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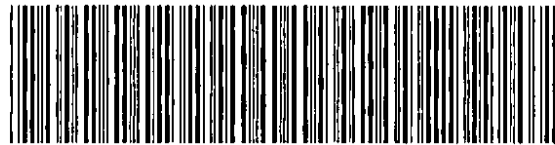
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TALLAHASSEE, FL

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TALLAHASSEE, FL

## COVER LETTER

Department of State  
Division of Corporations  
P. O. Box 6327  
Tallahassee, FL 32314

SUBJECT: SAINT JOHN MISSIONARY BAPTIST CHURCH INC.  
(PROPOSED CORPORATE NAME - MUST INCLUDE SUFFIX)

Enclosed is an original and one (1) copy of the Articles of Incorporation and a check for :

☐ \$70.00  
Filing Fee

☒ \$78.75  
Filing Fee &  
Certificate of  
Status

☐ \$78.75  
Filing Fee  
& Certified Copy

☐ \$87.50  
Filing Fee,  
Certified Copy  
& Certificate

ADDITIONAL COPY REQUIRED

FROM:

JEROME DAVIS

Name (Printed or typed)

P.O. Box 2697

Address

BARTOW, FLORIDA 33830

City, State & Zip

863-860-6982

Daytime Telephone number

JEROME5487@yahoo.com  
E-mail address: (to be used for future annual report notification)

NOTE: Please provide the original and one copy of the articles.

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2023 JUL 11 PM 12:37

DEPARTMENT OF STATE  
TALLAHASSEE, FL

DEPARTMENT OF STATE  
TALLAHASSEE, FL

**ARTICLES OF INCORPORATION**  
In compliance with Chapter 617, F.S., (Not for Profit)

**ARTICLE I NAME**

The name of the corporation shall be: SAINT JOHN MISSIONARY BAPTIST INC.

**ARTICLE II PRINCIPAL OFFICE**

Principal street address:

430 7th Ave

BARROW, FLORIDA 33830

Mailing address, if different is:

P.O. Box 2697

BARROW, FL 33830

**ARTICLE III PURPOSE**

The purpose for which the corporation is organized is: THE PURPOSE OF SAINT JOHN MISSIONARY BAPTIST CHURCH INC. SHALL BE THE ADVANCEMENT OF GOD'S KINGDOM ON EARTH TO GLORIFY HIM BY DISCIPULING ITS MEMBERSHIP AND HELPING TO MEET THE SPIRITUAL, MORAL, SOCIAL AND ECONOMIC NEEDS OF ITS MEMBERSHIP AND COMMUNITY. AS A MEANS TO THESE AND FOLLOWING BODIES, COMMITTEE AND AUXILIARIES SHALL BE IN OPERATION.

**ARTICLE IV MANNER OF ELECTION** The manner in which the directors are elected and appointed: OFFICERS ARE

NOMINATED BY THE CHURCH MEMBERSHIP AT THE ANNUAL MEETING AND VOTE BY MAJORITY VOTES. DIRECTORS ARE ELECTED AS STATED IN THE BYLAWS.

**ARTICLE V INITIAL OFFICERS AND/OR DIRECTORS**

Name and Title: BETTY COOPER - VICE PRES

Address: 875 SUMMIT 3RD AVE

BARROW, FL 33830

Name and Title: JACKIE WEST - SECRETARY

Address: 2340 BODICE ST

BARROW, FL 33830

Name and Title: BESSY JONES - FINANCE

Address: 3433 LOUI LN SOUTH

LAKELAND, FL 33801

Name and Title: JOSEPH TOWNS - FINANCE

Address: 3923 PELICAN CROAT

LAKELAND, FL 33812

Name and Title: NICOLE G. STEPHENS

Address: 746 GARY CEMETERY RD

BARROW, FL 33830

EXECUTIVE VP

Name and Title: CHANCE L. DAVIS - ASST. SEC

Address: 3708 POST OAK CT

WINN-DIXIE, FL 33884

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2023 JUN -14 PM 12:36  
SECRETARY'S OFFICE  
FLORIDA

Name and Title: \_\_\_\_\_ Name and Title: \_\_\_\_\_

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

Name and Title: \_\_\_\_\_ Name and Title: \_\_\_\_\_

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

**ARTICLE VI REGISTERED AGENT**

The name and Florida street address (P.O. Box NOT acceptable) of the registered agent is:

Name: Jeremie Davis

Address: 3108 Post Oak Ct

Winter Haven, FL 33884

**ARTICLE VII INCORPORATOR**

The name and address of the Incorporator is:

Name: Jeremie Davis

Address: 3108 Post Oak Ct

Winter Haven, FL 33884

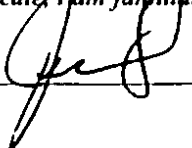
**ARTICLE VIII EFFECTIVE DATE:**

Effective date, if other than the date of filing: \_\_\_\_\_ (OPTIONAL)

(If an effective date is listed, the date must be specific and cannot be more than five days prior or 90 days after the filing.)

