

BYLAWS OF AVERSBORO ROAD BAPTIST CHURCH AMENDED AUGUST 2018

**ARTICLE I.**

**Section 1.** Name. This North Carolina non-profit corporation shall be known as Aversboro Road Baptist Church of Garner, North Carolina.

**Section 2.** Purpose. The purpose of this corporation shall be those described in the Articles of Incorporation and Constitution.

**Section 3.** Principal Office. The principal office of the corporation shall be located at 1600 Aversboro Road, Garner, NC 27529.

**Section 4.** Registered Office. The registered office of the corporation (hereinafter referred to as the "Church"), required by Law to be maintained in the state of North Carolina, may be, but need not be, identical to the principal office. The address of the registered office may be changed from time to time by the Diaconate. The address of the registered office of the corporation (Aversboro Road Baptist Church) is currently at 1600 Aversboro Road, Garner, Wake County, North Carolina 27529. This information will be kept in the Church Clerk's files.

**Section 5.** Mission and Vision Statements

Mission Statement

The mission of Aversboro Road Baptist Church is to proclaim the gospel of Jesus Christ and minister to the needs of our congregation, our community, and the world, through the leadership of the Holy Spirit.

Vision Statement

We are a community that honors God through worship, connects people through small groups, grows believers through discipleship, reaches non-believers through intentional evangelism, and serves others through ministry teams and mission teams.

**ARTICLE II. MEMBERSHIP**

**Section 1.** General. This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of the Church. The membership reserves the exclusive right to determine who shall be members of the church and the conditions of such membership.

**Section 2.** Candidacy. Any person seeking membership in this church and having made known this desire publicly to the church congregation is considered to be a candidate for membership.

- 1. All candidates for membership in this church shall be referred to the Membership Committee and subsequently be considered by the church in its next regular Conference.

**A. Candidate for Baptism**

- 1. A person seeking membership as a candidate for baptism must be baptized by immersion and

1 receive a favorable vote of the members as outlined in this section. There is no requirement  
2 as to which must occur first, the baptism or the vote. However, both must occur before full  
3 membership status is attained.  
4

- 5 2. A candidate whose condition makes baptism by immersion impractical, may be received for  
6 a vote into membership without immersion upon recommendation of the Lead Pastor and  
7 Deacons to the membership committee. When the member's physical condition improves to  
8 a satisfactory level, the person is expected to consent to the customary ordinance of baptism  
9 by immersion.  
10

#### 11 **B. Transfer of Letter**

12

13 A member from another Baptist church of like faith and order may be received as a candidate for  
14 membership by letter of dismissal from such church. When a person is received upon the  
15 promise of a letter and such a letter cannot be secured within ninety days, the Clerk shall  
16 automatically record such member as "Received on Statement of Experience."  
17

#### 18 **C. Statement of Baptism**

19

20 Any person to whom the ordinance of baptism by immersion in water has been administered may  
21 be received as a candidate for membership upon that person's public statement of experience and  
22 faith in Christ.  
23

#### 24 **D. New Member Orientation**

25

26 A membership orientation will be provided for all new members. Orientation will be  
27 coordinated through the Membership Committee.  
28

29 **Section 3. Release of Members.** Members may be released by a majority vote of the church  
30 membership present at any regular Church Conference in any of the following ways:  
31

- 32 A. A letter of transfer to unite with another Baptist church may be issued upon request from the  
33 church in which the member has requested membership.  
34 B. A statement of acknowledgement for a person uniting with a church of another denomination  
35 may be issued upon request.  
36 C. The names of deceased members shall be removed from the active church roll and placed on  
37 a memorial roll.  
38 D. In the event of persistent breach of a member's covenant vows, the church after due notice to  
39 the member and opportunity for hearing, and every possible kindly effort to make such action  
40 unnecessary, may upon a two-thirds majority of those voting, terminate the membership of a  
41 person in this body for reasons it considers sufficient to warrant such action.  
42

43 **Section 4. Counsel and Guidance.** It shall be the practice of this church to emphasize to its  
44 members that every reasonable measure will be taken to assist any troubled member. The Lead  
45 Pastor, Staff, and the Diaconate are available for counsel and guidance. The attitude of members  
46 toward one another shall be guided by a concern for redemption rather than punishment.

1 **Section 5.** Reinstatement. Any former member of the church may be restored to full fellowship  
2 by a majority vote of the church in conference.  
3

4 ***ARTICLE III. CHURCH ORDINANCES***  
5

6 **Section 1.** Baptism. This church shall receive as a candidate for baptism any person who has  
7 received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship  
8 service, and who indicates a commitment to follow Christ as Lord.  
9

- 10 A. Baptism shall be immersion in water.  
11 B. The Lead Pastor, or whomever the church shall authorize, shall administer baptism.  
12 C. Baptism shall be administered as an act of worship during any regular or special worship  
13 service of the church.  
14

15 **Section 2.** The Lord's Supper. The Lord's Supper shall be observed at least once each calendar  
16 quarter at a time approved by the Diaconate.  
17

18 ***ARTICLE IV. LICENSING AND ORDAINING***  
19

20 **Section 1.** License. When a member announces to the church that a call to the ministry is felt,  
21 the church, by majority vote, may license the member as an acknowledgement of the member's  
22 call to the ministry and as an encouragement to make preparation for it. The Clerk of the church  
23 shall be requested to furnish the member with a copy of the minutes and a certificate of license.  
24 It is understood that the performance of civil duties by the member shall be governed by the  
25 State Law.  
26

27 **Section 2.** Ordination. In the event this church has been requested to ordain a member who has  
28 been called as a Pastor of a Baptist church or who is entering some other field which requires  
29 ordination, or is requested by another church to ordain one of its members, the following  
30 procedure will be followed:  
31

32 The church will consider the qualifications of the candidate, and if the candidate is approved by a  
33 vote of at least three-fourths of the members present at any regularly arranged business meeting  
34 of the church, then the clerk will be authorized to invite the Associational Council on  
35 Ordinations or representatives of neighboring churches to examine the candidate and report to  
36 the church. The church may then proceed with the ordination. No public announcement shall be  
37 made of an ordination ceremony until the recommendation of the examining council has been  
38 made.  
39

40 Following ordination, the church shall present the newly ordained minister an appropriate  
41 certificate of ordination.  
42

43 ***ARTICLE V. MEETINGS AND CHURCH GOVERNMENT***  
44

45 **A. Meetings - General**  
46

1 **Section 1:** The church shall hold regular services of worship on Sundays and at such times  
2 agreed upon by the church. It shall also hold regular meetings for teaching, training and  
3 fellowship.

4  
5 **Section 2:** Notice of any change in the established meeting times of regular worship services,  
6 Deacons' meetings, committees and organizational meetings, etc., shall be given to the parties  
7 involved except in emergencies when notice of cancellation cannot be given.

## 8 9 **B. Governing Authority**

10  
11 **Section 1:** The Government of Aversboro Road Baptist Church shall be congregational in nature  
12 and shall be vested in the membership.

13  
14 **Section 2:** Any member in good standing and present while the congregation is in Church  
15 Conference may vote, make motions and/or recommendations and discuss any issue on the floor  
16 as long as the person is properly recognized by the Moderator.

17  
18 **Section 3:** Absentee Voting. With the exception of the election of Deacons, members must be  
19 present at one of the Church Conferences outlined in Section C of this Article in order to vote.

## 20 21 **C. Church Conferences**

22  
23 **Section 1:** Quarterly Conferences. Quarterly Church Conferences shall be held at a time  
24 recommended by the Deacons and approved by the church. The Quarterly Conference shall be  
25 the designated conference for conducting the primary affairs of the church and will include such  
26 agenda items as approval of church minutes, new member applications, transfers, dismissals,  
27 new budget recommendations, budget amendments, nominating committee report(s), reports  
28 from the Lead Pastor, staff, Deacons and other officers, reports from committees, councils,  
29 organizations and other items that are current and are essential to the overall welfare of the  
30 church. This is the conference whereby any item from any group or any individual may receive  
31 a full discussion as long as the group or individual has been properly recognized by the  
32 Moderator.

33  
34 **Section 2:** Monthly Conferences. In addition to the mandatory Quarterly Conferences in  
35 Section 1 above, the church shall adopt, upon the recommendation of the Deacons, a schedule of  
36 abbreviated Monthly Conferences to be held on Sunday evenings in each of the two months in  
37 which the Quarterly Conference is not held. In so far as possible, these abbreviated conferences  
38 will be restricted to urgent agenda items that need church action prior to the next Quarterly  
39 Conference, such as budget amendments, vote on new members, approval of new staff, etc.  
40 Also, in so far as possible, these abbreviated conferences will be scheduled on the Sunday  
41 evenings corresponding to the numerical Sunday designated for the Quarterly Conference (for  
42 instance, the second Sunday of the month). The Moderator, in consultation with the Lead Pastor,  
43 shall decide whether or not the abbreviated conference will be held. The church will be properly  
44 notified of the Moderator's decision through normal communications with a seven-day notice.

45 **Section 3:** Called Conference. In addition to the regularly scheduled conferences in Section 1  
46 and 2 above, a conference of the church may be called at any time by the Church Moderator

1 and/or upon the written request of the Lead Pastor or five active members of the church to the  
2 Moderator in which the Lead Pastor or members must clearly state the purpose of the requested  
3 conference.

4  
5 **Section 4:** Notice to Congregation. All matters substantially affecting the welfare of the church  
6 shall not be acted upon unless the church membership is informed at a regular church session at  
7 least one week (see exceptions in Section 5 below) in advance of the scheduled conference  
8 meeting and included in a newsletter or notification sent to the home of all church members prior  
9 to the scheduled conference. Other matters of interest should be included in a newsletter or in  
10 the church bulletin.

11  
12 **Section 5:** Conference for the Call of a Lead Pastor. An exception to the one week notice in  
13 Section 4 above is found in Article VI, A. Lead Pastor, Section 1, of these By-Laws which  
14 provides for at least a two week notice of a conference for the purpose of calling a Lead Pastor.

15  
16 **Section 6:** Conference for changes to the Constitution and/or By-Laws. The Constitution and/or  
17 By-Laws may be amended, altered, or repealed provided that the proposed changes have been  
18 given to the Church Clerk in writing and the proposed changes shall have been presented to the  
19 church at least thirty (30) days prior to the time the vote is taken. A change in the Constitution  
20 will require a two-thirds vote in favor by the members present and voting, while a change in the  
21 By-Laws will require a majority vote in favor by the members present and voting.

22  
23 **Section 7:** Moderator. The Chair of the Deacons shall prepare the agenda and preside over all  
24 Church Conferences as Moderator. In the Deacon Chair's absence, the Vice-Chair of Deacons  
25 shall preside. In the absence of both the Chair and Vice-Chair, the Chair of Deacons shall name  
26 some other member of the church in good standing to assume this responsibility. The Moderator  
27 will at all times be governed by *Roberts Rules of Order*, latest edition, in the conduct of a  
28 conference and will appoint a parliamentarian on an as-needed basis to advise on matters of  
29 parliamentary procedure.

30  
31 **Section 8:** Quorum. A quorum shall consist of church members in attendance at a regularly held  
32 and published quarterly Church Conference or in attendance at a called conference.

33  
34 **Section 9:** Minutes. The Church Clerk shall keep minutes of each business meeting and shall  
35 submit unapproved minutes for approval at the Quarterly Church Conference. Minutes of all  
36 conferences shall record the approximate number present, whether or not a quorum was present,  
37 and all actions taken by the church.

#### 38 39 **D. Church Operational Processes**

40  
41 **Section 1:** General. Under the authority of the congregation, the day to day affairs of the church  
42 shall be conducted through its officers, committees, councils, organizations and pastoral staff in  
43 accordance with their assigned duties as outlined in these By-Laws and in other official church  
44 documents. Officers, councils, organizations and pastoral staff shall work through the  
45 appropriate standing committees to develop recommendations relative to their respective areas of  
46 responsibility.

1 **Section 2:** Role of Deacons in Church Government. The Deacons shall serve in a consulting,  
2 advisory, and support capacity for the church. As such, they shall be kept informed of current  
3 and ongoing affairs that will affect the spiritual welfare and harmony of the church. To this end,  
4 any proposal being offered from a committee or council requiring action by the church may be  
5 submitted to the Deacons for advice and possible support and shall be submitted to the Church  
6 Moderator at least two weeks preceding the next scheduled Church Conference meeting at which  
7 action will be sought.

