



CONSTITUTION AND BYLAWS OF CENTERPOINT, INC.

BROOKHAVEN, MISSISSIPPI

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PREAMBLE

The objective of this constitution and bylaws is to establish in an orderly fashion the principles, procedures, and guidelines by which the church body of CenterPoint Church shall be governed and to preserve and make secure the principles of our faith.

ARTICLE I

NAME

This body shall be known as CenterPoint Church, Incorporated, Brookhaven, Mississippi.

ARTICLE II

MISSION STATEMENT

This church, believing in the Bible as the inspired Word of God and as the authority for faith and practice, and acknowledging its adherence to the teachings of Jesus Christ, declares its mission purposes accordingly.

1. Celebrate God's presence through worship.
Matthew 3:10, John 4:23-24, Psalm 122:1
Love God with all your heart.
2. Demonstrate God's love through ministry.
John 13:34-35, 1 Corinthians 12, Matthew 25:34-40, 1 John 3:16-17
Love your neighbor as yourself.
3. Communicate God's word through evangelism.
Acts 1:8, 2 Peter 3:9, Matthew 24:14
Go, make disciples.
4. Educate God's people through discipleship.
Hebrews 6:1, Ephesians 4:11-13, 2 Peter 3:18
Teach them to observe.

ARTICLE II

STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired Word of God and the basis of our faith. We are joined as a body of baptized believers in Jesus Christ committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

ARTICLE III

CHURCH COVENANT

Since we have been led by the Spirit of God to receive Jesus Christ as Savior and Lord, have publicly professed our faith in Him, and have been baptized in the name of the Father, Son, and Holy Spirit, we do now covenant with one another as one body in Christ. To God the Father, Son, and Holy Spirit we pledge our love and obedience and commit ourselves to seek His kingdom and His righteousness and to honor no persuasion, pressure, or command contrary to His Word.

We covenant to live in this church as disciples of Christ and to seek to grow continually in the knowledge of God. We covenant to be faithful in assembling together for worship, study, and fellowship and to support the mission of this church by giving our time, our abilities, and our possessions.

We covenant to hold one another in Christian love, to be slow to anger and quick to forgive. With compassion, sacrifice, and concern we shall minister to each other in sickness, distress, and bereavement. We pledge to pray for one another, be considerate of one another, and share one another's joys and sorrows.

We covenant to live as Christians in our homes, to maintain family and private devotions, to teach our children by instruction and example that Jesus Christ is Savior and Lord and that in commitment to Him we find fulfillment and life abundant.

We covenant to live as Christians in our community and in our world, to follow Christian principles of morality in our daily living and to be honest in our dealings and faithful in our commitments. We pledge to engage in a Christian witness and to be zealous in our efforts to advance the kingdom of our Savior here and throughout the world. We covenant to strive for a more perfect society and to combat evil by using our example and influence to oppose those practices and substances which contribute to the destruction of the human body and spirit.

We further resolve that when circumstances require our separation from this church, we shall become active attendees of another church where we can carry out the spirit of this covenant and the principles of God's Word.

In this covenant we shall stand firm, holding its principles with sincerity, ordering our lives by its imperatives, judging ourselves unfaithful if we ignore God's Word found in the Holy Bible, the demands upon our lives and resources, and reviewing it with each other before God in Christian worship.

ARTICLE IV

RELATIONSHIP WITH FELLOW BELIEVERS

The body of believers who compose this church shall be solely responsible for their service in the church. However, this church recognizes the importance of support and cooperation with fellow Christian churches in our community, the Lincoln Baptist Association, the Mississippi Baptist State Convention, and the Southern Baptist Convention. This support and cooperation shall continue until such time as the church determines the principles and philosophies of these organizations conflict with beliefs and practices of this church.

BYLAWS OF CENTERPOINT CHURCH

ARTICLE I. CHURCH STAFF

The church staff, collectively, is charged with implementing and leading the programs of the church in accordance with the policies established by the church and within financial limitations prescribed in the church budget. Staff attendees are under the direction and supervision of the Pastor; however, each attendee of the staff is ultimately responsible to the church for all of his/her actions.

SECTION A. PASTOR

The Pastor is the spiritual and administrative leader of the church. He shall lead the congregation, the organizations, and the church staff to perform their tasks. He is responsible for providing leadership toward accomplishing the church's primary mission, which includes worship, ministry, evangelism and proclamation, education and training. All functions are to be carried out according to the policies and beliefs of CenterPoint Church and are to be for the purpose of meeting the needs of the people in the church and community.

The Pastor shall be an ex-officio attendee of the committees of the church and is expected to lend support, influence, and spiritual guidance to these committees. He shall preside at all business meetings of the church.

He shall examine all candidates for baptism as to their conversion and spiritual experience and shall instruct all new attendees in the responsibilities and privileges of church attendance.