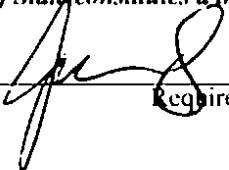
**Note:** If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity:

  
Required Signature of Registered Agent

20 June 2023  
Date

I submit this document and affirm that the facts stated herein are true. I am aware that any false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S.

  
Required Signature of Incorporator

20 June 2023  
Date

2023 JUN 23 AUPH42:P3M2:36  
SECRET OF STATE  
TALLAHASSEE, FL

FILED

## BY-LAWS

### **Saint John Missionary Baptist Church, Bartow, Florida**

#### **ARTICLE NAME**

The name of this church shall be the Saint John Missionary Baptist Church Inc.

#### **ARTICLE PURPOSE**

The purpose of this church shall be to the advancement of God's Kingdom on earth to glorify Him by discipling its membership and help to meet the Spiritual, Moral, Social and Economic Welfare of its members and community. As a means to these ends the following bodies, committees and Auxiliaries shall be in operation.

Deacons, Trustees, Nominating Committee, Church School Department, Training, Mission and Educational Ministry, Evangelism Ministry, Men's Fellowship, Women's Team, Youth and Children Ministry. The church shall seek further to attain these ends through public worship of God, the preaching of the gospel of our Lord Jesus Christ and abundant living by its members.

#### **ARTICLE III- POLICY**

The Church shall be governed by its members on the basis of majority rule and the principles of the New Testament. We believe the Church has the resources within itself to make policies and resolve differences.

We believe that the members of the Church have sufficient intelligence and virtue to render the intervention of outside authorities unnecessary.

## **ARTICLE IV - MEMBERSHIP**

SECTION 1. Any person professing by faith to have received the Lord Jesus Christ, as Lord Savior, and accepting the Statement of Faith and the Covenant held by this Church, may upon baptism be received into its membership.

SECTION 2. Members from churches of the same faith and order may receive by letter of Recommendation and dismissal from their respective Churches.

SECTION 3. Those who have been scripturally baptized and who accept the view of faith and Practice adopted by this Church may be received by virtue of their experience.

SECTION 4. Any member can be excluded should he or she become an offense to the Church and to its New Testament standard by reason of non-Christian like conduct, or by persistent breach of his covenant vows, the church may terminate his membership. Only after due notice and a hearing before the Deacons and the Church body, and after faithful efforts have been made to bring about repentance and reconciliation should such action be taken.

SECTION 5. Excluded members may by a majority vote, be restored to membership on confession of their error and by giving evidence of their repentance.

## **ARTICLE V - MEMBERSHIP RULES**

SECTION 1. ACTIVE MEMBERS: All those who show their interest in the welfare of The Church and the Kingdom of God by regular attendance and financial Support and

those who, because of illness and infirmities, are unable to attend services or contribute financial support to the work shall be classed as active members.

SECTION 2. INACTIVE MEMBERS: All those who do not classify as sick or sick-shut-in Active members, who without reasonable excuses, do not attend the Regular services of the church for a period of (3) months, all members who fail to communicate with the church for a period of (3) months, after being notified by letter and given (30) days to restore themselves to active status and to indicate their desire to continue their membership will be dismissed and name removed from the church roll.

## **ARTICLE VI- ELECTION OF OFFICERS**

SECTION 1. NOMINATING COMMITTEE: This committee shall be appointed by the Membership of the church by vote of majority of rules. All officers of the Church shall be recommended by the appointed nominating committee And presented to the membership in the annual business meeting to be voted upon by majority rules.

SECTION 2. TERM OF OFFICERS: All officers are elected for a term of five years. Any vacancy shall be filled by appointment upon approval of the Church Membership by vote of majority rules. The Pastor has the right to appoint a member to any position that he feels will be able to carry on the work of God and the Church with spiritual and efficient means, with the approval of the church membership by vote of majority rules.

SECTION 3. APPOINTMENT OF DEACONS: Deacons shall be recommended by the Deacon Board according to the New Testament pattern (Acts 6:1-7; 1<sup>st</sup> Timothy 3:8-16). Any member upon recommendation of the Deacon Board shall be set *aside* a period of (6) six months prior to Ordination

## **Article I - Name**

This body shall be known as Saint John Missionary Baptist Church Inc., The mailing address is 430 7<sup>th</sup> Avenue., Bartow, Florida 33830

### **Section 1. BOARD OF DIRECTORS**

The Board of Directors shall carry out only the wishes of the church as duly voted on by majority votes of the membership of the church. All of the above named persons constitute the official board of directors and each of the above is to be a member of the said board.

President.....Pastor Jerome Davis

Vice President.....Betty Cooper

Executive VP....Nichol Stephens

Secretary.....Jacuilyn West

Finance....Bobby Jones

Treasure....Joseph Townes

Trustee.....Cheryl Davis

**Section 2.** The Board of Directors shall consist of President, Vice-President, Secretary and Treasurer. The officers listed below are to manage the affairs of this corporation. They shall consist of not fewer than four and not more than twelve. All of the officers named above, shall constitute and be the official Board of Directors, all of whom shall hold office until their successors are elected and qualified. Elections shall be held from time to time in accordance with the By-laws which may be adopted in accordance with the Articles. This corporation shall consist of other officers known as *Deacons*, Trustees and other officers that the membership deem necessary to elect. They shall hold



office for one calendar year.

