

Salem Baptist Church of Apex, North Carolina

Constitution and Bylaws

Glorify God. Make Disciples. Share His Story.

Mission Statement adopted 5.20.18

“...the plans I have for you,” declares the Lord,
“are plans to prosper and not to harm you, plans to give you a future and a
hope.”

Jeremiah 29:11

“...He who began a good work in you
will carry it on to completion...”

Philippians 1:6

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Constitution and Bylaws Committee

Table of Contents

CONSTITUTION - Preamble	4
Article 1 - Name	4
Article 2 - Purpose	4
Article 3 – Church Covenant	4
Article 4 – Articles of Faith	5
Article 5 – Membership	5
Article 6 – Meetings	6
Article 7 – Church Government	6
Article 8 – Affiliation	7
Article 9 – Church Staff	8
9.1 – Senior Pastor	8
9.2 – Other Ministerial Personnel	9
9.3 – Other Staff Personnel	9
Article 10 – Church Officers	10
10.1 – Deacons	10
10.2 – Trustees	10
10.3 – Church Clerk	10
10.4 – Assistant Church Clerk	11
10.5 – Treasurer	11
10.6 – Assistant Treasurers	11
10.7 – Bible Fellowship Groups (BFG) Director	11
10.8 – Assistant Bible Fellowship Groups (BFG) Director	12
10.9 – Men’s Ministry Director	12
10.10 – Women’s Ministry Director	12
10.11 – Church Moderator	12
Article 11 – Church Committees	13
11.1 – Standing Committees	13
11.2 – Temporary Committees	13
Article 12 – Church Buildings and Equipment	13
Article 13 – Ministerial License and Ordination	14
Article 14 – Adoption and Amendments	14
Article 15 – Rules of Order	15
Article 16 – Bylaws	15
BYLAWS – Introduction	16
Article 1 - Election of Deacons	16
Article 2 - Duties of Standing Committees	17
2.1 – Baptismal Committee	17
2.2 – Buildings Committee	17
2.3 – Campus Technology Committee	17
2.4 – Cemetery Committee.....	17
2.5 – Children’s Ministry Committee	18
2.6 – Church History Committee	18
2.7 – Church Usher Committee	18
2.8 – Committee on Committees	18
2.9 – Constitution and Bylaws Committee	19
2.10 – Counting Committee (money counters)	19
2.11 – Grounds Committee.....	19
2.12 – Harvest Day Committee	19
2.13 – Kitchen/Food Service Committee	20
2.14 – Mission Development Committee	20

2.15 – Nominating Committee	20
2.16 – Personnel Committee	20
2.17 – Prayer Coordination Committee	21
2.18 – Scholarship Committee	21
2.19 – Senior Adult Explorers Committee	21
2.20 – Special Events Decorating Committee	21
2.21 – Special Needs Ministry Committee	21
2.22 – Stewardship Committee	22
2.23 – Transportation Committee	22
2.24 – Weekday Preschool Committee	22
2.25 – Wedding Committee	23
Article 3 – Weekday Preschool	23
3.1 – Program and Organization	23
3.2 – Budget	23
Article 4 - Other Christian Ministry Groups Supported by Salem Baptist Church	24
4.1 – AWANA	24
4.2 – Circle of Grace Homeschool Group	24
4.3 – Mothers of Preschoolers (MOPS)	24
Article 5 – Use of Church Buildings, Grounds and Property	24
5.1 – Use of Buildings and Grounds	24
5.2 – Wedding Policies and Procedures	25
5.3 – Cemetery Committee Guidelines	25
Article 6 - Purchasing Procedures	26
6.1 – Budget Expenditures	27
6.2 – Non-Budgeted Expenditures	28
6.3 – Source Justifications	28
6.4 – Designated Accounts	28
Article 7 – Document Retention Policy and Procedure	29
7.1 – Records Retention Schedule	29
Historical Sketch	32
Chronology of Pastoral Leadership	38

CONSTITUTION - Preamble

For the purpose of preserving, propagating and articulating the principles of our Faith, and to the end that this body of believing Christians may be governed in an orderly manner consistent with accepted tenets of Missionary Baptist Churches, for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to other Baptist bodies, we do adopt and establish this constitution.

Article 1 - Name

The name of this organization shall be Salem Baptist Church of Apex, North Carolina.

Article 2 - Purpose

The Salem Baptist Church is organized for the purpose of advancing and promoting the worship of God through the reading and study of the Holy Bible as the revealing word of God, the teaching and preaching of the Gospel of our Lord and Savior, Jesus Christ, conducting regular services of worship for the spiritual training, development and benefit of each member and for the winning of souls to Jesus Christ. This church shall be missionary in spirit, extending the Gospel through our organized religious channels to the entire world. It shall exist to provide regular opportunities for public worship, to sustain the ordinances, doctrines, and ethics set forth in the New Testament for the church of our Lord Jesus Christ, and to channel its offerings to the support of the objectives of the Kingdom of God.

Article 3 – Church Covenant

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

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipleship, and doctrines; to contribute cheerfully and regularly to

the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and private devotions; to bring up our children in the nurture and admonition of the Lord; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world, to be just in our dealings, faithful in our commitments, exemplary in our deportment; to model our actions and attitudes after Jesus Christ; and zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation.

Article 4 – Articles of Faith

The Articles of Faith shall be those adopted by the Southern Baptist Convention entitled “The Baptist Faith and Message of 2000.” Copies of this statement of faith are available in the church office.

In accord with the Baptist Faith and Message of 2000, we believe that marriage is the uniting of one man and one woman in covenant commitment for a lifetime.

We believe that the wedding ceremony is a sacred event of the church. It is a service of worship with an order of worship. It is a sacred service of worship that includes prayers, scripture readings, hymns, and sometimes a homily.

Article 5 – Membership

5.1 - The membership of this church shall be composed of persons who have professed faith in Jesus Christ as Lord and Savior and who have been baptized by immersion. It is required for every prospective new member to take the prescribed new member’s course (beginning effective with Seedbed, 2010), whether the prospective new member is coming by baptism, letter transfer, or statement. After completing the course, and signing the covenant, the prospective new member can then be recorded as received for membership via one of the means outlined in 5.1 (baptism), 5.2 (transfer), or 5.3 (statement).

5.2 - A member of another Baptist church may be received upon promise of letter of transfer from the church where membership resides.

5.3 - Anyone who has been a member of a church of like faith and practice, having been baptized by immersion as a believer in Jesus Christ, and is unable to provide or obtain the proper documentation for a letter of transfer, may be received into fellowship of the church by statement.

5.4 - A letter of transfer to unite with another Baptist church may be issued upon request to the church which the member is planning to join. Upon letter request for transfer, a member becomes a former member.

