



Bylaws

Millbrook Baptist Church
Aiken, SC

223 South Aiken Blvd. SE Aiken, SC 29803



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Millbrook Baptist Church

Bylaws

Preamble

This body shall be known as Millbrook Baptist Church of Aiken, South Carolina as incorporated February 9th, 1956, as an eleemosynary organization by the State of South Carolina under Charter Number 828. The church is located at 223 South Aiken Boulevard in Aiken, South Carolina. Should Millbrook Baptist Church ever be dissolved, all net assets will be surrendered to The Baptist Foundation of South Carolina, Incorporated, an eleemosynary organization chartered by the State of South Carolina. The Baptist Foundation of South Carolina, Incorporated, will administer and distribute annually all income from this investment equally to the International and North American Mission Boards of the Southern Baptist Convention.

Inasmuch as we believe that Jesus Christ instituted the church as a medium through which His followers might labor more effectively in promoting the Kingdom of God, the purpose of this body shall be to respond to the demands of our Lord as we find them revealed in the inspired Word of God; to provide opportunities for public worship; to sustain the ordinances, doctrines, and ethics set forth in the New Testament for the church of our Lord Jesus Christ; to nourish its members through a program of Christian education and other ministries; to channel its offerings to the support of the objectives of the Redeemer's Kingdom, so as to preach and propagate among all people the gospel of the revelation of God through Jesus Christ as Savior and Lord.

The government of this church is vested in the body of believers who compose it. This body shall be subject to no other ecclesiastical body, but shall endeavor to recognize and sustain any obligations of mutual counsel and cooperation with other churches of like faith. This church is to be affiliated with the Aiken Baptist Association, the South Carolina Baptist Convention and the Southern Baptist Convention so as to extend the purpose of this church. We agree to participate in these organizations through our duly elected messengers and our financial support for the causes which the organizations represent.

Millbrook Baptist Church receives the Scripture (Holy Bible) as its authority in matters of faith and practice and adheres to the current revision (2000) of "The Baptist Faith and Message," adopted by the Southern Baptist Convention.

Article I- Church Membership

SECTION 1 - General

The membership of Millbrook Baptist Church (or hereinafter “church”) shall consist of persons who profess to have been born again through a personal experience with Jesus Christ, have been baptized by immersion into this church or another church, and have subscribed to the By-Laws of this church.

SECTION 2 - Receiving of Members

Becoming a member of Millbrook Baptist Church is a 3-step process. The first step is an individual expression of the desire for membership by either: 1) Profession of faith in Jesus Christ, 2) Transfer of Letter from another church of like faith and order, or 3) Statement of previous membership in another church, providing that membership in that church required profession of faith in Jesus Christ and believer’s baptism. The second step is participation in the Discover Millbrook program and submission of a completed commitment card. The third step is official affirmation by the pastoral staff of acceptance into church membership.

SECTION 3 - Privileges of Membership

Every member of this church has equal privileges; however, voting on legal decisions (transfers, sales or rental of church property; purchase of property or equipment; borrowing of money, etc.) requires members be at least 18 years of age to vote.

SECTION 4 - Discipline

It shall be the basic purpose of the Millbrook Baptist Church to assist any member by every reasonable measure. The Senior Pastor, other members of the church staff and the Deacons are available for counsel and guidance and shall make every effort to accomplish restoration per the biblical standard outlined in Matthew 18:15-17. Restoration, rather than punishment, should be the guidance that governs the attitude of one member toward another. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Senior Pastor and Deacons to resolve the problem. A spirit of Christian love and forbearance shall pervade all such proceedings. If the Senior Pastor and Deacons find that the welfare of the church will best be served by exclusion of the member, they may recommend and the church may consider exclusion, provided a two week notice has been given to the member and to the church. The church may then proceed to declare the offender no longer a church member per Article I, Section 5 of these By-Laws. Any person who has been excluded from membership for any reason may, upon request, be restored to membership by vote of the church upon evidence of his/her repentance.

SECTION 5 -Termination of Membership

Membership may be terminated for the following reasons:

- (1) A member of this church joins another church and, upon request, a letter of membership transfer will be given to that church.
- (2) The member requests that his or her membership be terminated.
- (3) Death of a member.

(4) The church takes disciplinary action. Membership may be terminated for cause by vote of the church in any regular or special called business meeting; simple majority is required. Such a vote would only occur after exhausting every effort for restoration of the member in question per Article I, Section 4 of these By-Laws. A church letter shall not be given to individuals being terminated for cause.

