

NEW EL BETHEL BAPTIST CHURCH
2023 MOUSER STREET
DALLAS, TX 75203
214-946-3584

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will reserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

I. NAME

This body shall be known as the New El Bethel Baptist Church located at 2023 Mouser Street Dallas County, TX.

II. STATEMENT OF PURPOSE

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world. To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership and to experience a meaningful fellowship with God and fellow believers. To help people experience a growing knowledge of God and man. To be a church that ministers unselfishly to persons in the community and world in the name of Jesus. To be a church whose purpose is to be Christ like in our daily living by emphasizing total Commitment of life, personality, and possessions to the lordship of Christ.

III. MISSION STATEMENT

We Exist To:
Exalt the Savior, Equip & Encourage the Saints, and Evangelize the Sinner. (4-E Purpose)

IV. STATEMENT OF FAITH

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.

V. AFFILIATION

New El Bethel Baptist Church is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The church is autonomous and maintains the right to govern its own affairs. The Church voluntarily affiliates with the Baptist Convention in its national, state and local expressions. We are also affiliated with the Galilee Griggs Memorial District Association.

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VI. CHURCH 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 as to glorify God and promote the ongoing of His church. Every member should study it carefully, refer to it often, and seek to live by it. It clearly outlines the obligations of church membership. This form of the covenant is in wide use in Baptist churches is as follows:

Having been led, as we believe, by the spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian Love; to strive for the advancement of his church, in knowledge, holiness and comfort; to promote its prosperity and spirituality, to sustain its worship, ordinances, discipline, and doctrines to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we move from this place we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

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CHURCH BYLAWS

ARTICLE I: MEMBERSHIP

Section 1. Members---This church is comprised of persons who profess a personal faith and believe in the Lord Jesus Christ, have received baptism in a Baptist Church according to the New Testament, and actively follow the Lord Jesus Christ in discipleship.

Section 2. Reception---A person shall be considered a member upon the Pastor giving them the right hand of fellowship. A person may be received for membership by any of the following ways:

1. By profession of faith: A person publicly confessing personal faith in the Lord Jesus Christ, giving evidences of a regenerated heart and adopting the covenant and the articles of faith and practices held by the church, shall, upon baptism be admitted into the fellowship of the church.
2. By statement: Any person who has been baptized upon profession of faith in a Baptist Church. Any person presented for membership who has been baptized by immersion in a Baptist Church or church of like faith and order shall be received by statement.
3. By letter: Any person from another Baptist Church or church of like faith and order may be received into membership upon receipt of a letter of transfer from that respective church.
4. By baptism from another denomination: Any person who professes a personal faith and belief in the Lord Jesus Christ and actively follows the Lord Jesus Christ in discipleship but has been baptized by any method other than immersion must be immersed to become a member of this body.

Section 3. New Member Orientation---New church members will be expected to participate in the church's new member orientation as developed and implemented by the pastor.

Section 4. Rights of Every Member---Every member of the church over age 18 is entitled to vote at all general elections and on all questions submitted to the church in conference,

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provided the member is present. Every member of the church is eligible for consideration by the membership as candidates for the elective offices in the church.

Section 5. Termination of Membership---Membership shall be terminated in the following ways:

- (1).Death.
- (2). Transfer by letter to another church of like faith and order.
- (3). Acknowledgment when a member has joined a Church of another faith and order and requested such action.
- (4). By action of this church according to the scriptures.
Matthew18:15-17
- (5). Absentee of a member for 3 Months or more and member has not supported the church in any way with no legal excuse.

Section 6. Discipline –

It will be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor is available for counsel and guidance. The attitude of members toward another will be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor or his appointee will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members at a church business meeting is required; and the church may proceed to declare the person to be no longer in the membership of the church. A spirit of Christian kindness and forbearance will pervade all such proceedings.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

Article II: Church Staff and Officers

General Requirements:

(1) All church officers must be active members of the church for at least one year (except for the pastor and ministerial staff who will be required to join the church after they have been called to serve in this church), not a recent convert, and at least 21

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years old. (A recent convert shall be defined as a person that has been a Christian not less than three years. It is imperative that officers be mature in the faith and experienced. References: I Timothy 3:6, 10; 5:22). The Deacons in consultation with the Pastor and Church reserves the right to remove any officer who does not carry out their duties as proclaimed in these bylaws.

(2) No church officer may serve on more than two committees concurrently or hold more than two offices concurrently unless specifically approved by a majority vote of the members present at a regular business meeting or as otherwise stated in these bylaws.

