



NEW JERUSALEM  
MISSIONARY  
BAPTIST CHURCH  
BY-LAWS

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# CHURCH COVENANT

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*Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the son, and of the Holy Spirit, we do in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.*

*We engage therefore, by the aid of the Holy Spirit to walk together in Christian love, to strive for the advancement of this church in knowledge, holiness, and comfort, to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, and the relief of the poor, and the spread of the gospel through all nations.*

*We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintance; to walk exemplary in our department; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxication drinks; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography, to be zealous in our efforts to advance the kingdom of our Savior.*

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

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

# BY-LAWS

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## CHURCH MEMBERSHIP

### SECTION 1. GENERAL

This is a sovereign 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.

### SECTION 2. CANDIDACY

Any person may offer him or herself as a candidate for membership in this church. All such candidates shall be presented to the church by the Pastor or the Chairman of Deacons. Candidates for membership may be accepted in any of the following ways:

- *By profession of faith and for baptism after a period of pre-baptismal counseling.*
- *By promise of a letter of recommendation from another Baptist Church*
- *By statement of prior conversion experience and believers' baptism*
- *By restoration.*

***Such person must agree to the beliefs and teachings of this church.***

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#### ***Membership is effective as follows:***

1. After counseling and baptism, if by profession of faith.
2. After receipt of letter, if a promise of a letter.
3. After counseling and recommendation, if by statement

### SECTION 3. NEW MEMBER ORIENTATION

1. New members of this church shall participate in the church new member orientation
2. New member orientation will be conducted by the Deacons and Deaconesses, and/or the New Members Committee, under the direction of the Pastor.

### VOTING RIGHTS

Generally, all members of the church in good standing and present in person may vote on matters of business that are properly presented at any business meeting. However, only members eighteen (18) years of age and older may vote on the following:

1. The call or dismissal of a Pastor
2. The incurring of indebtedness that exceeds ten percent (10%) of the annual budget or ten percent (10%) of the book value of all church property;
3. The disposal of church property;
4. Changes in the Constitution and By-Laws; or
5. The dissolution of the corporation, along with the distribution of its assets

#### **SECTION 4. NEW MEMBER ORIENTATION**

***A member in good standing is one who is a regular attendee, and supports the ministry of the church.***

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- Every member of the church is entitled to vote in all elections and on all questions submitted to the church in conference, provided the member is present.
- Every member of the church is eligible for consideration by the membership as a candidate for elective offices in the church.
- Every member of the church may participate in the ordinance of the church as administered by the church.
- Every member upon request and if available is entitled to cemetery lot upon payment of fees specified by the church.

#### **SECTION 5. WATCH CARE MEMBERS**

- *Any Christian who is a short-term resident may offer himself or herself for watch care membership. The person shall be accepted by an affirmative vote at the time presented.*
- *Watch care members may not hold office in any organization of the church, vote in church conference, or obtain a cemetery lot.*
- *A "watch care" membership roll will be kept by the church clerk.*

#### **SECTION 6. TERMINATION OF MEMBERSHIP**

A member may be dismissed as a member only upon the occurrence of one or more of the following:

##### **DEATH**

**REQUEST:** provided however, any member that wishes to transfer to another church of like faith and order shall be granted a letter or recommendation upon vote of the church in a regular business meeting:

**REMOVAL:** to the inactive roll if any member is habitually absent for a period of six (6) months without cause, but only after efforts have been made to restore the member to faithfulness. (No person on the inactive roll shall be entitled to vote, to hold office, or to teach);

**ERASURE,** by uniting with another church to which a letter of recommendation cannot be granted for reasons of unlike faith or practice;

**DISMISSAL;** as a result of apostasy, heresy, or becoming an offense to the church by reason of flagrant non-Christian conduct without repentance. (Dismissal may occur only in accordance with the provision of Section 7 below)

#### **SECTION 7. DISCIPLINE**

*It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.*

Should some serious conditions exist, which would cause a member to become a liability to the general welfare of the church, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with MATTHEW 18:15

#### **RECOMMENDATION**

There must be a recommendation for dismissal. Such a recommendation may be made only by the Pastor or 2/3 of the Deacons, and it must be in writing to the body constituted of the Pastor and the Deacons. The recommendation shall describe the actions justifying the recommendation of dismissal with reasonable specificity and the specific spiritual means of persuasion and prayer used to draw the errant member back to acceptable behavior.

