

TECHE BAPTIST CHURCH CONSTITUTION AND BY-LAWS

Preamble

We declare and establish this constitution and by-laws for the preservation and security of the principles of our faith, and so that this body may be governed in an orderly manner. This document will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

I. Name

This body shall be known as Teche Baptist Church of Breaux Bridge, Louisiana, SBC, Incorporated.

II. Statement of Faith and Doctrine

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and the Lord's Supper.

III. Purpose

To worship and serve God and to fulfill the Great Commission of Jesus Christ as set forth in Matthew 28: 19-20. To minister to each other and to all the world. To lead the lost to a saving knowledge of Jesus Christ both at home and around the world. (Acts 1:8) To nurture Christian growth through preaching, teaching, and fellowship.

IV. Covenant

The Church Covenant is a voluntary agreement by members of a Baptist Church whereby they promise to conduct their lives in such a way to glorify God and promote the ongoing of His church. It clearly outlines the obligations of church membership and is all based upon and supported by scripture. Said covenant has already been established into the law of Teche Baptist Church and is not to be altered. The said covenant is given to all members and is posted.

V. Relations

The government of this church is vested in the body who composes it. It is the 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. Insofar as is practical, this church will cooperate with and support the Evangeline Baptist Association and Louisiana Baptist Convention affiliated with the Southern Baptist Convention.

Should the congregation decide to withdraw its affiliation from the Southern Baptist Convention, a three-fourths majority approval of those members present at a special meeting called for that purpose shall be required. This shall have been presented in writing and announced by the moderator at least thirty days prior to the vote.

VI. Adoption

This constitution and by-laws shall be considered adopted and in immediate effect if and when two-thirds of the members present and voting at the business meeting at which the vote is taken shall vote in favor of same. The vote shall be taken after formal presentation of the constitution and by-laws of the church.

A copy of this constitution and by-laws shall at all times be kept by the church clerk and another copy shall be kept in the church office. All amendments and revisions shall, after passage by the vote of the church, be prepared by the church clerk and incorporated in the constitution and by-laws and made available to church members on request.

ARTICLE I NAME AND PURPOSE

Section 1–Name

The Name of the Church shall be

TECHE BAPTIST CHURCH OF BREAUX BRIDGE, SBC, INCORPORATED

Section 2–Purpose

The Church is formed to support public worship and to proclaim the Gospel of Jesus Christ through such ministries as may be determined by the Church.

ARTICLE II CHURCH GOVERNMENT AND MEMBERSHIP

Section 1–Government

This sovereign Baptist Church under the Lordship of Jesus Christ retains unto itself the exclusive right to the temporal life of this Church. The membership reserves the exclusive right to determine who shall be members of this Church and the condition of such membership. This Church is a democracy, its authority vested in its members, as set forth herein. The Church is subject to the control of no other ecclesiastical body but enjoys mutual counsel and cooperation with other Churches of like faith and order. In addition to the adopted Church Covenant, Teche Baptist Church subscribes to and adopts “The Baptist Faith and Message 2000”, approved by the Southern Baptist Convention of which we are a member Church. These two documents, having been derived from the “Bible”, God’s Holy Word, document the fundamental beliefs and spiritual guidelines of the membership of Teche Baptist Church.

Section 2–Candidacy

Any person may be considered as a candidate for membership in the Church. All candidates desiring to become members of the Church shall be presented to the Church for election to membership at any regular Church service in any of the following ways:

- By the public profession of faith and baptism according to scripture
- By the promise of a letter of recommendation from another Baptist Church having the same scriptural requirements for membership
- By statement, having no letter, potential membership rests upon the testimony of salvation experience and baptism by immersion and in agreement with the scriptural requirements of Teche Baptist Church
- By request for restoration of membership, having repented of unacceptable behavior, and being able to verify salvation experience and baptism through immersion

Election shall be by the affirmative vote of the majority of those Church members present at the Church service.

Section 3–Rights of Members

- Every member of the Church is entitled to vote at all elections and on all questions submitted, provided the member is present. On any particular matter, each member is entitled to one vote.
- Every member of the Church is eligible for consideration by the membership as a candidate for an elective office.