(3) No church officer may serve on a committee that has one or more members of their immediate family on the same committee. (Immediate family shall be defined as husband, wife, mother, father, son, and daughter.)

(4) The Pastor and Deacons and Church may add, alter or remove officers as needed from these bylaws by means of an amendment to these bylaws.

(5) The officers of this church are pastor, ministerial staff, deacons, clerk, trustees, Finance Chairman, Finance Secretary and treasurer.

(6) All elected offices (excluding the pastor and ministerial staff) will be filled in October. Newly elected officers will assume their offices after the first Monday night in October. The two scriptural officers of a New Testament Church are Pastor and Deacon. All others are general officers of the church. All church officers and staff, excluding non-elected staff, must be members of the church. The officers of this church shall be as follows:

(1) Pastor

Basic Function: The pastor is the spiritual, shepherding, evangelistic and administrative leader of the church (Acts 20:17&28; 1 Peter 5:1-3). He will lead the church to determine its vision and mission and to strategically move toward the attainment of that mission by using his gifts and skills of proclamation, leadership, and ministry to equip the body of members for ministry and witness.

Spiritual Qualifications: The Pastor must be a 1 Timothy 3 man: I Timothy 3:1-7 – "This is a faithful saying: If a man desires the position of a bishop, he desires a good work. A bishop then must be blameless, the husband of one wife, temperate, sober minded, of good behavior, hospitable, able to teach; not given to wine, not violent, not greedy for money, but gentle, not quarrelsome, not covetous; one who rules his own house well, having his children in submission with all reverence (for if a man does not know how to rule his own house, how will he take care of the church of God?); not a novice, lest being puffed up with pride he fall into the same condemnation as the devil. Moreover he must

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have a good testimony among those who are outside, lest he fall into reproach and the snare of the devil." Vs. 2, 4, 5: His character must be unassailable, He should lead his family well so as to develop stability, his judgment sound, not an extremist, but balanced in his physical, moral and mental tastes and habits. He must exercise self-control and discipline, be caring toward others opening the door of his heart and home to those in need and be prepared to teach others. Vs. 3: He abstains from the sale and use of alcoholic beverages and illicit drugs. He shall not be abusive toward others either physically or verbally, but shall exercise patience. He shall not be motivated by greed. He shall practice the discipline of tithing through this church. Vs. 6-7: He must be mature, not a beginner in the Faith. He must maintain a wholesome reputation in the community. The pastor and pastoral staff shall be spiritual role models with stable, godly homes and shall give evidence of exemplary lifestyles within the church and within the community at large. They shall give evidence of a spirit of generosity in giving (2 Corinthians 9:6-8). They shall be committed and consistent tithers who practice "storehouse tithing" through their local church (Malachi 3:10; Hebrews 7:8).

Specific Responsibilities:

1. Serve as spiritual and administrative leader of the church, its staff, and organizations.
2. Proclaim the gospel and lead church members to witness and saturate the community with the gospel.
3. Lead the staff and church members in a caring ministry for persons in the church and community.
4. Provide leadership for congregational services and lead in conducting the church ordinances.
5. Preach at all worship services or arrange for someone else to preach.
6. The Pastor may if he desires facilitate church business meetings.
7. Recommend all ministerial staff members to the church in consultation with and concurrence of the Deacons. He shall assign ministerial staff duties. All staff shall be accountable to the pastor. He may delegate the supervision of any staff to another person. The pastor shall have the authority to terminate staff in consultation with the Deacons.
8. Conduct funeral services and wedding ceremonies, as he is able, sharing and delegating to other staff responsibilities in this area.
9. Counsel with and assist in training deacons and other key leaders for their responsibilities.

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10. Serve as ex-officio member of all church committees, and moderate the church business meetings. As an ex-officio member of all church committees, the pastor may attend any meeting he desires and he must be kept informed by the committees when and where they meet. The pastor's attendance is not mandatory at any committee meeting except for business meetings, and he may only vote on issues in a committee meeting to break a tie. The pastor may not serve as chairman of any committee, unless this has been specifically approved by a majority of active church members at a regular business meeting.
11. Supervise church staff members and provide for staff training and development.

Pastor Emeritus: An Emeritus Pastor shall have served faithfully as Pastor, but because of age or declining health, are unable to continue to do so. When the Deacons note, they may suggest to such Pastor that he be made Pastor Emeritus; and with the consent of that Pastor, it shall be presented to the church. If approved, he shall be recognized as Pastor Emeritus. He shall have an open invitation to attend and fully participate in all church meetings.

