

SHILOH BAPTIST CHURCH



CONSTITUTION and BYLAWS

Adopted by Church Vote: February 25, 2021

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Shiloh Baptist Church Constitution and Bylaws

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CONSTITUTION

PREAMBLE:

We declare and affirm that this Constitution and these Bylaws are established to preserve and secure the guiding principles of our faith as described in the divinely inspired and authoritative Word of God, and to the end that all things might be done decently and in order. They will also preserve the liberties of each individual church member and the freedom of action of this body in its relation to other church and denominational organizations.

SECTION A. NAME AND LOCATION

The name of this body shall be the Shiloh Baptist Church of Plainfield, New Jersey, herein referred to as the Church, located at 515-521 W. Fourth Street, Plainfield, NJ 07060.

SECTION B. GUIDING PRINCIPLES

- *We believe* in the preeminence of Jesus Christ as our Divine Lord and Savior.
- *We believe* in the supreme authority of the Bible and its sufficiency as our only rule of faith and practice.
- *We believe* that the way to salvation is grace through faith in Jesus Christ, the Son of God, who, by his death made full atonement for our sins having risen from the dead and is now enthroned in heaven as the only qualified and all-sufficient Savior.
- *We believe* in the right of private interpretation and competency, through earnest searching of the scriptures, by the individual soul in direct approach to God.
- *We believe* that repentance and faith are both sacred duties and inseparable graces.
- *We believe* in the beautiful, symbolic ordinances of believer's baptism (immersion by water) and the Lord's Supper in obedience to the commands of Jesus Christ.
- *We believe* in the complete independence of the local church.
- *We believe* in the spiritual unity of all believers for which Jesus Christ so earnestly prayed.
- *We believe* in a worldwide program of missionary fervor, evangelism, and discipleship, in obedience to the final command of Jesus Christ to "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit..." (Matthew 28:19 NIV)

SECTION C. CORE VALUES

- *We value Centering* all that we do around Jesus Christ – lifting up His name to the Glory of God.

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- ***We value and Submit*** to the Word of God. The Word is a living guide for everyday life and we acknowledge that it is more important to be biblical in our demeanor than to be popular.
- ***We value Serving*** through the application of our gifts and talents for the benefit of others at home and abroad.
- ***We value Worshipping*** God in spirit and in truth, with joy and gladness.
- ***We value People*** and we want to engage them through the eternal truths of the gospel; and we hold to the belief that every person, without exception, should be treated with the highest degree of love, care, dignity, respect and honor.
- ***We value Excellence***, believing that it is a mindset that motivates us to do our best in all things.
- ***We value living by Faith*** knowing that God is in control and trusting that He has all power in His hands.
- ***We value Truth and Integrity*** as we seek to emulate Jesus Christ in our daily walk.
- ***We value Generosity*** in spirit, deed, action, and stewardship.
- ***We value Courage*** and boldly acknowledge with confidence that we can do all things through Christ who strengthens us (Philippians 4:13).

SECTION D. MISSION STATEMENT

In Matthew 28:18-20 (NIV), Jesus Christ declared to his disciples that "...All authority in heaven and on earth has been given to me." Shiloh Baptist Church exists to follow the directives of Jesus Christ when he commanded that we "Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit..." We accomplish this by seeking to:

EMPLOY

the teachings of Jesus Christ to

EXALT

the Word of God as we

ENGAGE

and guide believers and non-believers through the

EXPERIENCE

of discipleship and ultimate acceptance of Jesus Christ as Lord and Savior in our lives; and to

EQUIP

disciples with the intention to apply learned biblical principles and

EMPOWER

each of us to boldly share the gospel of Jesus Christ with others.

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SECTION E. STATEMENT OF PURPOSE

The Church has, at the forefront of its purpose, several objectives as follows:

1. To declare and recognize Jesus Christ as the absolute head of the Church, therefore obedience to the teachings and commandments of Jesus Christ is the mandatory rule of life which cannot be altered, amended or repealed;
2. To teach the Word of God as the sole authority for practicing the Christian faith;
3. To spread the gospel of Jesus Christ both at home and abroad.

SECTION F. DOCTRINE

The Church proclaims the Holy Bible as the inspired Word of God and thus its sole authority for the Church. With the aid of the Holy Spirit, the Church will strive to work together with its purpose being the bringing of Christ's kingdom on earth.