8  
9 Recommendations from committees pertaining to budgets, budget amendments, personnel, by-  
10 laws amendments and policies will require Deacon review prior to the matter being presented to  
11 the Church Conference for a vote.

12  
13 For budget matters, the Deacons shall render their support or non-support and inform the  
14 originating committee of their support or non-support along with any suggestions and advice for  
15 improvement. The originating committee may decide to either alter their recommendation and  
16 refer back to the Deacons for further review or to proceed to place the recommendation on the  
17 agenda of the next scheduled Church Conference. At this conference, the committee shall  
18 inform the congregation whether the recommendation does or does not have the support of the  
19 Deacons and any suggestions from the Deacons that were or were not incorporated into the  
20 recommendations.

21  
22 The Personnel Committee shall seek out and interview qualified persons to fill vacancies for  
23 ministerial staff, other than that of Lead Pastor (Article VI. A. Lead Pastor. Section 1) and  
24 vacancies for administrative and support staff. For each administrative and support position  
25 vacancy, the Personnel Committee has the authority to offer employment to one qualified  
26 candidate without further approval provided budgeted funds are approved, available and not  
27 exceeded for the position. The Personnel Committee shall seek concurrence of the position's  
28 supervisor regarding the committee's intent in filling of administrative and support employee  
29 vacancies.

30  
31 For each pastoral staff position vacancy, the Personnel Committee shall submit a  
32 recommendation of one qualified candidate to the Deacons. If the Deacons concur, the name of  
33 the candidate proposed for each pastoral staff vacancy shall be submitted to the church as a joint  
34 recommendation. If the Deacons do not concur, then the committee shall submit other names,  
35 one at a time, until the Deacons concur.

## 36 37 **E. Affiliation**

38  
39 **Section 1.** Independent Body. This church is a free, autonomous, independent body,  
40 congregational in nature with authority to determine for itself in the manner set forth in the  
41 Constitution and these By-Laws as being free of any outside control, authority or power, whether  
42 governmental or otherwise, the use of its property and all church policies.

43  
44 **Section 2.** Association. The Church recognizes the value and mutual helpfulness in the  
45 voluntary association of churches which are in such agreement in faith and practice as to make  
46 possible a spirit of fellowship and good will. It is recognized that association and cooperation

1 between such churches will influence the missionary, educational and benevolent interest of each  
2 other. The church does, therefore, declare its intention as far as conscience will allow to work in  
3 mutual cooperation with other Baptist groups.

4  
5 **Section 3.** Cooperation. This church is in friendly cooperation with the aims and purposes of  
6 the Raleigh Baptist Association, the Baptist State Convention of North Carolina, and the  
7 Southern Baptist Convention as set forth in the constitutions of these autonomous bodies and  
8 through duly elected messengers will participate in their deliberative assemblies, and shall as we  
9 are able, support the missionary, benevolent and educational programs of each.

10  
11 **Section 4.** Discontinuance of Affiliation and/or Cooperation. The calling of a Church  
12 Conference for the purpose of voting on withdrawal from affiliation with the Raleigh Baptist  
13 Association, the Baptist State Convention of North Carolina, and/or the Southern Baptist  
14 Convention will require that written notice be sent to each resident member of the church, stating  
15 the purpose and time of said conference. Action to withdraw, to be valid, must be carried by  
16 vote of three-fourths of the members present and voting in which case transferal of property shall  
17 be effected in accordance with the will of the three-fourths majority. In the event of serious  
18 rupture in fellowship at this point and the necessity of such action as above set forth, it is  
19 expected that the various factions of the church will sit down in Christian love and in the spirit of  
20 prayer and seek to effectuate reconciliation of an agreeable basis of division, each being mindful  
21 of the Beatitude which says,

22  
23 "Blessed are the peacemakers, for they shall be called sons of God."  
24

25 ***ARTICLE VI. ELECTION AND DUTIES OF CHURCH OFFICERS***

26  
27 **Officers - General**

28 The officers of this church shall be the Lead Pastor and other lay leaders to fill the following  
29 offices – Deacons, Trustees, Clerk, Treasurer, and other Lay Officers as the Church may deem  
30 appropriate.

31 Other Lay Leaders shall be elected as required to perform the work of the church in any of its  
32 organizations, councils, and committees in a non-officer capacity.

33 All of these shall be elected by the church and shall be church members in good standing at the  
34 time of election.

35  
36 **A. Lead Pastor**

37  
38 **Section 1.** Call. Whenever a vacancy occurs, a Lead Pastor shall be called by the Church to  
39 serve until the relationship is dissolved at the request of either the Lead Pastor or the Church.  
40 The call of the Lead Pastor shall take place at a meeting especially set for that purpose of which  
41 at least two weeks' notice has been given the membership. The election shall be upon the  
42 recommendation of a special committee recommended by the Deacons and approved by the  
43 church to seek out and nominate as Lead Pastor a minister of the gospel whose Christian  
44 character and qualifications fit the selected person for the office. Upon concurrence of the  
45 Deacons, the Committee shall bring only one name at a time for the consideration of the church  
46 and no nominations shall be made except by the committee. Election shall be by ballot, with an

1 affirmative vote of two-thirds of those present and voting necessary for an extension of a call.  
2 Should the minister recommended by the committee fail to receive a two-thirds vote, the  
3 committee will be instructed to seek out another minister and the meeting at which the vote was  
4 taken shall be adjourned without debate.

5 **Section 2.** Ministry Expectations, Responsibilities and Duties. The Lead Pastor serves under the  
6 spiritual guidance of the Holy Spirit and the administrative guidance of the Church Body. The  
7 Lead Pastor directly receives counsel from the Deacons, who serve the congregation.  
8 The Lead Pastor will be responsible for leading the Church Body, in collaboration with the  
9 pastoral team, deacons, and ministry leaders, to grow spiritually through discipleship,  
10 evangelism, and equipping for service. The Lead Pastor will be the primary leader, teacher, and  
11 visionary for the church and should exhibit the qualities of a shepherd and servant leader.

12  
13 a. Teaching and Equipping:

- 14 • Provide Biblically sound teaching and preaching, to educate and to equip the church  
15 for witness and service.
- 16 • Spend time in study and prayer, such that the Lead Pastor is well prepared for  
17 teaching and preaching opportunities.

18 b. Discipleship/Evangelism:

- 19 • Be committed to small groups as a key strategy for church growth and discipleship.  
20 and equip others to do the same through the practice of one-on-one discipleship.
- 21 • Encourage creativity in the development of new outreach ministries, as well as  
22 supporting and evaluating existing outreach ministries.
- 23 • Lead and demonstrate effective ways to witness and to win the lost to salvation  
24 through Jesus Christ, to make the fulfillment of the Great Commission a priority.

25 c. Shepherding:

- 26 • Spend time daily in Kingdom-focused prayer for the ministry of the church.
- 27 • Lead in promoting a plan to visit and minister to members and prospective members  
28 in homes, nursing care facilities, and local hospitals.
- 29 • Engage in and promote pastoral care ministries such as Biblical counseling,  
30 weddings, and funerals.

31 d. Leadership

- 32 • Plan and conduct worship services, develop sermons, plan with pastoral leadership,  
33 and lead in the observances of ordinances.
- 34 • Lead by example through a lifestyle of personal discipleship, stewardship, and  
35 evangelism.
- 36 • Ensure that all pastors and administrative staff have required resources available to  
37 fulfil their duties.
- 38 • Lead regular and frequent meetings with all pastors and staff members, both  
39 individually and jointly, and assist them in achieving and exceeding ministry goals.
- 40 • Meet with deacons for annual job progress review and counsel, and on an as-needed  
41 basis throughout the year.
- 42 • Abide by the Church Bylaws and Policies and Procedures, as adopted by the Church.

43 **Section 3.** Additional Competencies. In addition to the Lead Pastor's expert knowledge,



1 understanding, and application of Biblical principles, the Lead Pastor is expected to be a skilled  
2 communicator and collaborator with a sense of urgency for sharing the Gospel. The Lead Pastor  
3 will communicate the immeasurable depth and breadth of the Gospel message, as well as its  
4 applications to life, with a clear and profound voice of compassion, discipleship, and change  
5 within the congregation and community. The Lead Pastor continuously instills enthusiasm in the  
6 church membership for the call of God upon the lives of the congregants to share the life  
7 changing news of the Gospel in a way that impacts others towards a hopeful future. With  
8 integrity, the Lead Pastor encourages and develops the people into an action-driven body, which  
9 collaborates and cooperates to transform goals into achievable steps, developing and maintaining  
10 strategies to progress beyond the present.

11  
12 **Section 3. Termination.** The relationship between the Lead Pastor and the congregation may be  
13 dissolved upon the request of either the Lead Pastor or the church. In either case, at least thirty  
14 days' notice shall be given of termination of the relationship, unless otherwise mutually agreed  
15 upon. When circumstances warrant, a scheduled dissolution vote by the membership will be  
16 preceded by a written notice to the church body, two weeks in advance specifying the reasons for  
17 the required action and requesting a concerted prayer effort by all, in seeking the leadership of  
18 the Holy Spirit in accomplishing God's will in the matter. A secret ballot reflecting a majority of  
19 the membership present, for dissolution, will be required to affect a termination.

## 20 21 **B. Deacons**

22 There shall be twenty-four (24) Deacons and/or Deaconesses hereafter called Deacons.  
23 The Deacons shall be elected for three-year terms with the terms rotating so that one-third of the  
24 members of the Diaconate shall be nominated and elected annually. The Deacons shall be  
25 elected from among those members 18 years of age or older at the time of the election who have  
26 proved themselves to have scriptural qualifications according to I Timothy 3 and Titus 1. Any  
27 nominee must have been a member of this church for a period of one year or more at the time of  
28 nomination. Husband and wife will not serve as active Deacons at the same time. Staff  
29 members or spouses of staff members shall not be eligible for election as a Deacon.  
30 Deacons retiring from active participation by rotation shall be ineligible for re-election to  
31 active Diaconate until at least one year has elapsed following their retirement from service.

32  
33 In the Spring but not later than April, the Deacon Nominating Committee shall solicit Deacon  
34 nominations from the church body using a Deacon Nomination Ballot. In addition, each member  
35 of the Deacon Nominating Committee will nominate forty-eight or more candidates based on a  
36 list of those eligible to be nominated. Those members nominated by the congregation shall be  
37 determined to be qualified by the Deacon Nominating Committee. In carrying out these  
38 responsibilities the Deacon Nominating Committee will, under the guidance of the Holy Spirit  
39 seek a good balance of the membership at large. After tallying the number of eligible  
40 nominations from the church body and the Committee, the Committee chooses to whom to send  
41 letters based on the number of nominations each member receives.

42 Those members receiving three (3) or more nominations will be added first to the list to receive  
43 letters. The Committee may then choose to add other nominations to have a larger pool of  
44 candidates. Letters will be sent to the nominees requesting a response to accept or decline the  
45 nomination. Those candidates accepting the nomination will complete a detailed response to

1 several interview questions related to Deacon qualifications and the candidate's personal and  
2 spiritual background. After contacting and obtaining consent of those selected, the Committee  
3 identifies nominees to be presented to the church for election. An information session will be  
4 held for Deacon nominees to clarify the roles, duties, and responsibilities of a Deacon and to  
5 answer any questions the nominees may have.  
6

7 A Deacon nomination ballot shall be published by the Committee and submitted to the  
8 membership in the Summer at, previously announced, Sunday morning worship services for  
9 voting on as many candidates as there are vacancies for the office of Deacon. Absentee voting  
10 for Deacon election is allowed. The Deacon Nominating Committee shall compile the names  
11 receiving the highest number of votes, equal to the number of Deacons to be elected and break  
12 any tie vote.  
13

14 If after the Deacon election described above a qualified nominee who is elected declines to serve  
15 as a Deacon, or a tie vote requires the Deacon Nominating Committee to break the tie, the  
16 Deacon Nominating Committee will prepare for a final vote by the congregation at its August  
17 Church Conference a list of qualified nominees who have agreed to serve, with one nominee for  
18 each vacancy. If after the Deacon election described above all qualified nominees who are  
19 elected agree to serve and there is no tie, then the Deacon election shall be final and no further  
20 vote by the congregation shall be necessary.