Section 4–Termination of Membership

Membership shall be terminated in the following ways:

- Death of the member
- Dismissal to another Baptist Church
- Erasure upon request by a member or proof of membership in a Church of another denomination
- Exclusion by the action of the Church
 - It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.
 - Should a member become an offense to the Church because of immoral or non-Christian conduct or by denying acceptance of fundamental doctrines of the Church, it shall be the responsibility of the Pastor and the Deacons to take steps to resolve the offense in accordance with Matthew 18:15-20. If it is determined that exclusion of the member is necessary, after due personal notice and a hearing in private and after faithful efforts have been made to bring such member to repentance, membership may be withdrawn upon recommendation of the Pastor and the Deacons, and upon the majority vote of the members present at a regular business meeting to approve the recommendation. The basis of the recommendation shall not be required to be made officially public, announced in public, or disclosed to the general Church membership or the general public. The decision to disclose will be left to the discretion of the Pastor, Deacons, and the member involved. The Church may restore to membership any person previously excluded upon request of the excluded person and after the excluded person has met with the Pastor and Deacons and indicated such person's repentance, upon their recommendation and by a majority vote of the Church members present at a regular business meeting to approve said recommendation.

ARTICLE III DIRECTORS, OFFICERS, STAFF, AND TEAMS

All who serve as Directors, Officers, Staff, and on Teams shall be active members of this Church. A Team consisting of the Pastors and the Deacons will carefully pray and seek out to nominate those best qualified for the vacant positions in the church. Church members may suggest qualified persons by submitting their names to the Team. The Team shall contact all persons nominated to determine their qualifications and willingness to serve.

Section 1—Church Officers

The officers of this Church shall be:

- Pastor
- Associate Pastor
- Music Director
- Chairman of the Deacons
- Sunday School Director
- Business Administrator
- Men's Ministry Director
- Women's Ministry Director
- Clerk
- Youth Minister/Director
- Children's Director

(1) Ministerial Staff

In 1 Timothy 3:1-7, Paul provided counsel about the qualifications of bishops (Pastors). The Church was having doctrinal and relational problems. Young Timothy needed guidance in helping the Church keep its organization and ministry on track. The fact that Paul wrote about the qualifications of bishops (Pastors) suggests that this office had already become established in Churches.

Persons who feel God has called them to serve as Pastors or in other Pastoral Ministry roles may ask the Church to license them or recognize their calling for gospel ministry. In this way, the Church expresses its belief that these persons are suitable candidates for Pastoral Ministries and encourages them to continue training in preparation for being called to serve a Church. The Church agrees to support the candidate prayerfully.

Whenever the Church needs a Pastor or Associate Pastor, members will seek and call the person they believe God has uniquely equipped to minister to this Church. A Pastor Search Team headed by the Chairman of the Deacons is elected by the Church in its regular business meeting or in a special meeting called for that purpose. The Team will bring candidates to the congregation and will consider only one candidate at a time.

Arrangements are made by the Team for the prospective Pastor or Associate Pastor to be introduced to the Church in ways that allow the prospect and the Church to get to know more about each other.

The Church and the candidate prayerfully seek to be led by the Holy Spirit in this critical decision. If the Team and the candidate both find that it is the will of God to enter into this Pastor-Church relationship, a recommendation will be made to the Church in a regular or special business meeting. Upon written notice to all resident members, election shall be upon a written ballot. An affirmative vote of three-fourths of those present being necessary for approval. A favorable vote by the congregation and the agreement of the prospective Pastor confirm a call, and a new relationship is begun in the Church. The invitation is for an indefinite period of time under the leadership of God.

The Pastor is responsible for leading the Church body in functioning as a New Testament Church. The Pastor is responsible for providing spiritual instruction and strategic leadership to the members, staff, and ministries of the Church. The Pastor serves as the administrative officer and supervisor of the Church staff. The Pastor is not responsible for doing all the work but for seeing that it is done and done correctly (1 Corinthians 14:40).

Policy and Procedures of Pastor

Service Title: Pastor

Ministry Purpose:

- Proclaim the gospel of Jesus Christ
- Teach the Biblical Revelation
- Engage in Pastoral care
- Provide administrative leadership in all areas of Church life and functions
- Supervise paid church staff
- Conduct the ordinances and procedures of worship

Serving Relationships:

- Under the guidance of the Holy Spirit and the Church body
- Directly receives counsel from the Deacons who serve the congregation

Primary Functions:

