.
- Any spills or broken articles in or on facilities or grounds must be cleaned immediately.
- All trash must be cleared from the building and surrounding area.
- Furniture can not be moved without written consent by the Maintenance Ministry. Any moved furniture must be returned to its original position immediately upon departure.

E. Energy must be conserved.

- Use minimum lighting when possible.
- Set thermostats can not be altered without consent of the Maintenance Ministry, authorized deacon or the pastor.
- Make sure all lights, electrical equipment, air conditioners, heaters, etc., are turned off before leaving the building.
- Doors should be kept closed and entrances/exits must be locked before leaving the building.

F. Funeral service and repast:

- All funerals are to be performed by the pastor unless he approves other arrangements.
- Funeral services are to be such that they give honor and glory to our Heavenly Father.
- **Standard Funeral Order Service** can not be changed without pastoral consent.
 - Musical Prelude
 - Opening Hymn
 - Scripture Reading
 - Old Testament
 - New Testament
 - Prayer of Comfort
 - Musical Selection
 - Expressions (2 min; 3 persons max.)
 - Acknowledgements (by one person)
 - Musical Selection
 - Eulogy
 - Benediction

- Funeral Directors
- Recessional

- Repasts at the church must be coordinated with the Food Service/Kitchen Ministry.

G. Funeral Media

photographers/videographers and those working with him/her are expected to comply with rules of the church.

H. The person(s) responsible for payment of fees (or accidental damage to church property) shall sign the funeral policy form. Charges for use of the church's facilities areas follows:

Inactive* or Non-Members:

- Sanctuary (\$100 + \$25 janitorial fees).....**\$125**
 - Fellowship hall (\$50 + \$25 janitorial fees)..**\$75**
 - Utilities fee.....**\$50**
 - Sound room (personnel qualified to use equipment)..... **\$25**
 - Musicians.....**Negotiable**
- *Inactive members are defined as those who have not attended regular worship and related services for 3 months nor supported the church with financial contributions for the past 3 months. Financial contributions alone do not constitute active membership*

All fees must be paid in advance of the funeral date.

Active Members: No Charge. Parents, spouse, siblings, and children of active members will not be charged.

APPENDIX C. FINANCIAL POLICIES

God and the members of the church expect the church to be good stewards of contributions made to the church.

The church membership shall approve an annual budget for the church including its ministries.

Ministry leaders must have prior approval by the church secretary before

funds may be expended (A check request form shall be submitted indicating the nature and amount of the request).

Each ministry is required to stay within their budget originally approved by the membership. All receipts are to be returned within 7 days of the event. Future request for funds will not be approved if receipts are not submitted.

Funds needed *beyond the approved budget* must be **approved by church membership**.

In event of emergencies and extraordinary circumstances, the **board** may approve expenditures not originally approved by the church membership.

All members are expected to give as God as prospered them. Members are encouraged to make giving unto the Lord a priority. St. Joseph believes giving is biblical and a personal decision between individual members and God. All members are to keep in mind that God shall provide all our needs when we give generously and willfully. We believe this is taught in the Word of God (I Cor. 16:2, 8:14; II Corinthians 9:6-15)

Routine offerings are collected at each Sunday morning worship and Sunday School service.

Special offerings may be collected at any time with approval by the Pastor and Deacons.

Ministries may collect hospitality offerings which will be accounted as a separate line item in their budget.

APPENDIX D. MINISTRY TEAM DESCRIPTIONS

Evangelistic Ministry

Primary function.—To lead the church to grow larger by providing kingdom leadership in the area of evangelism.

General function.—To work with and under the direction of the senior pastor as a member of the pastoral team to enable the church to focus on the Great Commission and to equip the church to carry out the five functions of the New Testament church: evangelism,

discipleship, ministry, fellowship, and worship.

Mission/Outreach Ministry

The purpose is to model Christ's concern for people, both individually and collectively in communities. Outreach ministries are called to deal with the needs and concerns of persons beyond the congregation, relating the ministry of the local church to the needs of the world through compassion, justice, and advocacy.

Children and Youth Ministry

Serves to address the spiritual development and practical needs of children (*Pre-k to 5th grade*) and youth (*6th grade-12th grade*) by means of instruction, life skills training, community activities, etc. The children and youth ministry plays a vital role in demonstrating and developing their gifts, talents, and skills during scheduled worship services and special events.

- **Youth Council:** Serves a leadership team to the children and youth ministry in developing spiritually enriched activities for their peers. Also serves as mentors and advocates for their peers. Youth council works under the direction of the children and youth directors.

Decorations/Beautification Ministry Team

Decorates general areas of the church and decorates for special occasions. Make recommendations for beautification updates.

Usher Ministry Team

Serve as ushers during worship services or special events: assist member in locating comfortable seating; assist with collecting offerings, distribute programs, ensures members and visitors are needs are met in order to experience the best service possible.

