

CONSTITUTION OF  
BIG SPRINGS BAPTIST CHURCH  
of Alcester, South Dakota

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ARTICLE I  
Name and Organization

Section 1: NAME

The name of this organization shall be the Big Springs Baptist Church.

Section 2: ORGANIZATION

The organization took place in July of 1869.

Section 3: INCORPORATION

This organization was first incorporated under the laws of Dakota Territory on August 12, 1879. Revised articles of incorporation were filed with the State of South Dakota on December 20, 1972. The organizational number is CH002914.

ARTICLE II  
Affirmation of our Faith  
Adopted by the Baptist General Conference in 1951

1. THE WORD OF GOD

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct (John 17:7; Romans 15:4; II Timothy 3:16-17; II Peter 1:19-21).

2. THE TRINITY

We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption (Matthew 28:19; John 1:1-4; 1 John 5:7).

3. GOD THE FATHER

We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of people, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ (John 3:16-17; John 4:24; John 17:5).

4. JESUS CHRIST

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth (Isaiah 7:14; John 1:14; Philippians 2:5-11; Hebrews 1:2-3; 1 John 1:7).

## 5. HOLY SPIRIT

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide (John 14:26; John 16:7-15; Romans 8:14-17; Ephesians 1:13-14).

## 6. REGENERATION

We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit (John 1:12-13; John 3:3,16-17; Acts 20:21; Ephesians 2:1-9; Titus 3:5).

## 7. THE CHURCH

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world (Matthew 16:16-18; Acts 2:38-41; Ephesians 2:19-22; Ephesians 5:25-27).

## 8. CHRISTIAN CONDUCT

We believe that a Christian should live for the glory of God and the well being of his/her fellow person; that his/her conduct should be blameless before the world; that he/she should be a faithful steward of his/her possessions; and that he/she should seek to realize for himself/herself and others the full stature of maturity in Christ (II Corinthians 9:6-8; Ephesians 4:11-16; Philippians 2:14-16; Colossians 3:17-23; I Thessalonians 5:17-18).

## 9. THE ORDINANCES

We believe that the Lord Jesus Christ has committed two ordinances to the local church: Baptism and the Lord's Supper. We believe that Christian Baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ (Matthew 28:18-20; Acts 2:41-42; Romans 6:3-5; 1 Corinthians 11:23-32).

## 10. RELIGIOUS LIBERTY

We believe that every human being has direct relations with God and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

## 11. CHURCH COOPERATION

We believe that local churches can best promote the cause of Jesus Christ by cooperation with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with inter-denomination fellowships on a voluntary independent basis.

## 12. THE LAST THINGS

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked (John 5:28-29; revelation 20:1-15; Matthew 25:31-46).

### ARTICLE III

#### Purpose

The purpose of the Big Springs Baptist Church shall be the salvation of souls and the edification of Christians through the preaching of the Gospel of Jesus Christ, the teaching of God's Word, the Bible, the administration of the ordinances of the New Testament, a world-wide ministry through missionary representatives.

### ARTICLE IV

#### Membership

##### Section 1: ADMISSION BY BAPTISM

Any person professing faith in the Lord Jesus Christ, giving evidence of regeneration, and adopting the views of faith and practice held by this church, may, upon baptism by immersion, be received into its membership.

##### Section 2: ADMISSION BY LETTER

Members of other Baptist churches may be received by virtue of their letter, certifying their baptism by immersion, duly granted by said churches.

##### Section 3: ADMISSION BY RESTORATION

A former member of a Baptist church whose membership has lapsed, due to dereliction on his or her part, may be restored to fellowship on profession of repentance and restoration process as guided by the Deacons.

##### Section 4: ADMISSION BY EXPERIENCE

Persons who are not members of other Baptist churches, but have been immersed upon the profession of their faith in the Lord Jesus Christ, and accept the views of faith and practice as approved by this Church, may be received into membership by virtue of their experience.

##### Section 5: APPLICATION AND PROCEDURE

All applicants for membership of the Church shall attend a class of instruction given by the Pastor or Deacons approved instructor and shall appear before the Deacons for consultation and examination. Applicants for membership recommended to the Church for admission by the Board of Deacons shall be presented to the congregation and voted upon at any business meeting.