- Plans and conducts worship services, develops sermons, plans with music leadership, and leads in the observance of ordinances
- Leads the congregation in effective programs to fulfill the Great Commission with vision, purpose, and priority
- Leads and demonstrates effective ways to witness and win the lost to salvation through Jesus Christ
- Visits and ministers to members and prospective members in homes, nursing care facilities, and hospitals
- Conducts counseling sessions, performs wedding ceremonies, and conducts funeral services
- Works with Church Corporate Officers, Deacons, and other essential leadership to carry out the mission and purpose of the Church
- Acts as the moderator
- Cooperates with associational, state, and denominational leaders in matters of mutual interest

and concern

- Serves as Overseer/Administrator of paid church staff supervising and evaluating the tasks assigned to each
- Serves to recommend and advise teams as an ex-officio member
- Oversees, along with Deacons, all Church discipline matters and the managing of conflict issues in the Church
- Communicates with the congregation through articles or announcements, written and spoken using bulletins and worship services
- Adheres to the Church By-laws and Policies and Procedures adopted by the Church
- Maintains a vital and wholesome personal relationship with the Lord through daily Bible study and prayer
- Maintains proper priorities at home with his wife and children

To fulfill this responsibility of proclamation, the Pastor, Staff, and all other Worship Leaders must give adequate time to prayer and study. All members can help by praying for God's Spirit to teach and guide them.

The Pastor is expected to keep regular office hours. One day of time off and one other day, with minimal responsibilities, may be scheduled each week. Time off is to be reported in writing on the standard form, which will be promptly provided to the Finance Team for tabulating and filing in the Church office.

Benefits will be calculated from the date of employment. Time off by the Pastor shall be coordinated with Church responsibilities.

Specific Benefits Offered by the Church:

A. Vacation is earned as follows:

Year 1: 7 days
Year 2 - 10: 14 days
Beyond 10 Years: 21 days

Vacation days are earned through the course of a year and must be taken as they are earned. Days may be taken in half-day increments. The Sundays taken as vacation shall be equivalent to the number of vacation weeks earned. Any unused vacation time will be forfeited at the end of the year. Any considerations to waiver from the aforementioned policy due to "special circumstances" will be reviewed.

B. Holidays--The Church office is closed

New Year's Day	Labor Day
Good Friday	Thanksgiving
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

C. Compensatory Time

When approved Church activities interfere with scheduled days off or holidays, days of compensatory time may accumulate but not exceed three days which may be taken later. These days may be taken in half-day increments.

D. Ministries Away

Up to 10 days, limited to two Sundays away from the Church for revivals annually, may be granted and not counted as time off. Attendance is encouraged at Evangeline Baptist Association, Louisiana Baptist Convention, Southern Baptist Convention functions, and other Church-related events to represent Teche Baptist Church.

E. Personal Enrichment

Time off may be granted away from the Church to attend Church-related conferences, workshops, and events and not count as time off.

F. Sick Leave

Paid sick leave will be earned at the rate of one day per month, cumulative to a maximum of 24 workdays. Sick leave can only be used for days off due to illness, medical appointments, or bereavement for immediate family members. Immediate family includes spouse, children, parents, parents-in-law, brothers, sisters, grandchildren, and employee's grandparents.

G. Insurance

H. Retirement Benefits

I. Expense Reimbursements

The Pastor will be reimbursed for work-related expenses on an accountable plan. The Pastor will provide a completed travel expense form and documentary evidence of reasonable costs to the Chairman of the Finance Team or the Chairman of the Deacons for approval. Upon approval, the report will be submitted to the Business Administrator for payment. Expenses must be substantiated within 60 days of when they are incurred. Mileage will be paid at the current IRS rate. Completed reports will be kept on file at the Church.

J. Housing Allowance

The Church will allow the Pastor to identify the amount designated as housing allowance on his payroll check. The Pastor shall provide the Business Administrator with a written request before January 1st for the specific year for which the requested amount shall be designated.

Unapproved absence or time off beyond the policy's limits may result in pay deductions as time off without pay.

The salary of the Pastor will be reviewed at the end of each Church budget year. Annual salary

adjustments will be developed by the Finance Team for budget consideration. In addition, the Finance Team will present and recommend staff salaries for consideration and approval of the Church.

Benefits may be subject to change as deemed necessary by the Church.

The Pastor shall:

- Not maintain any outside employment
- Schedule personal and vacation time in advance
- Notify the Deacons in the event of unscheduled leaves or absences from the Church as soon as possible after their occurrence
- Dress appropriately for Church related activities
- Conduct himself appropriately as befitting a man of God

The Pastor or other Staff Member may relinquish the office by giving at least two weeks' written notice to the Church of the resignation. After that the Church may declare the office vacant and the Staff Member's employment terminated.