The Church has also adopted the following covenant as an expression of our desire to follow the example of Jesus Christ in our daily lives. A covenant is a solemn and binding undertaking to do something or get something done. It must be entered into willingly and voluntarily as a pledge of allegiance on the part of every person who seeks to become a member of this Church.

SECTION G. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive Jesus Christ as our Lord and Savior, baptized in the name of the Father, and the Son, and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with each other, 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 in tithes and offerings to the support of the church ministry and its pastor, the expenses of the church, the relief of the poor, and the spread of the gospel to all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all malice, envy, backbiting, and excessive anger; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over each other in brotherly and sisterly love; to remember the congregation in prayer; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys and with tender sympathy bear one another's burdens

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and sorrows; to cultivate Christian courtesy in speech and sympathy in feeling; to aid each other in sickness and distress; to be slow to take offense, but always ready for reconciliation, and mindful of the commandments of our Savior in the Eighteenth Chapter of Matthew, to secure it without delay.

We moreover engage that, when one relocates from this place, he/she will as soon as possible unite with some other church where one can carry out the spirit of this covenant and the principles of God's Holy Word. Amen.

SECTION H. DENOMINATIONAL AFFILIATIONS

In carrying out the wider ministry for which Christ has made His Church possible, we may seek to adhere to and/or become a member of the following alliances and conventions:

1. American Baptist Convention
2. Progressive National Baptist Convention
3. The Baptist World Alliance
4. Lott Carey

SECTION I. ORGANIZATION CHART

The Shiloh Baptist Church Organization Chart was designed to:

- affirm and recognize Jesus Christ as the Head of the Church
- provide a visual line of communication of the Church's leadership in planning and managing the mission and vision of the Church
- illustrate the Church's reporting relationships
- show the various relationships between the Pastor, Officers, Standing Committees, and Special Committees
- diagram essential staff in the overall daily operations of the Church
- recognize the Congregation as the body who votes on Church business matters affecting the overall direction of the church

The Organization Chart is illustrated on page 19.

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BYLAWS

ARTICLE 1. MEMBERSHIP

Persons may be received into membership upon:

1. Profession of faith in Jesus Christ and declaration of a desire to become a member of this body
2. Completion of new member classes and upon a response of affirmation by the Church body.

ARTICLE 1a. Avenues to Membership

1. By Baptism - upon confession of faith in Jesus Christ as Lord and Savior and full immersion.
2. By Christian Experience - the statement that he or she has trusted Jesus Christ as personal Lord and Savior and was baptized.
3. By Watch Care - a watch care member is a baptized individual who while temporarily residing in New Jersey is unable to attend their home church and desires to receive spiritual guidance at this church.

ARTICLE 1b. Responsibilities of Members

1. After compliance with the above (Article 1a), all new members, will be enrolled in new member classes by the Christian Education Ministry for discipleship training. Upon successful completion of new member classes, the Right Hand of Fellowship will be extended to the new member(s) granting them full rights and privileges.
2. The responsibilities of members are to:
 - a. Acquire scriptural knowledge.
 - b. Live up to the standards of Christian living as set forth in the Church Covenant. (See Constitution, Section G.)
 - c. Give financial support to the Church, pastor and ministry endeavors. A member should be a consistent giver in tithes and/or offerings.
 - d. Be regular, faithful and punctual in their attendance at Worship Service, SIBLE and/or bible study, to strive to stay faithful in their covenant, and to be faithful in the observance of Baptism and the Lord's Supper (ordinances).
 - e. Vote on Church business matters. A simple majority of members present is necessary to approve a motion unless a quorum is specified. A quorum is defined as 100 members who have observed the responsibilities of members as outlined in Article 1b, 2 a-d.

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ARTICLE 1c. Releasing of Membership

1. Membership may be released in the following ways:
 - a. death of a member
 - b. transfer to another church
 - c. written request for release of membership
 - d. inactivity of responsible membership for a period of two years after good faith efforts on the part of the clergy, Deacons, and the church office to contact member
 - e. action of this Church in response to misconduct as governed by the guidelines established in Matthew 18:15-17 (NIV)
2. Release of an individual's membership will result in a forfeiture of all offices, rights and privileges.

ARTICLE 2. PERMANENT OFFICERS

The permanent officers of the Church shall be the Pastor and Deacons as set forth in the New Testament.

