

BY-LAWS OF RINGGOLD BAPTIST CHURCH

ARTICLE I: MEMBERSHIP

Section 1. Qualifications: The membership of this church shall be composed of persons who have given evidence of regeneration, have been baptized by immersion, and are in accord with the faith and general practices of this church.

Section 2. Admission: A person may become a member of this church in the following manner:

A. By Profession of Faith - Any person professing faith in the Lord Jesus Christ and giving evidence of a changed heart may, upon a vote of the church and baptism, be received into its membership.

B. By Letter - Any person to whom the ordinance of baptism has been administered may be received by letter from another church of like faith and order.

C. By Statement of Experience - Any person to whom the ordinance of baptism has been administered may be received upon the statement of his or her experience and faith in Christ.

D. By Restoration - Any person whose membership has been terminated may be restored by vote of the church if evidence of his or her repentance and reformation is shown.

Section 3. Duties: Members are expected to be faithful in all the duties essential to Christian living, to regularly attend the services of this church, to regularly give for its support and its causes, and to share in its organized work. New members are expected to attend a New Members' Class under the direction of the Pastor or, if the church is without a Pastor, the Deacons or a qualified teacher.

Section 4. Rights: All members on the active roll may act and vote in the business transactions of the church.

Section 5. Inactive list: The church may transfer to an inactive list the membership of anyone who has failed to take part in any of the activities of the church for a time span of two years, but only after effort has been made to reenlist that member into participation in the work of the church. Members who are physically disabled, incapacitated, or in active military duty may not be transferred to an inactive list.

Section 6. Termination: Membership may be terminated, by vote of the church, in the following manner:

A. By Letter: Any member who desires to unite with another church shall be granted, upon request, a letter of transfer, which shall be sent to that church.

B. By Request: If a member requests to be removed from the membership of this church, such membership may be terminated.

C. By Exclusion: Should a member become an offense to the church and to its good name by persistent immoral or unchristian conduct, the church may terminate such membership. The church shall determine what constitutes unchristian conduct and immorality. This action shall be taken only after due notice, opportunity to be heard, and after a faithful effort has been made to bring the member to repentance.

D. By Death.

ARTICLE II: CHURCH MINISTERIAL, MINISTERIAL SUPPORT, AND NON-MINISTERIAL SUPPORT STAFF ELECTED OFFICERS AND DIRECTORS

Church Ministerial Staff

(Refer to RBC Personnel Handbook for Job Descriptions)

Section 1. Pastor: The Pastor shall be nominated by a Pastor Search Committee composed of members elected by the church. The election of the Pastor shall be by secret ballot at a called business session on Sunday morning, provided at least a one- week notice has been given of such an election. The nominee must receive three-fourths of the votes cast. Should the Pastor or the church desire to terminate the term of said office, the party desiring such change shall give to the other at least thirty days' written notice of such intentions. The Pastor shall:

- give himself to the ministry of the Word and the spiritual leadership of the members of the congregation;
- conduct religious services on stated and special occasions, administer the ordinances, and minister to members of the church and community;
- have charge of the worship and pulpit ministry of the church;
- secure a temporary Pastor when the church is without a Pastor for a limited period of time;
- instruct all new members of their duties and privileges of membership through a New Members' Class;
- have the opportunity to participate in the meetings of any church organization or committee, and call a special meeting of church officers or committees;
- supervise ministerial, ministerial support, and non-ministerial staff
- perform other duties that pertain to the Pastorate.

The Pastor shall preside as the moderator at all business meetings of the church except when the business relates to the Pastor. In his absence, the chairman or vice-chairman of the Deacons shall preside or in their absence, the church clerk shall preside while a member of the church is being elected to preside as moderator.

Section 2. Minister to Youth: The Minister to Youth shall be responsible for all youth activities, engaging them in missions, personal witnessing, and Bible study with the goal of nurturing a Christian value system that will enable them to maintain a Christian lifestyle. The Minister to Youth shall be required to sign a confidentiality statement.

Section 3. Minister to Children: The Minister to Children shall be responsible for all children activities, engaging them in missions, personal witnessing, and Bible study with the goal of nurturing a Christian value system that will enable them to maintain a Christian lifestyle. The Minister to Children shall be required to sign a confidentiality statement.