If a situation arises where it is deemed necessary to consider removing the Pastor or other Staff Member, such action shall take place at a special business meeting called for that purpose after members have been notified in writing. The meeting may be called upon the recommendation of the Pastor (in the case of other Staff Members), a majority of the Deacons, or by written petition signed by not less than one-fourth of the Church members regularly attending the activities of the Church. The moderator for this meeting shall be the Pastor, and that person shall be someone other than the Pastor in the case of the Pastor's office. In which case, the Associate Pastor will serve, or in his absence, the Chairman of the Deacons, or in the absence of both, the Clerk shall call the Church to order and preside for the election of an acting Moderator. The vote to declare the office vacant shall be by secret ballot, and the affirmative vote of three-fourths of the members present shall be necessary to declare the office vacant and the Pastor or Staff Member's employment thereby terminated. Except in instances of gross misconduct, upon the Church declaring the office to be vacant, the Church will compensate the Pastor or other Staff Member with no less than one-twelfth of the total annual compensation.

The termination shall be immediate, and the compensation shall be rendered in not more than thirty days hence.

(2) Music Ministry/Director

Music has been a vital part of the life of Christ's followers since the angels sang over the shepherd's fields when the birth of Jesus was announced. Paul recognized its role and instructed the Church at Colossae to "...let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to God". (Col 3:16)

The Minister or Director of Music leads the congregation, as well as choirs, soloists, ensembles, and instrumentalists, to proclaim the gospel message through music. The music ministry's tasks are to

provide musical worship experiences in congregational services, provide Church music education, lead the Church to witness and minister through music, assist Church programs in training music skills, and consult about music equipment.

(3) Deacons

Deacons shall meet the qualifications as set forth in 1 Timothy 3:8-13.

Deacons are elected by the Church from its membership. Each Deacon candidate must have at least one year of active, faithful membership in this Church. The election shall be an open forum.

The number of Deacons will depend on the needs of the Church at the time, and that number will be determined by the Church in regular business meetings.

Deacons of the Church shall:

- Be ordained to provide spiritual leadership and service to the fellowship of the Church
- Guard the unity of spirit within the Church
- Be subject to the will of the Church, recommend the establishment of policies concerning the material interests of the Church and its ministries
- Identify cases of need and provide needed help
- Minister to Church members who are grieving the loss of a family member

Any change in status, whether active or inactive will be determined by a meeting of the Pastor and the Deacons.

The Deacon will serve in his position so long as he fulfills his responsibilities as determined by scripture. Once a Deacon has been ordained, he is always thereafter a Deacon, whether in active or inactive service, unless, of course, he is excluded from the Church or the office for cause as outlined in Article II, Section 4, above

Any newly elected Deacon shall be ordained as soon as possible after the election. The procedure is much the same as that of the ordination of a minister. The ceremony shall be led by the Pastor, and the Clerk shall take notes during the ordination. The examination of the Deacon, though much briefer, shall be along the same lines laid down for the examination of the candidate for the ministry.

Other formalities shall consist of a sermon on a subject pertaining to the duties and privileges of the Deacon, an ordination prayer during which the new Deacon kneels, and the laying of hands by the Deacons. Immediately after the benediction, the right hand of fellowship will be extended by the Deacons and the congregation.

If possible, the Church shall have a Deacon's Fellowship School following the election of Deacons. This school shall be held for two nights at the Church. Following a Deacon Fellowship, a brief presentation shall be given by an appropriate speaker about the Deacon's responsibilities, duties, and privileges. This shall be followed by a study of an appropriate Deacon leadership book. Finally, the Deacon shall be given the opportunity to express his hopes and plans in the new office to which he has been chosen.

There shall be no obligation to recognize a Deacon who comes to this Church from another Church of like faith. After twelve months, the Deacon may be considered by the Deacon body and recommended by the Deacon body to the Church. A majority vote of the Church members present shall entitle the Deacon to serve as part of the Deacon body of this Church.

Every Deacon of the Church is expected to seek out and occupy a chosen place of service in the Church program in addition to performing services as a Deacon. All Deacons shall actively support, with time and finances, the work of the Lord through the various ministries of the Church. All Deacons are expected to attend all business meetings of the Church, as a matter of example and service in supplying their vote to these deliberations. In addition, all Deacons are expected to attend the Church worship services and perform assigned duties relevant to Sunday services.

