

Roan Mountain Baptist Church

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**Constitution  
&  
By-Laws**

# Roan Mountain Baptist Church Constitution and By-Laws

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# CONSTITUTION

## PREAMBLE

We declare and establish this CONSTITUTION and BY-LAWS for the purpose of preserving the principles of our faith and the liberties of each member of this church, for the governing of this body of believing Christians in an orderly manner consistent with the beliefs of Southern Baptist churches, and in order to set forth the relationship of this body to other Baptist bodies.

## ARTICLE I - NAME AND AFFILIATION

The name of this organization shall be Roan Mountain Baptist Church of Bakersville, North Carolina, hereafter referred to as THE CHURCH, affiliated with Mitchell Baptist Association.

## ARTICLE II - PURPOSE

THE CHURCH shall be organized for the purpose of:

1. Promoting the worship of GOD through the reading and study of the Holy Bible as the revealed word of GOD.
2. Teaching and preaching of the Gospel of our Lord and Savior, Jesus Christ.
3. Conducting regular worship services for the spiritual training, development, and benefit of each member.
4. Winning souls to Jesus Christ.

## MISSION STATEMENT

“Sharing Christ, serving people.”

## ARTICLE III - ARTICLES OF FAITH

The Holy Bible is the inspired, inerrant word of God and is the basis for any statement of faith. THE CHURCH subscribes to the “Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000 (Appendix B). We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind.

## **ARTICLE IV - STATEMENT OF BASIC BELIEFS**

1. We believe the Bible to be the inspired, inerrant, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in the persons of Father, Son, and Holy Spirit.
3. We believe in the deity and humanity of our Lord Jesus Christ, in HIS virgin birth, in HIS sinless life, in HIS miracles, in HIS vicarious and atoning death through HIS shed blood, in HIS bodily resurrection, in HIS ascension to the right hand of the Father, in HIS present rule as Head of THE CHURCH and in HIS personal return in power and glory.
4. We believe the ordinances of THE CHURCH are Believer's Baptism and the Lord's Supper.
5. We believe that for salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
6. We believe in the resurrection of both the saved and lost: those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity and equality of believers in our Lord Jesus Christ.
8. We believe in the present ministry of the Holy Spirit by whose in-dwelling the Christian is enabled to live a godly life.
9. We believe God ordained the local church for the perpetuation of HIS truth and work in the world.
10. We believe God immutably creates each person as male or female, which reflects the image and nature of God. Rejecting ones biological sex rejects the created image of God.
11. We believe God designed marriage as a unique conjugal relationship joining one man and one woman in a single, exclusive, life-long union. God intends sexual intimacy to occur only between a man and a woman joined in marriage.
12. We believe in the sanctity of human life and that God endows all human life with inherent dignity at every stage of development. God requires that life must be respected and protected from conception to natural death. Thus, the unjustified intentional taking of human life before or after birth is sinful and offensive to God.
13. We believe all forms of sexual immorality (including adultery, fornication, homosexual behavior, polygamy, polyandry, bestiality, incest pornography and acting upon any disagreement with one's biological sex) are sinful and offensive to God.

## **ARTICLE V - MEMBERSHIP**

The membership of THE CHURCH shall be composed of persons who have given evidence of regeneration by the Spirit of GOD, who have been baptized by immersion, who will do their utmost to abide by Baptist Biblical Doctrines, THE CHURCH Covenant, THE CHURCH Constitution and By-laws, and who have been received into membership by vote of THE CHURCH. Membership automatically accompanies baptism within THE CHURCH, unless otherwise declined. THE CHURCH reserves the right to deny membership to, or to terminate the membership of, any person whose actions exhibit a lifestyle that is contrary to the BASIC BELIEFS stated previously or that is contrary to the accepted norms of the congregation based on scriptural interpretation.

## **ARTICLE VI - MEETINGS**

THE CHURCH shall hold regular meetings for worship, teaching, training, fellowship and business; to hear reports from various church organizations, and to consider other matters essential to the spiritual welfare and prosperity of the congregation.

SPECIAL MEETINGS may be called to consider matters of special nature and significance. A one-week notice must be given for meetings of this nature. The notice shall include the subject, the date, time and place; and it shall be given in such a manner that all resident members have opportunity to know of the meeting.

EMERGENCY MEETINGS may be called when the Pastor or Deacons determine circumstances warrant immediate action and delayed action is not in the best interest of THE CHURCH. Should such a meeting be necessary, the minimum one-week notice for SPECIAL MEETINGS required in this ARTICLE and in THE CHURCH BY-LAWS shall be superseded by a twenty-four hour notice. The notice shall include the subject, date, time and place the meeting will be held. Every reasonable effort shall be made, by all available means, to notify Church members, should an EMERGENCY MEETING be deemed necessary. However, for expediency and practicality, notice may be given solely by electronic means.

## **ARTICLE VII - PROPERTY**

THE CHURCH will have full power to acquire and dispose of real estate property, provided the title of all property shall be held by Roan Mountain Baptist Church, Inc. The Deacons shall act as the Board of Directors for Roan Mountain Baptist Church, Inc. and are vested with authority to act on THE CHURCH'S behalf in all real property and legal transactions. Before any real estate property is acquired or disposed of, a ballot vote with 80% approval of church members present and voting is required.

## **ARTICLE VIII - OFFICERS**

The officers of THE CHURCH shall be a Pastor, Deacons, Clerk, Treasurer, Music Director and other officers as shall be required to do the work of THE CHURCH in any of its departments or organizations. General staffing needs shall be determined by the Deacons and Pastor, and approved by an 80% ballot vote of the members in a business session called for the purpose and announced during a Sunday morning service at least one week prior to the vote. All officers shall be members who are eighteen years of age or older and who are regular in attendance and in support of THE CHURCH. Exceptions: The Pastor and Music Director need not be members until after being called.

## **ARTICLE IX - CHURCH GOVERNMENT**

The government of THE CHURCH shall be congregational in nature and shall be vested in the membership. THE CHURCH shall be a free, autonomous, independent body with authority to determine

for itself all church policies, including the use of its property, free from any outside authority (government or otherwise) as set forth in this Constitution.

## **ARTICLE X - AFFILIATION AND COOPERATION**

THE CHURCH shall be affiliated with the Mitchell Baptist Association and shall be in friendly cooperation with the aims and purposes of the Baptist State Convention of North Carolina and the Southern Baptist Convention, as set forth in the constitutions of the respective bodies. Through duly elected messengers, THE CHURCH will participate in their deliberative assemblies, and shall, as able, support the missionary, benevolent and educational programs of each.

Action to withdraw must be carried by a ballot vote of 80% of the members present and voting.

In the spirit of fellowship and goodwill, THE CHURCH intends to work in mutual cooperation with other denominations and groups as far as conscience will allow, based on biblical principles.

## **ARTICLE XI - 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 expenses 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 just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid tattling, backbiting, and excessive anger; to abstain from the sale of and use of destructive drugs or intoxicating drinks as a beverage; to shun pornography; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take 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.

**(THIS COVENANT TO BE READ IN A REGULAR WORSHIP SERVICE AT LEAST ONCE A YEAR)**



# BY-LAWS

## **ARTICLE I - MEETINGS FOR WORSHIP AND BIBLE STUDY**

THE CHURCH shall hold weekly services for worship on Sunday morning, Sunday evening, and Wednesday evening, unless otherwise agreed upon by the Deacons and Pastor. In the event of inclement weather, the Pastor and Deacons shall have the authority to postpone or cancel services.

## **ARTICLE II - ORDINANCES**

### **1. BAPTISM**

THE CHURCH shall receive for baptism any person who has received Christ as Savior by profession of faith, who professes him publicly at a Church service, and who indicates a commitment to follow Christ as Lord. Baptism shall be by immersion in water in the name of the Father, Son and Holy Spirit.

### **2. LORDS SUPPER**

THE CHURCH shall observe the Lord's Supper as scheduled by the Pastor and Deacons. The Pastor and Deacons shall administer the Lord's Supper. It shall be open to all those professing that Jesus Christ is God incarnate, who died on the cross and rose to life again to redeem us from the penalty for our sins.

