

**CONSTITUTION AND BYLAWS
OF
OAKLAWN BAPTIST CHURCH**

**Adopted October 10, 2004
Amended February 24, 2019**

PREAMBLE

For the purpose of preserving, propagating and making articulate the principles of our Faith, and to the end that this body of believing Christians may be governed in an orderly manner consistent with the accepted tenets of the Baptist faith, for the purpose of preserving the liberties inherent in each individual member of the church, and in order to set forth the relationship of this body to other bodies of the same faith, and to set forth the rules of governing and managing the affairs of the body, we do adopt and establish this Constitution and Bylaws.

ARTICLE I

The name of this corporation shall be Oaklawn Baptist Church located at 3500 Kernersville Road, Winston-Salem, North Carolina, 27107.

ARTICLE II

Oaklawn Baptist Church is organized for the purpose of advancing and promoting the worship of God through the reading and study of the Holy Bible as the revealed word of God, the teaching and preaching of the Gospel of our Lord and Savior, Jesus Christ, conducting regular services of worship for the spiritual training, development, and benefit of each member, and for the winning of souls through our organized religious channels to the entire world. It shall exist to provide regular opportunities for public worship, to sustain the ordinances, doctrines, and ethics set forth in the New Testament for the church of our Lord, Jesus Christ, and to channel its offerings to the support of the objects of the Kingdom of God. In order to effectively carry forward the objects and purposes set forth above, the church will have full power and authority to purchase, lease, and acquire by gift, devise, or bequest and to hold, mortgage, convey and dispose of all kinds of property, both real and personal, in the manner set forth below.

ARTICLE III

Section 1 – CHURCH COVENANT. We are the people whom Christ has set free. We belong, not to ourselves, but to our Savior. We are God’s people. We praise Him “who loves us and has freed us from our sins by His blood.” Being led, as we believe by the Holy Spirit, and in order to use our freedom responsibly, we do most solemnly enter into covenant with one another under God. We shall make over and over again the earliest

Christian confession: Jesus Christ is Lord. We shall be faithful in proclaiming the good news of Jesus Christ, in prayer, in the study of God's word, the practice of Christian stewardship, and the nurturing of the Christian fellowship. We shall love, accept, affirm, and pray for one another. We want the doors of our church to be open as wide as the love of Christ.

We shall be especially concerned about our families, that they be Christian, that a faithful love exist between husband and wife, and that our children be wanted, cared for, and loved. Knowing that we are dependent on the church which is the body of Christ, we promise to be vitally connected with our church here and wherever we may live. With the benediction on Sunday, we shall not leave the church within these sacred walls. We shall be the church in the world! We shall go, all of us, into the world as ministers of Christ. We shall speak the reconciling word and do the reconciling deed.

We shall reach across barriers, keep open communication, and care for people the way Christ has cared for us. We shall seek economic justice so that the good life will be within the reach of everyone. We shall [seek](#) to overcome racial prejudice and all conditions that demean and cheapen human life. We shall work against and abstain from the use of substances which are spiritually and physically harmful. We shall exercise concern for those who are the victims of such activities.

We who have been so richly blessed will share our affluence with the poor, hungry, and starving of our world. We shall be the careful keepers of the good earth, passing it unspoiled, to those who will come after us. We shall say and do those things that make for peace in the world where the threat of mass destruction falls like an ominous shadow.

We would live in such a way that people can see Jesus Christ in us, recognizing Him as the One who loves them, would save them, and cannot give them up. Amen.

Section 2 – BASIC BELIEFS. We affirm the Holy Bible as the inspired word of God and the basis of our beliefs. This church subscribes to the doctrinal statement [in the latest version](#) of [The Baptist Faith and Message](#) as adopted by the Southern Baptist Convention. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost humanity. The ordinances of this church are believer's baptism and the Lord's Supper.

ARTICLE IV MEMBERSHIP

Section 1 – GENERAL. This is an autonomous and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of the church and the conditions of such membership.

Section 2 – CANDIDACY. Any person may offer oneself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- A. By profession of faith in the Lord Jesus Christ and for baptism according to the policies of this church;
- B. By promise of a letter from another Baptist church of like faith and order. If such a letter cannot be secured within ninety days, the clerk shall automatically record such member as “received on statement of faith”;
- C. By statement of a conversion experience and baptism by immersion when no letter is obtainable;
- D. By watchcare: a person living in the area for an interim period who wishes to formally participate in the fellowship and worship of this church may be accepted under watchcare of this church. The right to vote or hold office in the church is not present under watchcare.