(4) Church Clerk

The Church shall elect a Clerk as its clerical officer, who shall serve until replaced. It is the duty of the Clerk to keep a record of all activities and business of the Church. The Clerk shall be someone who regularly attends the services of the Church. He/she shall consider it his/her duty to make a complete and thorough record of every business meeting of the Church. Minutes shall include visiting ministers or other leaders. The names of all who unite with the Church shall be recorded and how they were received, i.e., letter, baptism, etc. One of the most essential duties of the Clerk is to keep a complete and up-to-date roll of the Church membership. This is accomplished by immediately completing a membership card on every individual who presents himself/herself for membership. The Clerk's minutes shall be typewritten and kept on file at the Church. The Pastor will be given a copy of the minutes, before a business meeting, for review. These precious and lasting records shall be kept in a safe manner. These records are Church property and shall be given the respect and protection appropriate to their historical and legal significance.

(5) Business Administrator

The Church shall elect a Business Administrator as its financial officer. This election, as with the Clerk, shall be without the formality of nominations. The Business Administrator shall serve until removed, or a replacement is elected. It shall be the duty of the Business Administrator to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid by or given to the Church, always Keeping an itemized account of all receipts and disbursements and individual donations, as requested by members. The Business Administrator shall further keep records appropriate to non-profit reporting, such as any donations of cash or merchandise in the amount of \$250.00 or more and shall provide a timely and appropriate acknowledgment to the giver. It shall be the duty of the Business Administrator to render to the Church, at each regular business meeting, an itemized report of the receipts and disbursements of the preceding month. The Business Administrator's report and records may be audited by an internal auditing committee or public accountant.

The Business Administrator assists the Pastor in the implementation of his understanding of God's vision for the Church and provides information and recommendations for the Church's financial activities, building and grounds activities, construction planning and building activities, information and data technology needs, and communication and human resource needs. Specifically, the Business Administrator is responsible for financial reporting and auditing, protecting the 501 (3)c status, obtaining and maintaining the sales tax exemption and incorporation status, filing all payroll and/or other taxes, forms, and any other reporting required by State, Federal, or other governmental entities.

To administer these responsibilities, the Business Administrator works with the Finance Team as they develop the annual budget and any other sub-budgets or amendments required throughout the year, providing resources, research, recommendations, and support at their request. He/she reviews and reconciles all bank statements and financial transactions, including mortgage and savings accounts, maintains an appropriate audit trail and provide assistance and advice to the Church as needed. He/she stays abreast of the latest changes in laws and requirements regarding all areas under his/her care. The Business Administrator shall develop and recommend to the Church adequate policies and procedures related to receiving, accounting, disbursing, and reporting Church monies, to maintain member's records of contributions, and provide quarterly and annual reports of the same. The Business Administrator shall serve as an ex-officio member of the Finance Team.

The Business Administrator represents the Church before the Internal Revenue Service, the Social Security Administration, the Louisiana Department of Revenue, and the State Attorney General's Office on any matter under his/her care, with the approval of the Church and the Pastor. The Business Administrator assists the Pastor in any other way possible in carrying out the plans of the Church.

Upon rendering the annual accounting at the end of the fiscal year and upon its acceptance and approval by the Church, the records shall be kept on file as a part of the permanent records of the Church.

(6) Trustees

The Church shall elect three Trustees to act for the Church in legal matters. They shall hold the Church property in the corporate name of the Church. After the recommendation of the Pastor and the Business Administrator and upon the specific vote of the Church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any Church property. When the signatures of the Trustees are required, they may sign legal documents involving the sale, mortgage, purchase, rental of property, or other legal documents related to Church-approved matters.

(7) Vacation Bible School Director

The Vacation Bible School Director is responsible for:

- Scheduling Vacation Bible School
- Selecting and Purchasing literature

- Enlisting Personnel
- Overseeing Vacation Bible School activities

Vacation Bible School dates must be approved by the Pastor.

Section 2–Employees

Individuals shall be employed as the Church determines the need for their services. The Church may employ and terminate services of employees after consultation with the supervising staff member, Pastor, and Deacon body.

Section 3–Church Teams

The members of all Teams shall be elected annually by the Church. The Pastor is an ex-officio member of all Teams.