## **ARTICLE III - MEMBERSHIP**

1. The membership of THE CHURCH shall be composed of persons who have made a public profession of faith in Jesus Christ, who have been baptized by immersion, and who have been received by vote of THE CHURCH. Confirmation of membership shall consist of a two-vote process, as set forth in this Article.
2. Candidates for Church membership shall be received as provisional members into the watch-care of THE CHURCH at any regular worship service by 80% affirmative vote of the members present and voting.
3. Every person desiring membership in THE CHURCH, whether that person comes by profession of faith accompanied by baptism, statement of faith or transfer of membership by letter, shall complete a new member orientation. Such orientation shall require the prospective member to affirm acceptance of and belief in the principles and doctrines set forth in the CHURCH CONSTITUTION, as specifically defined in ARTICLE III – ARTICLES OF FAITH, ARTICLE IV – STATEMENT OF BASIC BELIEFS and ARTICLE XI – CHURCH COVENANT.
4. A member of another Baptist Church may be received by a vote of THE CHURCH upon the promise of letter of transfer from the Church where membership resides. The membership

candidate shall be in a watch-care relationship until a letter of transfer is received from the granting Church and the person requesting membership satisfactorily completes the new member orientation previously set forth in Section 3 of this Article.

5. Anyone who has once been a member of a Baptist Church, and in consequence of extenuating circumstances, is not able to provide a letter of transfer or discharge from that church, or anyone who has been a member of another denomination but has received believer's baptism by immersion, may be received into fellowship upon a statement of faith satisfactory to THE CHURCH and the person requesting membership satisfactorily completes the new member orientation previously set forth in Section 3 of this Article.
6. Full membership will be granted by an 80% affirmative vote and upon profession of faith accompanied by baptism, receipt of letter, or satisfactory statement of faith and upon satisfactory completion of the new member orientation and watch-care process set forth in Section 3 of this Article.

### PRIVILEGES OF MEMBERSHIP

1. Members that are in good standing (excluding provisional members), and who have reached eighteen years of age or older, are entitled to vote in all elections and on all questions submitted to THE CHURCH in business session, provided the member is present.
2. Every member in good standing of THE CHURCH (excluding provisional members), and has reached eighteen years of age or older, is eligible for consideration as a candidate for elective offices of THE CHURCH, except as specifically stated otherwise in these By-Laws. Only resident Church members may serve as elected officers.
3. A member who votes and serves must attend weekly and contribute regularly to be considered by THE CHURCH as a member in good standing.

### TERMINATION OF MEMBERSHIP

1. THE CHURCH may grant a letter of membership transfer when a member unites with another Baptist Church. All such requests shall be brought to a vote by THE CHURCH. Once approved, a letter of transfer may be issued to the requesting church.
2. When a Church member moves away and ceases to be actively engaged as a member in good standing, his name shall be placed on a non-resident roll.
3. After no contact with a member for 5 years, and after making every reasonable effort to contact the member without success, THE CHURCH may automatically move the person to an inactive membership roll. THE CHURCH shall keep a permanent list of names of such persons. If a request for the transfer of membership of such person is received, THE CHURCH shall consider the desire of the person for an active church relationship to be an act of rededication, shall restore the name of the person to the active roll of THE CHURCH, and upon a vote of approval shall grant a letter of membership transfer.
4. THE CHURCH may, upon a ballot vote of 80% of those present and voting, terminate the membership of a person for reasons it considers sufficient. This shall be done only after every possible reconciliation effort has failed.

5. Membership may also be terminated by death, personal request, or by proof that the member has joined another church.

## **ARTICLE IV - CHURCH GOVERNMENT**

1. When needed, Church conference shall be called by the Pastor or Chairman of Deacons in addition to the regular business meetings conducted pursuant to THE CHURCH CONSTITUTION – ARTICLE VI.
2. The Pastor, or his designee, shall be the moderator of all church meetings conducted pursuant to THE CHURCH CONSTITUTION - ARTICLE VI. The Vice-moderator shall be the Chairman of Deacons, or in the absence of the Chairman, the next available deacon.

### **MINUTES**

The Church Clerk shall keep minutes of all meetings conducted pursuant to the CHURCH CONSTITUTION - ARTICLE VI.

## **ARTICLE V - ELECTION AND DUTIES OF CHURCH OFFICERS**

### **ELECTION**

1. Each leadership role in THE CHURCH shall be considered an opportunity for service and not a position of authority. It shall be the policy of THE CHURCH to encourage volunteerism, in the interest of promoting the biblical principles of service and stewardship. When a vacancy occurs in a leadership position established pursuant to Article VIII of THE CHURCH Constitution, preference in filling the vacancy shall be given to any qualified member desiring to serve as a volunteer. At the discretion of THE CHURCH, each leadership position may be classified as a compensated or a volunteer position. When filling a position vacancy, previous compensatory status for the position shall not be construed as existing in perpetuity, but a decision regarding compensation shall instead be determined based on THE CHURCH's current need, financial condition and the availability of qualified personnel to fill the vacancy.
2. If a new staff position is needed, a Personnel Committee, as directed by the Deacons and Pastor shall establish job duties and create a job description for the position. In concurrence, the Personnel Committee, Budget and Finance Committee, the Deacons and Pastor shall make a determination as to whether the job duties warrant financial compensation. When a satisfactory candidate is identified, the Personnel Committee shall make a recommendation to THE CHURCH regarding the candidate's suitability and any proposed compensation. All new positions shall be filled by means of a ballot vote, to be cast at a business session and announced during a Sunday morning service at least one week prior to the vote. The

candidate shall be approved by an 80% affirmative ballot vote of those members present and voting.

3. The Nominating Committee shall make recommendations to THE CHURCH annually for the various offices and committees. The recommendations shall be placed before THE CHURCH at the regularly scheduled third-quarter business meeting, or at other times as need may arise by calling THE CHURCH into special conference. Members are encouraged to provide input in the process by sharing their recommendations with the Nominating Committee. The Nominating Committee shall communicate their decision regarding a proposed candidate's eligibility directly to the member making the recommendation. If necessary, questions concerning a candidate's eligibility may be discussed with THE CHURCH during a duly called business meeting. A one week notice shall be given prior to a vote on recommendations submitted by the Nominating Committee.

## DUTIES

The primary duties and responsibilities for officers and leaders have been incorporated into these By-Laws in order that each officer and Church member shall have an understanding of the function of each. These descriptions are not intended to limit any office and do not necessarily include all offices THE CHURCH may establish. Every officer and those members serving in leadership positions are required to maintain the highest moral and ethical standards and conduct. Church leaders are required to comply with all policies adopted by THE CHURCH, including but not limited to those set out in the Appendix to this Constitution and By-Laws, e.g. Social Media Usage Policy, Travel Policy, etc.

## **OFFICERS**

**(Named in the Church Constitution, with Assistants)**

### **PASTOR**

## QUALIFICATIONS

1. The Pastor's biblical qualifications are summarized in 1Timothy 3:1-7, Titus 1:5-9, and 1Peter 5:1-6. In addition, the Pastor of Roan Mountain Baptist Church shall at a minimum meet the following qualifications:
2. Must affirm acceptance of and belief in the principles and doctrines set forth in the CHURCH CONSTITUTION, as specifically defined in ARTICLE III – ARTICLES OF FAITH, ARTICLE IV – STATEMENT OF BASIC BELIEFS and ARTICLE XI – CHURCH COVENANT.

3. Must have the necessary leadership, organizational, communication, public speaking and relational skills to effectively lead THE CHURCH forward to further Christ's kingdom, as He commanded in Matthew 28:19.
4. Must believe in the inerrancy, inspiration and preservation of scripture.
5. Must subscribe to traditional, conservative Baptist doctrine, confirm the Baptist Faith and Message of 2000 and reject Cooperative Baptist Fellowship liberal doctrine, theologically and practically.
6. Must have a conservative educational background from an institution of higher learning recognized by the U.S. Council on Higher Education Accreditation, the U.S. Department of Education and/or the Southern Baptist Convention. Must have minimum five years experience in pastoral ministry in a Southern Baptist Church.

## SEARCH

When a vacancy occurs, a Pastor Search Committee shall be chosen by a plurality ballot vote from nominations provided by the Nominating Committee. A Pastor Search Committee shall consist of (5) five members made up of (3) three men, (2) two women and (1) one alternate to seek out a candidate whose Christian character and qualifications fit him for the office. At least one (1) of the five (5) members must be a Deacon.

