

# **CONSTITUTION OF RAYMOND ROAD BAPTIST CHURCH JACKSON, MISSISSIPPI**

## **PREAMBLE**

So that things may be done in an orderly manner in accordance with the accepted tenets of other churches of like faith, and so that we may more readily help each other in our Christian service, we declare and establish this constitution to which we voluntarily submit ourselves.

## **ARTICLE 1: NAME AND PURPOSE**

### **Section 1. Name**

This congregation of believers shall be known as Raymond Road Baptist Church (RRBC), hereto referred to as “church.”

### **Section 2. Purpose**

- A. This congregation is organized and incorporated as a church exclusively for charitable, religious, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any United States Revenue Law), including, but not limited to, for such purposes, the establishing and maintaining of religious worship, the building, maintaining, and operating of churches, parsonages, schools, chapels, rescue missions, day-care centers, camps, and any other ministries that the church may be led of God to establish.
- B. The church shall also license and ordain men to the Gospel ministry; evangelize the unsaved by the proclaiming of the Gospel of the Lord Jesus Christ; educate believers in a manner consistent with the requirements of Holy Scripture; maintain missionary activities in the United States and any foreign country; and engage in any other ministry that the church may decide, from time to time, to pursue in obedience to the will of God.

## **ARTICLE 2: VISION, MISSION, AND PURPOSE**

### **Section 1. Vision**

The vision of Raymond Road Baptist Church is to produce passionate disciples of Jesus Christ.

### **Section 2. Mission**

The mission of Raymond Road Baptist Church is to follow Jesus’ teachings in Matthew 22:37-40 and Matthew 28:19-20. In these verses Jesus states that our mission is to love God with all our heart, soul, and mind, and to love our neighbor as ourselves. It is also our mission to make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to obey everything Jesus has commanded.

### **Section 3. Purpose**

The purpose of Raymond Road Baptist Church is to help every person reach MATURITY in Christ. This purpose is to be accomplished by...

- ... valuing and embracing MEMBERSHIP in God’s kingdom and in the church, by
- ... faithfully participating in such activities that MAGNIFY God, by

... actively engaging in MINISTRY for the benefit of others, and by  
... answering God's call to join him in his MISSION of redemption.

### **ARTICLE 3: STATEMENT OF FAITH**

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RRBC believes and adopts the *Baptist Faith and Message 2000* of the Southern Baptist Convention (SBC).

#### **Section 1. The Scriptures**

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

#### **Section 2. God**

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

##### **A. God the Father**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

##### **B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal

obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

### C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

### **Section 3. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God

created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

#### **Section 4. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

#### **Section 5. God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers

may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## **Section 6. The Church**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## **Section 7. Baptism and the Lord's Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

## **Section 8. The Lord's Day**

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship

and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

### **Section 9. The Kingdom**

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

### **Section 10. Last Things**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

### **Section 11. Evangelism and Missions**

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1*

*Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## **Section 12. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

## **Section 13. Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

## **Section 14. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom.

Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such

cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

### **Section 15. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

### **Section 16. Peace and War**

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

*Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

### **Section 17. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty

of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

*Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.*

## **Section 18. The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*

## **ARTICLE 4: AFFILIATIONS**

Raymond Road Baptist Church is affiliated with:

1. The Southern Baptist Convention (SBC)
2. The Mississippi Baptist Convention (MBC)
3. The Metro Baptist Association (MBA)
4. Other such agencies or affiliations as the church may formally approve

## **ARTICLE 5: RELATIONSHIPS**

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The government of this church is to be congregational in form whereby the assembled body of believers exercises autonomous control over its affairs while yielding to the Lordship of Jesus Christ and guidance of the Holy Spirit. The church is independent from any individual or group of individuals within the church or ecclesiastical body external to the church. The church recognizes and seeks to cooperate in mutual love with other SBC churches through local, state, and national associations, which are organized for and devoted to the propagation of the Gospel, religious education and other efforts undertaken for advancing the cause of Christ. This church may also make common enterprise with other churches or denominations; however, this church shall retain complete independence of action and government and shall not compromise its doctrine, prerogative, or sovereignty.

**BYLAWS OF  
RAYMOND ROAD BAPTIST CHURCH  
JACKSON, MISSISSIPPI**

This church is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. This church shall be known as Raymond Road Baptist Church (RRBC), and will hereafter be referred to as “church.” The membership retains unto itself the exclusive right to self-government in all phases of the spiritual and temporal life of this church under the Lordship of Jesus Christ.

**ARTICLE 1: MEMBERSHIP**

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The membership of this church retains to itself the exclusive right of self-government in all phases of the spiritual and temporal life of the church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership, including receiving and dismissing persons from membership according to the principles stated in these bylaws.

**Section 1. Candidacy**

- A. Those desiring membership in this church are received in the following manner:
  - 1. Persons may become members by a public profession of faith in Christ through repentance and faith. This public act is to be followed by baptism by immersion. The church duly authorizes the one who administers the act of baptism.
  - 2. Persons may become members by transfer of letter of recommendation from another church of like faith.
  - 3. Persons may become members by statement of prior conversion and baptism in a church of like faith and practice when no transfer is obtainable. Any person who has at some time been a member of a church of like faith, and who has been baptized according to the New Testament, but whose membership has lapsed or been lost, may be received upon statement of these facts and the vow of his or her faith in and love of Christ.
- B. When a person is presented for membership as a candidate for baptism or on promise of a letter, such person does not officially become a member until he or she has been baptized or until the letter of recommendation from the previous church has been received. In the event that a letter is not received, the candidate will be received by a statement of their faith.
- C. Every applicant for membership shall first meet with the pastor or a member of the church staff. The purpose of this meeting is to make certain that the applicant has experienced a genuine relationship with Christ and to make the applicant aware of the privileges and responsibilities of members.
- D. Each applicant for membership shall appear in person before the church.
- E. Any member may object to the reception of any applicant for membership, in which case the applicant shall not be received and the applicant’s name shall be referred to the pastor and

deacons without explanation or debate. The committee of pastor and deacons will provide a recommendation for this situation to the church at a later time.

## **Section 2. Membership Status**

- A. Active membership is defined as regular and faithful involvement in church life (i.e., ministry; activities; giving; attendance).
- B. Inactive membership is defined as irregular and / or inconsistent involvement in church life. This would include members who do not attend regular services for a period of six (6) consecutive months without just cause (see C.).
- C. Church members who are “provisionally hindered” (i.e., sickness; family emergencies; move out of the area; etc.) are considered active members if those hindrances would otherwise not prevent them from being faithfully involved in church life.
- D. Should the need arise, it shall be the task of the pastor, church staff, and / or deacons to determine the status for specific members.

## **Section 3. Privileges of Members**

- A. Active members are entitled to vote, provided the member is present for the meeting at which the vote occurs.
- B. Active members are eligible for consideration by the membership as candidates for committees, ministry teams, teaching positions, and elected offices in the church as outlined below...
  - 1. An active member may serve on any ministry team and / or committee of the church immediately upon their becoming a member of the church
  - 2. An active member may serve in a teaching position after a period of six (6) consecutive months of active membership
  - 3. Active male members may serve as a deacon after a period of twelve (12) consecutive months of active membership, provided the member is eighteen (18) years of age
- C. Should an active member become inactive, the aforementioned privileges shall be suspended until active membership is resumed.
- D. Every member may participate in the ordinances of the church as administered by the church.
- E. Every member has equal rights to the use of the church building(s) for weddings, receptions, etc., as the building is available.

## **Section 4. Responsibilities of Members**

- A. It shall be the duty of each member to agree to and acquaint himself with the Statement of Faith (*Constitution*, Article 3) and the constitution and bylaws of this church and to abide thereby. Membership (regardless of status) indicates that each person agrees with the statements contained in these documents.
- B. It shall be the duty of each member to attend the regular meetings of the church body.

- C. It shall be the duty of each member to honor and esteem the pastor, and to pray for him frequently and to manifest a tender regard for his reputation.
- D. It shall be the duty of each member to honor and support church staff and personnel, recognizing that each staff member seeks to serve the body of Christ at RRBC.
- E. It shall be the duty of each member to financially support the church.
- F. It shall be the duty of each member, when leaving the local area and expecting not to return, to seek another church home as soon as possible.

### **Section 5. Termination of Membership**

- A. The church deletes members from its membership in the following manner:
  - 1. By request for a letter of recommendation from another church
  - 2. Upon the death of the member
  - 3. By deletion when a member embraces a faith contrary to the one the church practices
  - 4. By exclusion of the church
  - 5. By deletion when a member joins another church by statement
- B. Any person having professed salvation and / or united with this church that shall, at a later date, profess salvation and unite with another church shall be automatically removed from the membership of this church.
- C. The church may grant a letter of dismissal and recommendation for any member in good standing, wishing to unite with some other like-minded church.
- D. No letter shall be granted to any individual upon their own personal request.
- E. It shall be understood that termination of membership also removes said person from any offices held in this church.

### **Section 6. Church Discipline**

It will be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, staff, and the deacons are available to provide counsel and guidance. The attitude of members toward one another will be guided by a concern for redemption rather than punishment.

The following shall serve as a standard to what shall cause a break of fellowship with the church and shall cause a church member to be disciplined by the church:

- A. Personal Offenses: Discipline will be exercised only after the pattern of Matthew 18:15-17 has been followed. That pattern is as follows...
  - 1. The one offended goes to the offender and seeks to resolve the matter.
  - 2. If no resolution is reached, the one offended carries two or three “witnesses” with him or her to seek a solution.
  - 3. If no resolution is made, the conflict is then brought to the church. If this occurs both the one offended and the offender are to be notified by letter as to the date and time of a

special called meeting of the church. If no resolution is made, the church may exclude the offender from membership, always stressing the possibility of restoration.

In situations where no one will take the initiative, the church is within her rights to step in to seek a solution.

#### B. Public Offenses

1. Heresy is defined as an open knowledge and teaching of false doctrine, as understood by the church, and subversive of the faith. Heresy may also include joining a religious organization with practices alien to the Baptist faith and doctrine (see Galatians 1:9; 2 John 10; 1 Timothy 6:3-5).
2. Immoral conduct or disorderly conduct is defined as things considered in Scripture as fruits of the flesh, acts that are of a worldly nature, or acts that are detrimental to the harmony of the body of Christ.

C. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem. Finding that the welfare of the church will best be served by excluding the member, the church may take this action by a two-thirds (2/3) majority vote of the members present at a meeting called for this purpose.

D. A spirit of Christian kindness and forbearance shall pervade all such disciplinary procedure.

#### **Section 7. Restoration**

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation. Such a vote by the church will require a two-thirds (2/3) majority vote of those members present and voting.

### **ARTICLE 2: CHURCH OFFICERS**

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#### **Section 1. The Office of Pastor**

The relationship between the church and her pastor is unique. Jesus Christ is the Founder and Lord of the church. After his death, burial, and resurrection, Jesus ascended back to heaven where he is presently at the right hand of the Father. From that position he calls certain men to the office of pastor.

The pastor, according to Acts 20:28, is the overseer of the church on earth. He is to be an under-shepherd of the Chief Shepherd, Jesus Christ. He should be able to say with the Apostle Paul, "I have received of the Lord which I delivered unto you," in all areas of his leadership of the church.

The church is admonished in 1 Thessalonians 5:12 to "respect those who work hard among you, who are over you in the Lord and who admonish you." The church is further admonished in that same book and chapter to "esteem them highly for their work's sake."

The pastor, with the Holy Spirit as his guide and the Holy Bible as his source of information, is responsible to be involved as an overseer in all the ministry of the church. In this place of God-

appointed leadership, the pastor is an ex-officio member of every ministry and / or committee in the church.

The pastor operates on delegated authority from the Chief Shepherd, Jesus Christ, and the church. Christ does not permit him to be a dictator of the church, but a servant-leader. As he follows direction given by Christ through the Spirit, the church is obligated by Scriptural injunction to follow his leadership (Hebrews 13:17).

The pastor has the responsibility of being a man of character and integrity. He is accountable to God, his family, and the church to conduct himself in an appropriate manner both publicly and privately (1 Timothy 3:1-7).

The pastor is responsible for leading the church to function as a New Testament church. The pastor will encourage the congregation, assist all church ministry teams, and lead the church staff to perform their tasks.

The pastor is the leader of pastoral ministries in the church. As such he works with the church staff and deacons to lead the church in achievement of its purpose, proclaim the gospel to unbelievers, disciple believers that they may participate more effectively in carrying out the purpose of the church, and care for the church membership.

A. The qualifications of the pastor shall be those set forth in 1 Timothy 4:1-7 and Titus 1:6-9. Raymond Road Baptist Church considers only males as prospects to fill the office of pastor.

#### B. Call of a Pastor

1. A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, being announced in a regular service, one week in advance. Election may be by secret ballot. A majority vote of two-thirds (2/3) is required for a call to be extended.
2. A pastor search committee shall be elected by the church to seek out a suitable pastor (and to secure pulpit speakers and / or an interim pastor). The search committee shall be elected as follows...
  - a. On a specified Sunday, those members present may elect, by secret ballot, six (6) individuals to serve on the pastor search committee.
  - b. Three (3) members of the committee shall be male, and three (3) shall be female.
  - c. The three (3) males with the highest number of nominations will be nominated to serve, as will the three (3) females with the highest number of nominations.
  - d. Should one of the six (6) individuals decline to serve on the search committee, the person with the next highest number of nominations will be nominated. This process will continue until six (6) individuals, as outlined in letter b., are duly elected.
3. The call of a pastor shall be an indefinite call. The pastor's ministry at this church will be terminated at his or the church's choosing.

#### C. Vacating the Pulpit

1. If it shall become necessary to discharge a pastor, the recommendation must come to the church in a proper business meeting from the deacon body.

2. A majority vote of two-thirds (2/3) of the members present and voting is required for the recommendation to be approved.
3. Voting may be by secret ballot.
4. Appropriate severance pay will be determined on a person-to-person, case-by-case basis. The budget / finance ministry team (committee) will make such a recommendation to the deacons, who will then present said recommendation to the church body.

## **Section 2. The Office of Deacon**

### **A. Qualifications**

1. The nominee for deacon shall be at least eighteen (18) years of age and must have been a member of the church for twelve (12) consecutive months prior to election.
2. The nominee for deacon should be a faithful and loyal supporter of the total church program. He should be diligent in visitation and regular in his attendance, except where illness and other reasons approved by a good conscience render this impossible.
3. The nominee for deacon should strive to achieve the level of spiritual maturity described in Acts 6:3-5 and 1 Timothy 3:8-12.

### **B. Duties**

1. It is recognized that the Bible does not give a detailed account or a specific list of duties to be performed by a deacon. The duties and responsibilities of a deacon are very flexible as to meet the needs of individual churches and the individuals who make up the church.
2. In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church (Acts 6:1-7; 1 Timothy 3:8-16).
3. Deacons are to be zealous to guard the unity of the spirit within the church.
4. Deacons shall serve as council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church.
5. By proper organization and method among themselves, deacons are to establish and maintain proper fraternal relations with, and inspiring oversight of, all the membership of the church. They are especially to seek to know the physical needs and the moral and spiritual struggles of the church family. They will serve the whole church in relieving, encouraging, and developing all who are in need.
6. In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teaching, deacons will have oversight of the discipline of the church. In administering such discipline they are to always be guided by the principles set forth in Matthew 18:15-17, 1 Corinthians 5:9-13, and 1 Thessalonians 5:12-14.
7. Deacons should be an example in service to and through the church, meeting the needs of church members and helping the church reach those who do not have a relationship with Jesus Christ.

### C. Deacon Officers

The deacons shall elect officers to serve the specific needs of the deacon body.

### D. Deacon Membership

1. Each year the deacon body will determine how many deacons are needed to provide adequate ministry to the church family.
2. A deacon will initially be elected to serve a three (3)-year term. Provided that an adequate number of deacons are nominated and elected during a year, each deacon will rotate off for one (1) year after his three (3)-year term expires.
3. Should a need arise in which a deacon is needed to serve beyond his three (3)-year term without rotating off, he may do so at the pleasure of the deacon body and by affirmation of the church.
4. If a vacancy occurs during the year, the deacon body shall fill that vacancy in a manner that they deem best, provided the church body is given the opportunity to affirm their decision.
5. When new deacons are chosen by the church, if they have not already been ordained to the office, the pastor is authorized to assemble a council or presbytery of ordained ministers and ordained deacons for their examination and ordination. All men so ordained are always thereafter a deacon whether serving a term on the deacon body or not, unless excluded from the church or from the office of deacon for a just cause.

### E. Deacon Election

1. Each November the church membership will be given the opportunity to nominate qualified candidates to serve as deacons for a three (3)-year term. Nominations must be made using the church-approved "Deacon Nomination Form."
2. Upon nomination, the pastor and / or chairman of deacons will contact the nominee to inform them of their nomination and to gauge their interest in becoming a deacon.
3. Nominees will be presented to the church body during the church's yearly business meeting (held in December). The church body will vote to elect those nominated to the office of deacon.

## **Section 3. Staff**

### A. Ministerial Staff

1. The ministerial staff shall be called and employed as the church determines the need for such offices based on the recommendation of the proper committee and / or ministry team. Examples of such positions include Student Minister, Music Minister, Children's Minister, etc.
2. A job description will be written for each ministerial staff position when said need is confirmed by church action. If a job description is already in place, it will be reviewed and changed as needed.

3. The personnel ministry team (committee) and the pastor shall write or amend each job description and will serve as the search committee to fill ministerial staff positions. Ministerial staff members must be presented to the church and the church body must extend a call to the staff member to serve the church.
4. At least two week's notice shall be given to the church at the time of resignation of a ministerial staff member. The church may vote to vacate such positions upon recommendation of the pastor and personnel ministry team (committee) for either dismissal or resignation of the particular staff member.
5. Please see the "Personnel Policy Handbook" for more information regarding ministerial staff.

#### **B. Non-Ministerial Staff**

1. Non-ministerial staff members shall be employed as the church determines the need for their services. Examples of such positions include secretary, financial secretary, custodian, etc.
2. Job descriptions and resignation guidelines are the same as ministerial staff.
3. In consultation with the pastor and / or deacons, the personnel ministry team (committee) has the authority to hire and dismiss non-ministerial staff.
4. Please see the "Personnel Policy Handbook" for more information regarding non-ministerial staff.

#### **Section 4. Trustees**

- A. The church shall elect three (3) trustees to serve as legal officers of the church. They shall hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing such action.
- B. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental property or other legal documents where the signature of the trustees is required.

### **ARTICLE 3: CHURCH ORDINANCES**

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#### **Section 1. Baptism**

- A. This church may receive for baptism any person who publicly professes acceptance of Jesus Christ as Savior through personal faith who requests baptism at the hands of this church.
- B. Those desiring to be baptized must meet with the pastor or a member of the ministerial staff prior to being baptized. The purpose of this meeting will be to ascertain the candidate's relationship with Christ.
- C. Baptism shall be by immersion in water. Baptism is a prerequisite for church membership.
- D. The pastor, or whomever the church shall authorize, shall administer baptism.
- E. Baptism shall be administered as an act of worship during any service of the church.

## **Section 2. Communion**

- A. The church shall observe communion as deemed appropriate by the pastor.
- B. The appropriate ministry team (committee) will make preparations for the observance of the communion.
- C. Communion shall be administered by the pastor and the deacons, under the leadership of the pastor.
- D. Anyone attending the service in which communion is offered may participate in it, provided they have a personal relationship with Jesus Christ.

## **ARTICLE 4: MINISTRY TEAMS (COMMITTEES)**

- A. The church will maintain an adequate number of ministry teams and committees whose obligation it is to fulfill various roles and duties related to the different ministries, programs, and actions of the church. Ministry teams (committees) may vary: at times they will need to be deleted and added to the church's ministry strategy.
- B. A list of current ministry teams (committees) can be found in the appendix. These descriptions include the number of people on each ministry team (committee), their purpose and function, and the manner in which they are elected and / or appointed.
- C. The church may add other ministry teams (committees) to the list as the need arises. Their creation will automatically add them to the list.