Candidates for membership will be voted into membership at the time of their presentation to the church during a regular worship service, following the candidate’s A) baptism, receipt of letter, or statement of faith, and B) successful completion of a membership class.

Should there be any dissent to any candidate, such dissent shall be referred to the pastor and the Deacons for investigation and the making of a recommendation to the church during a regular business meeting within thirty (30) days. A three-fourths (3/4) vote of those members present and voting shall be required to elect such candidates to membership.

Section 3 – RIGHTS OF MEMBERS.

- A. Minimum voting age for members is set at 18 years of age.
- B. Every member of voting age present during church business meetings is entitled to vote at all elections and on all questions submitted to the church.
- C. Members of the church of voting age are eligible for elective office.
- D. Members of the church who are of voting age are eligible to serve on church committees. However, to ensure that all members have an opportunity to serve in the church, members are limited as to how many committees on which they may serve concurrently. Any member may serve on A) two operations, and either one service or one standing committee or B) one operations, two service and one standing committee. (Article VII, Section 2 defines Committees)

Section 4 – RESPONSIBILITIES OF MEMBERS - Members of this church are expected to demonstrate commitment to the Lord and the church through regular participation in the basic church functions of worship, discipleship, evangelism, fellowship, missions and support through a practice of biblical tithing and giving of special offerings.

Section 5 – TERMINATION OF MEMBERSHIP. Membership shall be terminated in the following ways:

- A. Death;
- B. By personal request;
- C. Letter of dismissal being granted to any church of like faith and order;
- D. By erasure upon becoming affiliated with a church of different faith or denomination;
- E. By vote of $\frac{3}{4}$ of the membership present at a regular business meeting.

ARTICLE V CHURCH GOVERNMENT/MEETINGS

Section 1 – DIRECTORS. The government of this church shall be congregational in nature and shall be vested in the membership. Each member of voting age shall be a Director of the church and shall be accorded one vote on any matter concerning the church.

Section 2 – MEETINGS OF DIRECTORS. The business of the church shall be conducted at regularly scheduled business meetings of the membership, but no less than once a quarter. Other meetings of the membership for church business may be called at any time by the pastor or chairman of the Deacons.

Section 3 - RULES OF ORDER. The church shall adopt *Robert's Rules of Order, Revised* (latest version), as its parliamentary rules of procedure for all church meetings.

Section 4 – MODERATOR/PARLIAMENTARIANS. The Nominating Committee shall recommend and the church shall elect a Moderator and two members to serve as church parliamentarians. The Moderator shall serve a one-year term and may be re-elected. Parliamentarians shall serve a two-year rotating, staggered term and may be re-elected. The Moderator and Parliamentarians shall be responsible for knowing *Robert's Rules of Order, Revised* (latest version) and exercising its regulations during business meetings. In the absence of the Moderator at a business meeting, the church membership present shall elect a Moderator for that specific business meeting.

Section 5 – QUORUM. A quorum shall consist of no less than six percent of the church membership.

Section 6 – MINUTES. The church clerk shall record the minutes of each business meeting, including the number present, whether a quorum was present, and what actions were taken by the church. A copy of the minutes will be kept on file in the church office by the church secretary. The clerk shall also maintain duplicate copies of the minutes. The clerk shall record in the minutes all motions, including the person making the motion, the person seconding the motion, description of the motion, and a response date

to the motion. At the beginning of a regular business meeting, the clerk shall read to the membership any active motions.

Section 7 – REGULAR MEETINGS. This church shall hold regular meetings for worship, teaching, training, fellowship and observance of the ordinances (see Article VIII). The church will hold regular services of worship on Sundays and on Wednesday evenings unless otherwise agreed upon by the church.

Section 8 – BUSINESS MEETINGS. This church shall hold regular business meetings for the disposition of all business matters not otherwise provided for, to hear reports from the various church organizations and to consider other matters essential to the spiritual welfare and prosperity of the congregation. These meetings shall be held quarterly in the manner as set forth above.

Section 9 – SPECIAL BUSINESS MEETINGS. The pastor and/or the Chairman of the Deacons may call a special business meeting. The notice shall be presented in a dated, printed document, on the church website, and by telephone and email fourteen days prior to the meeting; notice must include the subject, date, time, and given in such a manner that members be aware of the meeting, unless extreme urgency renders such notice impractical.

