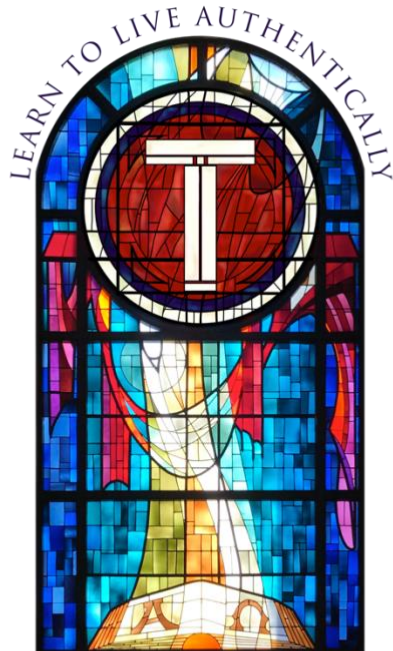


TABERNACLE BAPTIST CHURCH OF OKLAHOMA CITY, INC



TABERNACLE
BAPTIST CHURCH OF OKLAHOMA CITY

OFFICIAL CONSTITUTION & BY-LAWS

OFFICAL CHURCH BY - LAWS

OF THE

TABERNACLE BAPTIST CHURCH

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CONSTITUTION

PREAMBLE: We, the members of The Tabernacle Baptist Church of Oklahoma City, Oklahoma, do hereby establish and adopt the following articles as the constitution to which we and all subsequent members do voluntarily submit ourselves. The Tabernacle Baptist Church of Oklahoma City, Oklahoma, is a nonprofit, charitable Church corporation without capital stock and is incorporated under the laws of the State of Oklahoma.

ARTICLE I: NAME AND ADDRESS

The official name of this church organization shall be "Tabernacle Baptist Church of Oklahoma City, Oklahoma," (hereinafter sometimes referred to as "Tabernacle Baptist Church" or "Church"), as stipulated in the Certificate of Incorporation (as amended) and the Articles of Incorporation filed August 3, 1978. On the effective date of this Constitution, the Church is located at 1829 N.E. 36th Street, Oklahoma City, Oklahoma 73111. This Constitution and By-Laws supersede and, upon adoption by the Church membership, replace our previously adopted By-Laws, as revised and dated December 7, 1986.

ARTICLE II: PURPOSE

The purpose of Tabernacle Baptist Church is embodied in the "Great Commission" that Christ gave to His disciples as described in Matthew 28:19-20. The Church is committed to the declaration of all the council of God (Acts 20:27) and to worship The Triune God in spirit and in truth (John 4:24), by continuing to steadfastly assemble ourselves together (Hebrews 10:25) under the By-Laws of this Constitution which we believe to be according to the New Testament pattern (Matthew 16:18), in order that the lost might be evangelized (Matthew 28:18-20), the saved edified (Ephesians 4:12), and The Lord exalted (Ephesians 3:21).

ARTICLE III: DOCTRINE

The Church accepts the Holy Bible as an all-sufficient basis of historical doctrine and practice. As a summary of traditional principles for Christian conduct, we accept the Baptist Covenant, but also recognize the free activity of the Holy Spirit to provide guidance, and the Scripture as having full authority. The Church adopts the attached covenant of members which are hereby incorporated by reference.

ARTICLE IV: GOVERNMENT AND POLICY

Section I: The government of the Church shall be vested in the Church body, which is comprised of the members as described in Article V of these By-Laws. The Church body retains unto itself the right of exclusive self-government in all places of its life and organization.

Section II: As a Baptist Church, this Church will cooperate and mutually work with the Oklahoma State Baptist Convention, the National Baptist Convention, U.S.A., Inc. and the

East Zion Consolidated District. This Church shall be free to maintain relationships with other churches.

Section III: All affairs, business, conduct and activities of the Church shall be governed by and subject to the Bible, the Constitution, the By-Laws, and the Articles of Incorporation of this Church. The Church may adopt, from time-to-time, as deemed necessary, certain policies to assist with governance, operations, ministerial services, and management needs of the Church. Such policies, upon adoption, shall have the same force and effect of rules and laws of the Church, and shall be maintained as a part of the Church's records. If any policy conflicts with either the Bible, the Constitution, the By-Laws, or the Articles of Incorporation of this Church, then such policy shall be superseded to the extent of such conflicting provision(s), is contrary to the Bible, the Constitution, the By-Laws, and the Articles of Incorporation (whichever may be applicable).

ARTICLE V: MEMBERSHIP

Section I: Admission

Admission to Membership of this Church may be obtained by any of the following Methods or procedures:

A. **Baptism:** Any person who confesses Jesus Christ as Savior and Lord and adopts substantially the views of faith and principles of the Church and is baptized by immersion may be received in the fellowship of this congregation.

B. **Letter:** Any person who confesses Jesus Christ as Savior and Lord and is in substantial accord with the views of faith and principles of the Church and who has been baptized by immersion on profession of faith following acceptance by the Church may be received by letter from any Baptist Church.

C. **Experience:** A believer who confesses Jesus Christ as Savior and Lord and is in substantial accord with the views of faith and principles of this Church and who has been baptized by immersion on profession of faith, but, for significant reason(s), cannot present a letter from a church, may be received upon Christian experience.

Section II: Active Membership

An active member shall be any person (a) who has been accepted as a member as defined in Section I of Article V of this Constitution; (b) who receives the right hand of fellowship (excluding the sick, shut-in and otherwise handicapped), and (c) who shows evidence of his or her discipleship. Communion reception, church attendance and active Christian service will be matters of Christian conscience.

Section III: Non-Resident Member

A member of the Church who moves out of the city and joins another church as a fully active member may, upon written request, retain membership in this Church by spiritual fellowship.

The member shall be accorded all rights and privileges to which other members are entitled, except a non-resident member shall not be entitled to vote in Church business meetings, or meetings of any ministry, hold any Church office or participate in the election of officers or other officials of the Church.

Section IV: Short-Term Member

A member of another church located outside of Oklahoma City, who temporarily relocates to Oklahoma City, may join this Church under a short-term membership.

During the period of residency, the short-term member shall be accorded all rights and privileges to which other members are entitled, except a short-term member shall not be entitled to vote in Church business meetings, or meetings of any ministry, hold any Church office or participate in the election of officers or other officials of the Church.

Section V: Termination of Membership

A member of the Church may be terminated in any of the following manners:

1. Membership in another church
2. Personal Request
3. Death

Exclusion by action of the Church membership by a quorum of two-thirds (2/3) vote called upon notice for such purpose.

ARTICLE VI: LEADERSHIP

Section I: Pastor, Pastoral Staff, Officers, Official Ministries, Departments and Committees

A. Pastor. The spiritual leadership of this Church shall be vested in the pastor, duly elected, called and employed by the Church. The Pastor shall be responsible for the general welfare and oversight of the Church, including conducting worship services, guiding the entire ministry, focusing on the spiritual formation and well-being of the congregation, and cooperating with the elected leadership of the Church and its organizations.

1. The Pastor shall be called by the Church and shall serve according to a written contractual agreement, which shall include, but is not limited to, setting forth duties, tenure, and responsibilities.
2. The Pastor shall serve at the pleasure of the Church and all matters relating to the Pastor and the Church, including all contractual relationships, shall be deemed ecclesiastical in nature according to doctrines of the Church.
2. Pastoral Staff. The Pastor is expected to delegate appropriate responsibilities and duties to his pastoral staff. Pastoral staff shall include the following:

1. Minister of Music,
 2. Director of Youth Ministry,
 3. Minister of Christian Education,
 4. Administrative Assistant, and
 5. Director of Human Resources,
-
3. Associate Pastor. The Associate Pastor shall be a licensed minister who is a member of the Church. The Church may have one or more Associate Pastors. The Associate Pastor shall serve at the pleasure of the Church and all matters relating to the Associate Pastor and the Church, including all contractual relationships, shall be deemed ecclesiastical in nature according to doctrines of the Church.

 4. Assistant Pastor. An Assistant Pastor may be hired to serve as Youth Minister or in any other such ministerial capacity as recommended by the Church. An Assistant Pastor, may, but is not required to be a licensed minister. The Church may have one or more Assistant Pastors. The Assistant Pastor shall serve at the pleasure of the Church and all matters relating to the Assistant Pastor and the Church, including all contractual relationships, shall be deemed ecclesiastical in nature according to doctrines of the Church.

