

Shiloh Missionary Baptist Church Bylaws

Shiloh Missionary Baptist Church

Pastor Kraig L. Pullam,

Board of Deacons,

Board of Trustees

2823 N. Houston Street

Fort Worth, Texas 76106

JULY 11, 2023

RE: ratified Shiloh Missionary Baptist Church bylaws

SHILOH MISSIONARY BAPTIST CHURCH OFFICERS

Pastor

Senior Pastor, Kraig Lowell Pullum

Board of Deacons

Chair of Deacons, Reginald J. Knox

Gary Bailey, Gary Chambers, Ronald Coulter, Cleo Jenkins, Moses Keller, A.B. Lampkin, Emanuel McKinney, Dwight Sanders, James Mallard, Sr., Bennie Sherman, George Terrell, Bennie Vinson

Board of Trustees

Chair of Trustees, Joseph Page

C.T. Davis, Patrick Hill, Ron Johnson, Terri Johnson, Tony Lampkin, James Mallard, Jr., Lola Mitchell, Phillip Morris, Willie Sanders,

The Bylaw Committee:

Linda Archangel, Gary Bailey, Ronald Coulter, Reginald Knox, Christopher Mitchell, Joseph Page

Shiloh Missionary Baptist Church Bylaws

TABLE OF CONTENTS

Preamble	3
Article I	Name	3
Article II	Objectives	3
Article III	Vision and Mission Statement	3-4
Article IV	Articles of Faith	4-7
Article V	Church Covenant	8
Article VI	Authority	9
	{Governance; Affiliations}	
Article VII	Membership	10-12
Article VIII	Church Discipline	12
Article IX	Meetings	12-13
Article X	Quorum	14
Article XI	Voting	14
Article XII	Pulpit Vacancy	15-16
Article XIII	The Leadership	17-26
	{Pastor; Deacons; Trustees; Leadership Council}	
Article XIV	FINANCE/LEGAL	26-30
	{Articles of Incorporation Board}	
Article XV	Employees of the Church	31-32
Article XVI	Auxiliaries	32-33
	{Ministries, Clubs, Guilds}	
Article XVII	Marriage Policy	34
Article XVIII	Child Protection Policy	35
Article XIX	GENERAL	36
Article XX	Amendment of the Bylaws	37
Article XXI	Adoption	37
Article XXII	Parliamentary Authority	37
Article XXIII	Ratification	37

Shiloh Missionary Baptist Church Bylaws

PREAMBLE

Whereas the Holy Scriptures, I Corinthians 14:40 admonishes us to do all things in the Church decently and in order, we therefore, do hereby adopt these bylaws to preserve the liberties of each individual church member and the freedom of action of this autonomous body in its relation to other churches.

Establish internal self-governance and compliance measures to ensure operating policies and ground rules are in place and consistently adhered to regarding financial, legal, and personnel matters.

ARTICLE I - NAME

The corporate name of this church shall be Shiloh Missionary Baptist Church, Inc. Also, known as Shiloh Missionary Baptist Church (SMBC), and located at 2823 North Houston Street, Fort Worth, Texas 76106.

ARTICLE II - OBJECTIVES

- The objective of this body shall be the advancement of all mission, benevolent, and educational causes, and the promotion of harmony and fellowship among ourselves and other church bodies, according to the Holy Scripture, and
- To provide a place where believers of the Christian Faith can assemble for the purpose of worship and praise to the glory of our risen Lord and Savior Jesus Christ; and
- To carry out the ordinances of the church, being Baptism and Lord's Supper, according to the Holy Scripture, and
- To promote the spiritual development and well-being of individuals.

ARTICLE III – VISION AND MISSION STATEMENT

VISION STATEMENT

Our vision is to be a biblically functional, Christ-centered community for ALL people.

Shiloh Missionary Baptist Church Bylaws

MISSION STATEMENT

The Shiloh Missionary Baptist Church will reach up, reach out, and reach in as we endeavor to love God, love people, and make disciples.

ARTICLE IV – ARTICLES OF FAITH

Of the Scriptures

We believe that the Holy Bible, as originally written, was divinely inspired (II Timothy 3:16-17) and the product of Spirit-controlled men (II Peter 1:19-21), and therefore, has truth without any error (John 17:17). We believe the sixty-six books of the Bible to be the true center of Christian unity and the supreme standard by which all human conduct, creeds, and opinions shall be tried (Jude 1:3).

Of the True Godhead

We believe that there is only one living and true God (Deuteronomy 6:4; I Timothy 2:5), infinite in every excellence; that in the unity of the Godhead there are three persons – the Father, the Son, and the Holy Spirit – yet one in substance and equal in every divine perfection (Isaiah 48:16; Matthew 28:19), and executing distinct but harmonious offices in the great work of creation (Genesis 1:1) and redemption (John 3:16).

- a. Father: We believe in God the Father, not as being the one God, but merely one distinction of the True God. The Son has voluntarily elected to do the will of the Father in dependence upon the Spirit. He is the Father of creation (Malachi 2:10), Israel (Exodus 4:22), Jesus Christ ((John 20:17) (not a relationship of derivation or inferiority), and the believers (Romans 8:15-16).
- b. Son: We believe that Jesus Christ, the second member of the Trinity, is co-equal with God the Father, and all the attributes of God are manifest in Him (John 1:1). When the fullness of time was come, Christ became incarnate by a supernatural conception and virgin birth (Isaiah 7:14) for the purpose of becoming “the sacrifice for sin”. By His vicarious death, He made possible a reconciliation of depraved man with a holy and just God (Hebrews 19:12). We further believe that He physically died and arose from the grave. Upon completing His post-resurrection ministry, He ascended on high where He

Shiloh Missionary Baptist Church Bylaws

is presently interceding for the believers (Hebrew 7:15), and shall subsequently return for the believers (I Thessalonians 4:15-17) and set up His earthly kingdom (Luke 1:33).

- c. Spirit: We believe that the Holy Spirit is a Divine Person (John 16:13), equal with the Father and Son and of the same substance and nature; that He convicts of sin, righteousness, and judgment (II Corinthians 13:14), bears witness to the truth (John 14:16), is the Agent of the New Birth (John 3:6), and that He seals, endues (I Corinthians 12:7), guides, teaches, witnesses to, sanctifies, and helps the believer, indwelling every true Child of God (Romans 8:14-27).

Of Angels

Angels are created (Colossians 1:16, Psalm 148:5), spirit-beings of various rank and order. This company of everlasting beings is super-human in intelligence and strength. They were created holy and good (Genesis 1:31), but due to sin many fell from their holy state and are now confirmed in wickedness (Isaiah 14; Ezekiel 28). Those who preserved their integrity are God's messengers (Hebrew 1:14), whereas the fallen angels execute Satan's desires in hindering God's work and afflicting God's people. We believe in the distinct personality of Satan (Matthew 4:1-3), that he is the unholy god of this age (II Corinthians 4:4), author of all powers of darkness and sin, and is destined to the judgment of an eternal justice in the lake of fire (Revelations 20:10).

Of the Creation

We believe that God created the heavens and the earth (Genesis 1-2), including all life (Colossians 1:16-17; John 1:3), "each after its own kind" (Genesis 1:24), by direct act, and not by the process of evolution (Psalm 33:6).

Of Man

We believe that man in the person of the first Adam, was created in Innocence but by voluntary transgression fell into sin (Genesis 3), thus plunging the whole race into condemnation (Romans 5:12) and total depravity (Ephesians 2:1) in consequence of which all men are born sinners and are directed by their sin natures to willful acts of sin. Thus, having knowledge of their sin and manifestation of the power of God, are without excuse before God (Romans 1:18-2:1). Apart from Gods' work of grace all men would be on their way to eternal torment (Revelation 20:15). God enabling some men to receive the light of the glorious Gospel of Christ, they are then passed from death to eternal life forever secure in Heaven (John 10;29-29; Romans 8:29-39).

Shiloh Missionary Baptist Church Bylaws

Of Salvation

We believe that the only escape from the condemnation of sin is through the redemption wrought by Jesus Christ, when He voluntarily took upon Him a human body and nature, yet without sin (Hebrews 4:15), and by His death made a full and vicarious atonement sufficient for all sin (I John 2:2), that His atonement consisted not in setting us an example by His death as a martyr, but a voluntary substitution of Himself in the sinner's place, the Just dying for the unjust (I Peter 3:18). We believe that in order to be saved, sinners must be born again (John 3:3), that the new birth is a new creation in Christ Jesus; that it is instantaneous; that in the new birth the one dead in trespasses and in sins is indwelt by the Holy Spirit and receives eternal life, the free gift of God (John 3:16; Roman 3:24); and are eternally secure in Christ. The new creation is brought about in a manner above our comprehension, solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life (II Corinthians 5:17; Ephesians 2:8).