Section 10 – OTHER MEETINGS. Other meetings of the church as a whole or of authorized groups within the church may be scheduled according to the needs of the congregation.

Section 11 – ANNUAL MEETING. This church shall hold an annual meeting during January. The annual meeting may coincide with the regular business meeting. At the annual meeting, the pastor shall present the “State of the Church” address to the membership and include the past, present and future status of the church. The pastor may deliver his “State of the Church” address at the Sunday morning worship prior to the business meeting on Sunday night. The pastor will deliver a copy of the address to the clerk to insert into the records.

ARTICLE VI OFFICERS

Section 1 – GENERAL. The officers of this church shall be the pastor, ministerial staff, Deacons, trustees, clerk and associate, and treasurer and associate, as outlined by this Constitution and Bylaws. The officers shall be elected by the church and shall be members in good standing at the time of the election, except that the pastor and ministerial staff need not be a member until after their call.

Section 2 – TERM OF OFFICE. All church officers subject to annual election shall be elected by the church before the end of December and take office the first Sunday in January. All officers of the church and its organizations, unless otherwise specified, shall be elected for a term of one year.

Section 3 – NOMINATION. Each officer shall be nominated upon the recommendation of the Nominating Committee, it being understood, that members of the church may offer substitute nominations at the election of said officers.

Section 4 – PASTOR. A pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church. Notice of termination of the relationship by either party shall be immediate, unless otherwise mutually agreed upon by the pastor and church with both pastor and church seeking to follow the will of God through the leadership of the Holy Spirit.

4A. – A pastor shall be selected by the following process. The Pastor Search Committee shall consist of five members. The Nominating Committee shall present to the church membership a list of five names for election. The Nominating Committee must consider the diversity of the congregation when selecting members for this committee.

At the time the Pastor Search Committee is approved, the Personnel Committee, after consultation with the Finance Committee, shall present to the church membership a job description for the pastor and a range for a salary and benefit package. When the job description and salary and benefit package are recommended by the church membership, the Pastor Search Committee may begin its selection process. However, the Pastor Search Committee may modify the guidelines to adjust to the candidate pool.

The Pastor Search Committee shall seek out and nominate as pastor a minister of the Gospel whose Christian character and qualifications are fit for the office. Church members may suggest names to the Pastor Search Committee for consideration. The committee shall bring only one name at a time for consideration to the church, and no nomination shall be made except by the committee.

The Pastor Search Committee shall present the candidate, salary and benefit proposal, and job description a week prior to the vote in order to offer the membership time with the candidate. During this time the candidate and Pastor Search Committee will hold meetings with the Deacons, committees, and church members for question and answer sessions. The candidate will also attend social events to allow church members to meet the candidate's family.

The vote to call a pastor shall take place at a meeting especially set for that purpose. Written notice (to include the subject, date and time of meeting), via first-class mail, postmarked a minimum of seven days in advance, must be provided to the membership. An extension of a call shall be by a vote of $\frac{3}{4}$ of the members present and voting. Should the pastor recommended by the committee fail to receive a $\frac{3}{4}$ vote, the

committee will be instructed to seek out another pastor, and the meeting at which the vote was taken shall be adjourned without further debate.

4B. – The pastor shall have charge of the welfare and oversight of the church. The pastor shall conduct religious services on stated and special occasions, administer the ordinances, and minister to the spiritual needs of the members of the church and community. The pastor shall have special charge of the pulpit ministry of the church and shall, in concurrence with the Deacons, provide for pulpit supply when the pastor is absent. The pastor shall arrange, with the concurrence of the Deacons, for ministers to assist in revival meetings and workers to assist in other special services required by the church.

4C. - The pastor may call a special meeting of the Deacons or of any committee.

4D. - At the annual meeting in [January](#), the pastor shall present the “State of the Church” address to the membership. (See Article V, Section 11)

4E. - The pastor shall be an ex-officio member of any committee for which he is not already named as a member. He may appoint a staff member to attend in his place should he elect.

4F.- [INTERIM PASTOR](#). The Personnel Committee, after consultation with the Finance Committee, shall present to the church membership for approval a salary and job description for an interim pastor. When both the job description and salary package are recommended by the church membership, the Pastor Search Committee may begin its selection process. However the Pastor Search Committee may modify the guidelines to adjust to the candidate pool.