5.5 - When a member of this church joins a church of different faith and order, or requests membership cancellation, their membership in this church shall become inactive.

5.6 - Correspondence by the Church Clerk concerning letters of transfer, membership cancellation requests, and requests for membership in churches of other faiths will be recorded in regular church conference minutes.

5.7 - The Deacons, in consultation with the Senior Pastor, and after due notice with the member, and opportunity for hearing and pursuing every possible Scripturally directed effort for reconciliation, may bring before a vote at a Church Conference and upon a majority vote, terminate the membership of a person for reasons supported by Scripture and sufficient to warrant such action.

Article 6 – Meetings

6.1 - This church shall hold regular meetings for worship, teaching, training and fellowship. The Lord's Supper will be observed at least once a quarter.

6.2 - Other meetings of the church as a whole or authorized groups within the church may be scheduled according to the needs of the congregation. (See Article 7 for conferences.)

Article 7 – Church Government

7.1 - The government of this church shall be vested in the membership.

7.2 - This church shall hold regular conferences during the months of February, May, August, and November for the disposition of all business matters not otherwise provided for, to hear reports from the various church organizations and to consider other matters essential to the spiritual welfare and prosperity of the congregation.

7.3 - Emergency conferences may be called by the Senior Pastor and/or Chairman of the Deacons and/or Moderator when necessary. Such meetings may be held provided one (1) week's notice has been given to the congregation, and the nature of the business shall be announced at the time public notice is given. (Note: When the one (1) week's notice would be impractical, business may be transacted during the Sunday morning worship hour or earlier as needed.)

7.4 - The Church Moderator shall preside over church conferences. In his absence, the Chairman of the Deacons shall preside or will appoint another member of the church to assume this responsibility.

7.5 - A quorum shall consist of not less than fifty (50) members of the church to conduct official church business.

7.6 - The Church Clerk shall keep minutes of each conference and shall record the approximate number present, whether a quorum was present and any actions taken by the church.

Article 8 – Affiliation

8.1 - This church is a free, autonomous, independent body, congregational in nature with authority to determine for itself in the manner set forth in this constitution, free of any outside control, authority or power, whether governmental or otherwise, the use of its property and of church policies.

8.2 - The church recognizes the value and mutual helpfulness in the voluntary association of churches and other groups which are in such agreement in faith and practice as to make possible a spirit of fellowship and goodwill. It is recognized that association and cooperation with such entities will influence the missionary, educational and benevolent interests of each other. The church does, therefore, declare its intention to work in mutual cooperation with other entities.

8.3 –This church shall be deemed to have affiliated itself with the Raleigh Baptist Association.

8.4 –This church shall be deemed to be in friendly cooperation with the aims and purposes of the Baptist State Convention of North Carolina and of the Southern Baptist Convention as set forth in the constitutions of these autonomous bodies and through duly elected messengers, will participate in their deliberative

assemblies, and shall, as we are financially able, support the missionary, benevolent and educational programs of each.

8.5 - The calling of a church conference for the purpose of voting on withdrawal from affiliation from the Raleigh Baptist Association and/or discontinuance of cooperation with the Baptist State Convention and/or Southern Baptist Convention will require that written notice be sent to each member of the church four (4) weeks prior to such action, stating the purpose and time of said conference. A valid action to withdraw must be carried by vote of three-fourths (3/4) of the church membership.

Article 9 – Church Staff

The church may employ such staff members as the need demands. Their term of office shall be indefinite and shall continue until the relationship is dissolved at the request of either the staff member or the church, unless otherwise stated in this constitution and/or the church Employee Handbook.

9.1 – Senior Pastor

Whenever a vacancy occurs, a Senior Pastor shall be called by the church to serve until the relationship is dissolved at the request of either the Senior Pastor or the church. In either case, at least thirty (30) days notice shall be given prior to termination of the relationship, unless otherwise mutually agreed upon, with both Senior Pastor and church seeking to follow the Will of God through the leadership of the Holy Spirit.

The call of the Senior Pastor shall take place at a church conference especially set for that purpose of which at least one (1) week's notice has been given to the membership. The election shall be upon the recommendation of a Senior Pastor Search Committee, recommended by the Nominating Committee and approved by the church to seek out and nominate as Senior Pastor a minister of the gospel, whose Christian character and qualifications fit him for the office. The Senior Pastor Search Committee shall bring only one name at a time for the consideration by the church and no nominations shall be made except by the Senior Pastor Search Committee. Election shall be by standing vote or by ballot at the discretion of the congregation. Only one vote will be taken for the prospective Senior Pastor with an affirmative vote of eighty-five percent (85%) of those present and voting necessary for extending the call. Should the minister recommended by the committee fail to receive an eighty-five percent (85%) vote, the meeting stands adjourned without debate. The committee will continue to seek out another prospective minister.

The Senior Pastor shall have in charge the welfare and oversight of the church; he (or his designated representative) shall be ex-officio member of all organizations, departments, and committees; he may call a special meeting of the deacons or of any committee according to procedures which are set forth in this constitution; he shall conduct religious services on stated and on special occasions, administer the ordinances, minister to the spiritual needs of the members of the church and community; he shall perform other duties that usually pertain to that office; he shall have special charge of the pulpit ministry of the church, provide for pulpit supply when he is absent, and shall arrange for ministers to assist in revival meetings and workers to assist in other special services required by the church. It shall be his responsibility to win the lost to Jesus Christ, to minister to the spiritual needs of the members of the congregation, and through prayer and study, render effective preaching and pastoral ministries.

9.2 – Other Ministerial Personnel

Other ministerial personnel may be employed by the church upon recommendation of the Personnel Committee in consultation with the Senior Pastor and by affirmation of the church membership in church conference. Minister(s) may be employed in such areas, but not limited to, music and worship, education and administration, youth and young singles, and preschool and children. Call of this minister(s) shall be a majority vote. At least thirty (30) days notice shall be given prior to termination of the relationship, unless otherwise mutually agreed upon, with both minister and church seeking to follow the Will of God through the leadership of the Holy Spirit.

9.3 – Other Staff Personnel

Various other professional, administrative, and support staff may be employed by the church upon recommendation of the Personnel Committee in consultation with the Senior Pastor and the Stewardship Committee and must be approved in church conference. The Senior Pastor and the Personnel Committee shall seek out qualified prospects, and present such candidates to the church for approval. The staff shall be expected to perform such duties as outlined by the Senior Pastor and the Personnel Committee. The work will be performed under the general supervision of the Senior Pastor (or his designee), with instruction from other ministerial personnel and lay leaders on work assignments and special projects. Termination of employment shall be as follows: Two (2) weeks notice by either the church or the staff member(s). The church may offer two (2) weeks severance pay in lieu of two (2) weeks notice.

