

Bylaws & Constitution of Mt. Sinai Baptist Church of Mt. Holly, NC- Inc.

ARTICLE I: NAME

This “Church” shall be known as Mt. Sinai Baptist Church of Mt. Holly, North Carolina, Inc.

ARTICLE II: MISSION AND VISION STATEMENT

The mission of Mt. Sinai Baptist Church is to love God, love people, and to live a life acceptable to God.

The vision of Mt. Sinai Baptist Church is transforming the world with the power of the gospel.

Specifically as a church, we are called to do the following:

- Be real in our worship and constant in our prayers.
- Use the Bible as our guide in deepening our relationship with God and strengthening our relationship with each other.
- Show our love for others through Christian service and missions.
- Be a voice of justice in our community.
- Seek to make our communities better by using the life of Jesus as our example in community involvement and service.

ARTICLE III: AFFILIATIONS

Section 3.01: LOCAL AND STATE AFFILIATIONS. Although this congregation is an autonomous body, it shall affiliate with and support other organizations of similar missions and objectives including (but not limited to) the Greater Gaston Missionary Baptist Association (and its auxiliaries), the Greater Gaston Baptist Association (and its auxiliaries), the Baptist State Convention of North Carolina, and the General Baptist State Convention of North Carolina, Inc. (and its auxiliaries).

Section 3.02: NATIONAL AND INTERNATIONAL AFFILIATIONS. Recognizing a need for national and international affiliations, this Church may affiliate with the National Baptist Convention USA (and its auxiliaries), and the Lott Carey Foreign Missionary Convention (and its auxiliaries) and the Southern Baptist Convention.

ARTICLE IV: PASTOR

Section 4.01: QUALIFICATIONS OF THE PASTOR. A person filling the office of Pastor shall meet the following qualifications:

- a) Shall be an ordained Baptist minister.
- b) Shall have prior ministerial experience in a Baptist Church that evidences an ability to promote the general welfare and best interests of the Church.
- c) Shall have (at a minimum) a four-year degree (Bachelors) from an accredited college or university.
- d) Shall meet other qualifications as established by the Church.
- e) Shall be no less than 25 years of age and no older than 55 years of age upon their selection as pastor.
- f) Shall be married or widowed.
- g) Shall successfully pass employment screening and be willing to submit to intermittent screenings.

Section 4.02: DUTIES OF THE PASTOR. The duties of the office of Pastor shall include the following:

- a) Preach and have charge of the pulpit ministry of the Church.
- b) Direct and supervise the religious instruction in all departments of the Church.
- c) Administer the ordinances of the Church (Baptism and the Lord's Supper).
- d) Serve as the Chief Executive Officer and exofficio of all committees and ministries of the church; overseeing the affairs of the Church.
- e) Guide, counsel, and shepherd the members of the Church.
- f) Plan, secure participants, and conduct religious services on regular and special occasions.

- g) Pay pastoral visits to the sick, shut-in, bereaved, and general Church membership (designating such tasks as needed).
- h) Represent the Church at meetings of bodies with which the Church has affiliated.
- i) Supervise Church employees and volunteers.
- j) Be responsible for insuring that decisions of the Church and matters delegated to the office of Pastor are executed.
- k) Render an annual report of pastoral activities to the Church.
- l) Preside at all business meetings (whether regular or called) or designate a presider in their absence (except for those meetings called for the express purpose of consideration of calling, retaining, or terminating a pastor).
- m) Be an *ex-officio* member of all Auxiliaries, Boards, Committees, Ministries, and Programs of the Church.
- n) Participate in community activities and promote community outreach programs of the Church.
- o) Perform other duties that generally pertain to the office of Pastor.
- p) Shall chair and recommend to the church a Board of Directors.

Section 4.03: ELECTION OF A PASTOR. The Pastor shall be duly elected according to the following procedures:

- a) At a Church meeting specifically called for the purpose of electing a Pastor, the Pulpit Search Committee shall recommend a candidate to the Church to become Pastor.
- b) The Pastor shall be called by a majority vote of the members present at said meeting and eligible to vote.
- c) The Pulpit Search Committee shall present only one name for consideration by the Church. Should the name presented fail to receive a majority vote, the Church may choose to send the Pulpit Search Committee back to recommend another person.
- d) No name shall be presented to the Church for consideration that has not been thoroughly investigated by the Pulpit Search Committee.