 5. Pastor Emeritus. The Church may bestow upon a former pastor of the Church the honorary title of Pastor Emeritus, and the Church may, in conjunction with such Pastor Emeritus, set forth appropriate arrangements regarding duties, compensation, etc., as may be necessary. The Pastor Emeritus shall serve at the pleasure of the Church and all matters relating to the Pastor Emeritus and the Church, including all contractual relationships, shall be deemed ecclesiastical in nature according to doctrines of the Church.

 6. Interim Pastor. In the event of a vacancy in the position of Pastor of the Church for any reason, an Interim Pastor may be elected by the Church to serve the spiritual duties and responsibilities of the Church. The Interim Pastor shall be duly elected, called and employed by the Church, under such arrangements that the Church deems appropriate and suitable under the circumstances. An Interim Pastor shall be ineligible for election to the position of Pastor of the Church for a period of three (3) years following service as Interim Pastor. The current Interim Pastor is grandfathered under this provisions and may apply for the vacancy that currently exists in 2014. The Interim Pastor shall serve at the pleasure of the Church and all matters relating to the Interim Pastor and the Church, including all contractual relationships, shall be deemed ecclesiastical in nature according to doctrines of the Church.

7. Officers of the Church. The Church shall consist of the following recognized Officers. The Officers of the Church shall serve at the pleasure of the Church; and all matters relating to such Officers of The Church, including all contractual relationships, shall be deemed ecclesiastical in nature according to doctrines of the Church.

1. Pastor
2. Chairman of the Deacon Ministry
3. Chairman of the Trustee Ministry
4. Chairman of Deaconess Ministry
5. Director of Christian Education
6. Church Clerk/Financial Secretary
7. Assistant Church Clerk/Financial Secretary
8. Business Manager
9. Parliamentarian
10. Historian
11. Church Moderator ^Superintendent of Sunday School
13. President of the Women's Ministry
14. President of the Brotherhood
15. President of the Usher Board
16. Minister of Music
 1. Chancel Choir
 2. Combined Choir
 3. Concord Choir
 4. Male Chorus
 5. Youth Choir
 6. Women's Victory Chorus

H. Official Ministries. The Church shall consist of the following recognized

Official Ministries. The Official Ministries shall serve at the pleasure of the Church and all matters relating to such Official Ministries, including all contractual relationships, shall be deemed ecclesiastical in nature according to doctrines of the Church.

Section II: Ministry Departments

1. Deacon Ministry
2. Trustee Ministry
3. Deaconess Ministry
4. Brotherhood Ministry
5. Women's Ministry
6. Youth Ministry
7. Outreach Ministry (Evangelism)
8. Music Ministry
9. Usher Ministry
10. Family Care Ministry
11. Scholarship Fund Ministry
12. Welfare Ministry

13. Flower Guild Ministry
14. Kitchen Ministry

The Standing Committees of the Church shall be as follows:

Deacon Ministry Trustee Ministry Deaconess Board

Section III:

Membership Committee Christian Education Advisory Council
Pastoral Advisory Committee Community Relations

Budget and Finance Committee In-house Audit Committee Human Resources Authority To

Authorize Other Positions

From time-to-time, the Church may authorize, modify, and/or establish other ministries, committees and church staff, as may be necessary for the orderly operations of the Church and its organization.

Section IV: Auxiliary Units of the Church

The Church may observe and establish the following Auxiliary Units for the Orderly operation of the Church and its organization:

- A. Greeters
- B. Hostesses

Section V: Meetings and Procedures Authorizing Executive or Closed Sessions

All meetings of committees, ministries, and organizational units shall be open to the members of the Church. No voting power shall be available or extended to nonmembers of any committees, ministries or auxiliary units during any meeting held by such entities, and such non-members' attendance or participation shall not interfere with the orderly conduct of such meeting. Church members who may be in attendance at such meetings and are not members of such committees, ministries or auxiliary units shall be excused when such meetings require an executive session or similarly closed session to consider personnel matters, confidential matters, or to seek the advice of legal counsel. A vote to seek executive session or to similarly close any such meeting shall be by a two-thirds (2/3) majority vote of the participating voting members.

ARTICLE VII: PARLIAMENTARY AUTHORITY

The most current edition of Roberts Rules of Order shall be applied and used by the Church as its parliamentary authority for all matters of procedure not specifically covered by the Constitution or By-Laws.

ARTICLE VIII: AMENDMENT

This Constitution may be amended provided the proposed amendment shall have been presented in writing at a regular Church business meeting upon proper notice of not less than ten (10) days prior proposed amendment to the Constitution or membership of the Church by mail, which such meeting to consider any Amendment.

Laws shall be preceded by discussion and who are qualified to vote and are present in such purpose, upon proper notice. This Constitution and the By-Laws may be amended only by an affirmative vote of two-thirds (2/3) of the active members present, and a quorum having been declared by the presiding officer of the regular or special meeting.

ARTICLE IX: DISSOLUTION

In the event of dissolution of the Tabernacle Baptist Church of Oklahoma City, Oklahoma, the assets of the Church shall become the property of if specifically voted upon by members of the Church, who are qualified to vote and are present in the regular business meeting scheduled for such purpose, upon proper notice. Any such dissolution shall be by an affirmative vote of two-third (2/3) of the active members present, and a quorum having been declared by the presiding officer of the regular or special meeting. In the event that the Church fails to designate any disposition of its assets upon dissolution, then the assets of the Church shall be disposed of according to the laws of the State of Oklahoma.

ARTICLE X: APPROVAL AND ADOPTION

This Constitution and By-Laws of the Tabernacle Baptist Church of Oklahoma City, Oklahoma, shall be effective immediately upon affirmative vote of two-thirds (2/3) of the active members present and voting at the Church meeting, upon proper notice, called for such purpose to consideration of such amendment. Any By-Laws shall be disseminated to the entire notice shall include the time and place of Amendments to this Constitution or By- then by a vote of members of the Church, the regular business meeting scheduled for

OFFICIAL CHURCH BY- LAWS
OF THE
THE TABERNACLE BAPTIST CHURCH OF
OKLAHOMA CITY, OKLAHOMA

SECTION I. PASTORAL CALL AND TERMINATION

A. Procedures for Calling Pastor

1. The Pastor shall be chosen and called whenever a vacancy occurs and the pulpit is declared vacant.
2. A Pastoral Search Committee shall be established for the purpose of screening names for the office of Pastor. The Pastoral Search Committee shall be comprised of seven (7) members, two of which shall be the Chairman of the Deacon Ministry and the Chairman of the Trustee Ministry. Additional names shall be nominated from the floor by church members. All potential committee members must be active and in good standing with the Church. After nominations cease, final selection of committee members shall be determined by a secret ballot vote by church members. The five names receiving the highest number of votes at a regular or special meeting called for such purpose shall be confirmed as the number needed to complete the committee.
3. The Pastoral Search Committee shall recruit and screen candidates for the position of Pastor. Based upon qualifications, experience and suitability for the Church, the three (3) top candidates shall be recommended for selection by the Pastoral Search Committee to the Church body. Consistent with the applicable provisions of the Constitution, in the event that an interim pastor has been selected to temporarily fill the vacant office of Pastor, that interim pastor shall be disqualified and ineligible for consideration to become the Pastor. The current interim Pastor is grandfathered under this provision and may apply for the vacancy that currently exists.
4. The Pastoral election shall take place at a meeting called for that purpose, of which at least a two-week (2) notice in writing shall be given by regular U.S. mail to members. A quorum shall be declared by the presiding officer of the Pastoral Search Committee prior to voting on the disposition of the call.
5. Balloting at the meeting shall be by a written instrument reflecting the name of the candidate(s) and shall be by an affirmative vote of a simple majority of members present as necessary for the election of a Pastor. All votes shall be tallied and compiled by Church tellers and certified by the Church Clerk. A proper record shall be made of the voting and maintained by the Church Clerk.
6. Upon election, the new Pastor shall be employed in accordance with the Constitution of the Church.