## **ARTICLE 5: MINISTRIES AND MEETINGS**

### **Section 1. Sunday School / Bible Study**

- A. This church shall have a Sunday school / Bible study ministry that meets every Sunday at the appointed time, unless otherwise voted by the church.
- B. The Sunday school / Bible study ministry will be advanced through the teachers of respective classes. It is the responsibility of each teacher to teach the Word of God effectively and accurately.
- C. Any member of the church who has been active for six (6) consecutive months may be elected to serve as a Sunday school / Bible study teacher.
- D. Sunday school / Bible study classes may be added or deleted as the need arises.

### **Section 2. Worship Services**

- A. This church shall meet regularly for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services.
- B. The pastor will direct the services for all church members and for others who may choose to attend. On special occasions the pastor may appoint others to be in charge of the service.
- C. The pastor, in consultation with appropriate individuals, may, on occasions, dismiss or reset the time of the services.
- D. In the absence of the pastor, he is to be sure that the services are taken care of.

E. The pastor has the privilege, if he so desires, to invite other ministers / speakers to speak in a worship service and receive appropriate compensation for doing so.

### **Section 3. Regular Business Meetings**

This church shall hold regular business meetings at the appointed times. Currently, regular business meetings occur once per quarter. Alternate meeting dates may be scheduled by the church as necessary.

### **Section 4. Special Business Meetings**

The church may conduct called business meetings to consider matters of a special nature and significance. A one-week notice should be given for the special called business meeting. This notice will include the subject, date, time and place of the meeting.

### **Section 5. Impromptu Business Meetings**

In the case of extreme urgency (i.e., staff resignation, immediate financial need of a church member, etc.), the church may have an impromptu business meeting. These meetings will occur only if the matter to be decided cannot wait for a regular business meeting or a special called business meeting. All efforts will be made to announce the meeting if possible.

### **Section 6. Yearly / Annual Business Meeting**

The yearly business meeting of this church will be held in December. At this time the church will elect members to serve on ministry teams (committees), approve the church budget for the coming year, and affirm deacon nominees.

## **ARTICLE 6: TRANSACTING BUSINESS**

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### **Section 1. Quorum**

The quorum consists of those members who attend the business meeting.

### **Section 2. Moderator**

The moderator of all business meetings shall be the pastor. In the case where the office of pastor is vacant, the interim pastor, if there is one, shall moderate. In the absence of the pastor and / or interim pastor, the chairman of deacons (or someone that he appoints) will serve as moderator. In the absence of any of the before-named men, any member whom the church appoints may serve as moderator.

### **Section 3. Manner of Business**

The business of this church shall always be orderly and it shall always bring honor and glory to God. If at any time Christian conduct is not followed, the moderator may declare that the business meeting is adjourned.

### **Section 4. Rule of Business**

Robert's Rules of Order, Revised Edition, shall be the authority for parliamentary rules of procedures for all business meetings of this church.

## **ARTICLE 7: CHURCH PROPERTIES**

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### **Section 1. Use of Facilities**

- A. The primary purpose for the existence and use of all the facilities of this church is for the advancement of the cause of Christ and to bring glory to the name of the Lord Jesus Christ. Therefore, scheduled church activities and services will have priority over any and all other potential uses of church-owned facilities.
- B. The following shall be considered normal (standing) uses of church facilities...
  - 1. All scheduled worship services and educational programs of the church
  - 2. Church ministry, evangelistic, outreach, recreational and fellowship activities
  - 3. Associational and / or denominational meetings and activities held at the church
- C. The following will apply to non-standing uses of the facilities...
  - 1. All activities not on the regular church schedule are to be cleared in advance through the church office and posted on the activity calendar and the pastor's calendar to ensure that there will be no conflicts in scheduling. Proper scheduling should include (a) date; (b) type of activity; (c) name and phone number of responsible party.
  - 2. Such scheduling will be on a first-come, first-served basis.
  - 3. Certain activities will be given priority and in certain situations preempt activities posted on the calendar.
    - a. Funeral services will be given priority over all non-standing church activities and may preempt any other non-worship activity.
    - b. Church-wide activities will have priority over and may preempt personal / family activities when necessary.
    - c. Personal activities such as weddings, receptions, showers, etc., will be scheduled at no cost for church members.
    - d. No scheduling of one part of the building will be done at any time that would conflict in any way with the regular activity and ministry of the church.
- D. Policies governing the use of facilities
  - 1. The sanctuary will be used only for activities of worship and praise. Special use is permitted for choir or program rehearsals, denominational programs, weddings and / or wedding rehearsals, and funeral services.
  - 2. Proper Christian conduct and dress is expected of all persons at all times within the facilities of the church.
  - 3. All recreational, fellowship or personal / family activities must have a designated responsible party. This individual will be responsible to the church for the following...
    - a. The conduct of all persons in attendance

- b. That no tobacco products, alcoholic beverages, or illegal drugs are brought into or used within the facilities of the church
- c. That no pets are permitted within the buildings
- d. That there is no abusive use of church furnishings or equipment
- e. That activities be limited to only those buildings or parts of buildings as is necessary to the activity or function
- f. That proper stewardship is exercised in the use of electricity, lighting and heating / cooling
- g. That all facilities are left clean at the conclusion of the activity or function
- h. That kitchen facilities, if used, are cleaned at the conclusion of the activity or function
- i. That any furnishings or equipment that is moved during the activity or function is returned to its original place or position before the responsible party leaves the building(s)
- j. That no item of church equipment or furnishing is taken from the facilities of the church without consulting the church office
- k. The timely notification of the church office of any and all damage incurred to property or equipment during any activity
- l. The cost of repairs or damage due to the misuse of property or equipment during a personal activity for which one is the responsible party
- m. That all lighting and heating / cooling is properly switched off at the conclusion of the activity
- n. That all exterior doors are locked and secured at the conclusion of the activity
- o. The immediate return to the church office of all keys borrowed during the use of building or church facility

E. Special functions and considerations

- 1. Guidelines for weddings and wedding receptions can be found in the appendix.
- 2. Anniversary, birthday, graduation receptions and showers
  - a. The above named activities are to be considered personal use of the building and facilities.
  - b. All other policies as to scheduling and building use are to apply to the above named activities.

**Section 2. Church Equipment, Supplies and Furnishings**

A. Equipment and Furnishings

- 1. An inventory will be kept of all church-owned equipment and furnishings.

2. No church-owned and maintained equipment or furnishings shall be removed from the premises for personal use by any member of the church without permission from the church office. Special exception is noted for equipment used for church ministries (i.e., outreach; visitation; class fellowships; etc.).
3. All such equipment as used in the above exception will be cataloged and signed for by the person responsible for the use and return of such equipment.

#### B. Supplies

1. All church supplies are for the use of the church and not for the personal use of any member.
2. No church-purchased supplies are to be removed from the church premises unless authorized by the church office. Special exceptions are noted for church-sponsored activities (i.e., Vacation Bible School; youth camps / trips; church-wide functions; etc.).

### **Section 3. Special Janitorial Service**

The church provides no janitorial service beyond regular and normal cleaning in preparation for the ministries of the church. Additional need for janitorial services must be a matter between those using the building(s) for private use and the authorized janitorial services provider of the church.

### **Section 4. Use of Church Vehicles**

- A. Church vehicles are to be used for the purpose of advancement and fellowship of the church.
- B. Anyone driving church vehicles must be at least eighteen (18) years old with a valid Mississippi driver's license. In some instances a special license (such as a CDL) is required. For insurance purposes, all drivers must provide the church office with a copy of their driver's license, CDL, and health card.
- C. Anyone driving church vehicles must have a good driving record, with absolutely no record of a D. U. I. or other such offense.
- D. Driving church vehicles is limited only to those who are members of the church.
- E. Those desiring to use the church vehicles must reserve and schedule their use through the church office.
- F. The responsible party for using church vehicles should make sure that said vehicles are filled with gasoline after their use. The church will reimburse the individual who refuels the vehicle, provided a receipt of sale is submitted to the financial secretary.

## **ARTICLE 8: REPRESENTATION AT ASSOCIATIONAL MEETINGS**

### **Section 1. Messengers**

- A. The church may elect the appropriate number of messengers or delegates from the membership to represent the church in associational / convention meetings.

- B. These messengers shall furnish the association / convention with a statement of the feeling of the church and cooperate with the messengers of others churches in promoting the interest of the Kingdom of God.
- C. These messengers shall be prepared to report to the church any matter that may seem necessary. The church shall fund the expenses of the messengers that are related to their attendance of associational / denominational meetings.

### **Section 2. The Pastor**

The pastor shall be the official representative of the church to all such meetings (he will stand elected as one of the messengers).

### **Section 3. Cooperation**

The church will actively cooperate with the associations with which she is affiliated. These associations / conventions, however, shall not dictate policy to this local body.

## **ARTICLE 9: LICENSING AND ORDAINING**

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### **Section 1. Licensing**

Any male member, who in the judgment of the church gives evidence by his piety, zeal, and “aptness to teach” that he is called of God to the work of the ministry, after having preached in the hearing of the church, and upon the recommendation of the pastor, may be licensed to preach the gospel of Jesus Christ, provided two-thirds (2/3) of the members present shall agree thereto.

### **Section 2. Ordaining**

- A. If the church unanimously decides that one of its licensed ministers possesses the scriptural qualification for full ordination, it shall call a council (presbytery) of ministers and deacons to examine the qualifications of the candidate, to which council the propriety of ordaining shall be wholly referred.
- B. It is the custom of this church not to ordain any man until he has been duly called as a pastor of a church, a ministerial staff member at a church, or is in the process of obtaining support to be a missionary. Candidates for the diaconate may be ordained at any time.

### **Section 3. Revoking of License or Ordination**

A license or ordination by this church may be revoked with proper cause upon recommendation from the pastor and deacons upon proof of unbecoming behavior and an affirmative vote of two-thirds (2/3) of the membership present and voting.