Section 4.04: THE RESIGNATION OR RETIREMENT OF THE PASTOR. The resignation or announcement of retirement of the Pastor shall vacate the pulpit.

- a) The Pastor's term of office shall end upon ninety (90) days notice by the Pastor to the Church.
- b) Upon the mutual agreement of the Church and Pastor, the term of office may end earlier than ninety (90) days. Should the Pastor and Church mutually agree upon ending the term of office in less than ninety (90) days, the Church shall pay the Pastor an amount equal to salaries and benefits which would have accrued from the effective date of the resignation or retirement announcement to the final day of the term of office. This payment shall not exceed an amount equal to salary and benefits beyond ninety (90) days.
- c) Upon the mutual agreement of the Church and Pastor, the term of office may end later than ninety (90) days. Should the Pastor and Church mutually agree upon ending the term of office in more than ninety (90) days, the Church shall pay the Pastor an amount equal to salaries and benefits which would have accrued from the effective date of the resignation or retirement announcement to the final day of the term of office.
- d) The Church shall have accepted or declined the resignation or announcement of retirement, it may not be withdrawn unless the Church meets and, by majority vote of the members present and eligible to vote, agree to nullify. However, the resignation or announcement of retirement may not be reconsidered after ninety (90) days will have expired from the effective date of the resignation or announcement of retirement.

Section 4.05: TERMINATION OF THE PASTOR. The termination of the Pastor shall vacate the pulpit.

- a) In cases where the Pastor's ability to lead the Church is questioned because of

issues of moral character, conduct, or general competence, the individual or group making such charges shall present the charges in writing to the Secretary of the Board.

- b) The Secretary of the Board shall present copies of the charges to the Board and the Pastor.
- c) Within two (2) weeks of receiving the written charges, the Secretary of the Board shall call a meeting of the Board for a hearing on the charges and shall give written notice to the Pastor of the hearing.
- d) The Church Clerk shall be present at all meetings of the Board to record the Minutes of the hearing(s).
- e) At the hearing, the individual or group bringing the charges shall be allowed to state the charges and be questioned by the Board. At this hearing, it shall be the privilege of the Pastor to respond to any charges presented.
- f) It shall be the privilege of the Board to investigate any matters presented during the hearing. Should additional investigation be required, the Secretary of the Board shall implement and coordinate such investigation. Should the Secretary of the Board be the person who brought the original charges, a Board member shall implement and coordinate such investigation.
- g) Within two (2) weeks of the hearing, the Board shall determine whether to dismiss the charges against the Pastor, to impose disciplinary actions against the Pastor, or recommend the termination of the Pastor. Two-thirds (2/3) vote of the entire Board shall be required to recommend termination of the Pastor (excluding the pastor).
- h) Should the Board decide to impose disciplinary action or recommend termination; the Secretary of the Board will call a special meeting of the Church to allow the Church to hear the facts of the hearing and to act on the recommended disciplinary action or termination. Two (2) weeks notice of such a meeting shall be given to the congregation. Said meeting must be held within thirty (30) days of the final decision of the Board.
- i) The Secretary of the Board shall preside at the Church meeting called to consider the recommendation of the Board. However, if the Secretary of the Board brought

the original charges, then a Board member will preside.

- j) The Chairperson of the Deacon Ministry will present the charges against the Pastor and the recommendation of the Board to the Church. The Pastor will be afforded an opportunity to respond to the charges and react to the recommendation of the Board.
- k) The Church will be required to vote on the recommendation of the Board and a two-third (2/3) majority vote of the members present and eligible to vote shall be required to implement the recommendation of the Board.
- l) The Church Clerk shall supervise the voting with three persons designated to count the votes designated by the presider. The Moderator of the Gaston County Baptist Association shall appoint someone to observe the counting of the votes.
- m) The decision of the Church whether to accept or reject the recommendation of the Board shall be considered final. The Pastor shall not have the privilege of appeal nor shall the person or group bringing the charges have the right to bring the same charges.
- n) Upon separation of the Pastor from the church, there shall be a ninety (90) day cooling off period before the search of a new pastor begins.

Section 4.06: DISABILITY OF THE PASTOR. The disability of the Pastor shall vacate the pulpit.