### **Section 3. Purpose**

The purpose of this corporation are as follows:

- Establishing and maintaining a place for worship of Almighty God, our heavenly Father; to support, propagate and encourage public worship, and the preaching and teaching of the Word of God, the Gospel of Jesus Christ, both at home and in foreign lands.
- For helping the poor and charitable work of any nature deemed beneficial.

### **Section 4. Maintenance**

The original copy of these Bylaws, with the Constitution, will be kept by the church clerk. The church clerk will be responsible for ensuring that a copy is filed in the church office.

All amendments and changes to The Constitution and these Bylaws, after approval by the church, will be attached to any copies of the Constitution available for distribution. A current dated and amended copy of the Constitution will be kept by the church clerk with a copy available in the church office for distribution as requested. Copies of such changes and amendments will be made available to church members upon request

## **Article II- Mission Statement**

Our mission is to by Faith; associate ourselves together as a Body of Baptized Believers, wholly committed to Christian Ministry through the spread of the Gospel to our fellow man, the formal study of God's Holy Word and to promote an atmosphere of Worship in spirit and truth.

### **Section 1. Polity**

The government of this church is vested 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 cooperation which are common among Baptist churches.

## **Section 2. Amendments**

The amendments of these By-laws may be amended, altered or rescinded by the Board of Directors and the members of the congregation of the Church. That is, if same is done at any regular or special meeting of said Board, duly called and receives majority of the votes present

## **Article III- Objectives**

### **Section 1.**

#### **Objective of the By-Laws**

The By-Laws are prepared for the purpose of preserving the principles of our Faith and in order that this body of Believers may be governed in an orderly and Christ-like manner. Herein we have set forth the relationships of this body to other bodies of the same faith, and to uphold the inherent liberties of each member of our church as granted by Baptist Doctrine.

### **Section 2.**

#### **Objective of the Church**

The purpose of this church is to provide Christian Worship, train disciples, teach its doctrine and religious truths, and bring its members into a closer fellowship with God through our Lord and Savior, Jesus Christ. To that end the Church will:

- A. Maintain public worship of God.
- B. Sustain the ordinances of Baptism and the Lord's Supper.
- C. Encourage the study of the doctrines and ethics revealed in the Holy Bible, and the relations they have to our daily living.
- D. Seek the promotion and advancement of Christ's cause and Kingdom through a unified program of missions and outreach.
- E. Stand as a shining light to those who do not have a properly maintained relationship with the Lord, and by so doing let all the world see there is no other way man can come to God, except through the atoning blood of our Lord Jesus Christ, who died that all men might have eternal life and life more abundantly.

## **Article IV - Ordinances**

This Church shall observe The Lord's Supper and Baptism as its only two Ordinances on a schedule as follows:

- The Lord's Supper shall be celebrated at the morning worship hour on the first Sunday of each month.
- Baptism shall be celebrated monthly or as deemed necessary by the Pastor and Deacons and Deaconess to accommodate the number of new converts awaiting baptism.

## **Article V - Worship and Christian Education**

### **Section 1.**

#### **General Worship Services**

This Church shall hold General Worship Services each Sunday at an hour agreed upon by the Pastor, Deacons and members.

## **Section 2.**

### **Worship Services**

This Church shall hold fellowship programs, anniversary observances, and other special worship programs as deemed necessary and proper by the Pastor, Deacons, Ministry heads, and the members, at a time and place agreed upon by the Pastor and Ministry leaders.

## **Section 3.**

### **Christian Education**

This Church shall have weekly opportunities for educational enrichment including Sunday School, Bible Study, Mid-week Services and Workshops on an agreed date and at an agreed time.

## **Article VI - Government**

The government of this church shall be vested in the congregational assembly of the body of believers who compose its membership and shall be subject to no other ecclesiastical body. It shall:

- A Be free from outside control, authority, or power whether Governmental or otherwise in the use of its property and all church policies.
- Cooperate as it so chooses with other Baptist Churches of like faith and order.
- Base its doctrines on the Holy Scriptures as the authority for faith and practice.

## **Article VII - Membership**

**Section 1 - General** - The membership of this Church shall be composed of persons who have:

- Given evidence of their regeneration.
- Publicly confess Christ as Savior.
- Publicly accepted the plan of salvation explained to them.

- \* Agreed to be or have been baptized by immersion.
- Accepted by acclamation of church members.

**Section 2 - Qualification-** Any person may offer her/himself as a candidate for membership. Each candidate shall be presented to the church at a regular worship service, in one of the following ways:

- As a candidate for Baptism by immersion upon their confession of faith in Jesus Christ as Lord and Savior.
- By letter of recommendation from another church of like faith.
- Upon statement of Christian experience, if previously baptized by immersion.

