

**Constitution and Bylaws
of
Southside Baptist Church, Inc. of Fulton, Missouri**

PREAMBLE

We, the members of the Southside Baptist Church, Inc., in order to work for the advancement of the Kingdom of Christ, do hereby band ourselves together as a body of baptized believers under the authority of our Savior and Lord Jesus Christ and adopt as our constitution the following articles.

**ARTICLE I
Name and Location**

The name shall be Southside Baptist Church, Inc. of Fulton, Missouri. (NOTE: The church is incorporated under Charter # N00012226 with the Missouri Secretary of State.)

**ARTICLE II
Our Purpose – Why the Church Exists**

The purpose of the church shall be to carry out the command of our Lord, as recorded in Matthew 28:18-20, and to preach, teach and proclaim His gospel in this community and to the ends of the earth, in cooperation and affiliation with the Missouri Baptist Convention and the Southern Baptist Convention.

**Our Vision:
To Accomplish the Four Kingdom Results**

Numerical Growth

Our vision is to see Southside Baptist Church grow numerically through the work of the Holy Spirit and by the use of the tools of outreach and evangelism.

Spiritual Transformation

We envision a purposeful plan of excellence in discipleship and mentoring of all our church family from new believers to our long-time members, providing them with the biblical and spiritual tools they will need to continue to grow in Christ.

Ministry Expansion

We further envision a plan to enlist all of our church members, asking them to apply their spiritual gifts in the work of the Lord. As a result, we expect to see a great expansion of the Church's ministries to Christ's people and to our entire community.

Kingdom Advance

We envision the hand of our God extending beyond the four walls of our church buildings as we develop disciples within our membership and then send them out as ministers and missionaries to the neighboring communities and even to the far ends of the earth.

ARTICLE III Church Government

This church is an autonomous body, not subject to the direction or control of any other ecclesiastical body; therefore, the government of this church is vested in the body of believers who compose it, under the leadership of our Savior and Lord, Jesus Christ.

ARTICLE IV Cooperation

This church shall be affiliated with the Missouri Baptist Convention, and the Southern Baptist Convention. This church shall not become affiliated with any other ministries that are not aligned with our beliefs.

ARTICLE V Beliefs Statement of Faith and Message (Church Covenant)

We recognize God's Word as revealed in the Holy Bible as the sole authority in matters of faith and practice; we do hereby incorporate, by reference, and adopt as the Statement of Faith and Message of the Southside Baptist Church, Inc., the Baptist Faith and Message (our Church Covenant) as adopted by the Southern Baptist Convention on June 14, 2000.

Church Covenant

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

We 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, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, 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 acquaintances; to walk circumspectly in the world, to be honest in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling,

back-biting, and excessive anger; to abstain from the sale of, and use of intoxicating drinks as a beverage; to be zealous in our efforts to advance the Kingdom of our Savior.

We further 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 offense, but always ready for 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 the principles of God's Word."

ARTICLE VI Membership

Section A:

1. The members of this church shall be as follows:
 - a. Any person confessing a personal faith in the Lord Jesus Christ, giving evidence of a regenerate heart, adopting the covenant, the views of faith and practice held by this church, after being baptized may be admitted into the fellowship and membership of the church.
 - b. Members from other Southern Baptist Churches, holding the same faith may be received into membership by letters of dismissal from their respective churches
 - c. Those who have once been members of Baptist Churches and in consequences of any peculiar circumstances, have no regular letters of dismissal, may be received into this church by giving satisfactory evidence of change of heart, Christian conduct, and scriptural faith.
2. A candidate for church membership shall become a member with the privilege of voting as set forth in Section 1 of the Bylaws upon completion of a new member pastoral interview followed by majority vote of the church members in a regular business meeting.
3. Any member who has been dismissed as a result of church discipline as set forth in Section B may be restored to membership on confession of his or her error and giving evidence of repentance.

Section B: Members may be dismissed under the following circumstances:

1. Death
2. By letter to any other Baptist Church of like faith and order.
3. By dropping from roll when member unites with a church of different faith and order.
4. As a result of church discipline. A church member engaging in grievous and habitual sin will be disciplined scripturally (Matthew 18:15-17) by vote of the church upon recommendation of the deacons.

ARTICLE VII Officers

The officers of the church shall be the President (Pastor), Vice-President (Assistant Moderator), Church Clerk, Treasurer, and Assistant Treasurer. The officers shall have the duties set forth in the bylaws and shall be elected annually unless otherwise provided for in the bylaws.

ARTICLE VIII Board of Directors

The Board of Directors of the church shall consist of the Trustees and the Treasurer. Their purpose is to carry out necessary annual registration reports for the church as a nonprofit corporation. The Trustees shall nominate from their own number one person to serve as Corporation Chairman, one person to serve as Corporation President, and one person to serve as Corporation Secretary. These nominees are to be presented at a business meeting to be elected to these positions by the church. Having been elected, these persons are authorized to conduct the legal business for the church and are authorized to sign legal documents as necessary.