21 The church shall ordain as Deacons all persons the church elects except those who have been  
22 previously ordained by this church or by another church of like faith and order. Ordination and  
23 orientation should occur between the August Church Conference and the term of service  
24 beginning on the day of the September Deacon's meeting.  
25

26 In the event of a vacancy, the Deacon Nominating Committee will nominate a qualified person  
27 who has agreed to complete the remaining term being vacated. In nominating this individual, the  
28 Deacon Nominating Committee will follow the same guidelines as for annual nominations,  
29 except that a special Deacon Nomination Ballot from the congregation will not be required.  
30 After nominations have been confirmed by the congregation, they shall serve for the remainder  
31 of the term of the person(s) whom they are replacing and shall be eligible for re-election for a  
32 subsequent term if the term served was one and one-half years or less.  
33

34 The Deacons shall elect their officers annually. They shall meet monthly at a time determined  
35 by them and more often if necessary when called by the Chair or Lead Pastor. The Deacons may  
36 also be called into special session upon request of five active Deacons. A quorum shall be a  
37 majority of the members. Deacons retiring from active participation by rotation shall retain their  
38 title of Deacon and may be called upon for service by the church at any time but shall be  
39 ineligible for re-election to the active Diaconate until at least one year has elapsed following  
40 their retirement from this service.  
41

42 Deacons shall always regard themselves as servants of the church. With the Lead Pastor, and as  
43 the Holy Spirit may direct, they are to consider and make recommendations to the church in  
44 matters pertaining to its work and progress, including oversight of the discipline of the church  
45 and establishment and maintenance of the spiritual fraternal relations with all members of the  
46 church. The Deacons shall assist the Lead Pastor in the observance of the ordinances and

1 ministerial needs of the church. They shall appoint committees within the membership of the  
2 Diaconate as necessary to discharge their duties. It shall be the responsibility of the Deacons to  
3 recommend to the church the establishment of new standing committees, disbandment of  
4 existing committees no longer needed and see that each standing committee is properly  
5 organized annually.  
6

7 The Deacons shall counsel annually with the Lead Pastor as to the impact of his ministry on the  
8 Church in general, congregation, and community. This counseling may be delegated to a sub-  
9 committee of Deacons appointed by the Deacon Chair, who will submit a written report to the  
10 full Diaconate. This report shall include a review of the Lead Pastor's proposed schedule of  
11 activities and services. A copy of the report should be shared with the Personnel Committee.  
12

13 The Deacons will hear all formal complaints directed to them by the Lead Pastor, Church  
14 membership, appeals from other staff members through the Personnel Committee and seek a  
15 reasonable Christian solution.  
16

17 If the complaint(s) is not readily resolved in a satisfactory manner with the concerned person(s)  
18 and by mutual agreement the Deacons will follow resolution through the formal Grievance  
19 Policy as outlined in the Personnel Committee section of the "*Policies and Procedures Manual*."  
20

### 21 **C. Trustees**

22

23 At all times there shall be three trustees who are to hold title to all church property for the benefit  
24 of those members of the church who adhere and submit to the regular order of the church and  
25 who follow the established usages, customs, doctrines, practices and organization of the church,  
26 together with its connections with other denominational bodies whether a majority or a minority  
27 of the membership. The trustees shall execute contracts, deeds, mortgages or other legal  
28 instruments when authorized to do so by the church in conference.  
29

30 After receiving nominations from the Nominating Committee, the church shall annually elect  
31 one member to serve as a trustee whose term of office shall be for three years. A trustee shall be  
32 eligible for re-election. Upon the death, resignation, or inability to serve of any of the trustees a  
33 successor shall be nominated by the Nominating Committee and elected by the church in a  
34 conference.  
35

### 36 **D. Clerk**

37

38 The Clerk shall be elected annually upon recommendation of the Nominating Committee and  
39 shall be eligible for nomination for re-election. It shall be the Clerk's responsibility to attend or  
40 be represented at all church business meetings, to determine if a quorum is present, to keep an  
41 accurate record of all business transactions, to present minutes of all business meetings for  
42 approval, to prepare the annual associational letter and to see that it is properly transmitted to the  
43 Associational Clerk, and to notify all officers, members of committees and messengers of their  
44 election or appointment; to issue letters of dismissal as authorized by the church, to preserve all  
45 papers and valuable records and letters that belong to the church, and to preserve a true history of  
46 the church, keeping same in a safe place. It shall be the duty of the Clerk to see that an accurate

1 roll of the church membership is kept, including the dates and methods of admission and  
2 dismissal, change in name, correct mailing addresses and other pertinent information about each  
3 member. The address of the registered corporate office of Aversboro Road Baptist Church will  
4 be kept in the Church Clerk's files.

5  
6 **E. Treasurer**  
7

8 The church shall elect a Treasurer annually upon recommendation of the Nominating  
9 Committee. One serving in this position shall be eligible for re-election. It shall be the duty of  
10 the Treasurer to receive, keep in a bank, and disburse by check upon proper authority all money  
11 or things of value that are given to the church in accordance with instructions from the church.  
12 Unless otherwise provided by the church, an itemized account shall be kept at all times of all  
13 receipts and disbursements, rendering an account regularly to the church to be preserved by the  
14 Church Clerk. The Treasurer's books shall be audited at least once a year by the Auditing  
15 Committee. All books, records, and accounts shall be the property of the church. The Treasurer  
16 shall upon invitation meet with the Deacons and shall be a member of the Budget and Finance  
17 Committee. Assistant Treasurers shall be elected annually to assist the Treasurer as needed in  
18 the performance of the above duties. No one serving on the Budget and Finance Committee  
19 shall be eligible to serve as Assistant Treasurer.  
20

21 The Treasurer shall recommend to the Budget and Finance Committee procedures to be followed  
22 in obligating the church for any purchases. Such procedures, when adopted and approved by the  
23 Deacons, shall be in full effect and made known to all appropriate parties.  
24  
25

26 **Section 1.** Men's Ministry Director. The Men's Ministry Director shall promote the work of the  
27 men and boys as outlined by the Southern Baptist Convention and/or State Baptist Convention,  
28 seeking to enlist the men of the church in an active program for Christ and seeing that a full and  
29 accurate report is given at the regular Church Conference.  
30

31 **Section 3.** Media Library Director. The Media Library Director will be responsible for the  
32 operation of the church library and the establishment of rules and policies regarding its  
33 operation. The Director may enlist as many Library Assistants as needed for an effective and  
34 efficient library ministry.  
35  
36

37 **Section 5.** Women's Ministry Director. The Women's Ministry Director shall seek to enlist all  
38 the women and girls of the church in a program of missions training, giving, and activity  
39 according to plans promoted by the Women's Missionary Union, an Auxiliary to the Southern  
40 Baptist Convention. Women's Missionary Union's main purpose is to educate and involve  
41 adults, youth, children and preschoolers in the cause of Christian missions.  
42 The Women's Ministry Director is responsible for the missions activities of Women on Mission,  
43 Acteens, Girls in Action and Mission Friends.  
44

45 ***ARTICLE VIII. PASTORAL STAFF***  
46

1 As needed, the church may upon joint recommendation of the Personnel Committee and the  
2 Deacons, employ staff personnel to work under the leadership of the Lead Pastor, to assist the  
3 Lead Pastor and the church body in accomplishing its missions, purposes, and goals.  
4

5 The pastoral staff will be administratively structured at all times so as to maximize the  
6 effectiveness and efficiency of the staff and church in ministering to the needs of its members  
7 and others as the church may feel led.  
8

9 Since the needs of the church and staff may change with the passing of time, job titles, job  
10 descriptions and duties, along with general expectations for all church staff is included in the  
11 *Policies and Procedures Manual*.  
12  
13

14 **Section 1.** General. Upon recommendation of the Deacons, the church shall establish such  
15 standing and special committees as may be necessary to carry on the program of the church and  
16 shall specify the duties of committees unless such duties conflict with the Church Constitution or  
17 these By-Laws. Special or ad-hoc committees shall be given a task timeline when established by  
18 the church. These type committees shall have a life of either task completion or one (1) year  
19 from the date of establishment, whichever is first. If the task for which the special committee is  
20 charged is not complete in one year, the special committee shall either be terminated or extended  
21 for a stated time at the discretion of the church. The membership of each regular committee shall  
22 not exceed six (6) members, except the Building and Grounds Committee, the Community  
23 Relations Committee and the Nominating Committee which have nine (9) members. All  
24 committee members shall be nominated by the Nominating Committee and elected by the church  
25 unless otherwise indicated in these By-Laws. All members of a standing committee shall be  
26 church members of Aversboro Road Baptist Church in good standing as a prerequisite to election  
27 by the church. The members of all standing committees shall be elected for three-year terms,  
28 with terms rotating so that one-third of the members are elected annually, except that for the  
29 initial establishment of standing committees one-third of the members shall be elected for a  
30 three-year term, one-third for a two-year term, and one-third for a one-year term. A vacancy  
31 shall be filled for the remainder of the term as soon as possible upon a nomination by the  
32 Nominating Committee and election by the church in conference, except that a vacancy may or  
33 may not be filled if the remaining term is less than three months. Unless otherwise specified in  
34 the Constitution or By-Laws, a person rotating off a standing committee shall not be eligible for  
35 re-election until at least one year has elapsed. Members serving an unexpired term of one and  
36 one-half years or less shall be eligible for re-election. Unless otherwise indicated in these  
37 By-Laws it shall be the policy of the church to have both sexes represented on all standing  
38 committees.  
39

40 Unless otherwise specified in these By-Laws, newly elected committee members shall begin  
41 their duties at the first committee meeting as stated in the *Policies and Procedures Manual*.  
42

43 Upon election and acceptance to serve on a committee, a member can be expected to regularly  
44 attend meetings, participate in the planning of activities and give faithful support to the  
45 committee in the execution of its assigned duties and responsibilities. If a committee member  
46 determines that the obligation of committee membership cannot be met, that committee member

1 may resign from the remaining term of office by request to the committee chair.  
2 In the event the committee chair determines that a committee member cannot be motivated, after  
3 three (3) documented attempts are made to do so, to regularly attend meetings, participate in the  
4 planning of activities and give faithful support to the committee, the committee chair shall  
5 dismiss and so notify the non-participating member in writing and declare a vacancy on the  
6 committee. The committee chair notifies the Nominating Committee of the committee member  
7 vacancy and discloses the situation, which caused the vacancy. The Nominating Committee acts  
8 to fill the vacancy in accordance with provisions in the By-Laws.

9  
10 **Section 2.** Organization of Committees. Annually at its first meeting, each committee shall  
11 elect a Chair, Vice-Chair and Secretary. It shall be the responsibility of each committee's past  
12 Chair to convene the first meeting of the new committee for the purpose of organizing the  
13 respective committee to commence its duties in the new year.

14  
15 If the past Chair or Vice-Chair is not present at this meeting, the members present shall designate  
16 someone to preside until a new Chair is elected. In the event a Chair is not designated, the first  
17 named on the committee member list, and in the absence of that person the next named member  
18 and so on, becomes Chair, and should act as such until the committee by a majority of its number  
19 elects a Chair.

20 It is the duty of the Chair to call the committee together, but, if the Chair is absent, or neglects or  
21 declines to call a meeting of the committee — it is the duty of the committee to meet on the call  
22 of any two of its members.

23  
24 If each committee is not properly organized to carry out its respective function, then it shall be  
25 the responsibility of the Chair of Deacons, along with the assistance of the Deacons during the  
26 first thirty (30) days of the new committee year to see that each committee is properly organized.

27  
28 The full details covering the membership, purpose, responsibilities and expected duties for all  
29 committees shall be listed in the Aversboro Road Baptist Church *Policies and Procedures*  
30 *Manual*.

31  
32 Each committee shall meet as often as needed, but not less than three times each operating year

33  
34 A quorum shall be one-half of the membership of a committee.

35  
36 Ex-Officio members of committees shall be extended the same rights as elected members  
37 including voting privileges but are not obligated to attend meetings and are not to be counted in  
38 determining if a quorum is present.