Further Qualification are:

- \* By restoration (applies only to those who have previously held membership in in in this church.
- Watch-Care (a non-voting status for long-term, temporary residents).

**Section 3 - Relationship of the Covenant** - A Covenant Relationship is a voluntary agreement by members of a church body whereby each individual promises to conduct their lives in such a way as to glorify God and promote the mission of His church. Every member should study it carefully, refer to it often, and seek to live by it. The Church Covenant shall be read in corporate worship at least once per month, and accepted by affirmation by new members prior to giving the right hand of fellowship.

**Section 4 - Status** - Only persons who meet both of the following criteria shall be considered members in "*good standing*":

A. Have regular attendance at church functions; **and**

B. Financially support the church on a regular basis.

Any member who fails to meet either of these two criteria according to the records of the Church Clerk shall be considered inactive". Members who fail to attend church services regularly for a period of 90 days or more shall be considered "inactive". Members who fail to regularly support the church financially shall be considered "inactive". **Only those in "good standing" shall be extended the full privileges of Church membership**

**Section 5 - Rights and Privileges** - Members who are currently in "good standings with the church shall be extended the following privileges:

- May have full use of church facilities, grounds and physical property (must be cleared prior to use by proper authority for personal use, or for use by the immediate family under the members supervision.
- May have full voting status on all church business.
- May hold office in the church.

### **Section 6. Business Meetings**

For the transaction of its business, the church will hold a quarterly business meeting.

A minimum of twenty-five (20) active members present and voting shall constitute a quorum. By majority vote of those active members present and voting, any regular business meeting may be recessed to a specific date. No other agenda matter(s) may be discussed if a regular business meeting is recessed to a specific date.

### **Section 7. Special Called Business**

Special business meetings may be called for a specific purpose, by the Pastor or a majority of the deacons after one week's public notice to the members of the church at a Sunday service, or as written in church bulletin. A minimum of twenty-five (20) active members present and voting shall constitute a quorum. No other subject may be discussed at a special called meeting except for which it was called and previously announced.

**Section 8. - Concern for Members** - The church shall show concern for members who are habitually absent from church services, when they are well and able to attend. The Pastor, Deacons, Deaconesses, and church members should put forth every effort to stimulate such member's interest and full participation in the church ministry.

**Section 9. - Separation-** There are two means of separation from the church:

- **Dismissal** - Any member who through unchristian conduct that will cause dissension among members and bring discredit to the church and its members, shall be subject to dismissal from church membership only after proper Christian protocol has been followed as described in Matthew 18:15-20 and upon a recommendation of the Deacons and three-fourths  $\frac{3}{4}$  of the members voting for said removal. After a person's abstention from membership the church shall continually pray for and seek their reconciliation with the body of Christ
- **Termination** - Membership in this church will be terminated only under the following conditions:
  - In the event a request for a letter of recommendation and transfer is made from a church of like faith.
  - Upon request or consent by the member.
  - When the member becomes affiliated with some other church of different faith and order.

- By Death.

#### **Section 10. Discipline**

Should any unhappy differences arise between members; the aggrieved member will follow, in a tender spirit the rules given by our Lord in Matthew 18. Should any case of gross misconduct or public scandal occur, the Deacons will endeavor to remove the offense following the same Biblical teachings as above, and if such fails, will recommend the case to the Church. If the Church votes to entertain a complaint against a member, which must be in writing, it will appoint a reasonable time and place of a hearing and notify the person in question thereof, furnishing the member with a copy of the charges. At such hearing the accused will be entitled to counsel of his choosing. If the accused fails to attend the hearing the Church may proceed in his absence. All such proceedings will be prevailing by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the Church may proceed to admonish or terminate the membership of the member.

**Section 11. - Restoration** - Persons who have previously been dismissed from the Church, or members who have been inactive for a period of 90 days or more may be restored under one of the following conditions:

- A. Persons who have been dismissed will be restored to membership when he/she has made necessary restitution to those involved **and** shown evidence of their repentance. Upon petition from the dismissed member, he/she shall be considered a candidate for membership by Restoration upon recommendation by the Pastor and Deacons and upon approval of the church by proper vote.
- B. When a member has been absent from the body for a period of 90 days or more, or has been non-supportive of the financial objectives of the church on a regular basis, he/she must accept the Pastor's invitation to Christian Discipleship, and re join the church.



**Section 12. - Youth Membership** - Youth membership is granted to those young persons affiliated with the church who are at least 7 years of age, but not more than 18 years of age who feel led to participate in church functions, activities, auxiliaries, etc. Youth members cannot hold offices except where applicable in a youth organization. Youth members cannot vote on church business, although their attendance and participation is encouraged such that they become familiar with church polity and policy.

## **Article VIII- Officers**

**Section 1-General-** The recognized officers associated with this body shall be the Pastor, Deacons, Deaconesses, and Trustees. It shall be acknowledged herewith and throughout that the Pastor is the **only** office of the church, fashioned by God and divinely appointed by the same

**Section 2 - Pastor** - The Pastor is the spiritual leader and shepherd of the church. He shall give himself to the ministry of the Word and the leadership of the congregation. The Pastor shall be free, within the constraints of Christian love, to preach the Gospel as he interprets these truths. He shall have general supervision of the overall program of the church.

