



MOUNT CARMEL

BAPTIST CHURCH

CONSTITUTION AND BYLAWS

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CONSTITUTION AND BYLAWS
MT. CARMEL BAPTIST CHURCH

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CONSTITUTION – MT. CARMEL BAPTIST CHURCH

PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Baptist denomination, and for the purpose of preserving the liberties inherent in each individual member of this church, and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

ARTICLE I-NAME

This body shall be known as the Mount Carmel Baptist Church Inc. of Clearwater, Florida.

ARTICLE II-MOTTO

The motto of this church shall be “Finishing the Unfinished Task.”

ARTICLE III - VISION

Mt. Carmel Baptist Church is an organized body of believers fulfilling the mandate of the Great Commission (Acts 1:8), and utilizing the gifts, talents, and treasures of the entire church body in creative and viable ministries to the glory of God.

ARTICLE IV-CHURCH COVENANT

Having been led, as we believe by the Holy 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 the Son, and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We pledge, therefore, by the aid of the Holy Spirit:

- a. To walk together in Christian love
- b. To strive for the advancement of this church in knowledge and holiness
- c. To give it a place in our affections, prayers, and services above every organization of human origin
- d. To sustain its worship, ordinances, discipline and doctrines
- e. To contribute cheerfully and regularly to the support of a faithful and evangelical ministry among us: the relief of the poor, and the spread of the Gospel throughout the world

We also promise:

- f. To maintain family and secret devotion
- g. To study diligently the Word of God
- h. To religiously educate our children

- i. To seek the salvation of our kindred and acquaintance
- j. To walk circumspectly in the world
- k. To be kind and just to those in our employ, and faithful in the service we promise others
- l. Endeavoring in the purity of heart and good will
- m. To avoid all tattling, backbiting, and excessive anger

We further pledge:

- a. To watch over: to pray for, to exhort, and stir up each other 's reputation
- b. To participate in each other's joys, with tender sympathy bears one another's burdens and sorrows
- c. To cultivate Christian courtesy
- d. To be slow to give or take offence, but always ready for reconciliation, being mindful of the rules of the Savior in to secure it without delay [Matthew 18:15-17]
- e. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern
- f. To seek to live to the glory of God, who hath called us out of darkness into His marvelous light

We more over promise that:

- a. 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 V - GOVERNMENT

SECTION 1 - POLITY

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and co-operation which are common among Baptist churches.

SECTION 2 - DOCTRINE

The church receives the Scriptures as its authority in matters of faith and practices. We accept the "Baptist Faith and Message" as adopted by the Southern Baptist Convention [*most recent revision 2000*] as our doctrinal statement.

APPENDIX A
The Baptist Faith and Message
Historic Version: Adopted by the Southern Baptist Convention in 2000

I. The Scriptures

The Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. It reveals the principles by which God judges us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all-powerful, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself the demands and necessities of human nature and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, partaking of the nature of God and of man, and in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts of sin, of righteousness and of judgment. He calls men to the Savior, and effects regeneration. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they

serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the assurance of God to bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

III. Man

Man was created by the special act of God, in His own image, and is the crowning work of His creation. In the beginning man was innocent of sin and was endowed by His Creator with freedom of choice. By his free choice man sinned against God and brought sin into humanity. Through the temptation of Satan man transgressed the command of God and fell from his original innocence; whereby his posterity inherit a nature and an environment inclined toward sin, and as soon as they are capable of moral action become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; Therefore, every man possesses dignity and is worthy of respect and Christian love.

IV. Salvation

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, sanctification, and glorification. A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God. B. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life. C. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, sanctifies, and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is a glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the State of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the

cause of Christ, and temporal judgments on themselves, yet they shall be kept by the power of God through faith unto salvation.

VI. The Church

A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. This church is an autonomous body, operating through democratic processes under the Lordship of Jesus Christ. The congregation members are equally responsible. Its Scriptural officers are pastors and deacons. The New Testament speaks also of the church as the body of Christ, which includes all the redeemed of all the ages.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper. The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion, both public and private, and by refraining from worldly amusements, and resting from secular employments, work of necessity and mercy only being excepted.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come, and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ.

XII. Education

The cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence and should receive along with these the liberal support of the churches. An adequate system of Christian schools is necessary to a complete spiritual program for Christ's people. In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects

XV. The Christian and the Social Order

Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Christ Jesus. The Christian should oppose, in the spirit of Christ, every form of greed, selfishness, and vice. He should work to provide for the orphaned, the needy, the aged, the helpless, and the sick. Every Christian should seek to bring industry, government, and society under the sway of the principles of righteousness, truth, and brotherly love. In order, to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men, which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion

XVIII. THE FAMILY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is Gods unique gift to reveal the union between Christ and His church, and to provide for the man and the woman in marriage the framework for intimate companionship, the channel for sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God since both are created in Gods image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children Gods pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

BY-LAWS MT. CARMEL BAPTIST CHURCH
ARTICLE I MEMBERSHIP

SECTION 1 - GENERAL QUALIFICATIONS.

The membership of this church shall consist of such persons as confess Jesus Christ to be their Savior and Lord, and having been baptized, enter into its covenant.

SECTION 2 - MEMBERSHIP CANDIDACY.

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

- a. By Baptism
- b. By Letter
- c. By Statement of Faith
- d. By Watch Care

SECTION 3 - RECEPTION OF MEMBERS.

- a. Persons who present themselves for membership in response to the invitation of the church shall be greeted by the pastor or someone designated by him. The pastor shall present to the congregation the names of such persons and the nature of their request.
- b. A person shall be accepted officially as a member upon completing the New Member Orientation Program and receiving the Right Hand of Fellowship.

SECTION 4 - GENERAL RESPONSIBILITIES.

- a. Membership in the church is a sacred responsibility and involves full commitment to Jesus Christ and to the purposes of the church. Each member is expected to practice faithful discipleship as taught in the New Testament, and to strive for the realization of the ideals set forth in Article III of the Constitution.
- b. Members are expected to be faithful in all the duties essential to the church membership: attend habitually the worship services of the church, to contribute regularly for its support and its causes, and to share in its organized work.

