

NORTHCREST BAPTIST CHURCH

MERIDIAN, MISSISSIPPI

CHURCH COVENANT AND BY-LAWS



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NORTHCREST BAPTIST CHURCH
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NORTHCREST BAPTIST CHURCH

MERIDIAN, MISSISSIPPI

AMENDED JUNE 20, 2007

PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, consistent with the accepted Tenets of the Southern Baptist Convention, and for the purpose of preserving the Liberties inherent in each individual member of this church, and the freedom of action of This body with respect to its relation to other churches of the same faith; we do declare
And establish this constitution.

CHURCH COVENANT

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

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

We also engage to maintain family and secret devotion, to educate our children religiously, to seek the salvation of our kindred and our acquaintances, to walk circumspectly in the world, to survive to be just in our dealings, faithful in our engagements, and exemplary in our deportment, to avoid all tattling, backbiting and excessive anger, to abstain from the sale and use of intoxicating drinks as a beverage and be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love, to remember each other in prayer, to aid each other in sickness and distress, to cultivate Christian sympathy in feeling and courtesy in speech, to be slow to take offense but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

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

**BY-LAWS
ARTICLE I**

NAME AND PURPOSE

SECTION I NAME

This organization shall be known as the NORTHCREST BAPTIST CHURCH, INC., of MERIDIAN, MISSISSIPPI. A Mississippi non-profit corporation.

SECTION II PURPOSE

This church believing the Bible as the inspired Word of God and as the sole authority of faith and practice, and acknowledging its adherence to the teaching of Jesus Christ, declares its purposes:

1. To maintain regular service,
2. To proclaim earnestly the Gospel message and urge its personal acceptance,
3. To cooperate heartily by prayer, gifts, and service in the effort to establish the Kingdom of God, throughout the world,
4. To promote systematic Bible study and training for Christian service and to encourage in every possible way life enlistment in some form of religious activity, and
5. To urge its members to live daily according to the principles set forth in the Scriptures.

**ARTICLE II
CHARACTER**

SECTION I AFFILIATION

The Northcrest Baptist Church holds membership in the Lauderdale County Baptist Association, the Mississippi Baptist Convention, and the Southern Baptist Convention. We further pledge to adhere to the principles and policies of the above named organizations through our local church programs and by the gifts to world missions through the Cooperative Program so long as these principles and policies are not contrary to the teaching of the Word of God.

SECTION II POLICY

The government of this church is vested solely in the body of believers who compose it. It is subject to the control of NO OTHER ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and co-operation which are common among Baptist churches.

SECTION III DOCTRINE

This church accepts the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Baptist churches as indicated in the Articles of FAITH herewith.

1. **BAPTISM**

Baptism is an ordinance of the Lord Jesus, wherein every believer is immersed in water in the name of the Father and of the Son and of the Holy Spirit as a sign of his fellowship with the death and resurrection of Christ, of the remission of his sins and of his giving himself up to God to live and walk in newness of life. It is pre-requisite to church fellowship and to participation in the Lord's Supper yet without saving efficacy.

2. **THE LORD'S SUPPER**

The Lord's Supper is an ordinance of Jesus Christ to be administered with the elements of bread and wine and to be observed by His churches until the end of the world. It is in no means a sacrifice but is designed to commemorate His death to confirm faith and other graces of Christians, and to be bond, pledge and renewal of their communion with Him and of their church fellowship.

ARTICLE III MEMBERSHIP

The membership of this church shall be composed of individuals who have accepted the Lord Jesus Christ as their personal Savior and have followed Him in New Testament baptism. Members may be received into this church in the following ways.

SECTION I ADMISSION BY BAPTISM

Any person publicly professing faith in the Lord Jesus Christ, giving evidence of a changed heart, and having accepted the aims and ideals of this church as expressed in the church Covenant shall be accepted as a candidate for baptism and after that into full fellowship of the Church.

SECTION II ADMISSION BY STATEMENT

Any person who has been baptized into the fellowship of a church of like faith and order, and upon giving evidence that the church involved has disbanded or that their records have been destroyed or if conditions are such that a letter cannot be secured, may be received into our fellowship on his or her statement by a majority vote of the church members present. Also, any member who was once a member of a church of like faith and order but is now a member of another denomination may join our church by statement giving evidence of having been a member of a church of like faith and order with our Church.