**A. Responsibilities:** His primary responsibilities shall be:

- Preaching of the Gospel.
- Administering the ordinances of the Lord's Supper and Baptism.
- Teaching the Scriptures.
- Witnessing to the lost
- Visiting the sick.
- Ministering to all members who are in need of Pastoral Care.

- Instituting policies and plans that will advance the church in a closer walk with The Lord.
- \* Leading the church in such a way that each member shall be made to realize their individual and collective potentials when all Christians submit to the will of God.

**B. Qualifications:** The person chosen as Pastor shall be a person of proven Christian character. He shall be an ordained Baptist Minister. When he is called to be Pastor of Saint John Missionary Baptist Church, he must be in good standing with a Baptist Church.

- **Privileges:** The Pastor is an ex-officio member of all Ministries, Auxiliaries, and Standing Committees. He shall have full oversight of the activities of his office and attend various meetings that will support the activities of the church.
- **Outside Church Services** - he shall be granted the privilege of absenting himself from the church to conduct revivals, seminars, vacationing with family or speaking engagements at other churches at such times as may not interfere with the program of this church. The Chairman of Deacons should be made aware of the Pastor's whereabouts at all times when he is out of town in the event that he needs to be made aware of emergency situations.
- **Meetings and Conventions** - he shall be granted the privilege of attending various Conventions and meetings, and the church shall be responsible for his expenses incurred whereas the Finance Committee has budgeted for, or approved the expense per diem.
- **Election:** The election of the Pastor shall be upon the recommendation of a special committee consisting of no less than five (5) persons nominated and

approved by the church to seek out and nominate a Pastor whose Christian character and qualifications fit him for the office. The committee shall bring only one name at a time for the consideration of the church and no nomination shall be made except by the committee. Election shall be by affirmative vote of three fourths present and voting necessary for an extension of a call. Absentee voting is not acceptable to call a minister. Should the Pastor recommended by the committee fail to receive a three-fourths vote, the committee will be instructed to seek out another Pastor, and the meeting at which the vote was taken shall be adjourned without debate.

- **Resolution of Differences:** In the event a disagreement should arise between the Pastor and Deacons, or Pastor and Church, it shall be the duty of the third party not involved in the conflict to mediate the differences and to seek a harmonious solution. When it is apparent that a harmonious solution cannot be reached, it shall be the duty of the third party to submit a proposed solution to the other two within thirty days at which time, both parties shall be given the opportunity to express themselves on the issue involved. A special meeting of all church members shall be called for this purpose and **no** other business matters shall be presented at this time. The church shall have the final say so on all matters at such meetings and if the Pastor volunteers or is asked for his resignation for any reason other than those specified.
- **Voluntary Resignation/Retirement:** In the event the Pastor voluntarily offers his resignation or retirement to the church, he is requested to give the church a thirty-day notice. If special consideration is needed to shorten or lengthen the notice, such consideration would be recommended to the church under the advisement of the Deacons.

**Section 3 - Deacons** - The Pastor shall select Deacons from the church who have proven

themselves to have spiritual qualifications according to 1st Timothy, the 3<sup>rd</sup> Chapter, and Acts the 6<sup>th</sup> Chapter, verses 1-8. The Deacon is the only biblical Officer in the Church

Universal.

- **Eligibility**-Men eligible for the office of Deacon shall be members in good standing of Saint John Missionary Baptist Church.
- **Number:** There shall be a minimum of seven (7) Deacons selected to the Ministry of Deacons. Additional numbers may be added as warranted and approved by the Pastor. Any member has the privilege to offer to the Pastor candidates for consideration as Deacons. Deacons may also consult with the Pastor and one another on prospective Deacons. Those who become incapacitated by health or other condition to serve shall be forever endowed with the title "Deacon Emeritus/" and shall be maintained in name and company as a part of the brotherhood until his expiration.
- **Ordination:** Any man selected to serve as Deacon shall be ordained by the Pastor or Council of Ministers specifically to serve in Saint John Missionary Baptist Church.
- **Responsibilities:** The responsibilities of the Deacon shall include but not be limited to:
  - Concerning themselves with the spiritual life and development of the church. They shall advise and assist the Pastor in matters relative to the advancement of the Gospel and the caring for lost souls.
  - Charging themselves with the administering of the Lord's Supper during worship.

visitation with the sick and shut-in, and of keeping the membership engaged in the full program of the church.