### ***PASTOR AND DEACONS' DETERMINATION***

Upon receipt of a recommendation for dismissal the Pastor and Deacons shall, by majority vote, make a determination that all reasonable spiritual means of persuasion and prayer have not effected a change in the errant member's actions and that the conduct of the errant member justifies dismissal. Upon making such determination the Deacons shall recommend to the members the dismissal of the errant member from the membership of the church. If such a determination is not made the matter shall be dropped and any written record of a recommendation for dismissal shall be destroyed.

### ***NOTICE TO ERRANT MEMBER***

The Chairman of the Deacons or the Pastor shall then notify the errant member of the determination, recommendation, and the date and time the church members will vote on disciplinary action. This notification must be at least one (1) week before the day of the church business meeting in which the dismissal is to be brought before the members.

### ***Content of deacons' recommendation to the membership***

The deacons' recommendation shall include only the grounds necessary to justify dismissal.

### ***MEMBERSHIP VOTE ON DISMISSAL***

Only voting members may be present during consideration of disciplinary dismissal, and passage of the dismissal shall require an affirmative three-fourths vote of a quorum. If the voting members fail to vote for dismissal all written records of the actions taken leading to the vote (including but not limited to the initial recommendation, the determination, and the deacons' recommendation for dismissal to the membership) shall be destroyed.

### ***CONSIDERATION OF DISMISSED MEMBER***

The church shall lovingly regard any individual dismissed from membership, endeavoring by prayer and invitation to restore the errant individual back into fellowship with Christ and the church.

## **SECTION 8. RESTORATION**

Upon confession to God, the personal offenses that resulted in removal, erasure, or dismissal, giving satisfactory evidence of repentance and demonstrating the desire for restoration as a member, the individual that has been dismissed from the membership may be restored to membership by a majority vote of the members. Following a recommendation by the Pastor and Deacons and announced at a regular Sunday service of the church.

## SECTION 1. CHURCH OFFICERS

No committee, officer, employee, or deacon shall have any authority except to make recommendation to the church and to carry out the expressed will of the church. All who serve as officers of the church and those who serve on church committees shall be members of this church.

- Anyone giving evidence of a divine call to the gospel ministry and manifesting the gifts and grace belonging to the ministry may be licensed or ordained, or both, to the ministry of this church. They must first state acceptance, without reservation, the Articles of Faith of this church, and must be recommended by the Pastor of this church. The ordination council, composed of ordained ministers (which may be members) selected or approved by the Pastor, shall thoroughly examine the candidate in regard to his doctrinal soundness, moral and spiritual qualifications, and personal fitness for the ministry. After satisfactory examination by the council, they shall be recommended to the church for ordination. The candidate's ordination shall require ratification of the recommendation of the council by the members.

### *PASTOR*

- A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's notice has been given.
- The Pastor shall be a male having been called of God to preach and meeting the scriptural qualifications set forth in I Timothy 3:1-7 and Titus 1:5-11. He must believe and adhere to the Word of God, the constitution and by-laws, the articles of faith; the spiritual and moral standards set forth in this document, and are uncompromising in preaching these truths.

A The Pastor is responsible for leading the church to function as a New Testament Church.

b. The Pastor will guide the congregation and organizations in the performance of their tasks. As such he is ex-officio chair of all committees and auxiliaries.

c. The Pastor is leader of all pastoral ministries in the church. As such he works with the deacons and auxiliaries to (1) lead the church in the achievement of its mission (2) proclaim the gospel to believers and unbelievers, and (3) care for members and other persons in the community.

D The pastor thus elected shall serve until the relationship is terminated by his request or the church's request.

e. He shall preside at meetings of this church, and will serve as moderator in all business meetings in keeping with the rules of order authorized in these by-laws. (In the absence of the Pastor, the Chairman of the Deacons will serve as moderator.)

#### *A. Salary*

The Pastor's salary and allowances shall be set prior to the time of election and may be changed at any business meeting of the church (special or regular), provided that the usual two (2) week public notice has been given. The amount to be voted on shall have been determined and approved by the budget committee.