ARTICLE 2a. The Pastor

The Pastor, the symbolic shepherd of the flock and spiritual leader of the Church, shall have continuous oversight of the Church in all its entirety, in both the spiritual and secular realms. The Pastor shall be knowledgeable of business and church procedures, preach the gospel, teach bible study, administer the ordinances, counsel members and have charge of all stated services of public worship, marriages, funerals, and baby dedications.

The ex-officio of every committee but chairperson of none, the Pastor shall moderate official business meetings of the Church, except when the meeting relates to him/her.

The Pastor shall oversee the activities of Clergy, Ministerial students, Minister of Music, Minister of Christian Education, Church Comptroller, Church Administrator, Church Secretary and all other paid church staff.

In order to dismiss the Pastor, the Joint Committee (Article 6b) and Church must publish a notice three weeks prior to the called business meeting, with a required quorum (see Article 1b, 2e) to remove the Pastor for specific causes detrimental to the spiritual welfare of the church fellowship by simple majority vote of those present.

In the event the Church is without a Pastor or the Pastor is unavailable:

1. The Chair of Deacons becomes the Church leader in charge of Church operations.

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2. For official Church meetings, the Chair of Deacons calls, constitutes and presides at the meetings and closes them in prayer.
3. The Chair of Deacons, along with the support and advice of the Joint Committee can appoint an interim Pastor in the event that one is needed to support the biblical functions of the church and care of the congregation.

ARTICLE 2b. The Deacons

The Deacons shall act as counselors and assistants to the Pastor in advancing the general interest of the Church body both spiritual and temporal, especially through the Deacon Family Ministry. They are to visit and assist the sick and distressed members. The Deacons shall also give to the membership examples as well as precepts in Christian conduct and work for the purity, harmony and righteousness of the Church members. They shall also seek to lead the Church in maintaining adequate support for the Pastor and other staff members of the Church. Candidates for the office of Deacons shall be selected by the Pastor and Chair of Deacons. Upon affirmation by the church body, every Deacon candidate will receive training as determined by the Pastor in consultation with the Chair of Deacons. After successful completion of training and ordination examination, a Deacon must continue to show forth the qualifications as set forth in the scriptures 1 Timothy 3:8-13 (NIV) in order to serve in stated capacity. (See Article 1a.)

ARTICLE 3. CHURCH OFFICERS

The other church officers will be: Trustees, Church Treasurer, and Deaconess.

ARTICLE 3a. Trustees

The Trustees shall hold in trust the property of the Church both chattel and realty and shall, by direction of the Church, keep property in good order; meet and adjust all claims coming against the Church; collect all claims due the Church; make all changes in and transactions of property; review all contracts; be legal representatives of the Church in all business procedures and be prepared to make a detailed and accurate report regarding any and all business related to the Church upon request.

ARTICLE 3b. Church Treasurer

The Treasurer shall hold in trust all monies of the Church which is delivered to him/her; the Treasurer shall direct the Comptroller to issue receipt for the same and shall deposit it immediately in such depositories as the Church may designate; shall pay out money by order only from a church voucher and not then until said voucher has been endorsed by a ministry chairperson and their authorized agents; the Treasurer, in direct consultation with the Comptroller shall be prepared to make an accurate and correct report of all Church finances at regular trustee meetings and official church meetings.

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ARTICLE 3c. Deaconess

The Deaconess shall consist of women who are under the Godly and spiritual direction of their Lord and Savior Jesus Christ. She should be the faithful wife/widow of a Deacon (current or former) and willing to support the Pastor in church leadership/administration and assist him/her in the Christian development of all women and young people in the Church for their best possible Christian service. A Deaconess shall cooperate with the Pastor and Deacons in visiting members, caring for the sick, needy, and distressed souls of the Church fellowship through the Deacon Family Ministry.

ARTICLE 4. QUALIFICATIONS OF OFFICERS AND CHURCH LEADERS

A Church Leader is anyone who holds an office within any ministry. Church Leaders shall be honest, upright and dedicated in Christian service. Every official must be selected from among the membership of the Church. All Officers and Church Leaders will adhere to the following guidelines:

1. born again
2. attendant of the Christian Education Ministry
3. giver of tithes and/or offerings
4. possesses a good disposition, common sense, spiritual discernment, sound intellect and wisdom
5. consistent and dedicated in their assignment and role as a servant leader
6. participates in leadership training opportunities

ARTICLE 5. SELECTION OF OFFICERS AND CHURCH LEADERS

Persons who are eligible to hold office shall be responsible members as stated in Article 1b, 2a-e.