Serves to “welcome visitors and members to the church each time a service is held and obtain visitors contact information for follow-up.

New Member Ministry Team

Serves to orientate new members or re-established members to the church doctrine and operations of the St. Joseph. Ensures such members receive all necessary paperwork and documents related to church membership and functions.

Special Programs Ministry Team

Serves to coordinate special events and services in collaboration with the pastor and other appropriate ministries.

Ensures proper procedures and church standards are met. These events include, but not limited to, weddings, church anniversary, funerals, etc. Furthermore, responsible for reporting items of interest to the local media outlets, ensures written material and marketing material content is appropriate and grammatically correct.

Property & Maintenance Ministry Team

Serves to keep the church buildings, grounds, and vehicles well-maintained, safe and in good working condition. Also, manages inventory.

Vacation Bible School Ministry

Serves to help children in and outside of church membership develop a relationship with Jesus, with the Bible, with the Church, and with each other. Plans and coordinates all activities including securing educational materials. Seeks to secure volunteers and teachers. Works in collaboration with the youth ministry leaders.

Socials/Kitchen Ministry Team

Help plan, set up, serve, and clean up for special dinners and related-events. Maintains inventory of kitchen supplies and equipment.

Van Ministry Team

Drives van to provide members and guest with transportation to and from worship services and church events. Responsible for transporting ministries to events and activities in the community.

Benevolence Ministry Team

Provide financial and nonfinancial resources to members, non-members and the community at large who are in need. Provide needed support to individuals or families experiencing loss of loved ones and any other tragedies.

Music Ministry

Serves to usher the congregation into praise and worship of God through spiritual songs, hymns, and psalms. The music ministry coordinates music for all worship services and special events in collaboration with the pastor. This ministry includes musicians, choir, liturgical dance, and praise team members. In addition, the music ministry is responsible for coordinating and operating audiovisual equipment. Ensures instruments and all media is in good working order and ready for use for each service, and operates audio and visual equipment during each worship service

Mother Ministry

Serves to assist deacons in serving select families in the church. Mentors female members. Prepares communion contents and female candidates for baptism. Assist with the Mission Ministry.

APPENDIX E. MINISTRY DIRECTOR DESCRIPTIONS

Director of Children's Ministries

The Director of Youth/Children's Ministry shall be responsible to:

1. Plan and oversee all activities, events, and learning opportunities for children from **birth through the 12 Grade grade**.
2. Schedule nursery workers to serve in the nursery during worship services and other special occasions. (If applicable)
3. Secure volunteers to work in the children/youth ministries.
4. Recruit adult sponsors to accompany children/youth on outings.
5. Work in close harmony with the Pastor.

Director of Music and Technical Ministries

The Director of Music and Technical Ministries shall be responsible to:

1. Direct or secure someone to direct music for all regular worship services.
2. Schedule special music for regular worship services; plan, and direct music programs for special days and seasons.

3. Secure instrumentalists for all regular worship services; and ensure that instruments and all media is in good working order and ready for use for each service.

4. Coordinates music with Dance Ministry.

5. Work in close harmony with the pastor.

Director of Sunday School Ministries (Sunday School Superintendent)

The Director of Sunday School Ministries shall be responsible to:

1. Oversee the Sunday school program of the church.

2. Plan and schedule teacher and officer meetings as needed.

3. Inform the Sunday School Secretary about literature and other aids as needed for each class.

4. Check the literature order each quarter to be sure each class receives its order.

5. Ensure each teacher needs are met and assigned to appropriate classes.

6. Work in close harmony with the pastor.

NOTE: *An Assistant Sunday school Ministry Director may be elected to aid the director in fulfilling the duties of his position. A Sunday School Secretary shall be elected annually to keep all Sunday school records, keep record books updated and prepare new pages as needed, count or assist in counting the Sunday school offering, and determine and order needed books and material for each class.*

APPENDIX F. OTHER CHURCH POSITION DESCRIPTIONS

Church Historian

See that articles from the newspaper concerning the church are kept, that pictures of important events are placed in the church history book, that all events concerning the history of the church are kept up to date, and work with all organizations of the church to

see that the history of St. Joseph Baptist Church is handed down to other generations as the Lord tarries.

Organist

Plays organ for required church services. Notifies Director of Music and Technical Ministries and/or assistant organist as soon as possible of failure to be present for any service. Work in close harmony with pianist and music director.

Pianist

Play piano for all church services. Notify Director of Music and Technical Ministries and/or assistant pianist as soon as possible of failure to be present for any service. Works in close harmony with organist, percussionist, and music director.

Percussionist

Play drums for all church services. Notify Director of Music and Technical Ministries and/or assistant pianist as soon as possible of failure to be present for any service. Works in close harmony with organist, pianist, and music director.