Article 10 – Church Officers

The church shall elect its officers annually upon the recommendation of the Nominating Committee unless otherwise specified in this constitution.

10.1 – Deacons

The church shall elect the number of deacons needed each year to carry out the deacon ministry. The deacons shall be elected from among those members who have proven themselves to have Scriptural qualifications according to 1 Timothy 3 and Titus 1. Deacons shall at all times regard themselves as servants of the church and shall be ordained. With the Senior Pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its work and progress, including oversight of the discipline, unity and harmony of the church and establishment and maintenance of spiritual, fraternal relations with all members of the church. Realizing the importance of Christian character, each deacon shall be responsible for aiding fellow deacons in distress, and for admonishing those who may be in error. They shall assist the Senior Pastor in the observance of the ordinances, and they shall arrange for regular meetings and for such committees as are necessary to the discharge of their duties. The Senior Pastor, or the Chairman of the Deacons, may call the deacons into special session whenever need for such arises.

10.2 – Trustees

The three Trustees now serving shall be deemed re-elected and two (2) more shall be elected for a total of five (5) at all times. Trustees will act as legal representatives by coordinating with legal counsel (and other advisors) as necessary to oversee all church real estate matters (e.g., tax exemption, property acquisition, easements, etc.) and executing all contracts, deeds, mortgages or other instruments when authorized to do so by the church in conference. The Trustees shall be elected by the church in conference and shall serve continuously until the death, resignation, or inability to serve.

10.3 – Church Clerk

The church shall elect a Church Clerk annually upon the recommendation of the Nominating Committee. One who has served previously in this position will be eligible for re-election with the exception that, after three (3) consecutive years of service, a Church Clerk must take at least one (1) year off before being eligible for re-election. It shall be the Church Clerk's responsibility to attend or to be represented at all church conferences, to keep an accurate record of all business transactions, to prepare or oversee preparation of the annual associational letter and to see that it is properly transmitted to the Raleigh Baptist Association. The Church Clerk shall issue letters of transfer, or be responsible for coordinating these duties with the church office, preserving all papers and valuable records and letters that belong to the church, and preserving a true history of the

church. An up-to-date copy of the Church Clerk's records must be retained and archived in the church office at all times. It shall be the duty of the Church Clerk to verify that an accurate roll of the church membership is maintained, including the dates and methods of admission and transfer of members. Prior to the end of each church year, the Church Clerk shall submit to the Constitution and Bylaw Committee any revisions/amendments pertaining to the constitution and/or bylaws adopted by the church membership in conference.

10.4 – Assistant Church Clerk

The church shall elect an Assistant Church Clerk annually upon the recommendation of the Nominating Committee. One who has served previously in this position will be eligible for re-election with the exception that, after three (3) years of consecutive service, an Assistant Church Clerk must take at least one (1) year off before being eligible for re-election. It shall be the Assistant Church Clerk's responsibility to assist the Church Clerk and to carry out the duties of the Church Clerk as requested.

10.5 – Treasurer

The church shall elect a Treasurer annually upon recommendation of the Nominating Committee. One who has served previously in this position will be eligible for re-election with the exception that, after three (3) years of consecutive service, a Treasurer must take at least one (1) year off before being eligible for re-election. It shall be the duty of the Treasurer to receive, deposit in the bank and disburse by check upon proper authority all money or things of value that are given to the church in accordance with instructions from the church.

10.6 – Assistant Treasurers

The church shall elect two (2) Assistant Treasurers annually upon the recommendation of the Nominating Committee. One who has served previously in this position will be eligible for re-election with the exception that, after three (3) consecutive years of service, an Assistant Treasurer must take at least one (1) year off before being eligible for re-election. It shall be the Assistant Treasurer's responsibility to assist the Treasurer and to carry out the duties of the Treasurer as needed.

10.7 – Bible Fellowship Groups (BFG) Director

The church shall elect a BFG Director annually upon the recommendation of the Nominating Committee. One who has served previously in this position will be eligible for re-election with the exception that, after three (3) consecutive years of service, a BFG Director must take at least one (1) year off before being eligible for re-election. The director of the BFG shall have general oversight of the entire program. The BFG Director shall be acquainted with the best methods of Christian education and endeavor to adopt them. The director shall coordinate

with the teachers and officers through officers' and teachers' meetings, giving advice and receiving suggestions from co-workers. The director shall give a brief report at the regular church conference.

10.8 – Assistant Bible Fellowship Groups (BFG) Director

The church shall elect an Assistant BFG Director annually upon the recommendation of the Nominating Committee. One who has served previously in this position will be eligible for re-election with the exception that, after three (3) consecutive years of service, an Assistant BFG Director must take at least one (1) year off before being eligible for re-election. It shall be the Assistant BFG Director's responsibility to assist the BFG Director and to carry out the duties of the BFG Director as needed.

10.9 – Men's Ministry Director

The church shall elect a Men's Ministry Director annually upon the recommendation of the Nominating Committee. One who has served previously in this position will be eligible for re-election with the exception that, after three (3) years of service, a Men's Ministry Director must take at least one (1) year off before being eligible for re-election. The director of the men's ministry shall promote the work of the church, by seeking to enlist the men and boys of the church in a program of missionary training, giving, and activity for Christ. He will give a brief report at the regular church conference.

10.10 – Women's Ministry Director

The church shall elect a Women's Ministry Director annually upon the recommendation of the Nominating Committee. One who has served previously in this position will be eligible for re-election with the exception that, after three (3) years of service, a Women's Ministry Director must take a least one (1) year off before being eligible for re-election. The director of the Women's Ministry shall seek to enlist all the girls and women of the church in a program of missionary training, giving, and activity. She will give a brief report at the regular church conference.

10.11 – Church Moderator

The church shall elect a Church Moderator annually upon the recommendation of the Nominating Committee. One who has served previously in this position will be eligible for re-election with the exception that, after three (3) consecutive years of service, a Church Moderator must take at least one (1) year off before being eligible for re-election. It shall be the duty of the Church Moderator to preside at church conferences using Robert's Rules of Order to guide the orderly conduct of the meetings and utilize the Salem Constitution and Bylaws as a church reference. An agenda for each regular church conference will be prepared by the Church Moderator. In the absence of the Church Moderator, the Chairman of the Deacons or his designee will preside.

Article 11 – Church Committees

11.1 – Standing Committees

The church shall elect standing committees as necessary to carry on the programs of the church. The church shall specify the duties of the standing committees in the church bylaws. Members of standing committees will be members of the church. The Committee on Committees shall present to the church in conference, the nominees to serve for a designated period on the standing committees. All standing committees shall operate on a rotational basis, unless otherwise specified in the bylaws. Each church committee chooses a chairman, not automatically based on seniority. The longest serving member (s) of the committee shall retire each year. No member of a standing committee shall be eligible for re-election to that committee until one year has lapsed following a full term on such committee. (For example: A three-member committee will serve a term of three years for each member. A six-member committee will serve a term of three years for each member, with two members rotating off each year.)

