

CONSTITUTION
of
JUBILEE BAPTIST CHURCH
525 Old Rutherford Road
Taylors, SC 29687

ARTICLE I – NAME

This church was organized in the year 1864 under the name of JUBILEE BAPTIST CHURCH, in Taylors, South Carolina, and is duly incorporated under the laws of the State of South Carolina.

ARTICLE II – PURPOSE

The purpose of this congregation is to give visible form to that faith and fellowship to which God has called His people. We acknowledge ourselves to be a local manifestation of the church through which Jesus Christ continues to minister to the world by His Holy Spirit. We seek to fulfill this calling through corporate worship services, through a program of Christian Education by which our members may be built up in their faith and love, through proclamation of the Gospel by word and deed, and through ministering to human need in the name of Christ.

ARTICLE III – POLICY

Section I. We recognize Jesus Christ as the only head of the church. Therefore this congregation seeks to ascertain and obey the will of our Lord in all matters of faith and practice.

Section II. Authority to govern the spiritual and temporal affairs of this church being given to by Christ, its government is vested in the members who compose it, and, as such, it is subject to the control of no other ecclesiastical organization. Also, none of its boards or committees can usurp its executive governmental or policy-making powers.

Section III. This church shall maintain affiliation and cooperation with the Enoree River Baptist Association, the Education & Missionary Baptist Convention of S.C., and the National Baptist Convention USA, and its affiliates.

ARTICLE IV – DOCTRINE

This church accepts the Scriptures of the Old and New Testaments as the inspired record of God's revelatory actions in human history and as the authoritative basis for its doctrine and practice. This church also has adopted the following covenant as a means by which its members may express their intent to accept the lordship of Jesus Christ in the affairs of daily life. This document shall be subject to revision by the congregation. New insights from the Word of God shall indicate ways in which our

faith and life may be brought into closer accord with the teachings of the Scriptures.

Church Covenant

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

We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotion; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, and 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 each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

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

ARTICLE V – CHURCH MEMBERSHIP

Section I. Admission of Members

Members may be received into membership by any of the following methods, subjects in each case to the recommendation of the Board of Deacons and the vote of the congregation.

- A. By Baptism: A person who publicly confesses Jesus Christ as Lord and Savior and adopts substantially the views of faith and principles of this Church and is baptized by immersion may be received into the fellowship of the church.

- B. By Letter: A person who is in substantial accord with the views of faith and the principles of this Church may be received by letter from any other Christian (Baptist) Church.
- C. By Experience: A believer of worthy character who has formerly been a member of a Christian (Baptist) Church, but who for sufficient reason cannot present a letter from that church, but who is in substantial accord with the views of faith and principles of this church may be received upon a statement of experience.
- D. By Restoration: A person who has lost membership may be restored to membership upon recommendation by the Board of Deacons and a vote of the church membership.
- E. By Watch-Care: A person who is a member of another Christian Church but sojourning in this community for a brief period of time may be received into membership of the church for a three-to-six months period. Students may unite under watch care while they are enrolled in a local institution of learning.
- F. Associate Membership: Any person professing faith in the Lord Jesus Christ and giving evidence of Christian commitment may be received as an associate member. Associate members shall be considered as regular members with all privileges and responsibilities except that they may not serve as deacons, trustees, or officers, and may not vote on any motion affecting transfer or sale of church property.

All applications for admission to church membership shall be presented in the form of a recommendation from the Board of Deacons and the church membership.

Section II – Termination of Membership

- A. By reason of death.
- B. By Letter: Any member in good standing who desires a letter of dismission and recommendation to any other Baptist church may receive it upon his request and upon the recommendation of the Board of Deacons and the vote of the Church. The Church to which membership is requested shall be named in the letter and the letter shall be sent to the pastor or clerk of that church. Such letter shall be valid for six (6) months after its date, unless reviewed, and this restriction shall be stated in the letter.
- C. By Request: If a person expresses a wish to resign from membership, he/she should put the request in writing. Upon recommendation of the Board of Deacons, his/her name shall no longer be included

among the members. The Pastor shall acknowledge the request in writing and express the church's continuing concern for the individual.

- D. **By Removal:** Upon recommendation of the Board of Deacons, the Church may vote to remove the names of persons who have been on the inactive list for at least two (2) years.
- E. **By Exclusion:** Should any member be guilty of persistent breach of covenant obligation or unchristian conduct, the Church may terminate his/her membership, but only after due notice and hearing before the Board of Deacons, and after faithful efforts have been made to bring such a member to repentance and reconciliation.
- F. **Inactive Membership List:** When a person has manifested a lack of interest in the life of the Church for one (1) year, or to contribute to its support, his/her name may be placed on an inactive list upon recommendation of the Board of Deacons and the vote of the Church.

