

Constitution Of the Sumter Baptist Missionary and Educational Association

Article I: Preamble

We, the members of the Sumter Baptist Missionary and Educational Association unite ourselves as a body of baptized believers to give visible form to that faith, fellowship, love and concern for all people to which God has called. This organization is sensitive and compassionate to the needs of the people of God and we welcome new opportunities in Christian service. With the Holy Spirit as our Guide and Comforter, we do ordain and establish this Constitution and Bylaws for the Sumter Baptist Missionary and Educational Association.

We, the members of the Sumter Baptist Missionary and Educational Association believe in the principles and doctrines proclaimed in the New Testament Church as its policies and practices. In church government this Association believes in democracy and the rights of the people to act by the majority.

Article II: Name

This organizational body shall be known as the Sumter Baptist Missionary and Educational Association, Inc.

Article III: Purpose

The purpose of this organization is five-fold:

- 1. To give visible form to the faith and fellowship that Christ said He would establish**
- 2. To bind together in Christian love, drawing strength from each other**
- 3. To be of service to ourselves and to the community**
- 4. To spread the gospel throughout the world**
- 5. To study and practice Christian Discipleship as revealed and taught in the New Testament of the Holy Bible.**

Article IV: Polity

The polity of this body is vested in the members who compose this ministry. Every member has a right to his/her own opinion and the right to express that opinion, observing the simple rules of courtesy and Christian decorum.

Article V: Doctrine

The organization accepts the Scriptures of the Old and New Testaments of the Bible as the inspired witness to God's revealing actions in human history and as the authoritative basis for its doctrine and practice.

Article VI: Objectives

The objectives of this Association shall be to provide framework whereby the Member churches will work, encourage and support each other in all endeavors to advance the work of the Kingdom of God.

Article VII: Amendments

This constitution may be amended at a regular or called Executive Ministry meeting of the Association by the majority votes of those present and voting. Before such a vote can be taken, however, noticed of the proposed amendment must have been given to each church by letter at least one month in advance of the time when action is to be taken.

Recommended amendment changes must be presented to the Executive Ministry before being presented to the Parent Body.

Article VIII: Membership

Section 1. Any Missionary Baptist Church sound in theological doctrine and willing to cooperate and contribute to the objectives of the Association shall be entitle to membership.

Section 2. Each organizational church shall be entitled to two delegates in addition to the pastor, however, a church that has more than three hundred members shall be entitled to one additional delegate.

Section 3. The Association shall have the voting authority to withdraw fellowship of any church that is found not to be in compliance.

Section 4. Each Association church is autonomous in its operations and has the right to withdraw its membership status in the form of written submission to the Moderator and the Executive Ministry.

Section 5. This Association shall have no Ecclesiastical Jurisdiction over any church holding membership, nor shall it interfere with the internal affairs of any church without being asked to do so as is prescribed in the grievance policy.

Section 6. Any member of this Association in good standing with their home church, Clergy or Layperson, Male/Female shall be eligible to hold an office by election or appointment.

Article IX: Officers of Associational Body

Section 1. The officers of this Associational body shall be Moderator, Vice Moderator, Clerk, Assistant Clerk/Financial Recorder, Treasurer Historian and Statistician.

Section 2. The Executive Ministry shall consist of seven (7) or more Pastors. They shall perform duties as are common to such offices and as are specifically described in the By-laws of the Association.

Article X: Election of Officers

Section 1. All officers of the Association, Executive Ministry and Ministries shall be elected annually, as is governed by the Constitution and the By-laws of the Association.

Section 2. New Ministry officers must have a letter of recommendation from their Pastor. In the event a name is submitted from the floor, a letter of recommendation must be submitted by their Pastor, before said name is official.

Section 3. In the event of death, disability or removal from office of the Moderator, the Vice Moderator shall serve until the next Annual Session. In the event of death, disability or removal from office of the Moderator and Vice-Moderator the chairman of the Executive Ministry shall call a meeting of the Executive Ministry members and shall appoint qualified individuals to serve in said positions and will serve until the next Association Annual Session.

Article XI: Tenure

Section 1. (Tenure) - Officers of the Association and Ministries shall not succeed themselves in office consecutively, more than five (5) times until at least one year has lapsed.

Section 1a. In the event a position is not filled by election, the Executive ministry has the authority to appoint a qualified individual to fulfill said position until the next Annual Session

Section 2. Election to position of Vice Moderator shall not be interpreted to mean automatic succession to the position of Moderator, respectfully.

Section 3. All newly elected officers shall assume their positions at the end of each Annual Session and conclude his/or her position at the end of the next Annual Session. All outgoing officers will be asked to assist the incoming officers in the transitioning until the end of the calendar year.