## 39 40 ***CHURCH COMMITTEES***

### 41 42 **1. Auditing Committee**

43  
44 The Auditing Committee shall consist of three (3) church members nominated by the  
45 Nominating Committee and elected by the church for three-year rotating terms. No one serving  
46 as an officer of the church or persons who perform church financial operations shall be eligible

1 to serve as a member of the Auditing Committee. The scope of any audit shall assess whether  
2 financial policies, procedures and guidelines are being adhered to. The Auditing Committee  
3 shall annually either conduct an internal audit or contract an external audit of a type and nature  
4 the church deems appropriate. In preparation for an external audit the Auditing Committee shall  
5 request budgeted funds, and when approved in the annual budget, recommend to the church the  
6 desired person/s or auditing firm and administer the external audit contract. The committee shall  
7 assist the external audit and review with the external auditors any findings and recommendations.  
8 In the event an external audit is not included or approved in the annual budget, the Auditing  
9 Committee will perform an annual internal audit. The committee shall convey an annual audit  
10 report prior to the end of each year to the Budget and Finance Committee, the Lead Pastor, the  
11 Diaconate and to the church.

## 12

### 13 **2. Baptismal Committee**

#### 14

15 The Baptismal Committee shall consist of six (6) members (three men and three women). This  
16 committee shall be responsible for the timely preparation of facilities to observe the ordinance of  
17 Baptism by seeing that the baptistery is filled with water, adequate supplies are available, and  
18 assist the candidates in dressing for baptism. Following the service, they are to see that the  
19 baptistery is properly drained/cleaned and that the baptistery area is left in an orderly, clean, and  
20 safe condition.

### 21

### 22 **3. Benevolence Committee**

#### 23

24 The Benevolence Committee is composed of six (6) members nominated by the Nominating  
25 Committee and elected by the church for three-year rotating terms.

26  
27 Purpose: To investigate any reports brought to the attention of the church for persons residing in  
28 the Garner area who may have special need and/or who may require financial assistance. To be  
29 responsible for considering the needs of any family or person where sickness or unemployment  
30 has developed, or where any other unexpected emergency or hardship has arisen

### 31

### 32 **4. Bereavement Committee**

#### 33

34 The Bereavement Committee is composed of three (3) members nominated by the Nominating  
35 Committee and elected by the church for three-year rotating terms.

36  
37 Purpose: The Bereavement Committee shall make arrangements for a meal to be provided when  
38 there is a death in the family of a member of Aversboro Road Baptist Church, usually husband,  
39 wife or child. Additionally, if a church member has a death in the member's extended family, a  
40 meal may be provided if the deceased family member is not a member of a church and when a  
41 meal will not be provided otherwise and the funeral is conducted locally. The church shall  
42 provide budgeted funds for the purchase of required food products. Unpaid volunteers enlisted  
43 by the Bereavement Committee shall prepare the food. Customarily, a meal is provided during  
44 the period from the day of death through the day of the funeral but may be provided at another  
45 time by mutual agreement. (See details shown in the *Policies and Procedures Manual*).

1 **5. Budget and Finance Committee**

2  
3 The Budget and Finance Committee shall be composed of six (6) persons nominated by the  
4 Nominating Committee and elected by the church for three-year rotating terms which begin in  
5 January annually. The Church Treasurer also serves as a regular member of this committee.  
6

7 The Budget and Finance Committee shall prepare annually a proposed budget including local  
8 expenses, education, missions, personnel, and benevolence, and shall submit the same to the  
9 Diaconate for their review and then to the church in a business session prior to the beginning of  
10 the calendar year. In preparing the budget, the committee shall confer with each organization of  
11 the church. Upon adoption of the budget, it becomes the duty of the committee to administer and  
12 supervise the budget. The committee shall make monthly checks on the church income and  
13 expenditures. Any requested amendments of the budget during the year must be referred to the  
14 Budget and Finance Committee for review before presentation to the Deacons and the church.  
15

16 If the annual audit reveals findings which may impact the current year's budget, the Budget and  
17 Finance Committee shall analyze the situation, prepare and submit recommendations to the  
18 Deacons.  
19

20 The posting of the official financial records may be assigned to the Church Financial Secretary.  
21 The issuance of checks shall be the responsibility of the Church Treasurer or Assistant Church  
22 Treasurers.  
23

24 **6. Building and Grounds Committee**

25  
26 The Building and Grounds Committee shall be composed of nine (9) members nominated by the  
27 Nominating Committee and elected by the church for three-year rotating terms. The Nominating  
28 Committee should make an effort to nominate members of this committee who have a  
29 knowledge of codes and experience with electrical, plumbing, HVAC and general construction.  
30 It shall be the duty of this committee to give attention to the state of repair and appearance of the  
31 buildings and grounds, making such repairs and improvements as are included in the church  
32 budget or otherwise authorized by the church. If such items necessitate funds not provided in the  
33 budget, they must be approved by the Budget and Finance Committee in the manner described  
34 under "Duties of Budget and Finance Committee." It is also the responsibility of this committee  
35 to procure the utilities necessary for the use of the church as set up in the budget.  
36

37 **7. Community Relations Committee**

38  
39 The Community Relations Committee is composed of nine (9) members nominated by the  
40 Nominating Committee and elected by the church for three-year terms. The Nominating  
41 Committee should try to nominate persons who possess communication and public relations  
42 skills. A staff minister shall serve as an ex-officio member and an assigned deacon shall serve as  
43 liaison.

44 Scope of Service: Communicate Aversboro Road Baptist Church's ministry and work of the  
45 church to church members, prospects, and to the community.  
46



1 Purpose: This committee shall be responsible for determining how ARBC is perceived by the  
2 community and by the congregation. To improve the understanding and acceptance of the  
3 church's identity within the community and the church. To develop and maintain an 'ARBC  
4 Community Relations Strategy' which is designed to create and maintain a community relations  
5 standard operating procedure resulting in a positive public image. To assist program leaders,  
6 ministries leaders, and staff ministers in communicating the ARBC work of the church through  
7 media and press appropriate to the church's target audience. To plan, publish, and maintain good  
8 internal communication within the congregation so that each member will have an opportunity to  
9 gain knowledge and develop a sense of participation and commitment to programs support. To  
10 design and prepare materials communicating the church's ministry to church members,  
11 prospects, and the surrounding community in accordance with the Mission, Vision, and Values  
12 of the church.

13

14 **8. Deacon Nominating Committee**

15

16 The Deacon Nominating Committee shall consist of six (6) members, at least two (2) of whom  
17 are or have been active Deacons at this church. The composition of this committee shall reflect,  
18 as fairly as possible, the membership of the church at large.

19

20 This committee will nominate annually a list of qualified individuals to serve in the office of  
21 Deacon, in accordance with procedures given in Article VI, Section B (Deacons) of the By-  
22 Laws.

23

24 **9. Endowment Committee**

25

26 The Endowment Committee is composed of six (6) members nominated by the Nominating  
27 Committee and elected by the church for three-year rotating terms in accordance with existing  
28 bylaws on committees. Three (3) of the members shall have expertise and experience in either  
29 estate planning, trusts and/or financial planning or funds management. These three members  
30 shall be on initial and ongoing alternate year rotations in order for endowment expertise to be  
31 available for committee purposes. Ex-officio members consist of the Lead Pastor or designee, a  
32 Deacon representative and one Trustee.

33

34 Purpose: To recommend an endowment for the church's approval. To develop proposals for  
35 funding an ARBC Endowment. To promote endowments to the church body and promote the  
36 use of endowments as instruments to provide bequests or trusts to the church. To accept  
37 proposals for the use of funds provided by endowments to the church and to make  
38 recommendations to the church on how to use those funds. To provide the administrative  
39 structure that ensures appropriate use and distribution of funds from the ARBC Endowment.

40

41 **10. Extended Session Committee**

42

43 The Extended Session Committee is composed of six (6) members nominated by the Nominating  
44 Committee and elected by the church for three-year terms.

45

46 Purpose: To enlist and train volunteers to care for preschoolers during the Sunday morning

1 worship service(s). To establish and administer guidelines and procedures relative to extended  
2 teaching care. The Minister to Preschool/Children will serve as an ex-officio member of this  
3 committee.

4  
5 **11. Flower Committee**

6  
7 The Flower Committee is composed of six (6) members nominated by the Nominating  
8 Committee and elected by the church for three-year terms.

9  
10 Purpose: To be responsible for providing flowers when needed in accordance with planned  
11 church activities, preparation of altar table, placing member furnishing flowers in the sanctuary  
12 and decorating for Christmas.

13 Note: See *Policies and Procedures Manual* for details on providing flowers for deaths in the  
14 Church family.

15  
16 **12. Furnishings and Equipment Committee**

17  
18 The Furnishings and Equipment Committee is composed of six (6) members nominated by the  
19 Nominating Committee and elected by the church for three-year terms.

20  
21 Purpose: The Furnishings and Equipment Committee shall maintain an annual inventory of all  
22 furnishings and equipment within the church buildings, exclusive of the heating and cooling  
23 systems, computer and communications systems and sound and lighting which is the  
24 responsibility of those committees respectively.

25  
26 The committee shall submit an annual prioritized list of items for replacement and additional  
27 furnishings needed along with estimated cost to the Budget and Finance Committee. The  
28 committee shall review special requests and administer special gift funds for furnishings as  
29 required. Memorials should be referred to the Memorial Gifts Committee. The committee shall  
30 dispose of any worn out or surplus equipment after consulting with the Deacons.

31  
32 **13. Hanging of the Green Committee**

33  
34 The Hanging of the Green Committee is composed of six (6) members nominated by the  
35 Nominating Committee and elected by the church for three-year terms.

36  
37 Purpose: This committee is to plan, organize and prepare the church each year for the  
38 celebration of the birth of Jesus during the Christmas season. Duties shall include planning the  
39 annual church program, coordinating the active involvement of various groups and the  
40 decorations normally associated with Hanging of the Green.

41  
42 **14. Insurance Committee**

43  
44 The Insurance Committee is composed of three (3) members nominated by the Nominating  
45 Committee and elected by the church for three-year terms. The Nominating Committee should  
46 make an effort to nominate persons who are knowledgeable of the insurance field.

1  
2 Purpose: This committee shall be responsible for maintaining adequate insurance coverage for  
3 the church buildings, equipment, vehicles and liability. It shall make at least an annual review of  
4 insurance coverage, evaluate future needs and present its findings in a report at the Church  
5 Conference when the annual church budget is offered for adoption. The committee should  
6 periodically evaluate insurance policies for coverage, cost, etc. and compare them to related  
7 carriers, consult and coordinate activities with Budget and Finance and the Furnishings  
8 Committees on items of mutual interest.  
9

## 10 **15. Kitchen Committee**

11  
12 The Kitchen Committee is composed of six (6) members nominated by the Nominating  
13 Committee and elected by the church for three year terms.

14 Purpose: This committee shall monitor the kitchen in order to maintain an adequate inventory of  
15 supplies and equipment. The Kitchen Committee is also responsible for keeping the kitchen in  
16 an orderly condition.  
17

## 18 **16. Long Range Planning Committee**

19  
20 The Long-Range Planning Committee is composed of six (6) members nominated by the  
21 Nominating Committee and elected by the church for three year rotating terms.  
22

23 Purpose: This Long-Range Planning Committee is responsible for providing a rolling long-range  
24 plan for the church. The plan shall be for the five years following the date when the plan is  
25 presented to and accepted by the church. The five-year plan may be in detail for years one and  
26 two and generalized for years three through five. Plan coverage will include worship ministries,  
27 fellowship ministries, discipleship ministries, ministry ministries, evangelism ministries and  
28 business administration. Annually the Long-Range Planning Committee shall present the long  
29 range plan to the church in conference.  
30

## 31 **17. Lord's Supper Committee**

32  
33 The Lord's Supper Committee shall consist of six (6) members. This committee shall be  
34 responsible for preparing the Lord's supper, cleaning the cloths, obtaining needed supplies,  
35 cleaning and proper storage of the communion-ware following the service.  
36

## 37 **18. Membership Committee**

38  
39 The Membership Committee shall consist of six (6) members nominated by the Nominating  
40 Committee and elected by the church for three year terms.  
41

42 Purpose: This committee shall be responsible for assisting the prospective new members in the  
43 preparation of the application form for church membership.  
44

45 This committee shall provide each candidate for membership with a copy of the Constitution and  
46 By-Laws and inform the prospect of the various programs of the church by a visit in the home.