1. Persons whose names are on the inactive membership list shall not be counted or reported as members and shall not take part in church business meetings or be eligible to hold office.

2. Persons whose names are on the inactive membership list may not be entitled to benefits provided by the church (such as benevolent gifts, burial in church cemetery – this only with payment of stipulated fee, as well as use of church facilities for weddings, funerals, etc.)

ARTICLE VI – THE PASTOR

Section I. The pastor shall preach the gospel, administer the ordinances, watch over the membership, and have charge of the spiritual welfare of the congregation and the stated services of public worship. The pastor shall be an ex-officio member of all boards and committees of the Church and its auxiliary organizations.

The pastor shall be the moderator and shall preside at all business meetings of the Church except when good taste dictates otherwise.

Section II. When it is necessary to call a pastor, the Church shall elect a representative committee of five (5) members. It shall be the duty of this committee to take necessary steps to secure a pastor. The committee shall investigate the personal character, education, ministerial report, and preaching ability in determining his fitness for said pastorate. When a suitable candidate is found, the committee shall recommend that person to the Church for consideration.

Section III. The call of a pastor shall come before the Church at a regularly called business meeting; notice of such meeting and its purpose having been read from from the pulpit on two (2) consecutive Sundays. A vote of two-thirds of the members present and qualified to vote shall be necessary to extend a call. Only one candidate shall be presented to the Church at any one regular meeting. The vote shall be by written ballot.

Section IV. The pastor shall be called for an indefinite period of time. The salary shall be fixed at the time of the call and may be changed by vote of the Church at any regular business meeting, provided that such a change has been considered by the Board of Deacons and Trustees, and/or Finance Committee.

The salary shall be paid in (weekly, bi-weekly, monthly) installments. The pastor shall be given an annual vacation of not (less/more) than (2) two weeks with pay.

Section V. A pastor's term of office may be ended upon ninety (90) days of notification on the part of the pastor or of the Church by mutual consent. Termination of the office shall be voted on at a regularly called business meeting, notice of such meeting and its purpose having been read from the pulpit in two (2) consecutive Sundays. A vote of a majority of the members present and qualified to vote, provided that there be present a quorum of two-thirds of membership shall make a valid termination of said office.

ARTICLE VII – CHURCH OFFICERS

In the New Testament we find that in apostolic times, and for many years after, pastors and deacons only were known as permanent church officers. Others have been added at later times for variety of reasons.

Section I. The Deacon:

1. Their Number: The Board of Deacons shall be comprised of an indeterminate number of members- depending on the size of the congregation (suggested one deacon for every 25 to 50 members. They shall be ordained to their work according to Acts 6:1-8 and Timothy 3:8-13.
2. As the need arises this office shall be filled upon recommendation from the Pastor and the Deacon Board to the Church. This recommendation shall be read on two (2) consecutive Sundays. Those persons to be accepting by the Church for his office must pass the test of moral qualifications as listed in the above -mentioned Scriptures.

Persons passing the test will be placed on probation for six (6) months,

in which time they will undergo rigorous training and preparation for the task. At the end of this period and upon recommendation to the Church, the candidate(s) shall be ordained.

3. Deacons shall hold office as long as they shall faithfully discharge their duties.
4. Any Deacon who, for a period of three (3) months, fails to perform their duties of his office faithfully, automatically vacates the same. The Church may, for good and sufficient cause, remove any Deacon from office.
5. The duties of the Board of Deacons: To assist in every way the work of the pastoral office, including the following:
 - a) Consider with the pastor all applicants for church membership and all requests for letters of dismissal and make appropriate recommendations to the church.
 - b) Cooperate with the pastor in providing supply ministry and other leadership for Sunday services and other meetings in the pastor's absence.
 - c) Provide for the Lord's Supper and aid in its administration.
 - d) Visit the members and provide for the sick, needy, and distressed persons of the church and community.

Section II. The Board of Trustees:

It shall consist of three or six members, one of whom shall be the church treasurer. Their responsibilities shall include the following:

1. Hold in trust all church property and take all necessary measures for its protection, management, upkeep, and improvement.
2. In consultation with other boards and committees, establish guidelines for the use of church property for all purposes and programs planned by church groups as well as by groups from outside the church.

Notwithstanding the above, this board shall have no power to buy, sell, mortgage, lease, or transfer any real estate property without specific vote of the church authorizing such action.