Of the Church

We believe that the true spiritual church is a New Testament institution unknown to the Old Testament prophets (Matthew 16:18); established by Jesus Christ, who is its sole Head (Ephesians 1:22-23); revealed through the holy Apostles; empowered and perpetuated by the Holy Spirit (Acts 1:8); His "body" for service (I Corinthians 12:13-28); and His "bride": for glory. It began with Pentecost, after the ascension of Christ and will be consummated at the coming of Christ in the Rapture (I Thessalonians 4:13-18).

We believe that there are two church ordinances: Baptism and the Lord's Supper. Baptism is the immersion of a believer in water and is properly called "believer's Baptism" (Acts 8:36-39). It sets forth in a beautiful and solemn way our faith in a crucified, buried, and risen Savior, with the effects of that faith in our lives as it produces death to sin and resurrection to a new life (Romans 6:3-5). Baptism is a prerequisite to the privileges of church relation (Acts 2:41). The Lord's Supper is the commemoration of our Lord's death until He come and our continual fellowship with Him, should be preceded by baptism and always careful self-examination (I Corinthians 11:23-32).

Of Last Things

We believe in the bodily (Acts 1:4), personal (John 14:3), premillennial return of Jesus Christ (Revelation 19:11-20); that He will come before the seven-year tribulation period (Revelation 3:10; I Thessalonians 5:9) to catch away His church, and that He will come with His church at

Shiloh Missionary Baptist Church Bylaws

the close of the tribulation to judge the living nations (Matthew 25:31-46) and to set up His kingdom on earth (Luke 1:33). We believe in the resurrection of the bodies of the dead (I Corinthians 15:12-58) that believers who die in Jesus will be raised at the coming of Christ for His church and caught up with transformed living saints to meet the Lord in the air (I Thessalonians 4:13-18) and that the wicked dead will be raised at the close of the Millennial Kingdom (Revelation 20:4-5), and stand in their bodies at the Great White Throne of judgment to receive their final doom (Revelation 20:11-15).

Of Civil Government

We believe that the civil government is of divine appointment for the interests and good order of human society (Romans 13:1); and the guarantee of liberty of conscience. This guarantee consists of absolute constraint of the government to the civil realm, not interfering or influencing in the spiritual realm of the Church. For the believer to see that magistrates are to be prayed for, conscientiously honored, and obeyed (Matthew 22:21), except in things opposed to the will of our Lord Jesus Christ (Acts 5:29; 4:19-20) who is the only Lord of the conscience, and the coming Prince of the Kings of the earth.

Of Marriage and Sexuality

We believe that God created men and women in the image of God (Genesis 1:27) and that marriage, as God ordained, has only one meaning and that is marriage sanctioned by God which joins one man and one woman spiritually and physically, in a single, exclusive union, as delineated in Scripture (Matthew 19:4-6). Men and women are uniquely designed to display the Glory of God in the gospel through marriage. God creates marriage (Genesis 2:18-25) and Paul tells us that when we embrace biblical headship and submission, we help to illustrate the gospel. As husbands and wives together pursue this gospel picture of Christ and the church, they personally pursue Christlikeness (Ephesians 5:22-33). We believe that God intends sexual intimacy to only occur between a man and a woman, as determined biologically at birth, within the confines of marriage (I Corinthians 7:2). We believe that sexual immorality, such as adultery, homosexuality, bisexual conduct, or any attempt to change one's sex, or disagreement with one's biological sex at birth, is sinful and offensive to God (Genesis 1:27,31; Leviticus 18:22; Romans 1:26-27; I Corinthians 6:9-11; Hebrews 13:4). We do not encourage, endorse, or condone acts of violence or intimidation against those that believe differently than we believe. Instead, we strive to live according to the command of Christ in John 13:34 and love all people.

Shiloh Missionary Baptist Church Bylaws

ARTICLE V – 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 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 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 gossiping, backbiting, and excessive anger; to abstain from the sale of, and use of, destructive drugs or intoxicating drinks as a beverage; to shun pornography; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another with brotherly love; to remember one other 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.

Shiloh Missionary Baptist Church Bylaws

ARTICLE VI - AUTHORITY

AUTHORITY

The Holy Bible shall be the guide by which Shiloh Missionary Baptist Church and Members shall be advised to shape their spiritual lives.

GOVERNANCE

- A. The management of Shiloh Missionary Baptist Church resides with the Church Body (hereinafter defined) Members. Shiloh Missionary Baptist Church is a congregational led church. The spiritual and ecclesiastical affairs shall be in the hands of the Senior Pastor (hereinafter defined) as he carries out his responsibilities supported by the Deacon Ministry (hereinafter defined), in accordance with the Holy Bible (I Timothy 3: 1-12).
- B. The management of Shiloh Missionary Baptist Church for day-to-day church operations is vested in the Senior Pastor, Deacons, and Trustees referred to as the Officers. Day-to-day church operations will be customarily facilitated through planned and coordinated meetings. The SMBC governance model will also be supplemented as required through the council, guidance, and direction of the SMBC Leadership Council as described in Article 13.11 of these bylaws.
- C. Notwithstanding the Shiloh Missionary Baptist Church governance model as described herein, the Shiloh church congregation (Church Body), shall serve as the final governance on any/all church issues or concerns requiring its engagement and disposition. It is subject to the control of no other ecclesiastical body but recognizes and sustains the obligation of mutual counsel and cooperation among Baptist Churches and supports affiliated associations and conventions.

AFFILIATIONS

Shiloh Missionary Baptist Church shall foster cooperation with any Christian church or organization that acknowledges Jesus Christ as God incarnate, Lord and only Savior of the world. Shiloh Missionary Baptist Church shall maintain affiliation and cooperation with the North Texas District Association, Missionary Baptist General Convention of Texas, National Baptist Convention of America International, Inc., and North American Baptist Fellowship (Baptist World Alliance).

Shiloh Missionary Baptist Church Bylaws

ARTICLE VII – CHURCH MEMBERSHIP

MEMBERSHIP

Becoming a Member: Person(s) may become a Member by any of the following methods:

- By Baptism – A person who confesses Jesus Christ as Lord and Savior and has been baptized by immersion may be received into the fellowship of Shiloh Missionary Baptist Church as a Member.
- By Letter – A person may be received by Shiloh Missionary Baptist Church by Letter from any other Christian Church who confesses Jesus Christ as Lord and Savior and has been baptized by immersion.
- By Christian Experience – An immersed baptized believer who has formerly been a member of another Christian Church, but who for a sufficient reason cannot present a letter from that church, may be received by Shiloh Missionary Baptist Church as a Member upon their statement of Christian experience.
- By Watch Care – A person who is a member of another Christian Church but sojourning in this community for a period of time may be received into the fellowship of Shiloh Missionary Baptist Church with full voting rights.

TYPES OF MEMBERSHIP

Any reference to “the Church” or “the Membership of the Church” in these Bylaws shall be deemed as reference to the Members in Good Standing of Shiloh Missionary Baptist Church constituting the Members of the Church acting as a body.

Each member shall:

- Familiarize themselves with the doctrinal statements and practices of the church.
- Participate in observing the ordinances of the church, which are baptism and the Lord’s Supper.
- Regularly attend the services of the church.

DUTIES OF MEMBERSHIP

Duties and Privileges of a New Member

All new members shall immediately be given an opportunity to fulfill their Christian obligations as to worship, giving, and become a full member of the Shiloh Missionary Baptist Church family upon joining the church and receiving the right hand of fellowship with all rights and privileges of each member at said time.

Shiloh Missionary Baptist Church Bylaws

All new Members are required to attend new member orientation. All new Members shall be made acquainted with the Articles of Faith, Church Covenant, and these Bylaws.

Duties and Privileges of a Member

- Familiarize themselves with the doctrinal statements and practices of the church.
- Participate in observing the ordinances of the church, being baptism and the Lord's Supper.
- All members are expected to act and vote in transactions of business of Shiloh Missionary Baptist Church provided that such Member is above the age of twelve (12) years (Luke 2:42-49).
- Contribute regularly to the financial support of the church through tithes and offerings. (Malachi 3:8-10)
- Commit to guard and maintain the unity and good name of the church.

Exemption: Members exempt from attendance or financial responsibility are those who are chronically ill, in an institution, or in a nursing home, or who because of other extenuating circumstances are unable to attend, and/or contribute to Shiloh Missionary Baptist Church. Such exempt Members shall advise a Deacon, or the Chairman of the Deacon Ministry, or the Senior Pastor, who will advise the Financial Secretary, for the Member(s) to remain in Good Standing. Members exempt from attendance or financial responsibility shall be a Member with all rights and privileges of membership.

MEMBERSHIP TERMINATION

A Member may terminate his or her membership or shall be deemed terminated by the following ways:

- By Statement – Any Member may be provided with a Letter for the purpose of associating with another Christian Church.
- By Voluntary Resignation – Any Member desiring to terminate church membership may directly do so by submitting a written notice to the Senior Pastor, a Deacon, or the Church office.
- By Exclusion - Should any Member become an offense to the Church and to its good name by reason of immoral or un-Christian conduct, or by constant breach of covenant vows, Shiloh Missionary Baptist Church may terminate his or her membership, but only after due notice and hearing before the Senior Pastor and the Deacon ministry, and after faithful efforts have been made to bring such a Member to repentance and amendment according to the ways prescribed in scripture (Matthew 18:15-17).

