

BY-LAWS

Article I. Membership

Section 1. QUALIFICATIONS

The member of this church shall consist of such persons who confess Jesus Christ to be their Savior and Lord, and who, (1) after due examination by the church as to their Christian experience, and, if coming from other churches, as to their letters of dismissal and recommendation, or satisfactory substitutes thereof (2) have been accepted by vote of the church and having been baptized, (3) enter into this covenant.

Section 2. DUTIES

Members are expected, first of all, to be faithful in all the duties essential to the Christian life; and also to attend habitually the services of this church, to give regularly for its support and its causes, and to share in its organized work.

Section 3. RIGHTS

Such members as are in full and regular standing and do not hold letters of dismissal, and such only, may act and vote in the transactions of the church.

Section 4. QUORUM

Those members present at any regularly scheduled or duly called business meeting shall constitute a quorum.

Section 5. TERMINATION

The continuance of membership shall be subject to the principles and usages of the Baptist churches, and especially as follows:

A. Any member in good and regular standing who desires a letter of dismissal and recommendation to any other Baptist Church is entitled to have this request honored. In case of removal to another community, he/she should promptly make such request.

B. If a member in good standing requests to be released from his/her covenant obligations for reasons which the church may finally deem satisfactory, after it shall have patiently and kindly endeavored to secure his/her continuance in its fellowship, such requests may be granted, and his/her membership terminated.

C. The church may also, after due notice and hearing and kindly effort to make such action unnecessary, terminate the membership of persons for the space of one-year nonresidence, or for the space of time not habitually worshipping with the system prescribed by the church or in some way satisfactory thereto.

D. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his/her covenant vows, or nonsupport of the church, the church may terminate his/her membership, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.

E. The membership of no person shall be terminated (except by letter) at the meeting when the recommendation for such motion is made.

F. All requests for termination of membership or action looking thereto, (except by letter) shall first be considered by the Ministry Deacons, who shall make recommendation to the church.

Section 6. RESTORATION

Any person whose membership has been terminated for any offense may be restored by vote of the church upon evidence of repentance and reformation; or, if on account of continued absence, upon satisfactory explanation.

Article II. Church Officers

Section 1a. PASTOR

A. Refer to job description in Policies and Procedures for duties and benefits.

B. Selection Process for pastor shall be as follows:

1. A pastor shall be chosen and called whenever a vacancy occurs. His election shall take place at a meeting called for that purpose and a notice of at least one week shall be given.

2. Election shall be by ballot and affirmative vote of three-fourths of those present being necessary to elect.

C. The elected pastor shall serve for a indefinite period.

D. In the event pastor or church should desire to sever the relationship a notice of thirty days shall be given. The pastor shall have two weeks vacation annually, with pay. Other absences must be approved by the deacons. The pastor desiring to resign shall read his written resignation to the church, giving letter to church clerk and copy to the deacons. Having submitted resignation the pastor shall appoint no committees.

Section 1b. ASSOCIATE PASTOR

- A. Refer to job description in Policies and Procedures for duties and benefits.
- B. Selection process for associate pastor will be the same as for the pastor.
- C. The elected associate pastor shall serve for an indefinite period.
- D. The process of termination of the associate pastor will be the same as for the pastor.

Section 2. DEACONS

A. The Ministry Deacon body will maintain a rotating system that will be composed of at least 15 deacons plus any additional deacons(s) that may be needed to ensure that each Ministry Deacon serves between 17 to 20 Elam church families. During the June meeting, the Ministry Deacons will determine the number of deacons that will be added for the next year and notify Elam during the July business conference. Elam will hold a Ministry Deacons election, if needed, during a special called business meeting in August. The Ministry Deacons will elect their officers during their October meeting.

B. The election of Ministry Deacons will be held by July conference to allow time for ordination service when necessary.

C. There will be three categories of deacons:

1. **Ministry Deacons** will consist of currently serving deacons. They will vote, have assigned families and be required to attend meetings. Members elected by the church to serve four years.

2. **Reserve Deacons** will consist of all Southern Baptist ordained deacons who are members of Elam Baptist Church but not serving as Ministry Deacon. (Non-voting, meeting attendance optional, no assigned families).