ARTICLE 5a. The Pastor

The Pastor shall serve until his/her tenure is terminated by death, resignation (immediate or within ninety days), retirement or vote of the Church (see Article 2) at a special meeting called for this purpose.

ARTICLE 5b. Pastoral Succession Plan

In order to ensure a seamless transition in leadership and to ensure that the Church remains healthy and viable in the event the Church is without a pastor, the Pastor, Chair of Deacons and Joint Committee shall prepare a Pastoral Succession Plan. The Pastoral Succession Plan shall officially provide for the orderly transition of the title, duties and responsibilities of the role of

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senior Pastor to another and shall be presented to the congregation for approval by vote (see Article 1b, 2e).

ARTICLE 5c. Pulpit Search Team

When the Church needs to call a Pastor, a representative group of nine members of the Church will be selected by the Chair of Deacons and affirmed by the membership. This group shall be called The Pulpit Search Team. No less than five members shall come from the Deacons/Trustee ministries of the Church.

Persons who are chosen to be members of the Pulpit Search Team must be members of the Church who are mature and have given evidence of their love for this Church through their prayers, presence, financial support, and service; and who are willing and able to serve on the Pulpit Search Team for the duration of the process.

It shall be the duty of the Pulpit Search Team to secure the names of prospective pastors and ministers. It shall request from prospective candidates full information about their personal, educational, pastoral/ministerial experience and qualifications. When such suitable candidates, whose Christian character and abilities fit the needs of the Church, they shall be presented to the Church for consideration.

The election of a Pastor shall be considered by the Church at a special called business meeting. There shall be one-month (30 days) notice of the meeting using all official communication channels employed by the Church. The Pulpit Search Team shall prepare a biographical sketch of the prospective candidate(s) and attach it to the notice of the meeting to call a Pastor.

Election shall be by closed ballot and counted by a team of three (3) members selected by the Joint Committee. Election can also be by absentee ballot for those who are away on business or who are sick and shut in. Absentee ballots must be received on or before the date of the meeting and will be counted by the aforementioned team. A quorum (as defined in Article 1b, 2e) must be present for the vote to be approved. A simple majority vote of the members present shall be necessary to extend a call.

ARTICLE 5d. Church Ministry Leaders

Following performance review by the Pastor and members of the ministry and upon recommendation by the same, the Church Ministry Leaders shall be selected annually and shall hold office until their successors are selected. Church Ministry Leaders shall be eligible to succeed themselves annually. These recommendations shall be presented to the congregation at the annual year end Church Conference.

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ARTICLE 6. COMMITTEES

Standing Committees are permanent and shall be: Church Council, Joint Committee, Finance Committee, Budget Committee and Personnel Committee. Special Committees are temporary and shall be: Bylaws Committee and Building Committee.

ARTICLE 6a. Church Council

The Church Council shall be composed of a representative from every ministry of the Church. Their primary purpose is to partner with the Pastor in bringing to fruition the vision brought forth by the Pastor. This will enable the Church to maximize its commitment in word and deed for our Lord and Savior Jesus Christ. The Council will meet once every quarter.

ARTICLE 6b. Joint Committee

The Joint Committee of the Church shall consist of all Deacons and Trustees. Their purpose is to review the mid-year and year-end financial report, make decisions on major financial transactions and other major concerns recommended to the Church body for majority approval.

ARTICLE 6c. Finance Committee

The Finance Committee shall consist of a minimum of six (6) Trustees and a sufficient number of laypersons who have been designated by the Pastor and Treasurer to perform accounting functions as it relates to church revenue (see Article 7). All monies received at any worship service shall be accounted for and deposited on the day of receipt unless other arrangements have been determined by the Church Treasurer. The Church Treasurer shall be the Chairperson of the committee.

1. Church Checks

All Church checks shall carry at least two signatures authorized by the Pastor and Trustees. Three Trustees of the Church shall be appointed by the Church for this purpose, any two of which may be signatories on a Church check. Presently, the Chair of Trustees, Vice Chair of Trustees and Church Treasurer are signatories.

2. Vouchers

Any persons seeking funds for church expenses should:

- a. confirm that funds are available in their ministry's budget from the Comptroller
- b. obtain a voucher from the Comptroller
- c. obtain the ministry chairperson's signature on the voucher before any item or merchandise is purchased.