Section 2. Part II: Hiring and Removing Pastors

Organizational Relationship: The Pastor is accountable directly to God and then to the church. The pastor may relinquish the office as pastor by giving at least a two-week notice to the church at the time of resignation. The sole procedure for addressing serious questions concerning the pastor's leadership will be the following scriptural steps; (Matt. 18:15-17; I Thes. 5:12-13; I Tim. 5:19; Rom. 14:19; Eph. 4:29).

- A. The pastor shall meet with the Deacon/Trustees officers and seek a Holy Spirit directed solution.
- B. If the situation is not resolved by the meeting of the Deacon/trustees officers and pastor, it will be brought to the full deacon/trustees/church body to seek resolution.
- C. If resolution and reconciliation is not achieved through the meeting of the church, the pulpit may be declared vacant by the vote of 60% of members present at a duly called business meeting with the purpose along with the notice of the meeting being specified.

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D. In such case the Deacons/Trustees will negotiate a severance package with the pastor. It will provide a one-time payment of an amount equal to a minimum of 1-month compensation.

Matthew 18:15-17 – "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear you, then take with you one or two more, that 'by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church. Thessalonians 5:12-13 – "And we urge you, brethren, to recognize those who labor among you, and are over you in the Lord and admonish you, and to esteem them very highly in love for their work's sake. Be at peace among yourselves."

I Timothy 5:19 – "Do not receive an accusation against an elder except from two or three witnesses." Romans 14:19 – "Therefore let us pursue the things which make for peace and the things by which one may edify another."

Ephesians 4:29 – "Let no corrupt communication proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers." New El Baptist Church as a body and as individual members will follow these scriptural principles in the pursuit of peace and a Christ-like fellowship. When a conflict arises within the church, these guidelines will be adhered to thus promoting harmony within the fellowship.

When the search for a new pastor becomes necessary:

3. The Pastor Search Committee shall have the following responsibilities and authority:

A. To recommend to the church a qualified man to be called as Pastor who is in agreement with the churches Constitution and By-Laws including The Baptist Faith and Message. During the interim period when there is not a Pastor on the field the Pastor Search Committee shall work in cooperation with the church staff to make appropriate arrangements for the continuation of uninterrupted ministries such as preaching, baptizing, weddings, funerals and other ministries normally performed by a Pastor. However, should the committee choose to recommend that an Interim Pastor be called for either a definite or indefinite period of time, then the committee must obtain prior approval of the church before making such arrangements? The Pastor Search Committee may, if they desire, request the church to elect an

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Interim Pastor Search Committee to assist them in discharging these responsibilities.

C. To report to the church on a regular basis concerning the progress of the committee.

D. To consult at appropriate times with officers and committees of the church such as Deacons, Staff Members, Finance Committee, Personnel Committee or others whose responsibilities are closely affected by their relationship to a Pastor.

4. The Pastor Search Committee shall, to the greatest extent possible, accept suggestions from church members of men who should be considered for a Calls Pastor. The committee shall prayerfully seek God's direction, receive recommendations, and take the initiative to discover the man God has for this pastorate.
5. The church shall not be asked to consider for a Call but one man at any one time, and until the church shall make a decision concerning a proposed Call, no other Call may be considered.
6. The Pastor Search Committee shall present its recommendation for a Pastoral Call in the following manner:

A. **Salary and Benefits:** All necessary and appropriate matters concerning the proposed Pastor such as salary, benefits and allowances, vacation, sabbaticals, and other times away, moving and other reimbursable expenses, responsibilities and authority, and all other matters concerning his relationship to the church shall be determined according to the budget and policies of the church in consultation with the Deacons/Trustees. This information shall be a part of the Pastor's salary agreement.

B. **Presentation to the Church:** The prospective Pastor shall be invited to come before the church in view of a Call to the Pastorate. An opportunity for the church to meet with him and his family in informal fellowship will be provided on the weekend when he is to be presented to the church. He shall preach for the church at a Sunday morning worship service. Following the worship time the church shall be convened for an official conference for the purpose of voting on the prospective pastor. In order for a Pastoral Call to be valid as a Call of the church, there must be a standing or secret affirmative vote of 75% of voting members present.

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C. Transition: If the prospective Pastor accepts the Call of the church, the Pastor Search Committee shall continue its responsibilities by coordinating the church's welcome of the new Pastor on the field. The Committee shall make sure the agreements between the Pastor and Committee are initiated. The Committee shall be dismissed from any further labors thirty days following the new Pastor's moving to the field.