SECTION III NEW MEMBERS

All people uniting with this church shall be made acquainted with the Church Covenant and shall immediately be given an opportunity to fulfill their stewardship obligations as to worship, service and giving.

SECTION IV VOTING TO RECEIVE NEW MEMBERS

All action regarding the receiving and dismissing of members shall be by majority vote of the church members present.

SECTION V DUTIES OF MEMBERS

Members are expected, first of all, to be faithful in all the duties essential to the Christian life; and also to attend habitually the services of this church, to give regularly to its support and its causes, and to share in its organized work.

SECTION VI RIGHTS OF MEMBERS

All members who are in full and regular standing, and do not hold letters of dismissal and such only, may act and vote in all business transactions of the church, unless otherwise permitted.

SECTION VII DISMISSAL OF MEMBERS

The continuance of membership shall be subject to the principles and usages of the Baptist Church, and especially as follows:

1. Any member in good and regular standing who desires a letter of recommendation to another church of like faith and order is entitled to receive it upon request. This request must come from the church to which the member or members are applying for membership. This letter shall be valid as a recommendation for only six months from its date, unless renewed, and this restriction shall be stated in the letter.
2. In the event any member of this church shall join a church of another Denomination, and after the Church Clerk has verified this to be a fact, their names shall be removed from our roll by erasure. This also applies in case of death of a member.
3. Should any member of this church become an offense to the church, or to its good name by reason of immoral or unchristian conduct, the church may terminate his membership, but only after due notice and hearing and after faithful efforts have been made as describe in scripture to bring such member to repentance and amendment.
4. The membership of no person shall be terminated (except by letter) at the meeting when the recommendation for such action is made.

5. All requests for termination of membership shall be first considered by the deacons, who shall make recommendations to the church. (except by letter).

ARTICLE IV ORGANIZATION

SECTION I CHURCH OFFICERS

The corporate officers of the church shall consist of:

1. Chairman of Deacon Body - President
2. Vice-Chairman of Deacon Body – Vice President
3. Moderator (the Moderator shall be the Pastor. In his absence the Chairman of Deacons)
4. Clerk- Financial Secretary
5. Treasurer/Secretary

TWO OFFICERS OF THE CORPORATION MAY PLEDGE OR ASSIGN THE ASSETS OF THE CHURCH, AS DIRECTED BY A MAJORITY VOTE OF THE CHURCH BODY AS DESCRIBED IN THE BY-LAWS. NEITHER THE MODERATOR NOR THE CLERK WILL BE RECOGNIZED AS CORPORATE OFFICERS FOR CONTRACT PURPOSES. THE ABOVE OFFICERS ARE THE ONLY AUTHORIZED SIGNORS FOR CONTRACTING PURPOSES OF THE CHURCH, AND ARE TO DO SO ONLY WHEN DIRECTED BY THE CHURCH BODY.

SECTION II PASTOR SEARCH COMMITTEE

Whenever a vacancy occurs in the office of Pastor, the church shall elect a Pastor Search Committee. This committee shall consist of seven (7) people who have been members of Northcrest Baptist Church for at least one (1) year and shall be at least twenty-five (25) years of age. Four (4) committee members shall be men and three (3) shall be women. No more than one (1) member of the same family (spouse, sibling, parent or child) may serve on the committee. The election of a Pastor Search Committee shall be announced at all worship services for two (2) weeks prior to the election of the committee members. At a Sunday morning worship service each member of the church present, sixteen (16) years of age or older, shall by ballot nominate up to four (4) men and three (3) women to serve on this seven (7) member committee. The Deacon body shall serve as the counting team. This team shall canvas the prospective committee members beginning with the highest vote count to determine their willingness to serve until eight (8) men and six (6) women have been selected. On a Sunday not later than two weeks thereafter the top eight men and six women nominees shall be placed in nomination and voted on by members of the church, sixteen (16) years of age or older. The top four (4) men and three (3) women receiving a plurality of the votes shall be declared as the Pastor Search Committee, with the next man and woman to serve as alternates. The committee shall elect its chairman and any other officers it deems necessary. A quorum of the Committee required to conduct business shall be five (5) members.