- a) In the event that the Pastor becomes disabled by health or other reasons, it shall be the responsibility of the Deacon Ministry Chairperson to call a meeting of the Board of Directors to consider the disability of the Pastor.
- b) The hearing on the question of the Pastor's disability shall follow the same course as the process to terminate the Pastor with the sole exception that the Pastor's disability may require that their interests are represented by a third party.
- c) It shall be the responsibility of the Board to recommend to the Church compensation to the Pastor (or his family) during the term of his temporary disability or to recommend compensation for a stated period of time for a permanent disability.

Section 4.07: SEVERANCE PAY TO THE PASTOR. In the event of the resignation, retirement or termination of the Pastor, it shall be the Church's discretion to offer severance pay.

- a) In order to receive severance pay, the Pastor's term of office must be equal to or greater than two (2) years.
- b) The amount of severance pay shall be recommended by the Board and shall not exceed an amount equal to ninety (90) days of salary and benefits. It shall be the Church's discretion to accept, reject or amend the recommendation of the Joint Board regarding severance pay.

Section 4.08: THE DEATH OF THE PASTOR. The death of the Pastor shall vacate the pulpit.

- a) In the event of the death of the Pastor, the Pastor's family shall have the privilege of use of the parsonage for a minimum of ninety (90) days following the death of the Pastor.
- b) At the discretion of the Board, the privilege of use of the parsonage may be extended, but shall terminate upon the election of a new Pastor.
- c) Upon the death of the Pastor, the Board may recommend that severance pay (not to exceed an amount equal to ninety (90) days of salary and benefits) be paid to the Pastor's survivors.
- d) Upon separation of the Pastor from the church there shall be a ninety (90) day cooling off period before the search of a new pastor begins.

Section 4.09: USE OF PARSONAGE. In the event that the pulpit is vacated (whether by resignation, retirement, or termination); the Pastor shall vacate the Church parsonage not later than ninety (90) days from the effective date of the Pastor's resignation, retirement or termination.

(When applicable):

- a) The Pastor shall make the parsonage and grounds available for inspection by the Trustees within the ninety (90)-day period and prior to vacating the premises.
- b) The Pastor must pay any charges for damages to the property before vacating the premises. It shall be the privilege of the Pastor to repair the property; however,

the Trustees shall supervise said repairs and must approve of workmen for the said repairs.

- c) Should the Pastor fail to pay for damages or fail to repair the property according to standards acceptable to the Trustees, the Trustees may opt to deduct an amount for said repairs from any salary, benefits, or severance due to the Pastor.
- d) In the event of the temporary or permanent disability of the Pastor, it shall be the privilege of the Board of Directors to recommend to the Church what privilege the Pastor shall have to remain in the parsonage due to a temporary or permanent disability.

Article V: ORDER OF LEADERSHIP

Section 5.01: CHURCH CONFERENCE / BUSINESS MEETING. By virtue of Baptist polity, the Church Conference shall consist of all members eligible to vote. This body of Believers shall be the supreme decision-making body concerning all matters of the Church except otherwise stated in this document. The Church Conference shall convene at least twice per year (fiscal year July 1- June 30). The Pastor shall chair each meeting. Each meeting shall have a written / published agenda, which shall include but is not limited to: A financial report, and Ministry Report(s).

Section 5.02: BOARD OF DIRECTORS. Section 6.14: Board of Directors. The Board of Directors shall meet at least four (4) times per fiscal year. The Board shall consist of the following officers but is not limited to said officers: Pastor, Chair of Deacons Ministry, Chair of Trustee Ministry, Church Clerk, Church Treasurer, and the Church Financial Secretary / Assistant Treasurer. The Board Shall be Chaired by the Pastor. Board Chairmanship succession shall be governed by this Document (Section 5.04). The Board may have additional officers as determined by the Board Chairperson, approved by the Church. The duties of the Board of Directors shall include:

- a) Serve as the governing body (in consultation with the Pastor) for all church affairs when the Church Conference is not in session.
- b) Taking legal responsibility regarding the purchase, improvement, and disposal of Church property.

- c) In the absence of a Pastor, the Board shall serve in concert as the Chief Executive Officers of the Church.
- d) Looking to the needs of the Pastor including the Pastor's compensation, benefits, physical and mental health, continuing education and material needs.

Section 5.03: LEADERSHIP OF THE PASTOR. By virtue of the Church's call, the Pastor is expected to give general leadership and oversight to all matters related to the life of the congregation and well being of the Church.