(2). Ministerial Staff

The ministerial staff members shall be called as the church determines the need for such offices. Ministerial staff members may include, but not be limited, to the following positions: Associate Pastor, Youth Minister, Minister of Education, Minister of Music, Children's Minister, Recreation Director, etc. The Deacons/Trustees shall write a job description when the need for a ministerial staff member is determined.

(3) Deacon Board:

The church shall elect deacons by ballot at regular business meetings of the church. Church members may present candidates for consideration as deacons to the Pastor. The Deacons in consultation with the Pastor will present eligible candidates to the church.

The requirements for an eligible deacon candidate of this church are as follows:

- (1) Must be an active church member, at least 25 years old, not a recent convert, and mature in the Christian faith.
- (2) "Worthy of respect" (ref I Timothy 3:8 NIV)- Have a good reputation within the church and outside of the church.
- (3) "Sincere" (ref I Timothy 3:8 NIV)- Honest, genuine, their "yes" means "yes" and their "no" means "no". The candidate is not a hypocrite.
- (4) "Not indulging in much wine" (ref I Timothy 3:8 NIV)- Not addicted or enslaved to alcohol, drugs, and other evil habits.
- (5) "Not pursuing dishonest gain" (ref I Timothy 3:8 NIV)- The candidate's motive for service is not to line his pockets with money or to use this position in the church for his own personal gain.
- (6) "They must keep hold of the deep truths of the faith with a clear conscience" (ref I Tim 3:9 NIV)- The candidate must have a close personal relationship with Christ and a practical and personal knowledge of God's Word and show evidence in their life that they are not just talking the talk but also walking the walk.

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(7) "They must first be tested" (ref I Timothy 3:10 NIV)- The deacon candidate must have a past record of experience in church work and service such as teaching in Sunday School, working in Vacation Bible School, teaching Discipleship classes, work on church committees, personal evangelism, preaching, etc.

(8) "Then if there is nothing against them, let them serve as deacons" (I Tim 3:10 NIV)- If no factors are found that would render the deacon candidate's service ineffective then he may be presented as a deacon candidate to the church.

(9) "In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything" (ref I Timothy 3:11 NIV) Recognizing that the role of the deacon's wife will impact both his ministry and the welfare of the church, due consideration will be given to her character and spiritual maturity. If the deacon candidate is married, his wife will be help and not a hindrance to his service to the church. The deacon candidate's wife will have a good reputation inside and outside the church, and will keep in confidence anything her husband may tell her.

(10) There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order shall suffice for this church. In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church.

(11) "A deacon must be the husband of but one wife and must manage his children and his household well" (ref I Timothy 3:12 NIV)- If the deacon candidate is married, then he must be faithful to his wife and have a stable relationship with her and his children. This is not a mandate that only married men can serve as deacons and this does not prohibit a divorced man from serving as a deacon.

The responsibilities of the deacons in this church are as follows:

(1) Proclaim the Gospel to Believers and Unbelievers through:

Personal witnessing activities

Preaching as a layman

Church revival support

Teaching the Bible

(2) Care for the Church's Members and Other Persons in the Community by:

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- Ministering in times of crisis
 - Listening to burdened persons
 - Serving on the Benevolence Committee
 - Referring persons in need to qualified sources for assistance if the church is unable to render aid through its Benevolence Committee and other ministries.
 - Counseling on vocational guidance and family ministry
 - (3) Build Christian Fellowship among Church Members
 - Sharing information about the church's life and work
 - Assist in administering the ordinances of the church
 - (4) Serve as an Exemplary Christian Leader
 - Set an example in Christian life (Reference: I Timothy 3:8-13)
 - Provide personal support to church activities
 - Stand alongside the pastor as a co-laborer in the gospel ministry
 - Provide constructive advice and counsel to the pastor as he strives to lead the Church to attain its divine mission and fulfill the Great Commission
 - (5) In the absence of the pastor, the chairman of the deacons shall moderate the business meetings.
 - (6) In the event that the pastor is incapacitated and unable to preach or appoint a designated alternate, the chairman of the deacons or his designated alternate shall fill the pulpit until the pastor is able to resume his responsibility.
 - (7) Serve as trustee.
 - (8) Elect from their numbers a chairman and vice chairman.
- A. Categories: All ordained deacons, recognized by the church, shall be in one of the following categories:

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Active Deacons: These shall be deacons who are elected by the church and are currently serving in the responsibilities mentioned above.

Emeritus Deacons: These shall have served faithfully as active deacons, but because of age or declining health, are unable to continue to do so. When the pastor or a committee of deacons' note, they may suggest to such deacon that he be made Deacon Emeritus; and with the consent of that deacon, it shall be presented to the church. If approved, he shall be recognized as Deacon Emeritus. He shall have an open invitation to attend and fully participate in all deacons' meetings.