1. It is the duty of the Pastor Search Committee to receive resumes, seek out, approve, and present to the church for their approval, a Pastor to whom the committee feels the Lord has led them.
2. The committee shall determine what the church wants and needs in a Pastor.
3. The committee shall organize themselves as they so determine.
4. When a prospective pastor has been located a team will visit a church to witness his preaching.
5. If the observation of his preaching is acceptable, an attempt will be made to interview Deacons and members of his previous pastorates for opinions both positive and negative.
6. If a decision to proceed is made the prospect will be supplied with our expectations (job description) along with a general overview of our compensation package.
7. If it is decided to proceed an in-depth interview will be conducted.
8. If the prospect accepts these conditions he will be invited to formally preach a trial sermon.
9. The committee shall ascertain the sentiment of the membership.

When the committee has selected a candidate for pastor, announcements will be made at all worship services for two (2) weeks before an election is held. At a Sunday morning worship service the membership of the church present, sixteen (16) years of age or older, will vote by ballot to elect the candidate. A four/fifths (4/5) affirmative majority of those members present is required for election. If at any time during its proceedings the committee deems that the interests of the church would best be served by the calling of an Interim/Transitional Pastor the committee shall seek a man for that position and present their recommendation to the church. The same process shall be observed for the election of an Interim Pastor as for a Pastor.

SECTION III

DEACON BODY

The Deacon Body shall consist of no less than twelve members. Additional members may be added as deemed necessary. All committees will make recommendations to the Deacon Body for consideration. The Deacon Body will vote to carry the recommendation to the church body or it may fail if it does not receive a majority vote of the Deacon Body. All committees from time to time will be asked to report to the Deacon Body.

The members of the Deacon Body are encouraged to lead in all areas of church service. They are encouraged to take additional roles of leadership as offered by the nominating committee. Attendance to called meetings are of the utmost importance. There will also be positions initiated within the Deacon Body. A By Laws committee will be formed annually within the Deacon Body. A Parliamentarian will also be elected within the

Deacon Body, to ensure actions of the church and the Deacon Body conform to the Church By-laws.

1. **QUALIFICATIONS:** There shall be as many Deacons elected as needed to serve the needs of the Church. Deacons shall be men who meet the New Testament qualifications. Before being considered for the election of deacon, a man must have held membership in Northcrest Baptist Church for a minimum of six months. It shall be pertinent for the church to promote to honorary life membership any deacon who by reason of age or infirmities shall after honorable service, be no longer able to render active service.
2. **ELECTION:** All nominations will be received by Deacons, male Sunday school teachers and ministerial staff. The nominations will be considered and recommended by the Deacon Body to the congregation for a vote of approval. The number to be nominated and elected each year will be determined by the need. These nominations shall be submitted in writing to the Chairman of Deacons two Sundays prior to date of election. Any record of the vote count shall be destroyed immediately. The deacons shall serve on a 3-year rotation term, one-third rotating off each year. In the event of death, removal, or inability to serve, the church may elect a deacon to serve the unexpired term. After serving a term, a deacon shall not be eligible for re-election for at least one year. The process of electing Deacons will begin not later than the first of September and be completed by the first of January. The chairman of the deacons will have the responsibility of developing and maintaining a schedule of the various steps in this election process.
3. **DUTIES OF THE DEACON:** In accordance with the teachings and practice of the New Testament, deacons are to be servants of the Church. The duties of the deacon shall be those as set forth in the New Testament and any others as set forth by this church. A deacon shall be expected to cooperate with all of the organizations of the church by supporting them with his prayers, attendance, and his financial support. He shall, so far as possible, support the work of the Sunday School, Discipleship Training, Prayer Services and all other services in which he can lend his strength. A Deacon shall be expected to attend the deacon's meetings.

The deacons shall serve as a general pulpit supply committee. In case of absence or inability of the pastor and subject to advice and counsel with him, they shall provide for pulpit supplies. In any period when the church is without a pastor, unless the church shall otherwise provide, the deacons will arrange the temporary ministry and take counsel with reference to securing a pastor. This is not intended in any way to change the method set forth in this instrument by which the church shall proceed in securing a pastor.

