

# **CONSTITUTION**

## **ARTICLE I.**      **NAME**

The name of this Church shall be THE NORTH SCITUATE BAPTIST CHURCH OF NORTH SCITUATE, RHODE ISLAND, a corporation organized under the laws of the State of Rhode Island and Providence Plantations.

## **ARTICLE II**      **PURPOSE**

The purpose of this Church shall be the advancement of the Kingdom of Jesus Christ. It shall seek to attain this goal by developing Christian Fellowship for worship, for spiritual growth, for ministering to one another and by witnessing and sharing in Christian Love to meet the spiritual, physical and social needs in the local and world-wide community.

## **ARTICLE III**      **COOPERATION WITH OTHER BODIES**

The Church recognizes its autonomy but shall maintain its affiliation with these related organizations: American Baptist Churches of Rhode Island, American Baptist Churches of the U. S. A. and the National Council of Churches of Christ in America.

**ARTICLE IV**

**CHURCH COVENANT**

Being called by the Holy Spirit, we have accepted Jesus Christ as our Lord and Savior and we do now enter into Covenant with God and with the other members of this congregation, as one Body in Christ. The purpose of this church is to advance the Kingdom of Jesus Christ. We shall seek to fulfill this purpose by following the commandment of Jesus: "Love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength and love your neighbor as yourself." We seek to attain this goal by developing our Christian Fellowship for worship, for spiritual growth, for ministering to one another and by witnessing and sharing Christian love to meet the spiritual, physical and social needs in the local and world wide community.

As members of North Scituate Baptist Church, we vow:

to confess Jesus Christ, the Son of God, as Lord and Savior  
to accept the Scriptures as the basis for our faith, believing in self-interpretation while having that interpretation refined by the Holy Spirit through the Church Body.

To fulfill these vows we shall:

Place God at the center of our lives and be a Christian influence wherever we may be.

Fellowship with all persons, regularly attend the worship services, financially support and give our time and abilities to advance the mission and ministry of this fellowship.

As members of the Body of Christ, we are bound in sacred covenant to shoulder the burdens, share the risks, and celebrate the joys of fellow members.

This is our covenant with God and with each other until our death or until the time when Jesus Christ comes again.

**North Scituate Baptist Church**  
**BY-LAWS**  
**By-Laws were revised and accepted**  
**at our Annual Meeting January 31, 2010**

**ARTICLE I.**            **MEMBERSHIP**

**Section 1.**            **Admission of Members:**

Persons who accept Jesus Christ as God's Son and their Lord and Savior, plus the faith and policy of this Church shall be received into full membership in the following ways, subject in each case to the authorization of the Diaconate:

- A.        Baptism:        Persons who confess Jesus Christ as Savior and Lord in Baptism by immersion.
  
- B.        Letter:         Persons who present a letter of recommendation from any other Christian church and confess Jesus Christ as Savior and Lord
  
- C.        Affirmation of Faith:
  - (1)       Persons who cannot present a letter but who have been members of and can give evidence of their experience in a Christian church and confess Jesus Christ as Savior and Lord
  
  - (2)       Any person who has never been baptized by immersion and deems it inadvisable to be immersed because of advanced years, poor health or disability but confesses Jesus Christ as Savior and Lord.

**Section 2.**            **Termination of Membership:**

- A.        By death,
  
- B.        By letter of transfer  
            Upon their request, members may be granted letters to other Christian churches, subject to the recommendation of the Diaconate. Such letters are to be sent by the Clerk to the Clerk of the Church to which the members are transferring.
  
- C.        By written resignation, the receipt of which shall be entered into the Church records by the Clerk.

**ARTICLE I. Section 2. Termination of Membership: continues:**

- D. By discontinued observance of the vows taken in our Covenant (To fulfill these vows we shall: Place God at the center of our lives and be a Christian influence wherever we may be. Fellowship with all persons, regularly attend the worship services, financially support and give our time and abilities to advance the mission and ministry of this fellowship.) for two (2) consecutive years, and the recommendation of the Diaconate, who will prayerfully consider special circumstances.