Shiloh Missionary Baptist Church Bylaws

ARTICLE VIII – CHURCH DISCIPLINE

CHURCH MEMBERSHIP DISCIPLINE

Recognizing that disagreements, misunderstandings, and offenses occur from time to time, the church shall address such offenses as:

Private Offenses

In cases of personal difficulties between individual members, having no direct references to the church as a body, and not involving the Christian profession at large.

Public Offenses

This offense may not be against any one member more than others; however, may be dishonoring to the church of which the offender is a member, and a reproach to the Christian profession, which violates the code of Christian morals (Matthew 18:17, I Thessalonians 5:14).

ARTICLE IX – MEETINGS

MEETINGS

Church Officers and Leadership Council Meetings: Any or all meetings for the members of the Church Officers (Senior Pastor, Deacons and Trustees), Leadership Council, and the Senior Pastor of Shiloh Missionary Baptist Church shall be held at 2823 North Houston Street, Fort Worth, Texas 76106, or such other places as shall be designated by the Senior Pastor or Chair of Deacons.

Semi-Annual, Annual Church Officers and Leadership Council Meetings:

The semi-annual meeting of the Church Officers shall be held in January and October every year. The semi-annual meeting of the Leadership Council shall be held in April and October every year. Should these months not be feasible, another time shall be recommended for approval by the Senior Pastor.

The annual Church Meetings of the members of Shiloh Missionary Baptist Church shall be held in January. The Senior Pastor or his designee, shall preside over the Church Meetings.

Shiloh Missionary Baptist Church Bylaws

Notice of Semi-Annual, Annual and/or Special Meetings: Notice of semi-annual and annual and/or special meetings shall be given from the pulpit at the worship services at least two Sundays in advance of the meeting and shall further be listed in the SMBC bulletin on those Sundays. In addition, notice shall be posted through use of ALL other Church media.

Special Meetings of the Board of Trustees: An emergency meeting of the Board of Trustees may be called by the Senior Pastor or the Chairman of the Board of Trustees at any time by means of phone call or written notice delivered to each Trustee at least 24 hours prior to the meeting, indicating the time, place, and purpose of said meeting.

Delayed Semi-Annual Meeting: If for any reason the semi-annual meeting cannot be held on the day herein before designated, such meeting may be called and held as a special meeting and the proceedings may be held there at the semi-annual meeting, provided however, that the notice of such meeting shall comply with the provisions above.

Order of Business at the Annual and semi-annual meeting shall include, but is not limited to the following, at the discretion of the Senior Pastor or the Chairman of the Deacon Ministry:

- Opening song, scripture reading and prayer
- Clearing of non-members
- Approval of the Agenda
- Reading of the minutes
- Adoption of the minutes
- Finance Report
- Report of the Senior Pastor
- Report of the Officers (Deacons/Trustees)
- Recommendation/Declaration of Officers for the new year
- Old business
- New Business
- Adjournment/Benediction

Confidentiality: All information about SMBC or any of its Members disclosed at a meeting of the Members, Deacon Ministry, Board of Trustees, Leadership Council, or any other official meeting shall be considered Confidential Information. All Members have an obligation and duty to protect and keep in confidence any Confidential Information. Christians should carefully guard any personal and private information that others reveal to them. Protecting confidentiality is a sign of Christian love and respect. (Matthew 7:12)

Shiloh Missionary Baptist Church Bylaws

ARTICLE X – QUORUM

Quorum: In all Church membership meetings, the quorum shall consist of those members who attend the membership meeting, provided it is a stated meeting or one that has been properly called.

Actions. Committees and Advisory Teams shall try to take action by consensus. However, the vote of two-thirds (2/3) of members present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the Committee or Advisory Team unless the act of a great number is required by law or these Bylaws. A member who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the act of the Committee or Advisory Team.

ARTICLE XI – VOTING

VOTING

Members herein defined in Article VII are entitled to vote. Members having voting privileges shall be entitled to vote when present in-person at any business meeting of the membership called for the purpose of voting on any issue, with respect to which a vote is required as provided in these bylaws. No proxy votes shall be permitted. The simple majority vote of the Voting Members present at any business meeting of the membership shall be binding upon the Church.

Note: Exempt Members of in-person voting are those who are chronically ill, physically unable to attend, and on the Sick/Shut-In list.

Shiloh Missionary Baptist Church Bylaws

ARTICLE XII – PULPIT VACANCY

In case of a pulpit vacancy, for reason other than death, the Chair of Deacons Ministry shall make a public announcement of that fact and inform the Church that the Deacon Ministry will see to it that the pulpit is properly supplied until such time as a mutual decision is made among the Church Officers, Leadership Council, and the Members to call a Senior Pastor. For the ongoing of the work of God, and in the best interest of the Congregation, the pulpit shall remain vacant for a period of no more than thirty (30) days before the process to secure another Senior Pastor begins. In the event of the death of the Senior Pastor, the Church shall observe up to a three (3) month mourning period at the end of which the process to secure a newly elected Senior Pastor shall begin.

When SMBC proceeds to call a Senior Pastor, the Chair of Deacons and a member of the Leadership Council shall serve as the Co-Chair of the Pulpit Committee. The Pulpit Committee shall be composed of nine (9) members as follows:

Two (2) Deacons

Two (2) Trustees

Five (5) Members At-large

This group shall proceed to find suitable candidates to fulfill the pulpit vacancy. The committee shall investigate the merits of every candidate under consideration in regard to personal character, education, ministerial record, and general ability in determining fitness for said Senior Pastorate. The candidate should at least possess demonstrated Gift of Administration, Leadership, Pastoring, teaching, preaching, and Worship Leadership. The Church congregation's recommendations and criteria for acceptance will be obtained in the form of a church survey.

Persons interested in candidacy for the position of Senior Pastor shall submit a resume/dossier, a letter of interest, and three (3) letters of recommendations to the Pulpit Committee.

All final candidates shall complete an application for employment and submit to a background investigation (criminal, civil, and financial) and drug screening.

The interview guideline procedures shall be provided by the Pulpit Committee. The Pulpit Committee is responsible for securing the proper Senior Pastoral candidate(s). The Interview Guide Procedures shall include but is not limited to the following:

- Review and validate of past experiences
- Verify of credentials presented
- Review the reason for seeking the position
- Community involvement
- Determine family status

Shiloh Missionary Baptist Church Bylaws

- Determine candidate's association with local, state, and national religious affiliations, if any
- Validate Ministerial accomplishments

Results of programs implemented related to the youth, seniors, and neighboring communities. The specificity of the Interview Guide Procedures will be further developed as needed.

Verify consideration for internal and external candidates

The Chair of the Pulpit Committee will present to the membership a list of candidates. Finalist candidates shall be provided the opportunity to come before the Church Congregation to preach at designated worship service(s) and teach the word during regular bible study at a time assigned by the Pulpit Committee.

The Pulpit Committee, after hearing evaluating and investigating the candidates, as they think suitable to be the Senior Pastor of SMBC shall present to the Officers and Leadership Council the names of the most suitable candidates. A meeting of this group shall be called by the Chair of Deacons at which he shall recommend to the Church the selection of a new Senior Pastor that is the most suitable candidate identified by the Pulpit Committee.

Upon recommendation by the Officers and Leadership Council, the Church Membership shall vote on the selection of a new Senior Pastor. Approval of a new Senior Pastor may be done by simple majority. Should the Church fail to elect the first person whose name is presented, the Pulpit Committee shall continue the search to find someone upon whom the Church can agree. In no case shall more than up to two (2) names be presented to the Church for a vote at one time. The committee will make known the number of finalists. The Officers and Leadership Council shall lend all aid possible to the Pulpit Committee for their work. When a name is presented, a majority vote of a quorum of the members present at the Special Meeting shall be sufficient to select a Senior Pastor.

Shiloh Missionary Baptist Church Bylaws

ARTICLE XIII – THE LEADERSHIP

SENIOR PASTOR

Responsibilities

13.1 The Senior Pastor shall be responsible for the spiritual leadership of the church and shall lead the coordination and administration of all programs and personnel consistent with the guidelines established by the Shiloh Missionary Baptist Church Bylaws.

The pastor is responsible to the church to proclaim the gospel of Jesus Christ, teach the biblical revelation, engage in pastoral care ministries, provide administrative leadership in all areas of church life, and to act as chief administrator of the paid staff.

Duties

- Plan and conduct the worship services; prepare and deliver sermons; lead in observance of ordinances
- Lead the church in an effective program of witnessing and a caring ministry for persons in the church and community.
- Conduct counseling sessions; perform wedding ceremonies; conduct funerals
- Visit members and prospects
- Serve as Chair of the SMBC Leadership Council to lead in planning, organizing, directing, coordinating, and evaluating church programs.
- Work with church officers, auxiliaries, ministries, and committees as they perform their responsibilities; train and lead deacons in their ministry.
- Act as moderator of church business meetings.
- Coordinate with association, national, and state denominational leaders in matters of mutual interests and concerns; keep the church informed of denominational developments; represent the church in civic matters.
- Serve as chief administrator of the paid staff; supervise the work of the staff.