## ELECTION

At least a one week notice, announced during a Sunday morning service, shall be given of the time, place and date a vote is to be taken on the Pastor Search Committee's recommendation. The Committee shall bring only one name at a time for the consideration of THE CHURCH. Election shall be by ballot vote and must be an affirmative vote of 80% of those present and voting. Should a candidate fail to receive an 80% favorable vote, the meeting at which the vote was taken will be adjourned without debate and the Committee will seek out another candidate

## PASTOR'S DUTIES

THE CHURCH's expectations of the Pastor of Roan Mountain Baptist Church include but are not limited to the following:

1. Through prayer and study, render effective preaching, teaching and pastoral ministries.
2. Be responsible for leading THE CHURCH in functioning as a New Testament Church.
3. Maintain the highest moral and ethical standards in personal conduct, realizing that his attitudes and actions are a direct reflection on THE CHURCH.
4. Minister to the spiritual needs of the members of the congregation.
5. Must make himself equally available to all persons in THE CHURCH congregation (Pastor of all members).
6. Maintain a schedule of regular office hours to insure accessibility and availability for the convenience of Church members.
7. Lead THE CHURCH's outreach ministry in witnessing to the lost and equipping others to witness; giving particular attention to recovering inactive church members.

8. Be actively engaged in all aspects of Church ministry including youth ministry, senior adult ministry, hospital visitation, Vacation Bible School, comprehensive and regular in-home church member visitation, premarital counselling, pre-church membership interviews, etc. (The congregation looks to the pastor, in as much as is practical, to be a leader, achiever and motivator rather than a delegator.)
9. Provide administrative leadership, which will include: organizing a monthly calendar of events, coordinating the production of a weekly bulletin and a list of prayer concerns, providing an advanced copy of the outline/text for each Sunday morning message to facilitate the production of audio/visual aids, and providing an agenda for each business meeting in concert with the Chairman of Deacons.
10. Have special charge of the pulpit ministry of THE CHURCH, and arrange with concurrence of the Deacons, for ministers to assist in revival meetings and workers to assist in other special services required by THE CHURCH.
11. Shall, in cooperation with the Deacons, provide for pulpit supply when absent.
12. Administer THE CHURCH ordinances (Baptism and the Lord's Supper).
13. As needed, and in mutual agreement with the chair person, director or department head, attend the meetings of any committee, organization or department THE CHURCH may establish to carry out its work.
14. Shall not engage in paid secular employment outside THE CHURCH.
15. Shall maintain a detailed accounting of visits, travel, authorized expenses etc. and submit a record, along with reimbursement requests, to the Church Treasurer in a timely manner and at least on a monthly basis. The Pastor shall report to THE CHURCH on all activities referenced in this section at each regularly scheduled business meeting.
16. Comply with all policies adopted by THE CHURCH, including but not limited to those set out in the Appendix to this Constitution and By-Laws.

## TERMINATION

The Pastor, thus elected, shall serve until the relationship is terminated by his request or THE CHURCH's request upon a minimum of (2) two weeks notice, unless mutual agreement is reached otherwise.

If a vote of dismissal is needed, at least a one week notice, announced during a Sunday morning service, shall be given of the time, place and date a ballot vote is to be taken. Should the Pastor fail to receive an 80% favorable vote to remain, his service shall terminate immediately and the meeting at which the vote was taken will be adjourned without debate. Should adverse circumstances arise in which either party determines the continued relationship of the Pastor and THE CHURCH may be detrimental, the time-frame for the severance process may be undertaken under the Emergency Meetings procedure provided for in THE CHURCH CONSTITUTION – ARTICLE VI.

## DEACONS

### QUALIFICATIONS

Biblical qualifications for Deacons are summarized in 1Timothy 3:8-13, Titus 1 and Acts 6:1-6. In addition, a Deacon of Roan Mountain Baptist Church shall at a minimum meet the following practical qualifications:

1. Must affirm acceptance of and belief in the principles and doctrines set forth in THE CHURCH CONSTITUTION, as specifically defined in ARTICLE III – ARTICLES OF FAITH, ARTICLE IV – STATEMENT OF BASIC BELIEFS and ARTICLE XI – CHURCH COVENANT.
2. Deacons shall be elected from among those male members who have proven themselves to have the scriptural qualifications previously referenced.
3. Shall have been a member of a Southern Baptist church for 5 years and a member of Roan Mountain Baptist Church for at least 3 years.
4. Shall be faithful and loyal supporter of the entire Church ministry and be regular in attendance.
5. Shall be a person of vision and progressive disposition concerning the affairs of the Kingdom of God and the local Church; always faithful and eager to consider any worthy proposal for an improved, enlarged, efficient and effective Church ministry.
6. Shall be no younger than 30 years of age.
7. His conduct shall all times bring honor to the name and cause of Christ and be an asset to THE CHURCH and community.

### ELECTION

The existing Deacons shall serve as a nominating committee for prospective Deacons. They shall have the responsibility of selecting all qualified persons. Members are encouraged to provide input by sharing their recommendations with the Deacons. The Deacons shall communicate their decision regarding a proposed candidate's eligibility directly to the member making the recommendation. If necessary, questions concerning a candidate's eligibility may be discussed with THE CHURCH during a business meeting called for the purpose. A nominee found to be eligible according to the qualifications listed above, shall be submitted to the congregation for a vote. At least a one week notice, announced during a Sunday morning service, shall be given of the time, place and date a vote is to be taken. Election shall be by an affirmative ballot vote of 80% of all members present and voting.

### DUTIES

THE CHURCH's expectations for a Deacon of Roan Mountain Baptist Church include but are not limited to the following:

1. Shall adhere to the highest moral and ethical standards of personal and professional conduct.
2. In cooperation with the Pastor, provide spiritual leadership to THE CHURCH through ministering and serving all members.
3. Work to establish and maintain personal and spiritual relationships with Church members and be faithful to visit and share the Gospel throughout the local community.

4. Consider and make recommendations to THE CHURCH in all matters pertaining to its ministry and progress.
5. Oversee the spiritual discipline of THE CHURCH.
6. Assist the Pastor in the observance of the Ordinances.
7. Minister to those in our Church family and our community that have special physical, spiritual, or financial needs and as necessary bring those needs to the attention of THE CHURCH.
8. The Deacons shall administer THE CHURCH benevolent fund at their discretion.
9. The Deacons shall conduct regular meetings as necessary, in order to insure continuing awareness and involvement in all Church ministries. The Pastor or Deacon Chairman may call additional meetings if the need arises.
10. Serve as the Board of Directors for Roan Mountain Baptist Church, Inc. (See Appendix C)

NOTE: In the event of extenuating circumstances, such as personal health, family health, military service, etc. a Deacon may be placed on a leave of absence by personal request or the recommendation of fellow Deacons. If a Deacon makes a request to fellow Deacons to be relieved of his duties as an active Deacon, his request shall be granted without question.

### TERMINATION OF A DEACON

If it is brought to the attention of the Board of Deacons that a Deacon may be conducting himself in a manner inconsistent with the office, the Deacons shall investigate the allegations and if necessary seek an appropriate resolution. If an offense remains unresolved, the Deacons may bring the matter to the attention of THE CHURCH. If THE CHURCH determines a vote on dismissal is warranted, at least a one week notice announced during a Sunday morning service shall be given of the time, place and date a ballot vote is to be taken. Should the Deacon fail to receive an 80% favorable vote to remain, his service shall terminate immediately and the meeting at which the vote is taken will be adjourned without debate. Should adverse circumstances arise in which either party determines the continued relationship of the Deacon and THE CHURCH may be detrimental, the time-frame for the severance process may be undertaken under the Emergency Meetings procedure provided for in THE CHURCH CONSTITUTION – ARTICLE VI.

### OFFICERS OF THE BOARD OF DEACONS

The Deacons shall elect a Chairman, Vice-Chairman, and Secretary annually at the beginning of each calendar year.

### DUTIES

#### CHAIRMAN

1. Be moderator of all Church conference and business meetings in the absence of the Pastor.
2. During a period when there is no Pastor, or in the event of the Pastor's disability, the Chairman shall fulfill or direct the Pastor's spiritual and administrative duties.
3. In conjunction with the Pastor, conduct pre-church membership interviews of candidates prior to presenting to the congregation for approval.