- Assisting the Pastor in establishing the program of the church.
- Assisting and cooperating with all standing and special committees of the church in formulating policies and plans pertaining to the spiritual and material life of the Church and from time to time make recommendations to the Pastor concerning these matters.
- It shall be the duty of the Deacons to see that the church operates within the framework, guidelines and rules contained in these By-Laws.
- **Meetings:** The Deacons shall meet monthly or as needed. The Pastor or appointed Chairman will preside at all meetings and shall conduct them in keeping with established rules of parliamentary law. He shall assign to each Deacon membership and organizational territory within the church community in which to serve. He shall call special meetings of the Deacons when it becomes necessary.
- **By-Laws Interpretation:** If there is any disagreement or doubt as to the meaning of this document or any parts thereof, it shall be the duty of the Pastor and Deacons to interpret the disputed section or parts thereof. Following a consensus agreement of all the Deacons, the parts in question shall be brought to the individual or group of individuals who initially raised the question. The final disposition of the issue in question shall be left to the consensus of the Pastor and Deacons.
- **Removal:** Any Deacon may be removed from the office for conduct unbecoming to a Christian; for consistent failure to support the ministry; or for failure to otherwise perform his duties as a Deacon. He may be removed from office upon proper consensus of the

Pastor and remaining Deacons of the church. Any action taken shall be reported to the full membership without regards to the details of the conduct or action.

**Section 4 - Deaconesses** - The Pastor shall select or appoint Deaconess and/or Trustee wives from the church who have proven themselves to have spiritual qualifications according to 1st Timothy, the 3<sup>rd</sup> chapter.

**A. Eligibility-** Women eligible for the office of Deaconess shall be members in good standing of Saint John Missionary Baptist Church.

**B. Number:** There shall be a minimum of seven (7) women selected to serve the Ministry of Deaconesses. Additional numbers may be added as warranted and approved by the church. Those who become incapacitated by health or other condition to serve shall be forever endowed with the title "Deaconess Emeritus." and shall be maintained in name and company as a part of the sisterhood until her expiration.

- **Ordination:** Any woman selected to serve as Deaconess shall be ordained with Deacon/husband or appointed by the Pastor or council of Ministers specifically to serve in Saint John Missionary Baptist Church.

- **Responsibilities:** The responsibilities of the Deaconesses shall include but not be limited to:

1. Preparation and arrangement of the Ordinance of Communion.
2. Preparation and readiness of candidates for the Ordinance of Baptism.
3. See to it that the proper arrangements are made to represent the church at funerals of members and associated families, and other needed occasions by sending flowers, cards, donations, etc.

4.Regular attendance in Sunday school, bible study or both

**Section 5-Trustees-** The Trustee Ministry shall consist of at least seven (7) persons who are spiritually minded and accept the charge to be responsible for the property of the church.

- **Eligibility:** Members in good standing of Saint John Missionary Baptist Church may hold the office of Trustee.
- **Responsibilities:** It shall be the responsibilities of the Trustees to:
  - Recommend members to the Trustee Ministry when a vacancy arises and to suspend those members who are not active or recommend removal of those from the Ministry who are unwilling or unable to serve, subject to the approval of the church. Be responsible for negotiating the buying and selling of land, physical property, and services. They shall have no rights.  
to buy, sell, mortgage, *lease*, or transfer any property without a instructions from the Pastor or vote of the church authorizing such action. Require advance planning and written reports on all major building and selling ventures.
  - Regular attendance in Sunday school, bible study or both

## **Article IX - Church Support Staff**

### **Section 1 - Ministerial Staff**

**Assistant to the Pastor** - a **non-** paid position that operates under the direction of the Senior Pastor with the approval of the Trustees to provide both ministerial and administrative assistance to the Senior Pastor as he deems necessary. Any Minister serving as Assistant to the Pastor shall be

Ordained by a Baptist Body in the Ministry.

**Associate Minister(s)** - those who have been called into the Ministry but not yet ordained. They will be assigned duties and responsibilities as deemed necessary by the Senior Pastor.

## **Section 2 - Administrative Staff**

- **General Secretary** - shall be an elected position. The General Secretary, working under the direction of the Pastor shall perform clerical duties relating to the administrative duties of the Pastor and church. The General Secretary shall act as a general Historian and gather, organize and preserve materials that are of historical nature and concern to the church. The General Secretary shall be assisted by the Clerk whose duty is to ensure that all records are kept and filed for future reference and a Historian whose duty it is to compile and record an accurate history of our church.
- **Administrative Clerk** - shall be an elected position. The Administrative Clerk may succeed himself/herself with a three-fourths majority vote of the membership. The Clerk shall see that an accurate roll of church members is kept, including dates and methods of admission and transfer, correct mailing addresses, and whatever other pertinent information is necessary to maintain proper contact with church members. The clerk shall seek to establish an active and inactive list of members. Two criteria shall be used for this purpose: attendance and financial support of the church.
- **Executive Secretary/Treasurer**- shall be an elected position. The Executive Secretary/Treasurer may succeed himself/herself with a three-fourths majority vote of the membership. The Executive Secretary/Treasurer is the Chief Financial Officer of the Church. Responsibilities include keeping an accurate record of all expenditures and correspondences with each organization. Any person authorized to incur expenses in the name of the church **must** submit a financial statement or receipt showing how money was spent. This should be



done **immediately** after the expenses are incurred.