Article II - Church Organization

SECTION 1 - General

All organizations, committees, and teams of the church shall function under the leadership of the Senior Pastor.

SECTION 2 - Church Meetings

2.1 Worship

The church shall hold regular meetings for the purpose of worship, prayer, teaching, training, and fellowship. Other meetings of the church as a whole, or by authorized groups within the church, shall be set according to the needs of the congregation or the groups concerned.

2.2 Business Meetings

(1) Regular: The church shall meet in regularly scheduled or duly called church meetings for the purpose of conducting the business of the church. The church shall hold a regular quarterly conference on the third Sunday of the middle month of each quarter, except when activities of the church conflict. In those cases, the business meeting shall be rescheduled, either prior to or following the regular date. A notice providing the date of the regular quarterly conference will be given at least two weeks prior to the meeting.

(2) Special: The Senior Pastor may call from the pulpit special business meetings, giving at least a two week notice and stating clearly the agenda of the meeting in the notice.

(3) Discussion Forum: A forum will be held at least two weeks prior to a regular or special business meeting to present information and answer any questions on the upcoming conference agenda; the time and place will be announced. A discussion forum is not required for elections (of Deacons, officers, etc.)

(4) Quorum: A quorum shall consist of those members who attend the business meeting.

1. Seventy-five members shall constitute a quorum for the transaction of regular church business except as described below.
2. The sale, deeding, transfer or mortgage of real property (real estate) amounting to \$50,000.00 or more must be considered in a called business conference with a quorum equal to 800 members, or the number of members equal to 80 percent of the average Sunday morning worship attendance for the previous three months, whichever is less. A vote for the acquisition of a loan by the church requires the same quorum. The refinancing of property mortgages does not fall under this rule and may be approved by the Finance Committee as long as the mortgage payments or the length of the loan are not increased. An increase in the payments or length of the loan would impact the budget and be covered under item 1 above.

3. Eight hundred members, or the number of members equal to 80 percent of the average Sunday morning worship attendance for the previous three months, whichever is less, shall constitute a quorum for a vote to terminate the Senior Pastor.
4. The Deacons and all councils and committees of the church shall have 50 percent of their members present to constitute a quorum for the transaction of business.

(5) Voting: Only members present are entitled to vote, and only members of the church shall vote. The majority shall rule in all cases except where otherwise specified. Members must be at least 18 years of age or older to vote on legal matters concerning the church (i.e., transfer, sale, or rental of church property; purchase of property or equipment; borrowing of money; etc.).

(6) The Bible is our ultimate authority and guide in handling all business and issues of the church. "Robert's Rules of Order", Revised, is the standard guide for parliamentary rules of procedure for all business meetings of the church. The moderator shall see that a copy is available at all business meetings.

(7) The moderator will either be the Senior Pastor, the Chairman of Deacons, or their designee.

(8) The congregation will vote on the following items:

- Annual church budget
- Acquisition, selling or mortgaging of real property
- Acquisition of a loan
- Call or termination of the Senior Pastor
- Election of the Senior Pastor Search Committee
- Election of Deacons
- Election of officers, directors, messengers and committee members
- Revisions to the church By-Laws
- Termination of an individual's membership

SECTION 3 - Officers

3.1 Trustees

The Board of Trustees shall consist of a chairman and two members elected by the church with approximately one-third of the members rotating off each year. The Trustees shall elect their own chairman.

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 authorized representatives of the church are required. They shall have no power to buy, sell, mortgage, lease, or transfer any property without specific vote of the church authorizing them on each action.

3.2 Clerk/Assistant Clerk

The church shall elect the clerk and assistant clerk annually. The clerk shall keep a

suitable record of all actions of the church, unless as otherwise herein provided. The clerk is responsible for keeping a register of names of members with dates of admission, dismissal, transfer out, or death, and a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all official documents and written official reports, and give notice of meetings where such notice is necessary, as indicated in these By-Laws. The church may delegate some of the clerical responsibilities to a church secretary. All church records are church property and shall be filed in the church office. A duplicate set of the clerk's records shall be kept in a separate place. The assistant clerk shall serve in the absence of the clerk and shall render the clerk such assistance as may be necessary in the execution of his/her duties.