## VICE-CHAIRMAN

Carry out the duties of the Chairman in the absence of the Chairman

## SECRETARY

Maintain accurate minutes of all Deacon meetings. NOTE: The Board of Deacons will operate as transparently as is practical in conducting all Church business. However, due to the sensitive nature of the issues the Deacons often discuss, and the necessity of protecting the confidentiality of all Church members, minutes of Deacon's meetings will not generally be made available to others for review or comment. The Deacons will provide upon request a brief summary of the topics of discussion for any particular meeting, but specific information may not be provided due to privacy concerns.

## CHURCH CLERK

THE CHURCH shall elect a Church Clerk annually. One who has served previously in this position is eligible for re-election.

## DUTIES

1. Attend or be represented at all Church business meetings and to keep a record of all business transactions.
2. Maintain an accurate roll of Church membership, dates of admission and dismissal, death, or removal, together with a record of baptisms and other additions.
3. Request letters of membership transfer from other churches for those uniting with THE CHURCH by letter. (Subject to approval)
4. Issue letters of membership transfer upon request from other churches, once authorized by THE CHURCH.
5. Prepare the annual report of THE CHURCH to the Mitchell Baptist Association.
6. Preserve all papers and valuable records and letters that belong to THE CHURCH, keeping them in a safe, fire-resistant enclosure located in the Church office. In addition the Clerk shall maintain electronic or hard copies of important Church documents in a secure environment off-site.
7. File a copy of each received and approved report submitted at Church business meetings in the Church office.

All Church records are Church property and shall be filed in the Church office and such other locations as THE CHURCH shall select.

## ASSISTANT CHURCH CLERK

THE CHURCH shall elect an Assistant Church Clerk annually. One who has served previously in this position is eligible for re-election.

## DUTIES

1. Assume the responsibilities of the Church Clerk in their absence.
2. Work in conjunction with the Church Clerk.

## **CHURCH TREASURER**

THE CHURCH shall elect a Church Treasurer annually. One who has served previously in this position is eligible for re-election.

## DUTIES

NOTE: By a vote of THE CHURCH on 9 January 2019, the Church Treasurer's duties shall be carried out with the assistance of a Certified Public Accountant.

1. Be responsible for all receipts and disbursements and maintain accurate records of all financial transactions.
2. Facilitate the disbursement of payments for THE CHURCH's financial obligations. The Church Treasurer shall obtain approval from THE CHURCH or the Budget and Finance Committee (whichever is applicable) for all disbursements, with the exception of normal monthly operating expenses, established salaries, and budgetary items as long as funds are available.
3. Maintain personnel records for employees and prepare and submit required reports according to State and Federal laws.
4. When the method of contribution allows, keep accurate records of individual contributions and provide annual statements to contributors. NOTE: Information concerning all individual contributions is confidential and may only be discussed with the individual contributor.
5. Render an itemized report of contributions received and disbursements to THE CHURCH at regular Church business meetings .
6. Shall be an ex-officio member of the Finance and Budget Committee.
7. Provide an annual accounting of THE CHURCH's finances for the previous fiscal year, to be distributed to THE CHURCH for acceptance/approval at a business meeting conducted no later than 15 days after the fiscal year ends. Upon acceptance/ approval by THE CHURCH, the records shall be delivered to THE CHURCH Clerk, who shall preserve them as a part of the permanent records of THE CHURCH.
8. Provide copies of all items mentioned above to be filed in the Church office with the exception of item number 4.

## **ASSISTANT CHURCH TREASURER**

THE CHURCH shall elect an Assistant Church Treasurer annually. One who has served previously in this position is eligible for re-election.

## DUTIES

1. Assume the responsibilities of the Church Treasurer in their absence.
2. Work in conjunction with the Church Treasurer and/or a Certified Public Accountant

## **MUSIC DIRECTOR**

### QUALIFICATIONS

1. Must affirm acceptance of and belief in the principles and doctrines set forth in THE CHURCH CONSTITUTION, as specifically defined in ARTICLE III – ARTICLES OF FAITH, ARTICLE IV – STATEMENT OF BASIC BELIEFS and ARTICLE XI – CHURCH COVENANT.
2. Ability to read music.
3. Considerable knowledge of musical composition and arrangement.
4. Ability to lead choir and congregation vocally.
5. Have ability to choose musical selections appropriate to choir ability.
6. Strong communication skills.
7. Have good interpersonal skills, dependable and responsible.
8. Ability to deal courteously and professionally with choir members, Church members and Church staff.
9. Be familiar with copyright laws and regulations.

### PREFERRED QUALIFICATIONS

1. Ability to play musical instruments.
2. Professional education, training and/or experience in musical theory or performance.
3. Professional education or training in Religion from a Christian perspective.

### SEARCH

When a vacancy occurs, a Music Director Search Committee shall be chosen by ballot vote from recommendations presented by the Nominating Committee. A Music Director Search Committee shall consist of (5) five members, (3) three men, (2) two women and (1) alternate to seek out a candidate whose Christian character and qualifications fit them for the office. At least one (1) of the five (5) members must be a Deacon.

### ELECTION

At least a one week notice, announced during a Sunday morning service, shall be given of the time, place and date a vote is to be taken on the Search Committee's recommendation. The Committee shall bring only one name at a time for the consideration of THE CHURCH. The election shall be by ballot vote and must be affirmative vote of 80% of those present and voting. Should a candidate fail to receive 80% favorable vote, the Committee shall seek out another candidate and the meeting at which the vote was taken will be adjourned without debate.

## DUTIES

1. Lead congregation and choral music during worship services.
2. Conduct choir practice.
3. Select weekly music for the congregation and choir.
4. Select and direct Christmas and Easter cantatas.
5. Lead music during special services, i.e. revivals, funerals (upon request), etc.
6. Conduct the music ministry associated with Vacation Bible School.
7. Organize solos/special music for Sunday morning worship.
8. Order hymnals, cantatas and special music as needed.
9. Maintain choral club memberships with music companies.
10. Organize music in choir member folders.
11. Communicate weekly music selections to church secretary for bulletin and Audio/Video Technician for display on screen.
12. Ensure choral robes are cleaned, maintained, and in adequate supply.
13. Maintain organization and storage of music.
14. Communicate effectively with the Church pianist, organist, musicians and pastor.
15. Other duties as requested by the Pastor.

## **OTHER OFFICERS**

**(“Required to do the work of THE CHURCH”)**

### **AUDIO/VIDEO TECHNICIAN**

THE CHURCH shall elect an Audio/Video Technician annually. One who has previously served in this position is eligible for re-election.

## DUTIES

1. The effective operation and maintenance of the audiovisual equipment.
2. Operating the audio/video equipment for each service in the auditorium unless otherwise instructed by the Pastor or Music Director.
3. Make a good quality audio recording of each service.
4. Report to THE CHURCH recommendations concerning policy, financial and equipment needs to provide an adequate audio/video system.
5. Supervision and training of the assistant audio/visual technician
6. Other duties requested by the Pastor.

## **ASSISTANT AUDIO/VIDEO TECHNICIAN**

THE CHURCH shall elect an Assistant Audio/Video technician annually. One who has served previously in this position is eligible for re-election.

### **DUTIES**

1. Assume the responsibilities of the Audio/Video Technician in their absence.
2. Work in conjunction with the Audio/Video Technician.

## **BIBLE DRILL COORDINATOR**

THE CHURCH shall elect a Bible Drill Coordinator annually. One who has served previously in this position is eligible for re-election. The Bible Drill Coordinator will be responsible for recruiting children and youth to participate in NC State Bible Drills, organizing all Bible Drill activities, recruiting volunteer workers for each age group and coordinating their activities.

## **CHURCH EMERGENCY RESPONSE TEAM**

THE CHURCH shall continually maintain a Church Emergency Response Team (C.E.R.T.) composed of able and qualified volunteers. The primary purpose of the group shall be to provide security for all regularly scheduled Church services and as needed for Church sponsored or Church sanctioned events. The Team shall act under the direction of the C.E.R.T. Director and Assistant Director.