1 The Chair or a committee representative will be responsible for presenting the names of  
2 candidates for membership approval at the regular Church Conference. This committee will  
3 coordinate the new members orientation program.

#### 4 5 **19. Memorial Gifts Committee** 6

7 The Memorial Gifts Committee is composed of six (6) members nominated by the Nominating  
8 Committee and elected by the church for three year terms. The Nominating Committee should  
9 make an effort to nominate persons who have the knowledge, appreciation, and respect of fine  
10 artistic, religious and cultural décor.

11  
12 Purpose: The Memorial Gifts Committee has the responsibility to maintain an updated list of  
13 useful items determined to be appropriate in memorializing or honoring persons, recognizing  
14 events or special occasions, consulting with various church organizations or persons in  
15 establishing this list as to the appropriateness and essentiality of each item. To consider space  
16 availability as well as how each item's use will affect the maintenance, operation, and visual  
17 impact of the sanctuary, vestibule, narthex and all other church property, including the grounds.  
18 To pay special attention and respect for the existing decorum in arriving at a decision for the  
19 selection of additional items. Memorials referred to herein are defined as any gift or monetary  
20 fund donated to the church in memory or honor of a loved one, relative, special occasion or  
21 event. Gifts shall be specifically identified as permanent furnishings and monetary funds shall be  
22 utilized for the acquisition of such furnishings.

23  
24 Request(s) for memorials that do not conform to the selective list maintained by the committee  
25 will be referred to the Church Council for a joint review and evaluation of the appropriateness of  
26 the proposed gifts, practical use and décor for church furnishings prior to making a decision for  
27 acceptance or rejection.

28  
29 Memorial funds received will be deposited to the Memorial Gifts account. Balances will be  
30 reported by the Church Treasurer in the monthly Church financial statement. The Memorial  
31 Gifts Committee will submit an annual report to the Church Conference on its activities  
32 including receipts and expenditures.

#### 33 34 **20. Missions Coordination Committee** 35

36 The Missions Coordination Committee is composed of six (6) members nominated by the  
37 Nominating Committee and elected by the church for a three-year rotating term of service which  
38 begins in January annually. A representative of the following church mission's entities is  
39 recommended for nomination and election to this committee, though representatives of other  
40 entities may be called on for consultation:

41 Baptist Men	Benevolence Committee
42 Children's Ministry	Community Relations Committee
43 Student Ministry	Women's Missionary Union

44 A staff minister shall be assigned as ex-officio member and a deacon as committee liaison.

45 Purpose: In the spirit of Acts 1:8, to serve as an overall mission's coordination, collaboration,  
46 and communication committee that functions as an aid to the various ARBC missions groups

1 and/or ARBC missions projects to assure optimum utilization of missions effort within the  
2 church, allowing for possible concentrated participation from all mission segments of the church.

### 3 4 **21. Nominating Committee**

5  
6 The Nominating Committee shall consist of nine (9) members nominated by the Nominating  
7 Committee and elected by the church for three-year rotating terms, which begin in January  
8 annually. The Nominating Committee membership shall represent the adult age demographics  
9 of the church membership.

10  
11 Purpose: The Nominating Committee is responsible for enlisting persons to serve as officers,  
12 directors, council members and committee members and to assist the organization Directors with  
13 enlistment of leaders, teachers and other organization members. To coordinate the enlistment of  
14 all nominees to ensure equitable workload distribution. To make the nomination report to the  
15 church for all nominees.

16  
17 At the scheduled Church Conference in February, the Nominating Committee shall report for  
18 church election the Director nominees for the offices of Media Library Director, Men’s Ministry  
19 Director, Senior Adult Ministry Director, Single Adult Ministry Director, Special Needs Ministry  
20 Director, Sunday School Directors and Women’s Ministry Director. Upon their election, these  
21 eight (8) Directors shall become Ex-Officio members of the Nominating Committee. The  
22 Directors shall participate in the nomination process by enlisting nominees for the organizations  
23 of which they have Directorship. The Directors shall coordinate nominees for their organizations  
24 with the regular Nominating Committee, which is responsible for making the nomination report  
25 to the church.

26  
27 All ministerial staff members and a Deacon representative shall also be Ex-Officio members of  
28 the Nominating Committee. The Associate Pastor to Adults shall be the Lead Pastor’s  
29 representative and staff coordinator for this committee. Ministerial Staff shall assist with  
30 nominees for the ministries in which they have primary responsibility.

31  
32 Upon presentation of the Nominating Committee's report to the church, members of the church  
33 may offer additional nominations from the floor provided that each person nominated from the  
34 floor shall have been approached and expressed a willingness to serve if elected.

### 35 36 **22. Nursery Committee**

37  
38 The Nursery Committee is composed of three (3) members nominated by the Nominating  
39 Committee and elected by the church for three year terms.

40  
41 Purpose: This committee is charged with supplying childcare workers for children ages birth  
42 through five (5) years old for all regular church sponsored events. For all church sponsored  
43 special events, the committee shall also include workers for children in school grades one (1)  
44 through three (3).

### 45 46 **23. Personnel Committee**

1  
2 The Personnel Committee shall consist of six (6) members, with at least two members who are or  
3 have been ordained Deacons.

4  
5 The duties of this committee shall be as follows:  
6

- 7 • Prepare a position description for all employed staff members other than the Lead Pastor. On  
8 an as needed basis, but at least annually, receive from the Lead Pastor job progress reviews  
9 for all church staff and review these with the Lead Pastor and the staff members as may be  
10 necessary.
- 11 • Serve on behalf of the church as a committee to seek out qualified persons for all staff  
12 vacancies, other than that of the Lead Pastor. Committee has the authority, with the position  
13 supervisor's concurrence, to offer employment to one qualified candidate for each  
14 administrative and support position vacancy provided budget constraints are not exceeded.  
15 Committee submits a recommendation of one qualified person for each ministerial staff  
16 vacancy to the Deacons for approval. If the Deacons concur, the name of the person  
17 proposed for each ministerial staff vacancy shall be submitted to the church as a joint  
18 recommendation. If the Deacons do not concur on a ministerial staff recommendation, then  
19 the committee shall submit other names, one at a time, until the Deacons concur.  
20
- 21 • Consult with Budget and Finance Committee and recommend policies to Deacons on:  
22 A. Wage scales, progressions and benefits - conduct annual studies that will cover  
23 compensation, insurance, and other benefits as it affects the Lead Pastor and staff.  
24 B. Vacations  
25 C. Sick leave  
26 D. Holidays
- 27 • Review any non-trivial complaints by or regarding any staff member and seek a Christian  
28 solution after consulting with all parties involved. Staff members shall have the privilege of  
29 meeting with the committee without the presence of any other staff member.  
30

31 If a complaint is brought by a staff member (other than Lead Pastor) against either a fellow staff  
32 member or the church, it shall be the duty of the Personnel Committee along with the Lead  
33 Pastor to mediate the differences and seek a harmonious Christian solution.  
34

35 In the event that the complaint(s) is not readily resolved in a satisfactory manner with the  
36 concerned person(s), the Formal Grievance Policy as outlined in the Personnel Committee  
37 Section of the *Policies and Procedures Manual* will be followed.  
38

#### 39 **24. Policy, Procedure and By-Laws Committee** 40

41 The Policy, Procedure and By-Laws Committee is composed of six (6) members nominated by  
42 the Nominating Committee and elected by the church for three year terms. The Nominating  
43 Committee should make an effort to nominate persons who are aware of the importance of  
44 maintaining well defined By-Laws, an updated Policies and Procedures Manual, and adopted  
45 church policies.  
46

1 Purpose: The Policy, Procedure and By-Laws Committee shall ensure that complete and up-to-  
2 date copies of Aversboro Road Baptist Church's By-Laws and Policies and Procedures Manual  
3 and other adopted policies are maintained in the church office and are readily available at all  
4 times. The committee shall be responsible for reviewing all policies and amendments to the  
5 Policies and Procedures Manual for proper form, completeness and adherence to church By-  
6 Laws, beliefs and doctrine. Annually, or as often as needed, the committee shall review the By-  
7 Laws to ensure they are sufficiently up-dated to meet current goals and programs of the church.  
8 All recommendations for amendments or changes to the By-Laws shall be reviewed by the  
9 committee prior to submission to the Diaconate and the membership during a Church  
10 Conference.

11  
12 **25. Prayer Committee**

13  
14 The Prayer Committee is composed of six (6) members nominated by the Nominating  
15 Committee and elected by the church for three year rotating terms.

16  
17 Purpose: This committee is tasked with the organization and development of prayer  
18 opportunities that encompass the total ministry of Aversboro Road Baptist Church through  
19 cooperation with the staff and congregation. To encourage and empower the staff and  
20 congregation to embrace prayer in all aspects of their lives.

21  
22 **26. Pulpit Committee**

23  
24 The Pulpit Committee shall consist of three (3) members nominated by the Nominating  
25 Committee and elected by the church for three (3) year terms. The nominees shall be ordained  
26 Deacons who are serving as an active Deacon or have served as a past Deacon at Aversboro  
27 Road Baptist Church. When the church is without a Lead Pastor, it shall be their duty, in  
28 cooperation with the Deacons, to supply the pulpit until a Lead Pastor is chosen. When  
29 requested by the Lead Pastor, the committee will assist with securing a replacement during the  
30 Lead Pastor's absence from the pulpit.

31  
32 **27. Recreation Committee**

33  
34 The Recreation Committee is composed of three (3) members nominated by the Nominating  
35 Committee and elected by the church for three year terms.

36  
37 Purpose: This committee will be responsible for administering Church sponsored recreation  
38 programs and planning activities for Church functions.

39  
40 **28. Safety Committee**

41  
42 The Safety Committee is composed of six (6) members nominated by the Nominating  
43 Committee and elected by the church for a three-year rotating term which begins in January  
44 annually. A staff minister shall be assigned as ex-officio member and a deacon assigned as  
45 liaison.

46 Purpose: To provide a safe environment for the church body to meet, fellowship, and worship.

1 To appropriately address emergencies that may arise; to include evacuation plans, plans to notify  
2 staff, members, and visitors of impending emergencies, and plans to notify the appropriate  
3 emergency response and public safety agencies when needed. To set in place mechanisms to  
4 reduce the possibility of theft, vandalism, and other offences against church property.

5  
6 **29. Scholarship Committee**  
7

8 The Scholarship Committee is composed of six (6) ARBC church members nominated by the  
9 Nominating Committee and elected by the church for a three-year rotating term which begins in  
10 January annually. Four committee members shall be active church members-at-large, one  
11 member shall be a Student Sunday School Teacher, and one member shall be a Professional  
12 Educator. During the year of consideration, family members of potential scholarship recipients  
13 shall be ineligible to serve as Scholarship Committee members. A staff minister shall serve as  
14 ex-officio and a deacon assigned as liaison.

15  
16 Purpose: To accept and review applications for ARBC scholarships to be awarded in June of  
17 each year to high school seniors. To maintain pertinent guidelines for selecting and awarding  
18 ARBC scholarships and monitor adherence thereto. To screen and interview scholarship  
19 applicants. To select scholarship recipients based upon available funds and number of  
20 applicants, approve associated administrative actions, and manage scholarship funding efforts as  
21 needed.

22  
23 **30. Sound and Light Committee**  
24

25 The Sound and Light Committee is composed of six (6) members nominated by the Nominating  
26 Committee and elected by the church for three year terms. The Nominating Committee should  
27 make an effort to nominate persons who demonstrate both interest and ability in the technical  
28 skills necessary to set up and operate the required equipment.

29  
30 Purpose: To support the worship services and activities of the church through the use of the  
31 sound and lighting equipment necessary for such services and to ensure that such equipment is  
32 acquired and maintained as appropriate for the activities.

33  
34 Duties: Set up and operate sound, recording, and lighting equipment as required for a service or  
35 other activity, including rehearsals as needed. Put away and secure equipment after activities.  
36 Evaluate future equipment needs and submit an annual budget request designed to meet those  
37 needs and oversee the purchase and installation of that equipment. Provide a master tape of  
38 designated services to the tape ministry and provide technical assistance in an advisory capacity  
39 to the Tape Ministry Committee.