##### Section 6: DISMISSAL TO OTHER BAPTIST CHURCHES

Any active member shall be granted, on request, a regular letter of dismissal to any other church of the same faith and order.

Section 7: CERTIFICATION TO CHURCHES OF OTHER DENOMINATIONS

When a member of this Church desires to unite with some other evangelical church, a certificate of Christian standing may be given upon recommendation of the Pastor or deacons.

Section 8: WHEN MEMBERS MAY BE RECEIVED AND DISMISSED

Members may be received or dismissed at any regular service or business meeting of the church. A member of Big Springs Baptist Church may be removed by decision of the Deacons only after contact has been pursued to resolve any issue or ascertain the member's desire. After contact, removal may occur with a ¾ vote of the Deacons. New members shall be officially welcomed into the fellowship of the Church at the Lord's Supper.

Section 9: ACTIVE AND INACTIVE MEMBERSHIP

The Membership shall be composed of two lists. The active member list shall consist of persons fulfilling their duties as outlined in Article V., Section 1. The inactive member list will be those who desire to remain members of Big Springs Baptist. Active members shall be moved to Inactive status either by request of the member or a decision of the Deacons after taking into account the expressed desire of the member. The Deacons shall review the membership lists every 3 years. Non-active members shall have no voting rights or the right to hold an elected position at Big Springs Baptist Church but will maintain all other rights as members.

ARTICLE V  
Officers

Section 1: OFFICERS OF THE CHURCH shall be:

- A. Chairman, which office shall be held by the Pastor
- B. Vice-Chairman
- C. Church Clerk
- D. Financial Secretary
- E. Treasurer
- F. Sunday School Superintendent

Section 2: TERM OF OFFICE

Except for the Pastor, who shall serve for an indefinite period, the term of office shall be for one year, or in case of filling a vacancy, for the unexpired period.

Section 3: QUALIFICATIONS

All church officers must be a member in good standing of the Big Springs Baptist Church.

ARTICLE VI

## Fiscal Year

The fiscal year of the church shall be from January 1 to December 31 inclusive.

## ARTICLE VII Meetings

### Section 1: ANNUAL MEETING

The annual meeting of the church shall be held in January unless postponed due to weather conditions and re-scheduled at the earliest convenience by the Pastor, Vice-Chairman or Deacons. At such time all boards, organizations and standing committees shall submit an annual report in writing.

### Section 2: BI-ANNUAL MEETINGS

Business meetings of the church shall be held at least twice each year.

### Section 3: SPECIAL MEETINGS

Special business meetings of the church may be held at any time by request of both the Pastor and Vice Chairman or Deacons.

### Section 4: QUORUM

Any number of members shall constitute a quorum at any special or Bi-annual business meeting of the church. A quorum at the Annual Business Meeting shall consist of 15% of the active members who are eligible to vote. In matters pertaining to transfer of property, amendments to this constitution or its by-laws, pastoral relations or removal of a church officer for cause, a quorum shall consist of 20% of the eligible voters.

### Section 5: PUBLIC WORSHIP

The stated meetings of this church for public worship shall be held Sunday morning and one evening during the week unless temporarily cancelled by action of the Board of Deacons.

### Section 6: ORDINANCES

- A. The Lord's Supper shall be observed monthly or at the discretion of the Deacons.
- B. Baptismal Services will be conducted when there are believers who desire baptism.

### Section 7: OTHER MEETINGS

Other meetings of the church for worship, evangelism, fellowship, etc. may be set by the Board of Deacons.

### Section 8: CHRISTIAN EDUCATION

The church shall conduct a Sunday School and such other Christian Education endeavors that seem advantageous.

## ARTICLE VIII Pastor Relations

### Section 1: ESTABLISHMENT OF RELATIONSHIP

#### A. Pulpit Committee

1. When the position of pastor is vacant, a Pulpit Committee shall be formed and retain the original members till a pastoral candidate has been approved by the congregation. The committee shall consist of two deacons chosen by the Deacons, the Church Clerk, the Sunday School Superintendent, the Vice Chairman of the church, a Trustee chosen by the members of that board, and four members at large nominated by the membership.