3. **Emeritus Deacons** will consist of any deacon who due to age or health problems can no longer serve as a Ministry Deacon. They will be encouraged to attend meetings and participate in discussions. (Non-voting and life-long position).

D. Time permitting, any vacancy of Ministry Deacon will be filled at the next regular conference, otherwise in called conference as soon as possible.

E. The Ministry Deacons will nominate to the church, names of sufficient qualified members to fill existing vacancies. These names will be selected from names presented to the deacons as candidates who have agreed to serve if elected. Nominations will be received from the floor for qualified members who have agreed to serve if elected. All nominees must have been members of Elam for at least a year. Deacons rotated off ministry terms will not be eligible for re-election until one year has passed.

F. The candidate receiving the most votes shall be elected to fill the vacancy.

G. Candidates elected but not previously ordained, shall be ordained before assuming office.

H. If a Ministry Deacon misses more than four meetings, in a calendar year, without valid reason, he shall be removed from the ministry status.

I. Duties.

1. In accordance with the meaning of the word and practice of the new testament, deacons are to be servants of the church.

2. They are to be zealous to guard the unity of the spirit within the church.

3. They shall serve as a council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church. With the pastor they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians and the extension and growth of the kingdom of God.

4. By proper organization and method among themselves, they are to establish and maintain fraternal relations with, and inspiring oversight of, all the membership of the church. Especially are they to seek to know physical needs and the moral and spiritual struggles of the brethren and sisters; and to serve the whole church in relieving, encouraging, and developing all who are in need.

5. In council with the pastor and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church, in the administration of which they are to be guided always by the principles set forth in **Matthew 18:15-17; I Corinthians 5:9-13; I Thessalonians 5:12-14**. The deacons shall be free to call upon any member of the church to aid in disciplinary action.

6. The Ministry Deacons shall have full oversight of church finances. They shall review the budget prepared by the Finance Committee before it is presented to the church.

J. Method of Procedures.

1. The Ministry Deacons shall be organized as a unit for the consideration of all larger problems and general policies, and shall meet regularly each month. They may organize themselves into such committees as their wisdom may direct for efficiency in service.

2. They shall apportion the membership of the church among themselves, or make plans whereby the entire membership may have the benefit of the oversight in Christ of their brethren.

3. Each deacon shall freely confer with the pastor about all matters and cases of discipline which in his judgement would be most wisely and spiritually handled in private.

Section 3. MODERATOR

The moderator shall be the Pastor. In the absence of the Pastor, the Chairman of Ministry Deacons shall preside; or in the absence of both, the clerk shall call the church to order and a moderator pro tem shall be elected.

Section 4. CLERK

The clerk shall be elected annually. The clerk will keep in a suitable book a record of all the actions of the church in conference, give annual report of the membership, admissions, baptisms and deaths at the quarterly conferences. It shall be part of the responsibility of the clerk to promote loyalty and efficiency in the church.

Section 5. TREASURER / ASSISTANT TREASURER

A. The treasurer / assistant treasurer shall be elected annually. It shall be the duty of the treasurer to receive, preserve and pay out, upon receipt of properly approved bills, all money paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. Payment of all bills shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly by check. A written statement of all transactions shall be rendered to the Ministry Deacons monthly and to the church quarterly.

B. Prior to the rendition of the final financial statement of the year, or the last statement by the a treasurer leaving office, the report shall be audited by the trustees and their signatures shall be affixed to such report certifying to the church that same is in proper order. All books, records, and accounts kept by the treasurer shall be considered the property of the church. All such records shall be open to inspection of any member of the church at all times.

C. The treasurer / assistant treasurer shall provide the church clerk with a copy of the annual financial statement, after its approval by the church, and same shall be preserved as a permanent part of the church record.

D. The treasurer / assistant treasurer shall, upon election of a successor, promptly deliver to said successor all books, records, and accounts pertaining or relating to the duties of the office being relinquished. It shall be part of the treasurer's responsibility to promote in every way proper scriptural giving on the part of the entire membership of the church.

Section 6a. MINISTER of YOUTH / YOUTH DIRECTOR

Refer to Policies and Procedures for duties and benefits.

Section 6b. MINISTER of CHILDREN / CHILDREN DIRECTOR

Refer to Policies and Procedures for duties and benefits.