40  
41 **31. Stewardship Committee**  
42

43 The Stewardship Committee is composed of six (6) members nominated by the Nominating  
44 Committee and elected by the church for three year terms.

45  
46 Purpose: This committee is to promote and encourage members of Aversboro Road Baptist



1 Church to be good stewards of their time, talents, and financial resources with the church. It  
2 shall be responsible for promoting the Church's budget and will take the necessary steps to keep  
3 the congregation informed on stewardship challenges to help the church meet its needs through  
4 consistent sacrificial giving.

### 6 **32. Tape Ministry Committee**

8 The Tape Ministry Committee is composed of three (3) members nominated by the Nominating  
9 Committee and elected by the church for three year terms.

11 Purpose: The main responsibility of this committee is to minister to the body of Christ by  
12 providing high-quality cassette recordings of the Sunday morning worship service to shut-ins,  
13 nursery and children's church workers, or anyone who would benefit from receiving a tape.  
14 The tape ministry is divided into two major areas of responsibility: production and distribution  
15 of which the duties of each are detailed in the *Policies and Procedures Manual*. The committee  
16 will coordinate its production activities with the Sound and Light Committee.

### 18 **33. Technology and Equipment Committee**

20 The Technology and Equipment Committee is composed of six (6) members nominated by the  
21 Nominating Committee and elected by the church for three year terms. The Nominating  
22 Committee should make an effort to nominate persons who have appreciation, knowledge and/or  
23 experience in office computers and other technological equipment areas of the church.

25 Purpose: To evaluate and advise the church on hardware, software, and  
26 telephone/communication needs to provide an effective and efficient computer aided work  
27 environment. To consult as needed with technological experts to receive their assessments of the  
28 effectiveness and efficiency of the church's computer, printing, copying, and communication  
29 systems. To prepare estimated cost of acquiring and maintaining systems and project cost for  
30 timely submission to the Budget and Finance Committee.  
31 To participate as needed with other committee members in maintaining the effected systems such  
32 that all computers, software, etc., are working properly.

### 34 **34. Tellers' Committee**

36 The Tellers' Committee shall consist of six (6) members nominated by the Nominating  
37 Committee and elected by the church for three year terms. This committee shall be responsible  
38 for selecting, training and scheduling a sufficient number of assistants for the counting of church  
39 receipts during the Sunday morning church services. The weekly counting team shall include at  
40 least one Tellers Committee member. Two members of the weekly counting team, one of which  
41 must be a Tellers Committee member, shall jointly safeguard and transport the bank bag  
42 containing the weekly receipts to the bank drop box, verify amounts and deposit funds on the  
43 first bank business day following each Sunday.

### 45 **35. The Growing Place Committee**

1 The Growing Place Committee is composed of six (6) members nominated by the Nominating  
2 Committee and elected by the church to serve three year terms. Ex-officio members will be  
3 Preschool Sunday School Division Director, Minister of Preschool and Children, a member of  
4 the Personnel Committee, and The Growing Place Director.

5  
6 Purpose: To oversee the work and program of The Growing Place ministry. To work with The  
7 Growing Place Director in setting policies, budget, and schedules.

### 8 9 **36. Transportation Committee**

10  
11 The Transportation Committee is composed of six (6) members nominated by the Nominating  
12 Committee and elected by the church for three year terms.

13  
14 Purpose: This committee is to make recommendations to the church concerning ways of meeting  
15 transportation needs that would include information on ownership, rental, or lease. To establish  
16 and maintain policies and procedures for the use of available transportation. To be responsible  
17 for the care and maintenance of church owned vehicles. To coordinate the use of church  
18 transportation equipment. To assess the transportation needs of the church annually and prepare  
19 budget estimates to support such needs.

### 20 21 **37. Ushers' Committee**

22  
23 The Ushers' Committee is composed of six (6) members nominated by the Nominating  
24 Committee and elected by the church for three year terms.

25  
26 Purpose: The committee shall be responsible for assuring the cordial and orderly greeting,  
27 seating, and comfort of attendees for each church service. This responsibility shall also include  
28 the collection of offerings, distribution and collection of bulletins and other information or  
29 material as may be required during the church service. Additionally, the committee shall be  
30 responsible for assuring responsiveness to the needs of attendees during the church service. This  
31 responsibility shall include, but not be limited to, providing assistance to persons arriving after  
32 the service has begun, assisting persons outside the sanctuary during the service and coordinating  
33 response to emergencies.

34  
35 The committee shall develop and maintain procedures for the ushering responsibility, provide  
36 training as needed for persons serving as Ushers, and schedule Ushers as needed for regular and  
37 special church events and services.

### 38 39 **38. Wedding Committee**

40  
41 The Wedding Committee is composed of six (6) members nominated by the Nominating  
42 Committee and elected by the church for three year terms.

43  
44 Purpose: This committee is to assist and cooperate with engaging couples who seek the use of  
45 our church facilities for a Christian wedding. A committee member shall meet with the  
46 engaging party well in advance of the scheduled event to inform them of the church's wedding

1 policy and guidelines that are to be adhered to throughout the time the church's facilities are  
2 being used. At this time the engaging party shall be advised of the expected cost required for the  
3 use of facilities.

4  
5 The committee will monitor ongoing activities for conformation to the wedding guideline  
6 requirements.

### 7 8 **39. Welcome Committee**

9  
10 The Welcome Committee is composed of six (6) members nominated by the Nominating  
11 Committee and elected by the church for three year rotating terms.

12  
13 Purpose: This committee is responsible for greeting and welcoming members and guests to  
14 Aversboro Road Baptist Church. To staff church entrances with a sufficient number of greeters  
15 to welcome attendees and to see also that visitors are properly registered and directed to their  
16 appropriate Sunday School class or place of worship.

## 17 18 *ARTICLE X. COUNCILS and TEAMS*

### 19 20 **Introduction**

21  
22 Upon the recommendation of the Lead Pastor and/or any church member, with the concurrence  
23 of the Deacons, the church shall establish or disband standing councils to facilitate the carrying  
24 out of the church's Christian ministries. Specific duties and responsibilities shall be outlined for  
25 each council prior to concurrence.

26  
27 Membership composition will be shown for each council, stating whether it is by job title or  
28 nominations made by the Nominating Committee and elected by the church in conference.

29  
30 Ex-Officio members of councils shall be extended the same rights as elected or appointed  
31 members including voting privileges but are not obligated to attend meetings and are not to be  
32 counted in determining if a quorum is present.

### 33 34 **1. Church Council**

35  
36 A. Membership: The Church Council shall consist of the Lead Pastor, other called professional  
37 leadership, Chair of Deacons, Clerk, Treasurer, Chair of all committees, Sunday School  
38 Directors, Women's Ministry Director, Men's Ministry Director, Senior Adult Ministry  
39 Director, Single Adult Ministry Director and Special Needs Ministry Director. The Lead  
40 Pastor shall serve as Chair of the Church Council. In the absence of the Lead Pastor, the  
41 Chair of Deacons shall serve as Chair.

#### 42 43 B. Duties:

- 44  
45 • To recommend to the congregation suggested objectives, church goals, and calendar.  
46 • To review and coordinate program plans recommended by church officers, organizations,

1 and committees.

- 2 • To recommend to the congregation the use of leadership, calendar time, and other resources
- 3 according to program priorities.
- 4 • To evaluate program achievement in terms of the above goals and priorities.
- 5 • Any matters agreed upon by the council, calling for action not already provided for, shall be
- 6 referred to the appropriate committees for action.

## 7

## 8 **2. Music Council**

## 9

10 A. Membership: Minister of Music, church organist and pianist, instrumental assistants,

11 age-division director, one representative from the adult choir and one representative

12 recommended by the Nominating Committee from the congregation and approved by the

13 church. The Minister of Music shall serve as Chair of the Music Council. In the absence of

14 the Chair, the representative from the congregation shall preside as Chair of the council.

15

16 B. Principal function: To help plan and evaluate the church music program.

17

18 C. Responsibilities:

- 19
- 20 • Plan the calendar for the music program of the church at the beginning of the year.
- 21 • Help find sources for music arrangements.
- 22 • Present recommendations to the church Nominating Committee for lay volunteers to carry on
- 23 the music program.
- 24 • Make suggestions concerning programs to determine new and different ways to present
- 25 special music in the church services.

## 26

## 27 **3. Sunday School Council**

## 28

29 The Sunday School Council shall serve as a planning, coordinating, and evaluating body for

30 carrying out the purpose of the Sunday School. That purpose is to reach people for Christ and

31 church membership, and through life-changing *Bible* study, lead them to grow through

32 worshipping, witnessing, and ministering. This purpose shall be achieved through the *Bible*

33 teaching-reaching ministries of 1) reach people, 2) teach people the *Bible*, 3) care for people, 4)

34 witness to people, 5) fellowship with people, and 6) lead people to worship.

35

36 Those who shall serve on the council shall include the two (2) Sunday School Directors, Staff

37 Ministers, Secretaries, Assistant Secretaries, and directors of the divisions of the Sunday School

38 (preschool, children, students, adults, rest home extension ministries, and any other extension

39 service approved by the church to carry out *Bible* teaching-reaching ministries). The Lead Pastor

40 shall be an ex-officio member. Meetings shall be held as needed and at least quarterly.

41 Meetings shall be presided over by the Senior Sunday School Director. In the absence of the

42 Senior Director, the Junior Director shall preside, or in the absence of both Directors, the

43 Associate Pastor and Minister to Adults shall preside at meetings.

44

45 The council shall carry out its functions by regularly considering all functions and needs of the

46 Sunday School including outreach, teaching, curriculum, literature, training, space allocation and

1 utilization, and support of the worship service and other church organizations and activities.

2  
3 Recommendations of the council needing church action shall be carried to the appropriate  
4 committees for action.

#### 5 6 **4. Student Ministry Leadership Team** 7

8 The Student Ministry Leadership Team advises and assists the Minister to Students to implement  
9 the mission statement of ARBC Student Ministry which is stated as follows: Student Ministry  
10 exist to reach teenagers with the love of Christ, to help them grow in their faith, to connect them  
11 with other believers, to equip them to serve others and to celebrate Christ.

12  
13 The Student Ministry Leadership Team consists of the Minister to Students who serves as Team  
14 Chair, the Junior High and Senior High Student Bible Study Department Directors, and the Lead  
15 Teacher of each Student Bible Study Class. Also serving on the team is a congregational  
16 representative, who is the parent of a student, recommended by the Minister to Students to the  
17 Nominating Committee and elected by the church for a one year term of office, which begins in  
18 June. In the absence of the Minister to Students, the congregational representative presides as  
19 Chair. The team meets at least quarterly. Adults elected to serve shall be church members.

#### 20 21 **5. Children's Ministry Council** 22

23 This council advises and assists the ministerial staff responsible for children's ministry,  
24 recommends and publicizes programs of the children's ministry, reviews staff recommendations  
25 for the purchase of furnishings and coordinates effective utilization of space designated for  
26 children's programs. This council shall consist of a member of the ministerial staff responsible  
27 for children, one leader each from Sunday School, children's choirs and each missions  
28 organization, and a mother of a child and a father of a child (not in the same family) who are  
29 enrolled in the children's division of Sunday School. (The mother of a child and father of a child  
30 members shall be nominated by the Nominating Committee and elected by the church). The  
31 ministerial staff person responsible for children shall serve as Chair of the Children's Council. In  
32 the absence of the Chairperson either the mother or father representative of a child shall preside  
33 as Chair.