Section 5.04: LEADERSHIP IN THE ABSENCE OF A PASTOR. To facilitate church business in the absence of a Pastor, the following persons shall be responsible for leading the congregation in the order stated:

- a) The Board of Directors lead by the Chairperson of Deacons.
- b) In the absence of the Chairperson of Deacons, they shall designate another Deacon to act on their behalf.
- c) The Secretary of the Board.

Article VI. Church Officers

Section 6.01: QUALIFICATIONS OF DEACONS. A person filling the office of Deacon shall meet the following qualifications:

- a) Meets the requirements of Scripture (including Acts 6:1-7; Romans 16:1-2, and 1 Timothy 3:8-13).
- b) Has been an active member of the Church for a minimum of six (6) months.
- c) Has successfully completed a prescribed course of training as determined by the Pastor.
- d) Possesses good leadership skills.
- e) Has a good reputation in the community.
- f) The office of Deacon shall not be exclusive to men, but women meeting the same qualifications (opposite sex marriage, etc.) may also fulfill this office.
- g) Has the mutual recommendation of the Pastor and the congregation.

Section 6.02: DUTIES OF DEACONS. The duties of Deacons shall include:

- a) Assisting the Pastor in administering the ordinances of the Church (Baptism and the Lord's Supper).
- b) Serving as a link between the Pastor and the congregation.
- c) Being concerned with the spiritual matters of the Church.
- d) Attending worship services regularly and fulfilling financial obligations to the Church.
- e) Being personally responsible for their Christian behavior and conducting themselves as Christians and representatives of the Church at all times.
- f) Performing other duties that generally pertain to the office of Deacon as assigned by the Church or Pastor.

Section 6.03: SELECTION OF DEACONS. Deacons shall be nominated according to the following procedures:

- a) Because Deacons are an extension of the ministry of the Pastor, the Pastor shall determine a need for additional Deacons and shall report the same to the Deacon Ministry.
- b) The Pastor shall make recommendations for persons to enter training to become Deacons to the Church after considering the qualifications outlined in the New Testament, the personal traits of the individual and the requirements outlined in this Constitution.
- c) Following a majority vote of eligible members present to vote, persons recommended shall enter a Pastor-prescribed training for no less than six (6) months. After said training and upon the readiness of the Pastor, the candidates shall be ordained in a public ordination service.

Section 6.04: DEACON MINISTRY OFFICERS. The Deacon Ministry shall have the following officers: Chairperson and Secretary.

- a) The Deacon Ministry may elect other officers as necessary to efficiently carry out

the work of the Deacons.

- b) The Pastor shall appoint the Chairperson of the Deacon Ministry and the Chairperson of the Deacon Ministry shall serve at the pleasure of the Pastor.
- c) The Chairperson of the Deacon Ministry shall appoint sub-committees as necessary.
- d) The Chairperson of the Deacon Ministry shall serve for two (2) years and then rotate off. Once they rotate off as chairperson, they will still serve in the capacity of a Deacon not assuming the chairmanship for at least one (1) year.

Section 6.05: TERMINATION OF DEACONS. The termination of a Deacon shall vacate the position.

- a) In cases where the Deacon's ability to hold the position is questioned because of issues of moral character, conduct, or general competence, the individual or group making such charges shall present the charges in writing to the Secretary of the Board.
- b) The Secretary of the Board shall present copies of the charges to the Board and the Deacon.
- c) Within two (2) weeks of receiving the written charges, the Secretary of the Board shall call a meeting of the Board for a hearing on the charges and shall give written notice to the Deacon of the hearing.
- d) The Church Clerk shall be present at all meetings of the Board to record the Minutes of the hearing(s).
- e) At the hearing, the individual or group bringing the charges shall be allowed to state the charges and be questioned by the Board. At this hearing, it shall be the privilege of the Deacon to respond to any charges presented.
- f) It shall be the privilege of the Board to investigate any matters presented during the hearing. Should additional investigation be required, the Secretary of the Board shall implement and coordinate such investigation. Should the Secretary of the Board be the person who brought the original charges, a Board member shall implement and coordinate such investigation.
- g) Within two (2) weeks of the hearing, the Board shall determine whether to dismiss the charges against the Deacon, to impose disciplinary actions against the

Deacon, or recommend the termination of the Deacon. Two-thirds (2/3) of the Board present during the hearing shall be required to recommend termination of the Deacon.