Section 7. MINISTER of MUSIC / MUSIC DIRECTOR

Refer to Policies and Procedures for duties and benefits.

Section 8a. MINISTER of EDUCATION

Refer to Policies and Procedures for duties and benefits.

Section 8b. MINISTER of OUTREACH / OUTREACH DIRECTOR

Refer to Policies and Procedures for duties and benefits.

NOTE: The positions described in sections 1b through 8b may be performed in any combination as the church or need dictates.

Section 9. OFFICERS of CHURCH ORGANIZATIONS

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is ex-officio head of all the organizations named, and his leadership is to be recognized in all of them.

A. Sunday School Officers

During the July business meeting the general director shall be elected by the church upon nomination by the church nominating committee. After being elected, this person will become a member of the nominating committee.

B. Training Union Department

During the July business meeting, the Training Union Director shall be elected by the church upon nomination of the church nominating committee. After being elected, this person will become a member of the nominating committee.

C. W. M. U. Officers

Director and other officers will be recommended to the church nominating committee by the current W M U.

D. Baptist Men Officers

Director and other officers will be recommended to the church nominating committee by the current Baptist Men organization.

Article III. Permanent Committees

The following standing committees shall be elected by the church. Members having served a term on any committee will not be eligible to serve on that committee again until a year has lapsed.

Section 1. CHURCH PROPERTY COMMITTEES

A. Trustees

1. The Board of Trustees shall consist of 3 members serving 3 years each, 1 being elected annually.

2. The Trustees shall be the legal guardians of all church property; however, they must have the approval of the church before buying, selling, mortgaging, leasing, or transferring any property.

3. The Trustees shall be responsible to see that all property has adequate insurance.

4. The Trustees will have the responsibility to conduct the annual audit of the treasurer, and other audits necessary because of transfer of office.

B1. Building Maintenance Committee

1. The Building and Grounds Maintenance Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee shall have general charge of the administration and upkeep of the building, its contents, and the grounds.

B2. Grounds Maintenance Committee

1. The Grounds Maintenance Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee shall have general charge of the administration and upkeep of the Elam's land properties.

C. Housekeeping

1. The Housekeeping Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee is responsible for sufficient inspection and supervision of paid housekeeping personnel.

D. Sexton

1. The Sextons shall consist of 4 members serving 2 years each, 2 being elected annually.

2. It is their responsibility to see that the meeting places are open, kept at a comfortable temperature during regularly scheduled services, shut off utilities, and lock all doors after services. Groups using facilities in non-scheduled services will be responsible for these duties.

E. Flower

1. The Flower Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee shall be responsible for providing flowers for the Sunday services, for such other occasions as the church may direct, and for floral offerings for deceased members or their immediate families.

F. Central Supply

1. The Central Supply Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee shall maintain adequate supplies of items needed in classroom activities (paper, pencils, crayons, etc.) and disburse these items as needed.

G. Kitchen

1. The Kitchen Committee shall consist of 6 members serving 2 years each, 3 being elected annually.

2. This committee shall be responsible to see that the rules, as posted, are observed. All groups using the facilities will observe the same rules.

H. Nursery

1. The Nursery Committee shall consist of three members serving 3 years each, 1 being elected annually.

2. This committee shall be responsible to see that necessary workers are available to watch over infants and small children during services and that other special times that are deemed necessary by the church.

I. History

1. The History Committee shall consist of three members serving 3 years each, 1 being elected annually.

2. This committee shall have the responsibility of maintaining the historical records of the church and adding to these records as the need arises.

J. Usher

1. The Usher Committee shall consist of three members serving 3 years each, 1 being elected annually.

2. This committee shall have the responsibility of providing the appropriate number of ushers at each service to care for the seating and comfort of the congregation, the greeting and introduction of visitors, the gathering of tithes and offerings, the prevention of interruptions and distractions, and other needed services.

K. Audio/Visual

1. The Audio/Visual Committee shall consist of three members serving 3 years each, 1 being elected annually.

2. This committee shall have the responsibility of providing the church with an appropriate number of trained persons to operate the audio and/or video equipment during church related events. They will ensure that only properly trained persons operate the systems and control who has access to the sound booth.