11.2 – Temporary Committees

The church may elect committees at any time to perform specific functions as the need may arise. Members of temporary committees will be members of the church. Temporary committees will disband at the completion of the specific tasks and objectives. The Committee on Committees will fill temporary committees with the number of members required as approved by the church in conference.

Article 12 – Church Buildings and Equipment

The buildings and equipment of this church shall be used in accordance with the purpose set forth in Article 2 of this constitution. The church will have full power and authority to purchase; lease and acquire by gift; devise or bequest; and to hold, mortgage, convey and dispose of all kinds of property, both real and personal, provided that the title to all property shall be vested in the church as a 501 (c) 3 non-profit corporation. Both buildings and equipment may be utilized on a “first-come first-served” basis, provided that such requests are in keeping with the purpose in Article 2 of this constitution and consistent with the entire constitution (see Article 5 of the bylaws for specific applications and procedures).

Article 13 – Ministerial License and Ordination

13.1 - When a member announces that he/she feels the call to the ministry, the Senior Pastor or Church Clerk will report the candidate for license to the deacon fellowship. A motion for license will be brought to the church as a joint recommendation by the Senior Pastor and the deacons. The church, by majority vote, may license him/her as an acknowledgment of the call to the ministry and as an encouragement. The Church Clerk shall furnish the candidate with a certificate of license as his/her credentials. It is understood that the performance of civil duties by the member shall be governed by the state law.

13.2 - In the event this church has been requested to ordain a member who has been called as a minister of a Baptist church or who is entering some other field of ministry which requires ordination, or is requested by another church to ordain one of its members, the following procedure will be followed:

The Senior Pastor will assemble and conduct an Ordination Review Council. The Senior Pastor will bring the candidate for ordination before the deacon fellowship, then a motion for ordination will be brought to the church as a joint recommendation from the pastor and the deacons. The church will consider the qualifications of the candidate, and if it expresses its approval by a vote of at least three-fourths (3/4) of the members present at any regular conference of the church, the church will proceed with the ordination.

Article 14 – Adoption and Amendments

14.1 - This constitution shall be considered adopted and in immediate effect if and when it receives a majority vote of the members present at church conference. This vote shall be taken not less than thirty (30) days after formal presentation of the constitution to the church.

14.2 - This constitution may be amended, altered or repealed by two-thirds (2/3) vote of the members present at any regular conference of the church, provided however, that notice and proposal of such amendment, alteration or repeal be given in writing at the preceding regular conference of the church, and provided to the membership through the mail.

14.3 - The adoption of this constitution shall effect a repeal of all previously-adopted constitutions, bylaws, rules, regulations or procedures that may be found in conflict herewith.

14.4 – A copy of the constitution shall be retained in the records of the Church Clerk and in the church office at all times. All amendments to or revisions thereof

shall, after approval by the church in conference, be incorporated into the constitution by the Constitution and Bylaw Committee and retained in the Church Clerk's records. Copies shall be made available to any member upon request.

Article 15 – Rules of Order

In matters of parliamentary procedure not specifically provided in this constitution, the latest edition of Robert's Rules of Order, Newly Revised shall be followed.

Article 16 – Bylaws

The church shall establish bylaws which will define specific duties, responsibilities, rules, regulations, and procedures of the church as they relate to the church's purpose set forth in Article 2 of this constitution.

16.1 - The bylaws shall specify procedural details to insure the smooth operation of basic church functions.

16.2 - The bylaws may be amended, altered or repealed by a majority vote of the members present at any regular conference of the church.

16.3 - The adoption of these bylaws shall effect a repeal of all previously adopted bylaws, rules, regulations or procedures that may be found in conflict herewith.

16.4 - A copy of the bylaws shall be retained in the records of the Church Clerk and in the church office at all times. All amendments to or revisions thereof shall, after approval by the church in conference, be incorporated into the bylaws by the Constitution and Bylaw Committee and retained in the Church Clerk's records. Copies shall be made available to any member upon request.

BYLAWS – Introduction

The bylaws of Salem Baptist Church are established to define the specific duties, responsibilities, rules, regulations and procedures of the church (see Article 16 - Bylaws of the constitution) as they relate to the church's purpose (see Article 2 - Purpose of the constitution).

Article 1 - Election of Deacons

The procedure for the election of deacons shall be as follows: During the May church conference, the deacons shall present for church approval the number of deacons needed to accomplish effective deacon ministry for the coming church year. Nominations for deacons will be accepted until one month prior to the August conference. Any member of the church shall be eligible to nominate a fellow member by completing a deacon nomination form and submitting it to any deacon or to the church office. When making a nomination, one must follow the deacon submission form instructions, which include signing the deacon nomination form and obtaining prior permission from the person being nominated.

After the forms have been collected from all nominees who wish to be considered, the active deacons shall meet to determine a slate of nominees for each vacancy. Two active deacons designated by the Deacon Chairman shall personally visit each nominee to ascertain that the nominee meets the qualifications as set forth in 1 Timothy 3 and Titus 1, and is willing to serve. The expectations of the deacon ministry will be explained to the nominee.

The nominees will be presented to the church during the August conference. The names of each deacon candidate shall be published in the church newsletter prior to election. The slate of nominees shall be submitted in alphabetical order and presented to the church during the morning worship services for a vote by secret ballot on the Sunday following the August conference. The Deacon Chairman and Vice Chairman or other deacon designee will tabulate the ballots. Following the election, the Senior Pastor or Deacon Chairman will notify all nominees of the results of the election. The church will be notified of the results at the November church conference and through the church publications.

The period of service of a deacon shall be three (3) years and shall commence on September 1 following the election. Deacons retiring from active service shall retain their title of deacon and may be called upon for service by the church at any time, but shall be ineligible for re-election to the active diaconate until at least one year has elapsed following their term of active service.

Article 2 - Duties of Standing Committees

2.1 – Baptismal Committee

This committee consists of six (6) at-large members whose duties will be to assist the pastoral staff in the preparation for and the observance of the ordinance of baptism.

2.2 – Buildings Committee

This committee consists of six (6) at-large members. It will be the duty of this committee to oversee the appearance of the buildings and facilitate repairs and improvements as included in the church budget or otherwise authorized by the church. It is also the responsibility of this committee to procure necessary utilities (as applicable) and recommend appropriate property/liability insurance coverage (see Bylaw, Article 2, 2.25 – Stewardship Committee). This committee will inform the Stewardship Committee of its recommendation for non-budgeted items prior to recommendations to the church. The committee shall be responsible for the work of other personnel providing contract services relating to maintenance, repair, and operation of church facilities.