- c. Members who move to another community are encouraged, as soon as possible, to transfer membership to a church in their new community, where they may continue to exercise the responsibilities of Christian discipleship.
- d. Regular attendance is expected of members on committees or ministries of the church after three (3) missed meetings a letter will be sent to remind members of their meeting responsibility.

SUBJECT: Attendance Review

DISCUSSION:

- 1. Attendance for committee and ministry meeting will be reviewed. Reasons for absences will be discussed, as appropriate.
- 2. At Business Meetings it will be determined what, if any, action may be required.
- 3. Any Committee or Ministry vacancies will be reviewed.

ACTION:

To be determined, as appropriate

- e. If a church member leaves or joins another church and return, they must attend a New Member Orientation Class prior to becoming an active church member again.

SECTION 5 - DISCIPLINE

a. Conflict Resolution

Should any unhappy differences arise between members, the member who is spiritual shall follow, in a tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew (Matt 18:15-17).

b. Breach Covenants

Should any case of gross breach of the covenant or of public scandal occur, the deacons shall endeavor to remove the offense; and if such fails, shall report the case to the church.

c. Complaint Handling

If the church votes to entertain a complaint, which must be made in writing, it shall appoint a reasonable time and place of hearing and notify the person in question thereof, furnishing the member with a copy of the charges.

d. Hearing and Counseling

At such a hearing, the accused member may call to their aid, any member of the church as counsel. If the member shall not attend at the time appointed or give satisfactory reasons for neglect to do so, the church may proceed in their absence.

e. Decision on Church Membership

All such proceedings shall be pervaded by a spirit of compassion, but should an adverse decision be reached, the church may proceed to admonish the offender and declare them to be no longer in the membership of the church.

SECTION 6 - TERMINATION OF MEMBERSHIP.

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

- a. Reasons which the church may finally deem satisfactory, after it shall have patiently and kindly endeavored to secure his continuance in its fellowship, such requests may be granted, and his continuance in its fellowship, such request may be granted, and his membership terminated.
- b. The Church may also, after due notice and hearing and kindly effort to make such action unnecessary, terminate the membership of persons for the space of one-year non-resident, or for the same space of time not contributing to its support according to the system as prescribed by the church or in some way satisfactory thereof.
- c. Should a member become an offense to the church and its good name by reason of immorally or unchristian conduct, or by persistent breach of his covenant vows, non-support of the church, the church may terminate his membership, but only after faithful efforts have been made to bring notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.
- d. The membership of a person shall be terminated only at the meeting when their commendation for such action is made and shall be officially by letter.
- e. All requests for termination of membership or action looking thereto shall first be considered by the Pastoral Ministry, who shall make recommendations to the church.

SECTION 7 - CHURCH DISCIPLINE & RESTORATION. Any person whose membership has been terminated for any offense may be restored by vote of the church. Upon evidence of his repentance and reformation, or, if an account of continued absence, upon satisfactory explanation.

ARTICLE II GENERAL CHURCH OFFICERS

The officers of this church shall be as follows:

SECTION 1 - PASTOR

The Pastor shall oversee the welfare and oversight of the church. His or her task is to represent people to God. While it is understood that every Christian is a priest, it is the task of the pastor to represent to God the concerns of the flock. In this regard he or she will be the shepherd, given to: watchfulness, gentleness and affection, exhortation, warning, and comfort, and be an example to the congregation. His or her qualifications should be consistent with the qualifications listed in 1 Timothy 3:1-7.

A. PREACHING AND TEACHING

The pastor's task will be to communicate God's Word. As such, primary tasks of the pastor will be to:

1. Preach the Word (Acts 14:15; 2Tim. 4:2)
2. Teach the Word (2 Tim. 2:2)
 - a. Instruction normally occurring in the Sunday sermons
 - b. Teaching when called upon
 - c. Special instruction in discipleship training

B. PASTORAL CARE

As the pastor stands before the church congregation, he or she will share and complete the following functions below:

1. Prayer
2. Calling on the sick
3. Membership Calling
4. Counseling
 - a. Priority will be given to church members
5. Directing Public Worship
 - a. In the absence of the senior pastor, he or she is responsible for securing a speaker
6. Administering the Sacraments
 - a. The Lord's Supper
 - b. Baptism
 - c. Dedication of infants
7. Performing Weddings and Other Activities
 - a. The senior pastor will have the right to grant or refuse the ceremony of marriage according to his or her conscience.
 - b. It will be the senior pastor's task to develop a wedding policy concerning counseling, and so forth.
 - c. The senior pastor will be consulted by each staff minister or other church member before performing a marriage ceremony or any other activity.
 - d. **No alcoholic beverages** are allowed on church property.
8. Managing Conflict
 - a. The senior pastor will work to facilitate peace among members of the staff and the congregation, seeking to win back the estranged and to reconcile those with broken relationships, particularly when such conflict threatens the welfare of the church.
 - b. The senior pastor will review with the board any problems or concerns of the above, working with them to determine solutions.

C. OUTREACH

The senior pastor will be the shepherd who “rules” for God in the hierarchy of church leadership (1 Pet. 5:2-3; Heb. 13:17). The senior pastor’s duties will include:

1. Administration (Heb. 13:17)
 - a. The senior pastor will have general oversight of the church, acting as a catalyst for the future direction of the church and facilitator of existing ministries and programs. He or she will have the privilege of forming ad hoc committees, such as he or she deems necessary for researching, brainstorming, and so forth. Such committees will not have legislative power but will serve strictly in the advisory capacity.
 - b. The senior pastor will be responsible for supervising and evaluating the ministry leaders.
 - 1) He or she will bring recommendations to the Trustees for the hiring and retiring of all hired personnel. The only exception to this are the grounds keepers and custodians, who are under the supervision of the Building and Grounds Committee. The Building and Grounds Committee works closely with the Trustees.
 - 2) Church staff will be evaluated on a staff evaluation form.
 - 3) The senior pastor may refer recommendations to the Trustees for prospective employees of the church.
 - 4) All church and contract employees are to be evaluated yearly. Evaluation forms should include:
 - a. Successes of individuals in their job
 - b. Improvements needed
 - c. List any things that individuals needed help with to complete tasks
 - d. Leadership skills
 - e. Any training needed
 - f. All employee evaluation files will be kept in the church secretary’s office in a locked file cabinet.
 - 5) Any problems concerning the staff should be reported directly to the Trustees.
 - a. The senior pastor will serve as chairman of the church council monthly meetings and the business meetings quarterly. It is his or her duty along with the chairperson of the deacons to see that the policies and actions of the council and business meetings are properly implemented.