It shall be the duty of the Pastor to lead the church in regular and faithful visitation to the non-Christian, un-churched, troubled, sick, and bereaved, and to administer the ordinances of the church.

The Pastor may attend special church related training seminars and conferences as approved. The proper financial and pulpit supply arrangements, along with an explanation of the proposed special training, must be presented to the elder body.

It shall be the responsibility of the Pastor to see that the pulpit is supplied at all regular services during his absences.

The Pastor shall notify the elder body of all planned absences, time of departure and return.

Salary shall be determined by the Finance Committee who will make recommendation to the elder body for approval. Vacation and other privileges shall be presented to the elder body for approval, and shall be changed as deemed necessary.

Whenever a pastoral vacancy occurs or is anticipated, a Pastor Search Committee shall be chosen and shall function according to church policy.

A Pastor shall be chosen and called by the elder team whenever a vacancy occurs. When the Pastor Search Committee has a recommendation to fill the office of pastor, a special conference shall be called for that purpose.

The Pastor shall give at least a two week notice of his resignation. He should submit his resignation to the elder team and make a formal announcement thereof in a morning worship service.

The church may terminate the Pastor's service by giving formal notice thereof in any regular service of the church. A motion for termination of the Pastor's service may be made before any regular elder meeting by necessity. Termination of the Pastor's service must be by written letter of resignation, presented to the elder team by said pastor. Except in instances of gross misconduct by the Pastor so dismissed, the church shall give the Pastor two month's salary, beginning the date on which the elder team has voted for dismissal. Termination shall be immediate and salary shall be paid in not more than thirty days.

SECTION B. WORSHIP PASTOR

The music ministry is under the leadership and supervision of the Worship Pastor.

The Worship Pastor shall be responsible for the organization of all music groups of the church. He shall lead in the enlistment and training of attendees of each of these groups. He shall also be responsible for procurement of music and supplies, for maintenance of all musical instruments and for maintaining a current music library. Additionally, he is responsible for selection of hymns and special music in cooperation with the Pastor.

The Worship Pastor shall be privileged to participate in church related seminars and conferences, revivals and Southern Baptist activities. He shall not be absent more than two Sundays in succession and not more than two weeks per year for revival purposes unless approved of by the Pastor.

Salary shall be determined by the Finance Committee who will make recommendations to the elder body. Vacation and other privileges shall be presented to the elder body for approval, and shall be changed as deemed necessary.

Whenever a Worship Pastor vacancy is anticipated, a search committee shall be chosen and shall function according to church policy. Upon recommendation of the search committee, the call of the Worship Pastor shall be by the elder team at a special conference called for that purpose.

The Worship Pastor shall give at least two week's notice of his resignation. He should submit his resignation to the Pastor, the elder team and a formal announcement in a morning worship service will be made.

The elder team may terminate his service by giving formal notice thereof in a special conference called for that purpose. Recommendation of termination shall be made by the elder body. This conference must be announced one week in advance. Termination of service must be by written ballot with a majority of elders present voting to dismiss. The moderator for this special conference shall be the Pastor. Except for instances of gross misconduct, the church shall pay the Worship Pastor two months' salary as severance pay beginning on the date of the meeting at which his termination was approved.

SECTION C. STUDENT PASTOR

The student ministry is under the leadership and supervision of the Student Pastor.

The Student Pastor shall primarily be responsible for Youth Ministry Programming and implementation in conjunction with the Youth Committee of which he serves as an ex-officio attendee. The Student Pastor is also responsible for the following: Provide leadership in developing a worship experience for students, oversee children's ministry programming, develop college student ministry opportunities, develop an outreach ministry to students and their families in the community, develop and maintain a strategy for reaching new students and families into the church, and provide student leadership and mentoring.

The Student Pastor shall be privileged to participate in church related seminars, conferences, revivals, and other Southern Baptist activities.

Salary shall be determined by the Finance Committee who will make recommendation to the elder body, who when the recommendation is approved, will submit it to the church for effective communicational purposes.

Whenever a Student Pastor vacancy is anticipated, a search committee shall function according to church policy. Upon recommendation of the committee, the call of the Student Pastor shall be by the elder team at special conference called for that purpose. Notice of this special conference shall be given at the end of a regular worship service at least one week before the conference.

Call of the Student Pastor shall be by written ballot requiring an affirmative vote of three-fourths of the elder attendees present and voting. The Student Pastor shall serve until the relationship is terminated by his or the elder's request.

The Student Pastor shall give at least two weeks' notice of his resignation. He should submit his resignation to the Pastor and the elder team and a formal announcement shall be made in a morning worship service. This conference must be announced one week in advance. Termination of service must be by written ballot with a majority of elders present voting at a meeting voting to dismiss. The moderator for this special conference shall be the Pastor. Except in instances of gross misconduct, the church shall pay the Student Pastor two months' salary as severance pay beginning on the date of the conference at which his termination was approved.