B. Election:

- a. an annual search by the church for deacons shall be begun at the Pastor's discretion each year and be completed by General election of officers.

(5) The Church Clerk

The church shall elect annually a clerk as its clerical officer. The clerk shall keep in a suitable book and on computer diskettes a record of all the actions of the church, except as otherwise herein provided. The clerk is responsible for keeping impartial minutes of all church business meetings and a register of the names of members with dates of admission, dismissals, resignation, or death, together with a record of baptisms. The clerk shall issue letters of dismissals voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these bylaws. The church may delegate some of the clerical responsibilities to a church secretary. All church records are church property and should be filed in the church office when an office is maintained. The clerk shall preserve records for the church historical archives. In the absence of the pastor or the chairman of the Deacons, the clerk may call a meeting to order and preside until the immediate election of a chairman pro tem. The clerk shall sign all certified copies of acts of the church and maintain a copy of the constitution and bylaws with any amendments and have them on hand at every meeting. The clerk shall make the minutes and records available to church members upon request within a reasonable period of time not to exceed seven days from the time of the initial request. Upon leaving office, the clerk shall transfer all records and files to his or her successor within seven days after leaving office since the last regular conference. The Clerk shall maintain accurate membership rolls of the church, and certify Church Letters as provided for under these by-laws. The clerk or an appointee shall maintain the church calendar, bulletin Board and initiate the church monthly bulletins. The clerk or an appointee shall be available to service the bereaved families of the church and provide resolution at he funeral of a member or members immediate family. The clerk or an appointee shall maintain the church calendar, bulletins Board and initiate the

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church monthly bulletins. The clerk or an appointee shall be available to service the bereaved families of the church and provide a resolution at the funeral of a member or member's immediate family.

(6) Trustees

The ownership and disposition of all church property, real and personal, shall remain vested with the church and subject only to church action as authorized in church business meetings. Three (3) deacons shall serve on a Board of Trustees. The church shall elect two (2) additional members at large that are not deacons to serve as trustees. The Chairman and Vice Chairman of the Trustees shall be Trustees. The deacon body shall elect the third deacon member of this board. The trustees shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of the trustees are required. Trustees shall serve on a rotating basis with one new trustee being elected every year. The terms of office of the deacons serving as trustees shall coincide with their deacon terms. The trustees serve as legal representatives in all transactions related to the church. They sign all documents related to the purchase, sale, mortgaging rental of church property after approval by the church in regular business session.

Duties:

1. Act as legal agents as directed by the church. Trustees can never act independently of the church. They will act only as directed by the church in a regularly or specially called business session.
2. Sign all legal documents involving church property as directed by the church in regular or a duly called special business sessions.
3. Maintain an up to date inventory of all church property, both real and personal; the trustees shall have the right to designate an individual(s) to carry out this duty.
4. Periodically audit the insurance program so that adequate coverage will be maintained as the inventory changes.

(7) Treasurer

The church shall elect annually a church treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out upon receipt of vouchers approved

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and signed by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding Month and make copies of this monthly report available to members present at the meeting. A church elected auditing committee or Public Accountant Firm may audit the treasurer's report and records annually. The treasurer shall serve as an ex-officio member of the Finance and Stewardship Committee and work with this committee and other committees, programs, and organizations to develop an annual budget. The treasurer and two designated members of the Finance and Stewardship Committee may be bonded, the church paying for the bond. Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church. The treasurer shall make the books (excluding individual church member giving records) available for review by any church member upon request within a reasonable period of time not to exceed seven days from the time of the initial request. Giving records of individual church members shall be considered confidential and accessible only to the individual church member, treasurer, and if by necessity, the pastor. Upon leaving office, the treasurer shall transfer all books, papers and funds to his or her successor, clear of all encumbrances within seven days after leaving office.

ARTICLE III - Church Meetings

Section 1: Worship Services---Worship Services shall convene as specified in attachment 2 of this document. These meetings will be open to everyone and shall be conducted under the direction of the pastor.

Section 2: Special Services---All church meetings which are essential to the promotion of the objectives of the church shall be placed on the church calendar, published in the church bulletin and/or newsletter at least once prior to the meeting being held and announced at all services on the Sunday prior to the special service being held.

Section 3: Regular Business Meetings---Regular business meetings shall be held quarterly. Matters of significant nature may be publicized as specified in section 4.