2.3 – Campus Technology Committee

This committee consists of six (6) at-large members and will provide recommendations for: network infrastructure build-out and upgrades, procurement of computing/networking hardware and software, telephony equipment and services, Internet connections and services, publishing equipment and communication service contracts. This committee will work with other committees and church staff, as needed, to maintain the information technology equipment at the level of modernization allowed within the church budget.

2.4 – Cemetery Committee

This non-rotating committee consists of three (3) at-large members who will be re-elected to serve each year until they resign or are replaced at the recommendation of the Committee on Committees during a vote at a scheduled church conference. This committee will oversee the sale of burial plots and upkeep of the cemetery, and shall supervise interments in accordance with the policies described in this document (see Bylaw, Article 5, 5.3 – Cemetery Committee Guidelines). The Cemetery Committee shall provide a copy of the cemetery policy to anyone wishing to purchase a burial plot. (NOTE: “Sale” or “purchase” refers to a purchaser’s one-time payment for use of a burial plot and no other rights/privileges are assigned; Salem retains full deeded ownership of the property.)

2.5 – Children’s Ministry Committee

This committee consists of six (6) at-large members and will work with the Pastor of Children’s Ministries to provide assistance in the development, planning and implementation of activities, plans and ministries involving preschool through 5th grade.

2.6 – Church History Committee

This committee consists of four (4) at-large members with the Church Clerk as an ex-officio member. The Church History Committee will prepare, preserve, and use the historical records and artifacts of the church to help the congregation and potential new members understand and appreciate all of what God has done (and is doing) through His ministries at Salem. It will oversee the compilation of information about the heritage and mission of the church through the years, notable accomplishments, and specific milestone celebrations – such as Harvest Day. At minimum, a written summary will be prepared on an annual basis and entered into the church minutes. Other techniques such as audio/video interview recordings may also be utilized to tell the story of ways that our Heavenly Father has used the ministries of Salem to further His Kingdom on earth. The committee will work with the pastors, church office staff, and the Campus Technology Committee to develop a preservation plan which will be reviewed annually to ensure the safekeeping of various historical documents, multimedia recordings, and to convert various media formats as technology changes for ongoing and future use.

2.7 – Church Usher Committee

This non-rotating committee consists of three (3) at-large members who will be re-elected to serve each year until they resign or are replaced at the recommendation of the Committee on Committees during a vote at a scheduled church conference. This committee is responsible for recruiting and overseeing the following duties of the church ushers: greet and distribute worship materials to worship attendees, serve as pastor assistants during worship services, collect and secure the offering, monitor lighting and climate control, seek to prevent any disturbance, discomfort or distraction, seat people at appropriate times in the service while accompanying the worshiper to the desired seat and be available during the entire service.

2.8 – Committee on Committees

This committee consists of six (6) at-large members recommended by the Nominating Committee. This Committee will be charged with recruiting volunteers for all committee openings each year (with the exception of this committee). This committee will also be responsible for recruiting committee vacancies that may arise. This committee will consider the need for the

formation, elimination or restructuring of committees and then seek approval of recommended actions at church conference. This committee will recruit volunteers for all temporary committees as well as maintain an updated Committee Guidebook (used to assist all committees in understanding their roles and duties and how to carry out basic committee tasks).

2.9 – Constitution and Bylaws Committee

This committee consists of six (6) members and will be composed of three (3) at-large members, a Trustee, Chairman of the Deacons and Church Clerk with the Senior Pastor as an ex-officio member. This committee will insure that the Constitution and Bylaws are updated on an annual basis including all changes approved in church conference since the last revision. At the August church conference, a report will be given, including any new recommended revisions, for approval by the church.

2.10 – Counting Committee (money counters)

This committee consists of nine (9) at-large members with the church Treasurer and Chairman of the Stewardship Committee as ex-officio members. By carefully adhering to all church counting and internal control procedures, it is the responsibility of this committee to count, document, certify and deposit all monies given to the church during any regular or special service where funds (tithes, offerings, etc.) are collected or given. Members of this committee will conduct their duties in a confidential and secure manner as to protect the offerings in their possession as well as members' personal information, learned and observed as to giving to the church by individuals.

2.11 – Grounds Committee

This committee consists of six (6) at-large members. It will be the duty of this committee to oversee the appearance of the grounds and facilitate repairs and improvements as included in the church budget or otherwise authorized by the church. This committee will inform the Stewardship Committee of its recommendation for non-budgeted items prior to recommendations to the church. The committee shall be responsible for the work of other personnel providing contract services relating to maintenance, repair, and operation of church grounds.

2.12 – Harvest Day Committee

This committee consists of six (6) at-large members plus a representative from the Stewardship Committee, Buildings and Grounds Committee, Kitchen/Food Service Committee, and Special Events Decorating Committee, with the Pastor of Music and Worship serving as an ex-officio member. The senior at-large member shall serve as chairman. The committee shall be responsible for making and implementing plans for the annual Harvest Day which occurs on the fourth (4th) Sunday of October.

2.13 – Kitchen/Food Service Committee

This committee consists of six (6) at-large members. This committee will be responsible for the operational needs of the kitchen. Committee duties and responsibilities are as follows: organize and maintain kitchen supplies; maintain a supply inventory; plan menus and collect payment for the Wednesday evening meals; authorize the purchase of appropriate food, necessary paper products, supplies; coordinate the preparation and serving of the meals; and clean-up and assure the compliance with appropriate food, kitchen equipment and kitchen safety and sanitary guidelines. This committee should submit and coordinate its recommendations regarding equipment to the Buildings Committee.

2.14 – Mission Development Committee

This committee consists of nine (9) at-large members, plus a representative from the women’s ministry and the men’s ministry serving as ex-officio members. This committee will be responsible for: monitoring current mission activities; identifying new mission opportunities; keeping the church membership and staff informed of status and changes; setting mission budgets and offering goals in cooperation with the Stewardship Committee. This committee shall have the authority to appoint subcommittees as needed to accomplish its duties.

2.15 – Nominating Committee

This committee consists of six (6) at-large members, plus the BFG Director. This committee is charged with the responsibility of nominating church officers and directors. The first submission of nominations for various church volunteer positions will be presented at the August church conference for the upcoming church (October – September) year. As vacancies occur throughout the year, this committee will have the responsibility of nominating, members to serve in the various church positions and on the Committee on Committees. Any church member will have the privilege of making nominations to the Nominating Committee prior to the August church conference.

2.15.1 - Senior Pastor Search Committee

Members of this temporary committee will be recruited by the Nominating Committee and will perform the duties outlined in the constitution Article 9, 9.1 – Senior Pastor, should the position of Senior Pastor become vacant.