ARTICLE IX Committees

The church shall choose members of the church to serve on committees. The church will define committee duties and shall grant to the committees the authority to carry on their work. Committee members shall serve their term beginning in the church year in which they are elected.

The Nominating Committee shall bring recommendations for all authorized committees, organizations and all general officers of the church.

ARTICLE X Meetings

1. The church shall meet regularly every Lord's Day morning and evening for the public worship of the Eternal God, and for the proclamation of the Gospel of our Lord Jesus Christ, except when the church has previously voted by a majority of those present in a business meeting to dismiss a

service. The church may not vote to dismiss more than two services at any business meeting. Services may be cancelled by the Pastor or in his absence by the majority of the Deacons in the event of unsafe weather conditions, emergencies, or other unforeseen circumstances.

2. The church shall have prayer meeting each Wednesday evening.
3. There shall be a monthly business meeting on the second Sunday of each month. Special business meetings may be called by the Pastor or in his absence by the majority of the Deacons, after previous notice or public announcement has been made.
4. Prayer Meetings and Business Meeting time may be changed if the church deems it wise.

ARTICLE XI The Lord's Supper

The Ordinance of the Lord's Supper shall be observed on the second Sunday in the first month of each quarter unless providentially hindered or unless the church deems it wise to change the time.

ARTICLE XII Ordinations

1. Licensing and Ordaining to Preach

Any member, who in the judgment of the church, gives evidence that he is called of God to the work of the ministry according to the guidelines hereafter set forth, shall be licensed to preach the Gospel of Jesus Christ. After a reasonable testing period of time the church shall invite the Baptist Churches of the Association with whom they are affiliated to meet and form an Associational Council to examine the testimony, faith and Scriptural soundness of the one, or ones to be ordained. The examination shall be based upon the Scripture as found in 1 Timothy 3:1-7 or other appropriate Scriptures. When the council has agreed upon the qualifications of the individual or individuals in question, they will make a report to the church. Then the church in turn must also agree and vote to ask the council to continue and declare the one or ones to be publicly ordained to the ministry.

2. Ordaining of Deacons

- a. The church shall choose qualified men who shall be set aside to become Deacons.
- b. To ordain Deacons, the church shall follow the same procedure as that of Pastor except they shall use 1 Timothy 3:8-16 or other appropriate Scriptures pertaining specifically to Deacons. Then upon recommendation of the Associational Council and the vote of the church to continue, the council shall then publicly ordain the one or more persons as Deacons to serve in the responsibility as the church elects them to do so.

ARTICLE XIII
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the church in all cases to which they are applicable and in which they are not inconsistent with this constitution, the bylaws, and any special rules of order the church may adopt.

ARTICLE XIV
Dissolution of Church and Disposition of Property

Section 1: In the event of the dissolution of the Southside Baptist Church, Inc. all property of the Southside Baptist Church, Inc., real, personal, and mixed of whatsoever kind and wheresoever located shall be transferred to another non-profit organization of similar kind and purpose.

Section 2: Dissolution of the church shall occur if the church, by official action, votes to dissolve as a church, or upon termination of regular worship services for more than twelve consecutive Sundays. Upon such action the Corporation Chairman or other officer of the corporation, is authorized to sign all necessary documents to convey the property as herein provided.

ARTICLE XV
Amendments

This constitution may be amended at any business meeting by the vote of two-thirds of the members who are present and voting, provided that the proposed change shall have been presented in writing at the previous business meeting, and that announcement of the proposed change shall be made after previous notice or public announcement has been made.

Article XVI
Additional Articles to the Constitution and Bylaws

The church may at any time, should the necessity arise, add additional articles to its constitution and bylaws by appointing a committee of at least three members, who with their Pastor, shall study, prepare and bring before the church the proposed addition. The same procedure shall be followed as in Article XV (Amendments).

BYLAWS

SECTION 1 VOTING PRIVILEGES

Membership in this church shall not vest in any member any proprietary rights in the Corporation, but shall only entitle the member to vote at a meeting of the members on those matters that are submitted to the church membership for affirmation. In such cases, voting privileges are restricted to members who are not under any disciplinary action and who have passed their sixteenth birthday. Voting by proxy shall not be permitted. Any church member who is unable to attend any regular or special business meeting may vote by written absentee ballot provided the vote is given to the acting Moderator and Church Clerk before the start of the meeting in which the vote is taken.

SECTION 2 DUTIES OF OFFICERS

The following officers shall have general duties for officers as contained in Robert's Rules of Order except as otherwise enlarged, limited, modified, or altered by these bylaws.