Section 4: Special Business Meetings---A specially called business meeting may be held to consider matters of a significant nature that requires immediate attention. Notice of the subject, date, time and location must be published in the church newsletter or

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bulletin for the specially called business meeting at least one week (seven days) before the meeting and announced at all services on the Sunday prior to the special business meeting.

Section 5: Quorum---A quorum consists of those who attend the business meeting, provided it is a regular meeting or one that has been properly called, and such quorum shall not be less than 15% of the church membership.

Section 6: Parliamentary Rules---The current edition of Robert's Rules of Order shall be the authority for parliamentary rules of procedure for all business meetings of the church. Upon the request of any church member, the facilitator shall appoint a parliamentarian whose responsibility it will be to assure compliance with Robert's Rules of Order, the Constitution, and the bylaws.

ARTICLE IV - Church Program Auxiliaries/Ministries

The church will maintain programs of Bible teaching; Baptist Training Union, discipleship training, church leader training, new member education; mission education, action and support; and music training and presentation. All organizations related to the church programs will be under the leadership of the pastor who will delegate responsibility for program activities to the Deacon/Trustees and volunteers as from time to time may be needed. The church will provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

(1) The Church School will be the basic organizations for the Bible teaching program. Its tasks will be to teach the biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination. The Church School will be organized by departments and/or classes, as appropriate for all ages and will be under the direction of the Superintendent.

(2) The mission education, mission action, and mission support ministries of the church will be an integral part of all church programs. The focus will be to teach.

(3) The church Music Ministry, under the direction of the Minister of Music/Music Director will be the music training and presentation ministry for the purpose of promoting worship in the church. Its tasks will be to provide appropriate music for a worship services and outreach ministry of the church and to provide appropriate training in music. Each choir will have an elected president and other officers working with the musician.

(4) The Church Ushers Ministry, The Ushers shall be volunteers. The ushers are to greet people as they enter and leave the church; seat people at the proper time provide bulletins

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and other materials at the time of seating. The ushers will be attentive to the needs of the congregation and the pastor.

(5) Youth Ministry shall provide a Spiritual environment so our Youth can grow in the knowledge of the Lord, by means of Spiritual activities, teaching of the bible, and outside activities.

(6) Brotherhood, There shall be a brotherhood with such organization as needed. This Brotherhood program shall be directed by a president and shall meet weekly. The tasks are to teach missions and engage in mission actions.

(7) Prayer Ministry, The prayer ministry shall be organized and functional. Prayer meeting shall be held each Wednesday Night.

ARTICLE V - Church Ordinances

Section 1: Baptism---Baptism is a symbolic act of obedience. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism and after baptism into the full fellowship of the church as a member. (1). Baptism shall be by immersion in water. (2). The pastor or whomever he shall authorize shall administer Baptism. 3). Baptism shall be administered as an act of worship during any worship service. (4). Baptism shall be administered as soon as possible after the public profession of faith.

Section 2: The Lord's Supper---The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. (1). The Lord's Supper shall be observed the first Sunday of each month. (2) The Pastor, Ministers, and Deacons shall be responsible for the administration of the Lord's Supper.

Article VI - COMMITTEES

1. Selection: The pastor, with the assistance of the Deacon/Trustees, will recommend members to committees as needed.

1) All committee members must be active members of the church for at least 90 days and at least 18 years old and have completed the Church Covenant Study.

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(2) No person may serve on more than two standing committees concurrently and one special committee unless specifically approved by a majority vote of the members present at a regular business meeting or as otherwise stated in these bylaws.

(3) No person may serve on a committee that has one or more members of their immediate family on the same committee. Immediate family shall be defined as husband, wife, mother, father, son and daughter.

(4) Each standing committee shall have a minimum of three (3) and a maximum of five (5) members.

(5) Committees (excluding the Board of Trustees) shall elect from within their individual committee membership a chairperson and a secretary. The chairperson of each committee shall preside over the committee meetings and make a monthly report to them Church. The secretary of each committee will be responsible for notifying the pastor and the other members of the committee when the committees are holding their meetings. Committees shall meet as needed.

(6) Standing committees are required to submit annual budget requests to the Finance and Stewardship Committee for its annual budget.

(7) Standing committees may be added, altered or removed as needed by the Pastor and Deacons by an amendment procedure prescribed within these bylaws.

(8) The Standing committees of this church shall be an Activities Committee, Outreach {Benevolence} Committee, Education and Missions Committee, Finance and Stewardship Committee, Nominating and Personnel Committee, Property and Planning Committee, Media-Technology Committee, and the Board of Trustees, Scholarship Committee and Kitchen Committee.

