

CONSTITUTION AND BY-LAWS
OF THE
Harmony Free Will Baptist Church
of
Hampton, TN

Adopted September 12, 2010

Revised February 2, 2022

ARTICLE I NAME

The name of this body shall be Harmony Free Will Baptist Church.

ARTICLE II PURPOSE

The purpose of this organized church is to serve as a center of witness through which the gospel may be preserved and propagated to men. As such, it represents the body of Christ on earth and is worthy of men's allegiance and devotion.

ARTICLE III AFFILIATION AND DOCTRINE

Harmony Free Will Baptist Church is affiliated with the Appalachian Association, Tennessee Free Will Baptist State Association and National Association of Free Will Baptist and its doctrinal position is that doctrine prescribed in the Treatise of the National Association of Free Will Baptists.

ARTICLE IV MEMBERSHIP

The membership of this church shall be composed of those people who believe in Christ and give evidence of personal piety and have followed the Lord in baptism. All individuals must have also attended the church faithfully for at least three (3) months before being received as a member of the church. No individual who is living a sinful lifestyle according to the holy scripture will be allowed to join this church. All individuals seeking to join must meet the approval of the church board.

A. Reception of New Members

Individuals seeking membership must speak with the board of deacons and pastor about their desire to become a member. The board of deacons and pastor will evaluate their request. Upon approval, the pastor will ask that a motion be made for the doors of the church be opened. A second approval by the church members must follow. Only those that have met with the deacon board and pastor and have received approval before this service may step forward for membership. New members are received into the church by: (1) statement of faith; (2) promise of a church letter. New members may be received at any service of the church where pastor and deacon(s) are present. Then church covenant must be read by the pastor and accepted by those seeking membership. All new members will receive a copy of the by-laws, operating procedures and protocol for the church, and the church covenant. If requested, they will also be assigned a mentor that will assist them in understanding the materials above.

B. Expectations and Duties of Members

To have a relationship with Jesus Christ

To have followed Jesus in believer's baptism

To live for Jesus and grow spiritually

To be faithful in Christian fellowship, faithfully attending the services of the church

To serve Jesus through His church

To share the doctrine, mission, and vision of Harmony Free Will Baptist Church
To support the work of Harmony Free Will Baptist Church with tithes and offerings
To win others to Jesus Christ

C. Dismissal of Members

When a member has united with another church, the member shall be dismissed from the rolls of Harmony Free Will Baptist Church when a request from the new church has been received and the request has been passed by Harmony Free Will Baptist Church in a business meeting.

D. Membership Roll

The membership of the church shall be contained in one roll. This roll is for members who are currently active within the church and regularly attend weekly services.

E. Removal of Membership

Members who are not attending weekly services on a regular basis will be removed from the membership roll, and this action is to be taken by the church clerk request from the pastor and deacons at their discretion.

Members may also be removed from the church membership roll when they are not meeting the requirements of the church covenant. A private discussion will be held with these members by the pastor and deacons before any action is made to remove their name from the membership roll.

F. Financial Support

Each member is urged to financially support the work of the church by systematic contributions of tithes and offerings.

ARTICLE V CHURCH OFFICERS

The officers of the church are the Pastor, Deacon(s), Clerk, Treasurer, and Trustees.

A. Pastor

The pastor is to take the general oversight of the church; he is to be an ordained Free Will Baptist minister in good standing with the National Association of Free Will Baptist. It is understood that the pastor will be a standing member of all boards and committees of Harmony Free Will Baptist Church. He must meet the qualifications listed in 1 Timothy 3:1-7. The pastor is elected for an indefinite period of time. It is understood that the pastor, when leaving, will give the church thirty (30) days' notice by written resignation. Upon the pastor's conduct becoming unbiblical, he will be asked by the deacons to resign as pastor and leave immediately. It is the pastor's responsibility to schedule an evangelist when he cannot be in service due to vacation or when out of town for special circumstances. In an emergency situation or illness, the deacons will be asked to conduct the service.