- A. The President (Pastor/Moderator) shall preside over all church business meetings, except in such cases when the matter before the church relates directly to the Moderator.
- B. The Vice-President (Assistant Moderator) shall preside at business meetings in the absence of the Moderator or in those cases when the matter before the church relates directly to the Moderator.
- C. The Church Clerk(s) shall keep an accurate record for all church business meetings, receive reports from officers and committees, and file all reports, papers, resolutions as ordered by the church. The Church Clerk(s) shall keep a register of all members of the church and receive all letters of dismissal. The Church Clerk(s) shall fill out a membership card for each new member with full information.
- D. The Treasurer shall have charge of all moneys after it has been counted by the Offering Counting Committee. The Treasurer shall present the financial report at the regular church business meeting. The report shall be filed with the Church Clerk(s) for a permanent record. Regular bills such as salaries and other budget items will be paid by the Treasurer as they come due. All other bills must be checked and material accounted for under the direction of the Trustees. The Treasurer shall be elected annually by the church. An Assistant Treasurer shall be elected annually by the church, to perform all the duties of the Treasurer in said Treasurer's absence or sickness. The Treasurer's books shall be audited annually in accordance with the Stewardship Committee duties. No unbudgeted indebtedness greater than \$500.00 shall be incurred unless approved by the church at a regular or special business meeting.

SECTION 3 STAFF

The staff shall be composed of those persons employed by the church. For each position, job descriptions will set forth responsibilities, benefits, terms and conditions of employment, manner of calling or hiring, and termination. The Personnel Committee assists the church in these matters as described in Section 9B of the Bylaws. Personnel recommendations must be approved by two-thirds of the church members present at a church business meeting.

SECTION 4 PASTOR

A. Calling of Pastor

1. The Pastor shall be called for an indefinite period of time.
2. The duties of the Pastor shall be to preach the gospel and administer the ordinances of the church. He will act as Moderator and perform the various other duties of his office as set out in the job description for his position.
3. Whenever a vacancy shall occur in the position of pastor, a Pastor Search Committee shall be appointed as follows: The church body nominates seven (7) persons to serve on the Pastor Search Committee, which shall be elected by the church in regular or special called business meeting. The Pastor Search Committee shall continue until dismissed by action of the church or a pastor has been called by vote of the church.
4. The Pastor Search Committee may only bring one candidate at a time before the church for action.
5. A special business meeting shall be called when the Pastor Search Committee has a candidate to recommend to the church. This business meeting may be held at the same time as a regular business meeting. Notice of the special business meeting shall be given as provided in the constitution. Election shall be by ballot. An affirmative vote of seventy-five percent (75%) of those present and voting shall be required to call a pastor.
6. The church shall understand that the Pastor being called has been scripturally and publicly ordained according to 1 Timothy 3:1-7 and has understood the church constitution and is willing to abide with its requirements and will protect the church, its membership and his calling with full cooperation and loyalty to Christ.

7. The church shall, in calling a Pastor, present to him in writing, the terms of his call officially granted at a church business meeting, which shall be agreed to by both parties before official acceptance is announced.

B. Termination of Pastor

1. The Pastor may terminate his position by submitting his resignation, orally or in writing, giving at least a two-week notice before the resignation is to take effect.
2. The church may terminate the Pastor by the following procedure:
 - (a) A letter requesting a special business meeting to take up the matter of termination of the Pastor signed by at least twenty percent (20%) of the resident church members, shall be given to the Pastor, Associate Pastor, Church Clerk, Chairman of Deacons, and Assistant Moderator.
 - (b) Within one (1) week of receiving said letter, the Church Clerk shall give notice of a special business meeting as required by the constitution. If the Pastor, Associate Pastor, Church Clerk, and Assistant Moderator cannot agree on a time for the special business meeting, it shall be held on the Sunday evening one week after notice is given as herein required, but in no case shall the meeting be delayed longer than one week from the giving of the notice.
 - (c) At the special business meeting, the Assistant Moderator shall preside.
 - (d) The question shall be stated upon calling the meeting to order as follows: "Shall _____ be terminated in his position as Pastor of this church?" The question shall then be open for discussion. After discussion has ended or the previous question has been ordered, the vote shall be taken by ballot. An affirmative vote of seventy-five percent (75%) of those present and voting shall be required to terminate the pastor's position.
 - (e) If the motion carries, additional action may be taken relative to when the termination shall become effective, payment of severance pay, and other matters incident to termination.