- b. In the absence of the senior pastor the chairperson of the deacon's board will assume the responsibilities of conducting council and business meetings. This process will insure that meetings will be held that are scheduled.
 - c. The senior pastor will be considered an ex officio member of all church ministry teams and committees, except the pastor search team.
- 2. Equipping (Eph. 4:11 – 13)
 - a. The senior pastor will be expected to fulfill his or her scriptural calling to equip the saints for the work of ministry.
 - b. The senior pastor will seek out those filled with the Holy Spirit and train them to minister.
 - c. In this regard, the senior pastor will work with the ministry leaders to insure spiritual care for the total congregation.
- 3. Evangelism (Matt.28:19-20)
 - a. The senior pastor will lead by example an evangelistic lifestyle through a variety of ways, such as person-to-person contact in soul winning, giving an invitation at the main services and small-group meetings of the church, personally conducting revival meetings within the church or using other qualified speakers to direct such meetings.
Use media outreach (such as Facebook, radio, television, and newspaper), for training others to win souls.
- 4. Learning/Writing
 - a. The senior pastor will engage in continual learning by attending conferences, conventions and reading current books and articles.
 - b. The senior pastor is encouraged to write articles for print in major periodicals and Sunday quarterlies.
- 5. Denominational Representation
 - a. Participate as requested without overloading his or her personal schedule

D. EVALUATION PROCESS OF THE PASTOR

- 1. The annual evaluation process shall be completed by the Board of Deacons.

SECTION 2 - DEACONS

A. Qualifications

Persons selected to the office of Deacon shall have qualities of character consistent with the teachings of Acts 6:3-5 and I Timothy 3:8-13. They shall be members of this Church, regular in attendance and supportive of the services of the Church, faithful in the practice of Christian stewardship, cooperative in attitude, and influential in strengthening the witness of the Church.

B. Duties

1. In accordance with the meaning of the Word and the practice of the New Testament, deacons are to be servants of the church. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.
2. They shall serve as a council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church. With the pastor, they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
3. Should an absent member request communion it shall be the Deacon's responsibility.
4. They are to establish and maintain personal fraternal relations with spiritual oversight of all the membership of the church. Especially are they to seek to know the physical needs and the moral and spiritual struggles of the brother, sisters, and to all who are in need.
5. They are to have oversight of the discipline of the church in council with the pastor by such methods as the Holy Spirit may direct. (Matthew 18:15-17, 1 Corinthians 5:12-14, Thessalonians 5:1) The deacons shall be free to call upon any member of the church to aid in disciplinary action.
6. In any period when the church is without a pastor, the chairman of deacons with other deacons will arrange the temporary ministry and take council with reference to securing a pastor. In case of absence and/or inability of the pastor, the deacons and pastor will provide for pulpit coverage.
7. It shall be pertinent for the church to promote to honorary life membership, any deacon who by reason of age or infirmities shall after honorable service, be no longer able to render services.
8. The number of deacons shall be recommended by the pastor and pastoral ministry and elected by the church.

C. Call and Termination of the Pastor

1. Call

- a. The Deacons shall give a two-week notice when seeking to find a suitable pastor, and their recommendation will constitute a nomination. The deacons shall bring to the consideration of the church the name of one person at a time. Election shall be by secret ballot: an affirmative vote of 75% of those present being necessary for a choice.
- b. The pastor shall be chosen and called whenever a vacancy occurs.
- c. The pastor shall serve until either his resignation or the church terminates the relationship.

2. Termination

- a. If sufficient cause is found to terminate the Pastor, members shall be given notice at least two weeks prior to a regular or called business meeting for that purpose. The meeting maybe called upon the recommendation of the Deacons.
- b. The vote to declare the position of Pastor vacant shall be by secret ballot. An affirmative vote of 75% of the voting members present is necessary.
- c. Except in instances of gross misconduct by the Pastor so excluded from office. The church will compensate the pastor with one (1) month's salary, and all compensations, payable within 30 days.

SECTION 3 - ASSOCIATE MINISTERS

The Associate Minister is a colleague of the pastor and will work only under the pastor's direction.

SECTION 4 - PASTORAL MINISTRY

The composition of the Pastoral Ministry shall consist of the Pastor, Ministers, Deacons and such others as deemed necessary by the Pastor. The Pastoral Ministry shall be organized as a unit for the consideration for all larger problems and general policies and shall meet monthly. They may organize themselves into such committees as they wish, to direct the efficiency in service to the church. They shall apportion the membership of the church among themselves and maintain Spiritual Growth Program to maintain regular spiritual contact with the entire membership.

SECTION 5 - CHURCH CLERK (and Assistant)

The Clerk of the church shall keep a record of all church motions, discussions, and actions; maintain a register of the names and members, with dates of admission, or death, together with a record of baptisms. The Clerk shall also issue letters voted by the church, preserve all communications and official reports and give notice of all meetings where necessary.

SECTION 6 - TRUSTEES

The Trustee Board serves as legal representatives in all transactions of the church. They act only at the direction of the church. The Trustee Board shall be composed of no more than nine (9) members male and female for a period of three (3) years. They meet once a month.

The officers shall be Chairman, Vice-Chairman and Secretary. The Trustee Board shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote. Recommendation from the Trustee Board shall be submitted to the Pastoral Ministry for review.

Trustee Duties:

1. Maintain inventory of all legal documents. Includes mortgage loans, property deeds, and insurance policies. They are usually kept in a safe deposit box with copies on file in the church office.
2. The Trustees should work closely with the Building and Grounds Committees.

3. Work with Finance Committee in reviewing existing and potential investment opportunities and present recommendations to the Trustee Board at least two months prior to policy maturity.
4. Review, evaluate, negotiate employment annually with: (a) Custodians, and (b) Ground Keepers - will be evaluated by Building & Grounds Chairman (c) Technology Staff - will be evaluated by the Technology Committee (d) Music Staff – will be evaluated by the Music Ministry Chairman
5. Survey the needs for additional church staff; Recruit, interview and make recommendations for hiring paid staff
6. Interview and make recommendations for hiring staff for vacancies that may occur during the year
7. Keep Salary and Benefit Information Confidential:
Individual salary and benefit information is not given publicly. Any church member may obtain this information by meeting with the Chairman of the Trustee Board. To protect the financial privacy of the personnel, the members will covenant to keep this information confidential.
8. Discuss and document any problems or complaints with the staff and bring them to attention of the appropriate Ministry Leader.