4G. [The Deacons will make arrangements for alternate pastors until an interim pastor can be approved.](#)

Section 5 – MINISTERIAL STAFF.

5A. - Ministerial staff shall be selected by the following process. [The Nominating Committee shall present to the church membership a list of four names for election to the Ministerial Staff Search Committee. The Pastor shall also sit on this committee. The Nominating Committee must consider the diversity of the congregation when selecting members for this committee.](#)

[At the time the Ministerial Staff Search Committee is approved, the Personnel Committee, after consultation with the Finance Committee, shall present to the church membership a job description for the ministerial position and a salary and benefit package to be used as recommendations in the search. When the job description and salary and benefit package are approved by the church membership, the Ministerial Staff](#)

Search Committee may begin its selection process. However, the Ministerial Staff Search Committee may modify the guidelines to adjust to the candidate pool.

The Ministerial Staff Search Committee shall seek out and nominate as ministers those whose Christian character and qualifications are fit for the office. The committee shall bring only one name at a time for the consideration to the church, and no nomination shall be made except by the committee. Church members may suggest names to the Ministerial Staff Search Committee for consideration.

The Ministerial Staff Search Committee shall present the candidate, salary and benefit proposal, and job description to the church a week prior to the vote in order to offer the membership time with the candidate. During this time the candidate and Ministerial Staff Search Committee will hold meetings with the deacons, committees, and church members for question and answer sessions. The candidate will also attend social events to allow church members to meet the candidate's family.

The vote to call a ministerial staff member shall take place at a meeting especially set for that purpose. Written notice (to include the subject, date and time), via first-class mail, postmarked a minimum of seven days in advance, must be provided to the membership. An extension of a call shall be by a vote of $\frac{3}{4}$ of the members present and voting. Should the candidate recommended by the committee fail to receive a $\frac{3}{4}$ vote, the committee will be instructed to seek out another candidate, and the meeting at which the vote was taken shall be adjourned without further debate.

5B. - Ministerial staff shall not serve as a deacon.

5C. – The church requests at least two weeks notice be given for any resignation. Upon recommendation of the Personnel committee and the Deacons, the church shall vote without discussion at a special called business meeting to vacate any staff position. Termination shall be immediate upon the majority vote of the members present and voting.

5D. – INTERIM MINISTERIAL STAFF. The Personnel Committee, after consultation with the Finance Committee, shall present to the church membership for approval a salary and job description for an interim ministerial staff member. When both the job description and salary package are recommend by the church membership, the Ministerial Staff Search Committee may begin its selection process. However the Ministerial Staff Search Committee may modify the guidelines to adjust to the candidate pool.

Section 6 – NON-MINISTERIAL STAFF. The Personnel Committee in conjunction with the pastor shall seek and employ personnel to fit non-ministerial staff positions approved by the church. The Personnel Committee shall have the authority to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate,

with the consultation of related committees of the church. [Non-ministerial personnel may be exempt from the membership stipulation.](#)

[Once a position is vacated, and before it can be filled, the membership must approve a job description, which is to be presented by the Personnel Committee to the church body..](#)

Section 7 – DEACONS. In accordance with the meaning of the word “deacon” in the New Testament as “one who serves”, the deacons are to be servants of the church (1 Timothy 3:8-13; Titus 1:5-9). They shall serve with the pastor and ministerial staff in ministering to the needs of the church family. Deacons shall be actively involved, assisting the pastor in personalizing the ministry of the church, leading the church in the achievement of its mission, proclaiming the gospel to believers and unbelievers, and caring for the church members and other persons in the community.

7A. Deacons are charged with the responsibility to guard the unity of the spirit within the church in bonds of peace and love. They serve as a council of advice and conference with the pastor in matters pertaining to the welfare and ministry of the church. Through special ministries with families and their own personal ministry, they are to be influential in establishing a caring relationship within the membership of the church. Deacons are especially charged to deal sensitively and seriously with the physical needs as well as the moral and spiritual struggles of the church family.

7B. Deacons shall be elected as needed to serve the church for three-year terms. Consecutive terms are permissible upon nomination and re-election by the church. [The pastor and deacons will recommend the nominees to fill an unexpired term. The nominees will come from the list of names submitted on the “Deacon Recommendation form”.](#) There is no obligation to recognize as an active deacon an individual who has served as a deacon while a member of another church family.