3. It shall, when so instructed by the Church, secure the services of a custodian at such salary as is authorized by the Church and secure from him/her acceptable service.

4. It shall also perform such other duties as are imposed upon it by the church and State.
5. The trustees shall be elected on a rotating basis for a three-year term; they may not be re-elected until a year's lapse, after serving two (2) consecutive terms.

Section III. The Clerk:

- 1) The Clerk is an elected officer who is meticulously accurate and it is good that he/she be re-elected many times if he/she does his/her work well, in order to profit fully from his/her accumulated understanding and experience. Thus, his/her name shall be brought forth for re-election each year during the annual business meeting. Duties of the clerk shall be as which shall be read for approval at the next following business meeting.
- 2) The clerk shall keep a record of the names and addresses of the members dates and manner of admission and termination, also a record of baptisms, and a list of those suspended.
- 3) The clerk shall notify all officers, committee members, and delegates of their election and appointment.
- 4) The clerk shall issue letters of termination and recommendation voted by the church, preserve on file all communications and written reports, and give legal notice of all meeting where such is required by this Constitution.
- 5) The clerk shall assist in preparing denominational reports.
- 6) The clerk shall deliver immediately to his/her successor all books and records for which he/she has been responsible as clerk.

Section IV. The Treasurer:

The treasurer is an elected officer who works closely with the Finance Committee. He/she shall have custody of all the funds of the church and all deposits made in the name of the church.

1. The treasurer shall receive all monies belonging to the church (except those of the Theopa Goodlett Missionary Education Memorial Fund) for deposit in the bank as designated by the church, within a period of twenty-four hours.
2. The treasurer shall have custody of the securities, investments, title papers, and other valuable documents of the church.

3. The treasurer shall submit to to the Finance Committee and to the Trustees, upon their request, information as to the condition of the treasury.
4. The treasurer shall keep separate accounts of all funds raised or contributed for particular purposes. NO funds shall be disbursed by the treasurer except for the purpose for which they were raised or contributed.
5. The treasurer shall keep a summary of the financial standing of the Church before the members, through bulletins or other publications, by posting on the bulletin board, or by a quarterly letter.
6. The treasurer shall be elected for a term of two (2) years, unless under the concerns of the Church, he/she proves to be unsuitable and not trustworthy, in which case, he/she may be removed from office and a new treasurer elected.
7. The treasurer of this Church shall be bonded.

Section V. The Financial Secretary:

The Financial Secretary shall be elected at the annual business session of the Church for a period of two (2) years, being eligible for re-election for a second term. His/her duties shall be:

1. To disburse funds received for the support of the Church and for the reduction of the Church indebtedness, only on the order of the Finance Committee. This shall be expedited only upon warrants attested by the signature of two members of the Finance Committee and the Chairman of the Board of Trustees.
2. To submit to the Church an itemized report of receipts and disbursements, showing the actual financial condition of the Church at each quarterly meeting. At the annual meeting of the Church, upon receipt of the treasurer's report, the books shall be submitted to the auditors.
3. To keep an accurate record of all monies received by the Church and to send a weekly statement to the treasurer and to the Finance Committee Chairman.
4. To submit his/her records upon receipt of the Church to the auditors at the annual meeting.
5. To keep an accurate record of the receipts and disbursements of all auxiliaries, groups, and boards (except the Theopa Goodlett Fund).
6. The Financial Secretary shall be bonded.
7. The Financial Secretary shall also be an ex-officio member of the Finance

Committee.

Section VI. The Secretary (Clerk):

May also serve as Financial Secretary.

To send out personal statements once a year, listing their gifts.

To report to the Board of Deacons the names of those who have failed to make any contributions of record toward church expenses or funds.

To submit his/her records upon request of the church to the auditors at the annual meeting.

Section VII. The Sunday School Superintendent:

Shall be elected at each annual meeting to serve for a period of one (1) year, with the possibility of re-election for ensuing terms so long as he/she performs his/her duties properly, faithfully, and efficiently in such a manner that interest in the progress and spiritual growth of the church school are foremost. His/her duties shall be as follows:

1. Direction of the Sunday School.
2. Overseeing the election/selection and appointment of Sunday School teachers and other officers as may be deemed necessary or appropriate.
3. Becoming a member of the Christian Education Committee. Maintain association and communication between the local, state, and national Congress of Christian Education.
4. Along with the officers and staff, selection of such literature as may be necessary to create and maintain spiritual and educational growth.
5. Planning and preparation of Vacation Bible School and selection/appointment and training of the necessary personnel.