#### *B. Leaving the field*

The pastor shall be entitled to an annual vacation of (2) weeks after one year of service; three weeks after three years, and four weeks after five years. More time may be arranged at the discretion of the Deacons. The Pastor shall consult with the Deacons regarding being absent from any of the regular services of the church for purposes such as speaking at special services and conferences elsewhere. Consideration shall be given to him for missionary trips and attendance at conferences or framing sessions that benefit him and the church. As funds are available, the church shall assist in paying for such professional expenses. Any other absences also need to be arranged with the deacons so that the church functions continue properly.

C. *Tenure*

Having been properly elected, the pastor shall serve until he resigns his office or the church requests him to do so by a three-fourths majority vote in a special meeting called for that purpose and announced in advance. The notice requirements of Article IV (Meetings) section 4 for special meetings shall be modified to four Sundays, instead of two, and the announcement shall be made by the Chairman of the Deacons at each Sunday service before the meeting.

D. *Deacons' Recommendation of Termination for Cause*

Upon submission of evidence of immorality, apostasy, heresy, unfaithfulness to his duties, departure from the articles of faith, constitution, or by-laws, or if he no longer agrees with the uncompromising stand of the church, by three witnesses (The Deacons shall accept no accusation against the Pastor without three witnesses; I Timothy 5:19. To the satisfaction of the ¾ of the deacons shall notify the Pastor to cease pastoral duties immediately. Upon receipt of such notice the Pastor shall immediately cease such duties. Thereafter the procedure for terminating the Pastor's tenure shall be the same as set forth in Paragraph C above.

E. *Pastor's Resignation*

The Pastor may relinquish the office as Pastor by giving at least two weeks' notice to the church at the time of resignation. The church may terminate the services of the Pastor. Such action shall take place at a meeting called for that purpose, of which at least one week's notice has been given by an announcement from the pulpit as regular Sunday worship service. The meeting may be called upon the recommendation of a majority of the active deacons. The moderator of this meeting shall be the Chairman of Deacons., The vote to declare the office vacant shall be by the members present, an affirmative vote of two-thirds of members present and voting is necessary to declare the office vacant. The church shall compensate the pastor with not less than two weeks salary, except in instance of gross misconduct. The terminations shall be immediate and the compensation shall be rendered by not more than thirty days.

## *Staff*

In order to meet the needs of the congregation adequately, the Pastor is at liberty to fill positions. Salaried and unsalaried, with spiritually qualified personnel equipped for the various tasks, including but not limited to church secretaries, youth leaders, music directors, and assistant pastors.

The congregation must allocate the funds in the budget for a salaried position before voting on who will fill it. Since any assistant Pastor will be helping the Pastor in the spiritual oversight of and care for the church, he must meet the scriptural qualifications of a pastor. The pastor is entrusted with the responsibility of dismissing staff members that violate the standards required of church officers or that are remiss in their duties. He will keep the deacons informed of all aspects of any termination.

To maintain personal sanity, and promote effectiveness in well-doing, no member may chair, preside, or direct more than two boards, committees, councils, ministries or programs.

### ***MINISTERIAL STAFF (Licensed Minister Members):***

Since any assistant Pastor will be helping the pastor in the spiritual oversight of and care for the church, he must meet the scriptural qualifications of a Pastor.

### ***CLERK:***

The church shall elect annually a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. 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 on file all communications and written official reports, and give required notice of all meeting where notice is necessary, as indicated in these by-laws. The clerk shall be responsible for preparing the annual letter of the church to the association. He or she shall take minutes and preserve records of the business proceedings of the church and shall report the records at the records at the business meetings. The clerk may delegate some of the clerical responsibilities