2.16 – Personnel Committee

This committee consists of six (6) at-large members charged with assisting the church in matters relating to personnel administration and management, including the authorization of a housing allowance for each eligible staff minister, recruiting and recommending staff members as approved by the church in conference, maintaining an Employee Handbook, maintaining staff

position descriptions and other pertinent information needed to perform the management of employed church staff personnel. When considering applicants for open staff positions, the committee may consult with and obtain feedback from other church members and personnel working/interested in the specific area of recruitment. When a candidate has been presented and approved at conference, a job offer may be subsequently extended. In the event there is a need to fill the position of Senior Pastor, the Personnel Committee will be responsible, in consultation with the Senior Pastor Search Committee, for securing an Interim Pastor to serve until the Senior Pastor Search Committee has filled the vacancy of Senior Pastor.

2.17 – Prayer Coordination Committee

This committee consists of six (6) at-large members plus one (1) deacon representative selected by the Deacon Chairman. The committee will be charged with coordinating special prayer times and consult with the Senior Pastor to arrange for devotions, prayer meetings, and promote prayer activities and opportunities.

2.18 – Scholarship Committee

This committee consists of six (6) at-large members. It will be the duty of this committee to consider applications for scholarship funds for active church members pursuing a Christian education major or minor, who have established their intention to be involved in Christian ministry. To apply for scholarship funds for Christian educational pursuits, the following information must be submitted to the committee in writing: full name, mailing address, age, testimony of faith, area of Christian ministry being pursued, explanation of need and intended usage of funds, current school enrolled or accepted, amount of request and date needed.

2.19 – Senior Adult Explorers Committee

This committee consists of six (6) at-large members and will plan and initiate inspirational, fun and interesting activities for senior adults age 60 and above.

2.20 – Special Events Decorating Committee

This committee consists of six (6) at-large members and will be responsible for decorating for Christmas and Harvest Day. It may be called upon by other committees or groups for decorating assistance as needed.

2.21 – Special Needs Ministry Committee

This committee consists of six (6) at-large members. The purpose of the committee is to minister to individuals with special needs and their family members. The committee will coordinate activities with the Precious Jewels BFG teachers and with the VBS Director(s) to insure the effectiveness of this ministry.

2.22 – Stewardship Committee

This committee consists of six (6) at-large members with the church Treasurer as an ex-officio member. This committee serves on a calendar year and shall meet once each month, with additional meetings as necessary. The Stewardship Committee will promote and engage in a stewardship program that will encourage the spiritual growth of the membership. It will oversee and instruct on the methods by which all other committees/authorized church members may receive/disburse the funds needed to fulfill their responsibilities, establish and monitor proper internal accounting controls, submit a written quarterly financial report at the regular church conference, prepare a proposed budget and submit it to the regular church conference in November (to be approved during a special called conference in December), and will coordinate an annual audit to be completed by an outside independent financial audit firm. In preparing the budget, the Stewardship Committee will allow the members of the church to review the proposed budget by publishing it in the church newsletter two (2) weeks prior to the November church conference. This committee, in conjunction with the Pastor of Administration and Missions and with the Buildings Committee and the Grounds Committee, will be responsible for keeping the insurance coverage of the church up-to-date.

2.23 – Transportation Committee

This committee consists of three (3) at-large members and will oversee Salem's transportation needs. Duties of this committee include setting transportation policy, approving drivers, planning/performing all necessary scheduled maintenance and repairs and planning for future transportation needs. This committee is responsible for purchasing and disposing of church-owned vehicles as approved at regular church conferences.

2.24 – Weekday Preschool Committee

This committee consists of six (6) at-large members, three (3) of which should be parents of children enrolled in the weekday preschool, and the Pastor of Families and Group Life. To avoid any conflict of interest, any existing member who joins the preschool staff must resign from the committee. Under the oversight of the Pastor of Families and Group Life, this committee will set policies and procedures for the Weekday Preschool, as well as assist the Director of the Weekday Preschool with matters pertaining to personnel and budget. The Director of the Weekday Preschool will make recommendations in matters pertaining to personnel and budget to the Personnel Committee and Stewardship Committee respectively for final approval. The Weekday Preschool Committee will assist the Director in the compilation and update (annually at minimum) of preschool operational guidelines, policy manual(s), and handbook(s) as well as providing strategic insight and support for the school's evangelistic efforts to families.

2.25 – Wedding Committee

This committee consists of six (6) at-large members and will coordinate weddings and related events according to established policies (see Bylaw Article 5, 5.2 – Wedding Policies and Procedures). It will also serve as a liaison between the church and the wedding party.

Article 3 – Weekday Preschool

3.1 – Program and Organization

The weekday preschool is one of many ministry programs of Salem Baptist Church and is governed by the church through pastoral leadership and input from the Weekday Preschool Committee.

The Personnel and Stewardship Committees of the church, in consultation with the Pastor of Families and Group Life and the Director of the Weekday Preschool, will collaborate on all matters pertaining to personnel and stewardship, respectively. Most importantly, all policies and activities of the Weekday Preschool will comply with church policies and guidelines.

Under the supervision of the Pastor of Families and Group Life, the Director of the Weekday Preschool is responsible for the management and oversight of the daily operations (including personnel and budget) of the weekday preschool. Annual status reports (operational and financial) will be given by the Director at church conference. Additional reports may be provided as desired/requested.

The Director position requires church membership (in good standing). The Personnel Committee will oversee the recruitment/hiring of the Director with input from the Weekday Preschool Committee.

3.2 – Budget

The weekday preschool is a “self-sustaining” ministry program supported through self-generated funds. The primary source of income is tuition and other fees paid on a per student basis to reimburse all costs for operational expenses including staff salaries, facilities, materials, equipment and supplies. Operating income may be augmented by additional fundraising initiatives.

An audit of the preschool will be conducted during the annual independent financial audit of the church. In the event that income generated by the weekday preschool exceeds all expenses (direct and indirect), the Stewardship Committee in consultation with the Pastor of Families and Group Life and the Director of the Weekday Preschool, may consider applying the surplus resources to facility long-term debt retirement.

Article 4 - Other Christian Ministry Groups Supported by Salem Baptist Church

4.1 – AWANA

The AWANA (Approved Workmen Are Not Ashamed) program is available to preschoolers through high school age. The AWANA program is a biblically based program helping children to understand and memorize the Word of God. In addition, fundamental Christian doctrine is taught in an age-appropriate manner with biblical references. The AWANA clubs integrate biblical teaching, scripture memory and game activities for children to communicate the good news of Christ and His plan for their lives. Competitive AWANA quizzing is also an optional activity for youth. A church member appointed by the Nominating Committee serves as the AWANA commander.