### **DUTIES**

1. Monitor security cameras and patrol the Church building and grounds, according to defined parameters, while Church functions are in progress and/or Church facilities are used for regularly scheduled events.
2. Respond to emergency situations as needed, e.g. medical, accidents, security, etc.
3. Engage in regular training to ensure preparedness for whatever adverse or unexpected circumstance may arise.
4. Contact and coordinate as needed with local emergency response personnel.
5. Conduct drills periodically to ensure emergency preparedness.
6. Other duties as requested by the Pastor.

## **CHURCH EMERGENCY RESPONSE TEAM - DIRECTOR**

THE CHURCH shall elect a Church Emergency Response Team Director annually. One who has previously served is eligible for re-election.

## QUALIFICATIONS

The C.E.R.T. Director must possess special skills, abilities and/or training in medical emergency response, law enforcement or firefighting. He/she should have strong leadership skills, quick and decisive analytical ability and a calm demeanor. High degrees of organization and thoroughness are required.

## DUTIES

1. Coordinate all activities of THE CHURCH Emergency Response Team.
2. Recruit and provide training opportunities for C.E.R.T. members and the congregation.
3. Maintain a roster of C.E.R.T. members and document their training progress.
4. Develop and implement a duty schedule.
5. Promote awareness and preparedness among all Church members.
6. Other duties as requested by the Pastor.

## **CHURCH EMERGENCY RESPONSE TEAM – ASSISTANT DIRECTOR**

THE CHURCH shall elect a Church Emergency Response Team Assistant Director annually. One who has previously served is eligible for re-election.

## QUALIFICATIONS

The C.E.R.T. Assistant Director must possess special skills, abilities and/or training in medical emergency response, law enforcement or firefighting. He/she should have strong leadership skills, quick and decisive analytical ability and a calm demeanor. High degrees of organization and thoroughness are required.

## DUTIES

1. THE CHURCH Emergency Response Team Assistant Director shall work closely with and in conjunction with the Director.
2. The Assistant Director shall function as an equal co-partner to carry out all the job duties assigned to the Director.
3. Other duties as requested by the Pastor.

## **CHURCH SECRETARY**

THE CHURCH shall elect a Church Secretary annually. One who has served previously in this position is eligible for re-election. The position of Church Secretary shall consist of 10 work hours per week in the Church office

## DUTIES

1. Assist the Pastor, at his direction, in whatever duties are necessary to ensure the mission of THE CHURCH is carried out in an effective and efficient manner.
2. Perform secretarial and/or clerical tasks as directed by the Deacons.
3. Make and print weekly bulletins and update weekly prayer list.
4. Pick up mail and distribute.
5. Prepare topical, informational and motivational bulletin boards on a continuing basis.
6. Collect and organize prayer requests and visitor's cards and distribute the information to the Pastor and Deacons.
7. Place special offering envelopes in Church pews, as needed.
8. Order Church memorials and facilitate delivery.
9. Order Church literature as instructed by the Sunday-School Director or Assistant.
10. Communicate Church and/or community related information as needed via phone or electronic notifications.

## CUSTODIAN

THE CHURCH shall elect a Custodian annually. One who has served previously in this position is eligible for re-election.

## DUTIES

1. The Custodian's primary job is to maintain the Church building in a clean and sanitary condition.
2. Sweep, mop, clean and wax floors according to schedule, dust furniture and equipment, vacuum carpets.
3. Maintain clean restrooms, replenish tissue and towels, empty waste cans.
4. Request cleaning and maintenance supplies and equipment as needed.
5. Prepare baptistry for use as directed and clean following use.
6. Other duties requested by the Pastor.

## KITCHEN DIRECTOR

THE CHURCH shall elect a Kitchen Director annually. One who has served previously in this position is eligible for re-election.

## DUTIES

1. Coordinate the operation of the kitchen and fellowship hall dining area, together with the Kitchen Committee, in such a manner to ensure the efficient, effective functioning of all activities occurring therein.

2. Organize each activity in such a way that each worker will have a job assignment and will understand their duties.
3. See that the kitchen, serving and dining areas are arranged in such a manner as to best utilize each area for the intended activity.
4. Maintain kitchen and premises in accordance with sanitary standards.
5. Work through the Supply and Purchasing Agent to obtain the necessary supplies needed.
6. Evaluate existing equipment, recommending major repairs or replacement.
7. Other duties requested by the Pastor.

### **ASSISTANT KITCHEN DIRECTOR**

THE CHURCH shall elect an Assistant Kitchen Director annually. One who has served previously in this position is eligible for re-election.

#### **DUTIES**

1. Assume the responsibilities of the Kitchen Director in their absence.
2. Work in conjunction with the Kitchen Director.

### **NURSERY DIRECTOR**

THE CHURCH shall elect a Nursery Director annually. One who has served previously in this position is eligible for re-election.

#### **DUTIES**

1. The Nursery Director shall be responsible for the operation of the nursery when there is a need for child care to be provided during regularly scheduled Church services.
2. Recruit suitable volunteers as necessary to ensure the nursery is staffed by competent and trustworthy individuals during all times the nursery is in operation.
3. Evaluate existing equipment, recommending major repairs or replacement.

### **SUNDAY-SCHOOL**

There shall be a Sunday-School organized into classes by age groups. Adults may attend the class in which they are most comfortable. The main function of the Sunday-School is for the study of God's word.

The tasks of Sunday-School shall be:

1. To teach the Bible.
2. Provide opportunities for Christian fellowship.



3. Promote the spiritual growth of those attending classes.
4. Reach persons for Christ and Church membership.
5. Promote personal evangelism.
6. Provide and interpret information regarding the work of THE CHURCH and denomination.

Adult classes may establish their own leaders, e.g. president, secretary, outreach leader, etc., provided such leaders are Church members in good standing. NOTE: The Nominating Committee is responsible for recommending persons to serve as teachers and assistants for all classes, including adults.

## OFFICERS

The officers of the Sunday-School to be nominated by the Nominating Committee and approved by THE CHURCH are:

1. Sunday School Director.
2. Assistant Sunday School Director.
3. Sunday School Secretary.
4. Sunday School Teachers.

It is highly recommended that the Sunday-School Director, Assistant Sunday-School Director, and Sunday-School Secretary as well as Sunday-School class teachers take advantage of training sessions and workshops provided by our State and County Associations.

## **SUNDAY-SCHOOL DIRECTOR**

THE CHURCH shall elect a Sunday-School Director annually. One who has served previously in this position is eligible for re-election.

## DUTIES

1. Have general oversight of the Sunday-School and administer its operation in accordance with plans and methods approved by THE CHURCH.
2. Promote Sunday-School participation within the congregation and community; evaluating and tracking progress.
3. Stay current on new Christian education techniques and innovations.
4. Evaluate effectiveness and counsel regularly with teachers and workers. Work closely with the Sunday School Secretary to ensure that full and accurate reports are maintained and that a Sunday-School report is presented to THE CHURCH at the regularly scheduled business meetings.
5. Assess literature, materials and supply needs, in conjunction with the Assistant Sunday School Director.
6. Ensure each class is adequately staffed and find qualified substitutes when teachers must be absent.
7. Other duties as requested by the Pastor.

NOTE - Any materials other than S.B.C. (Southern Baptist Convention/Lifeway) literature must be approved by the Sunday-School Director, Deacons and Pastor.

### **ASSISTANT SUNDAY SCHOOL DIRECTOR**

THE CHURCH shall elect an Assistant Sunday-School Director annually. One who has served previously in this position is eligible for re-election.

#### **DUTIES:**

Work in conjunction with the Sunday-School-Director to assist in accomplishing the tasks listed in the job description for the Sunday-School Director position.

1. Assume the duties of the Sunday-School Director in his/her absence.
2. Assure that the Sunday-School literature and materials are ordered in a timely manner.

### **SUNDAY SCHOOL SECRETARY**

THE CHURCH shall elect a Sunday School-Secretary annually. One who has served previously in this position is eligible for re-election.

#### **DUTIES**

1. Prepare and maintain an accurate Sunday-School enrollment register.
2. Prepare and maintain a weekly permanent record of attendance, contributions and other records, as deemed necessary by THE CHURCH.
3. Provide information and file reports as needed to Mitchell Baptist Association and the Southern Baptist Convention.
4. Provide assistance as needed to the Sunday-School Director and Assistant Sunday-School Director.
5. Other duties as requested by the Pastor.