### **Section 3 - Church Departmental Staff - Departmental Directors**

- **Christian Education Director-** The Christian Education Director shall be recommended by the Pastor and Deacons and shall be appointed upon approval of the membership at the Annual Church Conference. He/she may succeed himself/herself. He/she shall be responsible for assisting the Pastor in setting the general educational program of the church. He/she shall make a report of the educational programs and activities of the church at the regular church conference. An active participant in Sunday school, bible study or both.
- **Sunday School Superintendent** - The Sunday School Superintendent shall have general supervision over the Sunday School in cooperation with the Pastor and according to the plans and methods of the ???Sunday School Board of the Progressive M&E ist State Convention, subject to the approval of the church. He/she shall keep himself/herself informed and acquainted with the best methods of religious training and education and endeavor to adapt them into the Sunday School.
- **Assistant Sunday School Superintendent** - The Assistant Sunday School Superintendent shall assist the Superintendent and act in his/her absence.
- **Music Director-** The Church Music Director may be recommended by the Pastor and Deacons when the need arises and shall be subject to the approval of the church. The Music Director shall, cooperating with the Pastor, be responsible for the promotion of the entire musical program of the church. The Music Director shall be responsible for providing appropriate music for all worship services, direct, train, and counsel in the musical program of the church, and lead all rehearsals. An active participant in Sunday school, bible study or both.
- **Youth Director** - Shall have general supervision over the Youth in cooperation with the Pastor

and according to the plans and methods set forth by the church for the Christian Education of youth. He/she shall keep himself/herself informed and acquainted with the best methods of religious training and education and endeavor to adapt them to active membership in the church and under the Pastor's Supervision. An active participant in Sunday school, bible study or both.

#### **Section 4 - Church Departmental Staff - Auxiliary Presidents**

- **Usher President(s)**

1. **Senior Ushers** - The Usher's President shall preside over meetings of the ushers, set monthly schedules for the ushers, preside as an advisor to the Junior Ushers, and seek out training through the Association, State and National Conventions for new ushers, as well as continuing education for existing members. His /Her support staff may consist of a Vice-President, Secretary, and Treasurer; all of whom are elected from among the members of the Ushers Ministry or appointed by the Pastor. This ministry will ensure that all who worship at Saint John Missionary Baptist Church are extended Christian hospitality and love.

- **Women's Missionary President** - The Missionary *Society* President in cooperation with the Pastor, shall seek to enlist all women of the church in the program of missions; training, giving, and having a part of all other activities of Saint John Missionary Baptist Church Inc.

- **Layman's League-The layment's league** in cooperation with the Pastor shall enlist all men of the church in the program of missions training, giving, and haaving a part of all other activities of the Layman's league of the Saint John Missionary Baptist Church Inc.

#### **Section 5 - Church Staff Removal**

Any member of the church staff may be removed from office upon a three-fourths majority vote, of members voting for such removal. They shall be removed for conduct that is contrary to church unity, by causing dissension, or by recommendation from the Pastor stating

the cause for such recommendation. A temporary replacement may be appointed by the Pastor, and approved by the church.

#### **Article X - Church Auxiliaries**

The Auxiliaries of Saint John Missionary Baptist Church shall be organized into the following departments:

##### **A. Sunday School Department**

##### **B. Women's ministries of Saint John Missionary Baptist Church Inc.**

- **Music Ministry**
- **Youth Ministry/Youth Church**
- **Usher's Ministry /Courtesy Ministry**
- **Deacons Ministry**
- **Deaconess Ministry**
- **Feeding/Clothing Ministry**

#### **Article XI - Standing Committee If needed**

**Section 1 - General** - All standing committee members shall be appointed to serve for a period of five years or no more than two ten (10 years).

**Section 2. Church Advisory Committee** - The Advisory Committee in the policy setting body of the church. Its primary function is to assist the Pastor in making recommendations to the church body that will further the cause of Christ and promote growth and unity within the church. It consists of the Pastor, one (1) Trustee, one (1) Deacon, the Executive Secretary/treasurer, and four (4) other representatives from other ministries within the church body. All members will be added to the committee at the discretion of the Pastor.

**Section 3 - Finance Committee** - Shall consist of at least five (5) persons responsible for the supervision, collection, and counting of all money in the church and assign others as the

committee deems necessary to count and deposit money collected as expediently and efficiently as possible. Standing members of the Finance Committee shall be (a.) The Executive Secretary/ treasurer (b.) A Member of the Deacon Ministry, (c.) A Member of the Trustee Ministry, and (d.) (2) Two additional members nominated at the annual church meeting. Additional responsibilities of the Finance Committee shall be

A. To make all financial reports to the church at its regular business meetings on a quarterly basis.

B. Prepare annual budget to be presented to the church at the October annual church conference.

**Section 4 - Hostess Committee** - Shall be a support Ministry to the Ushers. Its responsibility shall be to show courteous Christian hospitality to all who visit Saint John Missionary Baptist Church

**Section 5 - Program Committee** - Shall set the Fiscal Calendar and assist with the planning of the programs of the church.