SECTION D. SUPPORT STAFF

1. CHURCH SECRETARY

The Church Secretary is under the leadership and supervision of the Pastor.

The Church Secretary is responsible for the following: Development and distribution of church publications; Correspondence development, distribution, and organization for pastor, church committees, and other church leaders; Responding to and routing of incoming phone calls; Scheduling and organization of pastoral appointments; Office record and file maintenance; Inventory maintenance of office supplies; On-site staffing as needed to facilitate church activities; Creation, development, and management of prominently displayed church materials; Other duties as assigned by pastor.

Minimum hours for this position are twenty-one hours per week. Salary shall be determined by the Finance Committee who will make recommendation to the elder body, who when the recommendation is approved, will submit it to the elder team for approval. A copy of the provisions set up is recorded in the elder meeting minutes.

Whenever a Church Secretary vacancy occurs, the elder body will oversee the hiring and a recommendation shall be made by the elder body regarding salary and other privileges. Call of the Church Secretary shall be by written ballot requiring an affirmative vote of three-fourths of elder attendees present and voting. The Church Secretary shall serve until the relationship is terminated by her request or the pastor's request.

The Church Secretary shall give at least two weeks notice of her resignation. She should submit her resignation to the Pastor and elders and a formal announcement will be made in a morning Worship service.

The pastor may terminate her service by giving formal notice thereof in a special conference called for that purpose. Recommendation of termination shall be made by the elder body. This conference must be announced one week in advance.

Termination of service must be by written ballot with a majority of elders present voting at a Sunday morning worship service voting to dismiss. The moderator for this special conference shall be the Pastor. Except for instances of gross misconduct, the church shall pay the Church Secretary two months salary as severance pay beginning on the date of the conference at which her termination was approved.

2. CHURCH CUSTODIAN

The Church Custodian shall perform all duties normally occurring in the cleaning of the church buildings.

The Church Custodian shall work closely with the Building Maintenance committee and report to them any maintenance or repair needed within the buildings.

It shall be the responsibility of the Church Custodian to purchase cleaning supplies and to procure and maintain all cleaning equipment. The church shall pay for these supplies as determined by the Finance Committee.

Salary shall be determined by the Finance Committee who will make recommendation to the elder body, who when the recommendation is approved, will submit it to the elder team for approval.

The Church Custodian, once hired, shall serve until the relationship is terminated by his/her request or the pastor's request.

The Church Custodian shall give at least two weeks notice of his/her resignation. He/she should submit the resignation to the Pastor.

The elders may terminate the service of the Custodian by giving formal notice at any regular meeting. Recommendation of termination shall be given by the Chairman of the Building Maintenance Committee. Termination of service must be by written ballot with a majority of elders present voting to dismiss. Except in cases of gross misconduct, the church shall pay two months salary as severance pay.

When a vacancy occurs, the Building Maintenance Committee shall act as a Search Committee to find a suitable replacement. Upon their recommendation, a custodian may be hired at any regular elder meeting.

3. NURSERY COORDINATORS

The Nursery Coordinators shall be elected on a three year basis by the church upon recommendation by the Nominating Committee. It shall be the duty of the coordinators to secure nursery workers for all church functions and assign duties and working hours. The Coordinators shall be responsible for the maintenance of supplies and equipment toys, etc., and replace or add items as necessary. The Coordinators shall survey the nursery area for needed repairs and maintenance and make recommendations to the elders.

ARTICLE II. CHURCH OFFICERS

SECTION A. ELDERS

1. COMPOSITION

There shall be nine active elders except as noted in 2 below. The number of elders may be increased or decreased by vote of the elder team.

2. TERM OF OFFICE

Elders shall serve for three years on a rotation basis. Newly elected elders shall take office on the first Sunday in February. When an elder rotates off he shall not be eligible for re-election until one full year has elapsed. In the event a vacancy is created within six months of the most recent election, the vacancy will be filled by the person receiving the next greatest number of elder votes in the last election. If the vacancy occurs after six months of the most recent election, the vacancy will be filled according to 1/3rd of the elder team vote. An elder filling an unexpired term shall be eligible for election to a full three year term at the next annual elder election.

3. ELDER EMERITUS

Any elder who has served honorably and finds it necessary to retire from active duty because of age or declining health may be elected "Elder Emeritus" by the office with all rights and privileges of the office except for voting in elder's meetings. Recommendations for Elder Emeritus candidates will be submitted to the church by the elder body.

4. ELDER RESIGNATION

Any elder who feels he cannot fulfill the duties of the office of elder shall submit his resignation from active duty. Resignations should be submitted to the elder body for approval. The vacancy created will be filled by the procedures described 1/3rd of the elder team vote.