2. It shall be the duty of this committee to secure and recommend a candidate to the church, having investigated the merits of the candidate under consideration in regard to his personal character, education, ministerial record, preaching ability, and his doctrinal beliefs to determine his fitness for the pastorate of this church. The qualifications for Elder in 1 Timothy 3:1-7; 2 Timothy 2:22-25; Titus 1:6-9 shall be the Biblical qualifications in searching for a Pastor. The Pulpit Committee is to seek to utilize every reliable means of investigation including the District Executive, the Placement Committee of the Baptist General Conference, Bethel Seminary, Conference Annuals, other official documents, and, if necessary, an opportunity to hear the man preach in his present setting. Upon reviewing potential candidates through these and similar means, the committee is to present one candidate to the church for its action. Only one candidate shall be considered at any one business meeting called for that purpose.

#### B. Calling of a Pastor

The calling of a pastor shall be done in all cases by secret ballot requiring a two-thirds majority of the members present, and at a business meeting which has been announced at the services of the two preceding Sundays. The provisions of the call should be voted upon by the church and should include salary, provisions for vacation, participation in annual meetings of the District and Baptist General Conference, and other such benefits and arrangements as the congregation deems necessary.

#### C. Calling of Associate Ministry Staff

A. Search Committee will be formed to pursue and recommend a candidate for any Associate Ministry position. It will consist of the Senior Pastor, two Deacons, and two at-large members from the congregation. The at-large members shall be selected as outlined in Article VIII, Section 1.A.1 The vote on a recommended candidate shall follow the procedure of Article VIII, Section 1.B.

### Section 2: DISSOLUTION OF RELATIONSHIP

#### A. Removing the Pastor

The question of dissolving pastoral relationship shall be considered at any time by the Church, on the presentation of the Pastor's resignation; or, where grievance exists against the Pastor, by recommendation of the deacons, based on petition signed by at least ten members in good standing. In this case the pastoral relationship shall be dissolved by secret ballot by a majority of the members present, provided there are at least one-fifth of the total membership present at the business meeting, notice of which shall be given to the members in writing at least one week before the business meeting and the object of which shall be stated in such notice.

#### B. Administrative Leave

The Pastor may also be placed on administrative leave and relieved of all responsibilities by a vote of the Deacons with a maximum of one dissenting vote. The financial arrangements for the leave shall be made by the Deacons. This leave will be in effect until the issue may be addressed by due process to the satisfaction of the Deacons.

### ARTICLE IX Affiliations

The church shall cooperate with, be in fellowship with, and help support the Baptist General Conference and District Conference in which it is located. It shall, whenever possible, be represented by delegates at their Annual meetings.

### ARTICLE X Disposition of Church Property

#### Section 1: DIVISION.

In case of organic division of the Church membership, the Church property shall belong to those members who abide by this Constitution.

#### Section 2: DISSOLUTION

Should conditions arise when, for any reason, the Church ceases to function, the Church property shall be transferred to the Baptist General Conference of America.

#### Section 3: CONSOLIDATION.

Should conditions arise where a consolidation with another church of the same denomination be advisable, the Board of Trustees shall be authorized by the Church to negotiate the terms of such a consolidation in so far as the property is concerned.

### ARTICLE XI Amendments

Amendments to this Constitution may be introduced through formal motion at any regular meeting, but shall not be acted on until the following regular business meeting, at which time an affirmative vote of a majority of the church or a two-thirds majority of the members present and eligible to vote shall be required for acceptance; provided, however, that in the mean time the

members have been duly informed in writing of the proposed amendment. At no time can any amendment be adopted that would be contrary to Scripture or historic Baptist beliefs and practices.

BY - LAWS OF BIG SPRINGS BAPTIST CHURCH  
of Alcester, SD

ARTICLE I  
Meetings

Section 1: ORDER OF BUSINESS MEETINGS

- A. Devotional Service
- B. Presentation of Minutes
- C. Reports of Officers, Boards and Committees
- D. Reports of Special Committees
- E. Unfinished Business
- F. New Business
- G. Adjournment
- H. Prayer

Section 2: PARLIAMENTARY PROCEDURE

Robert's Rule of Order shall prevail in all business meetings, boards and committees, except where this Constitution indicates otherwise. Where there is a disagreement between any parties about interpretation of the Constitution, the Deacons shall be the final arbiter.