**Section 6 - Food Services Committee** - Shall have complete supervision over the kitchen and all of its equipment, and food services for the church (planning, purchasing, preparing and serving food) for various occasions, programs and activities. Any loan of any equipment must be cleared with the committee and checked out and in by the same person.

## **Article XII- Church meeting and Conferences**

### **Section 1.**

#### **Business Meetings**

This church shall meet for the purpose of transacting business on the second Tuesday quarterly, the date of the next conference may be changed to another date in the month in which the meeting is to be held, provided a two week notice of change is given. A copy of the minutes of all church business meetings shall be kept by the General Secretary at all times and made available to church

members for review.

## **Section 2.**

### **Special Business Meetings**

Special church meetings may be called as long as one week's notice is given to the congregation in any of the following ways:

- A. Shall be called by the Pastor, providing a clear and concise reason for said meeting.
- B. Requested by the Deacons or the Chairman of Deacons for the aforementioned reason.
- C. Requested by the Trustees or the Chairman of Trustees for the aforementioned reason.

## **Section 3.**

### **Order of Business**

The church conference shall observe the following order of business:

- (1) Action on minutes, (2) Treasurer's Report, (3) Report from officers,
  - (4) Report from organizations and committees, (5) Unfinished business,
  - (6) New business, (7) Open discussion (at the discretion of the Pastor), (8)
- Adjournment.

## **Section 4.**

### **Conducting the Meeting**

In conducting the business meeting the assembly shall be governed by the most current version of Roberts Rules of Order. Roberts Rules of Order shall not be used in any regular ministry meetings; **only** for Business Conferences.

## **Section 5.**

### **Decorum**

Any member wishing to speak must first respectfully address the Pastor, the Pastor shall call to order any member who introduces any matter foreign to the subject under consideration, and he/she shall not allow any member to indulge in discourtesies.

## **Section 6.**

### **Voting**

At the beginning of each Business Meeting or Annual Church Conference, the Church Clerk will call roll of all members in "good standing" according to his/her current records. Any person whose name is not called on roll will not be permitted to vote on any action taken by the church. Depending upon the nature of the business at hand, persons whose names have not been called on roll may, at the discretion of the Pastor, may be asked to leave the meeting.

## **Section 7.**

### **Absentee Voting/Proxy**

Members in "good standing **must** be present to vote on any matter brought up at church business meetings or conferences (**No voting** by absentee ballot or proxy).

## **Section 9.**

**Licensing to the Ministry-** When a member announces to the church that he feels the call to the Ministry, the church, by majority vote, may license him *to* preach after having

had evidence to their calling presented in public forum. The Pastor shall provide him with a certificate of license as a credential, and such license that has been issued by the church, can also be revoked by the church if the Minister should exhibit any conduct unbecoming a Minister of the gospel and a representative of this body.

## **Section 10**

**Ordination of Ministers** - It is the recommendation of this body to refer all candidates for ordination to the Association Ordination Committee, and to follow its guidelines and procedures for ordination. In the event the church is called upon because of special circumstance to ordain a member who has been called to preach, the church will express its approval by a vote of its members at a regular Church Meeting and shall invite a local committee consisting of other Baptist Ministers to examine the candidate concerning his fitness for the Ministry. Upon receipt of a favorable report, the church will proceed with the ordination.

## **Article XIII – Adoption and Amendments Section 1.**

### **Application**

These By-Laws shall be considered adopted and in immediate effect when three-fourths of the members voting at a business meeting, at which the vote is taken, shall vote favorably. The adoption of these By-Laws shall in effect repeal any and all previously adopted rules that are in conflict therewith. When adopted, the By-Laws shall provide the framework for governing this church. The Pastor, members, and other employees of Saint John Missionary Baptist Church shall be governed and bound by the rules set forth in these By-Laws.

## **Section 2.**

### **Amendment**

The By-Laws may be amended, altered or repealed when three-fourths of the members present at a regular business session shall vote favorably on such action. Any change that is requested must be presented to the church in writing giving full details of the section and the change that is desired to be made. However, before such action shall be taken the members shall be notified both from the pulpit and through publication in the Church Bulletin. Final action shall be taken thirty days following the first reading of the change or at the following regular conference.

## **Section**

**3.**

## **The Adoption**

### **Section 4.**

#### **Availability**

A copy of the By-Laws shall, at all times be in the hands of the Church Clerk among his/her records for references thereto. An alternate reference copy shall be kept in the church office. Each church family shall be presented a copy for their personal files. Any and all amendments to, or revisions thereof, shall after passage by the church, be entered into the minutes by the Church Clerk. Copies of these revisions shall be made available to each church member upon his/her request that is contrary to church unifying dissension, or by a recommendation from the Pastor stating the cause of such recommendation. A temporary replacement may be appointed by the Pastor, and approved by the church.

A. To make all financial reports to the church at its regular business meetings on a quarterly basis.

8. Prepare an annual budget to be presented to the church at the October Annual Church Conference.

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**Article XDI - Addition and**

**Amendments Section 1.**

**Ordination**

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## **Section 3**

The date of adoption for these By-Laws is the year of 2023

## **Section 4.**

### **Availability**

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