Section 4. Minister of Music: The Minister of Music shall be responsible for coordinating the music programs of the church in cooperation with the Pastor.

Church Ministerial Support Staff

(Refer to RBC Personnel Handbook for Job Descriptions)

Section 5. Accompanists: The accompanists shall be responsible for working with the Minister of Music and the Pastor to provide music to enhance worship services and church programs.

Section 6. Administrative Secretary: The **Administrative Secretary** shall be responsible for general office duties including administrative support for the Pastor and the maintenance of financial records. The Administrative Secretary shall keep all information confidential and shall be required to sign a confidentiality statement.

Assistant Secretary: The Assistant Secretary shall be responsible for general office duties including administrative support for the Pastor

Church Non-Ministerial Support Staff (Refer to RBC Personnel Handbook for Job Descriptions)

Section 7. Lawn keeper: The Lawn keeper shall be responsible for the maintenance and upkeep of the church's lawn.

Section 8. Custodian: Presently outsourced by contract

Section 9. Property Maintenance Employee: The Property Maintenance employee shall be responsible for general maintenance and repairs to the church property.

Elected Officers and Directors

The officers of the church, unless otherwise specified, shall be elected annually to take office on January 1 or July 1 and shall be nominated by the Nominating Committee or from the floor. Assistants may be elected as deemed necessary. All church officers shall be members of the church.

January 1

Section 10. Deacons: The church shall endeavor to have as many as twelve and no less than seven actively serving Deacons. A Deacon shall serve no more than three consecutive years. A Deacon shall be willing to commit to active participation in the life and work of the church as exemplified by the following:

- Lead people to know Jesus Christ as their personal Lord and Savior;
- Support the ministry of the church through daily prayer and commitment of time, talents and tithes;
- Enhance the fellowship of the church;
- Lead the church membership to grow spiritually;
- Serve as a council to advise and discuss with the Pastor matters pertaining to the welfare, discipline, and direction of the church. In any period when the church is without a Pastor, unless the church shall otherwise provide, the Deacons shall:
 - secure a temporary Pastor for a limited time;
 - recommend to the church an interim Pastor upon the Pastor's resignation or absence;
 - work with the Finance Committee to determine compensation for temporary Pastor, interim Pastor or supply Minister;
- work with the Personnel Committee to provide input on personnel needs, salary and benefits of paid employees, employee evaluations, and termination of employees.
- Evaluate the Pastor annually by September 30

Section 11. Clerk: The Clerk shall keep a register of the church membership and perform other duties pertaining to the office.

Assistant Clerk: The Assistant Clerk shall perform the duties of the Clerk in the Clerk's absence or inability to serve. He/she shall also assist the Clerk whenever necessary.

Section 12. Treasurer: The Treasurer shall oversee the accounting of all church monies. He/she shall see that all debts incurred by the church are promptly paid, and that the budget, as approved by the church, is properly administered. The Treasurer will provide the church with reports of the church's receipts, expenses, and financial position at regularly scheduled business meetings. The Treasurer shall be required to sign a confidentiality statement.

Assistant Treasurer: The Assistant Treasurer shall perform the duties of the Treasurer in the Treasurer's absence or in case of his/her inability to serve. The Assistant Treasurer shall be required to sign a confidentiality statement.

Section 13. Vacation Bible School Director: The Vacation Bible School Director shall oversee all activities of Vacation Bible School.

Section 14. Church Reporter: The Church Reporter shall send items of interest and notices of the church activities to the local newspapers, Religious Herald, and to the associational office.

July 1

Section 15. Sunday School Director: The Sunday School Director shall oversee all Sunday School departments and work to advance the interest of Sunday School. He/she shall give a report of the activities of Sunday School at the regularly scheduled business meetings. The director shall convene quarterly meetings of Sunday School Teachers/Workers. The Sunday School Teachers/Workers shall submit a nomination for the Sunday School Director by June 1. The Sunday School Director shall serve no more than 3 consecutive years.

Assistant Sunday School Director: The Assistant Sunday School Director shall perform the duties of the Sunday School Director in his/her absence or inability to serve.

Section 16. W. M. U. Director: The W. M. U. Director shall facilitate the W. M. U. work in the church. She shall give a report of the activities of the W. M. U. to the church at regularly scheduled business meetings. She shall be elected by the W.M.U. and presented to the church for approval. The W.M.U. Director shall serve no more than 3 consecutive years.