L. Transportation

1. The Transportation Committee shall consist of three members serving 3 years each, 1 being elected annually.

2. This committee shall have the responsibility of recommending to the deacons, policies and procedures regarding vehicle storage, maintenance, and replacement needs. This committee is also responsible for proper maintenance and storage of vehicles.

Section 2. MISSIONS COMMITTEES

A. Missions-Extension and Outreach

1. The Missions-Extension and Outreach Committee shall consist of 6 members serving 3 years each, 2 being elected annually.

2. This committee shall be responsible for maintaining contact with shut-in members and making contact with visitors who may be prospective new members.

B. Baptismal

1. The Baptismal Committee shall consist of 4 members serving 2 years each, 2 being elected annually.

2. This committee shall make all necessary arrangements for the ordinance of baptism and assist the pastor and candidates as necessary.

C. Lord's Supper

1. The Lord's Supper Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee shall make all necessary preparations for the observance of the Lord's Supper.

D. Benevolence

1. The Benevolence Committee shall consist of 4 members serving 2 years each, 2 being elected annually.

2. This committee shall deal as confidentially as possible with benevolent situations, providing appropriate assistance in line with the budget and past practices.

E. Recreation

1. The Recreation Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee shall plan and co-ordinate church-wide recreational activities.

F. Children's Church

1. The Children's Church Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee shall work with the church staff in planning and coordinating the activities for children's church.

G. Music

1. The Music Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee shall work with the church staff to plan, promote, and coordinate all music programs within the church. They may form sub-committees needed to ensure a music program is available for all age groups. They shall organize and maintain a library of all the church's music. They will work with the finance committee to ensure money needed to purchase music and to run the various music programs for the church is in the church's budget.

Section 3. PERSONNEL

A. Membership

1. The Membership Committee shall be composed of the Church Clerk plus 2 other church members serving 2 years each, 1 member being elected annually.

2. This committee shall have the following duties:

- a. Have charge of membership rolls.
- b. Examine church rolls at least once annually.
- c. Make list of all members who have died or been dismissed from the church, by letter or otherwise.
- d. Use all reasonable means to maintain an active roll of all resident members.
- e. Conduct a suitable memorial for all members who have died in previous year.

B. Personnel

1. The Personnel Committee shall consist of 3 members serving 3 years each, 1 being elected annually.

2. This committee shall be responsible to hire or terminate all paid non-ordained employees when the need arises.

C. Nominating

1. The Nominating Committee shall consist of 5 members serving 5 years each, 1 being elected annually.

2. This committee's term shall run from April through March.

3. This committee shall be responsible to make nominations for Sunday School and Training Union Directors which are to be submitted to the church at the July business conference. Upon approval of the church, these directors will serve as part of the Nominating Committee. All the other officers and committee members are to be submitted for church approval during a special called business meeting during August.

D. Children Advisory Council

1. The Children Advisory Council shall consist of 5 members serving 3 years each with staggered terms.

2. This committee will be responsible for acting as a liaison between the church and Children's Minister and assist in planning, promoting, and coordinating activities for the children.

E. Youth Advisory Council

1. The Youth Advisory Council shall consist of 5 members serving 3 years each with staggered terms.

2. This committee will be responsible for acting as a liaison between the church and Youth Minister and assist in planning, promoting, and coordinating activities for the youth.

Section 4. FINANCIAL

A. Finance

1. The Finance Committee shall consist of 4 members serving 2 years each, 2 being elected annually, plus the full body of the Ministry Deacons.

2. This committee shall prepare the budget and the contribution statements for tax information. The budget will be reviewed by the Ministry Deacons before it is presented to the church for approval.

3. The sole and only source of financial support to this church shall be tithes and free-will offerings and proceeds from trust funds and designated gifts. The church's financial year shall be the calendar year, January through December.

4. The record of all funds (tithes, offerings, and designated gifts) shall pass through the hands of the Treasurer and be properly recorded in the books of the church. The expenses shall be paid from the general operating fund.

5. It is understood that membership in this church involves financial obligations to support it and its causes with regular gifts. Designated gifts may be accepted or rejected by the Ministry Deacons. If accepted, such funds may only be used as designated.

B. Teller and Courier

1. The Teller and Courier Committee shall consist of the treasurer, assistant treasurer, church clerk, Sunday School Director, Sunday School Secretary, and any of the Ministry Deacons.