3.3 Treasurer/Assistant Treasurer

The church shall elect the Treasurer and Assistant Treasurer annually. The Treasurer or Assistant Treasurer shall oversee the procedure of the counting and depositing of all funds received by the church from whatever source. The Treasurer works with the Senior Pastor, or his designee, and the Financial Secretary in supervision of all expenditures. Unless otherwise directed by the church, all expenditures shall be in accordance with the monthly spending plan as approved by the church Finance Committee. Changes to the budget, transfer of funds within the budget, limits on expenditures by various groups, and the monthly allocation system will follow appropriate accounting rules, under the oversight of the Treasurer. The Treasurer shall oversee the process of disbursement, as soon as practical, of all designated funds in strict accordance with the designation. The Treasurer furthermore shall insure that a written report of receipts and disbursements for the preceding month is published every month. At the pleasure of the church, the Treasurer shall have the assistance of such clerical and bookkeeping services as may be required. The Treasurer will oversee, with the help of the trustees or contracted firm, a regular audit of all church accounts. The Assistant Treasurer shall serve in the absence of the Treasurer and shall render the Treasurer such assistance as may be necessary in the execution of his/her duties.

The Counting Team shall consist of four church elected chairmen (non Deacons) and sixteen members. This team, under the supervision of the Treasurer, shall be charged with the counting and accurate recording of all monies received by the church through the Sunday School and worship services. It shall be their responsibility to make prompt deposit of these monies in the bank depository. The Treasurer is the General Chairman.

3.4 Other Church Officers

The church may elect other such officers as needed to carry out its work effectively.

SECTION 4 - Senior Pastor

The Senior Pastor shall minister to the spiritual needs of the members of this church through the interpretation of God's Word and shall lead the congregation, the organizations, and the church staff to perform their duties. He shall be an ex-officio member of all organizations, committees, and teams. He shall conduct religious services at regular and special meetings; administer the ordinances; and minister to the members of the church, the lost, and the un-churched people in the community surrounding the

church. He shall have special charge of the pulpit ministry of the church and shall, with assistance/support from the Deacons, provide for pulpit supply during his absence, as well as arrange for workers to assist in revival, evangelistic, and other special services. He shall serve as church moderator (unless he chooses to delegate that responsibility), be the church administrative head, and have supervision over all staff and employees.

Interim Pastor - When the church is without a Senior Pastor, the Church Council, chaired by the Deacon chair, will assess the situation and determine if an Interim Pastor is to be called. If it is determined that an Interim Pastor is needed, the Church Council will secure an Interim Pastor and establish the criteria under which he will serve. In either case, they will also work with the remaining ministerial staff to determine the distribution of responsibilities if needed.

Call of Senior Pastor - A Senior Pastor Search Committee shall be elected by the church upon nomination by the Deacons. The Committee shall consist of seven members, of which no two shall be related and at least two shall be women and two active Deacons. The election of the Senior Pastor shall be upon the unanimous recommendation of the Senior Pastor Search Committee. The committee's recommendation will be presented to the church in conference on a Sunday morning. The conference will be announced at least two weeks in advance in both Sunday morning and evening services. Prior to the conference, complete information on the candidate will be provided with the call for the meeting and an opportunity for the congregation to meet the candidate in person provided. The congregation will vote immediately after presentation of the candidate. An affirmative vote by at least 90 percent of those voting will be necessary for a call.

If the Senior Pastor is no longer able to serve in satisfaction of I Timothy 3:1-7, the Deacon body shall make every effort to accomplish restoration per the biblical standard outlined in Matthew 18:15-17. If restoration cannot be achieved, the Deacon body will recommend dismissal to the church. This recommendation must be made by a two-thirds majority vote via written ballot of a quorum of 80 percent of all active Deacons at a special Deacon's meeting called for that purpose. Only by a vote of the church, acting upon a Deacon recommendation, to terminate the Senior Pastor shall the Senior Pastor be dismissed. Such an action shall require a majority vote with a quorum of 800 members, or the number of members equal to 80 percent of the average Sunday morning worship attendance for the previous three months, whichever is less, and shall take place on a Sunday morning after a two week notice.

SECTION 5 - Church Staff

The church staff is comprised of professional staff and employees. The professional staff includes ministerial staff and professional directors. Non-professionals are classified as employees.

The ministerial staff is comprised of full-time salaried personnel who have specific responsibilities of pastoral care, program development, and the equipping and training of laypersons. High skill levels and/or professional training are required for these positions.

Professional directors are full-time, salaried personnel who have specific assignments in clearly defined areas of responsibility. High skill levels, high degree of competency in

the assigned area(s), and/or professional training are required for these positions.