**Section 3. Membership Appraisal:**

- A. Members who, by their continued absence from Church services, failure to support the Church for a period of two years and who, in spite of concerted efforts (i.e. Phone calls, email, personal visitation and letter) by the Pastor(s) and the Diaconate evidence no interest in the Church, shall be recognized as inactive with the date to be recorded by the Clerk. When possible these persons will be notified of this action. The Diaconate shall review the membership roll every September adding or subtracting names as they consider justified, so that the annual report of voting members shall be reasonably accurate.
- B. When members are recognized as inactive, they shall be notified in writing by the Church Clerk.
- C. Members who are recognized as inactive and remain inactive for one year following notification will relinquish their membership in the North Scituate Baptist Church. When possible these persons will be notified of this action.
- D. Members who would like to continue their association with NSBC but are not able to maintain their vows may request in writing to be an Associate Member. An Associate Member would have NO voting rights or the privilege of serving as an officer or on any Boards. An Associate Member's years of membership would not be calculated with the Full Members.

**Section 4 Categories of Membership:**

- |    |                  |              |
|----|------------------|--------------|
| A. | Full Member      | voting       |
| B. | Associate Member | (non-voting) |
| C. | Inactive Member  | (non-voting) |
| D. | Former Member    | (non-voting) |

**ARTICLE II. OFFICERS**

**Section 1.** Officers of the Church as listed below shall be elected as provided for in the Article. The officers shall be the Pastor(s), the Moderator, the Vice-Moderator, the Clerk and the Assistant Clerk, the Treasurer, the Assistant Treasurer, the Financial Secretary, the Assistant Financial Secretary, the Superintendent of the Church School and the Assistant Superintendent of the Church School.

**Section 2. Election of Officers.**

- A. The Pastor(s) shall be called for an indefinite period by the Church membership upon recommendation of a Ministerial Search Committee. Election shall be by secret ballot at a regular or special meeting of the Church, provided at least one full week's notice be given from the pulpit and in the Sunday bulletin or newsletter. Three-fourths of all votes cast shall be necessary for election.
- B. Except as otherwise provided for, all officers shall be elected at the Annual Business Meeting for a period of one year but not for more than six consecutive years or until their successors are duly elected.
- C. All Church officers, members of the Church Boards, the Pastoral Relations, Nominating, and Memorial Committees, shall be eighteen years of age or older and be Full members of the North Scituate Baptist Church.
- D. All primary officers shall prepare an annual written report. The report must be submitted to the Church office on or before January 15.

**Section 3. Duties of Officers:**

- A. **The Pastor(s),**
  - 1. Shall have charge of the spiritual welfare of the congregation.
  - 2. Shall preach the gospel and administer the ordinances.
  - 3. Shall oversee all services of public worship.
  - 4. Shall be ex-officio member with vote and adviser to the Executive Council, and all Boards, Committees and Organizations, and shall help to plan and administer the activities of the Church in cooperation with its various Boards, Committees and Organizations.

adviser

**ARTICLE II. OFFICERS Section 3. Duties of Officers: Pastor continues:**

5. Shall serve as liaison between all groups of the Church.
6. Shall oversee visitation to the Congregation and seek to extend the ministry of the Church.
7. Shall be available to persons who need help finding proper assistance and/or counseling.
8. Shall be responsible for the hiring and supervision of the office staff and annually present a proposed salary package to the Board of Finance.

**B. The Moderator,**

1. Shall be Chairperson of the Executive Council and shall be elected for a period of two years but shall not be elected for two consecutive terms.
2. Shall preside at all regular and special business meetings of the Church and of the Executive Council.
3. Shall serve as coordinator on the administrative level between the various Boards of the Church and the church-at-large, in order to promote and expedite the business of the Church.
4. Shall not be an officer of any Board or Committee that is represented on the Executive Council.
5. Shall appoint the member(s) to the Pastoral Relations Committee by the time of the Annual Business Meeting.

**C. The Vice-Moderator,**

1. Shall be elected for a period of two years but shall not be elected for two consecutive terms.
2. Shall preside at all regular and special meetings of the Church and the Executive Council in the absence of the Moderator.
3. Shall normally succeed to the office of Moderator at the end of term as Vice-Moderator.