## **ARTICLE 10: FINANCES**

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### **Section 1. Method of Finance**

We, as a church, adopt the system of proportionate giving as taught in the Scriptures (1 Corinthians 16:2; 2 Corinthians 8:14).

## **Section 2. Staff Spending**

A member of the church staff may spend up to a maximum of five hundred dollars (\$500.00) on any one item, if the church budget allows the purchase. A staff member must seek the church's approval for a purchase over the amount of five hundred dollars (\$500.00).

## **Section 3. Non-Staff Spending**

- A. Members of the church, other than staff members, are not authorized to financially obligate the church for any expenses.
- B. Exceptions to the above rule are made for ministry team (committee) chairpersons who have budgeted line items. Such individuals may annually spend the amount budgeted. These ministry team (committee) chairpersons may designate someone on their ministry team (committee) to make a purchase. The church financial secretary and treasurer will reimburse these expenditures upon receiving a proper receipt.
- C. If any church member identifies a need or improvement which would enhance the ministry of the church, he or she should voice his or her suggestion to the appropriate ministry team (committee) or staff member for consideration and action. Unless the individual intends to donate something to the church, he or she should not spend his or her own money on an item, expecting to be reimbursed, unless he or she has been specifically authorized by the church to do so.

## **Section 4. Offerings**

- A. Offerings will be received at approved times and at any other time as may be necessary to care for the regular expenses of the church.
- B. Special offerings may be taken at any time after recommendation from the pastor, church financial secretary, church treasurer, or the budget and finance ministry team (committee).

## **Section 5. Use of Church Credit Cards**

The church currently provides "business" credit cards for staff members to use to purchase church-related expenses. Use of these credit cards should be limited to church-related expenses. Church employees should keep all receipts of expenses associated with the use of the church credit card and submit them to the financial office each month.

## **Section 6. Church Audit**

The church shall employ the services of a reputable accounting firm to perform a yearly audit of church funds.

# **ARTICLE 11: AMENDMENTS AND MISCELLANEOUS**

## **Section 1. Constitution and Bylaws**

- A. Any amendment to the church constitution and bylaws must be presented in writing, first to the pastor and deacons, and upon their approval, presented to the church body.
- B. During the business meeting in which the proposed amendment is presented, any discussion may be made concerning the proposed amendment. The proposed amendment will be tabled for two (2) weeks, at which time a vote will be taken without discussion.

- C. A majority vote of two-thirds (2/3) of the membership present and voting must prevail for the amendment to stand.

### **Section 2. Statement of Faith**

The church's statement of faith (doctrinal statement) will only change when the Southern Baptist Convention, in session, votes to amend *The Baptist Faith and Message*.

### **Section 3. Printing of Constitution and Bylaws**

- A. If a major change is made in the constitution and bylaws, notification will be made via announcements in church publications. A revised copy will then be printed and made available to the membership of this church at the next yearly business meeting.
- B. If maintenance changes are made to the constitution and bylaws, notification will be made via announcements in church publications only.
- C. When maintenance changes are only made, a copy of the church constitution and bylaws will be printed every five years, beginning in 2020.

# **PERSONNEL POLICY HANDBOOK RAYMOND ROAD BAPTIST CHURCH**

## **PURPOSE**

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Raymond Road Baptist Church (RRBC), hereto referred to as “church,” believes that our employment policies and procedures are reasonable, and have reduced some of them to writing simply to inform employees of what they can generally expect from the church and what the church generally expects from employees. It is hoped that these policies will be helpful in answering day-to-day questions employees of RRBC might have.

However, neither this handbook nor any other document or oral statement should be considered an employee contract between said employee and the church. Rather, all employment with RRBC is at will and shall be terminable at will, with or without cause, either by the employee or by the church.

No person or official of the church has the authority to enter into any written or oral employment agreement or to make any written or oral agreement contrary to or inconsistent with this paragraph. This handbook and all other employment policies and practices of RRBC are subject to unilateral modification, change, or elimination with or without notice.

This handbook supersedes all previous personnel policies, practices, and procedures which may have been in effect.

The personnel ministry team (committee) shall work with the pastor in reviewing needs and filling staff positions, in maintaining efficiency by all church employees, and in promoting harmonious staff relationships. They shall consult with the pastor concerning the carrying out of all church established personnel policies. Exceptions to the policies may not be made without the approval of the pastor and the personnel ministry team (committee). Additional routine office policies may be established by the personnel ministry team (committee). This ministry team shall work with the budget and finance ministry team (committee) in formulating proposed budget items.

## **SECTION 1: HIRING OF PERSONNEL**

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It shall be the responsibility of the pastor search committee to interview prospective pastors. The guidelines for calling a pastor are set forth in the church’s constitution and bylaws, which appears as follows...

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### **B. Call of a Pastor**

1. A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, being announced in a regular service, one week in advance. Election may be by secret ballot. A majority vote of two-thirds (2/3) is required for a call to be extended.
2. A pastor search committee shall be elected by the church to seek out a suitable pastor (and to secure pulpit speakers and / or an interim pastor). The search committee shall be elected as follows...

- a. On a specified Sunday, those members present may elect, by secret ballot, six (6) individuals to serve on the pastor search committee.
  - b. Three (3) members of the committee shall be male, and three (3) shall be female.
  - c. The three (3) males with the highest number of nominations will be nominated to serve, as will the three (3) females with the highest number of nominations.
  - d. Should one of the six (6) individuals decline to serve on the search committee, the person with the next highest number of nominations will be nominated. This process will continue until six (6) individuals, as outlined in letter b., are duly elected.
3. The call of a pastor shall be an indefinite call. The pastor's ministry at this church will be terminated at his or the church's choosing.

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It shall be the responsibility of the pastor and the personnel ministry team (committee) to interview prospective ministerial personnel. Those approved by employment shall be presented to the church for voting. Exceptions to this will be those individuals being considered for non-ministerial positions, such as secretarial staff and custodians. These employees will be interviewed and hired by the person or persons responsible for their job performance. The personnel ministry team (committee) will be notified prior to the employment of non-ministerial personnel. The personnel ministry team (committee) shall counsel with involved staff and / or committees concerning new positions that need to be created.

Standard background checks are required for any and all persons employed in any capacity at RRBC. The personnel ministry team (committee) is responsible for conducting this background check. A copy of each employee's background check results will be kept on file in the church office, and will remain on file permanently.

As much as possible, it is the intention of the church to provide a comprehensive compensation program for church personnel that is average or above average for churches of like size and operation. The pastor search committee, working with the budget and finance ministry team (committee), will recommend a salary for prospective pastors. The personnel ministry team (committee), working with the budget and finance ministry team (committee), will recommend salaries for all other prospective employees, both ministerial and non-ministerial.

It shall be the responsibility of the church to move a new ministerial staff member to the Jackson metro area. Three bids will be required, with the church paying the amount of the lowest bid. In the event the staff member wishes to move himself, the church will pay the amount of the lowest bid to the individual, and the staff member will be responsible for the move. If the new ministerial staff member is unable to sell his former house, causing payments on two houses, the church will reimburse the lower payment until the house is sold, or for six (6) months, whichever comes first, subject to sufficient funds being available.

**SECTION 2: COUNSELING, WARNING, SUSPENSION AND / OR TERMINATION**

The persons or persons responsible for the employment and supervision of an employee shall have the responsibility of counseling the employee, if necessary. The deacon body shall have the responsibility of counseling with the pastor, if necessary. That same person shall have the authority to discharge an employee in consultation with the personnel ministry team

(committee), chairman of deacons, and pastor. In the case of church-called staff members (other than the pastor), the final authority for such discharge shall be vested in the church body with a recommendation from the personnel ministry team (committee). In the case of the pastor, the final authority for such discharge shall be vested in the church body with a recommendation from the deacons.

A church staff member will be considered for suspension and / or termination only in extreme and limited cases. Examples of such cases include accusations or admission of unethical conduct, immoral conduct, gross negligence, criminal behavior, or heretical teaching. In the event of such cases, the staff member in question will be immediately placed on “administrative leave” (suspended with pay) while an investigation (whether internal or external) is conducted. If it is determined that the staff member in question has committed such acts as mentioned above, he or she will be terminated immediately.

In cases of criminal behavior that results in an arrest, the staff member in question will be terminated upon the church office (i.e., pastor or staff) learning of the arrest.

In cases of church-initiated termination, the chairman of the personnel ministry team (committee) and the budget and finance ministry team (committee), in consultation with the pastor, shall consider each case individually with regard to severance pay.

### **SECTION 3. SALARY ADMINISTRATION AND REVIEW**

The personnel ministry team (committee) shall submit an annual personnel budget to the budget and finance ministry team (committee). If the total amount of the personnel budget cannot be justified in relation to the total church budget, it shall be the responsibility of the budget and finance ministry team (committee) to request a joint meeting with the personnel ministry team (committee) to resolve the differences.

Performance of the pastor shall be evaluated annually by the chairman of the personnel ministry team (committee) and the chairman of deacons. All other employees shall be evaluated primarily by the pastor, with the assistance of the chairman of the personnel ministry team (committee), per the pastor’s request. This evaluation can be continual (i.e., via meetings and review during the course of the year) or in the form of a yearly review at the conclusion of each calendar year.

All persons employed by RRBC will be classified for payroll and benefit classification into one of the following...

1. Full-time: The employee is scheduled to work forty (40) or more hours per week on a regular basis performing assigned duties. Benefit schedules for this classification are found elsewhere in the handbook.
2. Part-time: The employee is scheduled to work twenty (20) or fewer hours per week on a regular basis performing assigned duties. Benefits are accorded on a prorated basis according to the actual hours worked.

## **SECTION 4. BENEFITS AND BUSINESS EXPENSES**

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### *Mileage Reimbursement*

In accordance with Internal Revenue Service (IRS) regulations 1.162-17 and 1.274-5(f), employees who use their personal automobile for travel on church related business shall be reimbursed for mileage at the current IRS standard mileage rate. Mileage reimbursement will be subject to budget limitations. Requests for mileage reimbursement will only be granted when accompanied by the appropriate form.