13.2 Dismissal of the Senior Pastor – The Senior Pastor shall be called for an indefinite period of time. Tenure shall depend upon ability and conduct. The Members, however, shall reserve the right to terminate services of the Senior Pastor at any time should criminal, immoral conduct, unfitness, or lack of ability cause harm to or bring public embarrassment to the Shiloh Missionary Baptist Church. SMBC may act to terminate the services of the Senior Pastor by use of the established procedures for calling a special meeting of the Church Membership and voting for the dismissal of the Senior Pastor by majority vote of a Quorum (Article X) at such a duly called special meeting. This will formally bring charges against the Senior Pastor. This process shall begin as indicated in the following portion of this article.

Shiloh Missionary Baptist Church Bylaws

13.2.1 Should charges or allegations be presented against the Senior Pastor, the Church shall appoint a committee, composed of no fewer than 5 and no more than 20 representative members of the congregation and chaired by the Chairman of the Deacon Ministry and a member of each group of the Leadership Council. The committee shall inquire into and investigate the charges being brought against the Senior Pastor. If the committee decides at the duly called special meeting, by Quorum (Article X) vote, that there is a cause to remove the Senior Pastor, before such action of removal is taken, the Church shall allow the Senior Pastor to speak to the Church on his own behalf.

13.2.3 SMBC shall not terminate the services of the Senior Pastor without giving thirty (30) days prior written notice, unless the Senior Pastor becomes involved in some immoral matter so as to make termination in a shorter period necessary. Should it become necessary to terminate service on a shorter notice, SMBC shall pay a final salary payment for up to (180) days of service at the current rate of pay. Termination of the Senior Pastor shall be voted on at a specially called business meeting of the Membership, notice of such meeting and its purpose having been given to the Church membership body at least two (2) weeks in advance.

13.2.4 If, for any reason, the committee as defined in 13.2.1 determines there is cause to terminate the Senior Pastor, whether for unfaithfulness, unfitness, or other cause, the Church Members at a properly held meeting, shall deem it necessary or desirable to remove the Senior Pastor from office by majority vote Quorum(Article X), official notice shall be given to the Senior Pastor in advance of the proposed meeting.

13.3 In case of a Senior Pastor becoming unable to perform Senior Pastoral duties, for personal or health reasons, a request shall be submitted for leave of absence to the Deacon Ministry, Board of Trustees, and Leadership Council.

13.4 The Senior Pastor, should he desire to resign for any reason, shall give written notice to the Chair of Deacons thirty (30) days before doing so.

CHAIRMAN OF DEACONS

13.5 The Chairman of Deacons shall be responsible for organizing and distributing work among the deacons to support the ministries of the church and vision of the Senior Pastor. The Chairman of Deacons shall be appointed by the Senior Pastor and by confirmation of the Church body. In the event of the office of Senior Pastor shall become vacant, the Chairman of Deacons shall assume the duties and rights of the Senior Pastor until such time as a new Senior Pastor is called according to the provisions of these bylaws. Should the Chairman of Deacons be unable to serve or is removed from the position as the Chair, the Senior Pastor in consultation with the Deacon Ministry shall bring a recommendation to the church body.

Shiloh Missionary Baptist Church Bylaws

DEACONS

13.6 The qualifications of Deacons shall be in accordance with the guidelines established in I Timothy 3:8-13, where it is written that Deacons are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truth of the faith with a clear conscience. They must first be tested, and then if there is nothing against them let them serve as Deacons. In the same way, their wives are to be trustworthy in everything. A Deacon must be the husband of one wife and must manage his children and his household well. Those who have served well will gain an excellent standing.

Purpose of Deacons. The purpose of Deacons is to assist and support the Senior Pastor in his vision and in serving the needs of the of Shiloh Missionary Baptist Church.

Nomination and Selection of Deacons. The Senior Pastor and the Deacon Ministry members shall seek out members that the scripture deems qualified to be nominated to serve as a Deacon. The Member(s) will be invited into the Deacon's Training Program upon approval by the Senior Pastor and Deacon Ministry that the Member(s) being nominated meets the Biblical requirements of I Timothy 3:8-13.

Selection of Deacons. Prior to the selection of a member as Deacon, each candidate for the office of Deacon shall be required to complete a minimum of one-year Deacon's Training Program. During this period, the Deacon candidate shall perform those duties which the Senior Pastor and Chairman of the Deacon Ministry may request. Note: All Deacon appointments prior to the adoption of these Bylaws are considered grandfathered in.

Upon successful completion of the Deacon's Training Program, each nominee will be submitted to the Church for approval as a qualified candidate for the office of a Deacon. With a majority vote by the Church Membership, a quorum being present, the qualified candidate shall be received as a Deacon.

Coming to the Church as a Deacon. Deacons who have been ordained as a Deacon at another Church must provide proof of their ordination, and be an active member at Shiloh Missionary Baptist Church for a period of time to be considered for selection by the Senior Pastor and Chairman of the Deacon Ministry.

Term of Office of Deacons. The tenure of the office of Deacon shall continue as long as their service is satisfactory and their works are in harmony and good faith with the Senior Pastor, Deacon Ministry, Board of Trustees, and the Church Membership.

Baptist Doctrine: The role of the Deacon. Deacons are partners in Christian service with the Senior Pastor. God in his divine wisdom established the offices of Senior Pastor and Deacons. The Senior Pastor and Deacons share the following responsibilities:

- To proclaim the gospel to believers and unbelievers.
- To provide care for church members.

Shiloh Missionary Baptist Church Bylaws

- To provide care for persons in the community.
- To build and maintain church fellowship.
- To provide Christian leadership to help ministries attain their spiritual mission
- To share in the responsibility for the integrity of the church in prayer and supplication, maintaining discipline and order in the church.
- To provide prayer of worship to express thanks, console, or consecrate the spiritual or physical needs of the church and unchurched.

Deacons shall be active participants in Church services and assist the Senior Pastor with distributing the element of the Lord's Supper.

Deacons shall be responsible for supporting the Senior Pastor at prayer meeting services and Church functions.

Every Deacon should serve under the sure calling of the Lord Jesus Christ and should conduct themselves in all areas of life to glorify Christ and bring a good reputation upon this Church.

Deacons will serve as Officers of the Shiloh Missionary Baptist Church and will work closely with the Senior Pastor to develop, to implement and approve policy and specific actions. In this capacity, Deacons will also be responsible for administering certain policies and engagements on behalf of the Shiloh Missionary Baptist Church consistent with these Bylaws.

Resignation. The resignation of a Deacon shall be in writing, subscribed by the Deacon and submitted to the Chairman of the Deacon Ministry and Senior Pastor. If illness, infirmity, or inability of any Deacon, renders them unable to serve, another Deacon with consent of the incapacitated Deacon, may act on behalf of that Deacon, in submitting their resignation to the Chairman of the Deacon Ministry and Senior Pastor.

Removal of a Deacon. If for any reason, whether for unfaithfulness, unfitness, or other cause, the Deacon Ministry, at an officially held meeting shall deem it necessary to remove a Deacon, the Senior Pastor shall appoint a committee of Deacons (minimum 5), chaired by the Senior Pastor or the Chairman of Deacon Ministry, to inquire into, investigate, and examine such reason or cause for removal. As a part of the inquiry process, the Deacon in question will be allowed to speak on their own behalf. Disposition shall be by vote of the said committee.

Deacon Ministry Meeting. The Deacon Ministry Meeting shall meet semi-annually. Special meetings may be called at the discretion of the Senior Pastor, or the Chairman of the Deacon Ministry. The Chairman of the Deacon Ministry shall preside over all meetings, regular or special.

Removal of an Officer. Any officer of the Deacon Ministry may be removed by the Senior Pastor and Deacon Ministry whenever, in the judgment of the Deacon Ministry and the Senior Pastor, the interest of Shiloh Missionary Baptist Church will be served thereby (Matthew 18:15-18).

Shiloh Missionary Baptist Church Bylaws

CHAIR OF TRUSTEES

13.7 The Chair of Trustees shall be responsible for organizing and distributing work among the Board of Trustees in providing oversight to the Church's real property. The Chair of Trustees shall be appointed by the Senior Pastor and by confirmation of the Church body. Should the Chair of Trustees be unable to serve or is otherwise removed from office, the Senior Pastor in consultation with the Deacon Ministry shall bring a recommendation to the Church body.

TRUSTEES

13.8 Trustees will serve as Officers of the Shiloh Missionary Baptist Church. Trustees will work closely with the Senior Pastor to develop, to implement and approve policy and specific actions. In this capacity, Trustees will also be responsible for administering certain policies and engagement on behalf of the Shiloh Missionary Baptist Church consistent with these Bylaws.