**ARTICLE II. OFFICERS Section 3. Duties of Officers: continues:****D. The Clerk,**

1. Shall keep a correct and permanent record of all proceedings of the Church Business meetings and of the Executive Council meetings.
2. Shall be a member of the Executive Council.
3. Shall keep in file a copy of all official reports
4. Shall keep a record of baptisms, marriages and deaths of all church members.
5. Shall, with the help of the Pastor and the Diaconate, keep an accurate register of all members with date and manner of admission and termination noted and give a report of the number of Full and inactive members at the Annual Business Meeting.
6. Shall issue all letters of transfer and notification of inactive status upon recommendation of the Diaconate.
7. Shall, in the absence of the Moderator and the Vice-Moderator, have authority to call to order a duly called Church business meeting. A Moderator pro-tem shall then be elected.
8. Shall have authority to call a Church business meeting upon receiving a request signed by twenty-five Full members of the Church.
9. Shall, at the end of the Church year, send an Annual Report to the American Baptist Churches of Rhode Island.
10. Prepare and submit the Non-Profit Corporation Annual Report with the Secretary of State Office, naming the officers of the church as the officers of the corporation and the Pastor/s and Chairpersons of the Trustees, Diaconate, and Finance Boards as the Board of Directors.
11. Shall deliver immediately to the successor all books and records for which the Clerk has been responsible.

**ARTICLE II. OFFICERS Section 3. Duties of Officers: continues:****E. The Assistant Clerk,**

1. Shall assist the Clerk in the performance of his/her duties.
2. Shall in the absence or disability of the Clerk assume the duties of the Clerk.
3. Shall be responsible for reminding all officers, chairpersons of all boards and committees to prepare and present annual reports to the church office by January 15.

**F. The Treasurer,**

1. Shall be custodian of all funds belonging to the Church, with the exception of the Fellowship Fund, which is administered by the Diaconate and the Women's Fellowship Fund, which is administered by the Women's Fellowship.
2. Shall be bonded or covered by the church insurance policy and be responsible for a safe deposit box for the Church in which securities and/or other valuable papers belonging to the Church shall be kept.
3. Shall make payments for all items covered by the Church budget, transfers and items as approved by each Board or Committee Chairperson or other authorized person.
4. Shall make no payments that exceed amounts specified in the Church budget, except by special order of the Board of Finance.
5. Shall present a complete Treasurer's report at each Church business meeting and shall present a current statement at meetings of the Executive Council and the Board of Finance.
6. Shall maintain separate accounts of all funds raised for specific purposes.
7. Shall present the Church's financial records to the Financial Review Committee for annual review at least 6 weeks before the April Business meeting.
8. Shall be a member of the Board of Finance and the Executive Council.
9. Shall deliver immediately to the successor all books and records for which the Treasurer has been responsible.

**ARTICLE II. OFFICERS Section 3. Duties of Officers: continues**

**G. The Assistant Treasurer,**

1. Shall assist the Treasurer in the performance of his/her duties.
2. Shall, in the absence or during disability of the Treasurer, perform the duties of the Treasurer.
3. Shall be bonded or covered by the church insurance policy.

**H. The Financial Secretary,**

1. Shall keep a complete and detailed record of all individual pledges and payments thereon and other payments made to the church, with the exception of the Memorial Fund, the Fellowship Fund, that is received and administered by the Diaconate and the Women's Fellowship Fund that is administered by the Women's Fellowship.
2. Shall send individual year-to-date pledge vs. actual statements in September and IRS Compliance statements in January to all persons who have given financial support to the Church.
3. Shall present a statement of receipts at each meeting of the Executive Council, at each Church Business Meeting and at the Board of Finance meetings.
4. Shall be bonded or covered by the church insurance policy.
5. Shall present the necessary financial records to the Financial Review Committee for review at least 6 weeks before the April Business Meeting.
6. Shall be a member of the Board of Finance.
7. Shall deliver immediately to the successor all books and records pertaining to the office.

**ARTICLE II. OFFICERS Section 3. Duties of Officers: continues**

**I. The Assistant Financial Secretary,**

1. Shall assist the Financial Secretary in the performance of his/her duties.
2. Shall, in the absence or during disability of the Financial Secretary, perform the duties of the Financial Secretary.
3. Shall distribute pledge cards and offering envelopes to the members and friends of the Church.
4. Shall be bonded or covered by the church insurance policy.

**J. The Church School Superintendent,**

1. Shall have charge of the administrative work of the Church School in conjunction with the Board of Christian Education.
2. Shall be a member of the Board of Christian Education.

**K. The Assistant Church School Superintendent,**

1. Shall assist the Church School Superintendent in the performance of his/her duties.
2. Shall, in the absence or during disability of the Church School Superintendent, perform the duties of the Church School Superintendent.
3. Shall be a member of the Board of Christian Education.