Section 4. The Executive Ministry shall attend to the work of the Association at its Annual Session and may be required to meet no less than two times between each Annual Session.

Article XII: Duties of Officers

Moderator

Section 1. The Moderator of the Association shall: (a) Enforce the Bylaws, Rules of Order and Guidelines of the Association; (b) Give guidance and leadership in all deliberations of the order of business of the Association and provide spiritual overseeing of the work of the Association; (c) Preside or designate the Vice Moderator to preside over sessions of the Association; (d) The Moderator shall serve as ex-officio (non-voting) member of all committees and departments of the Association; (e) Be responsible for preparing or directing the preparation of all official statements enunciated by the Association. This office shall provide all statements that express policies of the Association prior to release to the general body, (f) Affix the signature as Moderator of the Association to all documents required thereof.

Vice Moderator

Section 2. The Vice moderator shall serve and assist in the same capacity as Moderator in his/her absence or direction ensuring smooth execution of all facets of work of the Association.

Association Clerk

Section 3. The position of Association Clerk is an elected position. The clerk is recognized as a legal Association official. This person shall be elected by the Association and may serve a maximum of five (5) years. The Clerk will be responsible for and keep complete and accurate minutes for the Annual and Planning Sessions of the Parent Body. The Clerk shall record minutes of any call meetings so deemed by the Moderator. He/She shall accurately record all proceedings; supervise the printing and distribution of all minutes relevant to Association work. The Clerk will be responsible for the distribution of all statistical and financial data providing support to the Financial Clerk. Copies of minutes and reports are to be distributed to the Moderator, Vice Moderator, Executive Ministry and Parent Body. He/She shall assist the Moderator in appointing committees for the Annual session. He/She shall submit for review by the Moderator any press release when deemed. Upon leaving office the Clerk shall immediately give all books and records for which this person has been responsible to the Moderator.

Assistant Clerk/Financial Recorder

Section 4. The Assistant Clerk shall assist the Clerk during the Annual Session.

Section 4a. The Assistant Clerk must have thorough knowledge of all financial data related to the business of this Association with a strong background in accounting procedures.

Treasurer

Section 5. Treasurer must have knowledge and/or financial expertise in business, bookkeeping and accounting procedures. Must be a member in good standing with an Associational church. The Treasurer shall be bonded by the Association.

The Treasurer shall receive and bank all offerings of the Association in the name of the Association. He/She will distribute monies as approved by the Moderator, Financial Ministry or as designated in the budget, adopted by the Association at its Annual Session. He/She shall render an itemized report

of all receipts and disbursements monthly and at the Annual Session. He/She shall keep all bookkeeping documentation available and in suitable condition for examination by the Moderator, Executive Ministry or Auditor if applicable. At the Annual Session financial reports shall be submitted for audit, printed

copies of financial of financial report is to be given to the Parent Body.

When leaving office all records, checkbooks and other documents held in the name of the Association must be turned over to the Moderator and Executive Ministry. He/She must be bonded in the amount not less than the Annual budget. The Treasurer will work closely with the Financial Clerk.

Assistant Treasurer

Section 6. The Assistant Treasurer shall serve and assist in the same capacity as the Treasurer in his/her absence or direction ensuring smooth execution of all facets of work of the Association. The Assistant Treasurer shall be bonded by the Association.

Article XIII: Executive Ministry Members

The Executive Ministry are persons who have been appointed to leadership of the Sumter Baptist Missionary and Educational Association. This ministry shall consist of seven or more Pastors.

Section 1. This Ministry shall receive or act upon matters pertinent to the Association and/or referred to the ministry by churches of the Association. The convening of this ministry shall be on Friday before the second Sunday of the Annual Session in October. This ministry may be required to meet when deemed by the Moderator to act upon special matters directed to this ministry. A quorum for this ministry shall be one-half of its members plus one. The Chairman or Moderator may call a special meeting of the ministry as deemed necessary.

Section 2. All actions taken by the Ministry shall be in compliance with the Constitution and By-laws of the Sumter Baptist Missionary and Educational Association.

Section 3. This ministry will provide a typed annual report of its work during the year with any recommendations.

Section 4. The ministry will adopt rules and regulations for procedures in the conducting of any Association business, provided such rules and regulations do not conflict with the Constitution and By-laws of the Association, or any provision thereof.

Article XIV: Ordination Council

The purpose of the Council is to interview and provide a prepared examination for each candidate as presented by their Association church the candidate's readiness to enter into their call into the Ministry.

Section 1. The Ordination Council shall consist of not less than three (3) and no more than five Pastors (Seminary endorsed).

Section 2. The Council shall recommend to the Executive Ministry and Moderator those persons desiring ordination and have been recommended by their respective Pastors.

Section 3. The Ordination Council shall administer to said candidates who are seeking ordination an oral and a written examination.