4.2 – Circle of Grace Homeschool Group

The purpose of the Circle of Grace Homeschool Group is to glorify God by providing support, guidance and encouragement to one another as home educators and to raise our children to be devoted followers of Jesus Christ. A church member appointed by the Nominating Committee will serve as Director of Circle of Grace Homeschool Group.

4.3 – Mothers of Preschoolers (MOPS)

The purpose of the MOPS program is to encourage, equip and develop mothers of preschoolers to realize their potential as a woman, mother and leader in the name of Jesus Christ. A church member appointed by the Nominating Committee serves as Director of MOPS for each established meeting time.

Article 5 – Use of Church Buildings, Grounds and Property

5.1 – Use of Buildings and Grounds

The buildings, grounds and equipment of this church shall be used in accordance with the purpose set forth in the church constitution, Article 2. All (internal and external) requests concerning the use of church buildings, grounds, and/or equipment shall be submitted through the church office, using a "Building Use Request Form." The chair of the Buildings Committee, in coordination with the Buildings Committee, Kitchen Committee, and Grounds Committee will take the lead to review and approve or deny requests, provided that such requests are in keeping with Article 2, Purpose, of the church constitution. In situations of an unusual nature, the chair of the Buildings Committee will consult with the church staff. When a final decision is reached, appropriate notification will be made to

all involved. In all cases, with the exception of funerals, requests should be submitted at least thirty (30) days prior to the date being scheduled to allow adequate time for processing. Usage fee information for non-related Salem Baptist Church functions shall be obtained from the church office. All fees are charged per function. The chair of the Buildings Committee will consult with the chair of the Stewardship Committee in instances where fees are requested to be waived.

5.2 – Wedding Policies and Procedures

The "Wedding Policies" document governs the use of church buildings for weddings and related events. These policies are administered and monitored by the Wedding Committee. A current copy of these policies is maintained in the church office.

5.3 – Cemetery Committee Guidelines

The Cemetery Committee follows these guidelines:

5.3.1 – The committee will be responsible for keeping accurate records of plots assigned. Anyone wishing to purchase a plot or plots in the Salem Baptist Church Cemetery should contact the Chairman of the Cemetery Committee. The name will be recorded on the church cemetery records and the plot will be reserved.

5.3.2 – Effective November 11, 2012, cemetery plots may be sold only to active church members for use by themselves and their immediate family members. (Note: Members of the "immediate" family are defined as husband, wife, sons and daughters.) For the purpose of this bylaw, active church member is defined as: currently on the church member roster and actively involved in the life and fellowship of Salem Baptist Church through participation in one or more of the following over the past six (s) months.

- Sunday Morning Worship
- Bible Fellowship Groups
- Church committee membership and participation
- Actively contributing monetarily to the church

The Cemetery Committee may grant waivers to the above six (6) month requirement for members who are homebound but who have satisfied the other requirements within the past five (5) years.

5.3.3 – Effective January 1, 2013, plots will be \$300 each; effective July 1, 2013, plots will be increased to \$500 each. The plots are real estate are not actually sold – simply the right of use as a burial plot and no other rights/privileges are assigned to purchaser – as Salem retains full deeded

ownership of the property. Purchasers cannot at any time resale/reassign their plots – they can only be returned to Salem for a full refund of the original price paid.

5.3.4 - All monies received through the sale of cemetery plots will go into the designated cemetery maintenance fund. The sole purpose of this fund is to maintain and improve the cemetery. A minimum of \$5,000 shall be reserved in the cemetery maintenance fund to be used for emergency purposes (i.e. vandalism). A refund of the purchase price will be returned at the purchaser's request.

5.3.5 – Plots on the new areas defined in the 2012 survey completed by Smith & Smith Surveyors will be sold in sequence only. This is defined as Rows East 10 through East 17 and West Rows 17 and 18. Purchasers of plots in this area must sign an agreement that the plots will be used only for the individuals identified at the time of the purchase. Relationship of the individual to the purchaser may be used in lieu of an actual name.

5.3.6 – For unusual or emergency circumstances that may arise from time to time the Cemetery Committee is authorized to waive any of the above requirements but must provide a written report of the waiver to the church at the next church conference following the waiver.

Interment regulations are as follows:

5.3.4 - The Chairman or a designated member of the Cemetery Committee must approve the plot, which must be paid in full before the ground is broken.

5.3.5 - All plots shall be level with the ground after interment, and the sod shall be preserved whenever possible.

5.3.6 - Excess dirt shall be removed from the cemetery grounds by the "funeral home" and verified by the Cemetery Committee.

5.3.7 - In the event of an expansion of the cemetery grounds, only ground-level monuments will be allowed in the expanded area.

Article 6 - Purchasing Procedures

To ensure good stewardship of our monetary resources, the following guidelines will be used in making all procurements for the church.

“Preferred vendors” are established through a due diligence process that involves competitive bidding and service delivery assessment to protect the organization from vendor relationships that may compromise “due care” in business transactions and service delivery. The vendor selection process results in a contractual relationship. The term of the contract may vary from 1-5 years. “Preferred vendors” may be providers of products and/or services.

6.1 – Budget Expenditures

6.1.1 - Budgeted expenditures of less than **\$3,000.00** require approval of the appropriate committee chairperson, or their designee or designated pastoral staff.

6.1.2 - Budgeted expenditures of greater than **\$3,000.00** not provided through an established contract will require at least three (3) estimates, quotes or bids from three (3) sources, plus prior expenditure approval of the Stewardship Committee.

6.1.3 - Budgeted expenditures of greater than **\$10,000.00** not provided through an established contract will require at least three (3) estimates, quotes, or bids from three (3) sources, plus approval of the Stewardship Committee. In addition, the procurement recommendation will then be presented to the congregation for approval.

6.1.4 - The lowest evaluated bid will be accepted unless just cause can be documented and provided to the Stewardship Committee for advance approval. At least three (3) estimates, quotes, or bids will be required from three (3) qualified sources for all procurements exceeding \$3,000 unless otherwise provided for within an annual or multi-year contractual agreement. Each vendor contact person (name, e-mail, phone no.) invited to bid will be documented and each will be given a minimum of 10 business days to respond. The results received by the 11th business day will be documented and the purchase evaluation and purchase decision will proceed. This process and results documentation obtained and/or recorded satisfies the requirement for at least three (3) estimates, quotes, or bids from three (s) sources.

6.1.5 - Budgeted expenditures for church literature are exempted from the competitive bid process.

6.1.6 - Advance approval of the Stewardship Committee is required to expend more funds than allocated on a budget item(s) during a budget year.