### **ASSISTANT SUNDAY SCHOOL SECRETARY**

THE CHURCH shall elect an Assistant Sunday-School Secretary annually. One who has served previously in this position is eligible for re-election.

#### **DUTIES**

1. Assume the responsibilities of the Sunday -School Secretary in their absence.
2. Work in conjunction with the Sunday-School Secretary.

## **SUPPLY CONTROL AND PURCHASING AGENT**

THE CHURCH shall elect a Supply Control and Purchasing Agent annually. One who has served previously in this position is eligible for re-election. The Purchasing Agent shall only purchase, or approve the purchase of, budgeted items and/or other items specifically authorized by THE CHURCH. EXCEPTIONS: Expenditures authorized elsewhere in the By-Laws under special authority granted to the Budget and Finance Committee and The Maintenance, Building and Grounds Committee and expenditures required due to emergency situations. In the absence of the Purchasing Agent the Chairman of the Budget and Finance Committee will assume the responsibilities of this office.

### **DUTIES**

1. Administer a purchase requisition and purchase order system for all purchases made by THE CHURCH.
2. Consult with officers, department heads and workers to determine supplies needed. Purchase or delegate the purchase of requisitioned supplies from sources offering the best value for funds expended.
3. Maintain a supply room and distribute as needed.
4. Furnish a report of expenses to the Church Treasurer for regular monthly business meetings, to be kept on file in THE CHURCH office.
5. Other duties as requested by the Pastor.

## **USHERS**

THE CHURCH shall elect Ushers annually. Two (2) members shall be designated as Head Ushers. The Head Ushers shall be charged with ensuring the duties assigned to the Ushers are carried out in an orderly manner. One who has served previously as usher and/or Head Usher is eligible for re-election.

### **QUALIFICATIONS:**

1. Shall be members of THE CHURCH
2. Shall be faithful in attendance.
3. Shall be supportive of the worship service.

### **DUTIES:**

1. Greet members and guests at the entrance the sanctuary before and after the worship service.
2. Assist as needed with the seating of members and guests.
3. Lead the congregation in presenting their tithes and offerings as a part of the worship service and make an accurate count of such offerings.
4. Adhere to Church policies regarding collection methods.
5. Provide bulletins and/or other material at the time of seating.
6. See that the building is properly lighted and heated/or cooled.
7. Make an accurate account of worship service attendance.

8. Prevent any interruptions and distractions as far as possible.
9. Other duties as requested by the Pastor.

## **VACATION BIBLE SCHOOL DIRECTOR**

THE CHURCH shall elect a Vacation Bible School Director annually. One who has served previously in this position is eligible for re-election.

### **DUTIES**

1. Schedule dates.
2. Select, requisition and distribute instructional materials, taking care to insure classes have all the resources needed to conduct an effective VBS.
3. Enlist workers.
4. Allocate budget.
5. Promote VBS within THE CHURCH and community, utilizing all available advertising mediums.
6. Coordinate activities with Church leaders and the Pastor.
7. Other duties as requested by the Pastor.

NOTE: The purchase and use of any instructional materials other than S.B.C. (Southern Baptist Convention/Lifeway) literature must be pre-approved by the Pastor. Extreme care must be exercised to insure VBS literature is Christ centered, scripturally sound and of a substantive nature.

## **YOUTH DIRECTOR**

THE CHURCH shall elect a Youth Director annually. One who has served in this position previously is eligible for re-election.

### **DUTIES**

1. Consistently share the Gospel of Jesus Christ to the young people in our Church and the local area by being an example of the believer, as described in 1Timothy 4:12.
2. Minister to the youth in our Church and community by leading efforts aimed at winning them to Christ and helping them to grow spiritually.
3. Recruit and encourage youth participation in Church activities through consistent training and outreach efforts.
4. Coordinate youth activities and administer the associated budget.
5. Conduct weekly Wednesday night Bible study aimed at promoting the spiritual growth of our youth.
6. Work with the Pastor in ministering to our youth.
7. Plan and arrange any outside activities or trips within budget limitations and liability insurance requirements.
8. Other duties as requested by the Pastor.

# ORGANIZATIONS

## **BAPTIST MEN/BROTHERHOOD**

The objectives of the Brotherhood shall be:

1. Members of the Baptist Men shall elect a Director annually
2. Teach Missions.
3. Engage in local missions and service projects within the RMBC family and the surrounding community.
4. Support world missions through prayer and giving.
5. Hold regular meetings.
6. Engage in outreach and Christian service in cooperation with NC Baptist Men.
7. Mentor the Churches Royal Ambassadors (RA's) and male youth according to Titus: 2.

## **BAPTIST MEN/BROTHERHOOD DIRECTOR**

### **DUTIES**

1. Lead the organization in small group Bible study.
2. Seek to enlist all boys and men of THE CHURCH in a program of missions training, giving, and activities.
3. Provide the necessary leadership of projects and activities undertaken by the organization.
4. Provide leadership for the RA's and assist in projects and recreation as requested by the group leader.
5. See that the needed literature and materials are available for each organization.
6. Prepare an accurate report of Baptist Men's activities to be presented at the regular church business meeting.
7. Work with and advise the Pastor of mission events, special offerings, and etc.

## **WOMEN'S MISSIONARY UNION (W.M.U.)**

The objectives of the Women's Missionary Union shall be:

1. The W.M.U. shall elect a Director annually.
2. Teach missions.
3. Engage in mission action.
4. Support world missions through prayer and giving.
5. Provide THE CHURCH with information regarding special mission offerings.
6. Hold regular meetings.

7. To provide mentorship to the GA's according to Titus Chapter 2.

## **W.M.U. DIRECTOR**

### **DUTIES**

1. Direct the work of the various organizations which includes the W.M.U., Mission Friends, GA's, and Acteens.
2. Seek to enlist all the girls and women of THE CHURCH in a program of missionary training, giving and missionary activity.
3. Provide the necessary leadership of projects and activities of the organization.
4. Attend the conferences and training sessions offered through the Association.
5. See that a full and accurate report of each organization is given at the regular business meeting of THE CHURCH.
6. See that literature and materials are available for each organization.
7. See that each organization elects the officers needed to carry out the program objectives.
8. Work with and advise the Pastor of mission events, special offerings and etc.

## **COMMITTEES**

### **BUDGET AND FINANCE COMMITTEE**

THE CHURCH shall elect a Budget and Finance Committee annually. One who has served previously in this position is eligible for re-election. The Budget and Finance Committee shall be composed of five (5) members, at least one (1) of whom shall be a Deacon. In addition, the Church Treasurer shall serve as an ex-officio, non-voting member acting in an advisory capacity. With the exception of the Church Treasurer serving in an ex-officio role, paid staff members are not eligible to serve on the Budget and Finance Committee.

### **DUTIES**

1. Establishment of an annual budget which shall be presented to THE CHURCH.
2. Notify THE CHURCH and propose budget amendments to address budgetary changes and/or adjustments as may be needed during the fiscal year.
3. Exercise control over the financial condition of THE CHURCH.
4. Under specific authority granted by THE CHURCH, this Committee is authorized to spend sums on unbudgeted items without the necessity of action by the congregation not to exceed \$250.00.

This action should be endorsed by the Deacons and must be explained in the Treasurer's financial report to THE CHURCH.

5. Meet as necessary to pray, review the finances of THE CHURCH, promote programs and provide leadership to help THE CHURCH attain its financial needs and goals and maintain financial stability.
6. Provide annually to THE CHURCH a proposed budget for the upcoming calendar/fiscal year as soon as is practical, but not later than December 15 of each year. The proposed budget shall be considered and approved at a business meeting conducted no later than 15 days after the current fiscal year ends. NOTE: The process requires that in a vote on the budget occurring after the fiscal year end, the adopted budget be made retroactive to cover the interim period back to the fiscal year inception.

### **CHRISTMAS COMMITTEE**

THE CHURCH shall elect a Christmas Committee annually. One who has served previously in this position is eligible for re-election.