2. This committee shall be responsible for counting, recording, and delivering the offerings to the bank and for picking up bags from the bank. The Treasurer shall not help with the counting and recording unless at least one other member of the committee is present.

Section 5. OTHER

A. Long Range Planning

1. The Long Range Planning Committee shall consist of six members selected by the Ministry Deacon Body. Two members shall serve eight years, two members six years, and two members four years.

2. This committee shall be responsible for the long range planning and making recommendations to Elam on building, property, ministry, and transportation needs.

Section 6. ELAM Safety and Security Team (ESST) Standard Operating Procedures (SOP)

PURPOSE: Monitor interior and exterior church buildings, grounds and parking lot for suspicious individuals or activities to assist in ensuring Elam Baptist Church members and visitors are safe and secure during Sunday morning worship services.

TEAM: Three (3) qualified ESST members will be utilized to monitor the church buildings, grounds and parking lot during Sunday morning church worship services. Two (2) ESST members will patrol the outside area of the church and one (1) ESST member will monitor inside the church building. (Additional ESST team members may be added as needed).

QUALIFICATIONS: To serve as an ESST member:

Be a church members of Elam Baptist Church or another Baptist church.

Be at least 18 years of age.

Must be a mature Christian.

An ESST member must be “above reproach, faithful to his [or her] spouse, temperate, self-controlled, respectable, hospitable, [and] able to teach” (1 Timothy 3:2).

Physically able to perform typical duties like walking for extended distances, and standing for long periods of time.

Ability to remain calm in the event of an emergency. Must be able to communicate clearly to other team members, authorities and/or the congregation should the need arise.

ESST members should remember they are not the police but a volunteer of the ELAM Safety/Security Team.

Ethics & Conduct:

- 1. Honor Others Above Yourself** Be courteous, conscientious, and professional in the church. Be respectful to other members of the congregation. Be examples of Christ-like behavior by educating people instead of reprimanding them. People come to church to worship and serve the Lord. It’s not our place to cause them any emotional heartache, so please educate instead of reprimand. Tell them what you see that concerns you, how that behavior might cause harm, and how they can engage in the activity more safely.
- 2. Be Receptive, Available and Willing to Attend Training** From time to time in order to obtain the proper knowledge and processes needed to ensure we

continue to provide the safest environment for our visitors and members we will need to partake in additional training. Here are some we may look in to in the future: *First Aid, CPR, and AED use, Child protection procedures, Church policies and procedures, Verbal de-escalation techniques, Appropriate use of force, Threats, hazards, and protective actions, Emergency response procedures, Evacuation, shelter, and accountability procedures, Notification, warning, and communication procedures*

3. **Be An Example For Others** Show them what proper safety looks like. Don't do anything unsafe yourself. Address safety risks as soon as you see something that is harmful or could be harmful to others. Make sure you take actions to fix it.
4. **Be Faithful** Fulfill your commitments to the church. Work your scheduled services. You may be permitted to swap with other people, but that will be your responsibility. You have to call the people on the team to see if they will switch days with you or fill your shift. If an emergency arises contact the Chairman, Vice Chairman immediately so coverage can be addressed.

Perform all of your duties completely, correctly, and on time.

ESST Members Type of Assignment and Duty Locations:

There will be three (3) assigned duty areas when on patrol. INSIDE, OUTSIDE #1 and OUTSIDE #2

The INSIDE ESST member will cover the inside of the church and be located at the front of the church in the vestibule.

The OUTSIDE #1 ESST member will cover the front area of the church, the side of church closest to the parking lot, all entrances off the main road and the parking lot.

The OUTSIDE #2 ESST member will cover the back area of the church, the far side of the church and the family life center (gym) area.

Dress Code: In order to ensure we are able to provide effective security we will need to be dressed in a manner that allows us to do so. We also have to remember we represent Elam Baptist Church. ESST members providing patrol on the inside of the church will continue to wear what they usually wear to church services. Those working outside will be allowed to wear clothes appropriate to perform their duties depending on the season in order to safely and comfortably patrol outside.