**ARTICLE III. THE EXECUTIVE COUNCIL AND CHURCH BOARDS****Section 1. The Executive Council**

- A. Shall consist of the Pastor(s), the Moderator, the Clerk, and the Chairpersons, or their representatives, of the following Boards: The Diaconate, Trustees, Finance, Christian Education, and Missions.
- B. Shall be a fact-finding group given to long range planning and will recommend, when practical, to the appropriate Board, Committee, person or to the Church, its findings and proposals for further action or disposition.
- C. Shall consider all matters of importance before they are presented to the Church and shall coordinate all major church activities.
- D. Shall meet monthly or when called by the Pastor(s), the Moderator, or upon request by any four members of the Council.
- E. Shall be open to attendance by any voting member of the Church.
- F. Shall appoint representatives and delegates to the American Baptist Churches of Rhode Island, the Baptist Home of Rhode Island at the John Clarke Retirement Center, and the Rhode Island Council of Churches.
- G. Shall appoint a five-member committee to review the Constitution and By-laws every five years, beginning in 2000.
- H. Shall appoint a two-member committee by January 31 of each year to review the financial books and records of the Church.
- I. Shall vote on nominees presented by the Nominating Committee to fill vacancies that may occur during the year.
- J. Shall be responsible for accepting Gifts in Kind in conjunction with the Trustees.

**Section 2. The Rules Governing All Boards**

- A. Chairpersons of all Church Boards shall prepare an annual written report. This report must be submitted to the Church office on or before January 15.
- B. All Boards shall prepare an annual proposed budget and submit it to the Board of Finance on or before November 1<sup>st</sup>.

**ARTICLE III. THE EXECUTIVE COUNCIL AND CHURCH BOARD****Section 2. The Rules Governing All Boards continues**

- C. Election of Co-Chairpersons is acceptable.
- D. In order that all Boards function properly, elected members who fail to attend three consecutive meetings shall be subject to replacement. The Chairperson of the Board involved shall contact absentee members, and if no valid reasons exist for their absenteeism, the Board Chairperson shall contact the Chairperson of the Nominating Committee requesting nomination for a replacement.
- E. Chairpersons of all Church Boards shall be members of the Nominating Committee.
- F. Shall be open to attendance by any voting member of the Church but without voting privileges in the Board business.
- G. Chairpersons or their representative of all Church Boards shall be members of the Executive Council.

**Section 3. The Diaconate**

- A. Shall consist of sixteen members; preferably there will be a balanced number of men and women. One member shall be nominated as Chairperson, to be elected at the Annual Business Meeting. The Board shall meet monthly, or at the call of the Chairperson. Seven members shall constitute a quorum. The term of office shall be so arranged as to provide that there shall be at least five members elected each year to serve a term of three years. No member shall serve more than six consecutive years. A Secretary and Treasurer shall be elected annually by the Board at its first meeting following the Annual Business Meeting. The Chairperson or representative shall be a member of the Executive Council. The Secretary shall keep the minutes of the Board's meetings and handle all correspondence, including reporting names of new members and transferred members to the Church Clerk and to the Financial Secretary. The Treasurer shall receive, keep and distribute all moneys of the Fellowship Fund. This Fund is for aid and relief and shall be administered at the discretion of the Board. A Fellowship Fund Report of amounts received and dispersed shall be given at the Annual Business Meeting.
- B. Shall, with the Pastor(s), oversee the spiritual life of the Church.
  - 1. Shall plan and initiate such programs and services as will result in the advancement of the Kingdom of Jesus and acceptance of Him as Lord and Savior.

**ARTICLE III. THE EXECUTIVE COUNCIL AND CHURCH BOARD****Section 3. The Diaconate continues**

2. Shall, in cooperation with the Pastor(s), provide Christian guidance for new Church members and make visitations, remembering especially the ill and shut-ins.
- C. Shall assist the Pastor(s) in the performance of the pastoral duties and provide Pulpit Supplies in the Pastor(s)'s absence.
- D. Shall confer with candidates for Church membership and shall vote on their approval.
- E. Shall authorize all letters of transfer of membership.
- F. Shall prepare the elements for and assist in the serving of the Lord's Supper and be responsible for the linen used and shall assist in the ordinance of Baptism and be responsible for the Baptismal robes.
- G. Shall review the membership roll of the Church every September and give the final list of changes of names and their status to the Clerk no later than October 31<sup>st</sup>.
- H. Shall be responsible for performing the duties of Head Usher, which shall be designated by the Diaconate.