Section 3: NOTICE OF CHURCH BUSINESS MEETINGS

Notice shall be given of the date, time, and place of the meeting at least one, but preferably two, Sundays prior to the meeting. In the case of Special Business Meetings the purpose of the meeting shall also be stated in the notice.

ARTICLE II  
Elections

Section 1: NOMINATIONS

A Nominating Committee of eight active members shall be elected each year by the church at least six weeks previous to the Annual Business meeting with nominations for this committee coming from the floor. The committee shall include at least one person each from the Deacons, Trustee Board, Sunday School staff and Christian Youth Fellowship pastoral or volunteer staff. The remaining four positions may be filled by any active member. The committee shall then appoint a chairperson and secretary.

The following positions to be placed in nomination will serve under the term limits Article II, Section II, B-D., and must be active members at Big Springs Baptist: Sunday School Superintendent, Financial Secretary, Treasurer, Vice-chairman, Christian Education Board members, Tot's church director and Young Student Ministries Coordinator and Church Clerk.



Deacons and Trustees shall serve under the term limits of Article 2, section 2, A. The Nominating Committee will seek to present to the church two names of willing candidates for each position when there is no incumbent. If there is an incumbent, that name may stand alone, but nominations may still be made from the floor. The Deacons shall seek to submit to the nominating committee two names for each vacancy existing on the Deacons. Nominations may be made from the floor for the office of Deacon. All floor nominated nominees shall have given prior consent to serve in their respective position. Elected Christian Education board members shall be a Sunday School representative, a Young Student Ministries Coordinator representative, and a member at large. Unless there is an incumbent, the Sunday School Staff and Young Student Ministries staff shall suggest to the nominating committee two names from their respective ministries. Ballots shall be posted publicly 3 weeks prior to the annual meeting.

## Section 2: TERM OF OFFICE

### A. Term

Deacon and Trustee Board members shall be elected for a term of three years with a possible reelection limited to one additional consecutive term with elections taking place at each annual meeting.

### B. Re-election

Deacons and Trustees shall not remain in office more than two consecutive terms. They shall be eligible for the office of Deacon or Trustee after a period of one year out of office. No officer of the church, elected for a term of one year, shall serve more than six consecutive terms in the same office, but may be elected again to the same office after a one year period. Any person serving in excess of six months shall be considered to have served a full term.

### C. Vacancies

A vacancy in any office may be immediately filled for the unexpired term. Nominations will be received from the floor and voted on at a regular or special business meeting except in the event of a Deacons vacancy in which case the Deacons will nominate a suitable replacement to complete the term.

### D. Resignations

If resignation becomes necessary, any person holding an elective position shall endeavor to provide thirty days notice to the church if possible. Resignations must be submitted in writing.

## ARTICLE III Duties of Members, Pastor and Church Officers

### Section 1: DUTIES OF MEMBERS

#### A. To themselves.

The duties of members to themselves are the gaining of Scriptural knowledge, constant progress in spiritual maturity and consistency of external conduct.

B. To the Pastor.

It is the duty of members to honor and esteem their Pastor, to pray for him fervently and daily, to attend regularly on his ministrations, and to manifest a tender regard for his reputation.

C. To each other.

It is the duty of each member to cultivate and cherish brotherly love by using all proper ways to promote their spiritual benefit and prosperity and to endeavor to serve each other with their spiritual gifts (Eph. 4:9-16).

D. To the Church.

It is the duty of each member to regularly attend and support the church, contributing in proportion to his/her ability both to the budget of the church's current expenses and to the budget of benevolence, and contributing time and effort in assuming the responsibilities of church life.

E. To the Community

It is the duty of members to work in tandem with the local body to fulfill the Great Commission to the world (Matthew 28:18-20).

Section 2: DUTIES OF PASTOR

1. Pray regularly for the needs of the congregation. 1 Sam. 12:23; Eph. 6:18; Phil. 1:4; James 5:14
2. Preach and teach the Word exhorting in gentleness. 2 Timothy 2:25; 4:1-5.
3. Provide counsel and shepherding care to the congregation. 1 Peter 5:1-3
4. He shall preside at all Church business meetings, except as provisions may be made for a temporary presiding officer at a given meeting. He shall be ex-officio member of all organizations, boards and committees with voting rights and privileges.
5. He shall provide general administration for the church.