Trustee Board Committees:

The Trustee Board Committees consist of six (6) committees, each shall have a chairman, vice chairman, and secretary with two additional members to help with specific responsibilities assigned to them. Each of the committees will have a Trustee as a member of the committee.

Trustee Board Committees are Subcommittees of the Trustee Board

- | | |
|---------------------------------------|---------------------------------|
| 1. Insurance and Investment Committee | 4. Van Committee |
| 2. Personnel and Legal Committee | 5. Technology Committee |
| 3. Inventory Committee | 6. Building & Grounds Committee |

The committees will meet monthly or Bi-Monthly to get required assigned responsibilities completed. A committee report is required to be completed each time a committee meets. Turn in reports to the Trustee Chairman the last Wednesday of the month when a meeting has

occurred. The Trustee Chairman will submit reports from the Trustee Board Committees to the Business Meeting quarterly.

A. Building and Grounds Committee Responsibilities:

1. Assure that all church properties are maintained properly per contractual agreement with custodian and groundskeeper.
2. All work day activities are properly coordinated and carried out as scheduled.
3. Complaints and problems with parsonage and church property are investigated promptly and findings reported to the Trustee Board.
4. Secure at least three (3) bids for all projects or purchased being recommended to the Trustee Board.
5. Parsonage and church property is inspected frequently to assure proper upkeep.
6. Review request forms for church property that is loaned out to members (ONLY) approval or disapproval.
7. Obtain a copy of building rental form and (member only loan form) from Building and Ground Chairman.
8. Submit a written report of meetings to the Board of Trustees.

B. Insurance and Investment Committee Responsibilities:

1. Review insurance policies for church's property and vehicles to assure sufficient coverage at the best price for any losses that may occur.
2. Assure that any change in status of van drivers or building use are sent to Insurance company.
3. Explore opportunities to invest church funds, if funds become available
4. Submit a written report of meetings to the Board of Trustees.

C. Inventory Committee Responsibilities:

1. Perform an annual inventory of all property.
2. Assure that all church property is property identified.
3. Provide a copy of the inventory list of Board of Trustees annually.
4. Submit a written report of meetings to the Board of Trustee Board.

D. Personnel/Legal Committee Responsibilities:

PERSONNEL MATTERS:

Work under the direction of the Trustee Board on the following tasks:

1. Prepare and update as necessary position descriptions for employed personnel.

LEGAL MATTERS:

Work under the direction of the Trustee Board on the following tasks:

1. Provide information about property matters to Stewardship and Pastoral Ministry.
2. Provide information to Stewardship and Pastoral Ministry regarding legal matters only.
3. There is no authority for making decisions without church approval.

4. The Trustee Board chairman will submit the property and legal information to the Stewardship and Pastoral Ministry that the Trustee Board has researched and documented on a ministry report sheet.
5. Submit a written report of meetings to the Board of Trustees.

E. Technology Committee Responsibilities:

1. Operate and monitor all automated equipment owned by Mt. Carmel and all associated properties.
2. Program lighting in the sanctuary to achieve desired settings for service and events
3. Monitor and control sound system
4. Prepare materials to be projected on the video screen for church services
5. Control of projection of hymns, scripture, announcements and any other video presentations during church and or church related services
6. Record and replicate church services to be provided for a donation fee
7. Work with pastor and others on church's website
8. Recommend upgrade of any technology equipment
9. Submit a written report of meetings to the Board of Trustee.

F. Van Committee Responsibilities:

1. Assure that all assigned drivers are properly licensed
2. Coordinate maintenance schedules and repairs
3. Make sure all drivers perform a pre and post trip check after use of the bus.
4. Assure busses are checked weekly, for (water, oil, brake fluid etc.) prior to use on Sunday and any other day of use.
5. Make sure bus(es) are cleaned and vacuumed each week or as necessary.
6. Inform Trustee Board of emergency repair(s) or other problems which arise during the month.
7. Secure three (3) bids for service to church vehicles if possible, for any amount of \$500.00 (five hundred dollars) or above.
8. Submit a written report of meetings to the Board of Trustees.

**ARTICLE III STEWARDSHIP COMMITTEE
(Church Finance and Responsibilities)**

The purpose of the church stewardship committee is to develop a program that includes budget development, budget description, and budget administration along with Stewardship development. The Stewardship Committee is comprised of the Stewardship Chairman, Treasurer, Financial Secretary and other church members. The members are appointed by the Stewardship Chairman, the number of members should not exceed seven (7).

Meetings should be held monthly or more often if necessary, document all minutes of meetings on a Committee Report Form, Stewardship committee records should be kept in a file for audit purposes, turn in all committee meeting reports at Business Meetings quarterly.

SECTION 1 - STEWARDSHIP CHAIRPERSON

Stewardship Chairman Duty Description:

1. Lead committee to establish the annual budget.
2. Advise committee on how to avert obstacles.
3. Develop long and short term strategic plans.

The Duties of the Committee:

- A. Develop the budget
 1. Record giving and potential giving of church members (direct or on-line)
 2. Analyze current strengths and weaknesses
 3. Evaluate budget requests
 4. Direct the annual budget preparation
 5. Present the budget to the Church Council for review
 6. Present the budget to the church for adoption
 7. An annual budget must be presented to the church for approval no later than December 31st for the coming financial fiscal year. (January – December)
- B. Administer the budget
 1. Approve budget expenditures
 2. Compare expenditures with budget allocations
 3. Recommend needed adjustments to the budget
 4. Recommend adequate financial systems
 5. Requests an audit of the financial records every three years (externally) and internally (annually) or whenever the financial records change hands (external audit)
- C. Promote stewardship education
 1. Implement a continuing program of stewardship education
 2. Conduct special stewardship education projects:
 - a. Christian money management
 - b. Estate planning seminars
 - c. Keep church members informed regarding Cooperative Programs
 - d. Associational Mission Support

SECTION 2 - TREASURER

One of the most important issues for the Church Treasurer is to protect the church's money and those involved in handling the church's money. This office should give confidence to church members that the financial affairs of the church will be carried on in a fair and unquestionable way. The Treasurer shall receive, preserve, and pay out upon receipt of check requests signed by the chairman of the

Stewardship Committee, all money, or things of value paid or given to the church; maintain at all times an itemized account of all receipts and disbursement which shall be open to inspection at all times by church members; and render an annual report at the end of the fiscal year to the church, Pastoral Ministry, and Trustees. The Church Treasurer shall be elected every two years.