5. OFFICERS

The officer of the active body of Elders shall be the Pastor.

6. QUALIFICATIONS FOR ELDER SERVICE

All candidates for office of elder shall:

- (a) Meet all moral and spiritual qualifications set forth in the Holy Bible in Acts 6:3 and 1 Timothy 3:8-13.
- (b) Feel and know within his own heart that he is a sinner saved by grace and has accepted Jesus Christ as Lord and Savior.
- (c) Has demonstrated and will continue his regular and faithful support of our church's worship, educational, and ministry activities.
- (d) Be a tither.
- (e) Commit to actively participate in the elder ministry.
- (f) Be twenty one years of age or older as of the date of installation and/or ordination.
- (g) Has been an attendee of CenterPoint Church for at least one year immediately prior to installation and/or ordination.
- (h) Abstain from the illegal use of drugs and be disciplined in all actions.
 - (i) Agree to support the church program as adopted by the majority regardless of his personal opinions.
 - (ii) Attend all regular and called meetings. Should an elder be unable to attend such meetings, he is to call the pastor concerning the reason.
 - (iii) Agree to resign the office if during his service as an elder he becomes disqualified by any one of the items above.

7. ELECTION PROCEDURES

- (a) Election procedures shall begin in January of each year. One week prior to electing elders, a list of inactive elders who will be eligible will be given to the elder body. The date of the special conference for election of elders shall be given at the end of the December Elder meeting.
- (b) In the event that two elders become inactive, two elders on the inactive list would be considered. One must come back active. The one with the highest number of votes would automatically go back on. The second would be considered based on the number of votes he received compared to any new elder recommendation. In the event that three elders become inactive, three elders on the inactive list would be considered. Two must come back on. The two with the highest number of votes would automatically go back on. The third would be considered based on the number of votes he received compared to any elder recommendation. In the event that four elders become inactive, four elders on the inactive list would be considered. Three must come back on. The three with the highest number of votes would automatically go back on. The fourth would

be considered based on the number of votes he received compared to any elder recommendation.

- (c) A committee consisting of the elders rotating off the elder body and the pastor shall have oversight of the election procedures. Their duties will include counsel to those attendees who are elected as elders and the counting of votes on election day. Those selected will be contacted by a committee attendee who will explain the qualifications and responsibilities of the office and to determine the person(s) willingness to serve. The Pastor shall assist in counseling those selected.
- (d) Any person elected to serve as an elder who has not been ordained shall be ordained as specified in Article VIII.
- (e) The results of the election will be maintained for one year. In the event a vacancy is created within six months of the most recent election, the vacancy will be filled by the person receiving the next greatest number of votes in the last election. If the vacancy occurs after six months of the most recent election, the vacancy will be filled at the next scheduled election.
- (f) In the event of a tie in number of votes the man who has been an attendee of CenterPoint Church for the longest period of time will fill the vacancy.

SECTION B. TRUSTEES

The Committee of Trustees shall consist of church attendees elected by the elders upon recommendation of the Nominating Committee. Trustee shall serve for two years with two attendees rotating off each year. When a trustee rotates off he/she shall not be eligible for re-election until one full year has elapsed. Should an unforeseen vacancy occur and the remaining period to be served is less than six months, the vacancy will not be filled until the next regular election. Should the vacancy be for a period of six months or longer, the vacancy shall be filled by a special election. A trustee elected to fill an unexpired term shall be eligible for election to a full two year term. The above procedure for nominating trustees shall be followed in filling unexpired terms.

The Trustees shall:

1. Act as legal representatives as directed by the elders and affix signatures to all legal documents involving church property. If a trustee acts without authority of the elders, he/she is personally responsible for the actions.
2. Maintain an up-to-date inventory of all property deeds, mortgage loans, and safe deposit box contents. All such information should be kept in the safe deposit box with a copy filed in the church office.
3. Counsel with church elders, committees, and organizations concerning legal matters.
4. Serve as legal representative of the church in the event suit is brought for or against the church.
5. Review church property insurance at time of renewal to determine if the church and its contents are properly insured.

6. Discuss any recommended changes by insurance professionals with the proper committee.
7. Maintain original policy documents and riders in the safe deposit box with a copy of each in the church office.
8. Conduct an annual property inventory on furnishings of church and keep a current copy in the safe deposit box.

SECTION C. TREASURER

The Treasurer shall disburse all funds of the church. Disbursements shall be made according to financial policies of the church as stated in the Bylaws and church budget. The Treasurer shall be an ex-officio attendee of the Finance Committee. The Treasurer and Assistant Treasurer shall be elected on a three year basis upon nomination of the Nominating Committee. The Assistant Treasurer shall meet the same requirements and fulfill the same responsibilities as the Treasurer in the absence of the Treasurer. The Treasurer shall maintain all financial records and prepare monthly and annual reports as necessary. The duty of the Treasurer shall be to record and deposit in the bank all tithes and offerings. The duty of the Treasurer shall be to prepare and submit all forms and payments of Federal tax requirements.