7C. The deacon selection process will begin in July. The pastor, through written and spoken messages, will lead the church family to consider the attributes, roles and ministry of a deacon. The emphasis will focus on the church family’s prayerful consideration of who should be recommended to serve as a deacon. One’s maturity of Christian faith and understanding of this church’s goals shall be given serious consideration in the selection of a deacon.

[Recommendations will be made on the “Deacon Recommendation form”. The forms will be available to all church members. Completed forms will be returned to the church office. A church secretary will forward the collected forms to the Chairman of the Deacons. The Chairman of the Deacons will maintain this list until the following July at which time the new list is compiled. The deacons will determine the number of persons needed for filling vacancies and unexpired terms for the upcoming year. The deacons will also evaluate the need to increase their number based on the growing numbers in the church family.](#)

The active deacons and pastor will prayerfully review those being recommended by the church to serve as deacons. The deacons will consider such areas as spiritual and family life, Christian witness, maturity, stewardship, commitment to the church's ministry, and the servant attitude of the persons being recommended. [A nominee as recommended by the Deacons will be contacted by the pastor and current Deacon chairman to determine the nominee's willingness to serve.](#)

[The member with the most recommendations will be contacted by the pastor and Deacons to begin the evaluation process. The member with the second highest recommendations will then be called, then the third highest and so forth, until enough candidates are evaluated in order to fill the available positions.](#)

During the November business meeting, the Nominating Committee will present to the church the names qualified by the pastor and Deacons. The church family will vote on those who have accepted the calling to serve the church as Deacon.

7D. The Deacons shall elect one of their members to be Chairman of the Deacons. The Chairman shall serve for a one-year term. The Deacons shall also elect one of their members to be Vice-Chairman of the Deacons. The Vice-Chairman shall serve for a one-year term.

Section 8 – TRUSTEES. Three Trustees shall be elected to serve three-year terms. The terms shall be staggered. In order to achieve staggered terms, at the first election trustees will be elected to a one, two and three-year term. After serving [two consecutive terms](#), a trustee shall be eligible for re-election after a lapse of one year.

[The members acknowledge that from time to time this organization may incur debt, transfer property, and approve other transactions for the benefit and for the best interests of the membership. Upon approval by the church body, the Trustees are authorized to sign any written instruments on behalf of the church. When signatures are attested by either the Clerk or the Treasurer and the Corporate Seal affixed thereto, such signatures shall be binding on the church. A minimum of two Trustees must sign any document legally binding to the church \(ie. contracts, leases, and bank documents\).](#)

[Upon an offer to receive real or liquid property for the church from a benefactor, the Trustees must solicit information from the appropriate church committees and present to the membership all information regarding the matter. If the membership approves to accept the offer, the Trustees may sign any documents to transfer the property into the ownership of the church.](#)

[Trustees may assist the Treasurer as needed in the disbursement of checks. \(See Section 10 below.\)](#)

[Only Trustees shall represent the church in all matters of legal responsibility regarding the church properties. All legal papers shall be executed by the Trustees as directed by the church.](#)

Section 9 – CLERK AND ASSOCIATE. The church shall elect annually a clerical officer. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve and fill all communications related to the office of clerk and written official reports. The clerk shall be responsible for seeing to the preparation of the annual letter of the church to the association and presentation to the church for approval. The clerk may delegate some of the clerical responsibilities to a church secretary. All church records are church property and shall be kept in the church office.

The clerk shall be responsible to maintain the corporate seal of the church. The clerk shall be authorized to attest to the signatures of the Trustees on any business or legal document as may benefit or affect the church and to affix the corporate seal thereto.

The associate clerk will assist the clerk as needed.

Section 10 – TREASURER AND ASSOCIATE. The church shall elect annually a church treasurer and associate as its financial officers. The treasurer and associate are eligible to serve three consecutive terms after which a year must lapse before eligibility for re-election. Some of the treasurer's responsibilities may be carried out by a church secretary. All church records are church property and shall be kept in the church office. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month.

Upon rendering the annual account at the end of each year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as part of the permanent records of the church.

The treasurer shall be authorized to attest to the signatures of the Trustees on any business or legal document as may benefit or affect the church and to affix the corporate seal thereto.

The treasurer shall be an ex-officio member of the Finance Committee. The associate treasurer will assist the treasurer as needed.