B. Termination of Pastor

1. Termination of a Pastor or any office staff, or position subject to control by the Pastor, may be voluntary or involuntary. In either case of termination, the act shall be deemed purely ecclesiastical in nature and the decision to terminate a Pastor shall not invoke any right to legal recourse, or otherwise be subject to review in any manner by resort to legal or judicial proceeding in any forum, court, administrative body or law enforcement agency. Any involuntary termination of the Pastor, or any office thereunder, shall be effective immediately. Every contract extended to the office of Pastor shall contain an explicit waiver of the right to legal recourse consistent with these By-Laws. Upon termination under this Section, the pulpit shall be declared vacant and the deposed Pastor shall have no right of access, and shall not have authority to make any binding decisions of the Church, including, but not limited to, making any appointments of officers, committees or other such determinations, or to otherwise effect any unilateral rule or edict, including any emergency measure. The Deacon Ministry shall immediately appoint a member to be responsible for the purpose of removing such deposed Pastor's personal property from the Church. All Church property in possession of the deposed Pastor shall be immediately returned to the Church. Upon termination, the Deacon Ministry shall appoint a three (3) member committee for the purpose of negotiating any settlement with the deposed Pastor. The decision of the committee with respect to any negotiated settlement with the deposed Pastor shall be final and non-reviewable. In the event that the deposed Pastor, or his agent, shall refuse to negotiate in good faith with the Church, then the committee so appointed shall make a final determination with respect to such issues of termination, including any compensation or related matter.

2. Involuntary Termination of the Pastor or any office staff under the Pastor may occur under any of the following conditions:

1. Death; or
2. Dismissal by vote of the congregation.
3. Process and Procedure for Involuntary Termination

1. The Deacon Ministry shall have the right and authority to conduct any investigation or to undertake any measures to determine the fitness of the Pastor to continue service to the Church in the position of Pastor. The Pastor shall not interfere in any manner with such investigation or otherwise interrupt the business of the Deacon Ministry in connection with such investigation. In the event that the Pastor's conduct shall be deemed to interfere with the proper operations, authority or acts of the Deacon Ministry, as determined by the Chairman of the Deacon Ministry in writing to the Pastor, then such Pastor shall be deemed immediately suspended and the provisions of this Section (I.B.3.a.) shall control and limit the duties of the Pastor. It shall be sufficient that the notice to the Pastor, as contemplated herein, be in writing and effort be made to deliver the notice to the Pastor. However, constructive notice shall suffice and actual delivery and receipt of notice to the Pastor shall not be necessary to effect the terms and procedures.

2. The Deacon Ministry shall convene a meeting for the sole purpose of determining if cause exists to consider termination of the Pastor (the "Suspension Meeting"), which meeting shall be closed to the general membership (except for any witnesses), and

which may be held, but is not required to be held, at a remote location. Should emergency circumstances exist, the Suspension Meeting may be convened immediately and without prior notice. However, it shall be necessary that a lawful quorum of the Deacon Ministry be present at the Suspension Meeting.

3. At the Suspension Meeting, the Deacon Ministry shall receive any evidence, witnesses, documents or other matters bearing on the decision of such termination. The Suspension Meeting may be continued and adjourned from time-to-time as may be necessary to fully consider the issues presented for determination.

4. After having fully considered the facts, evidence, witnesses, papers and documents, the Deacon Ministry shall vote to determine whether the Pastor shall be immediately placed under suspension until further vote of the Deacon Ministry. A 2/3 majority shall be required to carry a vote of suspension by the Deacon Ministry. If the vote to place the Pastor under suspension shall fail, the Pastor shall retain all rights, privileges and duties of the church, and no suspension shall issue. However, should the Deacon Ministry vote to place the Pastor under suspension, the Deacon Ministry shall determine the terms and conditions of such suspension. However, notwithstanding any additional conditions that may be imposed by the Deacon Ministry, the following shall be mandatory:

a. The suspended pastor shall temporarily vacate the Pulpit and any assistant Pastor, association Pastor, or substitute pastor may be called to conduct the spiritual duties of the Church in the absence of the Pastor. The Deacon Ministry may, but is not obligated to, make arrangements for temporary or interim compensation of such substitute pastor.

b. The suspended pastor shall not engage in any administrative or other duties of the Church during such term of suspension, and shall not participate in any voting or other decision-making process involving the Church including, but not limited to, execution of any documents that are binding upon the Church.

c. The suspended pastor shall not call or attend any meeting or otherwise organize in any manner, any members of the Church or any committee, board or other such grouping for any purpose.

d. The suspended pastor shall not be authorized to make any statement on behalf of the Church, issue any document or paper on behalf of the Church, or otherwise speak for the Church in any manner whatsoever.

e. Unless the suspended pastor shall be terminated to the provisions of Section 1 (B)(4) prior to the expiration of the period of suspension imposed hereon, the suspended pastor shall be restored to the position of Pastor as established by these By-Laws. Nothing in these By-Laws shall prohibit the Church from taking the formal process of suspension, or termination of the Pastor, for the same or similar acts or conduct as may have been included in

the previous vote seeking suspension or termination of the Pastor, should the circumstances so warrant.

4. A two-thirds (2/3) majority vote of members present and voting and consisting of a properly constituted quorum as defined in Section II of the By-Laws shall be required for the dismissal of a Pastor. Voting shall be by secret ballot at a Special Church Business meeting called, with proper notice, for the specific purpose under this Section. The vote to terminate a pastoral relationship with any Pastor shall be taken only upon recommendation of either of the following:

- a. The Deacon Ministry; or
- b. A committee elected and instructed by the Church body at a regular Church business meeting or a special Church Business meeting called, with proper notice, for the specific purpose of removing the Pastor.

5. An involuntary termination shall be effective immediately upon the taking of a vote and certification by the Church Clerk. A Pastor involuntarily terminated in a manner other than by death shall be compensated for an additional sixty (60) days in salary and applicable fringe benefits as may be set forth in a written contract.

6. A voluntary termination of the Pastor, or any officer under the Pastor, may occur under any of the following conditions:

1. Acceptance of other employment,
 2. Resignation,
 3. Health Reasons, or
 4. Retirement.
7. Voluntary termination shall not include additional compensation or fringe benefits beyond the date the termination becomes effective.

SECTION II. MEMBERSHIP MEETINGS

A. Worship Services

The Church shall meet regularly each Sunday and Wednesday for the worship of God, prayer, preaching, instruction and evangelism. Worship services shall be open to the entire membership of the Church and non-members desiring to attend. Worship services shall be conducted by the Pastor, or a designated Church officer in the absence of the Pastor.

B. Regular Church Business Meetings

1. The active membership of this Church shall hold regular monthly Church business meetings. A schedule of such meetings, including dates, times and locations, shall be published and made available to the Church body no later than December 15th of each

calendar year. If any change is to be made to the date, time or location of any regularly scheduled business meeting, notice shall be announced and published in the Church bulletin not less than ten (10) days prior to the implementation of such change.

2. An agenda of each monthly business meeting shall be posted at least one (1) week in advance of the meeting. The Pastor shall chair all regular meetings. In the event the Pastor is unable to call or chair a regular business meeting, the succession of Officers to chair the regular business meeting shall be as follows:

1. Chairman of the Deacon Ministry,
2. Vice-Chairman of the Deacon Ministry, and
3. Secretary of the Deacon Ministry.

C. Special Church Meetings

1. Special Church Meetings of the active membership may be called at any time by the:

1. Pastor,
2. Chairman of the Deacon Ministry, or
3. Petition, signed by not less than fifty (50) members in good standing and with a valid purpose, as determined by the Pastor, in addition to a majority vote of the Deacon Ministry.

2. No Special meeting may be called without prior notice of not less than (14) days to the Church membership, which notice shall be by regular U.S. mail. A complete statement of purpose for such Special Church Meeting shall be published at least two (2) times in the Church bulletin prior to the meeting, and an announcement of such Special Church Meeting shall be made at least twice during regular worship services. A Special Church Meeting shall be limited to the subject matter for which the meeting has been called and no other matters not properly included in the notice, as consistent with the By-Laws, shall be entertained at such meeting.

3. A Special Church Meeting which has been petitioned by fifty (50) or more members in good standing shall not be called until each petitioning member has been certified by the Church Clerk as being a member in good standing.