SECTION D. CHURCH CLERK

The Church Clerk shall be elected on a three year basis upon recommendation of the Nominating Committee. The Clerk shall be responsible for keeping a record of all actions of the elders at business meetings. Additionally, the Clerk shall:

1. Maintain a register of the names of attendees with dates of admission, dismissal, or death and record of baptism.
2. Write for letters of to the cooperative program and issue letters of business as voted by the elders.
3. Receive the names of those uniting with the church body as they come forward to present themselves for attendeeship.
4. Preserve on file all communications and written official reports and make a report to the church in elder business meetings.
5. Prepare the annual associational letter for presentation at the annual associational meeting.

All records are the property of the church and will be made available for inspection at any time by any elder of the church.

ARTICLE III. COMMITTEES

SECTION A. GENERAL

All committee attendees shall be nominated by the Nominating Committee (unless otherwise stated in these bylaws) and elected annually by the church in regular business meetings. The Nominating Committee shall designate the chairman of the committee at the time of nomination.

Committee attendees shall serve on a three year basis. He/she may serve on another committee during the same term.

The Pastor and other ministerial staff attendees shall serve as ex-officio attendees of all committees.

All committees shall be given an opportunity to submit budget requests to the Finance Committee for inclusion in the regular church budget.

The Nominating Committee shall determine the number of attendees to serve on the committee and make recommendations to the church.

Additional standing committees may be established as needed. Existing committees may be abolished when the need for that committee no longer exists. Either of these actions would be upon recommendation of the Nominating Committee and approval of the church.

A special committee may be established when a need arises that is not the responsibility of any standing committee. A special committee is a temporary committee which will be dissolved when its assigned task is completed. Special committees (with exception of pastor/staff search committees) shall be nominated by the Nominating Committee and approved by the elders.

Committee attendees beginning a term of service shall be informed of the task assigned to that committee by the Nominating Committee.

SECTION B. STANDING COMMITTEES

1. Building Maintenance Committee

The duties of the Building Maintenance Committee are as follows:

- (a) Be responsible for reviewing the condition of the building and seeing that the necessary repairs are performed.
- (b) Accept recommendations from other committees or attendees regarding remodeling or property improvements.
- (c) Obtain bids or quotations for any proposed work and share same with the Finance Committee and with the elder body. Completed proposals with a cost which exceeds \$500.00 shall be presented to the elders for approval.
- (d) Make recommendations to the elders regarding the hiring or dismissal of custodians.
- (e) Inform church custodians of all designated duties.
- (f) See that the church furnishings are properly maintained and are not removed from the church.
- (g) Regulate heating or air conditioning throughout the church.

- (h) Administer policies and procedures relating to the use of the church properties.
Revise as needed.

2. Hospitality Committee

The duties of the Hospitality Committee are as follows:

- (a) Man and operate the Next Steps Table every Sunday morning
- (b) Each week, 8 bags should be assembled for Sunday's new guests.
- (c) Each brown "Thank You" bag should contain the following:
 - (i) CP info card
 - (ii) CP Mug
 - (iii) Ribbon tied with "Thank You" card
 - (iv) One sheet of tissue paper on top
- (d) Before church begins, the two people assigned to the next steps table should put the table up right off the porch parallel with the ramp with the CP tablecloth on it. CP tablecloth is stored in kitchen cabinets under the coffee makers. This tablecloth is fitted and each side goes under each foot to secure the tablecloth.
- (e) As new guests are walking up to go in to church, please do the following:
 - (i) Introduce yourself with a smile and excitement.
 - (ii) Thank them for being with us and ask them to complete a connection card for our records.
 - (iii) After they have completed the connection card, tell them what is in the bag (a thank you gift, information about our services, times, and other groups at CP they can get involved with and a QR code that takes them to our website and social pages.
 - (iv) Point out the QR code on the Thank You card (on front of the bag) to download the Tithely Church App, visit our website and to stay in the know.
 - (v) Tell them how thankful you are for them and that you hope to see them back next week.
- (f) As service begins, take any leftover bags inside until after the sermon.
- (g) During the last song (alter call), the two people assigned to the next steps table should gather bags, connection cards, and small pencils and set up the table.
- (h) As new guests come outside, please do the following:
 - (i) Introduce yourself with a smile and excitement.
 - (ii) Thank them for being with us and ask them to complete a connection card for our records.
 - (iii) After they have completed the connection card, tell them what is in the bag (a thank you gift, information about our services, times, and other groups at CP they can get involved with and a QR code that takes them to our website and social pages.
 - (iv) Point out the QR code on the Thank You card (on front of the bag) to download the Tithely Church App, visit our website and to stay in the know.
 - (v) Tell them how thankful you are for them and that you hope to see them back next week.