Section 4. The Council shall recommend to the Executive Ministry and Moderator name of individuals seeking ordination who have shown evidence of his or/her conversion, faith in loyalty to the doctrine of the Baptist Church. Said persons shall provide evidence of his or/her divine call to the work of the gospel ministry through instructional teaching.

Section 4a. The Council recommends that the candidate shall have completed the list classes provided by the Congress of Christian Education for ordination eligibility if the candidate does not have a seminary degree.

Section 5. The Executive Ministry will be responsible for establishing an Ordination Council.

Section 6. Any Pastor who does not have a Seating position on the Ordination Council can deliver the ordination sermon.

Article XV: Ordination Fees

Section 1. A fee of one-hundred fifty dollars (\$150.00) per candidate shall be paid to the Association, at the initial request, by each person seeking ordination.

Section 1a. The fee shall be refunded after 90 days if the exam is not administered however, the information packet must be returned.

Section 2. The Council shall not meet more than three times with said individuals seeking ordination. If the candidate fails the examination a fee of \$150.00 will be required for any additional examination.

Section 3. The Sumter Baptist Association shall ordain each individual who has met and passed the qualifications and examination given by the Council. Said candidates shall be ordained at his or/her home church or any other church provided the candidates Pastor has given consent.

Section 4. All monetary offering collected during the ordination worship service shall be given to the church.

Article XVI: Rules of Order

Section 1. The officers of the Association shall be elected annually during the Annual Session.

Section 2. All resolutions and reports must be submitted to the Clerk at least three months prior to the Annual Session.

Section 3. All officers, ministry presidents and ministry leaders are to attend all sessions of the Parent Body.

Section 4. Minutes must be distributed to all officers, ministry presidents and ministry leaders at the Annual Session for adoption and are subject to correction prior to approval.

Article XVII: Meetings

Section 1. The following ministries shall meet during the Annual Session: Executive Ministry, YWA, Ushers, Women's Ministry, Brotherhood, Junior Brotherhood, Junior Missionary, Minister's Spouses, Youth Ministry.

Section 2. The Association Annual Opening Night Service shall convene on Monday before the second Sunday in October.

Section 3. The Congress of Christian Education shall meet in the month of June in the calendar year.

Article XVIII: Time & Place

Section 1. Time and Place Committee shall submit its recommendations to the Parent Body during the Annual Session.

Section 2. Site for the Association Annual Session will be recommended by the Time and Place Committee. Persons serving on this committee will be appointed by the Moderator during the Annual Session. This committee is to submit a three to five year projection of sites to be considered for Time and Place.

Article XIX: Sermons

Section 1. Sermons can be given in address or lecture format. Presenters will use the Association theme and scriptures as directed from the South Carolina Baptist Educational and Missionary Convention.

Section 2. The following sermons will be given during the Annual Session: Introductory, Thematic, Education and Doctrinal. Special emphasis will be geared toward Education by the presenter during the Morris College Hour.

Article XX: Amendments

Amendments to the Constitution will be done only during the Annual Session. To change any articles will require two-thirds (2/3) of the registered churches.

THE BY-LAWS

Article I: Committees

Section 1. Every session of this convening body shall be opened and closed with prayer.

Section 2. The following committees shall be appointed:

- (1) Education**
- (2) Resolution**
- (3) Budget**
- (4) Mission**
- (5) Time and Place**

Article II: Standing Committees

The Nominating Committee receives the slate of officers for all ministries with exception of: Moderator; Vice Moderator; Clerk; Assistant Clerk/Financial Secretary; Treasurer. As a matter of record, the Nominating Committee presents the slates of officers to the Association.

The Nominating Committee shall consist of three (3) members who shall be selected from the Association. The chairperson shall be elected by the members of the committee itself. The members shall serve annually.

The names of nominees shall be submitted to the Executive Ministry sixty (60) days prior to the October Annual Session. The names of nominees shall be presented to the Association during the Annual Session.

The Budget Committee - This committee will be selected by the Moderator and Members of the Executive Ministry. The Moderator, Treasurer and Clerk will discuss the current financial status of the Association. The committee should have copies of all pertinent financial data and prepared budgets of all ministries for analysis. This committee should conduct an evaluation of the income and expenditures of the Association for the past year and make recommendations to the Executive Ministry and Associational Body.

The Auditing Committee –The Auditing Committee can consist of an external and/or internal person who is not part of the Budget Committee. The Moderator and Executive Ministry will establish this ministry.

The Constitution and By-Laws Committee – This Committee will review annually or as needed the Constitution and By-Laws. The Committee will be selected by the Moderator and the Executive Ministry.