NORMAL PROCEDURE:

Each ESST member will pick up their radio, ear buds and ID badge when they arrive at church. Those working Sunday school will perform a radio check to ensure all communications are working properly. The children, and youth Sunday schools teachers will also obtain their radios and ensure they are functioning properly and clear communication is verified with the ESST members on patrol. ESST team member will ensure they have their radios and pick up after services.

The Outside #1 ESST member has been assigned to cover both Sunday school and regular church service patrol. The Outside #2 ESST member has been given the option to also patrol during Sunday school in addition to their regular church service patrol. Recommendations have been made to all ESST members that if at all possible both Outside ESST members should patrol during Sunday school.

ESST member or members patrolling for Sunday school will monitor the entire church area. If both Outside #1 and Outside #2 are working Sunday school coverage they will patrol their respective areas and assist each other where needed.

Before regular patrol begins each ESST members will have a short meeting with each other and have prayer. They will discuss any issues they need to be aware of and once again verify their radios are working properly.

Once Sunday school is over each ESST member will proceed to their respected assigned areas. Each ESST member will verify radio communication is functioning properly. If there is an issue they are to correct it as soon as possible.

The inside ESST member will ensure all doors in church (except front door) are locked when pastor announces everyone to greet each other. The inside ESST member will lock front door when choir starts to sing.

The inside ESST member will contact the outside ESST member/s when the children and children director are on their way to the gym and when the front door of the sanctuary has been locked.

The children director will also have a radio and once he/she enters the children's church worship area (gym) a communication radio test will be completed with him/her and all active ESST members on duty.

The outside #1 ESST member will be located in the front area of the church and have a good view of all entry points from the road. The outside #2 ESST member will be located in the back of church by the gym entrance. They will monitor that area and be available in case parents need entry to the gym or in case of an emergency or any other issue.

The OUTSIDE #1 ESST member will cover the front area of the church, the side of church closest to the parking lot, all entrances off the main road and the parking lot.

The OUTSIDE #2 ESST member will cover the back area of the church, the far side of the church and the family life center (gym) area.

Once the inside ESST member notifies the outside ESST members that the front door is locked they will check all of their assigned outside doors on sanctuary and gym to ensure they are locked. If any are unlocked they will lock them. If an ESST member find any doors unlocked they are to notify the Chairman or Vice Chairman after they have completed their duty assignment for the day.

The inside ESST member will contact the outside ESST members when church service is about to end.

The outside #2 ESST member who is monitoring the back will ensure that the rear door of the church building is open as well as the gym when church is over in order to allow access to both areas.

The outside #2 ESST member in the rear of church will remain in the back till the children start to be picked up by their parents and until he/she feels the area is secure.

The outside #1 ESST member located in the front of the church will remain in the front for a short period of time as everyone from the sanctuary starts to depart and until he feels the area is secure.

Once duty is completed all ESST members should turn off their radios and return them and their security badges to the designated area and plug in the radios to charge.

NOTE: All radios will use channel #1 unless otherwise instructed due to an issue.

TEAM ROLES:

Basic radio operation and communications

All ESST members must have a key to all doors and have it with them

Be alert and attentive during their assignment

Ability to be observant of their surroundings and any unusual activity

Ability to perform basic First Aid, CPR and AED.

Ability to deal with church staff and congregation

Ability to deal with unruly people in a civil manner

Know children security procedures

Use of force if needed but as a last resort

RESPONSIBILITIES/ACTIONS:

Visitors to our church as well as our church members need to feel confident that they are safe and their vehicles and property will be safe and secure while attending our church. Outside ESST members ideally would be the first to observe any potential threats entering the church grounds (unknown individuals around vehicles, possession of weapons, unruly demonstrators and irrational behavior). The ESST team and individual members are to observe and assess people and the environment continuously and purposefully. They will make a reasonable evaluation of any suspicious person or situation and the potential for disruption or harm. Appropriate action could be verbal engagement, defensive action and/or assistance from local sheriff office. If the situation elevates to the possibility of ill intentions, aggressive threatening behavior or harmful action one of the ESST members will immediately call 911. Then the ESST member/s encountering the threat will take appropriate measures to ensure his/her safety. He/she will notify the inside ESST member of the situation and contact the children director to lockdown the gym and secure all children. The inside ESST member will immediately notify the pastor, lockdown the church building and assist in securing the congregation in a safe location.