Mileage reimbursement forms should be submitted monthly and should not exceed one-twelfth (1/12) of the budget. Anything over one-twelfth (1/12) should be approved by the personnel ministry team (committee) and the budget and finance ministry team (committee). Under this arrangement the church will not report reimbursed amounts as taxable income on the employee's Form W-2. The employee should not report reimbursed amounts as income on Form 1040.

### *Conference / Continuing Education*

Expenses related to budgeted conferences / trips shall be reimbursed if accompanied by proper documentation and receipts. Documentation must include the amount, date, place, and business purpose for each expense. Conference / trip expense reimbursement will be subject to budget limitations. If travel advances have been provided, the employee will return advances that exceed actual business expenses to the church office within ninety (90) days. Non-budgeted conferences and trips must be pre-approved by the pastor and / or personnel ministry team (committee) and are subject to the same policies and procedures.

### *Staff Anniversaries*

Every five years of continuous service, each staff member of RRBC shall be paid a percentage of their annual salary according to the following guidelines and subject to sufficient funds being available.

5 years of continuous service	1% of annual salary
10 years of continuous service	2% of annual salary
15 years of continuous service	3% of annual salary
20 years of continuous service	4% of annual salary

The increase will be one percent (1%) for every five (5) years of continuous service to RRBC. It is the responsibility of the personnel ministry team (committee) to notify the budget and finance ministry team (committee) prior to setting the budget for the year an anniversary occurs.

### *Insurance*

1. Hospitalization / major medical insurance premiums will be provided by the church for full-time ministerial staff.
2. Group term life insurance will be provided by the church for full-time ministerial staff.
3. A disability insurance program will be provided by the church for full-time ministerial staff.

### *Annuity*

The church will contribute to the annuity board toward the retirement of each staff member who meets the qualifications set by the annuity board. The amount contributed will be set by the

personnel ministry team (committee) and approved by the budget and finance ministry team (committee).

### *Gifts*

Each staff member will be given one percent (1%) of their annual salary with a minimum of one hundred dollars (\$100.00) and a maximum of five hundred dollars (\$500.00) as a Christmas gift, subject to sufficient funds being available. In the event such funds are not available, this gift may be suspended or reduced.

It shall be the responsibility of the chairman of the personnel ministry team (committee) and the chairman of deacons to see that the Christmas gifts are delivered to all staff members.

When employment ends in good standing, a love offering will be given from the church body.

### *Tuition Assistance*

Full-time employees pursuing educational courses that directly relate to their work at RRBC are eligible for tuition assistance from the church. All requests for assistance will be made to the personnel ministry team (committee), using the appropriate form. To qualify for assistance, the employee must successfully complete any course(s) with a grade of “C” or better. If letter grades are not available, the employee should obtain a certificate of completion. The amount of assistance will be determined by the personnel ministry team (committee) and recommended to the budget and finance ministry team (committee).

## **SECTION 5. WORK SCHEDULES**

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### *Church Office Hours*

The church office will maintain office hours that best allow the church staff to meet the needs of the church body. Changes in office hours can be made by the church staff and will be posted to make the church body aware of said changes.

### *Holidays*

The following holidays will be observed annually...

New Year’s Eve and New Year’s Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Eve and Christmas Day

The church office will close at noon (12:00 PM) on Wednesday, the day before Thanksgiving Day. The church office will be closed on Thanksgiving Day and the day after Thanksgiving.

The church office will be closed for four (4) days during Christmas week. These days will be set by the pastor.

Holidays will be observed on the calendar day established by the church staff prior to the beginning of the new year. Holidays occurring on Saturday are observed on the preceding Friday. Those occurring on Sunday will be observed the following Monday. If a holiday falls

during an employee's scheduled vacation period, he or she will not be charged for a vacation day on the day the holiday is observed.

After a busy season of church ministry (i.e., Vacation Bible School, major events, etc.), the pastor may arrange for the church office to be closed to allow the church staff to receive a well-deserved rest after a hectic season of ministry.

### *Vacations*

Vacations are made available to employees to provide for periods of rest and relaxation. Payment in lieu of vacation time is not allowed, as this would defeat the purpose of a vacation. Vacations are to be taken in the applicable calendar year.

Regular full-time employees will be granted annual vacation as follows...

<u>Length of Service</u>	<u>Length of Vacation</u>
6 months but less than 1 year	one week
1 years but less than 7 years	two weeks
7 years but less than 12 years	three weeks
12 years and over	four weeks

Regular part-time employees will be granted annual vacation as follows...

<u>Length of Service</u>	<u>Length of Vacation</u>
6 months but less than 1 years	one-half (1/2) week
1 year but less than 7 years	one week
7 years but less than 12 years	one-and-a-half (1 1/2) weeks
12 years and over	two weeks

Pay in lieu of earned vacation may be awarded in certain cases regarding termination of employment. Each case will be reviewed by the personnel ministry team (committee) and a decision will be made on each individual situation.

### *Scheduling and Reporting Vacations*

Vacation leave is to be requested and approved in advance. Each employee will be responsible for informing the church secretary as to the dates they will be out of the office on vacation. The pastor will have the responsibility of monitoring vacations to insure continued church operation and ministry.

### *Leaves of Absence*

All personnel shall be expected to exercise good judgment in determining the amount of personal time required away from their regularly scheduled responsibilities. A leave of absence will be considered for the following circumstances...

#### A. Sick Leave

A full-time church staff employee shall accumulate one (1) day of sick leave with full pay per month of continuous employment starting immediately upon hire, but not to exceed a maximum of ninety (90) working days.

A part-time church staff employee shall accumulate one-half (1/2) day of sick leave with full pay per month of continuous employment starting immediately upon hire but not to exceed forty-five (45) days.

Sick pay benefits may be accumulated up to a maximum of ninety (90) days for full-time employees and forty-five (45) days for part-time employees. Additional leave may be granted after all accumulated sick leave has been exhausted, subject to approval by the pastor and the personnel ministry team (committee).

Unused sick pay benefits may not be used for personal time off or as additional vacation, and employees will not be paid for unpaid sick pay benefits at the conclusion of employment.

Sick leave may be charged in half-day increments. The record of accrued sick leave earned shall be maintained by the church secretary, as will sick leave balances.

**B. Serious Illness, Death, Bereavement**

If a serious illness or death occurs in an employee's immediate family, the pastor may allow the employee to be absent from work for a reasonable time with regular pay.

**C. Conference Leave**

Ministerial staff other than the pastor are granted two (2) weeks for conferences to be approved by the pastor. The pastor is granted two (2) weeks for conferences to be approved by the personnel ministry team (committee). Conference time for other office staff is limited to one (1) week and shall be granted by the pastor.

**D. Jury Duty**

All permanent employees receive usual church compensation while performing jury duty. Employees are expected to report for work when not required to be present in court.

**ARTICLE 6. SEXUAL HARASSMENT**

RRBC will not tolerate sexual harassment of employees. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually-oriented behavior or comments which create a hostile or offensive work environment. RRBC will promptly investigate a complaint and will take whatever corrective action is necessary and appropriate. The church strictly prohibits any retaliatory action against a person reporting conduct they believe to be in violation of this policy. Sexual harassment should be reported immediately to the pastor or personnel ministry team (committee).

**ARTICLE 7. INFORMATION SYSTEMS**

Any computer, peripheral equipment, electronic component or equipment, or cabling which is connected in any manner, directly or indirectly, to the RRBC network is considered a part of the network and subject to church policies and procedures.

The use of the internet and / or electronic mail to harass or intimidate another, to access files or intercept transmission, to view sexually explicit material or access sexually-oriented sites, or in violation of copyright laws or any other laws or regulations will result in disciplinary action, up to and including termination. Staff members have the responsibility to report any discovered or suspected violations of the information systems policy.

Staff members are allowed and encouraged to use social media (i.e., Facebook groups, Twitter handles, blogs, etc.) as part of their ministry strategy. When doing so, staff members are allowed to use the church's name, logo, etc., so long as they are employed by the church. Should a staff member have a church-specific social media medium, he or she should delete it upon termination of employment. For example, if a staff member uses a Twitter account with the church's name, that account should be terminated when the staff member's employment at RRBC ends.

In the event that a staff member uses the church's name as social media identification, the username and password information must be kept on file in the church secretary's office.

APPENDIX: Deacon Nomination Form

This form will be made available to the church body each year for the purpose of nominating men to serve as deacons.

**20\_\_ DEACON NOMINATION FORM**

*Please complete the information below to nominate a member of the church to serve as a deacon. All information must be filled out completely in order to be accepted. Please understand that nominating a person does not mean that the person will accept or be selected. This is strictly a nomination. This form must be returned to the church office no later than the last Sunday in November. Forms submitted after this date will not be accepted.*

Name of the person you are nominating to serve RRBC as deacon for the next three years:

\_\_\_\_\_

Briefly explain why you feel this person would be a good deacon:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the information below.

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

## APPENDIX: Ministry Teams (Committees)

### DEFINITIONS

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1. **Administrative ministry teams** often work “behind the scenes” and handle many of the administrative aspects of the church’s ministry.
2. **Non-administrative ministry teams** usually recommend numerous projects, events, etc., to the church. They are more “hands on” because they often call upon church members to actively take part in some aspect of ministry.

### GUIDELINES

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1. The ministry team committee will recommend individuals to fill ministry team roles each year. Their recommendations will be presented to the church body for affirmation during the church’s yearly business meeting in December.
2. Active church members may serve on one (1) administrative ministry team at a time. They can, however, simultaneously serve on an administrative ministry team and a non-administrative ministry team.
3. Active church members may serve on up to two (2) non-administrative ministry teams at the same time.
4. In order to prevent burnout and to provide opportunities for all members to take part in the church’s ministry teams, no church member may serve on more than three (3) ministry teams at the same time: one (1) administrative ministry team and two (2) non-administrative ministry teams.