34  
35 This council shall meet at least quarterly.  
36

#### 37 **6. Preschool Ministry Council** 38

39 The Preschool Ministry Council recommends and publicizes preschool policies and procedures,  
40 recommends the purchase of furnishings and supplies and coordinates space assigned to  
41 preschool. This council shall consist of a member of the ministerial staff who has responsibility  
42 in preschool education, the preschool division director of Sunday School and one leader each  
43 from each missions organization and preschool choir and a mother of a preschooler and a father  
44 of a preschooler (not in the same family) who are enrolled in the Preschool Division of Sunday  
45 School. (The mother of a child and father of a child members shall be nominated by the  
46 Nominating Committee and elected by the Church), other members shall be a representative (or

1 Chairperson) from the Nursery Committee and a representative (or Chairperson) from the  
2 Extended Session Committee, and a representative from The Growing Place Committee. The  
3 ministerial staff person who has the responsibility in pre-school education shall serve as Chair of  
4 the Preschool Ministry Council. In the absence of the Chairperson, either the mother or father  
5 representative of a child shall preside as Chair.  
6 This council shall meet at least quarterly.  
7

## 8 **7. Senior Adult Ministry Council**

9

10 Purpose: To minister to and provide fellowship, outreach, ministry and service opportunities for  
11 the church's senior adult population, ages fifty-five (55) and over.  
12

13 Membership: The Director is nominated by the Nominating Committee and elected by the  
14 church. Other members will be the Lead Pastor or a ministerial staff member, and a  
15 representative elected from each Sunday School class that serves adults age fifty-five (55) and  
16 over.  
17

18 The council elects its own officers other than the Director who is annually nominated by the  
19 Nominating Committee and elected by the church. The Director also serves on the Church  
20 Council. Other members' term of office is for one year and may be re-elected.  
21

22 The council Director shall preside over meetings. In the absence of the Director, another  
23 member of the council will be chosen to preside.  
24

## 25 **8. Adult Ministry Council**

26

27 Purpose: To recommend and evaluate programming for the total adult life experience and to  
28 coordinate adult program efforts. To serve as a counseling, advisory and coordinating group for  
29 adult ministry of the church. To provide the adult membership and potential adult membership  
30 with a learning environment that challenges spiritual growth in applied biblical truths through  
31 service, mission action and everyday human experience in an atmosphere of Christian  
32 fellowship, love and concern.  
33

34 Membership: The Adult Ministry Council is composed of the Associate Pastor to Adults who  
35 presides, Adult Sunday School Department Directors, Men's Ministry Director, Women's  
36 Ministry Director, Senior Adult Ministry Director, Single Adult Ministry Director, Special Needs  
37 Ministry Director, Chair-Music Council and Chair-Recreation Committee. Other Ministerial  
38 Staff members and the Sunday School Directors serve as Ex-Officio members.  
39

## 40 **9. Single Adult Ministry Council**

41

42 Purpose: To implement the mission statement of the Single Adult Ministry which is stated as  
43 follows: The Single Adult Ministry of Aversboro Road Baptist Church is committed to meeting  
44 the total needs of single people in our church and community by equipping them for spiritual  
45 growth and ministry, supporting them through activities and fellowship, thus enlisting them to be  
46 all God wants them to be.

1  
2 Membership: The Single Adult Ministry Council consists of two at-large congregational  
3 representatives, both nominated by the Nominating Committee and elected by the church for a  
4 one year term. Both shall be eligible for re-election when nominated and duly elected. Also,  
5 serving on this council for one year terms are representatives from each of the following  
6 demographic groups: 1) Single never married, 2) Single again, and 3) Single parents. The  
7 majority of the council membership shall be single members but married people may be  
8 elected/appointed if uniquely qualified for single adult ministry. The council shall elect the  
9 council chair and other officers. Membership on this council shall be limited to ten (10) people.  
10 The Associate Pastor to Adults serves as an ex-officio member.

### 11 12 **10. Special Needs Ministry Council**

13  
14 Purpose: To provide a variety of opportunities for persons with special needs and their  
15 caregivers to be involved in the life and ministry of the church. To encourage and lead persons  
16 with special needs to grow in their knowledge of and their commitment to Jesus Christ.

17  
18 Membership: The Special Needs Ministry Council shall consist of a Special Needs Ministry  
19 Director, the Special Needs Ministry Sunday School Department Director, one at-large  
20 congregational representative, one parent representative, a Discipleship Program Coordinator, a  
21 Respite Program Coordinator and an Activities Coordinator. All members are nominated by the  
22 Nominating Committee and elected by the church for a one year term. All members shall be  
23 eligible for re-election when nominated and duly elected. The Lead Pastor's representative  
24 serves as an ex-officio member.

### 25 26 **11. Health Ministry Team**

27  
28 The Health Ministry Team shall consist of church members who have medical skills or an  
29 interest and experience in health care. Registered Nurses and other Health Care  
30 professionals are encouraged to volunteer their time and talents to promote health and  
31 wellness within the church. This team shall not be limited to a prescribed number of team  
32 members. Members may volunteer for service or may be enlisted by the Team Leader and  
33 may serve continuously if the member may desire. The team membership shall elect the  
34 Team Leader. The Team Leader shall report the team membership to the Nominating  
35 Committee initially and whenever there is a change.

36  
37 Purpose: The Health Ministry Team will concern itself with the first aid, resuscitation,  
38 defibrillation, and the physical well-being of the congregation.

### 39 40 **12. Mission and Community Reach Ministry Team**

41  
42 The Mission and Community Reach Ministry Team consist of six (6) members nominated  
43 by the Nominating Committee and elected by the church for a three-year rotating term  
44 which begins in January annually. The Lead Pastor and all ministerial staff shall serve as  
45 ex-officio members, and the chairman of Deacons, or his Deacon designee, shall serve as

1 liaison. This ministry shall eventually convert to a Missions Ministry and Community  
2 Reach Ministry using a Teams' criteria and format.

3  
4 Purpose: To support the mission of ARBC by funding and championing actions by ARBC  
5 members that build transformative relationships for the glory of God in the community and  
6 the world. To promote a Gifts-Based leadership culture that values the unique spiritual  
7 gifts of every ARBC member and engages and empowers all ARBC members to affect  
8 their individual and community spheres of influence. To equip and develop mature and  
9 growing disciples through service that accomplishes ARBC's purpose of making disciples  
10 who make disciples. To seek congregational ownership in the tradition of Baptist  
11 congregational governance of a Gifts Based leadership culture that is continually evolving  
12 and improving.

13  
14 ***ARTICLE XI. ADOPTION AND AMENDMENTS***

15  
16 These By-Laws may be amended, altered, or repealed by a majority vote of the members present  
17 at any regular scheduled Church Conference, provided, however, that such amendment,  
18 alteration or repeal shall have been given to the Clerk in writing and the proposed change shall  
19 have been presented to the church at least (30) thirty days prior to the time the vote is taken.

20  
21 ***ARTICLE XII. VALIDATE***

22  
23 **Section 1.** The adoption of the By-Laws shall repeal all previously adopted rules in conflict  
24 herewith, provided, however, that no actions taken by the church prior to this date not in conflict  
25 herein shall be invalidated by the adoption of these By-Laws.

26  
27 **Section 2.** A copy of these By-Laws shall be kept by the Clerk at all times among the Church  
28 records and another copy shall be kept in the church office and all amendments to or revisions  
29 thereof shall be prepared by the Clerk and attached to copies of the By-Laws and made available  
30 to the church members.

31  
32 BYLAWS OF AVERSBORO ROAD BAPTIST CHURCH AMENDED AUGUST 2018.  
33  
34



## CHURCH COVENANT

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28

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, 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 bring up our children in the nurture and admonition of the Lord; 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 all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

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

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

1 **THE ARTICLES OF FAITH (BF&M1925)**

2  
3 ***I. THE SCRIPTURES***

4  
5 We believe that the *Holy Bible* was written by men divinely inspired, and is a perfect treasure of  
6 heavenly instruction; that it has God for its author, salvation for its end, and truth for its matter;  
7 that it reveals the principles by which God will judge us; and therefore is, and will remain to the  
8 end of the world, the true center of Christian union, and the supreme standard by which all  
9 human conduct, creeds and religious opinions should be tried.

10  
11 Scripture References: Luke 16:29-31; Ephesians 2:19-22; Matthew 22:29-32; John 1:45; II  
12 Timothy 3:14-17; Hebrews 1:1; II Peter 1:19-21; Psalm 19:7-11; Psalm 119:1-9, 105.

13  
14 ***II. GOD***

15  
16 There is one and only one living and true God, an intelligent, spiritual, and personal Being, the  
17 Creator, Preserver, and Ruler of the universe, infinite in holiness and all other perfections, to  
18 whom we owe the highest love, reverence, and obedience. He is revealed to us as Father, Son,  
19 and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or  
20 being.

21  
22 Scripture References: Genesis 1:1; Exodus 3:14; Deuteronomy 5:6-7; Deut. 6:4-5; Isa. 48:12-13;  
23 Jer. 10:10, Matt. 28:19; John 1:14-18; John 5:26; Gal. 4:4-6; I Tim. 1:17; I Cor. 8:4-6; Hebrews  
24 11:6.

25  
26 ***III. THE FALL OF MAN***

27  
28 Man was created by the special act of God, as recorded in Genesis (Genesis 1:27 and Genesis  
29 2:7). He was created in a state of holiness under the law of his Maker, but, through the  
30 temptation of Satan, he fell from his original holiness and righteousness; whereby his posterity  
31 inherit a nature corrupt and in bondage to sin, are under condemnation, and as soon as they are  
32 capable of moral action, become actual transgressors.

33  
34 Scripture References: Romans 3:21; Gen. 1:27; Gen. 2:7; Gen. 3:4-7; Gen. 3:22-24; Psalm 51:5;  
35 John 1:23; Rom. 5:12-14; Rom. 7:23-25; Col. 1:21.

36  
37 ***IV. THE WAY OF SALVATION***

38  
39 The salvation of sinners is wholly of grace, through the mediatorial office of the Son of God,  
40 who by the Holy Spirit was born of the Virgin Mary and took upon Him our nature, yet without  
41 sin; honored the divine law by His personal obedience and made atonement for our sins by His  
42 death. Being risen from the dead, He is now enthroned in Heaven, and, uniting in His person the  
43 tenderest sympathies with divine perfections, He is in every way qualified to be a compassionate  
44 and all sufficient Savior.

1 Scripture References: Matt. 1:21-25; Luke 1:35; Rom. 1:1-6; Rom. 3:25; I Cor. 13:3-4; Gal. 2:  
2 19-20; Gal. 3:13; Eph. 1:7-14; Eph. 1:20-23; Eph. 2:1-3; Col. 1:21-23.

### 4 ***V. JUSTIFICATION***

5  
6 Justification is God's gracious and full acquittal upon principles of righteousness of all sinners  
7 who believe in Christ. This blessing is bestowed, not in consideration of any works of  
8 righteousness which we have done, but through the redemption that is in and through Jesus  
9 Christ. It brings us into a state of most blessed peace and favor with God, and secures every  
10 other needed blessing.

11  
12 Scripture References: Rom. 3:21-26, 5:1-2, 8:30; I Cor. 1:30-31; II Cor. 5:21

### 14 ***VI. FREENESS OF SALVATION***

15  
16 The blessings of salvation are made free to all by the gospel. It is the duty of all to accept them  
17 by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his  
18 own voluntary refusal to accept Jesus Christ as teacher, Savior, and Lord.

19  
20 Scripture References: Mark 16:16; John 3:14-18; Rom. 5:1-11; I Cor. 1:30-31; Eph. 1:5; Eph. 2:  
21 4-10; Rev. 22:17.

### 23 ***VII. REGENERATION***

24  
25 Regeneration of the new birth is a change of heart wrought by the Holy Spirit, whereby we  
26 become partakers of the divine nature and a holy disposition is given, leading to the love and  
27 practice of righteousness. It is a work of God's free grace conditioned upon faith in Christ and  
28 made manifest by the fruit which we bring forth to the glory of God.

29  
30 Scripture References: John 1:12-13; John 3:1-8; Rom.8:1-3; II Corinthians 5:17; Galatians 6:15;  
31 Ephesians 2:1-10; Eph. 4:30; Col. 3:1-11; Titus 3:3-7.

### 33 ***VIII. REPENTANCE AND FAITH***

34  
35 We believe that repentance and faith are sacred duties, and also inseparable graces, wrought in  
36 our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt,  
37 danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned  
38 contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord  
39 Jesus Christ as our Prophet, Priest, and King, and relying on Him alone as the only and all-  
40 sufficient Savior.

41  
42 Scripture References: Mark 1:14-15; Mark 6:12; Luke 13:1-5; John 16:8-11; Acts 2:38, 3:19,  
43 17:30, 20:20-21; Rom. 3:25-31.

1 ***IX. GOD'S PURPOSE OF GRACE***

2  
3 Election is the gracious purpose of God, according to which He regenerates, sanctifies, and saves  
4 sinners. It is perfectly consistent with the free agency of man, and comprehends all the means in  
5 connection with the end. It is most glorious display of God's sovereign goodness, and is  
6 infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. It  
7 encourages the use of means in the highest degree.