Treasurer Duties:

- a. Payment of bills and expenses shall be made promptly by check.
- b. It shall be the duty of the treasurer to render to the Pastoral Ministry and Trustee Board on a quarterly basis an itemized report of receipts and disbursements for the previous quarter, and this report shall be read at the quarterly business meeting.
- c. Within forty-five (45) days after the end of each fiscal year the treasurer shall render to the Pastoral Ministry and Trustee Board, and to the church, an annual report. Upon its completion by the treasurer, the chairman shall sign the report before it shall be accepted by the church.
- d. All books, records and accounts kept by the treasurer shall be considered the property of the church. The books shall be open for inspection after making an appointment with the treasurer.
- e. Upon rendering the annual report at the end of the fiscal year, and its approval by the auditing committee, and its acceptance and approval by the church, the same shall be delivered by the treasurer to the church clerk, who shall keep and preserve it as a part of the permanent records of the church.
- f. All financial, council and business minutes and records must be backed up electronically.
- g. The treasurer shall, upon election of his or her successor, at the completion of his or her fiscal report, promptly deliver to the chairman of the Finance Committee all books, records, and accounts in his or her hands pertaining or relating to any matter the duties of the office he or she is relinquishing.

SECTION 3 - FINANCIAL SECRETARY

The Financial Secretary shall maintain records of all monies received through any channel of the church, manage and keep track of revenue sources, and provide annual contribution reports.

SECTION 4 - FINANCE MINISTRY

The Finance Ministry shall consist of a chairman, vice-chairman, financial secretary, and treasurer who shall be elected annually by the church. Meetings should be held monthly or more often if necessary, document all minutes of meetings on a Ministry Report Form. Finance Ministry records should be kept in a file for audit purposes, turn in all ministry meeting reports at Business meetings quarterly.

SECTION 5 - FINANCE MINISTRY DUTIES

The chairman shall be responsible for planning and coordinating the work of the ministry. The Chairman shall further be responsible for approving, and for payment of all budget requests.

SECTION 6 - BUDGET FOR EXPENSES

The Finance Ministry, in consultation with the Pastor, Pastoral Ministry, and responsible leaders of various committees/ministries shall prepare and submit recommendations for a church budget.

- a. It shall be approved at its annual business meeting (or at such other time as may be deemed best by the church) an inclusive budget
- b. Indicate by items the amount needed and sought for all local expenses, purposes, and in like-manner, for all denominational or other approved non-local causes

SECTION 7 - ACCOUNT RECORD KEEPING

Receipts from all sources shall be kept in three separate accounts:

- a. Local Expense
- b. Income Account
- c. Fundraising and Directed Donations

Administer as directed below:

- a. The first two accounts shall be in a checking account
- b. The latter account shall be in a savings account
- c. Pay from the first account all local expenses as the church may direct
- d. Pay from the latter two accounts, according to the schedule adopted by the church or as funds are available
- e. If funds become available for church investments, the Finance Committee will refer the matter to the Trustee Board's, Insurance and Investment Committee

SECTION 8 - SPECIAL OFFERINGS

Special offerings may be sought by the church or by any of its committees/ministries or individuals only on approval after recommendation to the Pastoral Ministry.

SECTION 9 - FINANCIAL OBLIGATIONS

It is understood that membership in this church involves financial obligation to support the church and its causes with regular proportionate giving. They may also give other gifts as they see fit.

SECTION 10 - TITHES AND PLEDGES

Tithes and pledges shall be allocated as follows: 80 % current expense, 15% mission and education, and 5% benevolence. (Proposed as funds allow)

ARTICLE IV MINISTRIES OF THE CHURCH

Overview: To facilitate the work of the church, there shall be ministry teams. General guidance for the scope of their work will be outlined in these Bylaws while specific work will be provided in the Church Ministry Guidelines. All ministry teams and ministries shall be accountable to the church, under the direction of the Pastor. In addition, the church may at any time request a special report on any aspect of any team or ministry.

Each ministry will be headed by a Chairman. Each ministry is required to provide a monthly status report to the congregation as requested by the Pastor. Each ministry shall provide their budget to the Stewardship to be incorporated in the annual budget of the church.

CHURCH MINISTRY GUIDELINES:

When new ministry teams are to be established, the following steps should be followed:

- a. Need identified and approved by the church.
- b. Once the need for the team has been identified, the nominating team will work to identify additional people to comprise the team (at least three (3) members, including the chairman, are required).
- c. Once a chairman has been identified, the chairman will work with the nominating team to identify additional people to comprise the team (at least 3 members including the chairman, and secretary are required), all ministries should be comprised of an odd number of members.
- d. Once potential team members are identified, the nominating team will present the potential team members to the church (during a regular or called business meeting) for vote and approval.

MINISTRIES OF THE CHURCH

Ministries of the Church are in Alphabetical Order

ADMINISTRATION OF THE ORDINANCES MINISTRY

The Baptismal and Lord's Supper Ministry consists of two deacons, and two deaconesses.

1. It shall be the duty of this Ministry to make all necessary arrangements for the ordinance of baptism and to render such assistance to the pastor and to the candidate as may be necessary.
2. The deacons and deaconesses shall name from their number, a group of ministry members responsible for preparation and administration of the Lord's Supper.

ANGEL CARE NURSERY MINISTRY

The Mission of the Angel Care Nursery Ministry is twofold:

1. To provide a safe, fun, nurturing and educational environment where children from infancy to five-year old are welcomed and cared for during Sunday morning worship services; while parents attend to their own spiritual needs.