### NUMBER AND ROTATION

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1. Administrative ministry teams
  - a. Each administrative ministry team will consist of six (6) individuals. Ideally, three (3) members will be male, and three (3) will be female. *This is not a concrete “rule” per se, but the desired goal.*
  - b. Each year, two (2) members will rotate off an administrative ministry team and two (2) members will be asked to serve a three (3)-year term. Individuals who have served their term must rotate off for at least one (1) year.
  - c. In the event that a member of an administrative ministry team cannot fulfill their term, the ministry team committee will recommend a replacement to the church to fulfill the term in question.
2. Non-administrative ministry teams
  - a. Each non-administrative ministry team will consist of at least four (4) members. There is no limit to the number of people who can serve on such a ministry team.
  - b. There are no term limits regarding how long a person can serve on a particular non-administrative ministry team. At the end of each year, the ministry team committee will ask members of non-administrative ministry teams if they desire to serve another year.

- c. Those serving on a non-administrative ministry team may also serve on an administrative ministry team. A person can serve on a total of two (2) non-administrative ministry teams at the same time.

## OPERATIONS

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1. Each ministry team will elect **officers** yearly. At the very least, each ministry team should have a chairperson. Each ministry team is responsible for informing the church office as to who the chairperson is.
2. Ministry teams should schedule **meetings** as needed. It is suggested that administrative ministry teams meet at least quarterly (four times a year) to make sure responsibilities are being fulfilled. Non-administrative ministry teams should consider meeting at least twice a year.
3. Someone from each ministry team should keep a record of permanent **minutes** of all meetings. One copy should be given to the church secretary to be maintained in the church office. The other copy should be kept in a file by the ministry team chairperson.
4. Each ministry team may give **reports or recommendations** to the church at regular business meetings. Such reports or recommendations should be discussed with the pastor (or moderator) before the business meeting so that they may be placed on the agenda and given the proper time to make said reports and recommendations.
5. Should a ministry team require funds for the coming year, the chairman should make a **budget request** to the finance ministry team during budget planning. All ministry teams are expected to abide by the policies and procedures for purchasing items, supplies, equipment, etc., when using church monies. No purchases over five hundred dollars (\$500.00) can be made without the finance team's recommendation and the church's approval.

## RESPONSIBILITIES

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### *Administrative Ministry Teams*

The **ministry team committee** is responsible for working with the pastor in recruiting qualified and interested church members to serve on the church's other ministry teams. They will contact individuals to gauge their interest in serving on a ministry team, and make such recommendations to the church. This ministry team is nominated by the *nominating ministry team* and approved by the church.

The **finance ministry team** is responsible for preparing and presenting the church budget for approval each year. They will solicit input from church leaders and volunteers concerning financial resources for each church ministry for the coming calendar year. They will also meet with other ministry teams during the year when the need arises to discuss unexpected expenditures that might arise from time to time.

The **personnel ministry team** works with the pastor to oversee personnel matters as it relates to the church staff and personnel. They will make recommendations to the church concerning vacant staff positions and other issues related to staff matters. In addition, they will see that the

personnel policy manual is updated and current, and they will make recommendations to the finance ministry team concerning staff salaries, raises, etc.

The **nominating ministry team** works with the pastor and church staff to secure capable and interested members to serve in teaching positions in the church's Sunday school (Bible study) ministry, auxiliary ministries, music ministries, and the like. They will recommend said individuals to the church for approval each year and during the year as the need arises.

### *Non-administrative Ministry Teams*

The **facilities ministry team** is responsible to ensure the general upkeep, maintenance, etc., of the church building and property, and any other church possessions. This ministry team will meet at least twice a year to assess the condition of church facilities and to maintain areas in need. Should an item of substantial expense occur, this ministry team will work with the *finance ministry team* in making recommendations to the church.

The **missions ministry team** will work with the pastor and church staff to enhance the church's overall mission strategy in fulfilling the Great Commission. This ministry team will focus on helping the church fulfill the Great Commission through local outreach in the church's community, as well as state, national, and international mission efforts.

The **baptism and communion ministry team** is responsible to make preparations for and assist the pastor and staff in celebrating the ordinances of baptism and communion. Members of this ministry team will assist those being baptized by escorting them to and from the baptistery and offering other assistance as needed. In addition, this ministry team will make sure that supplies are available and that the sanctuary is prepared when the church takes part in communion.

The **benevolence ministry team** is responsible for overseeing requests for financial assistance from individuals who contact the church seeking such assistance. Members of this ministry team will handle all facets of these requests, including the request itself and contact with the individual(s) requesting assistance. This ministry team will determine if each request can or should be fulfilled, and will make their decision known to the church office and the individual requesting assistance.

The **fellowship ministry team** is responsible for ensuring that the fellowship hall is prepared for any church-wide or church-initiated gatherings that take place. This includes ministries such as meals for families before or after funerals, church-wide fellowship meals, etc. It does not include private functions or meetings that are not church-wide (i.e., Sunday school class fellowships, anniversary celebrations, birthday parties, etc.).

## APPENDIX: Wedding Policies

### PURPOSE OF MARRIAGE AND THE MARRIAGE CEREMONY

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Raymond Road Baptist Church believes in biblical marriage. Our statement of faith reads, in part, that “God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.” We believe that marriage is a sacred union of one man and one woman who enter a covenant commitment for a lifetime. We further believe that the act of marriage is a gift from God that is designed to reveal the union between Christ and the church.

As a body of believers, we believe that God has designed marriage to model the way God relates to his people. A husband is to love his wife as Christ loved the church. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ.

These foundational beliefs shape the principles set forth for the marriage ceremony. As a church, we understand the Bible to speak of marriage in terms of the union of a man and a woman. Therefore, any other kind of ceremonies are not allowed. This includes same-sex unions or “weddings,” as well as polygamous ceremonies. Additionally, no staff member employed by the church will officiate or engage in a same-sex union or other ceremonies that we believe are contrary to God’s design.

### PLANNING THE ACTUAL CEREMONY

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The first step in planning the actual ceremony is to schedule the date on the church calendar. In order to plan a wedding at RRBC, the bride or groom must be a member of RRBC. A completed wedding application must be turned in to the church office to secure your wedding date.

Since the wedding will take place in the church, it should be planned with the understanding that it is a service of worship. A guest minister may be used upon approval of the pastor of RRBC. To obtain approval, the bride and groom should submit the guest minister’s name, address, phone number, and church affiliation to the RRBC office.

### RECEPTION AND REHEARSAL DINNER

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The fellowship hall is available for your reception and / or rehearsal dinner. Regarding decorations, there can be no nails, tacks, staples, pins, or anything that would mar the fellowship hall or otherwise do damage to our facilities. There is no food or drink allowed in the sanctuary or surrounding foyers or hallways.

### FINANCIAL ARRANGEMENTS

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There is a list of suggested honorariums included in this policy for other expenses sometimes incurred. It is understood that the church is in no way responsible for any legal obligation that may arise from any agreements for your wedding.

## PREMARITAL COUNSELING

If RRBC's pastor is to conduct the wedding, arrangements should be made with him personally regarding premarital counseling. The pastor will want at least one conference meeting with the bride and groom. Please make arrangements with him as soon as possible.

## ROLE OF THE WEDDING DIRECTOR

A good wedding director is invaluable to the success of the wedding ceremony. While not required, you are strongly encouraged to enlist the services of a wedding director. If you do not know someone, the church office can make a recommendation.

## FLORIST / DECORATOR INSTRUCTIONS

1. Furniture is not to be moved without permission. Please contact the church office to receive permission.
2. Your florist should call the church office to set a time for delivering flowers and / or decorating the church. Without such arrangements, we cannot guarantee that a person will be on the premises when flowers are delivered or decorations need to be arranged.
3. No flowers, candles, or decorations may be placed on any musical instruments.
4. Decoration of railings, pews, and other furniture is permissible. However, nails, tape, floral clay, tacks, staples, pins, adhesives, or other materials that would damage surfaces must not be used.
5. Only non-drip candles may be used. An exception may be made for the unity candle, provided proper care is taken to protect carpet and furnishings.
6. All decorations are to be removed from the sanctuary immediately following the ceremony. All decorations are to be removed from the fellowship hall immediately following the reception. The church property must be left in the same (or better) condition in which it was found.
7. All potted plants and / or flower arrangements must have saucers or plastic placed under them to protect carpet from spillage.
8. A floral arrangement may be left for Sunday worship if you choose. Please inform the church office if you plan to leave one.
9. You will be held responsible for any damage done to the building or furniture.
10. You are responsible for informing your florist / decorator of our policies regarding decorations.

## PHOTOGRAPHY

Because the wedding ceremony itself is a time of worship, we ask that your photographer be respectful of the worship service. If possible, please do not use flash photography during the ceremony. Please do not stand on the furniture when taking photographs.

## MUSIC

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It is the desire of RRBC that the music selected for your wedding be in keeping with the belief that a wedding is a service of worship in which a man and a woman are united in holy matrimony. It is your responsibility to arrange for musicians and to work with them in selecting the appropriate music. If you have questions about the appropriateness of a song, please see the pastor.

## SOUND AND LIGHTING

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It is your responsibility to contact the church office if an audio or lighting technician will be needed for the ceremony and / or rehearsal. The church office can recommend an individual to control sound and lighting. However, the wedding party is responsible for securing this individual.

## USE OF FACILITIES

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1. All rooms that are utilized must be left clean and in the condition in which they were found. This includes the choir suite, the youth building, fellowship hall, children's wing, and kitchen.
2. Items left unattended in the building are left at your own risk. The church is not responsible for lost or stolen items.
3. Birdseed is not to be thrown inside any part of the church building. If thrown, it must be done outside. Rice is not permitted to be thrown inside or outside the building. The parking lot and walkways must be left free of wedding decorations and debris.
4. Any form of alcoholic beverages are expressly forbidden from being used on church property. Any form of tobacco products cannot be used inside church buildings or under walkways connected to the church.
5. Dress should be modest and appropriate for a church wedding at all times, including the rehearsal.
6. Nursery facilities can be made available for the wedding ceremony. It is your responsibility to secure nursery workers for the ceremony and / or rehearsal.
7. Arrangements for opening RRBC facilities must be made through the church office.
8. We do not schedule weddings on Sundays or Wednesdays, nor after 6:30 PM on Saturdays. Also, we do not schedule weddings on major holiday weekends (Palm Sunday; Easter; July 4th; Thanksgiving; Christmas; New Year's), or during any major church event.