- a. No contract for supplies, materials or services, pledging the credit of the church, shall be made by the deacons or any member of the church except upon approval of the Finance Committee, unless authorized by direct vote of the church.

- b. Each deacon shall confer freely with the pastor about all matters and cases of discipline which in his judgment would be most wisely and spiritually handled in private.

SECTION IV MODERATOR

The church moderator shall be the pastor. In his absence the chairman of the deacons shall preside; or in the absence of both, the church clerk shall call the church to order and a moderator pro-tem shall be elected to serve.

SECTION V CLERK

The Clerk shall keep an accurate record of all church business which takes place at a regular or called business meeting. Also, he or she shall keep an up-to-date record of all church membership, with date and manner of admission or dismissal of members. In regular business meetings the clerk shall give a report of all business that has been transacted since the last monthly business meeting. The Clerk shall be elected annually by vote of the church.

SECTION VI TREASURER

The church shall elect annually a church treasurer. The Treasurer will work with the Financial Secretary and as a member of the Finance Committee to insure that proper reporting and handling of all aspects of Church finances. It shall be the duty of the treasurer to render to the deacons at each regular monthly meeting an itemized statement of all receipts and disbursements for the proceeding month, and this report shall be read to the church on a quarterly basis. Within thirty days (30) after the end of each fiscal year, the treasurer shall render to the deacons and to the church an annual report showing the total amount of receipts, and an itemized statement of all disbursements for the year.

All books, records, and accounts kept by the treasurer shall be considered the property of the church. He shall consider it part of his responsibility to promote in every way scriptural giving on the part of the entire membership of the church. The treasurer shall meet with the deacons at any time when requested by the chairman of Deacons.

SECTIONVII FINANCIAL SECRETARY

The Financial Secretary shall be a paid employee of the church. He/she shall receive the empty collection envelopes after the money has been removed and counted by the proper persons, and from these envelopes he shall give each donor credit as provided in the Church Finance Record System. He shall file these envelopes away for reference for at least one (1) year, after which they may be destroyed. He shall also be responsible for preparing and mailing annual statements to all contributing members. The secretary has no responsibility for keeping any monies of the church. He will record in a suitable fashion all monies received through any channel of the church offering and also credit each object in its proper place.

SECTION VIII MINISTERIAL STAFF

1. PASTOR

The Pastor is responsible to the church for proclaiming the gospel of Jesus Christ, for using his skills in administrative leadership, for engaging in pastoral care ministries to meet the needs of persons in the church and in the community, and to act as the chief administrator of the ministerial and vocational staff.

2. MINISTER OF EDUCATION

The Minister of Education will be responsible to the pastor for the planning, implementing, and coordination of all educational programs.

3. MINISTER OF MUSIC

The minister of music is responsible to the pastor for the development and promotion of the music program of the church.

4. MINISTER OF STUDENTS

The Minister of Students is responsible to the pastor for assisting the church in planning, coordinating and promoting the youth programs of the church, special youth projects, assignments and events.

5. MINISTER OF SENIOR ADULTS

The minister of senior adults is responsible for the ministry of all senior adult member of Northcrest.

SECTION IX SUPPORT STAFF

All paid non-ministerial staff positions as directed by the Personnel Committee.

SECTION X ALL OTHER CHURCH POSITIONS

The other officers of the church such as: Sunday School Directors and the Awana Director shall be guided in their duties by the suggested methods as found in the different manuals published by the agencies of the Southern Baptist Convention. These officers and all other deemed necessary by the church shall be elected annually by vote of the church. Replacements shall be elected when needed within thirty (30) days.

SECTION XI CHURCH ORGANIZATION

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the Pastor is ex-officio member of all organizations named, and his leadership is to be recognized in them all.

1. **ELECTION OF OFFICERS:** Three months before the close of the church year the Minister of Education, in association with the Nominating Committee will bring to the church a complete list of nominations for all other teachers and officers as needed by the church.
2. All other necessary officers shall be nominated and elected as indicated above.

ARTICLE V COMMITTEES

The following standing committees shall be elected annually by the church, upon nomination by the church nominating committee. All committees will govern themselves concerning dismissal of members.