Section 3: DUTIES OF OFFICERS

A. Vice Chairman

The Vice Chairman shall seek to be present in at least one meeting per year of each committee and board. He shall act in partnership with one Deacon to communicate with paid staff each year regarding salary and future plans. In the absence of the Senior Pastor, it is his responsibility to oversee the discharge of the duties of the Pastor. The Vice Chairman will be the first line of communication for the Senior Pastor regarding vacation, sabbatical, Church issues on which the Pastor may need advice. The Vice Chairman must be an active member of the church, shall sit ex-officio on all boards and committees with a voice and a vote, and may be a duly elected member of the Deacons.

## B. Church Clerk

The Church Clerk shall keep the minutes of all business meetings of the church and of the Church Board and take care of the correspondence in the name of the church assigned to him/her. The Clerk shall maintain an accurate record of all members of the church. He/She shall also act as the Historian and shall preserve and care for all non-current church records or other documents dealing with the history of the church. Records and documents shall be kept at the church and/or in church's safe deposit box.

## C. Financial Secretary

The Financial Secretary shall supervise the counting of all monies received, and keep an accurate account, and deposit same in the name of the church in a bank. He/She shall advise annually all members of the financial needs of the church for the coming year as directed by the church finance committee. He/She shall make a report of financial income at each regular business meeting of the church. He/She shall be a member of the Finance Committee by virtue of their position.

## D. Treasurer

The Treasurer shall keep an accurate account of all monies deposited in the bank by the Financial Secretary and shall make payments of all obligations incurred by the church, by check drawn on such account, as provided by the church budget or upon approval by the church or the Finance Committee. He/She may carry a petty cash fund of a reasonable amount. He/She shall make a financial report of transactions at each regular business meeting of the church. He/She shall be a member of the Finance Committee and serve as chairman of that committee. The church shall have the right to elect an individual or individuals to act as Financial Officer(s) for any special church fund separate from the General Church funds. Those individuals shall report directly to the church.

## E. The Christian Education Board

The Christian Education Board shall be responsible for the supervision and administration of the Christian Education program of the Church. They shall call and conduct staff meetings as they deem necessary but not less than twice annually. They shall be under the supervision of the Deacons and the Church.

## F. The Sunday School Superintendent

The Sunday School Superintendent shall be responsible for supervision and administration of the Sunday School with the advice, consent and assistance of the C.E. Board. He/She shall fulfill the responsibilities of a church officer as described elsewhere in this Constitution with regard to committees and boards.

# ARTICLE IV Composition and Duties of Boards and Committees

## Section 1: DEACON AND TRUSTEE BOARDS

### A. Composition

The Deacons shall consist of a minimum of five and a preferred maximum of eight members with positions remaining unfilled only in the event of no qualified candidates. Trustee Board shall be composed of nine members. The members of the Deacons and Trustee Board Chairman must be active members of Big Springs Baptist.

#### B. Qualifications of Deacons

The Deacons shall be found to have substantial maturity and making progress developing the qualifications found in 1 Tim. 3:1-7; 4:6-11; Titus 1:6-11. If suitable candidates are not found, the position shall remain vacant while the congregation engages in a season of prayer. While the main office of preaching and teaching is filled by the pastor, the Deacons shall develop their knowledge of Scripture and engage in teaching opportunities in church.

#### C. Duties of Deacons

1. Attend to the spiritual affairs of the church in conjunction with the pastor.
2. Assist the pastor in promoting the various church services.
3. Assist at the Lord's Supper and aid candidates at the time of baptism.
4. Examine prospective candidates for membership and make recommendations to the church as to their fitness.
5. Review with the pastor the membership roll every three years.
6. Endeavor to keep informed of the spiritual welfare of each member of the church.
7. Visit the sick and afflicted, those in spiritual need, those irregular in attendance, and new contacts upon the request of the Pastor.
8. Cooperate and work with the pastor to increase the usefulness of the church in the community.
9. Organize itself with a chairman and a secretary.
10. Meet regularly, at least six times a year.
11. Prepare an annual written report.
12. Prepare an annual salary and benefit recommendation for the pastoral staff and church secretary to be submitted to the Finance Committee.

#### D. Qualifications of the Trustees

The Trustees shall be found to be mature and making progress in developing the qualifications found in 1 Tim. 3:8-13.