**SECTION 5
ASSOCIATE PASTOR**

A. Calling of Associate Pastor

1. The Associate Pastor shall be called for an indefinite period of time.

2. In the temporary absence of the Pastor, the duties of the Associate Pastor shall be to preach the gospel and administer the ordinances of the church. In addition, the Associate Pastor will assume all the duties as set out in the job description for his position.
3. Whenever a vacancy shall occur in the position of Associate Pastor, an Associate Pastor Search Committee shall be appointed as follows: The church body nominates seven (7) persons to serve on the Pastor Search Committee, which shall be elected by the church in regular or special called business meeting. The Associate Pastor Search Committee shall continue until dismissed by action of the church or an Associate Pastor has been called by vote of the church.
4. The Associate Pastor Search Committee may only bring one candidate at a time before the church for action.
5. A special business meeting shall be called when the Associate Pastor Search Committee has a candidate to recommend to the church. This business meeting may be held at the same time as a regular business meeting. Notice of the special business meeting shall be given as provided in the constitution. Election shall be by ballot. An affirmative vote of seventy-five percent (75%) of those present and voting shall be required to call an Associate Pastor.
6. The church shall understand that the Associate Pastor being called has been scripturally and publicly ordained according to 1 Timothy 3:1-7 and has understood the church constitution and is willing to abide with its requirements and will protect the church, its membership and his calling with full cooperation and loyalty to Christ.
7. The church shall, in calling an Associate Pastor, present to him in writing, the terms of his call officially granted at a church business meeting, which shall be agreed to by both parties before official acceptance is announced.

B. Termination of Associate Pastor

1. The Associate Pastor may terminate his position by submitting his resignation, orally or in writing, giving at least a two-week notice before the resignation is to take effect.
2. The church may terminate the Associate Pastor by the following procedure:

- (a) A letter requesting a special business meeting to take up the matter of termination of the Associate Pastor signed by at least twenty percent (20%) of the resident church members, shall be given to the Pastor, Associate Pastor, Church Clerk, Chairman of Deacons, and Assistant Moderator.
- (b) Within one (1) week of receiving said letter, the Church Clerk shall give notice of a special business meeting as required by the constitution. If the Associate Pastor, Church Clerk, and Moderator cannot agree on a time for the special business meeting, it shall be held on the Sunday evening one week after notice is given as herein required, but in no case shall the meeting be delayed longer than one week from the giving of the notice.
- (c) At the special business meeting, the Moderator shall preside.
- (d) The question shall be stated upon calling the meeting to order as follows: "Shall _____ be terminated in his position as Associate Pastor of this church?" The question shall then be open for discussion. After discussion has ended or the previous question has been ordered, the vote shall be taken by ballot. An affirmative vote of seventy-five percent (75%) of those present and voting shall be required to terminate the Associate Pastor's position.
- (e) If the motion carries, additional action may be taken relative to when the termination shall become effective, payment of severance pay, and other matters incident to termination.

SECTION 6 DEACONS

DEACONS

- A. Qualifications** - The church shall elect men who meet the scriptural qualifications as set forth in 1 Timothy 3:8-13. If a deacon no longer meets the qualifications as set forth herein, he will no longer serve as a deacon.
- B. Manner of election** – Deacons are elected by vote of the church body upon nomination by the Deacon Selection Committee in consultation with the Deacons. Deacons shall serve as a deacon after completion of ordination according to Constitution Article XII.
- C. Duties** - The duties shall be suggested in Acts 6:1-8 and also to assist the Pastor in administering the ordinance of the Lords Supper, to visit and encourage the church membership, and to visit the sick and unsaved.

SECTION 7 TRUSTEES

TRUSTEES

- A. **PURPOSE:** To assist the church in the case of all property, buildings, and vehicles.
- B. **DUTIES OF THE TRUSTEES:**
1. Develop and maintain an inventory of all church property and equipment. This shall be updated annually. The original inventory listing shall be filed in a safe deposit box;
 2. Develop and maintain a service record of all operational equipment such as heating and cooling, kitchen equipment, and office equipment;
 3. Establish and maintain regular inspection of all property and equipment. Report and/or take any action necessary;
 4. Assist as requested in developing a cleaning schedule and procedures in cooperation with the Pastor for guidance of custodial personnel;
 5. Develop and maintain a program of preventive maintenance for all property, buildings, and equipment (such as painting of inside/outside, equipment service and replacement);
 6. Develop and recommend, in cooperation with appropriate church leaders, policies for the use of church facilities by outside groups, or the borrowing of chairs and other equipment by church members;
 7. Inspect and maintain all fire-fighting equipment and exit plans for members' safety. Conduct fire drills as required;
 8. Work with appropriate staff members in considering all purchase, remodeling, or adjustment in any equipment or facility, and recommend appropriate action to the church;
 9. Recommend to the Personnel Committee the need for employment and training of maintenance personnel;
 10. Determine budget needs for operation and preventive maintenance, facilities, and equipment, and make recommendations to the Stewardship Committee as appropriate;
 11. Provide supervision and inspect all work done by contractors on facilities and equipment and report completion and approval to the Trustees and to the church;
 12. Report quarterly to the church concerning the status of all church property, equipment, and budget use;
 13. Promote the conservation of energy or other use of natural resources;
 14. Convey title to property when the church so orders;
 15. Serve as directors for corporate legal matters;
 16. Oversee and regularly evaluate the insurance coverage of all church properties.
 17. Oversee and direct the Safety Team.