SECTION I PROPERTIES AND GROUNDS COMMITTEE

The Properties and Grounds Committee shall consist of five members, one of which being a Deacon from the Deacon Body. They shall have general charge of the administration and upkeep of the grounds and buildings.

SECTION II COMMITTEE ON ORDINANCES

This committee shall consist of two men and two women. It shall be the duty of this committee to make all necessary arrangements for the Ordinances of Baptism and the Lord's Supper and render such assistance to the pastor and candidates as may be necessary. Only ordained Deacons shall serve the Lord's Supper. The Lord's Supper shall be served to the church quarterly, on the fifth Sundays until otherwise designated. Baptism should be as soon as possible after candidate joins the church.

SECTION III CHURCH FINANCE /BUDGET COMMITTEE

A Finance Committee will be nominated by the nominating committee and approved by a vote of the congregation. The committee members will serve three year terms. The committee will consist of six members nominated by the nominating committee and the Chairman of the Deacon Body. It will be the responsibility of the Finance Committee to review all financial concerns of the church and to make recommendations accordingly to the Deacon Body. This will include Budget matters and other financial concerns of the church. They will create and monitor policies to ensure the accurate reporting and responsible handling of all church monies. Attendance to all meetings is of the utmost importance. Members of the committee may be recommended for dismissal to the Deacon Body.

1. A Count Committee will count and deposit the money each week. Two ushers will carry the money from the morning service to the counting committee to be counted during the service. The people counting will be directed by the Counting

Committee Director. The Director will be appointed by the Finance Committee. Any money collected during the week will be locked away to be counted on Sunday morning. Guidelines for handling offering monies will be approved by the Finance Committee at the recommendation of the Count Committee Director.

Those appointed by the Director will be expected to sign an agreement pledging confidentiality as members of this committee.

2. The Operating Account will be used to pay all bills for the church. Invoices exceeding \$500.00 will be approved by the Chairperson of the Finance Committee and a Department Head. Two signatures will be required on checks from this account. Those eligible to sign on this account will be: Treasurer, Financial Secretary, or any member of the Finance Committee other than the Chairperson.

3. Reimbursements will be made only to those providing receipts and an expense report to the Financial Secretary.

4. The Finance Committee will keep a current list of “approved” charge accounts that may remain open and will decide who will be authorized users of these accounts. If an account does not appear on the approved list, the account will be closed.

Purchase orders will need to be obtained prior to charging on any church charge account.

Gas charges will only be made by obtaining the gas card from the Financial Secretary and returning the receipt with the card.

5. A time sheet will be used by the Hourly employees.

6. The Financial Secretary will be responsible for opening and reconciling the bank statements each month.

7. The Finance Committee will provide a consistent review of the church’s financial matters every month through detailed information provided to them by the Financial Secretary.

8. Internal control reviews will be called for at the discretion of the Finance Committee.

9. The Financial Secretary will report the status of the budget on a monthly basis to the Finance Committee calling attention to discrepancies. The Finance Committee will do the same to the Deacon Body monthly. Quarterly reports will be given to the Church Body at a regularly scheduled business meeting. Special Call Meetings may result from the review of reports if necessary.

10. The Finance Committee will provide an annual budget recommendation after seeking department input from all areas of the church.

SECTION IV USHER COMMITTEE

This committee shall consist of two people. They shall enlist any number of helpers needed to care for the seating and comfort of the congregation, the greeting and introduction of visitors, the prevention of interruptions and distractions, and any other needed service. This committee shall also be responsible for distributing programs, bulletins and other worship aids, and for receiving the offerings at each worship service.

SECTION V NOMINATING COMMITTEE

A church Nominating committee shall be appointed annually by the Deacon Body, and approved by church vote, prior to June 15th consisting of the pastor as ex-officio member and three others plus Minister of Education. This committee shall serve in this capacity until the next nominating committee has been appointed. It shall be their duty to bring to the church nominations of officers and committees as provided for in this instrument. This committee shall canvas the church rolls and otherwise seek to discover persons suitable for office bearing and tactfully obtain from members expressions as to preferences for persons to fill the various offices.