2. To partner with parents in laying strong foundations in their preschoolers for lifelong love of Jesus and His Church. We believe learning begins at birth. For this reason, we begin teaching about the love of God at even the youngest ages.

BEAUTIFICATION MINISTRY

This committee is responsible for selecting a plan and organize how to make the church edifice attractive; suggest and recommend securing, arranging, and disposing of flowers after church services; formulate policy approved by church for providing flowers to sick and bereaved members; work with budget committee in decorating the church edifice.

BREAKFAST MINISTRY

The mission of the Breakfast Ministry is to plan and deliver a healthy, nutritious breakfast each Sunday to church and community residents.

BROTHERHOOD MINISTRY

The Brotherhood Director shall lead the total Brotherhood planning, coordination, and evaluation; Work with Brotherhood and other church group leadership to determine mission needs and to discover the members' gifts for ministry.

Duties:

1. Recommend a Brotherhood budget, policies, and procedures.
2. Lead men and boys to participate in mission activities in age-division units and in church wide activities.
3. Report the progress of Brotherhood work to the church and church council regularly.
4. The Brotherhood Director shall serve as a member of the nominating committee pursuant to the church constitution.

BY- LAWS MINISTRY

The mission of the By-Laws Ministry will be to work with the church ministries and committees to improve or clarify portions of the Constitution and By-Laws when the need occurs.

CHILDREN'S MINISTRY

Children's Ministry Vision, Mission and Objectives

Vision: Every Mt. Carmel Baptist Church child will become an effective Ambassador for Christ.

Mission: The mission of MCBC Children's Church Department is to provide opportunities for spiritual growth, evangelism, and fellowship for children in 1st – 5th grade.

Objectives:

1. With the guidance of Children's Church minister, provide an engaging worship service for children.
2. Develop Spirit filled Christian children with a yearning desire to worship.
3. Provide and encourage Spiritual Growth through Bible Study and Sunday School.
4. Encourage family fellowship.

CHRISTIAN EDUCATION MINISTRY

1. Sunday School- The Mission/Goal of the Sunday Bible School is to encourage membership to attend Sunday School, teach the Bible in a way that lives will be transformed. Strive to reach the lost with the Good News of Jesus Christ.

Vacation Bible School: The Mt. Carmel Baptist Vacation Bible School is an evangelistic outreach opportunity, it is a fun-filled, Christ-centered, teaching time held annually, for one week during the summer, to reach unchurched and/or unsaved children with the gospel message of Jesus Christ (Matthew 28:18-20).

Vacation Bible School is innovative and intentional in its efforts:

- a. To provide an environment of fun-filled activities, high impact teacher training and child - centered, Christ- focused learning opportunities
 - b. To develop relationships with unchurched children and families within the North Greenwood community
 - c. To promote opportunities to increase Sunday School attendance and church growth
2. New Member Orientation Program is designed to encourage spiritual growth and church/body assimilation, and further to provide practical and functional information on Basic Baptist Beliefs.
 3. Spiritual Gifts Class – Provides practical resources to help individuals reach their potential in Christ; by discovering their spiritual gifts and finding their place in the church through service.
 4. Friends of Barnabas- This ministry is devoted to the successful assimilation of new members into the Mt. Carmel Church family. Lead by the Holy Spirit, we encourage each new member to develop and maintain a personal relationship with God and to actively apply their spiritual gifts through service in Mt. Carmel Baptist Church ministries.
 5. Spiritual Growth & Development- Spiritual Growth and Development classes seek to assist both new and existing congregants in becoming more mature in their relationship with Jesus Christ and the applying the spiritual disciplines of the Christian faith. This fourteen (14) week series builds on and expands the information provided during the New Member Orientation Class.
 6. Member Assimilation Process (MAP) – This Ministry prepares a path for a smooth assimilation of new members into the fellowship of Mt. Carmel Baptist Church and to promote the spiritual welfare of all its members by building saved, strong, and viable disciples for the Kingdom of God.

CHURCH & PASTOR ANNIVERSARY MINISTRY

This committee organizes, plans and executes a week-long program by inviting other churches to celebrate the church and pastor's anniversary.

Duties Include:

- a. Develop with input from the Pastoral Ministry an accurate and updated history of the Church and Pastor's Anniversary. The information should be placed in a notebook and backed up electronically. A copy of the Church and Pastor Anniversary History notebook should be kept in the office of the church secretary. A second copy should be kept by the Church and Pastor Anniversary Ministry.
- b. Update annually the Church and Pastor Anniversary History Notebooks.
- c. Create a printed program
- d. Plan anniversary dinner for the celebration.
- e. Seek special gifts

COUPLES MINISTRY

Vision Statement:

God empowered, enthused, and esteemed couples demonstrating exemplary marriages to the church, children, and community.

Mission Statement:

To awaken the consciousness of engaged, young, blended, mature, and retired couples to God's first institution as the cornerstone of society by:

1. Empowerment-God's Word on marriage
2. Enthusiasm-Fellowship with one another
3. Esteem-Mentoring one another
4. Guiding Scripture - What therefore God hath joined together, let no man put asunder."
(Mark 10:9).

COUNSELING MINISTRY

The vision of the Mount Carmel Baptist Counseling Ministry is to train and have available personal evangelism workers at every service to lead prospects to Christ and to process them for church membership.

DEACONESSES MINISTRY

A. Qualifications

Persons selected to the office of Deaconess shall have qualities of character consistent with the teachings of Acts 6:3-5 and I Timothy 3:8-13. They shall be members of this Church, regular in attendance and supportive of the services of the Church, faithful in the practice of Christian stewardship, cooperative in attitude, and influential in strengthening the witness of the Church.

Duties Include:

1. Care of the Communion Service

2. Care of Baptismal Service
3. Pastoral care of the members by the Pastor
4. Involvement in the ministries of the local church-e.g. Rom. 16: 1-12
5. Provide supplies for the pulpit
6. Emphasis on Evangelism
7. Emphasis on Missions

DINING MINISTRY

The responsibilities of the Dining Ministry are to secure a committee to organize, plan and execute meals for church activities. Other duties: monitoring and maintaining the church cooking facilities whenever used by church or other persons.

EVANGELISM MINISTRY

The Evangelism Ministry shall develop and organize activities to discover, witness , enroll, and minister to lost and un-churched prospects, assist in training church members to witness and minister to the lost and un-churched prospects.