Trustees assist the Senior Pastor in providing oversight to the Church's real property. Trustees provide counsel in the areas of facilities management, maintenance, and repairs.

Board of Trustees. The property of the church will be managed by the Board of Trustees, under the direction of the Senior Pastor, Board of Officers, and as applicable, the Leadership Council, except in an emergency (e.g., fire, flood, or significant catastrophic event), where immediate action is necessary. No Trustee shall be paid a salary or any other remuneration in exchange for service to Shiloh Missionary Baptist Church.

Control of Property. The Board of Trustees shall have oversight for the care of the place of worship and property owned by Shiloh Missionary Baptist Church. They shall have no power to buy, sell, transfer, mortgage, lease or in any manner dispose of or encumber capital (large expenditure) property without a majority vote of the Board of Trustees recommending such action. Such action shall not be implemented without prior approval of the Senior Pastor, Deacon Ministry, and the Leadership Council and a majority vote of the members of Shiloh Missionary Baptist Church.

Vacancies. Vacancies of Trustees shall be made known to the Church Membership. The vacancy of the Chair of Trustees shall be filled by the recommendation of the Senior Pastor, the Deacon Ministry, Board of Trustees and confirmed by the church membership. The Senior Pastor and the Board of Trustees shall seek out members in good standing to serve as a Trustee for all vacancies. Recommendations will be approved by the Senior Pastor and voted on by the members of the Board of Trustees and Deacon Ministry. All confirmations of vacancies will be confirmed by the church membership at or before the next annual meeting of the Shiloh Missionary Church, as applicable.

Shiloh Missionary Baptist Church Bylaws

Power to Appoint Agents and Contractors. Collectively, the Board of Trustees shall have the power to recommend the appointment or hiring selection of such contractors and agents based on bids prior to final selection unless otherwise stated in the Shiloh Missionary Baptist Church Bylaws. The Board of Trustees shall have the power to recommend the appointment or hiring selection of an outside financial agent to conduct the annual financial Church audit.

Recommendations made by the Board of Trustees shall be approved by the Leadership Council.

Removal of Officers and Agents. Any officer or agent of the Board of Officers may be removed by the Senior Pastor, Deacon Ministry, and Board of Trustees whenever, in the judgment of all of these entities, the interest of Shiloh Missionary Baptist Church will be served. (Matthew 18:15-18).

CHURCH SECRETARY/CLERK

Responsibilities

13.9 The church secretary/clerk shall serve as the administrative and clerical assistant to the Senior Pastor. This Church Secretary shall be responsible for orderly record-keeping at all church meetings, including worship services, collecting mail, receiving, and delivering messages and other duties assigned by the Senior Pastor related to the orderly operations of the church. The Church Secretary should be proficient with, and make use of, the most up to date software and communication tools to provide administrative support to Church and the Senior Pastor.

Duties

The Church Secretary/Clerk shall be hired by the Senior Pastor and affirmed by the church membership. The Church Secretary shall be paid a salary or receive remuneration in exchange for service to Shiloh Missionary Baptist Church to:

- Serve as an ex-officio member of the Finance Committee
- Have the custody of the record books of Shiloh Missionary Baptist Church with the addresses of all members of Shiloh Missionary Baptist Church including dates and modes of admission and termination of membership
- Make an annual review of the member rolls
- Issue and receive letters of transfer for members
- Keep a register of all resolutions, baptism, marriages, and funeral services performed by a licensed Minister
- Task with signing of baptismal records, signing official church documents, maintaining the Church history and keeping good files of all Church records.
- Or other duties as assigned

Shiloh Missionary Baptist Church Bylaws

MINISTERS

13.10 Associate Ministers – The Associate Ministers have been called of God and sent to preach the gospel of our Lord and Savior Jesus Christ in accordance with 1 Timothy 3:1-7, 4:6-16, and 2 Timothy 4:2-5.

13.10.1 Qualification: Each Member of the ministerial team must be a member of the Church and called by God to proclaim the gospel.

13.10.2 Role and Duties

- Each Associate Minister will serve under the direct authority of the Senior Pastor or his appointee. They will support the Senior Pastor in all areas considered necessary and appropriate to enhance the spreading of the Gospel and making disciples
- Associate Ministers will support the Senior Pastor in his absence by spiritually carrying out his normal duties in such a harmonious manner that the congregation might not suffer any loss of continuity or spiritual growth
- Associate Ministers may assist the Senior Pastor as a council in arriving at various decisions by providing input or recommendations as he requests; final authority is invested in the Senior Pastor. No authority should be assumed or implemented by the ministers without the express permission of the Senior Pastor.
- Associate Ministers are received as such by the aforementioned qualifications as accepted by the Senior Pastor.
- Associate Ministers may be called to serve during a Pulpit Vacancy by the Chair of Deacons

13.10.3 Term. An Associate Minister will serve indefinitely, unless he or she is determined to be detrimental to the spiritual growth and welfare of the Senior Pastor and the Church.

13.10.4 Conduct Incongruous. Any member may bring to the Senior Pastor and the Church Officers a good faith concern regarding perceived incongruous conduct of an Associate Minister. The Senior Pastor and Church Officers will determine if any investigation and/or disciplinary actions towards the Associate Minister is necessary.

13.10.5 Dismissal. An Associate Minister may be dismissed by a majority vote of the Church Officers, Leadership Council, and the Senior Pastor.

ADMINISTRATIVE ASSISTANT/TECHNOLOGY MINISTRY

The Administrative Assistant will assist the Senior Pastor with the online ministry and on-going church operations. The Administrative Assistant will promote the growth and progress of technology. The Administrative Assistant shall be paid a salary or receive remuneration in exchange for service to Shiloh Missionary Baptist Church to:

Shiloh Missionary Baptist Church Bylaws

- Continue to develop and improve the online ministry
- Maintain the web page, social media
- Manage technology hardware.

NOTE: THIS RECOMMENDED POSITION REQUIRES REVIEW BY THE FINANCE COMMITTEE AND CONFIRMATION BY THE CHURCH BODY

THE LEADERSHIP COUNCIL

13.11 The Leadership Council. The Shiloh Missionary Baptist Church Leadership Council is governed by the Shiloh Missionary Baptist Church body regarding any, and all matters requiring Church approval and final disposition. The Leadership Council role is to help give counsel to the Senior Pastor and Church Officers as solicited and/or required and to aid in administering certain business affairs of the Shiloh Missionary Baptist Church by utilizing consistent, unified, and standard operational practices and approaches towards potential issues and problem resolution. In an effort to supplement the day-to-day business operations to the Shiloh Missionary Baptist Church as conducted by the Senior Pastor and Church Officers, the Leadership Council will assess, identify potential risks and provide concurrence and /or guidance/resolution on key issues related to Church operations.

The SMBC Leadership Council will be one body comprised of two separate groups to: (1) administer the Vision and Mission of the church operations, and (2) to administer the Legal and Business operations of SMBC. Note: “for continuity purposes”, the Senior Pastor, Chair of Deacons, Chair of Trustees (or their “Designated Representative”), will be a part of each group. Members of these two groups will serve to formulate as:

Vision/Mission Operations

To ensure a broad cross-section of the church membership, the Vision and Mission group will be composed of the Senior Pastor, Chair of Deacons, Chair of Trustees, and one representative of the Senior Mission, Junior Mission, Youth Department, Articles of Incorporation, Finance Committee and Multi-Media.

Legal/Business Operations

To address the legal, judiciary, and business operations of SMBC, the Legal and Business group will be composed of the Chair of the Finance Committee, and the Persons representing SMBC on the Articles of Incorporation in addition to the Senior Pastor, Chair of Deacons and Chair of Trustees.

Shiloh Missionary Baptist Church Bylaws

Leadership Council Duties

Both groups will jointly operate in accordance with the principles to (1) ensure the church maintains a Biblical Focus in all Matters and Engagements with high ethical standards; (2) carry out and execute responsibilities in a responsible/professional manner using wisdom and timely decision making; (3) ensure consistent procedures and personnel policies are adhered to in accordance with SMBC bylaws; (4) maintain confidentiality of church business engagements.

In addition to the common goals and applications, a description and responsibilities for each group is as follows:

Vision/Mission Operations

- Assist the Senior Pastor, Deacons and Trustees in managing the Church Vision and Mission, and assist as needed in future planning activities
- Examine and develop plans to enhance participation in church activities
- Help identify training needs for our Leaders and Youth
- Develop plans for a successful Youth program
- Examine opportunities and methodologies to grow church membership
- Evaluate and measure such things as the effectiveness of the church ministries, participation, and attendance
- Ensure publications are current and published in an excellent manner

Legal/Business Operations

- Assist the Senior Pastor, Deacons and Trustees in managing the church business operations, and assist as needed in future planning activities
- Oversee/execute legal, judicial, and business applications in a responsible and consistent manner
- Address/or ensure compliance to topics having a potential impact on the church's non-profit and exempt status
- Examine and address all major financial matters, loans, grants, acquisitions/disciplines, budgets, etc.,
- Address potential conflicts of interest
- Select and hire an independent auditor

Leadership Council Voting

In certain or select cases, the two groups of the Leadership Council may need to align and work collectively regarding SMBC activities that cross both groups, and result in dual areas of responsibility. In this case, both groups will provide recommendations and/or guidance to the Officers, and/or church body as the need dictates.