D. Quorum

A quorum for a Business Meeting or Special Church Business Meeting shall not be declared until and unless twenty-five percent (25%) of the active membership shall be present at such meeting. For all other meetings of the Church, the members present shall constitute a quorum. The Church Clerk, or a person appointed in the absence of the Church Clerk, shall record and maintain written minutes of each meeting and a sign- in sheet reflecting members' attendance.

E. Parliamentary Authority

Robert's Rules of Order shall be the Church's parliamentary authority for all matters of procedure not specifically covered by the Constitution or the By-Laws.

F. Publication and Notice (Meeting Notice and Agenda)

1. Notification of a Special Church Meeting must be published in accordance with the following provisions:

- a. Notice by regular United States mail to all active members at their last known addresses;
- b. Announcement published in the Church bulletin and announced at least two (2) weeks prior to the date of such Special Church Meeting; and
- c. Publication by announcement from the pulpit during the Sunday services at least one (1) week before a Special Church Meeting.

2. Notification of a regular Business Meeting must be published in accordance with the following provisions:

1. Publication in the church bulletin and announced at least two (2) weeks prior to the regular business meeting; and
2. Announcement from the pulpit during the Sunday services at least one (1) week prior to the Business Meeting.

3. The Agenda of Special Church Meetings or regular Business Meetings shall be posted on the Church Announcement Board.

SECTION III. RELEASING, INACTIVATING, REMOVING AND RESTORING MEMBERS

A. Releasing Members

1. Members of the Church shall be released from membership by either of the following events:

1. Death; or
2. A letter of request from a member wishing to unite with another church.

2. A request of a member to be released must be submitted to the Church in writing. If the name of the receiving church has been indicated in the request, the letter of transfer will be sent to the appropriate official of the receiving church. The letter will include the status of the member at the time of transfer and, if the member's request is in writing, it will be presented to the Church by the Church Clerk.

B. Inactivating Members

1. Members who fail to maintain active membership requirements as stipulated in Article V of the Constitution may be moved to the inactive status list after six (6) months following such inactivity. Such members will not be permitted to sign Church petitions, participate in organizational activities, vote in business or special meetings, hold office, or otherwise exercise privileges extended to active members.

2. Inactive Members will be eligible for regular pastoral services, i.e., weddings, counseling, prayer and visitation, and shall be entitled to Church funerals.

3. Placement in the inactive status shall be upon recommendation of the Family Care Ministry presented at a regular Church Business Meeting and upon a majority vote of active members present and voting. Inactive members are strongly urged to attend Church, and Church meetings where the Spirit may strengthen them and they can make restitution for their delinquency.

C. Removal of Members

1. Should any member become an offense to the Church, the Church shall terminate that membership by a majority of vote of active members present and voting at a regular church business meeting for that purpose, but only after due notice, a hearing before the Deacon Ministry, pastoral concurrence, and faithful efforts have been made to bring such member to reconciliation.
2. Removal of a member should be quickly considered in cases where a negative attitude towards the Church and its administration is expressed with consistency and intensity. Delayed action destroys the member's usefulness to the Church as a disciple of Christ and as an evangelist of the gospel of reconciliation.
3. A member who joins another church and fails to notify Tabernacle Baptist Church of Oklahoma City, Oklahoma, of such act within a period of thirty (30) days will be removed from the active status list.
4. Removal of a member shall be made upon recommendation of the Family Care Ministry to the Deacon Ministry and such recommendation must be sustained by a majority vote of active members present and voting at a regular Church Business Meeting.

D. Restoring Members

1. Members previously removed may re-gain active status and have their membership restored by assuming conditions of active membership stipulated in Article V of the Constitution and upon recommendation of the Family Care Ministry through the Deacon Ministry.
2. Members who have been removed from Church membership may be restored to membership by an affirmative statement requesting membership and resolution to the Church, and by assuming conditions of active membership stipulated in Article V of the Constitution.

SECTION IV. GENERAL DUTIES OF SALARIED PERSONNEL

General Information

All salaried personnel of the Church or any such related compensation of any personnel,

through contract or otherwise, shall be determined and approved by a majority vote of the members at a meeting called for such purpose. A recommendation from the Deacon Ministry shall first be made to the members of the Church with respect to such salaries and compensation. This Section provides general duties and information for salaried personnel as outlined in Article VI of the Church Constitution.

1. Hiring of Personnel

a. The Human Resources Committee shall post notices of all personnel vacancies, receive applications, interview qualified applicants and make recommendations to the Deacon Ministry for Church approval. Approval of an application shall be by a majority vote of active Church members present and voting at a Special Church Meeting or a Regular Church Business Meeting. The Human Resources Committee shall prepare an employment agreement to be approved by the Trustee Ministry before presenting the matter to the Church for final approval. The Human Resources Committee shall prepare written job descriptions for Church staff.

b. A written agreement acknowledging the terms of the position shall be signed by the Chairman of the Human Resources Committee and the prospective employee.

c. Each salaried employee shall receive a written evaluation annually.

d. Each salaried employee will perform duties according to a mutually- agreed upon work schedule negotiated with the immediate supervisor.

e. Each salaried employee shall have the right to request a full hearing before the Human Resources Committee if he or she is not satisfied with the evaluation. The second stage of appeal from any decision made by the Human Resources Committee shall be to the Deacon Ministry.

2. Termination of Salaried Personnel

a. Reasons for Termination -The Resources Committee may expand the bases for termination as may become necessary from time to time. The Human Resources Committee shall provide all salaried personnel with a list of the following bases for termination:

(a) Non-performance of duties;

(b) Inadequate performance of duties based upon written evaluation and job descriptions. An employee may be placed on a Plan of Improvement (PIP);

(c) Moral conduct that is not in accordance with the New Testament;

(d) Congregational vote to terminate the position;

(e) Inability to fund the position;

(f) Unprofessional Conduct; and

(g) Insubordination.

b. Unless otherwise specified in these By-Laws, a staff person may not be terminated without a fourteen-day (14) notice. However, a staff person may be terminated immediately under subparagraphs (a), (c), (d), (e), (f), and (g) of subsection 1 of Section B above, or in circumstances deemed necessary for the general welfare and safety of the Church membership.

c. The Human Resources Committee will make a recommendation to the Deacon Ministry for the termination of salaried personnel and/ or volunteer staff. The Deacon Ministry may recommend to the Church body the termination of any staff person authorized under this Section. Termination shall be recommended only after a complete investigation has been made into circumstances surrounding the proposed dismissal. The decision of the Church body by a majority vote shall be final in any action arising under this Section.

3. Description of Duties

The Church shall publish a list of all salaried positions maintained by the Church, which shall include an outline of the description for each position as set forth below. Such job descriptions may be amended from time-to-time as may be practical and necessary. All salaried personnel shall practice good hygiene, dress appropriately and perform duties in a courteous and Christian-like manner.

AUDIO TECHNICIAN

The duties and responsibilities of the Audio Technician shall include, but are not limited to, the following:

1. Operate the sound system during activities of the Church, e.g., Sunday morning worship services, Sunday School, evening services, afternoon services, revivals, weddings and funerals;
2. Record and duplicate Church services and/or other programs as directed;
3. Record services and/or programs for non-Church groups not related to regular worship services as directed. Special arrangements will be made for such recordings;
4. Notify the business manager when equipment needs repair or when ordering new supplies is needed;
5. Keep a log of services and sales; and
6. Report to the Financial Secretary all proceeds from the sale of all recordings

BUSINESS MANAGER

1. The Business Manager shall supervise the following office personnel:
 1. Administrative Secretary;
 2. Media Center Coordinator;
 3. The Church Clerk;

4. Volunteer Staff;
 5. Temporary Employees;
 6. Bus Driver as directed by the Deacons; and
 7. Building Custodian
2. The Business Manager shall perform duties and responsibilities under the supervision of the Deacon Ministry. The duties and responsibilities of the Business Manager shall include, but are not limited to, the following:
 - a. Work cooperatively with the Pastor, Chairman of the Deacon Ministry, Chairman of the Trustee Ministry, Treasurer and Assistant Treasurer;
 - b. Coordinate the use of the Church by all auxiliaries, departments and outside organizations to coincide with the church calendar;
 - c. Order plates, cups, cutlery, food for funerals and other food functions as requested, offering envelopes and janitorial supplies;
 - d. Oversee the maintenance, upkeep, replacement, cleaning and/or repair of audio and visual, telephone, reproduction and musical equipment;
 - e. Assure changes to the Church marquee for events at the Church;
 - f. Coordinate the use, lending and/or rental of the Church's equipment and picnic grounds to members, outside organizations or other individuals;
 - g. Coordinate the purchase and/or rental of tools necessary for the repair and upkeep of Church property, i.e., equipment to change lights in the sanctuary, etc.;
 - h. Work with the Trustees to properly care for the heating and cooling systems;
 - i. Monitor and approve all vouchers requesting disbursement of funds and utilization of all credit cards issued to the church in direct correlation with budgeted categories;
 - j. Serve as a member of the Budget and Finance Committee;
 - k. Maintain all vending machines and all proceeds from sales;
 - l. Turn in all proceeds from sales to the Financial Secretary.