C. **MAKEUP OF THE TRUSTEES:**

The Trustees shall be composed of seven (7) members who shall be nominated by the Nominating Committee and elected by the church. Trustees shall serve two (2) year terms. A member of the Trustees may be re-nominated for a second term but after serving two (2) full terms will be ineligible for re-nomination until one (1) year has passed. A majority of the elected members, not including ex-officio members, shall constitute a quorum at any Trustee's meeting. The Pastor shall be an ex-officio member of the Trustees. Southside Baptist Church is organized as a corporation under the laws of the State of Missouri. The Trustees shall nominate from their own number one person to serve as Corporation Chairman, one person to serve as Corporation President, and one person to serve as Corporation Secretary. These nominees are to be presented at a business meeting to be elected to these positions by the church. Having been elected, these persons are authorized to conduct the legal business for the church and are authorized to sign legal documents as necessary.

**SECTION 8
MINISTRY TEAM**

A. Membership

The membership of the Ministry Team shall consist of the Officers of the Church, heads of Ministry and Chairperson (or designated representative) of each committee.

B. Functions

The Ministry Team shall have the general responsibility to recommend to the church objectives and goals; to review and coordinate program plans recommended by the church officers, organizations, and committees; to recommend to the church the use of leadership, calendaring of activities and events and other resources according to program priorities and to evaluate program achievements in terms of church goals and objectives.

C. Meeting time

The Ministry Team shall meet yearly, in January.

**SECTION 9
COMMITTEES**

The Church shall have the following standing committees with the responsibilities hereafter set forth: (A ministerial staff member shall be an ex-officio member of all committees.)

A. NOMINATING COMMITTEE

1. **PURPOSE:** To lead in staffing all church elected positions filled by volunteers from the membership including vacancies which occur during the year.

2. **DUTIES OF THE COMMITTEE:**

- a. Select, interview, and enlist church program organization directors and workers, church committee members, and general officers;
- b. Agree on volunteer workers before inviting them to serve in the church elected leadership positions;
- c. Assist church leaders in discovering and enlisting qualified persons to fill church-elected positions of leadership in their respective organizations;
- e. Present nominees to the church for election;
- f. Nominate special committees as assigned by the church.

3. **MAKE-UP OF THE COMMITTEE:**

The church shall choose first a Nominating Committee consisting of six (6) members. Two (2) shall be elected each year on a rotating basis. No person, after completing a three (3) year term shall be eligible for reelection to the Nominating Committee until one (1) year has passed. A person who has filled out an unexpired term may

be reelected to a full three (3) year term. The Sunday School Director, WMU Director, and a representative from the music organizations shall be ex-officio members and shall work in consultation with the Nominating Committee. The Nominating Committee shall choose its own chairperson. A majority of the elected members, not including ex-officio members, shall constitute a quorum at any committee meeting.

B. PERSONNEL COMMITTEE

1. **PURPOSE:** To assist the church in matters related to employee personnel administration.
2. **DUTIES OF THE COMMITTEE:**
 - a. Work with the Pastor and appropriate supervisory staff members in surveying the need for additional church staff positions.
 - b. Work with the Pastor and appropriate supervisory staff members in recruiting, interviewing, and recommending to the church employed non-ministerial personnel as needed.
 - c. Work with the Pastor and appropriate supervisory staff members in preparing and maintaining an organization manual relating to church employed personnel. This manual shall include the following:
 - 1) Job descriptions for all employed personnel.
 - 2) Benefit plans for all employed personnel.
 - 3) Policies and procedures for determining vacations, days off, sick leave, professional leave, revivals, and conferences.
 - 4) Policies and procedures for job evaluation of all employed personnel.
 - d. Work with the Pastor to evaluate on an annual basis the job performance of all employed personnel. The job evaluation shall be completed by September 30 and shall consist of two separate and independent parts, including evaluation by the appropriate supervising staff member, and evaluation by the Personnel Committee. This evaluation shall be shared with the individual.
 - e. Work with the Pastor and appropriate supervisory staff members in making recommendations to the Stewardship Committee concerning adjustments to salary or benefit plans.
 - f. Shall serve as a liaison and communications committee between the church and each staff member when the need arises.
 - g. Shall serve as a liaison and communications committee between individual staff members when the need arises.

3. MAKE-UP OF THE COMMITTEE:

The Personnel Committee shall be composed of five (5) members who will be nominated by the Nominating Committee and elected by the church. One (1) or (2) people shall be elected each year to a three (3) year term. A person may serve one (1) complete three (3) year term after which the member shall be ineligible for re-nomination until at least one (1) year has passed. The Personnel Committee shall choose its own chairperson. A majority of the elected members shall constitute a quorum at any committee meeting.