Shiloh Missionary Baptist Church Bylaws

Leadership Council voting (in each group) to reflect one vote per person, regardless of the number of roles and responsibilities a council member may hold. Certain matters of minimal impact shall be dispositioned by the respective council groups, unless it is deemed appropriate, or the topic is required to go before the officers and/or the Church Body for their involvement and/or disposition. In said cases, final disposition will be by Officer and/or Church vote – whichever is required. The Leadership Council will meet twice a year (semi-annually), in April and October and as required on a special need basis.

ARTICLE XIV – FINANCE/LEGAL

MEMBERSHIP AND ADMINISTRATIVE PROCESSES

FINANCE COMMITTEE

14.1 The Finance Committee shall consist of not less than 7 members, however that number could grow for a variety of reasons to include growth based on:

- 14.1.1 Added tasks and the need for additional members
- 14.1.2 Incorporating expanded capabilities and unique resources
- 14.1.3 Training and development for future needs and/or business applications

The current 7-person committee is composed of 7 SMBC Officers. This condition remains as a baseline criterion to serve on the church Finance Committee. The 7 members currently serving are grandfathered in as members of the SMBC finance committee. New members may be recommended by the Finance Committee, Leadership Council-Legal/Business group, SMBC Officers, and the Senior Pastor. Recommendations will be shared among each of these responsible parties for concurrence and presented to the Shiloh Missionary Baptist Church body for formal approval.

14.2 Positions on the Finance Committee shall be bonded at the church's expense.

The Finance Committee shall be responsible for the management of the operating funds of the Church.

Shiloh Missionary Baptist Church Bylaws

The Finance Committee shall employ a system conforming to generally accepted accounting principles and procedures to handle and account for all Church funds.

The Finance Committee shall develop and recommend an overall financial development plan, a unified church budget, and budget subscription plans that include ministries' budget reviewed and submitted by the Senior Pastor.

The Finance Committee shall prepare financial statements, which are reviewed and approved at the Leadership Council meetings and at regularly scheduled SMBC Officers Meetings. The budget process will be accomplished in accordance with the annual church budgeting process as described herein in these bylaws.

The Finance Committee shall advise and recommend the administration of financial gifts to church members and others, using sound principles and financial management.

The Finance Committee shall prepare and present reports to the Church regarding the financial affairs of the Church.

The Finance Committee shall perform and shall be responsible for the following: (i) counting, recording, and tabulating of all church receipts and disbursements; (ii) working in conjunction with the Leadership Council on the church's budget; (iii) administering the approved budget; (iv) reviewing expenditures in terms of budget allocation; (v) recommending adjustments needed in the budget; (vi) recommending an adequate financial system; (vii) requesting an annual audit of the financial records.

14.3 ANNUAL BUDGET PROCESS

The annual SMBC budget process will be administered utilizing the following documented process:

14.3.1 Senior Pastor solicits budget inputs from group/auxiliary leads

14.3.2 Senior Pastor collects budget request from individual leads and coordinates with each lead regarding questions, observations and/or related concerns, if applicable

14.3.3 Senior Pastor assesses and rolls up budget requests, along with any supplemental adjustments, and submits said budget inputs to the finance committee

14.3.4 The finance committee conducts a budget analysis in accordance with historical spending, future needs in all areas, expected income/expenses, and other known required expenditures to develop a comprehensive church budget

14.3.5 The finance committee shares projected budget with the Leadership Council-Legal/Business Operations group for buy-in

Shiloh Missionary Baptist Church Bylaws

14.3.6 Finance Committee coordinates projected budget with SMBC Officers in an annual Officers meeting for concurrence

14.3.7 Finance Committee communicates any resulting budget disconnects with appropriate group leads if required

14.3.8 Annual Church budget presented to SMBC body in an annual church business meeting for formal disposition and approval

14.4 RECORD KEEPING. Responsibilities shall include but are not limited to:

- Payroll/Expense
- Financial Intake (tithes and offerings, etc.,)
- Important documents (loans/notes, deeds, purchases, etc.,)
- Church Business Meeting Reports
- Finance Reports

14.5 INTERNAL CONTROLS OVER MONETARY RESOURCES – these responsibilities shall include but are not limited to:

- Separating of duties among Members (no two duties should be done by the same persons)
- Counting offering. Note: Members should not remove monies from their own contribution envelope
- Writing Checks
- Recording contributions
- Reconciling the bank statements
- Making certain at least two persons are in custody of the offering until it is applicably secured on premise, deposited in bank, or secured by authorized armored security carrier
- Encouraging the use of offering envelopes
- Safeguarding offerings and checkbooks
- Depositing all money into the bank promptly
- Making all payments by check
- Requiring three (3) signatures on all checks
- Insuring No one shall sign their own check
- Maintaining a bank safe deposit box and fire-proof safe on the premises
- Maintaining an inventory of financial assets
- Conducting a periodic audit of the Church's financial records in consultation with Accounting

Shiloh Missionary Baptist Church Bylaws

Note: The persons currently authorized and listed on the bank records to sign checks to execute SMBC finances will remain in effect until such time that bank records are amended by persons authorized

14.6 RECORDS REQUIRED TO BE KEPT BY LAW

- Complete and correct books and records of accounts
- Minutes of committee proceedings
- Current list of Members

*Note: These things should be permanently retained. Details (such as bank statements) can be generally destroyed after seven years. Members can inspect any of these for a specific purpose at a reasonable time upon Senior Pastor and Leadership Council approval. Financial data should be made available to the Church Officers at least quarterly. Financial reports shall be made available for the members at the Church upon approval of the Senior Pastor and Leadership Council (Legal/Business group). All financial information and disclosures shall remain confidential with Finance Committee members and Church administrative personnel involved with any Church finances.

14.7 PROCESS AND DUTIES

The process and duties of the SMBC Finance Committee as defined by these bylaws represents the current processes and the process to be utilized and administered in the future unless otherwise amended by revision to the SMBC bylaws. In light of technology advances, overall industry improvement, leveraging, and systematic streamlining, there may be practices available today that are more suitable and cost-effective for SMBC finance operations. As such, it is hereby recognized that the finance committee will appoint a team to study existing capabilities, perform an analysis, and develop a recommendation as to what task, if any, is more effective, efficient, and consequently more suitable to be outsourced to an outside financial institution.

As a result of this analysis the finance committee, led by the Finance Chair, will present a formal recommendation to the Leadership Council-Legal/Business group, Officers and SMBC church body for final approval and disposition. For the purposes of security and separation of duties, any resulting company or entity selected to perform select financial services on behalf of SMBC will be a different company or entity from the one chosen by SMBC, to perform any and all future church audits.

14.8 REMOVAL OF OFFICERS AND AGENTS relative to finance. Any officer or agent of the Finance Committee may be removed by the Senior Pastor, Leadership Council-Legal/Business

Shiloh Missionary Baptist Church Bylaws

group, Deacon Ministry, and Board of Trustees whenever, in the judgment of all of these entities, the interests of Shiloh Missionary Baptist Church will be served thereby (Matthew 18:15-18).

ARTICLES OF INCORPORATION BOARD (BOARD OF DIRECTORS)

The Articles of Incorporation Board

14.9 The Board of Directors has vested general leadership and management of SMBC to SMBC members consistent with these SMBC Bylaws. Shiloh Missionary Baptist Church is a member-led church. It is recognized that the day to day Operations of the SMBC will be executed by the SMBC Officers and Senior Pastor as supplemented by the church's leadership council. This governance model is consistent with Article VI- Authority and Governance section of these SMBC Bylaws. The governance process will be accomplished consistent with article 13.11 of these SMBC bylaws, entitled Leadership Council, and as further defined by the respective roles and responsibilities of the 1) leadership council's Vision/Mission Operations Group and 2) the Leadership Council's Legal/Business Operations Group. The specific roles and responsibilities of each group is also delineated and clearly documented in these SMBC church bylaws.

14.10 The Articles of Incorporation Board (Board of Directors) shall consist of not less than 5 members, however that number could grow for a variety of reasons to include growth based on:

14.10.1 Added tasks and the need for additional members

14.10.2 Incorporating expanded capabilities and unique resources

14.10.3 Training and development for future needs and/or business applications

The current 5-person board is composed of five SMBC members. The 5 members currently serving are grandfathered in as members of the SMBC Articles of Incorporation Board (AOIB), as incorporated in the February 2021 State of Texas registered Articles of Incorporation for Shiloh Missionary Baptist Church. New (AOIB) members may be recommended by the Finance Committee, Leadership Council-Legal/Business group, SMBC Officers, and the Senior Pastor. Recommendations will be shared among each of these responsible parties for concurrence and presented to the Shiloh Missionary Baptist Church body for formal approval (by vote).