## *COUPLES (MARRIED) MINISTRY DIRECTORS*

### *DEACONS*

- Deacons shall be male and shall meet the scriptural qualifications of the office set forth in I Timothy 3:8-13, having been active members of the church for at least six (6) months.
- The Pastor and the present Deacons shall present a list of nominees for the office to the congregation at a regular Business Meeting. The congregation shall elect the Deacons, by ballot, after at least a 90-day Probation Period. The needs of the church and the number of men scripturally qualified to serve shall determine the number of Deacons. New Deacons shall be installed during a dedication service following their election. Deacons shall be elected for life by the church from eligible male members upon recommendation of the Pastor and Deacons.
- Once elected, Deacons can be removed only for cause or upon their request.
- The deacons shall nominate their chairman annually, subject to the approval, of the church. Active deacons may, at their own request, be retired to the status of Honorary Deacon for reasons of age, and/or health. Honorary Deacons shall be recommended by the Deacon body and appropriately recognized at a regular worship service when they become honorary. Honorary Deacons are entitled to participate and vote at Deacon's Meetings.
- A deacon shall cease to be on the deacon body and placed on inactive list if he has three successive absences from monthly deacon meetings, unless such absences are excused by a majority vote of the deacon body. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church. In such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order shall suffice for this church.
- An inactive deacon may be reinstated to an active status by recommendation of the deacon body. In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministries tasks of (a) leading the church in the achievement of its mission. (b) Proclaiming the gospel to believers and unbelievers, and (c) caring for the church's members and other persons in the community.
- In the absence of the Pastor, the chairman of the deacons will serve as moderator. In the absence of the pastor, the chairman of the deacons shall preside at the business conferences; or in the absence of both, the clerk shall call the church to order and preside for the election of any acting moderator.

#### A. Responsibilities

The deacons shall assist the pastor in carrying on the work of the church, as is illustrated in Acts 6. They shall relieve the pastor of the responsibilities he delegates to them in order to better meet the needs of the church. They also shall be vitally active in the soul-winning activities of the church and shall assist in the ordinances of the church. The chairman and other officers shall be elected at the first Deacons' Meeting of the church year. Deacons' meetings may be called by the pastor as needed.

##### a. Dismissal

Upon submission n of evidenced of any deacons' immorality, apostasy, heresy, unfaithfulness to his duties, departure from the articles of faith, constitution or by-laws or if he no longer agrees with the uncompromising stand of this church, the pastor with the concurrence of  $\frac{3}{4}$  of the deacons shall recommend to the members that the errant deacon be dismissed from his position as a deacon at a special business meeting. At the Pastor's sole discretion, a special election may be called to fill the dismissed deacon's position.



DEACONESSES (President)

DIRECTOR OF MUSIC

DONATION RECORDS SECRETARY

The donation records secretary shall be elected at the annual election meeting. He or she is responsible for keeping records of monetary gifts and who gave them and shall send each contributor a copy of the record of his or her contributions quarterly and/or annually. The donation records secretary shall see that offering envelopes are available to the membership and to others desiring them. Those counting the offerings will turn over the empty offering envelopes (noting the donor and donation where necessary) to the donation records secretary each week.

EDUCATION MINISTRY

5<sup>TH</sup> SUNDAY CHOIR

FINANCIAL SECRETARY

FOOD SERVICE CHAIRPERSON

GOSPEL CHOIR PRESIDENT

MALE CHOIR PRESIDENT

MEDIA CENTER DIRECTOR

MEN'S MINISTRY DIRECTOR

MINISTER OF MUSIC

MISSION MINISTRY DIRECTOR

PRAISE DANCE MINISTRY DIRECTOR

NURSES MINISTRY DIRECTOR

PRAISE DANCE MINISTRY DIRECTOR

PUBLICATIONS DIRECTOR

RECORDING SECRETARY

RECREATION MINISTRY CHAIRPERSON

SENIOR ADULTS' MINISTRY CHAIRPERSON

SENIOR CHOIR PRESIDENT

SINGLE PARENTS MINISTRY DIRECTOR

SUNDAY SCHOOL SUPERINTENDANT

TRANSPORTATION MINISTRY DIRECTOR

TREASURER

TRUSTEES (Chairman)

USHERS MINISTRY DIRECTOR

WATCH CARE/MEMBER SUPPORT MINISTRY  
CHAIRPERSON

WOMENS' MINISTRY DIRECTOR

YOUTH MINISTRY DIRECTOR

BEAUTIFICATION MINISTRY

FINANCE MINISTRY

FOODSERVICE COMMITTEE

GROUNDSKEEPING

HOSPITALITY

YOUTH CHOIR PRESIDENT

CUSTODIAN

## **SECTION 2. CHURCH COMMITTEES AND MINISTRIES**

And any other special or regular committees/ministries as the church determine necessary. All constitutional church committees, ministries and chairpersons shall be recommended by the church. All committees, ministries and chairpersons shall be recommended by the church. All committees shall meet within forty-five days after the annual election for the purpose of discussing and planning their work.