C. STEWARDSHIP COMMITTEE

1. PURPOSE: To assist the church in stewardship planning, stewardship promotion, and financial administration. To help church members grow as Christian stewards by developing an understanding of and a commitment to Biblical teachings of stewardship.

2. DUTIES OF THE COMMITTEE:

- a. Develop and recommend methods for introducing Biblical stewardship concepts to the church.
- b. Develop and recommend to the church a budget.
- c. Conduct studies and make recommendations to the church concerning proposed expenditures not included in the budget.
- d. Review expenditures quarterly in terms of budget allocations and recommend budget adjustments to the church.
- e. Develop and recommend to the church financial policies and procedures.
- f. Recommend to the Nominating Committee an Offering Counting Committee as described in Section H of the bylaws.
- h. Recommend to the Nominating Committee a Financial Secretary to fulfill responsibilities, as assigned by the Stewardship Committee pertaining to the Counting Committee.
- i. Recommend to the church a Certified Public Accountant who shall audit the church books at the close of the church budget year as deemed necessary by the Committee.
- j. Recommend to the church, students (who are church members) eligible for receiving church scholarships to attend college.

3. MAKEUP OF THE COMMITTEE:

The Stewardship Committee shall be composed of the Church Treasurer and six (6) members of the church who shall be nominated by the Nominating Committee and elected by the church. Each year, three (3) new members shall be elected to a two (2) year term. A committee member may serve up to two (2) consecutive terms, after which he or she shall not be eligible for reelection until one (1) year has

passed. The Stewardship Committee shall choose its own chairperson. A majority of the elected members, not including ex-officio members, shall constitute a quorum at any committee meeting. The Pastor shall be an ex-officio member of the Stewardship Committee.

D. NURSERY COMMITTEE - DESCRIPTION

1. **PURPOSE:** To provide a loving, safe, healthy, and fun environment for children newborn thru preschool age.

2. **DUTIES OF THE COMMITTEE:**
 - a. Enlisting nursery workers for Sunday morning worship services, Children's Church, church wide Bible Studies (involving men and women), Wednesday night activities, and other church wide sponsored activities. Does not include class parties, small men/women Bible Studies, etc. Committee must have a minimum 30 day notice when asked to find childcare for newborn thru preschool aged children.
 - b. Recommend the purchase of furnishings and supplies. Select, train, and supervise all nursery workers.
 - d. Ensure all nursery workers have clear background checks and records are on file.
 - e. Recommend and publicize nursery policies, procedures, and meetings.
 - f. Ensure the nursery area is safe, clean, and orderly.
 - g. Make sure linens are clean and present.
 - h. Make sure sign-in sheets are easily accessible for workers to utilize and filed in appropriate file folder once activity is completed (for records).
 - i. Make sure nursery workers have supplies needed (wipes, name labels, Kleenex, etc.).
 - j. The chairperson (or person designated by the chairperson) will be a member of the Ministry Team and will communicate regularly with the Ministry Team.

3. **MAKEUP OF THE COMMITTEE:**

The Nominating Committee is responsible for nominating potential nursery committee members and the church will elect the nominated person(s). The Nursery Committee is to be composed of up to 6 members and each will member will be reconfirmed annually. The Nursery Committee shall choose its own chairperson who will be responsible for conducting meetings, overseeing the coordination of the scheduling of nursery workers, and keeping church staff and Ministry Team current of relevant information. If a Nursery Committee member chooses to resign from the committee at the end of a term, he/she must contact the Nominating Committee about the decision so a replacement can be found.

E. DEACON SELECTION COMMITTEE:

1. **PURPOSE:** To select and present candidates for the office of Deacon to the church.
2. **Duties of the Committee** – The Deacon Selection Committee shall present at a business meeting its nominations for a Deacon.

F. TRANSPORTATION COMMITTEE

1. **PURPOSE:** To oversee all matters relating to church-owned vehicles and the requirements for the maintenance and use thereof.
2. **DUTIES OF THE COMMITTEE:**
 - a. Maintain a place to secure church vehicles.
 - b. Schedule periodic maintenance.
 - c. Provide training to eligible drivers.
 - d. Maintain a current list and provide training for approved drivers.
 - e. Develop & present a budget for vehicle maintenance.
 - f. Insure that adequate insurance is maintained.
 - g. Secure a log book for church vehicle usage & what should be filled out for each trip.
 - h. Develop a pre-trip check list of usage rules for those using the church vehicles (reserve in advance, have an approved driver, fill out log book, fill with gas & clean up inside before returning, etc.).
 - i. Any other duties relating to the use of church owned vehicles.
 - j. Transport riders to and from church, as needed.
 - k. Provide one attendant on the bus, for safety and security concerns.
3. **MAKEUP OF THE COMMITTEE**
The Transportation Committee shall consist of six (6) persons who shall be nominated by the Nominating Committee and elected by the church. The Transportation Committee members shall serve in two-year rotations with no term limits.