B. Deacons

The office of the deacons is filled according to the qualifications given in 1 Timothy 3:8-12. The deacons are to be men full of faith of faith who possess good business capacity They are ordained by the church after a trial period of service of one (1) year. They hold office at the pleasure of the church during the maintenance of Christian character, faithful service, and sound doctrine. Deacons are to set an example for the church in faithful attendance to all services and financial support through tithes and offerings. Their primary duty is to lead an exemplary life of service to the church; also assisting at baptisms and the Lord's Supper. Deacons may also be dismissed from their deaconship if their lives are not in accordance with the qualification listed above.

C. Clerk

The clerk is to assume the general clerical duties of the church. These duties include: the maintenance of the church roll and doing correspondence regarding church business and keeping detailed minutes of the church's business meetings. The clerk is also responsible for church membership and baptism certificates. The church clerk will be elected for an indefinite period of time.

D. Treasurer

The church treasure is to have charge of all monies received by Harmony Free Will Baptist Church of Hampton, TN. The treasurer will assume all authority required in the performance of the office. A monthly report outlining church payouts is to be submitted to the official board and a quarterly report is to be submitted to the church for information purposes. The church treasurer will be elected for an indefinite period of time.

ARTICLE VI BOARDS

A. Deacon Board

The deacon board is to serve as an advisory board with the pastor. Its responsibilities shall include that of keeping the Harmony Free Will Baptist Church sound in its doctrine as prescribed in the treatise and to maintain discipline the church.

B. Trustee Board

This board shall serve as officers of the church. This board is specifically charged with the upkeep of church property and is given the right to purchase maintenance items under \$200.00 without church consent. All issues concerning the church property and facilities must first be brought to the board, the board will investigate and discuss the matter and a recommendation will be made and presented to the church body for a vote in a business meeting. The majority shall prevail.

C. Official Church Board

The official church board shall be composed of the pastor, deacons, trustees, church clerk, and treasurer.

This board shall have the authority to conduct business for the church when necessary. This board is authorized by the church to spend up to \$200.00 without approval of the church. The pastor is to serve as chairman of this board. It is the responsibility of this board to evaluate church income, spending, and giving quarterly. The quarterly reports will be read aloud at the church business meetings. This board will make a report for the congregation yearly, and if requested, each member will receive a copy at the August meeting. The official church board will be elected for an indefinite period of time.

ARTICLE VII EMPLOYEES

A. Custodians/Lawn Care Workers

The custodians and lawn care workers shall be hired by the Board of Trustees. This board shall list the responsibilities of the custodians and lawn care workers, as well as set the pay for these positions. These employees of the church shall be responsible to the Board of Trustees. These employees will receive a 1099 at the end of the tax year.

B. Pastor's Salary

The pastor's salary is recommended by the official board of the church and voted on by church members. It is up to the church board to make recommendations to the congregation for the raising or lowering of the pastor's salary as the need arises. Upon the recommendation of the board, the church body will vote on the salary. The pastor will receive a w-2 at the end of the tax year.

ARTICLE VIII MEETINGS OF THE CHURCH

A. Worship

Public worship both morning and evening is to be faithfully observed on the Lord's Day. The pastor shall have the oversight of these services. No speakers, groups, or singers shall be brought in without the pastor's approval.

B. Midweek

A midweek service is to be conducted by the church. This meeting will vary as to the needs of the church. This meeting will be conducted by the pastor. The pastor may appoint another individual to conduct this service if the need arises or pastor feels led of God to do so.

C. Business

Meetings for business are held quarterly on the first Wednesday of the months of February, May, August, and November. If this night is unavailable, the next available service will be chosen for the meeting. A quorum of 50% of the members must be present for the church to vote on either a pastoral call or termination or a mortgage indebtedness of the church. All members are urged to be present at the quarterly business meetings. At the business meetings the pastor shall serve as the moderator. In the event of the absence of the pastor, no business meeting shall be held unless it is announced (1) service prior to the desired time, and this special business meeting a moderator pro-tempt shall be elected to serve for the one meeting only in accordance with the treatise. In the event of an emergency situation, a business meeting may be called by the pastor without being announced one (1) service prior to the business meeting. All church business will be discussed by the Deacons and Board of Trustees before being presented to the church in the business meeting. Votes during business meetings may be taken by the following methods: saying "Aye," standing, raising hand, or by secret ballot. The board of deacons and pastor will decide which is best for the business at hand before the business meeting is conducted. All business must be attended while in business or removed from the floor from the member who brought the business on the floor. When necessary to keep order in the church, the moderator may table the topic until further discussion and investigation by the board of the church.