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The Pastor, Church Treasurer, and Chair of Trustees shall be authorized to approve and sign vouchers for payment of Church expenses by the Church Comptroller.

ARTICLE 6d. Budget Committee

The Budget Committee shall be responsible for preparing the annual Church budget detailing the total expenditures and capital improvement projects of the Church. The Deacons and Trustees shall each have a representative along with four other persons selected from within the Church body to work on this committee. The annual budget shall be pre-approved by the Joint Committee and the Pastor prior to the regular year-end Church business meetings. The final budget shall be presented to and voted upon by the Church body at the regular year-end Church business meeting. If the budget is not approved, a revision will be prepared and presented to the Church at a special called meeting.

ARTICLE 6e. Personnel Committee

The Personnel Committee will support the Church in the capacity of Human Resources Consultant. The Committee will act as the subject matter expert to provide guidance regarding legislative compliance, employee relations management, and general HR matters. In addition, the Personnel Committee will evaluate current policies, procedures and practices, maintain and update all job descriptions, vacant job positions and the Church's Employee Handbook. The Committee will include a designated Deaconess, Deacon and Trustee along with up to three (3) qualified lay persons experienced in personnel management. The chair will be selected by the Pastor and the Committee members.

ARTICLE 6f. Bylaws Committee

The Bylaws Committee shall have the responsibility to update the Constitution and Bylaws for the Church. Their primary task is centered around documenting the essential ministries and functions of the Church and the relationship to those who are responsible. This Committee works in conjunction with the Pastor at all times. The chair will be selected by the Pastor and the Committee members.

ARTICLE 6g. Building Committee

The Building Committee works on behalf of the Church for the purpose of building a new facility or enhancing existing facilities. Members of this Committee should have experience in building design and construction management. This Committee shall report to the Trustee Ministry.

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ARTICLE 7. CHURCH REVENUE AND BUSINESS AFFAIRS

All contributions made by members and friends of the Church or by any source given in the name of the Church shall be termed Church revenue. The membership shall be called upon to give tithes and/or offerings as directed by Malachi 3:10 (NIV).

ARTICLE 7a. Accounting for Church Revenue

All monies contributed at any Church service shall be placed in a receptacle provided for that purpose and turned over to the Finance Committee. The Church Treasurer/Trustee shall be prepared to make an accurate report of all monies collected. This report shall be presented at the mid-year and year end business meetings.

ARTICLE 7b. Required Signatures for Church Business Affairs

The Pastor, Chair of Trustees, Vice Chair of Trustees, Secretary of Trustees and/or Church Treasurer shall be the executive signatures of the Church for official business affairs. If additional signatures are required, beyond those named, then the Chair of Trustees shall designate additional Trustees to represent the Church in related business matters.

ARTICLE 8. DISSOLUTION CLAUSE

As required for all state 501(c)3 non-profit organizations, upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE 9. INDEMNIFICATION

Each member of the Joint Committee and Officers of the Church and any member of any committee, subcommittee or task force of the Church, such member's heirs and such member's estate shall be and hereby are indemnified by the Church against any and all personal liability and reasonable expense (including without limitation, counsel fees and disbursements and amounts of judgments, fines, taxes or penalties and amounts paid in settlement thereof, but excluding all amounts recoverable through proceeds of insurance) that may be incurred by such member of the Joint Committee, Officer or member of any committee, subcommittee or task force of the Church, in connection with or resulting from any claim, action, suit or proceeding, whether civil, criminal, administrative or investigative (regardless of whether made or instituted by or in the right of the Church) or in connection with any appeal relating thereto, in which such member may become involved, as a party or otherwise or with which such member may be threatened, by reason of such member being or have been a member of the Church or by reason

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of any action taken or committed by such member in such member's capacity as such member of the Joint Committee, Officer or member of any committee, subcommittee or task force of the Church.

No such indemnification expense or reimbursement shall be made if a judgment or other final adjudication adverse to the member establishes that such member's acts of omissions (1) were in breach of such member's duty of loyalty to the Church or its members, (2) were not in good faith or involved a knowing violation of the law, or (3) resulted in receipt by the member of an improper benefit. Nor shall any such indemnification expense or reimbursement be made in connection with the settlement by any member of any such claim, action, suit, proceeding or appeal, unless the Church is advised by opinion of an independent counsel that the acts or omissions of the member do not fall within any of the categories described in clauses (1) through (3) of the immediately preceding sentence.