**AUDIO/VIDEO MINISTRY**-The media center will be a resource center for the church. Its personnel will seek to provide and promote the use of printed and audiovisual resources. They also will provide consultation to church leaders and members in the use of printed and audiovisual resources.

**AUDITING COMMITTEE**-The treasurer report and records shall be audited annually by an auditing committee or public accountant

**THE BAPTISM COMMITTEE**-will assist the Pastor in preparing for and administering the ordinance of baptism. The committee will consist of chosen deacons and deaconesses.

**BEAUTIFICATION MINISTRY**-will provides appropriate floral arrangements and/or decorations in the church sanctuary as needed for regular services. Encourage the giving of memorial flowers and special arrangements and be responsible for scheduling their use. The committee will consist of a church elected chairperson and two other members.

**BUDGET COMMITTEE**-The budget committee shall consist of the Pastor, one (1) Deacon, and one (1) Trustee, along with two (2) elected officers needed by virtue of their office. The budget committee shall prepare a recommended church budget for the ensuing year and submit it to the members for adoption at the annual business meeting or at a business meeting called for such specific purpose.

**CEMETERY COMMITTEE**-shall consist of three members who shall oversee the disbursement of lots, lying out of lots, overall maintenance, and the responsibility of collecting fees as set by the church.

**CHILDRENS MINISTRY**-The purpose of the Children's Ministry is to teach the young children the Word of God through various artistic means, using an age-appropriate curriculum while their parents attend Bible Study.

**CHURCH OVERSIGHT COMMITTEE**- The purpose of the Church Oversight Committee is to monitor/evaluate the NJMBC boards, committees, councils, ministries and programs, to ensure compliance with NJMBC Constitution and Bylaws. The committee will meet on a quarterly basis, 2 months prior to the quarterly Business Meeting, and will review at least ¼ of the documented boards, committees, ministries or programs. Specific inquiry requests must be received in writing by members in good standing, and include their name, reason for inquiry, and expected resolution. The committee will be composed of one (1) chairperson and 4 other members.

**CHURCH PLANNING COUNCIL**-The church planning council shall assist the Pastor in planning, coordination, conduction, and evaluating the ministries and programs of the church and its organizations. The primary functions of the church planning council shall be to recommend to the

church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations. And committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals. Regular members of the church planning council shall be the Pastor, two selected committee members, two directors of church program organizations; media center director, chairman of deacons, two church officers and two chairpersons of committees. The council will hold quarterly meetings at a time to be designated by the council a quorum of the council shall consist of members present. The Pastor or the Chairman of the Deacons may call a special meeting of the council at any time to consider urgent matters.

**COUPLES MARRIED MINISTRY**-The couple's ministry ministers to married and engaged couples, as appropriate, which consists of teaching, counseling, workshops, seminars, panel discussions, and an annual retreat. These activities are geared toward teaching principles of marriage from the Word of God as well as social activities to enhance relationships. The desired goal is to build strong marriages by using the blueprints God has given us.

**CUSTODIAN**- The custodian is responsible for the regular cleaning, disinfecting and order of interior of church, bathrooms, offices, and classrooms.

**EDUCATION MINISTRY**-The mission of this ministry is to foster, encourage and promote the educational, personal and spiritual growth and development of the students attending and worshipping at NJMBC and in the surrounding community. Report card stipend/incentives will be distributed via this ministry, as well as scholarship funds.

**5TH SUNDAY CHOIR**-This choir will organize and minister music portions of services on the Fifth Sunday of any month and on occasions as needed per Pastor.

**FINANCE COMMITTEE**- will develop and recommend an overall finance program. This includes: planning, presenting and administering a unified budget; taking steps to ensure that sound procedures are used for collecting, counting, safeguarding, a disbursing funds; working with the membership in seeking to increase mission understanding; and selecting activities, resources that will communicate the message to all age groups.

**FOODSERVICE COMMITTEE**-will coordinate the total food services of the church. The committee will be composed of a church elected chairperson and at least four other members.

**GOSPEL CHOIR**- This choir will minister organize and minister music portions of services each 3<sup>rd</sup> Sunday of each month.