Under the supervision of the Senior Pastor, professional staff and employees shall carry out their responsibilities and duties as specified in their job descriptions and work agreements. The Personnel Committee, along with the Senior Pastor, shall ensure that job descriptions for each member of the staff are in place. Each staff member serves at the will of the Senior Pastor. The Senior Pastor may remove, replace, or realign existing staff positions. He will inform the Personnel Committee of all such actions.

Calling of Professional Church Staff Members - Professional staff shall be called by the Senior Pastor with support from the Personnel Committee.

SECTION 6 - Deacons

The Deacon is by biblical definition a servant (Mark 10:42-45, Acts 6:1-7, 1Timothy 3:8-13). The emphasis on the role of Deacon at Millbrook Baptist Church will be on his service to other members of the church, to the Senior Pastor, staff and to the community of Aiken at large. The specific duties of the active Deacons are listed in Deacon Manual.

There is no limit on the number of active Deacons. Those men who have been confirmed by the Deacon officers to meet the qualifications below, are duly nominated, and accept the call to serve, shall be elected as Deacons. The Senior Pastor and Deacon Chairman shall convene the body of active deacons regularly and as needed for the consideration of their specific ministries and the general welfare of the church. However, no meeting of the Deacons shall be held without the knowledge of the Senior Pastor.

- (1) Election: The election process is outlined in the Deacon's Manual.
- (2) Qualifications: Nominees must strive to meet the biblical definition of a Deacon and the Deacon qualifications. They must also be male, at least 25 years of age and a member of Millbrook Baptist Church for at least one year prior to the election date.

SECTION 7 - Church Council

The Church Council shall consist of the Senior Pastor, chairman of Deacons, chairman of the Personnel, Millbrook on Missions, and Finance Committees and three at-large members. The at-large members will be elected, according to the voting procedure specified in Article II, Section 2.2 of the Millbrook By-Laws, for a three-year term with approximately one-third of the elected members rotating off each year. The Senior Pastor or his designee will serve as chairman. In the absence of a Senior Pastor, the Deacon chair will assume the role chairman as described in Article II, Section 4 of these By-Laws. The Church Council will meet regularly to provide close counsel to the Senior Pastor regarding both matters pertinent to his vision for Millbrook Baptist Church and the administration of that vision. This includes reviewing the needs of the church on both a "short-range" and a "long-range" basis and approving new or revised Millbrook Operating Procedures. The Church Council shall also review these By-Laws and make appropriate recommendations to the church for any needed changes on a regular basis.

SECTION 8 - Committees and Teams

Standing committees shall be elected in December of each year, take office on the first of January and serve through the calendar year. The membership of standing committees shall be on a rotating basis with approximately one-third of the elected members rotating off each year. No committee member shall be eligible for re-election to that same committee until one year after his or her term expires.

No church staff member or his/her immediate family member (spouse, parent, grandparent, child, or sibling) shall be eligible for service on Nominating, Finance or Personnel committee. Any member of these committees whose immediate family member becomes a staff member will resign from the committee. Additionally, immediate family members may not serve on the same committee at the same time on the Finance, Nominating, or Personnel Committees.

In addition to the standing committees, the Senior Pastor, the Deacons, or the Church Council may create such other committees and teams as are necessary or useful to carry out the purpose as set forth in the preamble to these By-Laws. Examples of existing bodies in this category are the Weekday Early Education Committee and the Prayer Team. Unless otherwise noted in these By-Laws, existing committees and councils will henceforth be called teams. The church Clerk shall be responsible for keeping a list of other committees and teams that are formed by the church and record the number of members and the limits on terms of service, if any.

The Nominating Committee will select and enlist church members to serve as committee members as needed. Committee members typically serve a three-year term and will be presented to the church according to the voting procedure for approval. Unless otherwise noted in these By-Laws, the committee chairman will be elected from within the committee by its members

8.1 Finance

The Finance Committee shall consist of the following members: Senior Pastor (or Staff designee), a Chairman elected by the church, the church Treasurer, a representative of the Personnel Committee, a Deacon representative, an At-large committee member, and Stewardship Chairman (as applicable). The Chairman will be elected, according to the voting procedure specified in Article II, Section 2.2 of the Millbrook By-Laws, for a three-year term.