## KITCHEN GUIDELINES

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1. The kitchen and its facilities should be used in a manner so as to bring honor and glory to God through ministry and Christian fellowship. All activities should be conducted in a way that would be pleasing to God.

2. All reservations for the kitchen facilities should be scheduled through the church office. Please call the church office as soon as possible when scheduling an event, so that it may be added to the church calendar. All weekly and monthly church activities will have priority.
3. The kitchen should be cleaned immediately by individuals or groups and all leftover food removed. No leftover food may be stored. Any personal dishes must be removed from the area. Any dishes left after fifteen (15) days will be removed.
4. The checklist below should be followed to make sure the kitchen facilities are completely cleaned and left in order following an activity.

*Kitchen Facilities Checklist*

- \_\_\_\_\_ 1. Clean and wipe dry all counter tops, sinks, and any equipment that was used.
- \_\_\_\_\_ 2. Wash all silverware and utensils, dry and return all items to their proper place.
- \_\_\_\_\_ 3. Sweep floor in kitchen and fellowship hall area. Wet mop if necessary.
- \_\_\_\_\_ 4. There is a washer and dryer located in the storage room behind the kitchen. All dirty laundry should be washed, dried, folded and returned to the proper location for storage.
- \_\_\_\_\_ 5. Take garbage to dumpster.
- \_\_\_\_\_ 6. Replace garbage bags.
- \_\_\_\_\_ 7. Turn off lights, any equipment that was used, and air conditioning before leaving.

For safety reasons and the potential hazards in any kitchen, children are not allowed in the work area. Please make arrangements in advance to be sure any children at the event are cared for while you are preparing meals in the kitchen.

**SUGGESTED HONORARIUMS**

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The following information is given to you for your convenience. RRBC does not set any fees for individuals who take part in the wedding service. Many people who fulfill various roles in a wedding ceremony have established wedding fees. It is advisable to inquire with each individual regarding their fee.

RRBC does strongly suggest that those involved in your wedding ceremony receive some kind of honorarium for their effort. Please remember that these individuals are taking the time during their weekend to be a part of your special day. Although they are honored to be a part of this memorable event, they do incur expenses, both tangible (i.e., gas and travel to the church for rehearsal, the ceremony itself, etc.) and intangible (i.e., time away from home and family, preparation, etc.).

As we have talked with various individuals over the years, we discovered different ranges for honorariums. The suggested honorariums here reflect the majority of information that we've received.

Minister / Officiate	\$200.00
Organist / Pianist	\$100.00
Soloist / Singers	\$100.00

Wedding Director	\$150.00
Sound Technician	\$50.00

APPLICATION FOR CEREMONY

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Please see the following page, which contains the official application for scheduling a wedding. This application must be submitted to the church office before the wedding can be officially scheduled on the church calendar.

**APPLICATION FOR WEDDING CEREMONY SCHEDULE  
RAYMOND ROAD BAPTIST CHURCH**

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Bride-Elect:*

*Groom-Elect:*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information:

Contact Information:

Home: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Minister to Officiate Ceremony: \_\_\_\_\_

Will the reception be held at Raymond Road Baptist Church?       Yes       No

Will the rehearsal dinner be held at Raymond Road Baptist Church?       Yes       No

Mailing address after marriage:

\_\_\_\_\_

\_\_\_\_\_

This completed application must be returned to the church office in order to place your wedding date on the official church calendar.

*“We have read the conditions provided in this wedding policy and we agree to follow said guidelines. We also agree to make every effort to ensure that our guests do likewise.”*

\_\_\_\_\_ (Bride-elect)

\_\_\_\_\_ (Groom-elect)

\_\_\_\_\_ (Date)



APPENDIX: Request for Tuition Assistance

Name: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Educational Goal (degree): \_\_\_\_\_

Term (semester and year): \_\_\_\_\_

Approximate cost of course: \_\_\_\_\_

Description of course(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX: Sexual Crimes Covenant

This covenant is designed to guide both church members and community members about the process Raymond Road Baptist Church (RRBC) will implement when one of its members falls into the following categories:

1. A church member is accused of being involved in any activity in which sexual misconduct, solicitation, molestation, etc., is involved
2. A church member is found guilty, after due process of law, of being involved in any activity in which sexual misconduct, solicitation, molestation, etc., is involved
3. An individual joins the church and it is discovered that he or she is a registered sex offender as defined by the statutes and laws of the state of Mississippi

This covenant consists of two portions: a biblical / theological statement and a practical statement

### **Biblical / Theological Statement**

As a church, our desire is to be biblical in everything that we do. To that end, we will utilize the principles of Matthew 18:15-17 to guide our response to sexual offenders.

This process involves three steps.

1. The pastor will meet with the offender to discuss the situation. *“If your brother sins against you (in this case, the church as a whole), go and show him his fault, just between the two of you. If he listens to you, you have won your brother over”* (Matt. 18:15, parenthetical emphasis added). If the offender has a genuine, heartfelt spirit of repentance, the church will extend forgiveness as mandated by Scripture. *“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you”* (Eph. 4:32). If the offender does not offer a spirit of repentance, the church leadership will proceed to the second step.
2. The pastor and one or two other members (deacons, due to their role in the church as servant leaders) will go to the offender to discuss the issue. *“But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses’”* (Matt. 18:16). If the offender has a genuine, heartfelt spirit of repentance, the church will extend forgiveness as mandated by Scripture (Eph. 4:32). If the offender does not offer a spirit of repentance, the church leadership will proceed to the third and final step.
3. A meeting will be called of all church members on a specified night for the specific purpose of dealing with the issue. *“If he refuses to listen to them, tell it to the church”* (Matt. 18:17). The purpose of this meeting will be for the church to ask the member to repent of his or her sin. If the member in question offers a genuine, heartfelt spirit of repentance, the church will extend forgiveness as mandated by Scripture (Eph. 4:32). However, if the member in question offers no repentance, the church will then vote to remove said member from church membership: *“if he refuses to listen even to the church, treat him as you would a pagan or a tax collector”* (Matt. 18:17).

## **Practical Statement**

In the case with a member who has been charged with sexual offenses against a child and / or minor, the protection of the child is of paramount importance. Regardless of personal feelings towards the accused member, the church will maintain a broad perspective and be reminded that the member has been accused of a sexual crime.

RRBC recognizes the seriousness of such accusations and crimes. Although we believe that a person is innocent until proven guilty, we also realize the enormous impact such an accusation has on the accused members' reputation, his or her Christian witness, and the church as a whole. Due to these factors, forgiveness of a person's sin should not be viewed as an endorsement of said sin. Neither should forgiveness be equated with the church allowing the accused or convicted member to serve in areas of ministry that would cause even a hint of danger to be detected.

In order to provide a safe environment for all attendees of RRBC, and in order to provide an environment in which those in our community can feel safe when their children are attending RRBC, we will ask each offender to abide by the covenant requirements listed below. If an accused and / or convicted member does not agree to abide by these requirements, he or she will not be allowed on church property.

1. The member in question may attend any public or church-wide function in which contact with children or youth does not occur. This would include attending the worship services of the church, church-wide fellowships, etc. The member in question may not, under any circumstance, have contact with children or youth at these events.
2. Certain areas of the church campus are off limits to the member in question. Such areas include the entire children's wing (including the restrooms in the children's wing hall), the entire youth center, including Sunday school rooms, game area, restrooms, etc., and any restroom in which a child or youth is present.
3. The member in question will be assigned an accountability partner. The accountability partner will stay within sight of the offender during any and all church activities.
4. The member in question cannot hold any teaching office within the church, including assistant positions. In addition, the member in question cannot serve on committees or other such ministry teams involved with any aspect of the children's ministry or youth ministry. Furthermore, the member in question cannot hold a leadership role in the church (i.e., staff position, deacon position, etc.)
5. The member in question cannot serve as a chaperone or sponsor of any event related to the children's ministry or youth ministry, nor can he or she host events for children or youth at any time or at any place.

## **Consequence**

If the member in question violates any of the provisions outlined in this covenant, he or she will no longer be allowed on church property.

### **Application of Covenant**

When an accusation is made, RRBC will work with law enforcement agencies as they investigate. After their investigation, if it is determined that no sexual misconduct occurred, the terms and conditions of this covenant will be nullified as it pertains to the member accused of the crime. Additionally, this covenant will no longer be binding if the accuser later states that his or her accusations were false.

### **Balancing Love and Forgiveness with Accountability**

The leadership and membership of RRBC realizes that everyone has faults and everyone sins. In addition, we realize that in God's eyes, sin is sin. However, we also acknowledge that sins, although consistent in nature, differ in degree of consequence.

RRBC will always maintain love and extend forgiveness to all members who fall prey to sin, regardless of the nature of the sin. We believe that if Jesus Christ can forgive us for our sin causing his death, then we can forgive others who sin.

We do, however, have an obligation to maintain the reputation of the church and the safety of the church. As the cliché says, the best way to prevent getting burned is to not start a fire. Our goal in creating this covenant is to ensure that no one can ever say a "fire" got started at RRBC. We despise sin in our own lives and in the lives of others, but we love each other because we are all sinners before God.

### **Acceptance of Covenant**

Below is a statement of acceptance of this covenant. After reading the covenant, the person accused should sign the statement. The signed covenant will then be placed in a sealed file in the church office. A copy of the covenant will be provided to the person accused upon his or her request.

*"I, the undersigned, understand the seriousness of the situation I am involved in and the ramifications it can have on Raymond Road Baptist Church. My desire is to not do anything that would cause anyone in our church or community to feel that a child or youth is threatened in my presence. Therefore, I agree to abide by the terms and conditions of this covenant. I fully understand what is expected of me and the consequences if I fail to meet these requirements."*

\_\_\_\_\_  
Member's Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member's Signature

Witnessed by:

\_\_\_\_\_  
Church Representative (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Representative (signature)

## APPENDIX: Children's Minister Job Description (effective as of 1/1/15)

**Primary Function:** The children's minister is involved in all phases of ministry for children in the areas of birth through sixth grades. Responsibilities include overseeing the planning, coordinating, and implementing of these programs for weekly ministries. This position reports to the pastor.