Article III: Order of Business

Section 3. The following shall be the order of business:

- (1) Preaching of the Introductory Sermon**
- (2) Enrollment of Delegates/DOORWAY FEE**
- (3) Reading of letters**
- (4) Report from the Executive Ministry**
- (5) Report from Treasurer**
- (6) Report of New Churches**
- (7) Report of New Ministers**
- (8) Report from Committees**

- (9) Miscellaneous Business**
- (10) Moderators Address**
- (11) Election of Officers to include: Moderator, Vice Moderator, Clerk, Assistant Clerk/Financial Recorder, Treasurer, Statistician, Pastor's Ministry, Ordination Council.**
- (12) Election of Executive Ministry (all pastors)**

Article III: Committee on Planning/Time and Place/Arrangements

- Section 1. The function of the committee on Planning/Time and Place/Arrangements shall be to work with all Presidents; Committees and Ministries to ensure their goals, objectives and projects are in concert under the direction of the Parent Body.**
- Section 2. The Planning/Time and Place/Arrangements shall determine the time and place for each Annual Session. Recommendations will be given at the October Annual Session of all activities to the Parent Body in writing.**

Article IV: Ministries and Associational Structure

- Section 1. By-Laws of all Ministries, or amendments thereof, shall not become effective until they have been submitted to and approved by the Associational body.**
- Section 2. Each Ministry shall adopt a plan of work which shall be presented to the Parent Body. Each Ministry must submit a budget plan to the Executive Ministry and Financial Clerk for review during the Annual Session.**
- Section 3. Guidance and leadership for all Ministries shall be provided through the Executive Ministry.**
- Section 4. Ministries shall NOT hold membership in any other association or organization, unless approved by the Executive Ministry and Parent Body. NO ministry shall become autonomous and remain a member of the Sumter Baptist Missionary and Educational Association.**

Article V: Ministry Structure

The Sumter Baptist Missionary and Educational Association, hereby will recognize the following Ministries:

- Section 1. The Sumter Baptist Missionary and Educational Association, who shall be**

responsible for working with, inspiring and challenging the Women's Ministry to support fully all the objectives of the Association. The Women's Ministry shall establish such programs as may be necessary, under the rules and regulations of the Association and to harmoniously promote the objectives of the Association.

Section 2. The Sumter Baptist Missionary and Educational Association, who shall be responsible for working with, inspiring and challenging the Ushers Ministry to support fully all the objectives of the Association. The Ushers Ministry shall establish such programs as may be necessary, under the rules and regulations of the Association and to harmoniously promote the objectives of the Association.

Section 3. The Sumter Baptist Missionary and Educational Association, who shall be responsible for working with, inspiring and challenging the Young Woman's Ministry to support fully all the objectives of the Association. The Young Woman's Ministry shall establish such programs as may be necessary, under the rules and regulations of the Association and to harmoniously promote the objectives of the Association.

Section 4. The Sumter Baptist Missionary and Educational Association, who shall be responsible for working with, inspiring and challenging the Brotherhood Ministry to support fully all the objectives of the Association. The Brotherhood Ministry shall establish such programs as may be necessary, under the rules and regulations of the Association and to harmoniously promote the objectives of the Association.

Section 5. The Sumter Baptist Missionary and Educational Association, who shall be responsible for working with, inspiring and challenging the Junior Brotherhood and Junior Missionary Ministries to support fully all the objectives of the Association. The Junior Brotherhood and Junior Missionary Ministry shall establish such programs as may be necessary, under the rules and regulations of the Association and work in concert with the Youth Ministry to harmoniously promote the objectives of the Association.

Section 6. The Sumter Baptist Missionary and Educational Association, who shall be responsible for working with, inspiring and challenging the Youth Ministry to support fully all the objectives of the Association. The Youth Ministry shall establish such programs as may be necessary, under the rules and regulations of the Association and to harmoniously promote the objectives of the Association.

Section 7. The Sumter Baptist Missionary and Educational Association, who shall be responsible for working with, inspiring and challenging the Ministers Spouse Ministry to support fully all the objectives of the Association. The Minister Spouse's Ministry shall establish such programs as may be necessary, under the rules and regulations of the Association and to harmoniously promote the

objectives of the Association.

Section 8. The Sumter Baptist Missionary and Educational Association, who shall be responsible for working with, inspiring and challenging the Congress of Christian Education Ministry to support fully all the objectives of the Association. The Congress of Christian Education Ministry shall establish such programs as may be necessary, under the rules and regulations of the Association and to harmoniously promote the objectives of the Association.

Respectfully Submitted by:

**Pastor Aurelia G. Hill, Chairperson
Friendship Missionary Baptist Church**

**Pastor Marion H. Newton
Jehovah Missionary Baptist Church**

**Reverend Priscilla Loney
Trinity Missionary Baptist Church**

**Pastor William T. Johnson
Taw Caw Missionary Baptist Church**