14.11 Notwithstanding anything to the contrary herein, certain transactions shall require the approval of the Board of Directors prior to formal approval and implementation. These shall consist of long-term business and legal related concerns; Amendment of the Bylaws; Amendment of the Articles of Incorporation; Mergers; Acquisitions; Conversion; the Sale,

Shiloh Missionary Baptist Church Bylaws

Purchase or lease of Real Property; the sale of all or substantially all of its assets; and activities having potential impact to SMBC's Non- Profit and Exempt Status.

14.12.1 Dismissal of an Articles of Incorporation Board Member – There are no term limits for an (AOIB) member upon election to the board. Tenure shall depend upon ability, conduct, and performance. The SMBC Members, however, shall reserve the right to terminate services of an (AOIB) member at any time should criminal, immoral conduct, unfitness, or lack of ability cause harm to or bring public embarrassment to the Shiloh Missionary Baptist Church. SMBC may act to terminate the services of the (AOIB) member by use of the established procedures for calling a special meeting and voting for the dismissal of the (AOIB) member by majority vote of a Quorum (Article X) at such a duly called special meeting. This will formally bring charges against the (AOIB) member. This process shall begin as indicated in the following portion of this article.

14.12.2 Should charges or allegations be presented against the (AOIB) member, the Church shall appoint a committee, composed of no fewer than 5 and no more than 7 representative members of the congregation and chaired by the Senior Pastor and a member of each group of the Leadership Council. The committee shall inquire into and investigate the charges being brought against the (AOIB) member. If the committee decides at the duly called special meeting, by Quorum (Article X) vote, that there is a cause to remove the (AOIB) member, before such action of removal is taken, the Church shall allow the AOI member to speak to the Church on his/her own behalf.

14.12.3 SMBC shall not terminate the services of the (AOIB) member without giving thirty (30) days prior written notice, unless the (AOIB) member becomes involved in some immoral matter so as to make termination in a shorter period necessary. Termination of the (AOIB) member shall be voted on at a specially called business meeting of the SMBC Membership, notice of such meeting and its purpose having been given to the Church membership body at least two (2) weeks in advance.

14.12.4 If, for any reason, the committee as defined in 14.10.2 determines there is cause to terminate the (AOIB) member, whether for unfaithfulness, unfitness, or other cause, the Church Members at a properly held meeting, shall deem it necessary or desirable to remove the (AOIB) member from office by majority vote Quorum(Article X), official notice shall be given to the (AOIB) member in advance of the proposed meeting.

14.12.5 In case the (AOIB) member is unable to perform the duties of the board, for personal or health reasons, a request shall be submitted for leave of absence to the Senior Pastor, Church Officers and Leadership Council.

14.12.6 An Articles of Incorporation Board member, should he/she desire to resign for any reason, shall give written notice to the Senior Pastor, Church Officers, and Leadership Council thirty (30) days before doing so.

Shiloh Missionary Baptist Church Bylaws

In case of an Articles of Incorporation Board vacancy, the Leadership Council (Legal/Business Operations Group) may appoint an interim Board member for the remainder of the year. At the time of a Board vacancy all Officers shall be informed first, and then the Senior Pastor shall make a public announcement of that fact and inform the Church that a position is available on the Articles of Incorporation Board. The recommendation to formally replace an (AOIB) board member will be held at the Annual Church Business Meeting.

A member of the Special (AOIB) Search Committee shall serve as the Chairperson of Special (AOIB) Search Committee. The search committee shall be composed of no fewer than 5 and no more than 7 representative members of SMBC. The Search Committee shall be appointed by the SMBC Church Officers.

This group shall review the background of the candidates to fulfill the (AOIB) vacancy. The committee shall investigate the merits of every candidate under consideration in regard to personal character, education, and general ability in determining qualifications for the (AOIB) board.

All final candidates shall submit to a background investigation (criminal, civil, and financial) and drug screening.

The interview guideline procedures shall be provided by the Special (AOIB) Search Committee. The committee is responsible for vetting the candidates. The Interview Guide Procedures shall include but is not limited to the following:

- Review and validate of past experiences
- Verify credentials presented
- Determine the reason for seeking the position
- Validate Community involvement
- Determine family status
- Determine candidate's association with local, state, and national religious affiliations

The specifics of the Interview Guide Procedures will be further developed as needed. The Special (AOIB) Search Committee will verify consideration for internal and external candidates. The Special (AOIB) Search Committee, after hearing evaluating and investigating the candidates, as they think suitable for the board shall present to the Officers and Leadership Council the names of the most suitable candidates. A meeting of this group shall be called by the

Shiloh Missionary Baptist Church Bylaws

Leadership Council and they shall present to the Church the most suitable candidates selected by the Committee.

Upon recommendation by the Officers and Leadership Council, the Church Membership shall vote on the selection. Approval of a new board member may be done by simple majority.

ARTICLE XV – EMPLOYEES OF THE CHURCH

EMPLOYEES OF THE CHURCH

15.1 The employees shall be approved by the Senior Pastor in conjunction with the Leadership Council. Their salaries shall be paid as approved by the same. All employees shall be required to complete an application for employment and be subject to an acceptable background check and drug screen. Vacancies of employees of the Church shall be published to the church membership for a minimum of two weeks. Individuals employed by SMBC, other than the Senior Pastor are:

- Church Secretary/Clerk
- Director of Music (2)
- Percussionist
- Youth Director(s) (2)
- Building Use/Access & Transportation Coordinator
- Groundskeeper
- Multi-Media Coordinator
- Security (2)
- *Administrative Assistant/Technology Ministry NOTE: THIS RECOMMENDED POSITION REQUIRES REVIEW BY THE FINANCE COMMITTEE AND CONFIRMATION BY THE CHURCH BODY*

15.2 The Leadership Council, in conjunction with the Senior Pastor and the Church Officers shall be informed of all hiring, creation and/or elimination of staff positions based on the needs of the administration of the Church and budget availability. Vacant staff positions of the Church shall be published to the Church membership.

15.3 The Church Secretary/Clerk shall be responsible for the duties as described in these Bylaws Article 13.9.

15.4 The Director of Music (2) shall be responsible for leading and directing musical requirements for the choirs of SMBC.

15.5 The Percussionist shall be responsible for providing music for the choirs of SMBC.

Shiloh Missionary Baptist Church Bylaws

15.6 The Youth Directors (2) shall be responsible for providing leadership and direction for all youth and children activities.

15.7 The Building Use/Access & Transportation Coordinator shall be responsible for the opening and closing of the Church building and to provide transportation to Church members.

15.8 The Groundskeeper shall be responsible for the repair and maintenance of the Church grounds.

15.9 The Multi-Media Coordinator shall be responsible for organizing the Church media center and purchasing materials for the media on behalf of the Church.

15.10 The Security shall be responsible for providing security services during Church activities.

15.11 The Administrative Assistant/Technology Ministry shall be responsible for technology.

ARTICLE XVI

MINISTRIES, AUXILIARIES, CLUBS, GUILDS

16.1 Ministry Structure: The Church shall maintain ministries of discipleship, worship and fine arts, fellowship, mission, evangelism, pastoral care and administration that ministers to all generations of the Church. All ministries shall be under the Church's control. All ministry leaders shall be approved by the Church and shall report regularly to the Church. All ministries shall have such leaders and organization, as the ministry requires. The Church shall provide human, physical, financial, and spiritual support for the appropriate advancement of these ministries.

16.2 Any group of members may join together to form a body to work for the promotion of Christian endeavors and welfare of the Church as long as such body is in keeping with Church policy and meets the approval of the Senior Pastor and Church Officers. Such organizations may not have separate finances and a treasury except those that meet with the approval of the Leadership Council and the Finance Committee. All contributions shall be reported to the financial office within one (1) week of collection.

16.3 All affairs and social functions of such organizations must meet with the approval of the Senior Pastor and Church Officers and must be placed on SMBC calendar in advance.

Note: If an auxiliary or task requires additional funding above that which was approved on the annual budget, approval by the Leadership Council is required for the additional funding.

Shiloh Missionary Baptist Church Bylaws

16.4 No person or auxiliary (club, guild) shall take any action, enter into any obligation, or make any contract in the name of SMBC. The only body within SMBC that shall have the power to enter into lawful and legally binding agreements and contracts on behalf of SMBC shall be the Leadership Council and Board of Trustees.

16.5 When any organized group or individual of SMBC decides to stage an activity of any kind in the name of the Shiloh Missionary Baptist Church, they must first receive permission from the Senior Pastor, and in the absence of the Senior Pastor, the Chairman of the Deacon Ministry before proceeding to do so.

16.6 Any group desiring to secure services of a speaker or preacher must bring such person to the attention of the Senior Pastor for approval before proceeding to engage the person.

16.7 All organized groups of SMBC shall be permitted to handle the affairs of their group in their own way, if they do not in any way violate the Bylaws of SMBC or violate and Christian Ethics.