## E. Duties of Trustees

1. To assume full charge of church properties and be responsible for their care and maintenance.
2. To arrange for all general repairs, alteration, and additions.
3. Represent the church on all legal matters.
4. To decide on the use of the church buildings by organizations within or outside the Church. All monies received from the use of the church property will be deposited in the general fund.
5. The Trustee Board shall submit for a congregational vote of approval every project over \$1000 other than budgeted routine maintenance items and supplies. The exception is for an emergency arising requiring immediate attention in which case, deacon chair, treasurer and vice chair is needed.
6. Organize itself with a chairman and secretary - treasurer.
7. Prepare an annual budget for their Board including the custodian's salary to be submitted to the Finance Committee.
8. Prepare an annual written report.

## Section 2: NOMINATION COMMITTEE

See BY-LAWS of this Constitution, ARTICLE II Section 1. They shall organize themselves with a chairman and a secretary.

## Section 3: FINANCE COMMITTEE

### A. Composition

The Finance Committee shall consist of eight members with the Financial Secretary and Treasurer automatically seated and with the Treasurer acting as chairman. The remaining six members shall be elected each year by the church at the annual business meeting.

### B. Duties of Finance Committee

1. To set up an annual church budget, subject to the approval of the church.
2. To inform the Church Body of the Financial needs.
3. They shall organize with a secretary.
4. To supervise the raising of funds and encourage the giving of tithes and offerings.

## Section 4: AUDITING COMMITTEE

## A. Composition

The Auditing Committee shall consist of three members elected each year by the church at least six weeks previous to the annual business meeting. The membership in session shall designate a chairman among the three elected.

## B. Duties of Auditing Committee

1. Examine all treasurer's books of the church.
2. Examine all reports of financial secretary and treasurers.
3. Verify accuracy or report inconsistencies in writing to the church clerk and membership at the annual meeting.

## Section 6: THE BOARD OF CHRISTIAN EDUCATION

### A. Composition

One Deacon selected by the Board of Deacons to serve as Chairman  
Sunday School Superintendent  
Young Student Ministries Director  
Tot's Church/ Nursery Director  
Pastor or Pastoral Staff Representative  
One Sunday School teacher representative  
One Young Student Ministry representative  
One member of the church as representative at large  
At least one youth sponsor representative to be appointed by the Christian Education Board.

All members of the C.E. Board must be active members of Big Springs Baptist Church. Though not all are church officers by constitutional definition, they all shall abide by the term of office requirements for regular church officers in Article II Section 2 Paragraph B of the BY-LAWS.

### B. Duties

1. To promote and coordinate all educational activities and approve curriculum of the church including all educational programs.
2. To promote Bible Camps and retreats.
3. To screen, recruit, appoint and train teachers and other workers and leaders essential to Sunday morning and mid-week educational activities.
4. To supervise these leaders and outline their duties.
5. To provide continuing leadership training opportunities.
6. To supervise the purchase and replenishing of classroom supplies and maintain files of supplementary lesson materials for use by the teachers.

7. To evaluate and direct, in conjunction with other committees and boards when needed, the best utilization of grounds and buildings for educational purposes.

8. To assist the teachers and staff with their needs in order to have a more productive C.E. program.

9. All Sunday School monies received shall be deposited in the general fund.

10. To call staff meetings at least twice annually or as called by the C.E. Chairman or Pastoral staff.

11. To prepare an annual Christian education budget to be submitted to the finance committee.

12. To present a written report on its activities for the annual report.

13. Organize itself with a chairperson and secretary. A treasurer may be appointed as well if needed.

#### Section 7: MISSIONS TEAM

##### A. Purpose Of The Missions Team (Adopted April 23, 2006)

To encourage the fulfilling of the Great Commission outside of our local church ministries and evangelistic responsibilities. While ministering to the whole person spiritually, physically, emotionally, and socially, the goal is making disciples of Jesus Christ and then gathering these disciples into local congregations.

##### B. Missions Team Size and Selection

1. One Deacon to be selected by the Deacons.
2. A member of the pastoral staff to serve as ex-officio member.
3. The Missions Team will extend membership to anyone with a passion for missions
4. and a desire to serve on the Team.
5. Missions Team members must be a regular Sunday morning attendee of Big Springs Baptist Church.
6. Organize itself with a chairperson and secretary. A treasurer may be appointed as well if needed.