- (i) Once all new guests have come through, please do the following:
 - (i) Take the tablecloth off and if not dirty, place it back with other supplies. If dirty, please take home and wash on a gentle cycle with nothing else and bring it back by next Sunday.
 - (ii) Take the table down and put it in the back room of the church.
 - (iii) Put left over bags, pencils, and blank connection cards back under the kitchen cabinet under coffee makers.
 - (iv) Take a picture of each completed connection card (one at a time) and send in the Hospitality Group Text Thread AND the CP Prayer Only Messenger Group for others to reach out.
- (j) See that the kitchen and fellowship hall are used in accordance with the approved church use policy.
- (k) Assist in the planning and execution of special church-wide activities.
- (l) Oversee the hospitality arrangements for church guests.
- (m) Plan and oversee the food arrangements for church-wide functions, such as meals, fellowship, etc.
- (n) See that needed supplies and new equipment are ordered and on hand.
- (o) Be faithful to attend each hospitality function, and seek to promote good-will among the attendeeship of CenterPoint Church.

3. Counting Committee

The duties of the Counting Committee are as follows:

- (a) to count and record all church tithes and offerings.
- (b) will count the money and log in the book.

Before decisions are made, they should be brought before the entire Counting Committee (including alternate), discussed and a vote taken about the subject.

Committee should consist of five (5) people – two (2) present at all times when counting is being done. One alternate will assist when someone is absent. The

Treasurer or Assistant Treasurer should not be an attendee of the Counting Committee, but one should be present when money is counted.

The Treasurer will complete the deposit in the deposit book, place it in a bank bag, lock and drop in the night drop at the bank. The recording book is locked in the filing cabinet. This procedure should be followed unless a better way of keeping records is found. Two (2) attendees of the Counting Committee will alternate month to month. If special events occur during your month, Building Fund, etc. you will be responsible for counting these monies. The entire Committee will decide when the money will be counted. All attendees will adhere to the committee's decision. If an attendee resigns from the Committee for any reason, a replacement needs to be found by the Nominating Committee. Privacy

must be adhered to among the attendees of the Committee. No one needs to talk about what is given or not given to the church by individuals.

4. Finance Committee

The duties of the Finance Committee are as follows:

- (a) Develop and recommend for church adoption such policies and procedures as are deemed necessary to control and administer the financial affairs of the church.
- (b) Recommend and promote a yearly operating budget after giving opportunity for input from any church group requesting budgeted funds.
- (c) Consider and make recommendations pertaining to any requests for funding greater than assigned in the approved budget.
- (d) Keep the elders informed as to the financial condition of the church. The Treasurer shall present the monthly financial report for approval at the regular monthly business meeting.

5. Youth Committee

The duties of the Youth Committee are as follows:

- (a) Meet with the Student Pastor when required to plan for youth activities.
- (b) Work with Student Pastor to set guidelines for fundraising activities and policy concerning trips and behavior on trips.
- (c) Publicize all up-coming activities so all people are aware of dates and deadlines for trips and activities.
- (d) Be diligent to present a positive Christian witness at all times and encourage the youth to be faithful to all church activities.

6. Usher Committee

The duties of the Usher Committee are as follows:

- (a) Have persons stationed at all church entrances prior to morning and evening worship services, and prior to any special services such as revivals, conferences, etc.
- (b) See that all persons are welcomed, and that newcomers are received graciously and are given adequate directions to sanctuary, classroom, nursery, restrooms, water coolers, etc.
- (c) Be diligent to answer questions new-comers may have, to see that they have any desired literature and are introduced to other church attendees.
- (d) Assist in seating all persons in worship services and distribute visitor's cards and writing instruments, as needed.
- (e) Receive the offertory during morning and evening worship service.

7. Recreation Committee

The duties of the Recreation Committee are as follows:

- (a) Be responsible for the maintenance and purchase of all recreational equipment owned by the church.
- (b) Plan and oversee recreational activities for the church attendeeship. Provide upon request recreational activities for church attendeeship and outings.
- (c) Allocate budgeted funds for church recreation.
- (d) Set guidelines for the participation in and behavior at events.
- (e) Publicize all events so all people are aware of dates and deadlines for these activities.
- (f) Set up guidelines for or provide transportation to any event not held on church property.
- (g) Be diligent to present a Christian witness at all times and encourage the participants to be faithful to all church activities.