SECTION VI PERSONNEL COMMITTEE

- A. **ELECTION:** The Personnel Committee shall consist of seven (7) members. Six will be nominated by the Nominating Committee, and approved by the church, one will be appointed from the Deacon Body.

- B. **FUNCTION:** The Personnel committee is responsible for all matters relating to employed personnel. Its work includes employment, salaries, benefits, personnel services and annual recommendations to the Finance committee regarding church staff compensation.

- C. **DUTIES:**
 - 1. Recruit, interview, and recommend to the Deacon Body for approval prospective employees for all ministerial positions excluding pastor and interim/transitional pastor.
 - 2. Recruit, interview and recommend to the Deacon Body for approval prospective employees for all non-ministerial positions.
 - 3. Formulate and maintain written job descriptions for all church positions.
 - 4. Determine the need for any new staff positions.

5. The pastor shall have primary supervisory responsibility over all employees. In the event a personnel matter cannot be resolved, whether it relates to employee effectiveness or an employee grievance or otherwise, then the Personnel Committee shall make a recommendation or take action as appropriate.
6. Prepare or obtain an annual job performance evaluation on all employees.
7. Recommend to the Finance Committee the proposed compensation for all church employees, ministry staff and pastor.
8. Review and maintain a personnel policy manual for the entire church staff.
9. Recommendations for termination of ministerial and non-ministerial staff shall be made to the Deacon Body.
10. Prospective employees must submit to the Personnel Committee at least three references and agree to a background check.

SECTION VII

PRE-SCHOOL COMMITTEE

Northcrest operates a half-day preschool in the children's department of the church. The program is 10 months in length and operates on the Public school calendar. The preschool will have a director which meets the minimum qualifications as set by the Mississippi Department of Health.

The preschool is led by a three person committee which will consist of the Minister of Education, a Deacon, and an at large member. This committee can be added to as seen fit by the committee members.

The preschool will pay a monthly fee to the church, as decided by the preschool committee. The preschool will, when possible, assist the church in funding special projects. It will operate as a not for profit preschool under the church as non-profit.

The preschool shall be responsible for the upkeep and equipment on the playground.

ARTICLE VI MEETINGS

SECTION I BUSINESS MEETINGS

The church will hold quarterly business meetings immediately following a Sunday Morning Service, with a two week advance notice.

SECTION II SPECIAL CALLED MEETINGS

Special called business meetings may be called by the pastor, the Chairman of Deacons or the Church clerk. Fifty members of the church may call a special business meeting. However all special business meetings must be announced in all the services at least seven days prior to date of meeting and the purpose of the said meeting stated to the congregation.

SECTION III QUORUM

In all regular business meetings and all properly called special business meetings the members present shall constitute a Quorum providing there are one hundred (100) or more present.

ARTICLE VII GENERAL

SECTION I BUDGET

Each year an annual budget shall be prepared by the Financial Committee in order to guide the church in wisely handling God's money. This budget to be submitted to the church for approval no later than the stated regular business meeting in December each year. (Or at such other time as the church deems best.)

SECTION II THE CHURCH YEAR

The church year shall be from September 1st to August 31st. The financial year shall be from January 1st to December 31st.

SECTION III ORGANIZATIONAL RECORDS

Each organization of the church shall keep proper records of its work in books provided by the church. These records shall be available to the church at all time.

SECTION IV THE WILL OF THE CHURCH

The will of the Church on any given matter duly expressed by a majority vote shall be carried out by all committees, officers, and organizations of the Church.

SECTION V CHURCH PROPERTY POLICY

Use of the church grounds and vehicles will be directed and monitored by the Deacon Body. The Church calendar will record all uses of vehicles and property. The calendar will be approved by the Deacon Body. Use of all church assets will be for bona fide church use. No church equipment will not be removed from church grounds unless approved by the Deacon Body.

SECTIONVII WORKER ENLISTMENT POLICY AND PROCEDURES

1. Individuals considered for a position in the nursery, preschool, children, youth, Sunday School, or other ministry area of the Church must be members of Northcrest Baptist Church for a minimum of six months before serving in these areas, unless specifically exempted from the time requirement by vote of the Nominating Committee of the Church subsequent to the completion of all necessary forms and background checks as specified by the Nominating Committee.
2. All workers with nursery, preschool, children, youth, Sunday School, or other ministry areas will complete a Criminal Records Check Authorization, and have the approval of the Nominating Committee. For the purposes of this policy, a worker is any person engaged in the ministries of the Church in specific areas of responsibility that are

recognized by the Church or under the general supervision of the Church, whether paid or volunteer.