8  
9 Scripture References: Acts 26:18; Rom. 8:29-30; Rom. 11:7-16; Eph. 1:9-10; Eph. 1:15-23;  
10 Eph. 2:4-7; II Tim. 1:8-10.

11 ***X. SANCTIFICATION***

12  
13  
14 Sanctification is the process by which the regenerate gradually attain to moral and spiritual  
15 perfection through the presence and power of the Holy Spirit dwelling in their hearts. It  
16 continues throughout the earthly life, and is accomplished by the use of all the ordinary means of  
17 grace, and particularly by the Word of God.

18 .  
19 Scripture References: John 17:15-17; Acts 20:32; Romans 6:3-7; Romans 8:17-28; II Cor. 3:18;  
20 Galatians 5:16-26; Eph. 3:14-21; Heb. 12:14.

21 ***XI. PERSEVERANCE***

22  
23  
24 All real believers endure to the end. Their continuance in well-doing is the mark which  
25 distinguishes them from mere professors. A special Providence cares for them, and they are kept  
26 by the power of God through faith unto salvation.

27  
28 Scripture References: Matt. 26:70-75; John 10:27-31; Rom. 5:8-10; Rom. 8:28-39; Rom. 9:16; I  
29 Cor. 11:32; II Cor. 1:21-22; Eph. 1:13-14; Eph. 4:30; II Timothy 2:19; I John 2:19-20.

30 ***XII. A GOSPEL CHURCH***

31  
32  
33 A church of Christ is a congregation of baptized believers, associated by covenant in the faith  
34 and fellowship of the gospel; observing the ordinances of Christ, governed by His laws, and  
35 exercising the gifts, rights, and privileges invested in them by His word, and seeking to extend  
36 the gospel to the end of the earth. Its Scriptural officers are bishops or elders, and deacons.

37  
38 Scripture References: Matt. 16:18; Matt. 18:15-18; Acts 2:41-47; Acts 14:21-24; I Cor. 1:2; I  
39 Cor. 9:6, 14; Phil. 1:1; I Tim. 3:1-13.

40 ***XIII. BAPTISM AND LORD'S SUPPER***

41  
42  
43 Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and  
44 the Holy Spirit. The act is a symbol of our faith in a crucified, buried, and risen Savior. It is  
45 prerequisite to the privileges of a church relation and to the Lord's Supper, in which the members  
46 of the church, by the use of bread and wine, commemorate the dying love of Christ.

1  
2 Scripture References: Matt. 3:13-17; Matt. 28:19-20; Mark 1:9-11; Matt. 26:26-27; Luke 22:19,  
3 30; John 3:22-23; Acts 8:38-39; Rom. 6:3-5; I Cor. 10:16-17; I Cor. 11:23-26.

#### 4 5 ***XIV. THE LORD'S DAY*** 6

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

11  
12 Scripture References: Matt. 28:1-6; John 20:1; Acts 20:7; I Cor. 16:1-2; Rev. 1:9-11.  
13

#### 14 ***XV. THE RIGHTEOUS AND THE WICKED*** 15

16 There is a radical and essential difference between the righteous and wicked. Those only who  
17 are justified through the name of the Lord Jesus Christ and sanctified by the Holy Spirit are truly  
18 righteous in His sight. Those who continue in impenitence and unbelief are in His sight wicked  
19 and under condemnation. This distinction between the righteous and the wicked holds in and  
20 after death, and will be made manifest at the judgment when final and everlasting awards are  
21 made to all men.

22  
23 Scripture References: Matt. 25:31-46; Mark 9:48; Luke 23:43; John 3:36; Rom. 9:22-24; I Cor.  
24 15:45-53; II Cor. 5:1-10; Phil. 3:20-21; I Thess. 4:16-17; Rev. 20:10-15.  
25

#### 26 ***XVI. THE RESURRECTION*** 27

28 The Scriptures clearly teach that Jesus rose from the dead. His grave was emptied of its  
29 contents. He appeared to the disciples after His resurrection in many convincing manifestations.  
30 He now exists in his glorified body at God's right hand. There will be a resurrection of the  
31 righteous and the wicked. The bodies of the righteous will conform to the glorious spiritual body  
32 of Jesus.

33  
34 Scripture References: Matt. 28:6; John 5:28-29; John 14:1-3; John 20:1-29; Acts 24:14-15; I  
35 Cor. 15:1-58; II Cor. 5:1-10; Phil. 3:20-21, I Thess. 4:13-17; Rev. 20:12-15.  
36

#### 37 ***XVII. THE RETURN OF THE LORD*** 38

39 The New Testament teaches in many places the visible and personal return of Jesus to this earth.  
40 The time of His coming is not revealed. It is the duty of all believers to live in readiness for His  
41 coming and by diligence in good works to make manifest to all men the reality and power of  
42 their hope in Christ.

43  
44 Scripture References: Matt. 24:29-44; Mark 13:24-37; Luke 21:25-28; Acts 1:9-11.  
45  
46

1  
2  
3 ***XVIII. RELIGIOUS LIBERTY***

4 God alone is Lord of the conscience, and He has left it free from the doctrines and  
5 commandments of men which are contrary to His word or not contained in it. Church and state  
6 should be separate. The state owes to the church protection and full freedom in the pursuit of its  
7 spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be  
8 favored by the state more than others. Civil government being ordained of God, it is the duty of  
9 Christians to render loyal obedience thereto in all things not contrary to the revealed will of God.  
10 The church should not resort to the civil power to carry on its work. The Gospel of Christ  
11 contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose  
12 penalties for religious opinions of any kind. The state has no right to impose taxes for the  
13 support of any form of religion. A free church in a free state is the Christian ideal, and this  
14 implies the right of free and unhindered access to God on the part of all men, and the right to  
15 form and propagate opinions in the sphere of religion without interference by the civil power.

16 Scripture References: Matt. 24:17-21; Mark 12:13-17; Rom. 13:1-7; I Tim. 2:1-4; I Peter 2:17.

17  
18 ***XIX. PEACE AND WAR***

19  
20 It is the duty of Christians to seek peace with all men on principles of righteousness. In  
21 accordance with the spirit and teachings of Christ they should do all in their power to put an end  
22 to war. The true remedy for the war spirit is the pure gospel of our Lord. The supreme need of  
23 the world is the acceptance of His teachings in all the affairs of men and nations and the practical  
24 application of His law of love. Christian people throughout the world should pray for the reign  
25 of the Prince of Peace and oppose everything likely to provoke war.

26  
27 Scripture References: Matt. 5:3-12; Matt. 5:38-48; Rom. 14:17-19; Rom. 12:17-21; Heb. 12:14;  
28 James 4:1-3.

29  
30 ***XX. EDUCATION***

31  
32 Christianity is the religion of enlightenment and intelligence. In Jesus Christ are hidden all the  
33 treasures of wisdom and knowledge. All sound learning is therefore a part of our Christian  
34 heritage. The new birth opens all human faculties and creates a thirst for knowledge. An  
35 adequate system of schools is necessary to a complete spiritual program for Christ's people. The  
36 cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and  
37 general benevolence, and should receive along with these the liberal support of the churches.

38  
39 Scripture References: Deut. 4:1-14; Deut. 6:1-10; Psalm 19:7-11; Prov. 4:1-13; Neh. 8:1-9;  
40 Matt. 28:19-20; Col. 2:2-7; II Tim. 2:14-15.

41  
42 ***XXI. SOCIAL SERVICE***

43  
44 Every Christian is under obligation to seek to make the will of Christ reign in his own life and in  
45 human society; to oppose in the spirit of Christ every form of greed, selfishness, and vice; to  
46 provide for the orphaned, the aged, the helpless, and the sick; to seek to bring industry,

1 government, and society as a whole under the sway of the principles of righteousness, truth and  
2 brotherly love; to promote these ends, Christians should be ready to work with all men of good  
3 will in any good cause, always being careful to act in the spirit of love without compromising  
4 their loyalty to Christ and His truth. All means and methods used in social service for the  
5 amelioration of society and the establishment of righteousness among men must finally depend  
6 on the regeneration of the individual by the saving grace of God in Christ Jesus.

7  
8 Scripture References: Ex. 20:16; Ex. 22:9-15; Lev. 6:1-5; Deut. 4:41-42; Deut. 15:1-2; Deut.  
9 27:17; Ezek. 18:5-9; Zech. 8:16-17; Luke 10:25-37; Luke 6:27-36; Rom. 12:14-21; Col. 3:12-17;  
10 James 2:8.

## 11 12 ***XXII. CO-OPERATION***

13  
14 Christ's people should, as occasion requires, organize such associations and conventions as may  
15 best secure cooperation for the great objects of the Kingdom of God. Such organizations have  
16 no authority over each other or over the churches. They are voluntary and advisory bodies  
17 designed to elicit, combine, and direct the energies of our people in the most effective manner.  
18 Individual members of New Testament churches should cooperate with each other, and the  
19 churches themselves should cooperate with each other in carrying forward missionary,  
20 educational, and benevolent programs for the extension of Christ's Kingdom. Christian unity in  
21 the New Testament sense is spiritual harmony and voluntary cooperation for common ends by  
22 various Christian denominations, when the end to be attained is itself justified, and when such  
23 cooperation involves no violation of conscience or compromise of loyalty to Christ and His word  
24 as revealed in the New Testament.

25  
26 Scripture References: Ezra 1:34, 2:68-69, 5:14-15; Neh. 4:4-6, 8:14; Mal. 3:10; Matt. 10:5-15,  
27 20:1-16, 22:1-10; Acts 1:13-14, 1:21-26, 2:1, 2:41-47; I Cor. 1:10, 3:1-15, 11:12, 16:2; II Cor. 9;  
28 Eph. 4:1-16; III John 5-8.

## 29 30 ***XXIII. EVANGELISM AND MISSIONS***

31  
32 It is the duty of every Christian man and woman, and the duty of every church of Christ to seek  
33 to extend the gospel to the ends of the earth. The new birth of man's spirit by God's Holy Spirit  
34 means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual  
35 necessity of the regenerate life. It is also expressly and repeatedly commanded in the teachings  
36 of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by  
37 personal effort and by all other methods sanctioned by the gospel of Christ.

38  
39 Scripture References: Matt. 10:5-15, 13:1-23, 22:8-10, 28:19-20; Mark 16:15-16, 16:19-20;  
40 Luke 24:46-53; Acts 1:4-8, 2:1-4, 21, 39; 8:1-40, 10:42-48, 13:1-3, 13:30-33; II Cor. 5:19-21, I  
41 Thess. 1:1-8.

## 42 43 ***XXIV. STEWARDSHIP***

44  
45 God is the source of all blessings, temporal and spiritual; all that we have and are we owe to  
46 Him. We have a spiritual debtorship to the whole world, a holy trusteeship in the Gospel, and a

1 building stewardship in our possessions. We are therefore under obligation to serve Him with  
2 our time, talents, and material possessions; and should recognize all these as entrusted to us to  
3 use for the glory of God and helping others. Christians should cheerfully, regularly,  
4 systematically, proportionately, and liberally contribute of their means to advancing the  
5 Redeemer's cause on earth.

6  
7 Scripture References: Lev. 27:30; Mal. 3:8-10; Matt. 23:23, 25:14-30; Luke 12:41-48; Acts 2:  
8 44-47; I Cor. 16:2; II Cor. 8:1-15.

9  
10 ***XXV. THE KINGDOM***

11  
12 The Kingdom of God is the reign of God in the heart and life of the individual in every human  
13 relationship, and in every form and institution or organized human society. The chief means for  
14 promoting the Kingdom of God on earth are preaching the gospel of Christ, and teaching the  
15 principles of righteousness contained therein. The Kingdom of God will be complete when  
16 every thought and will of man shall be brought into captivity to the will of Christ. And it is the  
17 duty of all Christ's people to pray and labor continually that His Kingdom may come and His  
18 will be done on earth as it is done in heaven.

19  
20 Scripture References: Dan. 2:37-44, 7:18; Matt. 4:23, 6:10, 8:12, 13:25; Mark 11:10; Luke 12:  
21 32, 22:29, 23:42; John 3:3, 18:36, I Cor. 15:24; Col. 1:13; Heb. 12:28.

22  
23