8. Missions/Benevolence Committee

The duties of the Missions/Benevolence committee are as follows:

- (a) To promote spiritual and financial support for LOCAL, state, interstate, and foreign missions.
- (b) To set guidelines, dates, and policy concerning fund raising activities for special mission projects.
- (c) Be aware of and investigate the validity of ministry and physical needs in the community, and make referrals to the Pastor and/or elders for follow up ministry.
- (d) Approve expenditures of church benevolence funds according to church policy.
- (e) Refer those with legitimate needs to agencies-state and Christian established to meet those needs.

9. Public Relations Committee

It shall be the duty of the Public Relations Committee to publicize via radio, newspapers, fliers, etc., any upcoming or past event that would be of interest to the public and promote attendance to the events.

10. Executive Committee

The duty of the Executive Committee is to represent the church at the Annual Associational Meeting.

11. Transportation Committee

The duties of the Transportation Committee are as follows:

- (a) Oversee and maintain any vehicles which are church property.
- (b) Ensure oil and filters are changed on a regular basis.
- (c) Ensure vehicles are returned clean and in good condition when used.

12. Special Events Music Committee

The duty of the Special Events Music Committee is to arrange all special music events outside of the normal worship services.

SECTION C. SPECIAL COMMITTEES

1. Pastor Search Committee

Upon resignation, retirement, or termination of the Pastor, a Pastor Search Committee shall be formed. This committee will be elected by vote of the Elders. The election shall be conducted during an elder team meeting and shall be administered by the elder body. Each attendee of the , will submit a list of five (5) names. The three (3) people receiving the most votes shall serve on the committee. The remaining two (2) seats on the committee shall be filled by either males or females who received the next highest number of votes giving the committee a ratio of three (3) to two(2) male to female or vice versa. The five (5) people receiving the next highest number of votes shall comprise the pulpit supply committee and shall be made up of the three (3) to two (2) ratio of male to female or vice versa.

The duties of the Pastor Search Committee are as follows

- (a) Using State Baptist Convention and other resources identify a potential pastor list.
- (b) Visit the church of the prospective pastor to hear a sermon and visit with the prospect.
- (c) Determine from the visit with the prospect if he should be called to preach a trial sermon.
- (d) Arrange meetings between prospective pastor and any other committee of the church and the elder body so any questions can be answered.
- (e) Following the procedures outlined above in steps (a) through (d) the committee will recommend to the church body that a prospect be called as Pastor of CenterPoint Church.

2. Pulpit Supply Committee

The duties of the Pulpit Supply Committee are as follows:

- (a) On a weekly or interim basis locate an individual to fill the pulpit while the The search for a permanent pastor is ongoing. Recommendation for call of an interim pastor shall be approved by the church. Approval shall be by majority vote of those attendees present and voting at a regular or called business meeting.

- (b) Work with the Finance Committee to determine what remuneration will be offered to the interim pastor, or supply pastor.

3. Worship Pastor Search Committee

Upon resignation, retirement, or termination of the Worship Pastor, a committee shall be formed to locate a permanent replacement for this position.

This committee will be composed of two (2) people from each of the following committees: Nominating, Music, and Youth. It's a composition shall be as near as possible 50 percent male and 50 percent female. The chairperson of the Nominating Committee shall chair this committee.

The duties of the Worship Pastor Search Committee are as follows:

- (a) Using the State Baptist Convention and other resources identify a potential minister list.
- (b) Visit the church of a prospective minister to see him as he leads worship service music.
- (c) Determine from the visit with the prospect whether he should be called to lead music at CenterPoint Church.
- (d) Arrange a meeting between the prospective minister and any other committees of the church and the elder body so any questions can be answered.
- (e) Following the procedures outlined above in steps (a) through (d) the committee may make recommendations to the church body that the prospect should be called to full time service at CenterPoint Church.

4. Student Pastor Search Committee

Upon resignation, retirement, or termination of the Student Pastor, a committee shall be formed to locate a permanent replacement for this position. This committee will be composed of four (4) people from the Youth Committee chosen by the Youth Committee and one (1) attendee of the elder body chosen by the elder body. The chairperson of the Youth Committee shall chair this committee.

The duties of the Student Pastor Search Committee are as follows:

- (a) Using the State Baptist Convention and other resources identify a potential minister list.
- (b) Check references of prospective ministers.
- (c) Arrange a meeting between prospective ministers so any questions can be answered.
- (d) Determine from the visit with the prospect whether he should be called to lead Student activities at CenterPoint Church.

- (e) Following the procedures outlined above in steps (a) through (d) the committee may make recommendations to the elder body that the prospect should be called to service at CenterPoint Church.

5. Nominating Committee

The Nominating Committee shall consist of two standing attendees (Pastor, 1 Elder voted on by the elder team) and three other attendees elected on a three year basis by the elders . The election shall take place at the regular business meeting in July should there be any changes made to the committee.