G. OFFERING COUNTING COMMITTEE (subcommittee of Stewardship Committee)**Election in terms of service**

The Offering Counting Committee shall be made up of 6 to 8 people with no term limits. They will be recommended to the Nominating Committee by the Stewardship Committee and then the Nominating Committee will present them to the church. This Committee will have no officers within the committee, as it reports directly to the Stewardship Committee.

1. **PURPOSE:** To be of service to the church by ensuring that tithes and offerings from each service are secured, counted, credited to the proper accounts and deposited into the appropriate bank account.

2. DUTIES OF THE COMMITTEE

- a. Two (2) members open the safe after each offering. They will be given the money by the ushers, and place it in a bank bag in the safe then lock the safe.
- b. Three (3) members will meet every Monday (or on an agreed upon day).
- c. Two (2) members will open the safe, remove the bag of money and the committee computer.
- d. Two (2) members will count the money matching the checks and the cash to the envelopes. One (1) person will do all data entry to apply accurate accounting to members accounts and fund categories. All 3 members will make sure the totals are accurate, fill out deposit slip, make appropriate copies of the gift list and fund list for church Treasurer, Post funds and send a copy of the fund list to Pastor. Funds are then deposited into the appropriate bank account.
- e. The computer will be returned to the drawer in the safe.

**SECTION 10
CHURCH YEAR AND QUORUM**

- A. The church year for programs and terms of office of directors, officers, committee chairmen, members, and other such positions held for yearly terms shall be from July 1 through June 30.
- B. The quorum for regular or special business meetings shall be those members in attendance at such meetings.

**SECTION 11
AMENDMENT TO BYLAWS**

These bylaws can be amended by a majority vote of members present and voting, provided the proposed amendment has been moved and seconded at a prior business meeting.

**Southside Baptist Church
395 Country Meadows Lane
Fulton, Missouri 65251**

Southside Baptist Church Emergency Action Plan

Fire and Explosions

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

If a fire occurs.

- Immediately Call 9-1-1.
- One team member should be sent to the parking lot entrance to direct emergency services.
- One team member should be at the door where emergency services need to enter to direct them to the area.
- Small fires may be extinguished with a fire extinguisher if it can be done safely and may not require evacuation.
- A larger out of control fire or explosion will require immediate evacuation to the unaffected building if safe.
- If both buildings are deemed unsafe, evacuate everyone away from the fire to the nearest exits and instruct everyone to move to the far end of the parking lots away from the front and rear entrances to facilitate Emergency Services entry.
- Insist that no one leaves the parking lot before emergency services arrive and give further instructions.
- No one should re-enter the building until cleared by Emergency Service personnel.
- Allow emergency personnel take control and command up on arrival.

Note: Other non-working team members may be called to assist in directing people and managing evacuation, etc. Keep in mind that some physically impaired persons may need assistance with evacuation.

Medical Emergencies

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

If the ill or injured victim is conscious.

- Know who is trained and certified in first aid and CPR.
- Alert one of our Doctor or Nurses if available.

Church Constitution and Bylaws with emergency plan of action

05/21/2023

- Treat minor injuries from supplies in the first aid kits.
- If the problem is beyond your capabilities call 911.
- Allow EMT's to take control once they arrive.

Note: Other non-working team members may be called to assist.

If a person is unconscious or shows signs of serious illness,

- Immediately Call 9-1-1.
- If needed, one team member should begin CPR.
- Have someone go to the parking lot entrance to direct emergency services.
- Have someone retrieve in house medical professionals. e.g. doctors or nurses.
- Retrieve the nearest AED.
- Have someone to retrieve the portable curtains to provide privacy in crowded areas.
- Clear other people from the area.
- Retrieve the nearest AED.
- Turn on the AED.
- Follow the verbal commands from the AED.
- Allow EMT's to take control once they arrive.

Note: Other non-working team members may be called to assist.

SEVERE WEATHER PLAN - Tornado warning

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Weather monitoring during inclement weather

- Working safety team members should monitor the weather via weather radio, internet sources and/or listen carefully for warning sirens. Keep in mind that sirens may be difficult to hear inside the building.
- If a warning is given for Callaway County, but it is determined that the threat is well to the east or north of Fulton and moving away, evacuation may be delayed, however team members should continue to monitor conditions closely.
- **Evacuation to shelter area:** If a warning is issued and time permits, at least one safety team member needs to go to the activity center building and go from room to room and at least one team member needs go through the sanctuary building from room to room and instruct everyone to evacuate to the designated tornado shelter area. **Keep in mind that some physically impaired persons may need assistance.**

Designated Tornado Shelter Area: The main lobby bathrooms are the primary areas of safety. Additional safe areas can be used if necessary. They would be room 120 and 122 and nursery desk area.