**GROUNDSKEEPING**-to facilitate and keep all exterior horticulture in a presentable appearance on a regular basis and advise of any building deterioration that may need attending to.

**HOSPITALITY COMMITTEE**- will be responsible for planning, preparing and administering appropriate hospitable courtesies. The committee will consist of a church elected chairperson and four other members. The purpose of the Hospitality Ministry is to greet visitors and to acknowledge their

visit with a follow up thank you card. The hospitality also provides catering support to all NJMBC Ministries.

**MALE CHOIR-** minister in music during service on the 2<sup>nd</sup> Sunday of each month and as selected for other occasions by the Pastor.

**MISSION MINISTRY-**will assist the pastor in planning and administering a mission outreach in the local church area. It shall seek the need of additional locations for the promotion of teaching and reaching the unchurched with the gospel, determine the need for new mission sites, and assist in securing such sites as the church deems necessary. The committee will consist of a church elected chairperson and four other members.

**MUSIC MINISTRY-**under the direction of the Pastor shall be the music education, training, and performance organization of the church. Its task shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; and provide and interpret information regarding the work of the church and denomination through musical experiences. The church music program shall have such officers and organization, as the program requires.

**NOMINATING COMMITTEE-**The nominating committee shall consist of the Pastor the Deacons. They will provide a list of the offices to be filled and post the list in a prominent place in the church three weeks prior to the election of officers. Members may suggest qualified persons by submitting their names to the committee. The committee will review all names submitted and add the names of any persons they wish to recommend. The committee shall contact all persons nominated to determine their qualifications and their willingness to serve if elected. The committee will then recommend all qualified and willing persons to the church for a vote. No nominations will be made from the floor. Voting for officers shall be by secret ballot.

**NURSERY MINISTRY-**The purpose of the Nursery Ministry is to show children the way they should go, so that when they are older, they will not depart from it (Proverbs 22:6). This is accomplished by teaching by The Word of God; demonstrating godly principles; modeling the life and love of Jesus Christ; and providing a structured curriculum and environment in which children sing, praise, pray, play and do crafts that facilitate developing a personal relationship with Jesus Christ.

**NURSES MINISTRY-**The mission of the Nurses Ministry is to help Christians understand the relationship between spiritual and physical well being. This is accomplished by sponsoring educational seminars on relevant healthy issues, conducting screening sessions (high blood pressure, diabetes, cholesterol) on a regular basis, coordinating community blood drives, CPR classes and having educational literature available to members of the church and community.

**PASTOR'S AIDE MINISTRY-**The purpose of this ministry is to provide extra support to the Pastor, the First Lady in caring for any temporal needs.

**PASTOR SELECTION COMMITTEE**-(upon notice a pulpit vacancy) will seek out a suitable pastor and recommend him to the church. The committee will consist of a church elected chairperson and four other members. The committee will be automatically dissolved when a pastor is called. A pastor selection committee shall be elected by the church to seek out a suitable Pastor, and its recommendations will constitute a nomination. Any member has the privilege of making suggestions to the committee. The committee shall bring to consideration of the church only one name at a time. Election shall be by an affirmative vote of two thirds of those present and voting being necessary for a choice.

A pulpit committee composed of three deacons and two other spiritually minded members elected by the church at a business meeting shall unanimously recommend a qualified man to Pastor the church. After careful examination of his person, family ministry, doctrine and character they shall bring him to preach at all Sunday services as a covariate and have him interviewed by the congregation.

The committee shall inform the congregation of his credential s prior to his visit. They shall have already informed him about the prepared call, the pastoral responsibilities, tenure, and financial stipulations, along with all other matters pertaining to the church's ministry and stand. Upon proper announcement by the pulpit committee, the membership shall vote on the candidate's call to the pastorate by secret ballot. Voting shall take place at a business meeting called for that purpose. He shall be elected by no less than a three fourths majority of the qualified members present. The church shall notify the candidate in writing whether they have voted to extend a call to him or not. The candidate shall notify the church in writing whether he accepts the church's call or not. Only one-man candidate for the position. Only when the need occurs and the membership is notified in a regular service shall the pulpit committee act.

**PRAISE DANCE MINISTRY**-will function under the arm of the music ministry. The expressed purpose of the NJMBC Praise Dance Ministry is to prepare the way for the WORD to be preached. This ministry destroys the yokes of bondage upon the people through the anointed dance and song. Through dance, God prepares the heart of people to hear and receive the preached word of God.