FELLOWSHIP MINISTRY

The goal of the Fellowship Ministry is to promote fellowship and good will , while learning about prayer and evangelism, in order to share the gospel. The Fellowship Ministry also works with church special events and activities which includes; The Taste Feast, Birthdays, Picnics, and Church Banquets.

FIFTY-FIVE PLUS MINISTRY

The vision of the Mount Carmel Baptist Church Fifty-Five Plus ministry is to provide for the special needs of the senior adults in the church. The ministry endeavors to meet this goal through monthly meetings for planning and fellowship and in providing such activities as annual birthday celebrations, and local trips. The ministry also strives to meet the needs of ministering to others through visitation to hospitals and nursing homes and homebound for inspiration and prayer. The Ministry is open to Mt. Carmel Baptist Church members and members of other Christian Churches.

HOMECOMING & FRIENDS DAY MINISTRY

This committee shall organize, plan and execute a Sunday program and dinner to welcome members who have been absent from church activities or away for a period of time, and invite friends and family members to participate in the worship service.

HOSPITALITY MINISTRY

The responsibilities of the Hospitality ministry include securing a committee to organize, plan and execute courtesies to perform for the church; greet guest from the pulpit, prepare for invited out of town guests and assist the pastor and ushers as needed.

An active Greeters Ministry will greet and welcome members and visitors each Sunday before worship. Also assist with special needs or during inclement weather. Pulpit welcome will include the *Welcome Song*.

Visitors attending Sunday School or Worship will receive Visitors Information Cards and Hospitality will collect cards and forward for immediate follow-up. Visitors will receive an expression of thanks and invitation to return.

JUSTICE MINISTRY

The Justice Ministry works with other member congregations throughout Pinellas County for the express purpose of exercising our faith and values of justice, and fairness. The Bible expressly tells us to seek justice and speak for those who will not or can't speak for themselves. (Micah 6:8), (Proverbs 31:8-9)

LAW DAY MINISTRY

This committee shall organize and plan a Sunday worship program with invitations to various elected and appointed government officials for the Annual Law Day Program. This program honors Law Enforcement and other Government Officials to say thank you and express appreciation for all that they do.

MEMBERSHIP MINISTRY

The Membership ministry shall consist of (3) members, not more than one of whom shall be a deacon. This committee shall make a detailed quarterly report as to all changes in the membership. The committee shall annually examine the membership rolls, listing those who are active and inactive.

The Membership ministry shall also be responsible for keeping and maintaining:

1. Master Membership roll
2. Alphabetical membership roll
3. Chronological membership roll
4. District membership roll
5. Prepare and update a district membership roll for each district leader

MISSIONS MINISTRY

The duty of the Mt. Carmel Baptist Church Missions Ministries is to oversee the mission work undertaken by the church. Missions focus on meeting the spiritual and physical needs of people within the local and international communities.

1. Each Mission Ministry operates independently and consists of a chairperson and members of the church.
2. It is the responsibility of each Mission ministry to provide ways and means of instruction and enlisting the full membership of the church in the moral and financial support of the whole missionary interest of the Kingdom.

A. Home Missions Ministries:

1. The *Benevolence Ministry* is primarily responsible for organizing to assess the needs of church families and other persons in the community to which the church ministry may formulate a plan for meeting those needs.

Duties:

- a. Establishing the amount of and frequency of assistance to individuals or families to be assisted
 - b. Review and evaluate assistance being provided
 - c. Encourage and train church members in benevolence ministries
2. The *Clothes Closet Ministry's* mission is to meet the needs of all that need clothing items within the church community.

“Give and it shall be given unto you; good measure, pressed down, and shaken together, and running over...” “For with the same measure ye mete withal it shall be measured to you again.” Luke 6:38

Duties:

- a. Our purpose is to let the world know that God is still working through us to provide for the less fortunate and those in need.
 - b. We are ever mindful of our commitment to service, compassion, and respect for those in need within our church and within our community.
3. The *Nursing Home Ministry* mission is to offer a weekly Christian worship experience to residents in nursing homes in our area. Worship includes sharing the Gospel through song, prayer and the WORD of God.
 4. The *Women Mission Union's Ministry* (WMU) objective is to work with other church group leadership to determine mission needs and to discover members gifts for ministry:

Duties:

- a. Recommend a WMU budget, policies, and procedures.
- b. Lead women and girls to participate in mission ministry activities in age-division units and in church wide activities.
- c. Report the progress of WMU work to the church and church council regularly.
- d. The WMU Ministry Director shall serve as a member of the nominating committee pursuant to the church constitution.
- e. The director shall lead the total WMU ministry in planning coordination and evaluation.

B. Foreign Missions Ministry

1. *Christ Is the Answer* (CITA) is a ministry committed to developing an increased awareness and involvement in Foreign Mission and to further lend support in the areas of prayer, training, finances and opportunities for sharing the gospel of Jesus Christ.

Duties:

- a. CITA is committed to assisting the church in Foreign Missions objectives
- b. Grow in the knowledge of and need for foreign missions
- c. Go into the utter most parts of the world and preach the gospel *Mark 15:16*
- d. Sow seeds of prayer, finances and material resources in support of Foreign Missions and Missionaries

MUSIC MINISTRY

The Music Ministry shall be charged with the responsibility of providing worshipful music for all services and departments of the church.

NOMINATING MINISTRY

The Nominating Ministry shall consist of a chairman, and two other members appointed biennially (every two years) by the Pastor three months prior to election of officers in September. The election of new members occurs in an odd year.

1. Nomination of the following positions - Director of Sunday School, Baptist Brotherhood, WMU, Music Director, Christian Education Director, and Youth Minister, will be elected by the church at which time they will become members of the Nominating Committee.
2. The Nominating Ministry shall canvas the church members to discover persons suitable for office.
3. No persons eligible for re-election shall be a member of the nominating committee.
4. The chairman and committee shall make recommendation for staffing all church elected positions filled by volunteers, including vacancies which occur during the year.
5. Installation of officers and ministry leaders shall occur by the first Sunday in October.
6. Selection of new members occurs in an odd year.