3. Names of all potential workers will be submitted to the Nominating Committee as a primary screening procedure. The full requirements of this policy must be completed prior to any potential worker being assigned to any area.
4. A minister, associate, deacon or nominating Committee member will interview all potential volunteers who are candidates to work in any official capacity in any area.
5. All workers will be required to provide a written list of personal references. At least two of these references will be contacted and confirmed prior to appointment to any area of responsibility.
6. The steps listed above must be completed and the approval of the Nominating Committee obtained in writing prior to any person serving in any official capacity in any area.
7. Persons who have been arrested for, formally charged with, under probation for, or convicted of either sexual or physical abuse cannot be used to serve nor will they be employed for any Church sponsored activity or program involving persons in the nursery, preschool, children, youth, Sunday School, or other ministry areas of the Church. Such persons may not serve in these areas, and their involvement in any general Church activities must be monitored and supervised to insure they do not have access to be alone with anyone without direct personal supervision. Such persons are to be treated with dignity, but must be interviewed by a minister or Personnel Committee member and must acknowledge their understanding of the Church policy, and its intent to provide a safe environment for all persons. The cooperation of such persons must be secured in order for them to function within the Church community with respect to the need for them to be constantly supervised to prevent even the temptation or appearance of any impropriety. Any person so identified who chooses not to cooperate with Church policy, will no longer be welcome to attend the meetings or activities of the Church.
8. A Criminal Records Check will be run on applicants.

SECTION VII REPORTING POLICY AND PROCEDURE

1. Any worker, especially in the area of nursery, preschool, children, or youth who suspects child abuse or sexual abuse has occurred should report the incident or suspicions to his or her supervising minister, associate, or lay person. The supervisor will promptly inform the Pastor or Chairman of the Personnel Committee and immediate steps will be taken to comply with all laws regarding the reporting of suspected child abuse.
2. Inappropriate behavior with a child, even though it may not be considered true abuse, should also be reported to the supervising minister, associate, or layperson.
3. If there is just cause to believe that child abuse or sexual abuse has occurred, these reports will be investigated by the supervising minister and appropriate Church staff in a timely manner and confronted quickly. A detailed written report of every such incident will be presented to the Pastor and the Chairman of the Personnel Committee without delay, and appropriate action will be taken.

4. The Pastor and the Chairman of the Personnel Committee will notify the insurance carrier immediately of any allegations of child abuse or sexual abuse.

When an allegation of child abuse or sexual abuse of any kind is made:

- a. All allegations will be taken seriously.
- b. All allegations will be handled confidentially.
- c. All Church personnel and members will cooperate with civil authorities.
- d. Compassion will be shown toward the victim.

5. The church will maintain separate confidential files of all incidents involving suspected or alleged child abuse or sexual abuse.

ARTICLE VIII LICENSING AND ORDAINING

SECTION I LICENSING

Any member of this church who gives evidence of his piety, zeal, and aptness to teach, and who feels God is calling him into the work of the ministry, may be licensed to preach the Gospel of Jesus Christ if he so desires, by a majority vote of the church.

SECTION II ORDAINING

At the request of another Southern Baptist Church of like faith and order that desires that individual to serve them in a capacity requiring ordination, and upon their request, this church may ordain one of its members, provided that the church has called a council and this body has examined the candidate as to his fitness and has recommended to the church that he be ordained.

ARTICLE IX AMMENDMENTS AND RULES OF ORDER

SECTION I AMENDMENTS

This article known as the Constitution and By-Laws of the Northcrest Baptist Church may be amended at any regular business meeting of the church by a vote of two-thirds (2/3) majority present, provided that an announcement of the proposed amendments are read to the congregation on the Sunday previous to the regular business meeting.

SECTION II RULES OF ORDER

Roberts' Rules of Order shall be the guide of this church in all matters of parliamentary procedure.