- h) Should the Board decide to impose disciplinary action or recommend termination; the Secretary of the Board will call a special meeting of the Church to allow the Church to hear the facts of the hearing and to act on the recommended disciplinary action or termination. Two weeks notice of such a meeting shall be given to the congregation. Said meeting must be held within thirty days of the final decision of the Board.
- i) The Secretary of the Board shall preside at the Church meeting called to consider the recommendation of the Board. However, if the Secretary of the Board brought the original charges, then a Board member will preside.
- j) The Pastor will present the charges against the Deacon and the recommendation of the Board. The Deacon will be afforded an opportunity to respond to the charges and react to the recommendation of the Board.
- k) The Church will be required to vote on the recommendation of the Board and a majority of the members present and eligible to vote shall be required to implement the recommendation of the Board.
- l) The Church Clerk shall supervise the voting with three persons designated to count the votes designated by the presider. The Moderator of the Gaston County Baptist Association shall appoint someone to observe the counting of the votes.
- m) The decision of the Church whether to accept or reject the recommendation of the Board shall be considered final. The Deacon shall not have the privilege of appeal nor shall the person or group bringing the charges have the right to bring the same charges.

Section 6.06: QUALIFICATIONS OF TRUSTEES. A person filling the office of Trustee shall meet the following qualifications:

- a) Demonstrates good business judgment, sound financial dealings, and ability to transact the business of the Church.
- b) Has been an active member of the Church for a minimum of six (6) months.
- c) Has successfully completed a prescribed course of training as determined by the Pastor.
- d) Known as creditworthy, honest, dependable, and of good character in the Church

and community.

- e) Has a good reputation in the community.
- f) Has the recommendation of the Pastor to the congregation.

Section 6.07: DUTIES OF TRUSTEES. The duties of Trustees shall include:

- a) Protecting, managing, and maintaining the property of the Church.
- b) Repairing, improving, and purchasing equipment.
- c) Carrying out the directives of the Church as approved in Church business meetings.
- e) Attending worship services regularly and fulfilling financial obligations to the Church.
- f) Performing other duties that generally pertain to the office of Trustee as assigned by the Church or Pastor.

Section 6.08: LIMITS OF AUTHORITY OF TRUSTEES. The duties of the Trustees shall not include the authority:

- a) To buy, sell, mortgage, lease, or transfer any property of the Church.

Section 6.09: ELECTION OF TRUSTEES. Trustees shall be elected according to the following procedures:

- a) The Pastor shall determine a need for additional Trustees and shall recommend the same to the congregation.
- b) The Pastor and Trustees shall make recommendations for persons to enter training to become Trustees to the Church after considering the qualifications outlined in the Church Constitution and the personal traits of the individual.
- c) Following a majority vote of eligible members present to vote, persons recommended for election shall be named Trustees upon completion of a Pastor-prescribed training (minimum of six (6) months) at a public ceremony.

Section 6.10: TRUSTEE MINISTRY OFFICERS. The Trustee Ministry shall have the following officers: Chairperson, Vice Chairperson/Secretary.

- a) The Trustee Ministry may elect other officers as necessary to efficiently carry out the work of the Trustees.
- b) The Pastor shall appoint the Chairperson of the Trustee Ministry and the

Chairperson of the Trustee Ministry shall serve at the pleasure of the Pastor.

- c) The Chairperson(s) of the Trustee Ministry shall appoint sub-committees as necessary.

Section 6.11: QUALIFICATIONS OF DEACONESS. A person filling the office of Deaconess shall meet the following qualifications: *(Note: A Deaconess is a female Deacon with all rights pertaining to the office of Deacon. The following are more gender-specific qualifications.)*

- a) Has been an active member of the Church for a minimum of six (6) months.
- b) Has successfully completed a prescribed course of training as determined by the Pastor.
- c) Has a good reputation in the community.
- d) Has the mutual recommendation of the Pastor and the Deacons.