The duties of the committee are as follows:

- (a) Recommend to the church the establishment of necessary committees for the operation of the church.
- (b) Recommend to the church the number of attendees to serve on a committee.
- (c) Recommend to the church the person to serve as the chairman of the committee.
- (d) Recommend attendees to fill all committee positions for standing committees and necessary short term committees unless otherwise provided in these bylaws.
- (e) Inform committee attendees of the duties and responsibilities to be assumed by the committee.
- (f) Be responsible for recommending to the church persons to fill leadership positions, nursery coordinator, custodian, teachers, etc.
- (g) Function always in an atmosphere of strictest confidentiality.

ARTICLE IV. PROGRAM ORGANIZATIONS

SECTION A. GENERAL

The organization, structure, function of program organization shall be determined by the elders through the responsible ministers and shall be consistent with the church's mission statement, statement of basic beliefs, and the Church Covenant as stated in the Church Constitution. All organizations shall be consistent with the educational purposes of the church. All officers, teachers, or leaders of any organizations shall be an attendee of this church.

ARTICLE V. CHURCH MEETINGS

SECTION A. WORSHIP SERVICE

The church shall meet regularly each Sunday morning, and Wednesday evening for the worship of Almighty God, preaching, instruction, evangelism, and prayer. These meetings shall be open for all Christians or the community, visitors, and guests and will be conducted by the Pastor.

SECTION B. SPECIAL SERVICES

Revival services and any other church meetings which will be essential in the promotion of the objective of the church may be scheduled and placed on the church calendar.

ARTICLE VI. FINANCIAL POLICIES AND PROCEDURES

All organizations, committees, staff attendees, or individuals shall abide by the financial policies and procedures of the church. All offerings for any and all purposes will pass through the hands of the Counting Committee. Funds received will be recorded on the books of the church and disbursed by the Church Treasurer. All funds as a result of fundraising will be handled by the committee in charge of the fundraiser and be turned in to the Church Treasurer. Budgeted expenditures must be approved by the Finance Committee in accordance with the policies of the church.

Non-budgeted expenditures must be approved by the Finance Committee who will make recommendations to the elders. The elders shall have final authority concerning non-budgeted expenditures.

The elder body shall be responsible only for the authorized expenditures. Authorized expenditures are those approved by the Finance Committee and/or the church.

ARTICLE VII. LICENSING AND ORDAINING

SECTION A.

Any attendee of CenterPoint Church who believes he is called by God to the work of vocational ministry may request to be licensed. Upon such request, the Pastor will make recommendations to the elder body. The request will be granted upon approval of the three-fourths of those present at any regular or called meeting of elders.

SECTION B.

Any attendee of CenterPoint Church who believes he is called by God to the work of vocational ministry may request to be ordained. The procedure for obtaining church approval shall be as outlined above. Upon approval, the Pastor shall be instructed to invite an ordination council made up of other ordained ministers, who will examine the candidate and make such recommendations as they see fit. A date and time for the ordination shall be set by the Pastor and elder body.

SECTION C.

When an individual who has not been ordained is elected to serve as an elder, the individual shall be examined by the active elder body to determine fitness to serve and recommend to the elder team that the individual be ordained. A date and time for the ordination shall be set by the Pastor and elder body.

ARTICLE VIII. ADOPTION OF THE AMENDMENTS TO THE

CONSTITUTION AND BYLAWS

SECTION A. ADOPTION

This Constitution and Bylaws shall be considered, adopted, and in immediate effect when two-thirds of the elders present and voting at the business meeting called for such a vote, shall vote in favor of the adoption. Such vote shall be by open vote.

SECTION B. AMENDMENTS

Changes in this Constitution and Bylaws may be made at any business meeting of the elders, provided that:

- (1) Each amendment shall have been presented in writing at previous business meeting.
- (2) An adequate supply of hard copies of the proposed change is available at the meeting at which the decision is made regarding the proposed change.
Amendments to the constitution or bylaws shall be by two-thirds affirmative vote of the elders attendees present and voting.

SECTION C. REPEAL OF PREVIOUS CONSTITUTION AND BYLAWS OR PROCEDURES

The adoption of this Constitution and Bylaws shall effect a repeal of all rules, regulations, bylaws and traditions which have heretofore been adopted or are otherwise in force that are in conflict with any provision that is herein contained.

The original Constitution and Bylaws and one copy shall be kept in the safe deposit box. One copy shall be kept in the church office with a second copy kept by the Church Clerk. The Church Clerk's copy shall be an exact duplicate of the copy in the church office. As each amendment is adopted, the Church Clerk shall prepare three (3) copies of the adopted amendment. One copy shall be placed in the safe deposit box along with the copy of the Constitution and Bylaws and one copy shall be retained in the church office. The third copy shall be retained by the Church Clerk and appended to his/her copy of the Constitution and Bylaws.