**Section 4. The Board of Trustees**

- A. Shall consist of at least six members, one of whom shall be nominated as Chairperson, to be elected at the Annual Business Meeting. The Board shall meet monthly, or at the call of the Chairperson. Four members shall constitute a quorum. The term of office shall be so arranged as to provide that there will be two Trustees elected each year to serve for a term of three years. No member shall serve more than six consecutive years. A Secretary shall be elected annually by the Board at its first meeting following the Annual Business Meeting. The Chairperson shall be a member of the Executive Council.
- B. Shall be responsible for the care and maintenance of all property belonging to the Church.
- C. Shall be responsible for the hiring and supervision of the Cleaning Company/ Individual and present a proposed contract annually to be reviewed by the Board of Finance.

**ARTICLE III. THE EXECUTIVE COUNCIL AND CHURCH BOARD**

**Section 4. The Board of Trustees continues**

- D. Shall be responsible for all insurance policies, shall review the same at time of renewal and shall make recommendations regarding continuance or change of such policies to the Finance Board.
- E. Shall not sell or encumber any real estate belonging to the Church, make any major alterations to same, erect any buildings thereon, nor effect purchase of any real estate unless authorized to do so by a two-thirds vote of members present and voting at a regular or special business meeting of the Church.
- F. Shall authorize requested use of the Church or any part thereof by organizations or individuals with the exception of all regularly scheduled services or programs.
- G. Shall provide and review a “user” policy with guidelines for appropriate use, activities and donations regarding the use of the Church building and equipment.
- H. Shall be responsible for accepting Gifts in Kind in conjunction with the Executive Council.

**Section 5. The Board of Finance**

- A. Shall consist of the Treasurer, the Financial Secretary, or representatives and six members, one of whom shall be nominated Chairperson, to be elected at the Annual Business Meeting. The term of office of the elected members shall be arranged as to provide that there shall be two members elected each year to serve a period of three years. No elected members shall serve more than six consecutive years. A Secretary shall be elected annually by the Board at its first meeting following the Annual Business Meeting. The Chairperson shall be a member of the Executive Council.
- B. Shall prepare an anticipated revenue and expenditure budget for local work and for benevolences to be adopted at the Church Annual Business Meeting.
- C. Shall conduct an annual financial campaign for the purpose of raising the necessary funds as outlined in the Church budget.

**ARTICLE III. THE EXECUTIVE COUNCIL AND CHURCH BOARD****Section 5. The Board of Finance continues**

- D. Shall act as “Ways and Means” committee to raise additional funds whenever necessary through collections from pledges, special fund drives, gifts, bequests, loans for other special finance activities.
- E. Shall be responsible for:
  1. authorization of any special appeal for moneys for any purpose by any Board, Committee or Organization of the Church.
  2. the deposit of all money as soon as possible and shall forward a duplicate deposit slip to the Treasurer and the Financial Secretary.
  3. recruiting Counters and developing their schedule .
  4. the Church investments.
- F. Shall hold monthly meetings, or at the call of the Chairperson, to study and control the financial situation of the Church. Five members shall constitute a quorum.

**Section 6. The Board of Christian Education**

(The term, “educational”, as used herein, refers to the areas for which the Board of Christian Education is directly responsible, i.e., the Church School, Children’s Work, Leadership Education, Youth Work, Adult Work and the Church Library.)

- A. Shall consist of the following: the Pastor(s), the Superintendent of the Church School, and seven members, one of whom shall be nominated Chairperson, to be elected at the Annual Business Meeting. Term of office for the elected members shall be so arranged that there shall be three members elected each year to serve for a term of three years. No member shall serve more than six consecutive years. A Secretary shall be elected annually by the Board at its first meeting following the Annual Business Meeting. The Chairperson shall be a member of the Executive Council.
- B. Shall be responsible for supplying and training all Church School teachers and Baptist Youth Fellowship leaders.
- C. Shall annually appoint the Church Librarian and the Church School Secretary.
- D. Shall develop, interpret and support educational goals for the Church.