Section 6.12: DUTIES OF DEACONESESSES. The duties of Deaconesses shall include: *(Note: A Deaconess is a female Deacon with all rights pertaining to the office of Deacon. The following are more gender-specific duties.)*

- a) Assisting the Pastor in the preparation of the Lord's Supper.
- b) Assisting the Pastor in counseling the women of the Church and taking leadership in promoting the virtues of Christian womanhood.
- c) Assisting and preparing candidates for baptism.
- d) Attending worship services regularly and fulfilling financial obligations to the Church.
- e) Being personally responsible for their Christian behavior and conducting themselves as Christians and representatives of the Church at all times.
- f) Performing other duties that generally pertain to the office of Deaconess as assigned by the Church or Pastor.
- g) Serves as a link between the Pastor and the congregation.
- h) Being concerned with the spiritual matters of the church.

Section 6.13: SELECTION OF DEACONESSES. Deaconesses shall be selected according to the following procedures:

- a) Because the office of Deaconess is an extension of the ministry of the Pastor, the Pastor shall determine a need for additional Deaconesses and shall report the same to the Deacons Ministry.
- b) The Pastor and Deacons shall make recommendations for persons to enter training to become Deaconesses to the Church after considering the qualifications outlined in the New Testament, the personal traits of the individual and the requirements outlined in this Constitution.
- c) The Pastor and Deacons must mutually agree upon persons to enter training to become Deaconesses before a person shall enter training for ordination.
- d) Following a minimum of twelve (12) months in training as prescribed by the Pastor, the Pastor and Deaconesses shall mutually recommend persons to the Church for ordination.
- e) Following a majority vote of members present and eligible to vote, persons recommended shall be ordained in a public ordination service.

Section 6.14: QUALIFICATIONS FOR CLERK/SECRETARY TO THE BOARD.

A person filling the office of Clerk shall meet the following qualifications:

- a) Demonstrate thoroughness and accuracy in detail.
- b) Demonstrate an ability to be present and participate in the various meetings of the Church.
- c) Willing to participate in the administrative and clerical functions of the Church.
- e) Demonstrate an ability to work effectively with staff members.
- f) Has been an active member of the Church for a minimum of six (6) months.

Section 6.15: DUTIES OF THE CLERK. The duties of Clerk shall include:

- a) Serve as a member of the Board of Directors.
- b) Keeping accurate minutes of Church business meetings.
- c) Making copies of Church minutes available upon request.
- d) Ensuring that the membership roll of the Church is current, accurate, and

includes information regarding the names, addresses, telephone numbers, dates and manner of admission, and other pertinent information.

- e) Ensuring that a list of candidates for membership and inactive members is maintained.
- f) Notifying officers and members of their election or appointment by the Church.
- g) Supervising the counting of votes at Church meetings.
- h) Ensuring that all records and documents of the Church are permanently maintained in the Church building and are available for inspection upon request.
- i) Serving as Secretary to the Board when such meetings are called.
- j) Performing other duties as assigned by the Pastor or the Church.

Section 6.16: APPOINTMENT AND TERM OF OFFICE OF CLERK. The Pastor shall appoint the Church Clerk with the approval of a majority vote of the Church. The Church Clerk shall serve at the pleasure of the Pastor.

Section 6.17: QUALIFICATIONS FOR TREASURER. A person filling the office of Treasurer shall meet the following qualifications:

- a) Qualifies to be bonded.
- b) Demonstrates an ability to work effectively with staff members.
- c) Has been an active member of the Church for a minimum of one (1) year.

Section 6.18: DUTIES OF THE TREASURER. The duties of Treasurer shall include:

- a) Serve as a member of the Board of Directors.
- b) Serving on the Church's Finance and Budget Committees.
- c) Submitting appropriate financial reports as requested by the Pastor, Church, or members.
- d) Ensuring that all monies received are accurately accounted for and appropriately deposited.
- e) Serving as an authorized signatory on Church's financial instruments.
- f) Ensuring the maintenance of accurate financial records that are acceptable for auditing.

- g) Recommending to the Board of Directors and the Church appropriate investment strategies and instruments for Church funds.
- h) Performing other duties as assigned by the Pastor or the Church.

Section 6.19: QUALIFICATIONS FOR ASSISTANT TREASURER / FINANCIAL SECRETARY. A person filling the office of Assistant Treasurer/ Financial Secretary shall meet the following qualifications:

- a) Qualifies to be bonded.
- b) Demonstrates an ability to work effectively with staff members.
- c) Has been an active member of the Church for a minimum of one (1) year.