D. Evangelism

Revivals will be held at the pastor's discretion as he is led and moved by the Holy Ghost. Evangelist(s) is/are selected by the pastor as he is led and moved by the Holy Ghost.

E. Ordinances

The ordinances of the gospel are to be conducted by the pastor. These ordinances are baptism, communion, and feet washing, conducted as the pastor determines the need and feels led by the Holy Ghost. A minimum of four (4) communion services should be held yearly.

F. Special Services

Special services such as funerals, weddings, etc. will be held as the occasion warrants. When these services are held in the buildings of Harmony Free Will Baptist Church of Hampton, Tennessee, or fellowship hall the arrangements are negotiated through the resident pastor. This will avoid confusion and conflict, also, the demands of service to be placed on the church will be understood by all and in this manner each will know his part in anticipated service.

ARTICLE IX ELECTIONS

As the church is a spiritual democracy of believers in Christ, each member is urged to take full part in the affairs of the church. All issues shall be decided by vote in the manner prescribed according to Roberts Rule of Order.

A. Pastoral

Pastoral election shall be held after the dismissal or resignation of a pastor once a candidate has been selected by the board of deacons. The current pastor will remain pastor until his resignation or dismissal by the deacons upon the terms of misconduct deemed so biblically. Upon request from current pastor and approval by the board of deacons, a vote of confidence can be held by the church.

B. Regulations of all Elections

All elections shall follow the procedures outlined in Roberts Rule of Order

All vacancies shall be filled by the church while in business

Only members aged eighteen (18) or older have voting privileges, and members who have been a church member for at least one (1) month.

A majority vote of the members present shall carry a motion, except where specified otherwise by Roberts Rules of Order.

ARTICLE X DISSOLUTION

In the event that dissolution should occur, all church property and any remaining assets will be turned over to the Tennessee State Association of Free Will Baptists.

ARTICLE XI AMENDMENTS

This constitution may be amended at any church conference of this church by a two-thirds (2/3) vote of the members present, when the proposed amendment has been on the table and announced for one (1) week prior to the date of the vote.

ARTICLE XII AMENDMENTS

1. In all matters of faith and practice, this body shall be guided by the Treatise of the National Association of Free Will Baptist.
2. In all business sessions of the church, this body shall be guided in matters of Parliamentary procedures by the Roberts Rule of Order.
3. All legal documents and papers of importance shall be kept in a safe deposit box at First Citizens Bank, the said box will be maintained by the trustees of the church.

QUALIFICATION AND GUIDELINES FOR BOARD SERVICE (Pastor, Deacons, Treasurer, Clerk, and Trustees)

1. The board members must believe in and must have accepted Jesus Christ as his/her personal Savior.
2. He/She must be a member in good standing of Harmony Free Will Baptist Church in Hampton, Tennessee.
3. He/She must have been a member of Harmony Free Will Baptist Church in Hampton TN for at least two (2) years before he/she is eligible to serve on the board.
4. He/She must regularly attend the services of Harmony Free Will Baptist Church in Hampton TN.
5. He/She must be a faithful financial supporter of Harmony Free Will Baptist Church in Hampton TN
6. He/She is expected to attend all board meetings unless providentially hindered.
7. Any member of the board who does not choose to meet these qualifications is expected to resign from the board.

OPERATING PROCEDURES AND PROTOCOL
for
Harmony Free Will Baptist Church
of
Hampton, TN

Adopted September 12, 2010

Revised February 2, 2022

Disclaimer: Each of these procedures and protocols are conducted with prayer and while being led by the Holy Spirit. This document can be amended as the church sees a need during church business meeting with a majority vote of the body.

