

ELON BAPTIST CHURCH
BY - LAWS

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(Rev. 2024)

Article I. Church Meetings
Section 1 — Worship Services

The Church shall regularly meet each Sunday morning for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the Church and all people and shall be conducted under the direction of the pastor.

Section 2 — Special Services

Revival Services, and any other Church meetings which will be essential in the promotion of the objectives of the Church, shall be placed on the Church Calendar, and communicated to the congregation.

Section 3 — Regular Business Meetings

Regular Business Meetings should be held on a Sunday during the first month of each Quarter. The business meetings should be conducted by a deacon, or individual appointed by the deacons.

Section 4 — Special Business Meetings

A specially called Business Meeting may be held to consider special matters of significant nature. A two week notice of the subject, date, time, and location must be given for the specially called Business Meeting unless extreme urgency renders such notice impractical.

Section 5 — Quorum

The quorum consists of those who attend the Business Meeting, provided it is a stated meeting or one that has been properly called.

Section 6 — Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of Elon Baptist Church of Hewlett.

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Article II Ordinances
Section 1 — Baptism

A person who receives Jesus Christ as Savior by personal faith; who professes HIM publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for Baptism.

A. Baptism shall be by immersion in water.

B. Baptism shall be administered by the Pastor or whomever the Church shall authorize.

C. Baptism shall be administered as an act of worship in any of the worship services.

D. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Pastor and/or Staff and Deacons. If negative interest is ascertained that person shall be deleted from those awaiting baptism.

Section 2 — The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the Christian faith, through partaking of the bread and the fruit of the vine, commemorate the death of Jesus Christ and the anticipation of His second coming.

A. The Lord's Supper shall be observed quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled.

B. The Lord's Supper shall be observed in the Regular Worship Services.

C. The Pastor and Deacons shall be responsible for the administration of the Lords Supper.

Article III Church Finances
Section I — Budget

The Finance Committee shall prepare and submit to the Church for approval, an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses.

Section 2 — Accounting Procedures

All funds for all purchases shall be accounted for by the Church Treasurer and Financial Secretary, and be properly recorded on the books of the Church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.

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Section 3 — Financial/Budget Year

The Financial/Budget year of the Church shall run from January 1 and end December 31 of each calendar year.

Article IV Officers

All officers of the Church and its organization, unless otherwise specified, shall be elected for a term of one year, upon the recommendation of the Nominating Committee. These officers shall serve concurrent with the Financial/Budget Church year. An officer, after completing one year of service, may be re-nominated by the Nominating Committee for a subsequent year of service.

Church Officers shall include, but not be limited to:

1. Clerk
2. Clerk Assistant
3. Treasurer
4. Treasurer Assistant
5. Financial Secretary
6. Children's Church Coordinator
7. Nursery
8. Audio/Video
9. Lord's Supper
10. Instructional Leader

Article V Committees

All Church Committee Members shall be elected by the Church. The committee members shall elect a chair of the committee who will run the committee meeting. The committee members shall serve for only one (1) year unless otherwise indicated. The committee members' terms of office will run concurrently with the Church year. The Pastor shall be an Ex-Officio member of all Church Committees (Finance Committee meetings include the Pastor, with the exception of pastor salary discussions.)

Section 1 — Election of Committees

The Nominating Committee shall nominate to the Church, in the Business Meeting, persons to serve for the succeeding year on the various Committees. The Church will then elect the personnel of these Committees.

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Section 2 — Standing Committees

The Church shall elect such Standing Committees as may be deemed necessary to carry on the various phases of the program efficiently and effectively. The Church shall have the following Standing Committees at all times:

- A. Nominating
- B. Finance
- C. Premises
- D. Cemetery
- E. Audit
- F. Information Technology

Section 3 — Duties of Standing Committees

A. Nominating Committee

This Committee shall consist of a minimum of three (3) members elected by the Church upon the recommendation of the Pastor.

The Nominating Committee shall have the responsibility of nominating to the Church all persons to serve in the various capacities and positions of the Church and its organizations, except Deacons and members of the Church Staff and Church Personnel. The Committee shall elect its own officers.

B. Finance Committee

This Committee shall be composed of a representative of the Deacons, Chairman of Premises Committee, Financial Secretary, and Treasurer. This Committee shall meet at regular intervals to consider the financial condition of the Church and its obligations as set in Article III. Church Finances, of the By-Laws, and Article IX, Church Treasurer and the Financial Program of the Constitution.

It shall be the duty of this Committee to administer the Financial Program and to keep the Church informed about the financial needs of the Church. The Finance Committee shall approve spending by any committee or individual that exceeds \$500.

The Finance Committee (or preferably the Deacons), should conduct a yearly performance appraisal for the pastor. This should coincide with the yearly budget approval.

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C. Premises

This committee shall consist of members whose responsibility is to maintain church buildings and grounds and make recommendations for improvements to the Church.

D. Information Technology

This committee shall consist of members whose responsibility is to maintain the church website and social media platforms. This committee will also oversee and manage any computer and/or electronic equipment used by the church (such as sound systems and projection equipment). A quarterly review should be conducted of the church's website and other social media platforms ensuring they are up to date and accurate.