Imminent danger: If there is no time to safely move to the shelter area, instruct everyone to move away from any windows. If possible they should get under tables or move to a corner away from exterior walls and cover their heads and necks with hands or padded materials such as blankets, coats, etc.

Post Threat:

- When the weather threat has passed, and if no structural damage has occurred, discourage everyone from leaving the building, the shelter area, or returning to their normal routine until the safety team determines that it is safe to do so.
- If structural damage has occurred, a safety team member will contact emergency services and keep everyone in the shelter area unless unsafe conditions dictate that the building should be evacuated, e.g. fire, the smell of leaking natural gas or an unstable structure.
- If the threat is only in the sanctuary building, people could be moved to the activity center for further instructions.
- One team member should go to the parking lot entrance to direct emergency services.
- If building evacuation is deemed necessary, insist that no one not leave the parking lot before emergency services arrive.

Note: Other non-working team members may be called to assist in directing people and managing the evacuation. Keep in mind that some physically impaired persons may need assistance with evacuation.

EARTHQUAKE PLAN

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

If and Earthquake occurs:

Earthquakes occur without much if any notice.

- If one occurs during a service, the team members should immediately instruct people in the sanctuary to lean forward or lie over in pews and cover their head and neck area with hands or cushioned materials such as blankets, coats, etc.
- In class rooms, the teachers should instruct people to move away from windows and get under tables or move to inside corners of interior walls. (see classroom emergency standard).

- **Stay inside until the quake ceases:**

Most earthquake injuries occur when people try to move out of a building or from one area to another. Do not move until it is deemed safe to do so.

Once the shaking has ceased

- Safety team members should evaluate to determine if building evacuation is necessary.
- Team members should systematically go throughout each building to see if there are any immediate medical needs and inspect the building for obvious damages.
- If there is fire, the smell of natural gas, structural and electrical integrity issues then everyone should be evacuated to the parking lot areas. Keep in mind that some physically impaired people may need assistance in evacuating.
- 9-1-1 should be immediately contacted.
- If building evacuation is deemed necessary, ask everyone not leave the parking lot before emergency services arrive and give further instructions.
- Allow emergency personnel take control and command up on arrival.

Note: Other non-working team members may be called to assist in directing people and managing the evacuation. Keep in mind that some physically impaired persons may need assistance with evacuation.

HOSTILE INTRUDER / ACTIVESHOOTING / ARMED INTRUDER

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Active Shooter / Armed Intruder

- Contact Emergency Services.
- Lock doors, turn off lights.
- If the intruder is armed, direct people to drop, cover, and hold until the situation is resolved.
- Turn down any radios/cell phones, encourage people to remain calm and quiet.
- Remain calm, stay indoors until otherwise instructed by law enforcement.
- Evacuate only if evacuation route is known to be safe and / or directed by Law Enforcement.
- Allow law enforcement to take control and command up on arrival.

Note: If you are armed, immediately lay down weapons and raise your hands above the head when law enforcement arrives and announces their presence.

UNARMED HOSTILE INTRUDER IN THE FACILITY

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

- Immediately Call 9-1-1.
- Remain calm. Talk with intruder in low, non-threatening manner.
- Keep your distance.
- Do not attempt to deceive or threaten the intruder.
- Maintain order among people.
- Be constantly alert and prepared for violence.
- Allow law enforcement to take control and command up on arrival.

Note: Other non-working team members may be called to assist in directing people and managing the evacuation. Keep in mind that some physically impaired persons may need assistance with evacuation.

CIVIL UNREST OUTSIDE THE FACILITY

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Civil unrest may result when people are moving about, challenging authority, committing acts of vandalism, gang activity, etc., to the point where the safety of the people at the facility is jeopardized.

- Immediately Call 9-1-1.
- Get everyone inside, including anyone seeking shelter.
- Do your best to supervise the area outside until everyone is in safe area.
- Move everyone to a safe area away from doors and windows.
- Lock the doors, turn out lights.
- Instruct everyone to stay in place until instructed otherwise by law enforcement.
- Allow law enforcement personnel take command up on arrival.

Note: Other non-working team members may be called to assist in directing people and managing the evacuation. Keep in mind that some physically impaired persons may need assistance with evacuation.

MISSING CHILD

- Immediately Call 9-1-1.
- Instruct everyone to stay in the facility, until instructed otherwise by law enforcement.
- Some team members should begin searching throughout the building.
- Some teams member should begin searching outside of the facility including parking lots.
- Allow law enforcement to take control and command up on arrival.

Note: Other non-working team members may be called to assist in directing people and managing the evacuation. Keep in mind that some physically impaired persons may need assistance with evacuation.