ARTICLE VIII. – COMMITTEE / BOARD

Section I. The Executive Board:

(Sometimes called the Advisory Council), this Board shall comprise all elected officers including the entire Board of Deacons and Board of Trustees, the president of each auxiliary, and the chairman of each committee: Three (3) members at large shall be elected.

- a) This Board shall hold monthly meetings.
- b) It shall consider all matters of importance, and present its findings and recommendations to the Church body at its customary quarterly meetings.
- c) It shall receive in writing from all other boards, auxiliaries, and committees (and also from individual members) of the Church advanced notice of matters of concern that affect the strength of the total work of the Church for consideration and recommendation to the Church at its regular meeting.

Section II. The Finance Committee:

- A. It shall be made up by the Pastor (an ex-officio member), the Treasurer, the Financial Secretary, the Chairman of Deacons, the Chairman of Trustees, and two (2) members at large.
- B. It shall prepare the Annual Budget (submitting it first to the Executive Board), then to the Congregation for approval.
- C. It shall receive (or co-ordinate) gathering of information for budget requests (ex: vouchers, receipts, etc.)
- D. It shall be responsible for administering the budget.
- E. Any emergency or special offerings shall be approved by the Finance Committee.
- F. It shall enlist persons to count the weekly receipts.
- G. It shall authorize the Treasurer or Financial Secretary to pay bills, after proper signatures or vouchers have been obtained.
- H. It shall provide for its Chair Person and one (1) other member to be eligible for access to the safe deposit box.
- I. It shall be responsible for the proper recording and depositing of church funds.
- J. It shall have the authority to transfer monies from the various special or subsidiary funds to pay for projects within the scope of the original intent of the donor, after said projects have been approved by the Church.

Section III. The Pulpit Committee:

(See Article VI., Section II)

Section IV. The Music Committee:

- A. It shall be charged with the responsibility of providing for and maintaining a musical program of excellence for the Church.
- B. The Music Committee, appointed by the Executive Board, shall cooperate with the Pastor and Director of Music in the selection of an organist, pianist, instrumentalist and choir directors, and in the securing of musicians for the various Church services.
- C. The Music Committee shall be comprised of the Pastor (ex-officio), the director of each choir, the church pianists, organists, instrumentalist, and the Director of Music.
- D. It shall plan and review the Church musical program for the year, maintain a file of the musicians in the Church, provide training experiences for Church musicians, including workshops, seminars, etc., select hymnals to be used by the Church for worship, provide for the robing of the choirs, and prepare the music budget of the Church and submit the same to the Finance Committee.

Section V. The Graveyard Committee:

1. To be named by the Executive Board Chairman.
2. To assign plots.
3. To collect dues monthly of \$5.00.
4. To collect \$600.00 from non-active members.
5. Responsible for upkeep of the Graveyard.
6. Keep accurate records of the plots used.

Section VI. The Pulpit Aide Committee:

1. Concerned with affairs for the welfare of the Pastor: Ex. Christmas, Anniversaries, Birthdays, Attendance to Conventions, and personal needs.
2. Plan for collection of funds to supply for needs of the program.
3. Should request by vouchers to the Finance Committee for funds for expenditures.
4. To be named by the Executive Board.

Section VII. The Education Committee:

Section VIII. Auditing Committee:

1. Comprised of three (3) persons named by the Executive Board.
2. To audit financial records of the Church prior to the Annual Meeting, (at least two (2) weeks prior).
3. To present its written report to the Executive Board before the Annual Meeting.

ARTICLE IX .- SAME-SEX MARRIAGE

Jubilee Baptist Church acknowledges the biblical doctrine that MARRIAGE shall be defined as a union between a man and a woman and under no circumstances shall the Church / or Sitting Pastor of Jubilee Baptist Church perform same sex marriages or bless same sex unions.

Specifically, we believe that same sex marriages are contrary to biblical teaching. Furthermore, the property of Jubilee Baptist Church, or Sitting Pastor cannot be used for any same sex marriages or celebrations.

This Constitution and By-Laws of Jubilee Baptist Church were approved and ratified after (2) official readings of the document. The final reading and ratification of the Constitution and By-Laws of Jubilee Baptist Church occurred at the church business meeting on October 17, 2015.

The following officers were witnesses to the ratification of the Constitution and By-Laws of Jubilee Baptist Church.

Johnny Smith
Chairman of Deacon Ministry

Henry R. Greer
Chairman of Trustee Ministry

Marcelina Goodlett
Church Clerk

Diana O. Ferguson
Financial Secretary
Trustee