(1) Finance Team

The Team shall be responsible for the Budget and Finance program of the Church. Working with the Business Administrator, its duties shall be to:

- Develop an overall financial program and budget for the Church year. This budget must be prepared and approved by the new fiscal year which begins January 1st. It is desired that at least two members be re-elected to the new team for purpose of continuity
- Provide financial and budgetary information to Church leadership and the Church at Large
- Direct annual budget preparation for submission to the Church for approval
- Direct budget stewardship promotions, unless otherwise determined by the Church
- Administer the budget during the Church year by reviewing budget expenditures periodically and bring to the attention of the appropriate Church staff, Officers, Teams, or Church any areas in need of adjustment
- Assist staff, Church Officers, or Teams with financial aspects of their various ministries
- Apply all designated funds according to the will of the donor and policies of the Church
- Accept requests for receipts and expenditures outside the approved budget and make recommendations to the Church regarding the same
- Conduct a quarterly audit of statements and expenses.

Each member shall be a faithful and regular attendee of all church services and activities. They shall be faithful tithers and good stewards of God’s provisions.

The church may elect an alternate to serve on this committee. The alternate position is a non-voting position unless a regular team member is absent when a vote is necessary. This person is required to attend all meetings as called by the Team Chairman and is subject to the same qualifications as stated above.

This team will consist of 6 members with each serving a three-year term with 2 rotating off yearly.

(2) Lord's Supper and Baptism Team

The Team is charged with the responsibility of preparing for the Lord's Supper Observance and Baptism. Their duties are to:

- Maintain an adequate inventory of materials and supplies
- Determine the equipment needed to serve more effectively
- Make recommendations to the Church for anything needed to perform this important ministry of the Church
- Seeing that all materials are set up in the Sanctuary prior to services
- Make sure all materials are picked up and all cups are discarded after the services
- Work with the Pastor in setting dates on which the ordinances will be observed
- Prepare the baptismal for use
- Assist candidates for baptism

This team will consist of 6 members with each serving a three-year term with 2 rotating off yearly.

(3) Usher Team

The team will be responsible for:

- Greeting and welcoming visitors and members of the Church as they enter the Sanctuary and seating the people for the services
- The general comfort of the congregation
- Deliver the offering after the service to the Business Administrator, or in his/her absence, the Chairman of the Deacons

This team will consist of 6 members with each serving a three-year term with 2 rotating off yearly.

(4) Media / Digital Communications Team

The Team, along with the Pastor's input, is responsible for designing, maintaining, and improving the communication infrastructure for the Church. This team will consist of six members elected by the Church who will serve until replaced. Their duties are:

- Overseeing media and technical aspects of worship services
- Producing and editing video
- Manage updates on all digital platforms
- Website creation and maintenance
- Communication to the Church through media such as bulletin boards, calendars, temporary

signs, etc.

- Keep information accurate and appropriate on the permanent sign

(5) Youth Team

The Youth Team is responsible for:

- Sponsoring and promoting activities that foster Christian growth, fellowship, and evangelism in the youth of the Church and the community
- Working closely with the Pastor to plan, develop, and evaluate the youth ministry
- Working with the Sunday School teachers to encourage regular attendance

The Pastor must approve all scheduled activities to avoid conflicts with other planned events.

This team will consist of 6 members with each serving a three-year term with 2 rotating off yearly.

(6) Children's Team

The Children's Team is responsible for:

- Planning and conducting activities that foster a basic understanding of the Bible and Christian values
- Working with the Sunday School and Vacation Bible School Directors in planning all activities

The Pastor must approve all scheduled activities to avoid conflicts with other planned events.

This team will consist of 6 members with each serving a three-year term with 2 rotating off yearly.

(7) Safety Team

The Safety Team will be responsible for the safety of the members and guests during scheduled meetings conducted on the premises of Teche Baptist Church. The safety team consists of six qualified and certified members of Teche Baptist Church who will serve until replaced. As needed, they may be augmented by paid professionals.

The role of the Safety Team is to:

- Observe people and the environment continuously and purposefully
- Make a reasonable evaluation of the potential for harm
- Intercept any suspicious individual or container deemed a potential threat
- Get help, warn, defend, and protect membership and guests to the best of their ability, as the situation requires

Persons other than the Safety Team are not authorized by Teche Baptist Church to introduce firearms

onto the premises.

Section 4–Team Organization and Governance

After the Teams are elected by the Church, each Team will elect a Team Leader and other officers of their Team as they may deem appropriate. A majority of each Team shall constitute a quorum for any meeting, and all actions of the Team shall be by a majority vote of those present, including the Leader. Meetings may be called by the Leader or by a majority of the members. The Team Leader will submit a brief written report summarizing activities, to the Pastor, before the regularly scheduled business meeting. These reports will be attached to the permanent minutes for filing and will be available for review upon request.