#### **DUTIES**

1. Enlist workers/volunteers to carry out each phase of the work to be done:
  1. Program
  2. Decorating
  3. Tree
  4. Refreshment
  5. Gift bag for children and fruit baskets for shut-ins
  6. Caroling
2. Establish time and place for activities to take place.
3. Follow up to assure all tasks are completed in an orderly and timely manner.

### **CONSTITUTION AND BYLAWS COMMITTEE**

This is a special committee elected every five (5) years, or as needed by recommendation of the Nominating Committee. The Committee shall consist of five (5) members, one (1) of whom shall be a Deacon and one (1) shall be designated chairman.

#### **DUTIES**

1. Prepare and publish a Constitution and By-laws to be presented to THE CHURCH for review and approval.
  2. Review and make recommendations for improvements every five (5) years

## **HISTORY COMMITTEE**

THE CHURCH shall elect a History Committee annually. One who has served previously in this position is eligible for re-election.

The History Committee shall be composed of at least three (3) members, one (1) of whom shall be designated as chairman. .

### **DUTIES**

1. Catalog historical records of THE CHURCH (including publications, photos, memorabilia and artifacts).
2. Archiving and preserving historically significant items.
3. Publishing updates to our Church history periodically, but at least every 3 years.
4. Providing ongoing information to THE CHURCH to educate the membership of their heritage.

## **HOMECOMING COMMITTEE**

THE CHURCH shall elect a Homecoming Committee annually. One who has served previously in this position is eligible for re-election. The Committee shall consist of the Chairman of the History Committee, the Kitchen Director, the C.E.R.T. Director, the Music Director and a representative from the Adult Women's Sunday School Class recommended by the Nominating Committee.

### **DUTIES**

1. Shall set the date for homecoming.
2. Shall secure the speaker.
3. Shall be in charge of advertisement and communication of this special day.
4. If appropriate, select a theme for homecoming.
5. Administer the homecoming budget, if appropriated.
6. Other duties as requested by the Pastor.

## **KITCHEN /HOSPITALITY COMMITTEE**

THE CHURCH shall elect a Kitchen/Hospitality Committee annually. One who has served previously in this position is eligible for re-election.

### **DUTIES**

1. Develop and administer policies for using the kitchen and fellowship hall and communicate the policies to church members and/or others that may be allowed to use the facilities.



2. Work with Kitchen Director and Assistant Kitchen Director to perform the duties prescribed for their respective positions.
3. Plan events, menus, etc. and requisition needed food and supplies accordingly.

### **LIBRARY COMMITTEE**

THE CHURCH shall elect a Library Committee annually. One who has served previously in this position is eligible for re-election. The librarian and assistants shall compose the Library Committee.

#### **DUTIES**

1. Promote utilization of THE CHURCH library.
2. Establish the time the library will be available for the checking out and return of library materials.
3. Maintain the library and give general supervision to the purchase of library material.
4. Approve acceptance of library materials donated to the library.
5. Recommend to THE CHURCH such rules as are necessary for the operation of the library.
6. Other duties as requested by the Pastor.
7. Approve, in conjunction with the Pastor, any materials donated or purchased for the library.

### **MAINTENANCE, BUILDING AND GROUNDS COMMITTEE**

THE CHURCH shall elect a Maintenance, Building and Grounds Committee annually. The Committee shall consist of five (5) members, with one (1) designated as chairman. One who has served previously in this position is eligible for re-election.

#### **DUTIES**

1. Give attention to and study the condition, state of repairs and appearance of all church property, making minor repairs and improvements as may be necessary.
2. Evaluate regularly the condition of the facilities with respect to appearance, cleanliness, and the ability of any component to carry out its intended function.
3. Under specific authority granted by THE CHURCH, the Committee is authorized to spend up to \$500.00 for unbudgeted items, without prior approval of the congregation. The \$500.00 limitation does not apply to unforeseen or emergency situations, where the expenditure is necessary for the continued normal operation of THE CHURCH building or associated facilities. Any expenditure made pursuant to this provision must be explained to THE CHURCH in the Committee's next regular report and in the Treasurer's financial report to THE CHURCH.
4. Under normal circumstances, individual repairs or maintenance costs exceeding \$500.00 and/or any expenditure in excess of the Committee's approved budget allowance shall be presented to the Deacons for consideration and THE CHURCH for approval.

5. Chairman shall submit regular reports to be given at business meetings and to be kept on file in Church office.

## **MEMBERSHIP COMMITTEE**

THE CHURCH shall elect a Membership Committee annually. One who has served previously as a Committee member is eligible for re-election. It is essential that members serving on this Committee be familiar with the beliefs and doctrine set forth in the Church Constitution and By-Laws. The Committee shall consist of three (3) members, with one (1) being a Deacon, and shall elect a chairman annually among themselves at the first meeting held after taking office.

### **DUTIES**

1. The primary purpose of the Committee shall be to administer the watch-care provisions set forth in the Church By-Laws, ARTICLE III – MEMBERSHIP (Sections 2-5).
2. After a candidate for membership makes request to THE CHURCH to become a member and is granted provisional membership, the Committee shall conduct a vetting and orientation process to ensure the candidate's character, beliefs and worldview are consistent with THE CHURCH's expectations of its members.
3. Review the Church Constitution and By-Laws with candidates for membership, advise them in particular regarding the Statement of Basic Beliefs, the Baptist Faith and Message (2000) and the Church Covenant and confirm their agreement with the basic doctrinal principals set forth therein.
4. Facilitate interviews of candidates by the Pastor and Chairman of Deacons
5. Upon satisfactory completion of the process described above, present candidates to THE CHURCH with the recommendation they be confirmed as full church members, pursuant to the Church By-Laws, ARTICLE III – MEMBERSHIP (Section 6).

## **NOMINATING COMMITTEE**

THE CHURCH shall elect a Nominating Committee annually. The Committee shall consist of five (5) members, with one (1) designated as chairman. One who has served previously in this position is eligible for re-election. The Nominating Committee shall lead THE CHURCH in staffing of all Church-elected leadership positions with the exception of the Pastor, Deacons, Music Director and other executive level positions that may be created.

### **DUTIES**

1. Encourage Church members to suggest possible candidates for office.
2. Study the work responsibilities of all Church departments and committees to understand the nature and scope of their work.
3. Locate, interview, screen and recommend qualified persons for all church-elected positions filled by volunteers.

4. Contact and enlist all Church elected officers, leaders and committee members prior to presentation THE CHURCH for election requiring an 80% affirmative vote.
5. Nominate qualified members for the succeeding Nominating Committee to be approved by THE CHURCH for the following year.
6. Determine, with concurrence of the Deacons, Personnel Committee and Budget and Finance Committee, whether a position vacancy is classified as compensated or volunteer. NOTE: It may be necessary to change the compensation status periodically, as dictated by the availability of a qualified volunteer to fill a position vacancy.
7. Provide to THE CHURCH, when the office of Pastor or Music Director is vacant, a list of ten (10) names, consisting of six (6) men and four (4) women Church members, who are qualified and willing to serve on a Pastoral or Music Director Search Committee. At least one (1) Deacon must serve on Pastor or Music Director Search Committee. This will be a ballot vote with the three (3) men receiving the most votes and the two (2) women receiving the most votes composing the Search Committee. The next highest vote recipient will be the alternate.
8. Present to THE CHURCH a list of recommended candidates for annually elected Church offices and committees, to be considered at the third-quarter regular business meeting. Written copies of the Committee's recommendations to fill leadership positions in the upcoming calendar/fiscal year shall be made available to Church members at least one week prior to a scheduled vote.

### **ORDINANCES COMMITTEE**

THE CHURCH shall elect an Ordinances Committee annually. One who has served previously in this position is eligible for re-election.

The Committee shall consist of the Deacons, with the assistance of at least two (2) ladies. The Committee shall assist the Pastor in preparing and carrying out the ordinances of Baptism and the Lord's Supper.

### **BAPTISM**

1. Assist the Pastor at each baptismal service in any way possible.
2. See to it that all baptismal supplies are adequate.
3. See that the baptismal area is kept in a clean and orderly manner.

### **LORD'S SUPPER** (Deacons to assist the Pastor in serving)

1. Obtain and prepare the elements for the observance.
2. Assure that serving pieces are available and serviceable.
3. Clean and store equipment after use.