**PUBLICATION MINISTRY**- The purpose of the Photography Ministry is to photograph services. Special events and any other activity as directed by the Church Leadership. The ministry will also provide photography services for other ministries, upon written request. The ministry will coordinate a pictorial yearbook every two years. This

**SENIOR CHOIR**- will organize and minister in music in services each 1<sup>st</sup> Sunday and when otherwise needed as requested by the Pastor.

**VACATION BIBLE SCHOOL**- The VBS falls under the arm of the Sunday School Ministry. The mission is to teach God's Word to all ages with the aid of The Holy Spirit. The committee will consist of a church elected Director and an adequate number of members to perform the duties of the ministry.

**YOUTH MINISTRY**-will work with the Pastor in planning activities of our youth of all ages. All planning and program development will be done in coordination with the ongoing ministry of the church. The committee will be composed of a church elected adult chairperson and three other members including one or more youth members.

## CHURCH ORDINANCES

### ***Section I. Baptism***

***This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professed him publicly at any worship services, and who indicates a commitment to follow Christ as Lord. Baptism shall be by immersion in water.***

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The pastor, ministerial staff, or deacons shall administer baptism. The baptism committee shall assist in the preparation for, and the observance of baptism. Baptism shall be administered as an act of worship during any worship service of the church. The pastor and/or the deacons shall counsel a person who professed Christ and is not baptized after a reasonable length of time. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

### ***Section 2. THE LORD'S SUPPER***

The church shall observe the Lord's Supper monthly, the first of each month, unless otherwise scheduled by the church. The Pastor and deacons shall administer as an act of worship during any worship service of the church. The pastor and deacons shall administer the Lord's Supper. The foodservice committee shall be responsible for furnishing necessary elements.

### ***SECTION 3. WORSHIP SERVICES***

The church shall meet regularly each Sunday morning, and Wednesday evening for prayer service and bible study.

The pastor shall direct the services for all the church members and for all others who may choose to attend.

### ***SECTION 4 SPECIAL CHURCH SERVICES***

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

### ***SECTION 5 REGULAR BUSINESS MEETINGS***

The church shall hold regular business meetings quarterly on Thursday night following the fourth Sunday of the month, except as the church shall deem it necessary to select and alternate date.

### ***SECTION 6 SPECIAL BUSINESS MEETINGS***

Special business meetings may be called by the pastor or chairman of deacons to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, the time, and the place.

### ***SECTION 7 BUDGET MEETINGS***

Budget meetings for adopting the proposed budget or other necessary business shall be held during the regular business meeting in August or at a specially called meeting for that purpose prior to October 1 of the year the budget is to go into effect. The church fiscal year shall begin October 1 and conclude September 30.

### ***SECTION 8 ELECTION MEETINGS***

Election meetings for the election of officers and workers shall be held during the quarterly business meeting in August. Officers and workers shall assume the responsibility for their positions on the first Sunday in October. The church year for officers, workers, classes, and committees shall commence and end with the first Sunday in October. The church operations year shall begin on October 1<sup>st</sup> and conclude on September 30<sup>th</sup>.

### ***SECTION 9 MODERATOR***

The Pastor shall moderate all meetings described in this section. In his absence the Chairman of the Deacons or a person appointed by the Pastor shall serve as moderator pro tern.

### ***SECTION 10 VOTING***

Generally, all members of the church in good standing and present in person may vote on matters business that is properly presented at any business meeting. However, only members eighteen years and older may vote on the following:

#### ***The call or dismissal of a Pastor:***

- The incurring of indebtedness that exceeds ten percent of the annual budget or ten percent of the book value of all church property.
- The disposal of church property;
- Changes in the Constitution and By-Laws; or
- The dissolution of the corporation, along with the distribution of its assets.

### ***SECTION 11. Unauthorized Meetings.***

Action taken at a meeting called or held in a manner other than as set forth in this article is void.

### ***SECTION 12. QUORUM***

The quorum consists of those members who attend the business meeting and vote, provided it is a stated meeting or one that has been properly called.

### ***SECTION 13. PARLIAMENTARY RULES***

Robert's Rules of Order, revised: is the authority for parliamentary rules of procedure for all business meetings of the church.