**ARTICLE III. THE EXECUTIVE COUNCIL AND CHURCH BOARD****Section 6. The Board of Christian Education continues**

- E. Shall study methods and needs in Christian Education and make decisions regarding time schedule, educational use of housing and equipment, including the Library, and addition or elimination of classes or organizations.
- F. Shall evaluate, determine and supervise the educational curriculum.
- G. Shall approve and coordinate all programs under its jurisdiction.
- H. Shall approve and coordinate all expenditures in the educational budget of the Church, with the signature of the Chairperson or the Superintendent of the Church School, as authorizing agent.
- I. Shall meet monthly, or at the call of the Chairperson. Five of the eight members shall constitute a quorum.
- J. Shall be responsible for the hiring and supervision of the nursery care giver(s) and present a proposed stipend annually to be reviewed by the Board of Finance.

**Section 7. The Board of Mission**

- A. Shall consist of six members, one of whom shall be nominated as Chairperson, to be elected at the Annual Business Meeting. The term of office shall be so arranged as to provide that there shall be two members elected each year for a period of three years. No member shall serve more than six consecutive years. A Secretary shall be elected annually by the Board at its first meeting following the Annual Business Meeting. The chairperson shall be a member of the Executive Council.
- B. Shall work in cooperation with all Boards, Committees and Organizations to provide information, education and participation in Church World Mission.
- C. Shall publicize and direct such special offerings for Church Missions as are approved by the Board of Finance.
- D. Shall meet monthly, or at the call of the Chairperson and four members shall constitute a quorum.
- E. Shall be responsible for overseeing the care and maintenance of the Churchill - Cary Health Lodge at Canonicus.

**ARTICLE IV. THE CHURCH COMMITTEES**

**Section 1. The Rules Governing all Committees**

- A. Chairpersons of all Church Committees shall prepare an annual written report. This report must be submitted to the Church office on or before January 15.
- B. Chairpersons or a representative of all Church Committees may attend all Executive Council Meetings and disseminate information to their committees.
- C. All Committees, with the exception of Nominating, Financial Review, and Memorial, shall prepare an annual proposed budget and submit it to the Board of Finance on or before November 1<sup>st</sup>.
- D. Election of Co-Chairpersons is acceptable.
- E. In order that all Committees function properly, elected members who fail to attend three consecutive meetings shall be subject to replacement. Absentee members shall be contacted by the Chairperson of the Committee (involved,) and if no valid reasons exist for their absenteeism, the Committee Chairperson shall contact the Chairperson of the Nominating Committee requesting nomination for a replacement. No Committee member shall service more than 6 consecutive years.
- F. Shall be open to attendance by any voting member of the Church but without voting privileges in the business of the committee.

**Section 2. The Nominating Committee**

- A. Shall consist of two members, whose term of office shall be so arranged as to provide that each year one member be elected at the Annual Business Meeting for a period of two years. The first year a person serves he/she shall be the Vice-Chairperson and shall succeed to the position of Chairperson at the end of the first year. Other members of this Committee shall consist of the Chairpersons of all elected Boards and Committees of the Church or their duly appointed representatives. Service on this Committee shall be concurrent with their tenure on their individual Board or Committee.

**ARTICLE IV. THE CHURCH COMMITTEES**

**Section 2. The Nominating Committee continues**

- B. Shall prepare a complete list of nominations, including Chairpersons, for the Annual Business Meeting and shall post it on the bulletin board one week prior to the Annual Meeting.
- C. Shall present to the Executive Council nominations to fill vacancies that may occur during the year.
- D. Shall contact all prospective nominees for their acceptance before their names are placed in nomination.
- E. Shall provide excerpts of Church By-Laws covering the duties of the office, Board or Committee on which they will serve, plus the Rules Governing All Board or All Committee.

**Section 3. The Pastoral Relations Committee**

- A. Shall consist of three members appointed by the Moderator. The term of office shall be so arranged as to provide that one member is appointed each year to serve a period of three years. It shall be customary to appoint the current outgoing Moderator every two years following his/her term of office. One member shall be elected Chairperson at the Committee's first meeting following appointment.
- B. Shall foster constructive communication between the Congregation and its Pastoral leadership and implement the Congregation's responsibility for its Pastor's professional and personal well being.
- C. The functions of the Committee shall be:
  - 1) to strengthen Pastor(s)/people relationships through mutual exploration of the role of Pastoral leadership,
  - 2) to act as a channel regarding congregational reactions to the Pastor's leadership and for the Pastor(s)'s reactions to the congregation's responsiveness to Pastoral leadership.
  - 3) to review annually the Church's responsibility for the Pastor(s)'s compensation and present a proposed compensation package to the Board of Finance.
  - 4) to counsel with the Pastor(s) regarding pastoral continuing education.
  - 5) to act as a channel in the work relationship of the secretary(s) and Pastor(s).