Associate W.M.U. Director: The Associate W.M.U. Director shall cooperate with the Director in promoting the work of the W.M.U, and shall perform the duties of the Director in case of her absence or inability to serve.

ARTICLE III: COMMITTEES

The committee members, unless otherwise specified, shall be elected annually to take office on January 1 and shall be nominated by the Nominating Committee or from the floor. The chair of each committee shall be elected from within their respective committee and will serve as chair no longer than 3 consecutive years. Within the first 45 days, the outgoing chair of each committee shall call the first meeting of the newly elected committee in order to elect a new chair. Minutes of all committee meetings shall be submitted to the church's Administrative Secretary within thirty days of any meeting. Committee members shall be members of the church. Immediate family members (spouse, children, siblings) should not serve together on the following committees: Building and Grounds, Constitution, Counting, Family Life Center, Finance, Nominating, and Personnel.

All church committees are listed and described in the General Policies/Procedures Manual of Ringgold Baptist Church. Proposals for adding, deleting, and changing committees (structure, responsibilities, etc.) must be presented to the Constitution Committee for approval and inclusion in the General Policies/Procedures Manual.

ARTICLE IV: BOARD OF TRUSTEES

Board of Trustees: The Board of Trustees shall consist of 3 members nominated by the Board of Deacons and approved by the church. They serve without further election unless a trustee resigns or is unable to fulfill the duties of the office. The Trustees serve as the official appointed representatives of the church in all legal matters.

ARTICLE V: GENERAL

Section 1. The regular business meetings of the church shall be held in February, April, June, August, October and December. At these meetings reports from various staff, officers, and committees are to be received. Twenty members shall constitute a quorum. Special meetings can be called by the Pastor or by two-thirds of the active Board of Deacons. Any called business meeting must be announced at least one Sunday service prior to the meeting. All business shall be decided by a majority of votes unless otherwise specified.

Section 2. Any group or organization within the church desiring to hold a fund-raiser for the purpose of raising money for church/mission activities must submit their request to the active Board of Deacons for consideration. All fund-raisers must be for the sole benefit of supporting church/mission activities.

Section 3. The Board of Deacons may authorize a free will offering on special occasions.

Section 4. Employed Personnel: All ministerial staff must become a member of Ringgold Baptist Church within 90 days of initial employment.

Section 5. No meeting of any kind shall be held in the church building during regular worship services unless approved by the Pastor and active Board of Deacons.

Section 6. The finances of the church shall be in accordance with the approved annual budget, and all contributions except those made to special causes shall be distributed according to the budget of the church for the current year.

Section 7. We believe that God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself. Ringgold Baptist Church will only recognize marriages between a biological man and a biological woman. The Pastor and staff of Ringgold Baptist Church shall only participate in weddings and perform marriages between one man and one woman. The facilities and property of Ringgold Baptist Church shall only host weddings between one man and one woman.

ARTICLE VI: AMENDMENTS

Section 1. By-Laws may be amended, altered, or repealed by a two-thirds vote of the members present at any business meeting of the church. The proposed change shall be given to the clerk in writing and notice of such proposed changes shall be made at each of two Sunday morning services prior to the time the vote is taken.

Section 2. An official copy of the By-Laws shall be kept at the church office and a duplicate copy shall be kept by the Clerk. All amendments or revisions shall, after passage by the church, be attached to the copies of the By-Laws and shall be made available to church members upon request.

Section 3. Whenever the By-Laws are reprinted, all changes then in effect shall take their proper place within the By-Laws and shall be dated according to the last adopted change.

The superseded copy of the official By-Laws shall then be retired from active use and shall be preserved as a historical document of the church.

Betty Jo Foster, Chair

Rev. Duane Caldwell

Mike Shelton

Suzanne Emerson

Melody Walley

Maude Coggin

Ray McDowell, Deacon Representative

Presented to the church on July 31, 2011; passed by majority vote on August 10, 2011

Revised and Approved by the church on December 11, 2013

Revised and Approved by the church on April 15, 2015

Revised and Approved by the church on February 10, 2016

Revised and Approved by the church on August 10, 2016