BUILDING CUSTODIAN I AND II

The duties and responsibilities of the Building Custodian I and II shall include, but are not limited to, the following:

1. Open and close Church when all services are held;
2. Check all doors and set security monitor before leaving the premises;
3. Clean Church interior, including:

- a. Empty all trash and place all trash in appropriate refuse containers;
 - b. Clean or dust all window sills;
 - c. Vacuum and remove stains from all carpeted areas;
 - d. Clean and sanitize water fountains;
 - e. Dust and polish all desks, file cabinets and other appropriate surfaces;
 - f. Clean, wax and buff all vinyl floors;
 - g. Clean and disinfect all bathrooms, with special attention to all toilets, urinals and basins using germicidal detergent disinfectants;
 - h. Refill paper towel containers;
 - i. Replace soap in bathrooms as needed;
 - j. Replace toilet tissue as needed;
 - k. Clean all mirrors;
 - l. Clean all windows, entry doors and glass encasements;
 - m. Replace all light bulbs and light fixtures as needed; and
 - n. Report to Business Manager all machines and tools that need
4. In accordance with Church policies, the custodians (s) shall:
- a. Report to the Business Manager any events or circumstances that prevent the execution of duties;
 - b. Keep all codes entries private and not allow anyone to use the Church keys that have been issued to them; and
 - c. Receive one (1) week of paid vacation annually.

CHURCH TREASURER

The Church Treasurer position is one of the most important spiritual and business positions to be held by a regular member of the Church. The Church Treasurer shall understand and be committed to the New Testament principle of stewardship and tithing in the Church. The Church Treasurer shall also be a person of unquestionable integrity, thoroughly acquainted with the administrative and accounting procedures of the Church, and familiar with these By-Laws. Additionally, the Church Treasurer shall have a sound knowledge of bookkeeping and accounting principles, and demonstrate dependability in all phases of the position. The position of Church Treasurer shall be a bonded position, and shall carry check writing privileges.

The duties and responsibilities of the Church Treasurer shall include, but are not limited to the following:

- a. Deposit funds and issue checks for all authorized expenditures
- b. Make monthly itemized reports to the Trustee Ministry and the Church;
- c. Deposit and keep accurate reports of all monies received;
- d. Keep accurate records of all receipts and disbursement;
- e. Work with the Counting Committee to ensure accuracy of Counting Committee; and
- f. Serve as Chairman of the Budget and Finance Committee.

The Church Treasurer performs duties under the supervision of the Trustee Ministry.

ASSISTANT TREASURER

The Assistant Treasurer shall possess all qualifications as required for the Church Treasurer. The Assistant Treasurer shall be trained for the duties and responsibilities commensurate with the position of Church Treasurer. In the event that it becomes necessary, the Assistant Treasurer may assume the duties, responsibilities and role of the Church Treasurer. The position of Assistant Treasurer shall be a bonded position, and carries check writing privileges on accounts of the Church.

Additionally, the Assistant Treasurer shall perform the following duties and responsibilities:

1. Perform the duties in the absence of Treasurer;
2. Assist the Treasurer in the performance of duties as requested; and
3. Serve as a member of the Budget and Finance Committee.

The Assistant Treasurer performs duties under the supervision of the Treasurer.

ADMINISTRATIVE ASSISTANT

The Administrative Assistant shall perform duties under the supervision the Business Manager. In the event the Church is without a Business Manager, the Administrative Assistant shall work under the supervision of the Chairman of the Deacon Ministry. The duties of the Administrative Assistant shall include, but are not limited to the following:

1. Publish an annual membership directory which includes contact and general information for all officers, staff members, committees and ministries of the Church, along with a calendar of events for the current year;

2. Perform general office duties (typing, duplicating, telephoning etc.). 2. The Administrative Assistant shall receive all calls for and scribe messages to be given to the Pastor in his absence. Such person shall also:

- a. Prepare the weekly Church bulletin for worship services;
- b. Sending letters to visitors as designated by the Pastor;
- c. Operate the office in a professional and courteous manner, including receiving visitors, answering the phone, etc.;
- d. Make appointments and keep the Pastor's schedule according to his directions;
- e. Order and inventory general office supplies and Church literature;
- f. Provide general information and assistance to the membership;
- g. Receive, date and distribute all incoming mail;
- h. Provide clerical assistance to ministerial leadership;
- i. Retain and bind copies of all weekly church bulletins, church financial reports, minutes of all Church meetings, and special programs;
- j. Assist the Business Manager in preparing the annual office budget and

- k. Report all necessary service/repairs of office machines to the Business Manager.

CHURCH CLERK

The Church Clerk shall be elected by the Church membership after a recommendation from the Human Resources Committee to the Trustee Ministry for recommendation to the Church. The Church Clerk shall be bonded with signature privileges but shall not have check writing privileges on any church account. The duties of the Church Clerk shall include, but are not limited to, the following:

1. Record minutes of all regular and special Church business meetings;
2. Provide individual written copies of minutes of the last regular and/or special business meetings;
3. Provide a sign-in sheet of all members attending both regular and special business meetings; and
4. Prepare an annual report of members' financial contributions and mail individual financial reports to Church members no later than January 31st of each year.

ASSISTANT CHURCH CLERK

The Assistant Church Clerk shall be elected by the Church membership. The Assistant Church Clerk shall be bonded by the Church, but shall not have check writing privileges on any Church account. The duties of the Assistant Church Clerk shall include, but are not limited to, the following:

1. Perform the duties and responsibilities in the absence of the Church Clerk;
2. Assist the Church Clerk when requested; and
3. Perform duties and responsibilities under the supervision of the Church Clerk.

FINANCIAL SECRETARY

The Financial Secretary shall be elected by the Church membership. The Financial Secretary shall be bonded but shall not have check writing privileges on any Church account. The duties and responsibilities of the Financial Secretary shall include, but are not limited to, the following:

1. Receive all monies, record all sources and give proper receipts for monies received;
2. Provide numbered vouchers in triplicate form.
3. Issue and receive all completed vouchers;
4. Present completed vouchers to the Treasurer with receipts or other documents of purchases;

5. Transmit and obtain a receipt for all monies received to the Treasurer and the Treasurer for all monies reported;
6. Provide individual written reports to the membership at each regular Church business meeting. This report shall include total amounts of monies received from all sources, and the total amounts turned in to the Treasurer;
7. Keep a record of names of all persons to whom vouchers were issued; and;
8. . Serve as a member of the Budget and Finance Committee;

ASSISTANT FINANCIAL SECRETARY

The Assistant Financial Secretary shall be elected by the Church membership. The Assistant Financial Secretary shall be bonded, but shall not have check writing privileges on any Church accounts. The Assistant Financial Secretary shall perform duties under the supervision of the Financial Secretary and shall serve in the absence of the Financial Secretary. The duties and responsibilities of the Assistant Financial Secretary shall include, but are not limited to, assisting the Financial Secretary when requested.

MINISTER OF MUSIC

The Minister of Music has the primary responsibility for the administration of the Church's total music program, with the specific responsibility for the coordination of all choirs of the Church. The duties and responsibilities of the Minister of Music shall include, but are not limited to, the following:

1. Provide music for all church activities including Sunday Morning worship services, Sunday School, Evening Worship Service, Afternoon Services, revivals, weddings, outside church engagements, and funerals;
2. Select appropriate music for church worship services;
3. Organize and provide appropriate music for all occasions in the absence of other musicians when needed or requested;
4. Substitute in the absence of choir directors, including teaching and directing songs in cases of extended absences;
5. Evaluate Music Department Personnel; and
6. Coordinate the acquisition of music, supplies and equipment with church music personnel.