(9) All Standing Committee positions will be filled in October. Newly elected committee members will assume their positions after the October Business Meeting. This requirement will be effective one year after this Constitution and bylaws have been ratified.

Section 1. Activities Committee

The responsibilities of the Activities Committee are as follows:

(1) Help the pastor to make preparations and arrangements for weddings and funerals held in the church.

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- (2) Suggest and recommend procedures for securing, arranging, and disposing of flowers for church services.
- (4) Secure and provide flower arrangements for church services.
- (5) Dispose of flower arrangements.
- (6) Submit annual budget requests to the Finance and Stewardship Committee.
- (7) Make reports to the church.

Section 2. Benevolence Committee

The composition and responsibilities of the Benevolence Committee are as follows:

- (1) The deacons and the pastor shall serve on this committee. Service on this committee is incumbent with the office of deacon and pastor; however, the Benevolence Committee may enlist the services of other church members as needed.
- (2) The Benevolence Committee shall recommend the amount and frequency of assistance, which the church may provide, to individuals or families.
- (3) Locate church members and community persons who can provide appropriate assistance.
- (4) Work with other groups within the church that provide benevolent actions.
- (5) Survey and determine available community agencies for referrals if the church cannot provide the needed assistance.
- (6) Submit an annual budget request to the Finance and Stewardship Committee for funds needed to accomplish its mission.
- (7) Investigate and administer benevolence resources as needed.
- (8) Formulate the recommended policies related to providing flowers for sick and bereaved members.
- (10) Secure and provide flower arrangements for the sick and the bereaved.
- (11) Make reports to the church that respects the confidentiality of persons receiving assistance.

Section 3. Education and Missions Committee

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The composition and responsibilities of the Education and Missions Committee are as follows:

(1) Church School Superintendent, Baptist Training Union President, Vacation Bible School Director, Mission President, and Brotherhood President and three (3) church members elected at large shall comprise this committee.

(2) Work with and coordinate the activities of the Church School Department.

(3) Work with and coordinate the activities of the Baptist Training Union.

(4) Work with and coordinate the activities of the annual Vacation Bible School.

(5) Work with and coordinate the activities of the Mission

(6) Work with and coordinate the activities of the Brotherhood.

(7) Discover possibilities for local missions projects, share findings with church program organizations, and serve the church in establishing and conducting such missions and projects as may be assigned to it. Assist the church in planning evangelism priorities, and setting goals and plans for action.

(8) Educate and encourage the church to give to local, state, national, and world wide missions work.

(9) Submit annual budget request to the Finance and Stewardship Committee for materials needed in Church School, Discipleship, Vacation Bible School, WMU, Brotherhood, Revivals, and other mission activities.

(10) Make reports to the church.

Section 4. Finance and Stewardship Committee

The responsibilities of the Finance and Stewardship Committee are as follows:

(1) The Church Finance Chairman shall serve as an ex-officio member of this committee.

(2) Develops and recommends an overall stewardship development plan and an annual unified church budget.

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(3) Advises and recommends in the administration of the gifts of church members and others using sound principles of financial management.

(4) Develop, promote, and coordinate fund raising activities in the church.

(5) Works with the treasurer in preparing the regular monthly and annual financial reports to the church.

(6) Make reports to the church.

Section 5. Nominating and Personnel Committee

The responsibilities of the Nominating and Personnel Committee are as follows: Duties to be preformed by the Deacons /Trustees.

(1) Coordinate the staffing of all church leadership positions filled by volunteer workers and deacons. The nominating and personnel committee shall first approve persons considered for any such positions before they are approached for recruitment. The committee shall present to the church for election all that accepts the invitation to serve.

(2) Provide job descriptions for all paid and volunteer positions within the church except where otherwise described in these bylaws.

(3) Assist the church in matters related to employed personnel administration including those called by church action. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, organizational charts, and policies and procedures relating to church employees, annual ministerial staff performance appraisals, and to conduct an annual survey of voting members to evaluate the effectiveness of the ministerial staff.

(4) Make annual budget requests to the Finance and Stewardship Committee.

(5) Make reports to the church.

Section 6. Property and Planning Committee (The Trustees will staff this committee)

The responsibilities of the Property and Planning Committee are as follows:

(1) Assists the church in matters related to properties administration including adequate insurance coverage.

(2) Maintain all church properties for ready use.

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- (3) Recommend policies regarding use of properties.
- (4) Consult with the nominating and personnel committee and church staff regarding the need and employment of maintenance personnel.
- (5) Supervise maintenance personnel.
- (6) Make budget recommendations to the Finance and Stewardship Committee for its annual operating budget.
- (7) Make reports to Pastor/Deacons.