Section 6.20: DUTIES OF THE ASSISTANT TREASURER/ FINANCIAL SECRETARY. The duties of Treasurer shall include:

- a) Assisting the church Treasurer in all their duties.
- b) Fulfilling Treasurer's role in their absence.
- c) Keep account of all church financial records which include budgets, giving statements, etc.

Section 6.21: TEMPORARY LEADERSHIP APPOINTMENTS. Should the Chairperson of the Deacon Ministry or the Chairperson of the Trustees Ministry be temporarily unavailable or unable to serve, the Vice Chairperson of the Deacon Ministry and of the Trustee Ministry, respectively, shall serve in the place of the Chairperson(s). Should the Clerk be temporarily unavailable or unable to serve, it shall be the privilege of the Pastor to appoint a person to act in the said position until the said officer may resume the duties of the office. Should the Treasurer be temporarily unavailable or unable to serve, the duties of the Treasurer shall fall to the Chairperson of the Finance Committee and, after that, to the Chairperson of the Trustee Ministry.

Section 6.22: ADDITIONAL LEADERSHIP APPOINTMENTS. Should the need

arise for additional Church Officers or Ministry Leaders it shall be to the discretion of the Pastor in consultation with the Church Board of Directors to make such appointments. The appointees shall assume their respective duties upon notification of the Pastor or his designee. The appointment(s) shall be affirmed at the following Church Conference.

ARTICLE VII: CHURCH MEMBERSHIP

All who desire to worship God “in spirit and in truth” are welcome at Mt. Sinai Baptist Church. Mt. Sinai Baptist Church anticipates attendees to be a combination of Members, believers who have not yet elected to become Members, and those seeking God. Recognizing this, and in order to provide unity of purpose, direction, and action, voting on issues coming before the Church is restricted to eligible Members. Mt. Sinai reserves the exclusive right to determine and set biblical requirements for membership and the conditions of such membership. Each eligible Member shall be entitled to one vote at all regular or special called business meetings of the Church when that member is in attendance. If a Member is sick and shut in from the meeting, he or she can vote by absentee ballot obtained from the Church office as long as the ballot is received prior to the business meeting.

Section 7.01: MEMBERSHIP. Membership in Mt. Sinai Baptist Church shall be attained by:

- a) **Salvation:** Public profession of faith in Jesus Christ as personal Savior and Lord followed by baptism.
- b) **Watch Care:** Those believers that have decided to unite with Mt. Sinai Baptist Church for a specific period of time (e.g. College Student). Watch Care members cannot vote in the affairs of the church or hold official offices. Those Watch Care members who desire full membership should notify the Pastor or the church clerk.
- c) **Transfer of a Letter:** Transferring of membership from another church of like faith and order.
- d) **Restoration:** Reinstatement to membership after repentance, and restoration under the Pastor and Deacon Ministry.
- e) **Completion of a Membership Class:** All persons seeking church membership must complete the Church’s membership class and agree with the Church By-Laws. Completion of this class is optional for those who were Members on or before the date of this revision.

Section 7.02: DEFINITION OF AN ACTIVE MEMBER. An active member or a member in good standing at Mt. Sinai Baptist church maintains good attendance, and gives consistently and regularly in tithes and offerings once per month. An active member shall be entitled to one vote at all regular and special called business meetings of the church when that member is in attendance.

Section 7.03: DEFINITION OF AN INACTIVE MEMBER. A member shall become inactive at Mt. Sinai Baptist Church if they do not give consistently and regularly in tithes and offerings at least once per month, or if they do not attend church within a quarter. Members who fail to support the church by regular attendance for a period of one (1) year without good reason (e.g. medical, shut-in) will be contacted to determine if they wish to maintain their membership at Mt. Sinai Baptist Church and the course of conduct they must follow to do so. If they do not wish to support the church, but wish to remain members then they will become Inactive Members. Inactive Members cannot vote in Church matters until they are restored to membership by demonstrating faithfulness through regular attendance. If they do not wish to maintain their membership or if they cannot be contacted through repeated efforts, their membership will be terminated.

Section 7.04: TERMINATION OF MEMEBERSHIP. Membership shall be terminated upon:

- a) Death of a Member.
- b) Request of termination by the Member.
- c) Transfer by letter to another church.
- d) Evidence of membership in another church.
- e) Absent longer than one (1) year from the church with no forwarding information available.
- f) Exclusion by disciplinary action by the Church.