The Minister of Music shall notify the Human Resources Chairperson or

Chairman of the Deacon Ministry as soon as possible - preferably within twenty-four (24) hours - in the event such person is unable to perform the duties and responsibilities required under this Section.

The Minister of Music shall perform duties under the supervision of the Human Resources Committee and shall work closely with the Pastor to coordinate the musical offerings with the Pastor's messages.

CHURCH PERCUSSIONIST/INSTRUMENTALIST/GUITAR

The Church Percussionist must be committed and dependable and must complete a ninety-day (90) probationary period. The duties shall include, but are not limited to, the following:

1. Attend and participate in scheduled choir rehearsals. Attend any special rehearsals that may be scheduled;
2. Attend and participate in all Sunday morning worship services, Sunday School, Evening worship services, afternoon services, revivals, weddings, and outside Church engagements and funerals; and
3. Working with all choirs within the Music Department.

The Percussionist/Instrumentalist/Guitarist shall perform duties under the direction of the Minister of Music. The Percussionist/Instrumentalist/Guitarist shall notify the Chairman of the Human Resources or Chairman of the Deacon Ministry as soon as possible, preferably within twenty-four (24) hours, in the event such person is unable to perform the duties and responsibilities required under this Section.

CHURCH ORGANIST/MUSICIAN

The Church Organist/Musician must be committed and dependable and complete a ninety (90) day probationary period. The duties of the Church Organist/ Musician shall include, but are not limited to, the following:

1. Attend and participate in all church activities, including Sunday Morning Worship services, Sunday School, Evening Worship Services, Afternoon Services, revivals, weddings, outside Church engagements, and funerals;
2. Attend and participate in regular choir rehearsals and special rehearsals as scheduled;
3. Performs duties under the supervision of the Minister of Music;
4. Working with all choirs within the Music Department; and
5. The Church Organist/Musician shall notify the Human Resources Chairman and the Chairman of the Deacon Ministry as soon as possible, preferably within twenty- four (24) hours, in the event such person is unable to perform the duties and responsibilities as required under this section.

CHURCH ARCHIVIST

The duties and responsibilities of the Church Archivist shall include, but are not limited to, the following:

1. Determine materials to be included in the Church's Archives;
2. Identify location and methodology utilized for preservation; gather available materials,

- i.e., bound copies of records and bulletins, photographs, membership directories, citations, plaques, trophies and correspondence of historical significance;
3. File the most immediate concerns of the archives, specifically the membership rolls, official correspondence, and the minutes of both regular and special Church business meetings and official ministries, i.e., Deacons and Trustees;
 4. Preserve publications of the Church, i.e., newsletters, programs, directories, brochures and pamphlets. Additionally, include photographs, DVD's, CD's, and audio tapes of interviews germane to the history of the Church;
 5. Prepare annual updates to the historical narrative of Tabernacle Baptist Church of Oklahoma City, Oklahoma, noting significant events;
 6. Work closely and cooperatively with the Media Center Coordinator; g.
 7. Report directly to the Advisory Council of Tabernacle Baptist Church;
 8. Make full utilization of current technologies for facilitating the duties and responsibilities associated with this position; and
 9. Limit access to files with authorized supervision from the Archivist or the Media Center Coordinator.

BUS DRIVER

The Bus Driver(s) shall be committed, dependable and have a current Oklahoma Driver license and meet all requirements of the Oklahoma Department of Public Safety and the Church's insurance policy.

The Bus Driver(s) shall:

1. Use bus for Church purposes only, i.e. worship services, funerals, youth trips, board meetings, associations, conventions and other Church-related activities;
2. Not allow unauthorized use of church vehicles;
3. Report all incidents and accidents related to Church vehicles as soon as possible, or within a twenty-four (24) hour period, to the Business Manager
4. Report all maintenance and needed repairs to the Business Manager as soon as possible;
5. Ensure that all Church-provided vehicles, gasoline and other supplies are used solely for Church-related activities;
6. Assume responsibility for the cleanliness of the vehicle after use; and
7. Ensure that vehicles are returned to and housed at The Tabernacle Baptist Church.

The Bus Driver shall perform duties under the supervision of the Business Manager, and shall notify the Chairman of the Deacon Ministry as soon as possible - preferably within twenty-four (24) hours - in the event such person is unable to perform the duties and responsibilities required under this Section.

MEDIA CENTER COORDINATOR

The Media Center Coordinator provides information and materials utilizing all areas of the Church program, and purchases materials of interest to both adults and children. The duties and responsibilities of the Media Center Coordinator shall include, but are not limited to, the following:

1. Catalogue all library books with three (3) cards per book, according to classification, author, title and shelf;
2. Catalogue books, audio/visual equipment, computer discs and any other media supplies and equipment;
3. Plan, coordinate/conduct workshops and small informational activities;
4. Prepare Church activity boards utilizing the Church calendar as a guide for updating information. Annual programs require a special board in particular areas;
5. Keep up-to-date records of all materials that are checked out. This includes when and to whom materials were checked;
6. Supervise and provide instruction in the use of library computers and other equipment in the Media Center; and
7. Serve as a member of the Advisory Council.

The Media Center Coordinator performs duties under the supervision of the Business Manager.

WEBSITE ADMINISTRATOR

1. The duties and responsibilities of the Website Administrator include, but are not limited to, the following:

1. Design the Tabernacle Baptist Church website, to include identifying a vendor, website customization and web-site maintenance;
2. Work with Tabernacle Baptist Church staff and ministries on web-site input;
3. Submit to the Business Manager a list of needed supplies for web-site operation;
4. Update website information regularly as required or at least monthly;
5. Report to the Advisory Council at its regular meeting; and
6. Remain current on website design and maintenance.

The Website Administrator performs duties under the supervision of the Business Manager.

YOUTH PASTOR

The Youth Pastor reports directly to the Pastor of the Church. The duties of the Youth

Pastor shall include, but are not limited to, the following:

1. Provide comprehensive ministry to the whole spectrum of youth within the Church from birth to age 18;

2. Function through the Pastor and the Youth Ministry Council, which shall consist of a representative from each age specific ministry, as well as youth specialists within the church, i.e., social workers, counselors, parents and concerned adults;

3. Lead Youth and Children Worship Services;

4. Introduce young people to Christ, helping in their spiritual discipleship and growth, and training them in serving Christ throughout their lives;

5. Serve as a Spiritual Counselor to the youth;

6. Consult with the Pastor regarding areas of responsibility, program design, and content;

7. Ensure continuity between the various ministries so that the transition between the various groups is as smooth as possible, in order to encourage and train youth to remain active in the Church;

8. Organize combined periodic events that bring different groups together and share resources; and

9. Serve as a member of the Advisory Council.

The Youth Pastor shall notify the Pastor, as soon as possible - preferably within twenty-four (24) hours—in the event such person is unable to perform any of the duties and responsibilities required under this Section.

SECTION V. MINISTRIES

A. Departments and Ministries Generally

A Department shall be any major division of the Church including Training Union, Laymen, Sunday School, Music, Recreation, and any other such Department that may be deemed necessary by the Church to provide opportunity for Christian growth. Each Department shall write its own operational policies and procedures for governance and administration; provided, however, such policies and procedures shall not conflict with the Constitution and By-laws of the Church.

B. Sub-Ministries

Sub-Ministries shall be those organizations operating in a subsidiary capacity to each Department, including the New Member Ministry, Scholarship Fund, Welfare, Flower Guild, Kitchen Ministry, Nurses Guild and any other such sub-ministries deemed necessary by the Church to provide opportunities for fellowship and specific services to the Church and

community. Each ministry shall state its basic purpose and function in its operational policies and procedures, and such purposes and functions shall be consistent with the provisions set forth in Section VIII (A).

DEACON MINISTRY

A. General Provisions

The Deacon Ministry is based on the New Testament's guidance to be servants of Christ in accordance with Acts, Chapter 6 and 1st Timothy. The task of the Deacon shall be to assist the Pastor and Staff in ministering to the congregation. Such duties shall include, but are not limited to, caring for members, ministering to the sick/shut-in and others within the community, and leading the Church in achieving its mission.