### **Responsibilities:**

1. Related to Staff:
  - A. The children's minister works with the pastor and other staff members in establishing the children's ministry and ensures that the vision and goals of the children's ministry are aligned with the vision and goals of the church as a whole.
  - B. The children's minister works with leaders and volunteers in the children's ministry in order to organize and implement an ongoing outreach program for children and parents, in conjunction with the church outreach ministry.
  - C. The children's minister is responsible to screen each volunteer who serves in the children's ministry. This background check is to be conducted yearly. The children's minister should place the cost of volunteer screening in their ministry's annual budget.
  - D. The children's minister shall attend staff meetings when called by the pastor.
2. Related to Church:
  - A. The children's minister is responsible to plan and produce materials that promote the children's ministry and activities or ministries associated with it so that the church can be informed of the happenings of the ministry.
  - B. The children's minister will periodically review church policies and programs with appropriate staff or committee groups and will bring recommendations for needed changes and improvements to the church.
  - C. Additional responsibilities may be assigned.
3. Related to Children's Ministry:
  - A. The children's minister will supervise the children's ministry in planning, promoting, evaluating, and establishing new programs to include, but not be limited to, Sunday school, Wednesday night activities, Vacation Bible School, summer programs, fellowships, and other such activities.
  - B. The children's minister will guide the Nominating Ministry Team and department leadership to ensure that all departments are properly staffed.
  - C. The children's minister will ensure that all teaches are trained and prepared for effective teaching. This training / equipping should be conducted monthly, quarterly, or annually. Goals, objectives, policies, etc. should be among the topics of discussion at said training.
  - D. The children's minister will keep current on all new materials, programs, and educational methods.

- E. The children's minister will prepare and submit an annual budget for the Children's Ministry to the Finance Ministry Team.
  - F. The children's minister will take part in opportunities for personal and professional development and growth as a children's minister.
  - G. The children's minister should honor Sunday school teachers and children's ministry volunteers at least once a year with special recognition of some type (i.e., appreciation banquet).
4. Related to Family Ministry:
- A. The children's minister shall help families of children understand how to better fulfill their parental responsibilities through occasional workshops, seminars, and other ministries.
  - B. The children's minister will periodically meet with parents to discuss how the children's ministry can better come alongside parents and help them biblically teach and train their children.

## APPENDIX: Student Minister Job Description (effective as of 1/1/15)

Reports To: Pastor (primary) and Personnel Ministry Team (secondary)

### Observable Qualifications:

- A strong walk with God through a growing personal relationship with Jesus Christ
- A teachable spirit, with a desire to grow in their faith and abilities
- Belief in and support of the doctrinal beliefs of RRBC (Baptist Faith and Message)
- Has a passion for youth ministry
- Understands youth culture today
- A good role model
- A team player with effective relational skills (works well with others)

Principle Function: The student minister of Raymond Road Baptist Church (RRBC) is responsible to the pastor for assisting the church in planning, coordinating and promoting the student (7th grade – college) programs of the church, special projects, assignments and events.

The student minister is responsible to screen each volunteer who serves in the student ministry. This background check is to be conducted yearly. The student minister should place the cost of volunteer screening in their ministry's annual budget.

### Summary of Responsibilities:

- Set the vision for the student ministry with a plan to carry out that vision
- Establish and lead a student ministry support team to assist in carrying out that vision
- Work with ministerial staff, appropriate committees / ministry teams and program leaders in planning, evaluating and coordinating all student ministries of the church
- Work with appropriate people in selecting, enlisting, training and counseling student workers
- Organize and coordinate a balanced approach to student ministry that includes Bible study, discipleship training, outreach, and fellowship
- Plan and direct student fellowships, retreats and mission trips
- Build and maintain quality relationships with parents
- Counsel students and parents as needed
- Develop relationships with local school officials (i.e., Terry High School; Central Hinds Academy; Hillcrest Christian School) and be available to speak and/or visit in the schools
- Remain informed of current trends in student education programs and culture
- Be alert to win the lost and assist both workers and students in reaching the unreached
- Attend student workshops and conferences and encourage workers to attend
- Maintain one-to-one contact with individual students in all phases of the ministry
- Prepare an annual student ministry budget for approval and administer the budget
- Cooperate with associational and state leaders in promoting activities of mutual interest
- Seek innovative ways to engage uninvolved college students in ministry and to retain high school graduates in ministry as they become involved in collegiate life (i.e., involvement with the BSU ministries at Hinds Community College and Mississippi College)
- Involve students in the ministry of the church as a whole, supporting and participating in the church's vision, worship services, and activities
- Attend staff meetings as called by the pastor
- Accept additional responsibilities as assigned

## APPENDIX: Minister of Music Job Description (effective as of 1/1/15)

Principle Function: The minister of music is responsible to the pastor for the total music ministry of the church.

### Responsibilities:

- Direct the planning, organizing, conducting and evaluating of a comprehensive music program in preparing groups, soloists, and choirs for internal and external ministry
- Work with the ministerial staff on special music needs in the total church program
- Supervise the work of the music ministry staff
- Work with the Nominating Ministry Team to enlist and train leaders for the music ministry
- Work with the pastor in selecting music for regular and special worship services and projects
- Coordinate the music program with the church organizational calendar and emphases of the church
- Participate in regular hospital and prospect visitation
- Monitor the purchasing, maintenance, and replacement of all music and audio-visual equipment, supplies and instruments, including the music library
- Keep informed on music methods, materials, promotion and administration
- Prepare an annual music ministry budget for approval and administer said budget
- Direct congregational singing at regularly scheduled worship services
- Plan and arrange an “Order of Service” for worship services
- Cooperate with associational and state leaders in promoting activities of mutual interest
- Motivate the church membership to participate in the music ministry
- Plan, organize and promote choir tours, camps, festivals, workshops, clinics and programs for the various choirs
- Attend music workshops and conferences and encourage workers to attend
- Accept additional responsibilities as assigned

## APPENDIX: Church Secretary Job Description (effective as of 1/1/15)

Principle Function: This position serves as secretary to the pastor and other ministerial staff and performs general duties related to these offices. This position assists in maintaining the dignity and integrity which the church office exemplifies. This position reports to the pastor.

### Responsibilities:

- Print and collate all published products of the church
- Serve as church receptionist and appointment secretary. Answer telephone, transfer calls to proper office, and / or take messages
- Maintain the church calendar and inform appropriate staff of activities
- Handle arrangements and correspondence for all guest speakers
- Distribute incoming mail and deliver outgoing mail to the post office daily
- Monitor the postage machine to ensure proper date and sufficient postage, and replenish postage as needed
- Inform staff of membership needs related to illness and death
- Maintain the flower calendar
- Perform general office work; maintain supplies and office files; keep records and compile these into periodic or occasional reports
- Maintain the wedding calendar and inform families of church policies, equipment and facilities
- Maintain the transportation calendar
- Maintain a record of all borrowed church equipment and furniture
- Assist the counting teams with church offerings as necessary
- Acknowledge receipt of memorial gifts
- Keep informed and updated on secretarial and computer skills
- Transcribe and type pastor's correspondence
- Notify baptismal candidates and make arrangements for baptismal services as necessary
- Coordinate supplies and utensils for the observance of communion
- Notify deacons of needs related to their family ministry
- Prepare the Sunday worship service information each week
- Accept additional responsibilities as assigned

## APPENDIX: Financial Secretary Job Description (effective as of 1/1/15)

Principle Function: This position is responsible for the preparation of the financial records, including internal accounting and record keeping. This position reports to the pastor.

### Responsibilities:

- Prepare payroll, issue payroll checks and maintain personnel financial needs
- Post receipts and disbursements of all accounts according to the financial system
- Post offerings to individual accounts weekly; file envelopes
- Reconcile monthly bank statements
- Prepare monthly and annual financial reports for the Finance Ministry Team, the deacons, the church business meetings, and the bank
- Prepare quarterly and annual government reports
- Provide information for responsible persons related to their budget expenditures
- Perform periodic account and / or expense analysis
- Receive and answer inquiries concerning financial matters and maintain files of invoices, correspondence and reports
- Gather information and assist in preparing for annual budget planning
- Post all memorial gifts and designated monies
- Prepare and distribute records of giving to the church membership
- Assist with the external audit
- Assist the counting teams with church offerings as necessary
- Accept additional responsibilities as assigned

**PROPOSED CHANGES TO CHURCH CONSTITUTION AND BYLAWS**

Referencing page 21, Article 7, Section 1-A ... Add a sentence to the end.

Original statement: “The primary purpose for the existence and use of all facilities of this church is for the advancement of the cause of Christ and to bring glory to the name of the Lord Jesus Christ. Therefore, scheduled church activities and services will have priority over any and all other potential uses of church-owned facilities.”

Amended statement: (added words indicated *as such*) “The primary purpose for the existence and use of all facilities of this church is for the advancement of the cause of Christ and to bring glory to the name of the Lord Jesus Christ. Therefore, scheduled church activities and services will have priority over any and all other potential uses of church-owned facilities. ***Facilities include any and all buildings owned and operated by the church, as well as church-owned and operated properties (i.e., recreation field, pavilion area, etc.).***”

=====

Referencing pages 21-22, Article 7, Section 1-D ... Add a statement to letter D, placed after number 3.

Add statement under letter D (pages 21-22), list as number 4 and place before letter E (page 22):

***4. The use of church facilities is limited to individuals who are members of RRBC.***

=====

Referencing pages 21-23, Article 7, Section 2 ... Add a statement, labeled as letter C

Add statement under Section 2 (pages 22-23), list as letter C (page 23):

***C. The use of any church equipment, supplies and furnishings as outlined above is limited to members of RRBC.***

**ACTION TAKEN...**

- 1. Proposed changes reviewed and approved by pastor and deacons \_\_\_\_\_
- 2. Proposed changes presented and recommended by pastor and deacons to church membership during church business meeting and is open for discussion \_\_\_\_\_
- 3. Proposed changes adopted and implemented by church membership after two-week period following presentation, per guidelines set forth in church constitution and bylaws \_\_\_\_\_