Article IV

CHURCH PROGRAM ORGANIZATIONS

The Church shall maintain programs of Bible teaching, Church member training, Church leader training, new member orientation, mission education, action and support, and music education, training, and performance. All organizations related to Church programs shall be under Church control. All officers are elected by the Church and regularly report to the Church, and all program activities are subject to Church coordination and approval. The Church shall provide the human, physical, and financial resources for the appropriate advancement of these programs.

(1) Sunday School

The basic responsibility of Sunday School is:

- Bible teaching and Biblical revelation in a way that would reach people for Christ and Church membership
- Divided into departments and/or classes depending on their size in order to meet the needs of all ages

This organization is under the leadership of a Sunday School Director.

(2) Women in Need of God’s Service (WINGS)

The Women’s Ministry shall be the Church’s organization for mission education, action, and support of women, young women, girls and preschool children. The tasks shall be:

- To teach missions, engage in mission action, support world missions through prayer and giving

- To provide and interpret information regarding the work of the Church and denomination
- To be responsible for bringing the gospel to the community and encouraging the participation in community projects that allow the ministry of the Church to be shared
- To promote wholesome Christian fellowship
- To encourage, plan, and conduct ministry activities that promote the Gospel of Jesus Christ
- To coordinate and prepare all Church-wide or community-wide Church sponsored social functions
- To oversee use of the kitchen and make sure that all needed supplies are available for each scheduled function
- To oversee the preparation and cleaning of the fellowship hall and kitchen after each scheduled use
- To coordinate any food preparation or acquisitions needed for any in-house or outside events
- Send flowers to the hospitalized and the funerals of family members, or at any other time as decided by the Team, Pastor, and/or the Deacon on call

This organization is under the leadership of a Women's Ministry Director.

(3) Men's Ministry

The Men's Ministry shall be the Church's organization for mission education, action, and support of men, young men, and boys. The tasks shall be:

- To teach missions, engage in mission action, support world missions through prayer and giving
- To provide and interpret information regarding the work of the Church and denomination
- To be responsible for bringing the gospel to the community and encouraging the participation in community projects that allow the ministry of the Church to be shared
- To promote wholesome Christian fellowship
- To maintain and repair all Church properties. This will include work assignments and inspection of Church properties as deemed necessary by the Pastor, Deacons, and Men's Ministry Director
- Any major repairs or expenses needed shall be discussed with the Finance Team and the Pastor to assure the availability of funds
- To assist, as requested, with the Women's Group in preparation for any Church functions

This organization is under the leadership of a Men's Ministry Director.

ARTICLE V

CHURCH COUNCIL

The Church Council shall serve the Church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the Church and its organizations.

The primary functions of the Church Council shall be to:

- Recommend to the Church suggested ministries and goals
- Review and coordinate ministries and program plans recommended by the Church Body or Teams
- Evaluate achievements in terms of Church ministries and goals
- Discuss and plan upcoming quarterly activities

Regular members of the Church Council shall be the Pastor, other Ministerial Staff members, the Chairman of the Deacons, the Music Director, the Sunday School Director, Men's Ministry Director, Women's Ministry Director, Vacation Bible School Director, Business Administrator, Clerk, and Team Leaders.

All matters agreed upon by the Church Council, which call for action not already approved, shall be referred to the Church for approval.

ARTICLE VI

CHURCH ORDINANCES

1–Baptism

The Church may receive for baptism all persons who have received Jesus Christ as their Savior by personal faith, profess Him publicly at any worship service, and who indicate a commitment to follow Christ as Lord.

Baptism shall be by immersion in water. The Pastor, or whomever the Church shall authorize, shall administer baptism. The Baptism Team shall assist in the preparation and observance of baptism. Baptism shall be administered as an act of worship during any worship service of the Church. A person who professes Christ and is not baptized after a reasonable time shall be counseled by the Pastor and/or Deacon.

2–Lord's Supper

This Church shall observe the Lord's Supper as scheduled by the Church and administered according to the Scriptures. The Lord's Supper Team is responsible for the preparations.

ARTICLE VII

CHURCH MEETINGS

Section 1–Worship Services

The Church shall regularly meet each Sunday for preaching, instruction, evangelism, and for the worship of Almighty God and shall meet for prayer and Bible study during the week. Other services may be added as needed for worship, revival, prayer and/or Bible study, Bible conferences, visitation, etc. These meetings shall be conducted under the direction of the Pastor or his designee.