Church Income, Spending, and Giving Evaluation

- A. To ensure proper utilization of church monies, the board (Pastor, deacons, treasurer, clerk, and trustees) will work to evaluate the income, spending, and giving of the church quarterly. These reports will be read aloud at the November, February, and May business meetings. A yearly report will be made and given to each church member during the August business meeting: Any questions or comments about these reports will be addressed by the church board.
- B. Missions giving within the church fluctuate. These missions include Free Will Baptist Home Missions, Free Will Baptist Foreign Missions, Free Will Baptist Ministries, and Recovery Soldiers Ministries. Each of these ministries receives 5% of the weekly Sunday morning offering for a total of 15% of the offering, Recovery Soldiers receives 3%. A check will be sent to each of these ministries by the church treasurer on a monthly basis for the combined total collected.

Evangelism and Singings

- A. Revivals – a nightly offering will be received each night of revival. At the end of the revival week this amount will be given to the evangelist or split between the evangelists if two are helping to hold the revival. If one or two evangelists are holding the revival the amount given to the evangelists should be at least \$300.00. **In special circumstances, the church may vote to receive the offering during revival for another charity. In this case, the church will pay the preacher or preachers directly from the general fund using the amount listed above.**
- B. If a different preacher preaches each night of revival, \$100.00 should be given to each minister on the night they preached. Once again, the money collected each night will be used to pay these evangelists. Since the money will be given to each evangelist the night they preach. Once the money is counted from the week, it should be deposited in the church bank account. If the money collected, exceeds the amount given for the week, the additional funds should be divided equally among the evangelists and an additional check be sent to each evangelist.
- C. When the pastor is on vacation or is unable to attend a service, a visiting evangelist will be paid to preach during his absence. The evangelist will be paid even if he is a member of the church body. This evangelist should receive \$100 for each service held no matter the service night.
- D. When the pastor schedules a visiting preacher to preach while he is in attendance, this evangelist should receive \$100 except he be a member of the church body.
- E. Guest singers **scheduled** during services or revivals will be paid. Since group size and locations differ, pay will also differ.

Benevolence Fund

- A. Any financial needs with the church should be written and given to the church clerk. This includes writing a referral for assistance for another person in the church as well as asking for assistance for yourself. We need records.
- B. No money (**checks or cash**) should ever be given to non-church members, and only in special circumstances deemed by the pastor and deacons, as being led by the Holy Spirit, should money (cash or checks) be given church members.
- C. Once the need is reviewed by the pastor and deacons, financial assistance will be awarded to that individual in the form of bill, debt, rent payment, and, in some cases, gift cards. The payment will be made by the church treasurer. Once again, the maximum amount for non-church members is \$200.00 and \$400.00 for church members within the six (6) month period unless special circumstances are deemed by pastor and deacons. These circumstances are at the pastor's and deacon's discretion as being led by the Holy Spirit.
- D. If the pastor and deacons see a need in the church, being led by the Holy Spirit, they may at any time do what they feel is necessary. This includes setting an amount and determining how the money is distributed to those in need.
- E. The above procedures are only for financial assistance being given to individuals from the church General Fund.

Hospitalization in Church Family

- A. Any person attending Harmony Free Will Baptist, whether member or non-member, will receive a gift card from the church. It is the responsibility of the family to notify the church clerk of the hospitalization.
- B. Also, if the need arises, food may be sent to this family during the hospitalization to the family, after the hospitalization during the recovery time or both.

Death within Church Family

- A. A gift of condolence will be sent to the family when the child, mother, father, sister, brother, grandmother, and grandfather of a person attending Harmony Free Will Baptist Church passes away. Also, food may be taken to the family with the loss during this time or a gift card to a restaurant may be purchased and given to the family.

Church Décor

- A. All purchase requests for décor must first be brought before the church trustee board. After their investigation and evaluation of the request, a recommendation will be made to the congregation, and a vote will be taken in a business meeting.
- B. All items must be reviewed by the board of trustees and presented to the church body with a recommendation for a vote before being placed in any of the church's facilities.
- C. The church and its facilities will be decorated for the following season for holidays: fall/harvest, Christmas, Easter. The church will assume traditional décors for all times in between the seasons and holidays mentioned above.