It shall be the duty of the treasurer to pay out by check, upon receipt of vouchers approved and signed by authorized personnel, keeping at all times an itemized account of all receipts and disbursements. **If the treasurer is unavailable to sign for church disbursements, the associate treasurer may sign in his place. If both the treasurer and associate treasurer are unavailable to sign for church disbursements, the order of succession falls to the senior Trustee, then the junior Trustee, and finally the freshman Trustee. No other church officer or member may sign for church disbursements.**

ARTICLE VII COMMITTEES AND COUNCILS

Section 1 – GENERAL. The church may establish such committees and councils as may be deemed necessary to efficiently and effectively carry on the various phases of the programs of the church. All committee/council members, with the exception of the Deacons and Committee on Committees, shall be nominated by the Nominating Committee or from the floor by membership during a regularly scheduled business meeting, and elected by the church from its membership. Church committees/councils with the exception of the Deacons and Constitution and By-Laws Committee are responsible to the Committee on Committees.

Section 2 – COMMITTEE DESIGNATIONS. For the purpose of determining a member's participation on church committees, committees shall be defined in the following manner. Operations committees are those that determine most of the church's business and activities. These are, in alphabetical order, the Committee on Committees, Constitution and Bylaws, Deacons, Finance, Nominating, Personnel and Property and Grounds. Service committees serve the church through other services. Examples of these committees are Baptismal, Hospitality, Missions and Music. Standing committees are those committees created by the church membership through a business meeting and have a specific function (ie. Pastor Search Committee or Renovations). When its purpose is fulfilled, a standing committee is dissolved.

Section 3 – COMMITTEE ON COMMITTEES. This committee shall consist of the Pastor and the chairmen of the following committees: Constitution and Bylaws, Deacons, Finance, Nominating, Personnel, and Property and Grounds. The committee shall elect its chairman. Ministerial staff cannot serve as chairman. As this committee is comprised of committee chairmen, members of the same immediate family cannot serve as chairman of major committees at the same time.

Two additional members will be elected from the church body at large during a regular business meeting. These members will serve a two-year, staggered term, and may serve two consecutive terms. After serving for two terms, one year must lapse before being eligible for re-election.

The Committee on Committees shall develop policies and procedures for each committee. These policies and procedures must be approved by the church membership. Changes to these policies and procedures must be presented to the membership thirty days prior to the vote on the changes. Notice for changes will be presented from the pulpit and through written hand-outs.

The policies and procedures shall be kept in the church operations manual and be available for use there by any member of the church. The Committee on Committees and each committee shall review these policies and procedures at least annually and recommend changes for church approval. Any church member or church organization

may suggest changes in the policies and procedures. The Committee on Committees can request a financial audit of the church finances as it deems necessary.

Section 4 – CHURCH OPERATIONS MANUAL. The Constitution and Bylaws Committee shall assemble and maintain a church operations manual. The operations manual will include: the Constitution and Bylaws, organizational charts depicting lines of responsibility in the administration of the church provided by the administrative staff, copies of job descriptions from the Personnel Committee approved by the church membership, and policies and procedures detailing the responsibilities of each committee as provided by the Committee on Committees.

The Constitution and Bylaws Committee shall review the operations manual and the Constitution and By-Laws at least annually and recommend changes for church approval. This committee shall consist of five church members recommended by the Nominating Committee and approved by the membership.

Section 5 – PASTORAL COUNCIL. The Pastor may choose a Pastoral Council to assist him in the fulfillment of his ministry. This council will have no authority except to advise the Pastor.

ARTICLE VIII ORDINANCES

Section 1 – GENERAL. The ordinances of the church as set forth in the Holy Scripture are Baptism and the Lord's Supper.

Section 2 – BAPTISM. The Ordinance of Baptism shall be by immersion of the professed believer in obedience to the command of Jesus Christ and shall be administered on authority of and in the presence of the church. The pastor shall administer the ordinance. In the pastor's absence, he may appoint [an ordained minister](#) to administer the ordinance.

Section 3 – THE LORD'S SUPPER. The Lord's Supper shall be observed during each quarter and at other special occasions, as the pastor may deem appropriate. The pastor shall administer the ordinance. In the pastor's absence, he may appoint [an ordained minister](#) to administer the ordinance. Anyone who has accepted the Lord Jesus Christ as Savior may participate in celebrating the Lord's Supper.

ARTICLE IX CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs including, but not limited to, Bible teaching, church member training, church leader training, new member orientation and mission education, training and performance. All organizations related to the church programs

shall be under church control. All officers of such organizations shall be church members, elected by the church to report, as necessary, to the church. All program activities are subject to church coordination and approval.