1. The Deacon Ministry shall establish a Deacon Committee to be responsible for enlisting active male Church members to serve as Deacons and to be recommended to the Church. The Church shall approve nominees of the Deacon Ministry by a majority vote of members present at a regular or special Church business meeting called for that purpose.
2. Prior to filling a Deacon vacancy, the Chairman of The Deacon Ministry shall announce that an election of a Deacon will be held during a named regular or special Church business meeting.
3. Active members of the Deacon Ministry shall be required to attend at least two (2) Christian Education Workshops and two (2) Deacon Training classes, annually.
4. Newly elected Deacons shall be required to complete an initial training course as prescribed by the Chairman of The Deacon Ministry and the Pastor. Deacons should be tithers and attend Sunday School, Sunday Worship Service(s), Wednesday night prayer and Bible study, and support all special Church functions and programs.
5. The Deacons shall elect the officers of the Deacon Ministry.

B. Ordination

The Church considers the selection, election and ordination of a Deacon as a special privilege to serve the Church.

1. When the Church plans an ordination of a Deacon, the Church shall authorize the Pastor to assemble an Ordination Council to examine the candidates concerning their eligibility to serve as a Deacon.
2. The Ordination Council directed to examine the recommended Deacon(s) shall be composed of the Pastor, invited ordained pastors, and Deacons of neighboring sister Baptist Churches.
3. When the Ordination Council recommends the ordination of a Deacon, the ordination

service shall be scheduled and proper notice of such ordination provided to the membership. The ordination shall be led by the Pastor.

C. Duties

Duly elected and ordained Deacons shall elect a chairman and other offices of the Deacon Ministry as may be desirable. As a ministry, Deacons shall perform the following duties:

- a. Serve as a ministry of counsel to assist the Pastor concerning the progress and welfare of the Church;
- b. Assist the Pastor in ministering to the members by implementing the Deacon Family Care Ministry;
- c. Seek to solve any fellowship problem of the Church;
- d. Assist the Pastor in administering the Church ordinances; and
- e. In the absence of the Pastor, the Chairman of the Deacon Ministry shall serve as advisory member to all organizations, departments and ministries of the Church.

Recommendations from the Deacon Ministry must be confirmed and approved by a majority of members present at a regular or Special Church business meeting.

THE DEACONESS MINISTRY

A. Duties and Responsibilities

The Deaconess Ministry shall serve and assist the Deacon Ministry in all matters and areas that enhance the spirit of the Church. The members of the Deaconess Ministry shall elect a Chairman and any other officers deemed necessary.

The duties and responsibilities of The Deaconess Ministry shall include, but are not limited to, the following:

1. Work closely with the Deacon Ministry;
2. Prepare candidates for Baptism and present a Certificate of Baptism to all candidates;
3. Prepare the Communion Table every First Sunday;
4. Keep and maintain the house of the Church tidy and furnished with toiletries and decoration and other items of comfort for members and guests;
5. Ensure that the pulpit is furnished with water, Kleenex, decorations and other necessities;
6. Keep the Pastor's office tidy and decorated;
7. Manage the Church's Sunshine Fund;
8. Come prepared to serve as flower bearers for funerals;
9. Try to set a Christian example for all Church members, especially the younger women;

10. Ensure that the Church is decorated for the Christmas season and other special occasions; and
- 11 .Coordinate the culinary kitchen staff, which is responsible for coordinating repasts following funerals held at the Church, or assist in making other suitable arrangements.

The Chairman of the Deaconess Ministry shall be responsible for the overall supervise of the kitchen and its properties. Intended use of the kitchen facility must be cleared with the Chairman of the Deaconess Ministry.

TRUSTEE MINISTRY

The corporate power and authority of the Church shall be exercised by and through the Trustee Ministry. No exercise of power or authority with respect to disposition, sale or transfer of property of the Church by the Trustee Ministry shall be valid until and unless first approved by the Deacon Ministry and thereupon granted by vote of the Church membership at a regular Business Meeting or Special Business Meeting. It is the duty of The Deacon Ministry, as a representative of the Church Corporation, to oversee the management decisions, business decisions and financial decisions of the Trustee Ministry, to ensure that the affairs of the Corporation are being performed according to the wishes of the members of the Church Corporation.

1. Duties and Responsibilities

Trustees are generally the legal custodians of the Church property, and shall hold, manage, administer, invest, reinvest and distribute all funds, securities and properties of any trust or bequest provided to the Church, or any funds or property received by the Church. The province of Trustees shall be quite restricted as described in these By- Laws. Trustees shall not be responsible for nor have any duties associated with the spiritual affairs of the Church. In this connection, the Trustees shall not control in any manner the house of worship including, but not limited to, matters relating to how the Church ministry is performed, matters relating to pastoral services or related matters, and spiritual and/or ecclesiastical affairs of the Church. The Trustees' duties to the Church Corporation shall be deemed secular in nature.

2. Membership

The number of Trustee members shall be determined by a majority vote of the entire Trustee Ministry. Such number shall not be less than twelve (12) and not more than twenty-two (22), including ex-officio members. Ex-officio members shall be the Pastor, Chairman of the Deacon Ministry and Business Manager.

3. Nomination

Recommendations to the office of Trustee shall be made by the Pastor and the Chairman of the Deacon Ministry with nominations made from the floor by the Church membership.

4. Elections

Voting shall be by secret ballot of the Church membership. Those receiving the highest number of votes shall be declared elected. Vacancies shall be filled in the same manner.

5. Qualifications

A Trustee is expected to be in attendance at Church worship services, including, but not limited to, Sunday School, Mid-week Services, Prayer Meeting, Afternoon Special Programs and Business Meetings. A Trustee is expected to be a regular tither and supporter of the Church. A Trustee is expected to be in regular attendance at Trustee Ministry Meetings.

6. Officers

The Officers of the Trustee Ministry shall be elected by its members, and shall be as follows:

- a. Chairman: Shall preside at all meetings of the Trustee Ministry and shall perform all other duties incidental to that office;
- b.
- b. Vice-Chairman: Shall perform the duties of the Chairman in the absence or disability of the Chairman;
- c. Secretary: Shall issue notices of all meetings of the Trustee Ministry; attend and keep minutes of all regular and called meetings; have charge of all corporate books, records and papers; serve as custodian of the corporate seal; and perform all other duties incidental to that office; d.
- d. Assistant Secretary: Shall perform the duties of the Secretary in the absence or disability of the Secretary; and
- e. Treasurer: Shall be responsible for keeping records of funds pertaining to the Trustee Ministry only.

7. Termination

Members of the Trustee Ministry, except ex-officio members, may only be terminated upon recommendation from The Deacon Ministry, followed by a majority vote of the Church members present at a regular Business Meeting or a Special Business Meeting called for such purpose

8. Regular and Special Meetings

- a. The regular and special meetings of the Board of Trustees may be called by the schedule of regular meetings giving dates, times and locations of all meetings shall be published and made available to each Trustee no later than December 15th of each calendar year for the upcoming fiscal year. Special meetings may be called at any time with at least a forty-eight (48) hour-notice to each Trustee. A list of contacts and preferred methods of contact shall be maintained by the Trustee Ministry secretary. A quorum of the Trustee Ministry shall be two-thirds (2/3) of its voting membership.
- b. The agenda of special meetings shall be given to the members of the Trustee Ministry no later than twenty-four (24) hours prior to the meeting. A special meeting shall be limited to the matter for which it has been called. Should a request for a special meeting be made by the members and the Chairman refuse to call such special meeting, then a majority of

the Trustee Ministry members may call a special Trustee Ministry meeting by providing a written notice to the Deacon Ministry Chairman, who shall then set the date of such special meeting as may be necessary.

THE CHRISTIAN EDUCATION MINISTRY

The Christian Education Ministry is one of the most important ministries of the Church. It is through this ministry that the spiritual growth and development of the Church and its leaders are nourished following the sermons of the Pastor. The staff leadership of the entire Church education program is vested in the Christian Education Director. This Christian Education Director shall be selected by the Pastor who, in turn, shall make a recommendation to the Church for approval of the selection. The Christian Education Director serves as an enabler to the Christian Education Ministry and Program Administration Leaders in planning, conducting and evaluating the Church Educational Program.