PREPARE FOR THE WORST CASE SCENARIO

IN THE EVENT OF A VIOLENT ACT OR INCIDENT:

If the ESST member has no other choice but to engage the offender and they are able to diffuse the threat they will isolate the offender and wait for law enforcement to arrive. Once Law Enforcement arrives remember that deputies will be looking for the person or persons who are causing a problem or is an armed aggressor/s so that they can neutralize the threat. All ESST members on the scene when officers arrive should keep their hands visible and empty and they should identify themselves to the officers immediately. ESST members should share any information they have about the crisis. What happened? Where did it happen? Describe the person causing the problem. And so forth. If the threat has not been neutralized the deputies will concentrate on the active shooter/s or criminal/s first. Once the deputies have secured the threat they will seek to rescue victims and provide medical assistance to anyone who is injured. Finally, if a crime has been committed it is a crime scene and law enforcement will want to preserve and secure it. ESST members are to listen and obey all law enforcement commands. **Media Policy:** If an incident does occur and media shows up on the scene. Who talks to them? - Pastor, Chairman of the Deacons or a Designee?

We will use a few simple code words on radio when contacting another ESST member and or Children Director/Teacher about an issue or threat.

CODE RED A serious threat (active shooter, aggressive threatening behavior or harmful action) ESST member will make the decision if he/she determines there is a **serious threat** to the church congregation.

CODE YELLOW A potential threat (unknown individuals around vehicles, possession of weapons, unruly demonstrators and irrational behavior) ESST member will make the decision if he/she determines there is a **potential threat** to the church congregation.

CODE GREEN = All is clear and safe.

Keys: Each ESST member will be required to have a key to all entry and exit doors. They will be assigned a key and are responsible for keeping their key secure. If an ESST member leaves the ESST team for any reason they are required to turn in their key unless they have other church duties that require them to continue to need one.

ID Badges: ID badges will be worn when on duty.

ESST Member Meetings:

Regular ESST meetings will take place every quarter (3 months). Additional meetings might be required if deemed necessary.

Article IV. Temporary Committees

The following special and temporary committees will be elected by the church to perform a specified duty and when this duty is accomplished, the committee will cease to exist.

Section 1. PASTOR SEARCH

A. The Pastor Search Committee shall consist of 5 members who were nominated by the Ministry Deacons and approved by the church. The nomination from the Ministry Deacons will be no more than thirty (30) days after notice of resignation or vacancy of the Pastorate.

B. A Pastor Search Committee shall be appointed by the church to seek a suitable pastor and their recommendation shall constitute a nomination, though any member has the right to make other nominations. The committee shall bring to the consideration of the church only one person at a time.

Section 2. MINISTER of YOUTH / YOUTH DIRECTOR SEARCH

A. The Minister of Youth Search Committee shall consist of 5 members who were nominated by the Ministry Deacons and approved by the church. The nomination from the Ministry Deacons will be no more than thirty (30) days after notice of resignation or vacancy of the position.

B. The Youth Director Search Committee shall consist of 5 members who were nominated by the Personnel Committee and approved by the church. The nomination from the Personnel Committee will be no more than thirty (30) days after notice of resignation or vacancy of the position.

Section 3. MINISTER of MUSIC / MUSIC DIRECTOR SEARCH

A. The Minister of Music Search Committee shall consist of 5 members who were nominated by the Ministry Deacons and approved by the church. The nomination from the Ministry Deacons will be no more than thirty (30) days after notice of resignation or vacancy of the position.

B. The Music Director Search Committee shall consist of 5 members who were nominated by the Personnel Committee and approved by the church. The nomination from the Personnel Committee will be no more than thirty (30) days after notice of resignation or vacancy of the position.

Section 4. OTHER ORDAINED POSITIONS SEARCH

A. The search committee shall consist of 5 members who were nominated by the Ministry Deacons and approved by the church. The nomination from the Ministry Deacons will be no more than thirty (30) days after notice of resignation or vacancy of the position.

B. A search committee shall be appointed by the church to seek a suitable person and their recommendation shall constitute a nomination, though any member has the right to make other nominations. The committee shall bring to the consideration of the church only one person at a time.