NURSES GUILD MINISTRY

The Nurses Guild is responsible for securing a guild for organizing and planning health care and education for the church. They shall care for the sick who may become ill during worship services and be knowledgeable in first aid techniques.

PRAYER MINISTRY

Prayer Ministry Vision, Mission and Objectives

Vision: Focusing more on prayer while supporting all ministries of the church whenever possible

Mission: The mission of the Prayer Ministry is making prayer a necessity.

Objectives:

1. Unite all ministries for prayer and fellowship at least twice a year
2. Involve as many young people in the prayer ministry as possible
3. Have prayer services for the sick and shut-ins at their respective places, if at home for a week or more
4. Have efficient participation of the church Prayer Ministry visiting the sick often to pray with them

PUBLIC RELATIONS MINISTRY

This ministry shall communicate the church's mission to church members and prospects in the surrounding community; work with program leaders and Pastoral Ministry leaders to communicate the church's work through the use of various media.

SINGLES MINISTRY

The Mt. Carmel Baptist Church is to serve the membership to foster and provide opportunities for wholesome and enriched experiences for fellowship, to include travel, food and fun.

USHERS MINISTRY

The Director shall assign a sufficient number of ushers to assist and give care to the congregation.

YOUTH MINISTRY

Youth Ministry Vision, Mission and Objectives

Vision: Every Mt. Carmel Baptist Church youth will become an effective Ambassador for Christ.

Mission: The mission of the MCBC Youth Ministry Department is to provide opportunities for spiritual growth, evangelism and fellowship for youth ages 12-17.

Objectives:

1. Provide youth service each Sunday
2. Hold two youth retreats each year
3. Share the Gospel with members of our community
4. Provide outings and fellowship opportunities
5. Provide and /or encourage spiritual growth through Bible Study or Sunday School.

ARTICLE V CHURCH MEETINGS

SECTION 1 - WORSHIP

- a. Public worship shall be held steadily on the Lord's Day and on some regular evenings of each week.
- b. The Lord's Supper shall be celebrated on the first Sunday of each month, or at such time that the church may determine.
- c. Occasional religious meetings may be appointed by the Pastor at his discretion.

ARTICLE VI CHURCH COUNCIL

SECTION 1 - CHURCH COUNCIL PURPOSE

The Church Council, upon being established by authorization of the church, shall seek to correlate and co-ordinate the activities and organizations of the church, yet with advisory powers only. Final approval will be made in writing at the next church's Business Meeting. The council shall be composed of all church leaders.

SECTION 2 - SCHEDULE OF MEETINGS

The council shall meet monthly or quarterly, as may be desired, or on call by the Pastor or appointee at any time deemed necessary.

SECTION 3 - ACTIVITIES PLANNED BY THE CHURCH COUNCIL

The activities of the council are as follows, but are not limited to:

- a. Reports of progress since last meeting
- b. Calendar of activities and meetings for month (or quarter) ahead
- c. Problems which need joint consideration
- d. Needs which should be supplied co-operatively
- e. Projects which call for teamwork
- f. Possibilities of conflict should be prevented
- g. Spiritual opportunities for individual growth
- h. Matters that affect the general welfare of the church will be directed to the Church Business Meeting

SECTION 4 - MEETING RESOLUTIONS

All matters agreed upon by the council, calling for action not already provided for, shall be referred to the Church Business Meeting.

ARTICLE VII BUSINESS MEETINGS

SECTION 1 - REGULAR BUSINESS MEETINGS

Business Meetings shall be held on a regular basis, quarterly, as determined by the church

- a. Financial summaries, attendance, and other reports concerning the general welfare of the church will be presented
- b. Matters that affect the general welfare of the church will be directed to the Church Business Meeting

SECTION 2 - ANNUAL BUSINESS MEETING AND CHURCH CALENDAR YEAR

An Annual Meeting shall be held in October. The Church Calendar year is from (October through September). The membership shall vote the Church Officers and Ministry Leaders for the upcoming year (January through December).

SECTION 3 - SPECIAL BUSINESS MEETINGS

A special Called Business meeting may be held one week after the public notification at a worship service, or regular business meeting at the discretion of the Pastor. The notice shall be published in the Church bulletin, giving the subject, date, time and place of the meeting. The Senior Pastor, his designate, or the Chairman of the Deacons may issue the call for a Special Business Meeting

SECTION 4 - EMERGENCY BUSINESS MEETINGS

Emergency Business Meeting may be called at the discretion of the pastor or designee chairman of the deacons' board. At the annual and all special meetings, except for meeting for the call of the Pastor; the number of people present shall constitute a quorum for transaction of business.

SECTION 5 - PARLIAMENTARY RULES

Roberts Rules of Order, Newly Revised shall be the parliamentary authority when not in conflict with the bylaws of the church.

ARTICLE-VIII AMENDMENTS

The Constitution and By-Laws May be Amended as Follows:

1. When Amendments are needed to improve or clarify any portions of the Constitution and Bylaws, a written request must be submitted to the Pastoral Ministry for review and recommendation.
2. The Bylaws Committee will revise and bring recommendations for improving or clarifying portions of the Constitution and Bylaws to the Pastoral Ministry, prior to bringing to a Business Meeting.
3. A call meeting specifically for changing the By-Laws
4. Pulpit notification of proposed changes each Sunday prior to meeting day
5. Two-thirds vote of members present and voting
6. The Bylaws of Mt. Carmel Baptist Church shall be reviewed at least every two (2) years.

This Constitution and By-Laws document was adopted and approved by the Church Business Meeting on **March 21, 2019**.

Dates Amended: _____; _____;

**MOUNT CARMEL
BAPTIST CHURCH**

1012 Pennsylvania Avenue, Clearwater, FL 33755
Dr. Rev. William F. Sherman, Sr., Pastor

CONSTITUTION AND BYLAWS COMMITTEE

Chairman.....Mrs. Jeanette Crabbe
Vice-Chairman.....Deacon William Harris
Secretary.....Mrs. Kimberly Crawford

Mrs. Joyce Aldridge

Deaconess Eleanor Breland

Rev. David Brewster

Deaconess Erma Johnson

Mrs. Wendella Nesbitt

Deacon Arlington Nunn

Deacon Cornelius Owens

CONSTITUTION AND BYLAWS

Adopted by church vote on: March 21, 2019