The duties and responsibilities of the Christian Education Director shall include, but are not limited to, the following:

1. Provide staff leadership that will enable the attainment of the established goals and objectives for the various Church programs;
2. Serve as a resource person to all educational program leaders and to Church committee chairmen;
3. Lead special church projects of an educational and training nature, e g., camps, retreats and training courses;
4. Study Church needs for educational curriculum, and counsel with Church leaders regarding available curricula;
5. Participate as a member of the Advisory Council; and
6. f. Attend local, district, state and national congresses, workshops and other training sessions in order to remain current on the latest materials, techniques and resources.

The Christian Education Director shall perform duties under the supervision of and shall report directly to the Pastor.

THE WOMAN'S MINISTRY (WMU)

The Woman's Ministry is comprised of circles (smaller groups of women) who meet to study, discuss, and perform mission services. The purpose of The Tabernacle Baptist Church WMU is to serve as a coordinating body for the Church's mission programs. Its guiding principles are Christianity, communication, cooperation and coordination.

A. Membership

Membership shall be open to every adult female of The Tabernacle Baptist Church and shall include:

1. Associate members - may include male members/big brothers of Tabernacle, however, they have no voting privileges and may not hold or serve

as officers of any committee;

2. Supporting members - those who are financial but unable to attend meetings regularly; and

3. Voting members - shall include all members in good standing who are present at the time of voting in either the Circle meeting or the General Mission meeting; and

B. Governance

The WMU shall have separate By-Laws as long as these By-Laws do not conflict with the Constitution and By-Laws of The Tabernacle Baptist Church. The By-laws shall establish the WML) officers and duties, the dues, meeting dates, special programs, elections, sunshine guidelines and other endeavors.

OUTREACH / EVANGELISM MINISTRY

The Outreach/Evangelism Ministry shall be responsible for seeking the lost, unchurched souls in the community. Its purpose shall include, but needs not be limited to, promoting visitations, training and revival of contacts with former members; welcoming new prospective members; and seeking to encourage a warm and welcoming Christian spirit. The Chairman of the Outreach Ministry shall be appointed by and shall function under the supervision of the Pastor. Members of the Outreach Ministry may be selected or may volunteer.

USHER MINISTRY

The Usher Ministry is a crucial part of worship because it is one of the most visible ministries in the Church. The Church believes that in Christ, we have received God's unconditional love, and in Christ, we are called to extend that same unconditional love to others. Although an usher's love is no stronger than the love found in the whole congregation of the Body of Christ, he/she performs a major role in ensuring that people see and experience that love, peace, hospitality and satisfaction while at the Church. The duties and responsibilities of the Usher Ministry shall include, but are not limited to, the following:

1. Welcome members, visitors at the door of the Church
2. Assist in seating congregants in the sanctuary;
3. Assist with the offering and other worship activities when requested to do so,
4. Serve at Sunday morning worship, evening worship, special programs and funerals;
and
5. Serve as goodwill ambassadors of the Church.

The Chairman and other officers of the Usher Ministry shall be elected by the members of the Usher Ministry. The Usher Ministry Chair shall function under the supervision of the Pastor.

SECTION VI. GENERAL POLICIES

1. The fiscal year of the Church shall be consistent with the Church financial records shall reflect all financial transactions, unless an alternative fiscal year is approved by the Church.
2. The Church shall be authorized to hire church staff as permitted by the Church budget.
3. A copy of the official Church Constitution and By-Laws, and the policies or bylaws of each official board shall be filed with the Church Clerk and may be made available to any active member for inspection upon request.
4. A copy of the Church Constitution and By-Laws shall be expressly made available to each family of the Church. All members of the Church are urged to become familiar with the Church Constitution and By-Laws.
5. No significant or major change in order of worship or other customary policies of the Church shall be made or undertaken without such proposed change being first approved by the Church membership at a regular Church Business Meeting or Special Church Business Meeting called for such purpose. In the event of a dispute regarding a proposed "significant or major change," the determination of such issue shall be by a simple majority vote of the Church membership prior to bringing the issue forward for consideration for a final vote at any meeting of the Church.
6. The Church shall affiliate with the East Zion Consolidated District Association, Oklahoma State Baptist Convention, and National Baptist Convention, U.S.A., Inc.
7. Other services for worship, inspiration, prayer, ordination and study may be planned and held according to the desires of The Church.
8. The Tabernacle Baptist Church of Oklahoma City, Oklahoma was organized on the teachings of the Holy Bible. The use of Church facilities, including but not limited to, the sanctuary, small chapel, fellowship hall, classrooms, choir room, library, parking lots, and picnic grounds shall be limited to properties and activities that are in context with and according to the teachings of the Holy Bible.
9. Use of and access to any Church credit card or similar financial instrument of the Church shall be controlled and monitored by the Business Manager and/or Chairman of the Deacon Ministry. When not in possession of an authorized user, all credit cards or similar financial instruments shall be secured in the Church's safe.

SECTION VII. PROTOCOL

The Pastor shall be the official spokesperson for the Church. In the absence of the Pastor, the Chairman of the Deacon Ministry shall be the official spokesperson of the Church. In the absence of the Chairman of the Deacon Ministry, no statement, official or *otherwise*, shall be authorized or given to any person or media for any purpose on the behalf of the Church.

The Pastor shall be the official representative of the Church. In the absence of the Pastor, the Chairman of The Deacon Ministry shall be the official representative of the Church. The Pastor or Chairman of The Deacon Ministry may delegate another individual to serve as an official representative of the Church as may be desirable or necessary, in their sole discretion.

SECTION VIII. ADOPTION AND AMENDMENT OF BY-LAWS

1. These By-Laws may be discussed and adopted by a majority vote of members present at a regular Church Business Meeting or Special Church Business Meeting called for such purpose. These By-Laws shall be effective immediately upon an affirmative vote of two-thirds (2/3) of the active members present and voting at such meeting. Notice of such meeting date, time and place shall be announced from the pulpit, published in the Church bulletin, and mailed to families via U. S. Mail at least fourteen (14) days prior to consideration.
2. Once adopted, these By-Laws may only be amended and/or repealed by a two-thirds (2/3) vote of members present at a regular Church Business Meeting or Special Church Business Meeting called for such purpose. Copies of any proposed amendment(s) shall have been circulated among the members and the meeting date, time and place announced at least two (2) weeks prior to consideration of such proposed amendment(s). Such meeting shall be consistent with other provisions and procedures set forth in The Tabernacle Baptist Church Constitution.

SECTION IX. DEFINITIONS

As used in these By-Laws, the following terms shall have the meanings as subscribed and set forth below as Church beliefs:

BAPTIST CHURCH

A Baptist Church is a body of people who believe in Jesus Christ, has brought unto their salvation Jesus Christ, has been baptized into the fellowship of His death and resurrection, and has been organized on the plan and for the purpose of the Christian Church as outlined by Jesus Christ and His Apostles in the New Testament.

MEMBER IN GOOD STANDING

A person who, after having joined the Church, is faithful, tithes, and regularly attends Bible Study, Sunday School and Sunday Worship.

MINISTRY

A group of persons appointed or elected to manage the functions of an undertaking.

COMMITTEE

A group of persons directed to perform some specific duty of ministry. DEPARTMENT

A major division, with a specific area of responsibility, that usually functions under the auspices of a Ministry.

SUB-MINISTRY

A group created to offer or provide help, usually in a subordinate category. These are most frequently fellowship units.

THESE BY-LAWS OF THE TABERNACLE BAPTIST CHURCH OF OKLAHOMA CITY, OKLAHOMA WERE ADOPTED BY THE MEMBERSHIP ON May 20th. 2014.

THIS CONSTITUTION AND BY-LAWS OF THE TABERNACLE BAPTIST CHURCH OF Oklahoma City, Oklahoma, WAS ADOPTED BY THE MEMBERSHIP ON MAY 20th, 2014.

SECTION X. CERTIFICATION OF CHURCH CLERK

I, the undersigned, certify that I am the Church Clerk for Tabernacle Baptist Church Of Oklahoma City, Oklahoma, and that the above Constitution and By-Laws consisting of 38 pages are the Constitution and By-Laws of this Church as adopted on May 20, 2014, by the membership of Tabernacle Baptist Church of Oklahoma City, Oklahoma.

Executed and certified at eleven o'clock am this 1st day of June 2014.

SIGNED BY CHURCH CLERK (Sister Dorthea Forshee)

Church Clerk