16.8 When any organized group or individual of SMBC conducts a special effort for the benefit of or in the name of the Shiloh Missionary Baptist Church, all receipts shall be turned over to the Finance Committee within one (1) week from the time such monies are collected, accompanied by a completed SMBC Auxiliary/Ministry deposit slip.

16.9 All organizations (auxiliaries) within SMBC, being a part of SMBC, shall keep correct records of their work and funds in books or electronically and shall generate reports, whenever directed, to the Finance Committee.

16.10 Each auxiliary shall elect its organizational (auxiliary) officers, and the name of the officers shall be supplied to the Church Secretary/Clerk. All officers elected are to be installed at the Church installation service.

16.11 Order of regular meetings of all auxiliaries shall be, but not limited to the following:

- Call to Order
- Prayer
- Presentation of Agenda
- Reading of Minutes
- Unfinished Business
- New Business
- Adjournment with Prayer

Shiloh Missionary Baptist Church Bylaws

ARTICLE XVII – MARRIAGE POLICY

MARRIAGE POLICY

Shiloh Missionary Baptist Church defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation, and biological family, and in the furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28; Genesis 1:18-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:31-33). Therefore, marriage ceremonies held at Shiloh Missionary Baptist Church will only be between the union of one man and one woman (the Traditional Definition of Marriage). There will be no “same-sex marriages or unions” performed on the church’s properties or resources used for such purposes.

Under the Shiloh Missionary Baptist Church (SMBC) Marriage Policy, the Traditional Definition of Marriage is the only definition of marriage that will be recognized or accepted. No elder, officer, employee, servant, agent, or any person, corporation, organization, or entity under the direction or control of the Shiloh Missionary Baptist Church shall commit any act or omission, or make any decision whatever, that would be inconsistent with, or that could be perceived by any person to be inconsistent with, full support of the SMBC Marriage Policy and strict adherence to the Traditional Definition of Marriage rather than any alternative to the Traditional Definition of Marriage.

The SMBC Marriage Policy specifically prohibits acts or omissions including but not limited to permitting any Church assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the Church, to be used in any manner that would be or could be perceived by any person to be inconsistent with this Church’s Marriage Policy or the Traditional Definition of Marriage, including not limited to permitting any Church facilities to be used by any person, organization, corporation, or group that would or might use such facilities to convey, intentionally or by implication, what might be perceived as a favorable impression about any definition of marriage other than the Traditional Definition of Marriage.

We believe this Church’s Marriage Policy is based upon God’s will for human life as conveyed to us through the Holy Scriptures, upon which the Shiloh Missionary Baptist Church has been founded and anchored, and this Marriage Policy shall not be subject to change through popular vote; referendum; prevailing opinion of members or the general public; influence of or interpretation by any government authority; agency; or official action; or legal developments on the local, state, or federal level.

Shiloh Missionary Baptist Church Bylaws

ARTICLE XVIII

CHILD PROTECTION POLICY

CHILD PROTECTION POLICY

18.1 All youth volunteers and staff should be a member of SMBC and will be subject to a background check and random drug screening. The result of said shall be held confidential between the Leadership Council of SMBC and the individual.

18.2 A member or volunteer who does not meet the membership requirements may work with youth program only once with approval of the Senior Pastor and Youth Director. Any members or non-members who desire to continue working/volunteering on a regular basis will be subject to a background check and a random drug screening.

18.3 All workers and volunteers shall have completed a Child Protective Services (CPS) Orientation, and complete an Annual Update. Workers/volunteers who have completed the CPS orientation and have met the background/drug screening requirements will be considered a Youth Advisory Guide.

18.4 The Child Protective Services Orientation consist of an overview of how to contact the Texas Abuse/Neglect Hotline, how to contact CPS intake line, how to file a CPS report and how to handle concerns about child endangerment.

18.5 Church Officers shall be responsible for ensuring that the background check and drug screen for all volunteers and staff have been initiated and completed prior to providing service. Written approval of clearance will be provided to the Senior Pastor and the Chairman of the Deacons.

18.6 The Youth Advisory Guide shall be authorized to chaperone and supervise on site and away activities for SMBC Youth Ministry. At least one (1) Youth Advisory Guide shall be present at all times, with any volunteer(s) working with children. At least one (1) chaperone shall be required for every ten (10) youth/children.

18.7 There shall be a minimum of two (2) adults (which shall include one (1) Youth Advisory Guide), not related to each other, required for the supervision of youth/children at all times.

18.8 A valid driver's license and the approved, insured church driver's list shall be on file for anyone transporting youth and children from SMBC for any church activity. The Youth Director will be responsible for ensuring that all youth/children participating in activities away from SMBC or any overnight activities shall have written parental consent and a signed notarized medical release form. Consent and medical release forms should be completed for each activity requiring travel or overnight activities.

Shiloh Missionary Baptist Church Bylaws

18.9 Children and youth shall be defined as those less than 18 years of age.

ARTICLE XIX – GENERAL

GENERAL

19.1 All members of SMBC have the right to request the use of the edifice. Funerals, Weddings, Repass for members shall have no charge assessed for the use of the church or related services (i.e., sanctuary or fellowship hall)

19.2 Request should be submitted to the Church Secretary of SMBC. All non-members of SMBC will be required to pay a fee for approved use of the edifice in accordance with the negotiated fee schedule in place at that time. The use of a SMBC minister, musician, media, custodial staff, and security personnel are separate, and said negotiated fees shall be disclosed and collected prior to the date of the event. All negotiated fees for non-church ministry events shall be determined from the approved and negotiated Fee Schedule of the Church.

19.3 We strive to provide an environment that promotes wellness and prevention of disease. SMBC does not endorse the use of tobacco, alcoholic beverages, offensive or vulgar language.

19.4 No member of SMBC or anyone else shall be permitted to distribute circulars, tracts, or leaflets without first securing written and verbal approval from the Senior Pastor and in the absence of the Senior Pastor, the Chairman of Deacons before proceeding to do so. If request is made for the distribution of material, the Senior Pastor and Church Officers must actually review the content of it before permission is granted or denied.

19.5 Any item contributed to SMBC by any member, group, or outside contributor(s), become the property of SMBC and may not be removed except by consent of the Board of Trustees.

19.6 The will of this Church on any given matter fully expressed by its vote shall be carried out by the Senior Pastor, Officers, Boards, Committees, or Auxiliaries of SMBC to which said matter refers.

19.7 The Shiloh Missionary Baptist Church considers the safety and well-being of its members and visitors to be of the utmost importance and strive to maintain a safe and healthy environment for all worship services, functions, and activities conducted at church. As such, SMBC maintains an onsite security presence at all worship services, and will on many occasions, employ the services of outside security personnel.

In recognition of the above, and the due respect and thoughtful consideration of all members and guests, the display or handling of a firearm or weapon, shall not be conducted during any worship service or church activity on the church campus and facilities. All concealed firearms and weapons shall remain concealed at all times if they are brought onto the church campus and facilities.

Shiloh Missionary Baptist Church Bylaws

19.7.1 SMBC prohibits the open carry of firearms and weapons except by on-duty Law Enforcement Officers and designated Security Personnel.

ARTICLE XX

AMENDMENTS OF THE BYLAWS

These Bylaws may be amended, altered, changed, added to or replaced upon the initial recommendation by the Senior Pastor, Church Officers, and Leadership Council. Final approval will be by a subsequent majority confirmation of the membership entitled to vote at any Annual, Semi-Annual, or Special meeting of the membership (provided that proper notice is given in accordance with the Bylaws).

No change of the date of the Annual meeting of the members shall be made within thirty days before the day on which such meeting is to be held. Changes must be instituted in writing by a resolution announced to the congregation and via media for all members entitled to vote at the Annual Meeting.

ARTICLE XXI – ADOPTION

The foregoing Bylaws of the Shiloh Missionary Baptist Church are so ordered by a vote according to the Constitution and Bylaws in effect at the time of said vote.

ARTICLE XXII

PARLIAMENTARY AUTHORITY

Parliamentary Authority: The rules contained in the current edition of The New Hiscox Guide for Baptist Churches, and the current edition of Robert's Rule of Order shall govern the Shiloh Missionary Baptist Church in all cases which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order adopted by SMBC.

ARTICLE XXIII - RATIFICATION

Shiloh Missionary Baptist Church Bylaws

These Bylaws will become effective upon ratification by a 51% vote of the Members present and eligible to vote at the Meeting of Shiloh Missionary Baptist Church, called expressly for that purpose by the Senior Pastor, Church Officers, and Leadership Council held in the City of Fort Worth, Texas. The effective date of these Bylaws is July 11, 2023.

Any subsequent revisions which are ratified by the church membership at a business meeting called for such purpose, shall supersede the previous bylaws of the Original Church Rules and Regulations which were ratified by a simple majority of the voting members present.

ACKNOWLEDGEMENTS

Resources:

Holy Bible

Baptist Covenant

Articles of Faith

The New Hiscox Guide for Baptist Churches

Robert's Rule of Order