Section 7. Media-Technology Committee

The function of this committee will include the following:

- (1) Develop and maintain a church library and media center.
- (2) Develop and maintain a sound system.
- (3) Determine the availability of programs and instructional material, which may require technical facilities and assist the church in obtaining and utilizing these facilities.
- (4) Assist individual teachers, as requested, in securing and operating equipment.
- (5) Submit annual budget request to the finance and stewardship committee.
- (6) Make reports to the church.

Section 8. Board of Trustees

In compliance with the Texas Non-profit Corporation Act, the members of this board shall serve as the church's corporate officers and are authorized to execute church instruments in behalf of the church which have been authorized by church action and as provided in these bylaws. The ownership and disposition of all church property, real and personal, shall remain vested with the church and subject only to church action as authorized in church business meetings. The chairman of this board shall attend church council meetings as its designated representative.

Section 9. Scholarship Committee

The Functions of this committee is as follows:

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- (1) Present an academic scholarship and a book scholarship to graduates attending college.
- (2) Have a fundraiser to finance the scholarships.

Section 10. Kitchen Committee

The functions of this committee is as follows

- (1). Maintain the function of the kitchen and fellowship
- (2). Stock the kitchen with utensils.
- (3). Maintain an inventory of items
- (4). Coordinate with the Benevolence Committee by stocking items necessary for their use.

SPECIAL COMMITTEES

The Church may from time to time elect special committees. A special committee is defined as a committee that has been elected to perform a specific task and their function ceases when they have accomplished their task and reported this to the church. Special committee nominations shall come from the Nominating and Personnel Committee and be approved by the church. Examples of Special Committees may include, but are not limited, to the following committees: Pastor Search Committee, Church Building Committee, Constitution and Bylaws Committee, Special Nominating Committee for a newly organized Church, and so forth. Special

Committee members must be active church members for at least 90 days and at least 18 years old. No two members of the same immediate family may serve on the same special committee. (Immediate family shall be defined as husband, wife, mother, father, son and daughter.) As much as possible, a member should serve on no more than one standing committee. In accordance with the belief that the Holy Spirit gives each Christian spiritual gifts and all members possess various talents, the Committee on Committees should help to involve every member possible in an opportunity for service in the church.

ARTICLE VII. CHURCH FINANCES

Section 1. Budget

The Finance and Stewardship Committee, in consultation with the Pastor/Deacons/Trustees and the other standing committees of the church, shall prepare and submit to the church for

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approval an annual inclusive line item budget, indicating the amount needed and sought for all local and other expenses. Offering envelopes will be provided for member's use. It is understood that membership in this church involves 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 church treasurer and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds may be bonded, the church paying the bond. All checks issued by the church shall require the signatures of two (2) of the following three (3) people: the Church Treasurer, and two designated members of the Finance and Stewardship Committee.

Section 3. Fiscal Year

The church fiscal year shall run from October 1 to September 30.

Section 4. Designated Gifts or Offerings

Designated gifts or offerings may be referred to the Finance and Stewardship Committee for consideration before being brought before the church for a vote. If the church does not accept the designated gift or offering it shall be returned to the donor.

ARTICLE VIII. CHURCH OPERATIONS MANUAL

Section 1. Organizational Chart

The organizational Chart shall be as specified in Figure 1 herein. This chart shall be reviewed periodically by the Pastor, Deacons, and Trustees and shall be revised as needed. A copy shall be included in the church operations manual.

Section 2. Policies and Procedures

Church policies and procedures shall be described in the church operations manual. The Pastor, Deacon, and Trustees shall prepare the manual. The manual shall be kept in the church office and made available to any member of the church. The church clerk shall maintain the manual. Any church member or organization may initiate changes in policies and procedures. Addition, revision, or deletion of church policies and procedures in the church operations manual requires:

(1) The recommendation of the church officer or organization (including committees) to whose areas of assignment the policy relates.

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(2) Approval by the church.

ARTICLE IX. AMENDMENTS

Changes to this constitution and bylaws may be made at any regular quarterly business meeting of the church, provided each amendment has been presented in writing at a previous regular quarterly business meeting, and copies of the proposed amendment are furnished to each member presented the meeting. Amendments may also be submitted and ratified during a called business meeting, provided that thirty days have elapsed between the initial submission of the proposed amendment and the ratification vote. Amendments to the constitution and bylaws shall be ratified by a two-thirds vote of the active voting members of the church present at the business meeting.