ARTICLE X AFFILIATION

Section 1 – INDEPENDENCE. This church is an autonomous body, congregational in nature with authority to determine for itself in the manner set forth in these by-laws and its constitution. It is free of any outside control, authority of power, whether governmental or otherwise, in the use of its property and all church policies.

Section 2 – ASSOCIATION. Recognizing the value of voluntary association with kindred churches, the church declares its intent, as far as conscience will allow, working in mutual cooperation with other Baptist churches.

Section 3 – AFFILIATION AND/OR COOPERATION. Upon adoption of this Constitution and Bylaws, this church shall be deemed to be in affiliation and cooperation with the aims and purposes of the Pilot Mountain Baptist Association, the Baptist State Convention of North Carolina and of the Southern Baptist Convention as set forth in the constitutions of these autonomous bodies. Through duly elected messengers this church will participate in their deliberative assemblies and shall support the missionary, benevolent and educational programs of each.

Section 4 – DISCONTINUANCE OF AFFILIATION AND/OR COOPERATION. The withdrawal from affiliation with the Pilot Mountain Baptist Association and/or discontinuance of cooperation with the Baptist State Convention and/or the Southern Baptist Convention will require a special business meeting called by the pastor or deacon chairman. Such meeting shall require a 30-day written notice to each member stating the subject, date, and time of the special business meeting. A quorum shall consist of no less than **fifty percent of the church membership**. Action to withdraw shall require a $\frac{3}{4}$ vote of the members present and voting.

Section 5 – PROPERTY DISTRIBUTION. **The transfer of property shall be effected in accordance with the will of a $\frac{3}{4}$ majority vote of members present. A quorum for this vote shall consist of no less than twenty percent of the church membership at a special called business meeting.**

ARTICLE XI LICENSING AND ORDAINING OF MINISTERS

Section 1 – LICENSING. Any member of the church who has shown by his life and has felt the call to the gospel ministry may, by vote of the membership at a regular business meeting, be approved to be licensed by the church to the Gospel ministry.

Section 2 – ORDINATION. When a church, agency, organization, or business shall have called as a minister a member of this church who possesses scriptural qualifications for ordination to the work of the gospel ministry, and shall request in writing that he be ordained, this church shall consider such request. If the church, by a majority vote at a regular business meeting, approves the request, then it shall authorize and direct the pastor to **develop an Ordination Council consisting of Pastors and Deacons who have been ordained to the work of God. This council** will interview the person to determine their qualification and eligibility for ordination. The church, after an affirmative recommendation from **the Ordination Council**, shall proceed with the ordination.

ARTICLE XII CORPORATE SEAL

The Seal of the church shall be two eccentric circles with the inscription “Oaklawn Baptist Church” contained between the circles. The Seal shall be affixed to this Constitution and By-laws by the Clerk beside the Clerk’s signature below.

ARTICLE XIII ADOPTION AND AMENDMENTS

Section 1 – ADOPTION. This Constitution and By-laws shall be considered adopted and in immediate effect if and when a majority of the members present at the special business meeting at which vote is taken shall vote in favor of same. This vote shall be taken not less than two weeks after formal presentation of this Constitution and Bylaws to the church, and notice of such meeting in which the vote is to be taken shall be given at least one week in advance.

Section 2 – AMENDMENTS. This Constitution and By-laws may be amended, altered or repealed by a two-thirds vote of the members present at a special called business meeting of the church for that purpose; provided, however, that such amendment, alteration or repeal shall have been given to the clerk in writing; and the proposed change shall have been presented in a dated, printed document, and by telephone and email at least thirty days prior to the time the vote is taken.

Section 3 – EFFECT OF ADOPTION. The adoption by the church of this Constitution and By-laws shall repeal all previously adopted rules in conflict herewith, provided, however, that no actions taken by the church prior to this date shall be invalidated by the adoption of this Constitution and By-laws.

Section 4 – COPIES. A copy of this Constitution and By-laws shall be kept by the clerk at all times among the clerk’s records, and another copy shall be kept in the church office. All amendments to or revision thereof shall be prepared by the clerk and attached to copies of this Constitution and By-laws and made available to the church members generally upon request.

This Constitution and By-laws are adopted this ____ day of _____, 20__.

Jane Wall, Church Clerk

Oaklawn Church Seal