**ARTICLE IV. THE CHURCH COMMITTEES**

**Section 3. The Pastoral Relations Committee continues**

- D. Shall meet at least quarterly each year with the Pastor or at the call of the Pastor(s) or the Chairperson.
- E. Shall be members of the Ministerial Search Committee.

**Section 4. The Memorial Committee**

- A. Shall consist of three members elected for a term of one year at the Annual Business Meeting. One member shall be nominated Chairperson, to be elected at the Annual business Meeting. No member shall serve more than six 6 consecutive years.
- B. Shall generally act as consultants for memorial gifts.
- C. Shall keep an accurate and current record of the receipt and disposition of memorial funds and gifts.
- D. Shall be responsible to the Executive Council and shall make recommendations for the expenditure of memorial funds.
- E. Shall record and acknowledge receipt of memorial contributions and shall be responsible for depositing such funds into the Memorial Account that is controlled by the Treasurer.
- F. Shall provide for appropriate recognition of memorials within the Church.
- G. Shall maintain a current listing of items or appropriate projects for which memorials might be designated.
- H. Shall, with the cooperation of the Treasurer, make an annual review of all memorial funds.

**Section 5. The Social Committee**

- A. Shall be composed of at least twelve members, two of whom shall be nominated as Co-Chairpersons, to be elected at the Annual Business Meeting. No member shall serve more than six 6 consecutive years.
- B. Shall provide periodic occasions such as Hymn Sings, Entertainments, Suppers, etc. and necessary refreshments, as a means by which our members may become better acquainted and meet together in a spirit of Christian fellowship.

**ARTICLE IV. THE CHURCH COMMITTEES**

**Section 5. The Social Committee continues**

- C. Shall provide refreshments for Fellowship Hours on Sundays when applicable.
- D. Committee members need not be members of the Church.

**Section 6. The Publicity Committee**

- A. Shall be composed of at least five members, one of whom shall be nominated Chairperson, to be elected at the Annual Business Meeting. No member shall serve more than six 6 consecutive years.
- B. Shall be responsible for providing news and promotional materials of all church activities to the appropriate local media, web site, storefronts, and the wider American Baptist family.
- C. Committee members need not be members of the Church.

**Section 7. The Flower Committee**

- A. Shall consist of at least six members, one of whom shall be nominated Chairperson, to be elected at the Annual Business Meeting. No member shall serve more than six 6 consecutive years.
- B. Shall be responsible for providing flowers for the chancel each Sunday and for other places in the Church as desired.
- C. Shall decorate the Church sanctuary during the Easter and Christmas seasons.
- D. Shall keep a record of the donors of Memorial Flowers and the dates given.
- E. Shall make observation of the chancel furnishings and shall report to the Board of Trustees and the Diaconate when any special maintenance or cleaning is required.
- F. Committee members need not be members of the Church.

**ARTICLE IV. THE CHURCH COMMITTEES**

**Section 8. The Music Committee**

- A. Shall consist of five members, one of whom shall be nominated Chairperson, to be elected at the Annual Business Meeting. One member shall be a member of the Adult Choir who shall act as liaison between the Choir and the Music Committee. The Organist-Choir Director(s) shall be ex-officio members without vote in the matter of their compensation. No member shall serve more than six 6 consecutive years.
- B. Shall have supervision of all musical instruments and make recommendation for their maintenance and repairs to the Board of Trustees.
- C. Shall employ and supervise the work of the Organist(s), Choir Director(s) and provide a stipend to paid musicians within the limits of the Church budget allocated to the Ministry of Music.
- D. Shall be responsible for supplying music in the absence of the Choir.
- E. Shall provide a proposed annual salary package for the Organist(s), Choir Director(s) to the Board of Finance.
- F. Committee members need not be members of the Church.

**Section 9. The Financial Review Committee**

- A. Shall consist of two members appointed for a one-year term by the Executive Council.
- B. Shall review the financial records of the Church kept by the Treasurer and the Financial Secretary, with the exception of the confidential donor information, at the close of the Church's fiscal year, and shall present a report at the Church's April Business Meeting.