##### C. Length of Service

Members will be asked to serve a minimum of 2 years.

##### D. Accountability

The Missions Team will be immediately accountable to the Deacons. The Deacons representative will provide the Deacons with a monthly report of Missions Team activities. The Mission Team will also provide the Deacons with any additional information requested.

#### E. Responsibilities

1. To educate the congregation about our overall missions program, about specific missionaries, and about missions opportunities.
2. To encourage and help organize, where appropriate, short-term missions trips.
3. To communicate with the missionaries supported by our church.
4. To organize with a Chairman, Secretary, and Treasurer.
5. To prepare an annual missions budget to be submitted to the Finance Committee.
6. To prepare an annual written report.
7. To have all Missions Team financial records audited by the church Auditing Committee.

#### Section 8: Young Student Ministries Director

The Young Student Ministries Director shall be responsible for the supervision and administration of the Young Student Ministries with the advice, consent and assistance of the C.E. Board.

#### Section 9: Tot's Church/Nursery Director

The Tot's Church/Nursery Director shall be responsible for the supervision and administration of the Tot's Church and Nursery programs of the church with the advice, consent and assistance of the C.E. Board.

## ARTICLE V Discipline

### Section 1: Discipline Guidelines

We acknowledge that each situation is different and requires Scriptural wisdom and gracious care. The goal is that the brother or sister be embraced in full fellowship after repentance (MT. 18:15-17; 2 Cor. 2:5-11). The Deacons and Pastoral staff comprise the leadership group with the responsibility of representing the church <sup>16</sup>in cases regarding public and continual sin that



brings reproach to the name and testimony of Jesus Christ. If a Deacon or Pastor is accused of a sin fitting this description, two or more witnesses will be required to submit the charge in writing (1 Tim. 5:19). The goal for the disciplinary process will be clear repentance of the sin followed by a guided restoration. Scripture indicates that repentance will be sought beginning with 1 or 2 individuals approaching the offender. If repentance is not embraced, the next step will be a meeting with the leadership group. If the individual remains unrepentant, the leadership group will consider the serious act of discipline consisting of the expulsion from fellowship of the unrepentant person until such a time of repentance and restoration has occurred (MT. 18:15-17; Titus 3:10-11; 1 Cor. 5:1-12). At each step, the leadership group will search for repentance with special care taken to their own hearts (Gal. 6:1-3). While Scripture is our final authority, the details of this process may vary. Each person involved must be prayerfully sensitive to God's leading in fulfilling the responsibility of guarding the testimony of Jesus Christ and Big Springs Baptist.

## ARTICLE VI General Rules

### Section 1: VOTING AGE

A member must have passed his/her 16th birthday to qualify as a voting member.

### Section 2: COMMUNION

The invitation to partake in the Lord's Supper shall be extended to all believers.

### Section 3: COMMITTEE OFFICERS

Unless specifically stated elsewhere in the Constitution of the Big Springs Baptist Church or these By-Laws, all committees will elect from within themselves such officers as are necessary for their function.

### Section 5: WEDDING POLICY OF THE CHURCH

1. In order to allow ample time for premarital counseling any couple wishing to be married in Big Springs Baptist Church and/or by the Pastor of the church is to give a minimum of two months notice in order to complete the required counseling. The counseling shall be performed by a premarital counselor approved by the Deacons and Senior Pastor.

2. If an earlier wedding is desired by the couple it is requested to personally meet with the Deacons which may waive the two month's guideline if it feels doing so would be in order.

3. The Pastor, in being licensed and/or ordained by the church, will consult the Deacons concerning any weddings he may perform or in which he may participate in the community for their advice and counsel.

4. Non-members wishing to be married in the church must first get approval of the Deacons and be informed of the policy of cleaning the church after the wedding.

(Note: The board of Trustees should also be contacted for permission to use the church property for a wedding. Article IV, Section 1C Line 4.)

## ARTICLE VII Amendments

Amendments to these By-Laws may be adopted at any regular business meeting of the church by a two-thirds majority vote of those present and eligible to vote, provided announcement has been made at a public service previous to such business meeting.