ARTICLE 10. MEETINGS

ARTICLE 10a. Worship

1. Public worship services shall be held on the Lord's Day (Sunday) and other days as determined by the Pastor and Ministry Staff.
2. The Shiloh Institute for Biblical Learning and Education (SIBLE), the ministry for religious training and instruction, shall be conducted for all persons. The Minister of Christian Education shall provide leadership for this ministry, under the guidance of the Pastor.
3. The ordinances of the Church, the Lord's Supper and Baptism, shall be celebrated at such times as the Church may determine.

ARTICLE 10b. Business

1. The fiscal year of the Church shall be from January 1 to December 31.
2. The Church will hold its mid-year and year end meetings during the months of January and July, unless otherwise noted.
3. A called meeting for a specified business purpose may be held at any time determined by the Pastor and Joint Committee, provided public notice and purpose is given at least seven days prior to the date of the meeting.
4. All questions shall be settled by a simple majority of those present and voting, unless as otherwise stipulated in these bylaws. (See Article 1b, 2e.)

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ARTICLE 11. LICENSING AND ORDAINING OF MINISTERS

1. A member who has observed the responsibilities of members (as outlined in Article 1b, 2a-e) and has accepted the ministerial call to preach the gospel must:
 - Communicate the call to the Pastor.
 - The Pastor and the member will go into a time of prayer, study and counsel to affirm the call.
 - At the Pastor's discretion, the member will give their testimony to the Church body.
2. After the aforementioned process, if the member desires to become a licensed minister he or she must:
 - Recognize that a call to preach is a call to prepare.
 - Engage with the Pastor for continued prayer, study and counsel.
 - Preach their initial sermon, after which they are presented with their license to preach the gospel.
3. Licensed ministers will be ordained according to the process determined by the Pastor.

ARTICLE 12. ESSENTIAL CHURCH STAFF EMPLOYEES

Essential Church Staff Employees work in harmony with the Pastor to fulfill the mission of the church.

Church Administrator: Responsible for supervising the office and clerical staff of the Church; plans and coordinates Church outings, facility usage and ministry events; maintains Church membership records; accounts for all non-financial business on behalf of the Church; works on special projects as assigned by the Pastor; supports the Church Council in giving leadership to the Church.

Church Comptroller: Responsible for all church revenue and disbursements; maintains the general ledger records for all journal entries, trial balances, statements of operations, and balance sheets; provides mid-year and year-end statements for Church operations, as well as sending contribution statements to membership at year-end; maintains personnel records; does all IRS, Federal and State Reporting for the Church; works directly with the Church Treasurer and Joint Committee.

Church Secretary: Supports the Church staff in operations and duties; provides all clerical and office support for the Church ministries; prepares bulletins, letters, business meetings minutes and various designated ministry minutes; works together with the Office Assistant in maintaining membership records, official reports and documents.

Minister of Music: Directs the entire music staff; rehearses and prepares all choirs for all worship services; coordinates the worship service liturgical format; provides music for all funerals and weddings upon request.

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Minister of Christian Education: Responsible for the overall religious and spiritual education and welfare of the congregation; provides staff development for all teachers of SIBLE and Vacation Bible School; works with SIBLE faculty to develop class curricula; performs special projects as assigned by the Pastor.

Minister of Youth: Responsible for overseeing, growing, and coordinating the Church's Youth and Children's Ministry; designs curriculum for all programs and events; provides opportunities for youth activities, spiritual counseling, and fellowships promoting interest in the knowledge of God; utilizes social media to share program plans.

Security: Responsible for providing a safe and secure environment for the congregation and visitors during all regularly scheduled worship services, special events, and at any time individuals and ministries are functioning in the Church. Supports the Trustee Ministry in caring for facility.

ARTICLE 13. AMENDMENTS

The Constitution and Bylaws may be amended by a simple majority of the members present and voting at any regular business meeting upon notice of an explanation of the amendment having been given at a previous business meeting and also given three weeks prior to the meeting.

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APPROVAL PAGE

Approved February 25, 2021

Approved by: _____
Rev. Sheila L. Thorpe, Interim Pastor

James Timmons, Chair - Trustees Ministry

Claudette Lovely-Brown, Secretary - Trustees Ministry

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ORGANIZATION CHART ILLUSTRATION