The primary function of the Finance Committee is to continuously review the financial affairs of the church to provide a level of stewardship accountability for the church staff to the church membership. This committee meets as needed to review the financial statements prepared by the staff, to examine prior approved disbursements for propriety, to consider the accounting and financial systems of the church, to measure actual financial operations to budgeted amounts, to set church financial policy as needed, and to advise the Senior Pastor of any action needed in the financial area.

The Finance Committee shall present to the church an annual budget for each fiscal year. The Finance Committee shall submit to the church in conference any revisions to the current budget as deemed appropriate by the Committee and approved by the Senior Pastor.

8.2 Nominating

The Nominating Committee is a five-member committee elected by the church in conference upon recommendation by the Senior Pastor. Four members will serve a one-year term. One member will serve a second one-year term, but not as chairman.

The function of the Nominating Committee is to examine and propose nominations for vacancies in the church Officers, Organizational Directors, Standing Committees, and Special Committees subject to the approval of the Senior Pastor. As appropriate, due to the needs and circumstances, the Nominating Committee is to meet at the request of the Senior Pastor and to prepare proposals for consideration of the church in conference for Special Committees as may be required.

The process of nominating and electing church Officers, Organizational Directors, Standing Committees, and Special Committees is as follows: Prior to the selection of nominees, nominees from the congregation will be solicited. Church members may submit their own name or another church member's name to the church Nominating Committee for consideration. After nominees for each position have been selected by the Nominating Committee, they will be presented to the congregation on a Sunday morning, Sunday evening, or Wednesday evening Prayer Meeting service. When a slate of nominees is presented, the entire slate will be voted on as a whole. Two thirds affirmative vote of those present is required. If the nominees are not elected, additional nominees will be solicited from the congregation, and the Nominating Committee will recommend new nominees. Following selection of Organization Directors (of the Sunday School, Discipleship Training, Women's Missionary Union, Brotherhood and Recreation), the Nominating Committee will relinquish the selection of the teachers, leaders and workers in those organizations to those Directors.

8.3 Personnel

The Personnel Committee is a seven-member committee. Members shall be elected, according to the voting procedure specified in Article II, Section 2.2 of the Millbrook By-Laws, for a three-year term. One committee member shall be an active Deacon. The committee will elect its own chairman, subject to approval by the Senior Pastor.

The function of the Personnel Committee is to assist the Senior Pastor in determining the staffing and compensation levels of the church staff and, with the consultation and input of the Senior Pastor, or his designee, to propose staffing and compensation changes as follows:

Changes in compensation amounts must have Senior Pastor approval. If compensation changes result in an increase to the church budget, such changes are submitted to the Finance Committee, which is then responsible for any required proposal to the church in conference.

Note: Compensation actions for the Senior Pastor are the responsibility of Church Council.

Additionally, the Personnel Committee may be asked to advise and counsel the Senior Pastor in interviews of prospective staff members, employee benefit program considerations, and other personnel-related matters.

8.4 Special Committees

Weekday Early Education Committee

The committee shall consist of six members, two of whom shall be elected each year to serve a term of three years. This committee shall be charged with the administration of the Kindergarten program, the Day Care program, and the Mother's Day Out program. The committee will elect its own chairman, subject to approval by the Senior Pastor.

Building Committee

Whenever a Building Committee to provide guidance on financial planning and building design on new facilities is needed, it shall be formed through the nominating process. The number of members will be determined by the scope of the project and set by the Church Council.

8.5 Millbrook on Missions

The Millbrook on Missions (MOM) Committee is a seven-member committee. Members shall be elected, according to the voting procedure specified in Article II, Section 2.2, (5) of the Millbrook By-Laws, for a three-year term. The committee will elect its own chairman, subject to approval by the Senior Pastor. All members will be at-large elections from the congregation with approximately one-third of the elected members rotating off each year.

The function of the MOM committee is to continuously review the MOM budget of the church to help provide direction as it relates to the overall church mission.

Article III - General

SECTION 1 - Use of Church Properties

The use of church properties outside of normal church programs, except for weddings and funerals, which shall be cleared as more specifically indicated below, shall be cleared through the Senior Pastor or his designee.

1.1 Wedding and Civil Ceremonies

Use of church properties for weddings shall be cleared through the church office with the following limitations:

(1) Church property shall only be used for Christian marriage ceremonies celebrating the joining of one man and one woman as biologically designed by their natural birth and according to the teachings of the Bible;

(2) The limitation as outlined in (1) above is intended to explicitly prevent church property from being used by members and non-members for same-sex, transgender, polygamist or secular marriage ceremonies;

(3) In the event the Church is ever legally forced to perform any wedding ceremony in contravention of (1) above, the Senior Pastor and all Church staff shall opt out of

performing civil ceremonies and shall only perform biblically-based covenant ceremonies that bless the union between one man and one woman as biologically defined by their natural birth and as defined according to the teachings of the Bible.