### ***SECTION 14. CHURCH AUTONOMY***

This church, as a corporation, shall be a non-stock, non-profit, and an exclusively religious corporation. It shall not as an entity become an official member of any denomination, convention, fellowship, or other religious body of a compromising nature. This church is an independent Baptist church that is totally self-governing and subject to the control of no other ecclesiastical body. This church recognizes and sustains the obligations of mutual conviction, counsel, and cooperation with uphold the truth of God's Word and the spirit of this constitution and by-laws. Such cooperation with churches of like mind and practice shall in no wise sanction any undue influence or jurisdiction over this local assembly.

### ***SECTION 14. LITERATURE***

Any literature that officially represents this church or that is used by any ministry of this church must first be approved by the Pastor and Deacons.

### ***SECTION 15. CHURCH FINANCES***

- FINANCIAL SUPPORT AND POLICY

The financial needs of this church shall be met by the voluntary tithes, offerings, and contributions of its members and friends. The Pastor and Deacons must approve any other method of fund raising for the church or its auxiliary ministries. No sales or bazaars shall be permitted in the name of this church. The Pastor and Deacons may approve special offerings to be taken apart from those received in the regular services. No church support shall be given to persons or groups that do not subscribe to the Biblical stand set forth in the articles of faith and church covenant.

- BUDGET

The finance committee shall prepare and submit to the church for approval and inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for members' use. It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

- ACCOUNTING PROCEDURES

All funds received for any and all purposes shall pass through the hands of the church treasurer, and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying for the bond. A System of accounting that will adequately provide for the handling of all funds shall be the responsibility of the finance committee.

- FISCAL YEAR

The church fiscal year shall run concurrently with the church year which begins January 1<sup>st</sup> and ends December 30<sup>th</sup>.

### ***LICENSING AND ORDINATION***

Anyone giving evidence of a divine call to the gospel ministry and manifesting the gifts and grace belonging to the ministry may be licensed or ordained, or both, to the ministry of this church. They must first state acceptance, without reservation, the Articles of Faith of this church, and must be recommended by the Pastor of this church. The ordination council, composed of ordained ministers (which may be members) selected or approved by the Pastor, shall thoroughly examine the candidate in regard to his doctrinal soundness, moral and spiritual qualifications, and personal fitness for the ministry. After satisfactory examination by the council, they shall be recommended to the church for ordination. The candidate's ordination shall require ratification of the recommendation of the council by the members.

### ***PROPERTY, BUILDINGS AND EQUIPMENT***

Decisions relative to the acquisition or sale of real property shall require a two thirds majority vote of the members at a properly called business meeting. All buildings, property, and equipment shall be used only by permission of the Pastor and deacons. They shall be principally for the use of this church, its functions, and its related activities.

### ***ADOPTION AND AMENDMENTS***

- Adoption

Upon adoption, this constitution bears immediate and complete constitutional authority upon this church.

- PROCEDURE FOR AMENDING

Changes in the constitution and by-laws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed change of the amendment shall have been furnished to each member present at the earlier meeting. Announcement shall be made in the church bulletin during the interval of proposed change. Amendments to the constitution and by-laws shall be by two thirds vote of church member present and voting.

- RECORDING OF AMENDMENTS

The recording secretary shall record all amendments to this constitution by appending such amendments to the constitution. All amendments shall be added to later editions of the constitution with the amendment date noted.



**MISCELLANEOUS**

- . TRANSLATIONS

The church believes that the measures of the value of a translation is its faithful adherence to and clear communication of the words of the original text. We hold that the exaltation of one translation to the disallowance of others for reasons besides these is misled, , heretical, and divisive.

**DISSOLUTION OF CORPORATION**

In the event of the dissolution of this church as a non-profit corporation, the assets of the corporation shall be given and paid over to non-profit organizations of like faith and order, approved by the remaining membership and which would qualify under the provisions of

Section 501 (c) (3) of the Internal Revenue code of 1986. Amended to February 1, 1992 (or its successors provision) and the regulations attributable thereto. None of the assets or holdings shall be divided among its members or among any individuals or groups not so qualified. The meeting to vote on dissolution shall be carried out according to the guidelines in Article IV, section 3, on business meetings.