## **PASTOR SEARCH COMMITTEE**

Refer to ARTICLE V - OFFICERS; Pastor; Search and ARTICE V - COMMITTEES; Nominating Committee; Duties; Section (8)

## **PERSONNEL COMMITTEE**

Refer to ARTICLE V – Election; Section (2)

## **TRANSPORTATION COMMITTEE**

THE CHURCH shall elect a Transportation Committee annually. The Committee shall consist of five (5) members, with one (1) designated as chairman. One who has served previously in this position is eligible for re-election.

### **DUTIES:**

1. Develop policies and procedures setting forth rules for using motor vehicle(s) owned by THE CHURCH.
2. Implement the aforementioned rules once they are approved by THE CHURCH and review/revise as needed, with Church approval, thereafter.
3. Develop a schedule for regular maintenance of Church owned vehicle(s).
4. Evaluate vehicle(s) prior to using for any Church sponsored or Church sanctioned trips, to ensure they are in safe and roadworthy condition.
5. Advise the Budget and Finance Committee regarding anticipated annual financial needs for vehicle maintenance and travel.
6. Administer the transportation allowance authorized in THE CHURCH's annual budget.

## **ARTICLE VI – RULES OF ORDER**

THE CHURCH shall operate all business and committee meetings utilizing the most current edition of Roberts Rules of Order Newly Revised in Brief.

## **ARTICLE VII - AMENDMENTS**

This Constitution and By-laws may be amended by a two-thirds affirmative ballot vote of the members present and voting. Prior to a vote to amend, at least a one-week notice, announced during a Sunday morning service, shall be given of the time, place and date of a vote to amend THE CHURCH Constitution and/or By-Laws. All amendments to, or revisions thereof shall, after passage by THE CHURCH, be prepared and attached to the Constitution and By-laws and copies of the amended sections shall be provided to each member household.

**ARTICLE VIII - RATIFICATION**

This Constitution and By-laws, and any amendments thereto, shall be adopted and in immediate effect when approved by two-thirds of the members present and voting at a business meeting of THE CHURCH wherein a ballot vote is taken. A copy of the Constitution and By-laws shall at all times be kept securely in the Church office and another copy shall be kept by the Church Clerk among his/her records. Upon ratification, each member household shall be issued a copy of the Church Constitution and By-Laws.

**CERTIFICATION**

By their signatures below, the signers certify the members of Roan Mountain Baptist Church, by at least a two-thirds majority of those present and voting, ratified this Constitution and By-Laws, as amended, on the date inscribed:

October 2, 2019 (Date)

Rev. Russell McKinney

**Pastor**

[Signature]

**Chairman of Deacons and**

**Chairman – Constitution and By-Laws Committee**

# APPENDIX

## **A: General Notes to the Constitution and By-Laws:**

1. A “ballot vote” shall be by means of a uniform paper ballot provided at the time to those church members present and voting.
2. Absentee votes of church members, due to extenuating circumstances that prevent normal participation, may be considered on a case-by-case basis, when approved by the Pastor and Deacons.
3. The term “ex-officio” denotes a non-voting member of a committee, organization or group.
4. A member in good standing denotes a confirmed Church member but does not include provisional members (See Article III, Sections (2) and (6)).

## **B: The Baptist Faith & Message – 2000**

### **I. The Scriptures**

The Holy Bible was written by men divinely inspired and is 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. Therefore, all Scripture is totally true and trustworthy. 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. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140;*

*Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46;*

*John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17;*

*Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

### **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. God is all powerful and all knowing; and His perfect knowledge extends to all

things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune 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 knowing, 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.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

#### **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 human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary 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, fully God, fully man, 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.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27;*

14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

### **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. 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 guarantee that God will 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.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as



the crowning work of His creation. The gift of gender is thus part of the goodness of God's 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 the human race. 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. Therefore, as soon as they are capable of moral action, they 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 person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

#### **IV. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

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.

B. 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 unto a relationship of peace and favor with God.

C. 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 maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

#### **V. God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, 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 the 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, and 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.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans*

*5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## **VI. THE CHURCH**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in THE CHURCH, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of THE CHURCH as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## **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 Saviour, 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.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

### **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 include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; I Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

### **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.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

### **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.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

### **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. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

### **XII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, 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 education 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.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

### **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.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

### **XIV. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no

authority over one another or over THE Churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

#### **XV. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives 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 Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole 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.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## **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. Christian people throughout the world should pray for the reign of the Prince of Peace.

*Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

## **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 without interference by the civil power.

*Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.*

### **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 God's 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 of 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 God's 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 God's 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.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4;13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7*

## C: Articles of Incorporation

C201014400839

SOSID: 1152310  
Date Filed: 6/3/2010 8:10:00 AM  
Elaine F. Marshall  
North Carolina Secretary of State  
C201014400839

(NONPROFIT)  
ARTICLES OF INCORPORATION  
OF

**ROAN MOUNTAIN BAPTIST CHURCH, INC.**

The undersigned, hereby submits these Articles of Incorporation for the purpose of forming a nonprofit corporation under the laws of the State of North Carolina:

1. The name of this corporation is **ROAN MOUNTAIN BAPTIST CHURCH, INC.**
2. The corporation is a charitable or religious corporation within the meaning of N.C.G.S. 55A-1-40(4)
3. The corporation will have members with such designations, rights, powers and privileges as provided in the bylaws.
4. The address of the initial registered office of the corporation in the State of North Carolina is PO Box 668, 37 Sandy Branch Road, Bakersville, Mitchell County, North Carolina 28705; and the name of its initial registered agent at such address is **Denny M. Buchanan**.
5. The street address and mailing address of the principal office of the corporation is 32 Sandy Branch Road, PO Box 668, Bakersville, Mitchell County, North Carolina 28705.
6. Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on or propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

7. The purposes for which the corporation is organized are to operate as a church for Christian worship and to engage in any lawful act or activity for which corporations may be organized under this chapter.

8. The number of directors constituting the initial Board of Directors shall be seven (7); and the names and addresses of the persons who are to serve as the initial directors are:

<u>Name:</u>	<u>Address:</u>
Denny M. Buchanan	PO Box 512, Bakersville, NC 28705
Joe Young	PO Box 31, Bakersville, NC 28705
Vance McKinney	1416 Cane Creek Road, Bakersville, NC 28705
Kevin McKinney	1380 Cane Creek Road, Bakersville, NC 28705
Roger McKinney	64 Peaceful Lane, Bakersville, NC 28705
Charles Stamey	980 Green Cove Road, Bakersville, NC 28705
Douglas Dellinger	PO Box 502, Bakersville, NC 28705

9. To the fullest extent permitted by the North Carolina Nonprofit Corporation Act as it exists or may hereafter be amended, no person who is serving or who has served as a director of the corporation shall be personally liable for monetary damages for breach of any duty as a director. No amendment or repeal of this article, nor the adoption of any other amendment to these Articles of Incorporation inconsistent with this article, shall eliminate or reduce the protection granted herein with respect to any matter that occurred prior to such amendment, repeal, or adoption.

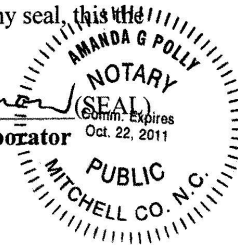
10. The name and address of the incorporator is as follows:

<u>Name:</u>	<u>Address:</u>
Denny M. Buchanan	PO Box 512, Bakersville, NC 28705

11. These articles will become effective upon filing in the Office of the Secretary of State.

17<sup>th</sup> IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my seal, this the \_\_\_\_\_ day of May, 2010.

Denny M. Buchanan  
DENNY M. BUCHANAN, Incorporator



NORTH CAROLINA  
McDOWELL COUNTY

This is to certify that on the 17<sup>th</sup> day of May, 2010, before me, a Notary Public, personally appeared **DENNY M. BUCHANAN** who, I am satisfied, is the persons named in and who executed the foregoing Articles of Incorporation, and I having first made known to him the contents thereof, he did acknowledge that he signed and delivered the same as his voluntary act and deed for the uses and purposes therein expressed.

17<sup>th</sup> IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal, this the \_\_\_\_\_ day of May, 2010.

Amanda G. Polly  
NOTARY PUBLIC

My Commission Expires:

10/22/11