1.2 Funerals

Use of church properties for funerals shall be cleared through the church office.

SECTION 2 - Church Year

The church year shall be from October 1 through September 30. The church fiscal year will be January 1 to December 31.

SECTION 3 - Ordinances

3.1 Baptism

A person who receives Jesus Christ as Savior by personal faith, who professes publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- (1) Baptism shall be by immersion, unless a physical or psychological condition exists that prevents the candidate from being immersed. This exception must be approved by the Senior Pastor on an individual basis.
- (2) Baptism shall be administered by the Senior Pastor or whomever the Senior Pastor shall authorize. The baptismal team shall assist in the preparation for and observance of this ordinance.
- (3) Baptism shall be administered as an act of worship during any worship service.

3.2 Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby Christians, through partaking of the bread and the fruit of the vine, commemorate the death of Jesus Christ and anticipate his Second Coming. The Lord's Supper is open to all who profess Jesus Christ as the crucified, buried, and resurrected son of God and have received Him as their personal Lord and Savior.

- (1) The Lord's Supper shall be observed quarterly and any other time deemed appropriate by the Senior Pastor.
- (2) The Lord's Supper shall be observed in either the morning or the evening worship service.
- (3) The Senior Pastor and Deacons shall be responsible for the administration of the Lord's Supper.
- (4) The Deacons shall be responsible for the physical preparation of the Lord's Supper.

SECTION 4 - Licensing and Ordination

4.1 Licensing

The Senior Pastor and the active Deacon body shall examine the candidate and then make their recommendations to the church for approval. Other senior Pastors may also be consulted if the candidate so desires. If a license is issued, it shall be for a period of four years. If at any time during the four years the licensee should prove unfit for the ministry, the church will approve revoking his license. The Senior Pastor may suspend ministers as a means of discipline; however, their licenses require a church vote to revoke.

4.2 Ordination

Request to ordain a candidate will be honored only if called to a definite place of service. When such a request is made, the church shall act upon the same at a duly convened business meeting. Should the church approve the request, the Deacons and Senior Pastor shall call a council or presbytery to examine the qualifications of the candidate. If the candidate is approved, the council or presbytery shall in turn recommend to the church that he be ordained at a public meeting called for such a purpose. The church will inform the Director of Missions of Aiken Baptist Association.

SECTION 5 - Representation in Denominational Meetings

Messengers may be appointed each year to attend the sessions of the South Carolina Baptist Convention and the Southern Baptist Convention. Their duty shall be to furnish the Association with a statement of the condition of the church and to cooperate with the messengers of other churches in promoting the interest of the Kingdom of Christ. The Senior Pastor shall be considered, by virtue of his office, an appointed messenger to the denominational meetings.

SECTION 6 - Amendments

Amendments to these By-Laws may be made at any regular or special business meeting of the church, provided written copies of the proposed amendment are furnished two weeks prior to the business meeting. A two-thirds vote of those members, 18 years and older, present at the business meeting shall approve amendments.

After church approval of any amendment to the By-Laws, these documents will be revised and shall display the revision number and approval date of the revision on each page. All revisions should be consecutively numbered and copies of all previous revisions maintained in the church office. The church office is the only organization authorized to incorporate approved amendments to the By-Laws and issue a revised document.

SECTION 7 - Adoption of Millbrook Operating Procedures

Millbrook Operating Procedures (MOPs) that have been approved by the Church Council and Deacons need not be voted upon by the congregation. The Procedures will be presented in writing at a church conference for information.

If any stipulation of a MOP is found to be in conflict with those in the Millbrook Baptist Church By-Laws, the By-Laws will take precedence. The MOP that is in conflict will be reviewed for revision to bring it into compliance with this document.

Appendix - Church Covenant

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 Spirit, we do now, in the presence of God's 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 this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the church, 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 families, friends 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 abusive (Proverbs 20:1 and 23:29-35) or inappropriate (Romans 14:21 and Ephesians 5:18) use of intoxicating drinks as a beverage and from the abusive use of drugs; 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 one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian 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 remove 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.



Millbrook Bylaws

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