Section 2–Special Services

Revival services and any other Church meetings for the advancement of the Church’s objectives shall be held as recommended by the Pastor.

Section 3–Regular Business Meetings

The Church shall hold a regularly scheduled quarterly business meeting following the 3rd Wednesday night Bible study in the months of March, June, September, and December. A notice of a regular business meeting is not needed unless it is a rescheduled meeting. The Church shall receive at least one week’s notice of a rescheduled meeting.

All actions approved shall be by a majority vote of those present and voting. Abstention is a non-vote. The Order of Business shall be Prayer, Call to Order, Reading of and Action on minutes of last Church Business meeting, Reading of and Action on the Financial Report by a member of the Finance Team, and any reports as needed, Recommendations from the Deacons, Unfinished business from previous business meetings, New business for consideration, Motion to close followed by a Benediction.

Section 4–Special Business Meetings

A special business meeting may be called to consider matters of a specific nature and significance. The notice of a special business meeting shall include the subject, the date, the time, and the place of the meeting, and it must be given by prior announcement in two consecutive regular services. No business, except that for which the meeting was called, may be transacted.

A special business meeting may be called by the Church or by a written petition signed by not less than one-fourth of the Church members.

Section 5–Quorum

A quorum shall consist of those members who attend any regular or special business meeting.

Section 6–Rules of Procedure

The most recently revised version of Robert’s Rules of Order is the authority for parliamentary rules of procedure for all business meetings of the Church. In addition, an audio recording of each regular and special business meeting will be executed by the Church Clerk or a Deacon.

ARTICLE VIII

CHURCH FINANCES

Section 1–Budget

The Finance Team shall prepare and submit to the Church for approval an annual budget, indicating the amount projected for all expenses. Offering envelopes will be provided for members' use. It is understood that membership in this Church involves a financial obligation to support the Church and its causes with regular, proportionate gifts.

Section 2–Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the Business Administrator and be appropriately recorded on the books of the Church.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Business Administrator, with the support of the Finance Team. All checks, notes, and contracts of the Church and all orders for deposit or withdrawal of securities from the designated depository or depositories shall be signed by individuals as authorized by the Church.

Section 3–Fiscal Year

The Church fiscal year shall begin on January 1st and end on December 31st.

ARTICLE IX

USE OF BUILDING

Any use of the buildings or facilities of Teche Baptist Church shall be limited to the membership of Teche Baptist Church. Any request for the use of buildings or facilities shall be in accordance with the standards set forth in "The Baptist Faith and Message", a statement adopted by the Southern Baptist Convention and the belief standards of Teche Baptist Church. Requests shall be submitted to the Pastor. If approved, a written statement will be provided. No alcoholic beverages are allowed in any building or on Church grounds. No smoking is allowed in any building or on Church grounds. The care of all buildings is required, and breakage or damage must be paid by the group using the building. When youth or children use the facilities, adequate adult supervision must be provided by the sponsoring Church organization. For further specific use of the building, refer to *Teche Baptist Church's Facility Use Guidelines*.

ARTICLE X

OPERATION AND DISSOLUTION

The Church is organized and operated primarily for the purpose of engaging in religious worship and for promoting the spiritual development or well-being of individuals. It is to be operated in a way that does not result in the accrual of distributable profits, the realization of private gain resulting from payment of compensation more than a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain. The established Church calendar year begins on September 1st and ends on August 31st.

The Church, through the corporation, pledges its assets for use in performing the organization's religious functions. It directs that on discontinuance of the Church by dissolution or otherwise, the assets are to be transferred to a charitable, educational, religious, or other similar organization that is qualified as a charitable organization under Section 501(c)3, Internal Revenue Code of 1986, as amended, with Evangeline Baptist Association receiving first consideration followed by the Louisiana Baptist Convention. The Louisiana Baptist Convention and Evangeline Baptist Association shall be reimbursed in full for any obligations owed to them.

ARTICLE XI

AMENDMENTS

A By-Laws Team, appointed by the Pastor and Chairman of the Deacons and approved by the Church, will meet as needed to review by-laws and present recommended changes to the Church body. Changes to these by-laws may be made at any business meeting of the Church, provided each amendment has been presented in writing at a previous business meeting, and copies of the proposed amendment have been furnished to each member present at an earlier meeting or upon request. Amendments to the by-laws shall be adopted by receiving an affirmative vote of the majority of the Church members present and voting at a special business meeting called for that purpose.

Amended 09/2022