**Section 10. The Ministerial Search Committee**

- A. Shall be formed upon vacancy in the Pastorate or by directive from the Executive Council. This Committee, appointed by the Executive Council, shall consist of seven members, three of whom shall be members of the Pastoral Relations Committee, and shall be representative of all areas of Church life.

**ARTICLE IV. THE CHURCH COMMITTEES**

**Section 10. The Ministerial Search Committee continues**

- B. Shall use the resources of the ABCORI Executive Minister and shall prepare a profile of the Church to be shared not only with prospective candidates, but the congregation.
- C. Shall engage an interim Pastor and define pastoral duties, salary and make any other necessary arrangements.
- D. Shall interview and select a suitable candidate and present the candidate to the Church for approval. Only one candidate shall be presented at a time.
- E. Shall include in its call to the Pastor(s) a definition of pastoral duties, housing, salary and other financial benefits, vacation, and any other arrangements that may be appropriate.
- F. Shall complete its duties with the Installation Service for the newly called Pastor(s).
- G. Shall update and report to the Executive Council.

**ARTICLE V. MEETINGS**

**Section 1.** The Church's Annual Business Meeting shall be held on the last Sunday in January, or on another day during the remainder of that week. This meeting is for the purpose of receiving annual reports of the individual officers, Boards and Committees of the Church, the adoption of a budget for the new fiscal year, election of Officers, Boards and Committees, and the transaction of such other business as is proper to come before this meeting.

**Section 2.** Other regular scheduled business meetings of the Church shall be held on the last Sunday in April and the last Sunday in September, or on another day during the remainder of those weeks. Updated reports from Officers, Boards and Committees will be received at these meetings.

**Section 3** Special business meetings may be called at any time by the Pastor(s), the Moderator or by the Church Clerk when presented a request signed by twenty-five active members of the Church. Notice of such a meeting and its purpose shall be given from the pulpit at least one week in advance of the date of the meeting.

**ARTICLE V. MEETINGS continues**

**Section 4** Twenty-five members shall constitute a quorum at all Church business meetings.

**Section 5** New business may be presented from the floor at any business meeting but may, at the discretion of the Moderator, be referred to the Executive Council for consideration and recommendation action. Such recommendation must be reported at the next regular or special business meeting.

**Section 6** Only voting members of the North Scituate Baptist Church shall be entitled to vote at any regular or special business meeting of the Church.

**Section 7** Robert's Rules of Order, Revised, shall govern in all cases in which conflict and misunderstandings deem them necessary and they are not in conflict with these By-laws. Decisions of the church congregation may be by simple vote or consensus.

**Section 8** The fiscal year shall be on a calendar year basis.

**ARTICLE VI. MISCELLANEOUS**

**Section 1. Termination of the Pastorate**

- A. The term of office may be ended upon ninety days notice on the part of the Pastor(s) or the Church.
- B. Termination of the Pastorate by the Church shall be voted by secret ballot at a Special Business Meeting, notice of such meeting and its purpose having been given by letter to all active members at least two weeks prior to the meeting. This letter is to be read to the Church on two prior, successive Sundays by the Moderator.
- C. An affirmative vote of three-fourths of the members voting shall validate the termination of said office. Shut-in ballots will be furnished upon request prior to such Special Meeting and are to be counted with ballots cast by those in attendance and voting at said meeting.

**ARTICLE VI. MISCELLANEOUS continues**

**Section 2**                    **Representatives and Delegates**

- A.    The Executive Council shall appoint delegates to the American Baptist Churches of Rhode Island in accordance with the Convention Formula.
- B.    Reports shall be made in the next newsletter and at the following business meeting of the Church.

**ARTICLE VII.**            **AMENDMENTS AND REVISIONS**

**Section 1.**                    The Constitution and the By-laws of the North Scituate Baptist Church may be changed by a two-thirds vote of the members present and voting at a regular or special business meeting, providing written notice of such change be given to all active members one month prior to the date of such meeting.

**Section 2.**                    The constitution and By-laws shall be reviewed every five years beginning in the year 2000 A. D.

Special Thanks to the 2010 Revision Committee  
Carolyn-Yvonne Dutton            Robert Rossi  
Edna Topp                                Kimberly Vernava  
Reppa M. Cottrell