Section 5. OTHER COMMITTEES

The Ministry Deacons may submit names to the church for their approval of persons to form a committee to perform special services not already covered under the responsibilities of other permanent committees as the need arises. Such committees shall be appointed on a temporary basis to function only until their specific assignment is completed.

Article V. Meetings

Section 1. WORSHIP

- A. Public services shall be held on the Lord's Day.
- B. The Lord's Supper shall be celebrated on the second Sunday of each quarter, unless changed by the pastor.
- C. Revival meetings shall be held at the discretion of the church.

Section 2. BUSINESS

- A. The church business and financial year will begin in January. The Sunday School and Training Union year will begin whenever the literature being used begins their year. The regular conference, or business meeting, for the transaction of all business of the church, shall be held at least quarterly. When these are held quarterly, they shall be held on the third week of the first month of the church business quarter (January, April, July, and October).
- B. The pastor may, and shall, when requested by the Ministry Deacons, trustees, or a standing committee, call from the pulpit special business meetings, the particular object of the meeting being clearly stated in the notice.
- C. Special business meetings of the church may also be called by the clerk upon written application of any five adult members specifying the object thereof, which notice shall be read at the public service on the Lord's Day preceding the service for such meeting.
- D. The annual meeting of the church shall be held on the third Sunday morning in October at which time the annual reports shall be presented and such other business transacted as may be specified in the call or authorized in the by-laws.

Article VI. Discipline

- A. Should any unhappy differences arise between members, the aggrieved member shall follow, in a tender spirit, the rules given by the Lord in the eighteenth chapter of **Matthew**.
- B. Should any case of gross breach of covenant, or of public scandal occur, the deacons shall endeavor to remove the offender, and if such effort fail, shall report the case to the church.
- C. If the church votes to entertain a complaint, which must be made in writing, it shall appoint a reasonable time and place of hearing and notify the person in question thereof, furnishing him/her with a copy of the charges.
- D. At such hearing, the accused member may call to his/her aid any member of the church as counsel. If he/she does not present himself/herself at the time appointed, or give satisfactory reasons for his/her neglect so to do, the church may proceed in his/her absence.
- E. All such proceedings shall be predicated by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the church may proceed to admonish or declare the offender to be no longer in the membership of the church.
- F. In case of grave difficulty, the church will be ready, if requested, to ask the advice of an acceptable council from neighboring churches.

Article VII. The Church Council

- A. The Church Council, upon being established by authorization of the church, shall seek to correlate and co-ordinate the activities and organizations of the church, yet with advisory powers only.
- B. The council, unless otherwise determined by a vote of the church, shall be composed of Pastor and church staff members, Clerk, Treasurer, Minister of Music, one or more representatives from the Deacons and each of the organizations (Sunday School, Training Union, W M U, Baptist Men, Minister of Youth, President of Prime Timer's group and Recreation Director), and of the congregation at large.
- C. The council shall meet monthly or quarterly, as may be desired, or on call of Pastor or Chairman of Ministry Deacons at any time deemed necessary.

D. The functions of the council may be indicated by the following agenda, subject to change as occasion may require:

1. Scripture reading and prayer.
2. Reports of progress since last meeting.
3. Calendar of activities and meetings for the month or quarter ahead.
4. Problems which need joint consideration.
5. Needs which should be supplied co-operatively.
6. Objectives which call for teamwork.
7. Possibilities of friction which should be prevented.
8. Spiritual emphasis in which all may join.
9. Denominational calendar which should be taken into account.
10. Season of prayer for special objects or reasons.

E. All matters agreed upon by the council, calling for action not already provided for, shall be referred to the church for approval or disapproval.

Article VIII. Amendments

This Constitution and accompanying By-laws, Articles of Faith and Church Covenant may be amended by a two-thirds vote of members present and entitled to vote at any regular or called meeting after proposed change has been presented, in writing, to the church in regular or called meeting and published in the bulletin at least two Sunday morning services.

Article IX. New Constitution and By-laws

A. When the new Constitution and By-laws are presented to the church for a study, any member wishing to make a change must put it in writing to the Moderator or Chairman of the Ministry Deacons.

B. Any amendments approved by the church will require publishing of the entire Constitution and By-laws, with changes and dates of revision.

C. The most recent official copy will be kept by the Church Clerk.