6.1.7 - Upon recognition of an emergency event occurring, immediate notification will be provided to the Chairperson of the Stewardship Committee. The Chairperson of the Stewardship Committee or the Senior Pastor is authorized to approve emergency expenditures not included in an existing contract. Immediate action should be taken to assess and address the emergency situation with notification to the church office for contacts with insurance providers (as applicable); competitive bidding is not required, however, insurance stipulations may require proof of marketplace pricing once the situation has been stabilized; a brief written summary will be submitted at the next church conference for approval that explains the root cause of the emergency, action taken, and recommendation for approval including costs incurred.

6.2 – Non-Budgeted Expenditures

Non-budgeted expenditures require Stewardship Committee consultation and approval before being proposed at church conference.

6.3 – Source Justifications

In the event that products or services (budgeted or non-budgeted) are required from limited sources due to unusual situations, or extenuating circumstances that supersede usual purchasing requirements for competitive bidding, “single source” or “sole source” justifications may be provided, as applicable.

- “Single source” is defined as a uniquely determined provider of a product or service.
- “Sole source” is defined as a provider of a product or service that is extremely rare and limited to one.

Written source justifications should be limited to one page and provided with the purchase recommendation and documentation for advance approval by the Committee Chairperson, Stewardship Committee, and church conference as applicable.

6.4 – Designated Accounts

At the end of each budget year, the Stewardship Committee will review the purpose and current status of any designated fund with a remaining balance. Setting up a designated fund requires prior approval of the Stewardship Committee. The following information will be required:

- Name of Fund
- Date of Set-up required
- Date of Dissolution or Total Expenditure of the Fund
- Purpose of Fund (Sources of income and type of expenditures)

- Authorization required for expenditures
- Person/Committee responsible for Fund

Article 7 – Document Retention Policy and Procedure

The records of the church are valuable assets that contain information pertaining to its mission, initiatives, operations, heritage and legacy, and must be carefully retained and safeguarded. Stewardship of information assets is an important responsibility of all employees, contractors, and volunteers of the church, and, in specific cases, certain records must be retained for compliance with local, state and/or federal statutes.

Documentation (as described below) will be submitted through the church office for processing.

7.1 – Records Retention Schedule

DESCRIPTION	RETENTION SCHEDULE
ACCOUNTING RECORDS	
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Annual Budgets	Permanent
Audit Reports and associated documents	Permanent
Chart of Accounts	Permanent
Contribution envelopes, records; documents evidencing terms, conditions, or restrictions on gifts	7 years
Depreciation schedules	Permanent
Expenses records	7 years
Financial statements (monthly, quarterly, annual)	Permanent
Fixed asset purchases	Permanent
Form 1099-MISC	7 years
General Ledger	Permanent
IRS or other government audit records	Permanent
Loan payment schedules	7 years
Petty cash records	7 years
Sales and use tax	7 years
Tax-exemption documentation	Permanent
BANK RECORDS	
Bank reconciliations	7 years
Bank deposits	7 years
Bank statements	7 years
Cancelled checks	7 years
Cash receipt records	7 years
Electronic fund transfer records	7 years
CORPORATE RECORDS	
Articles of Incorporation	Permanent

DESCRIPTION	RETENTION SCHEDULE
Church Conference Minutes with documentation	Permanent
Constitution and Bylaws	Permanent
Contracts, Leases, and related correspondence	Permanent
Corporate seal	Permanent
Form 990-T	7 years
Form 5578 (nondiscrimination)	7 years
Insurance policies, claims, records	Permanent
Investment records	Permanent
Leases/mortgages	Permanent
Licenses and Permits	Permanent
Patents/trademarks	Permanent
Resolutions	Permanent

EMPLOYEE RECORDS	
Employee applications	3 years
Benefit /health plans	Permanent
Employee expense reports	7 years
Employee files	7 years from date of separation for ex-employees
Employee handbook	Permanent
Employment taxes	7 years
FICA	7 years
Form W-2, W-4, 941	7 years
Housing allowance forms (as applicable)	7 years
Payroll records (including W-2, W-4, etc.)	7 years
Retirement plans (as applicable)	Permanent
Time Sheets/Leave Requests	3 years
Workers compensation claims, files	11 years

REAL PROPERTY RECORDS	
Cemetery records	Permanent
Construction records	Permanent
Deeds, mortgages, bill of sale	Permanent
Inherited property valuations	Permanent
Leasehold improvements	Permanent
Property appraisals	Permanent
Property easements/rights-of-way	Permanent
Property insurance	Permanent
Property surveys	Permanent
Property tax exemption documentation	Permanent
Real estate purchases	Permanent

MEMBERSHIP RECORDS	
Baptismal	Permanent
Seedbed membership form (executed)	Permanent

MISCELLANEOUS	
Accident/incident reports	Permanent
Annual reports	Permanent
Church bulletins, newsletters, etc.	Permanent (historical copy)
Construction (other) documents	Permanent
Correspondence of a legal nature	Permanent

DESCRIPTION	RETENTION SCHEDULE
Harvest Day/Special Anniversary Celebrations	Permanent (historical copy)
Debt retirement campaigns	Permanent (historical copy)
Sale or disposal of vehicles	7 years
Unsure	Please contact the church office

Historical Sketch

Salem Baptist Church, located approximately two (2) miles northeast of Apex at 1205 Salem Church Road, held its first worship service on the fourth Sunday in October 1840. Joel Jones, John Merritt, and Henry Castleberry gave land for the church grounds on January 20, 1838. The deed was registered March 29, 1943, Book 15, Page 408, in the Register of Deeds Office, Wake County. The trustees were P.N. Dowd, Kindred Johnson, Henry Castleberry and Thomas Howell.

There were thirty-two (32) constituent members, of which three (3) were women. These three women were no doubt unmarried, since only male members of a household were carried on the church roll. It was not until September 9, 1841, that the church was officially declared and regularly organized by the presbytery consisting of Baptist ministers, Reverend P.W. Dowd and Reverend Stephen Senter, both of whom served later as pastors of the church. The Reverend Stephen Senter was called as the first pastor and was paid \$30.00 for his first year of service.

On October 16, 1847, the first contribution (\$10.75) was made for foreign missions when the great Southern Baptist missionary, Reverend Matthew Tyson Yates, visited Salem.

The year 1850 seems to have been the first year that any additional building was begun. That year, the church building was enlarged to take care of the increasing attendance. A sexton was employed whose duties were to keep all the church property clean and in good order. Brother John Crocker was appointed. The entry in the official church minutes for the church conference Saturday before the third Sunday in April, 1851, reads as follows: "...to attend to cleaning out the Meeting House for twelve months...Scour it good three times, sweep it and brush it twelve times for the sum of \$5.50.

The first Sunday School was organized in 1853. The church continued to grow and as the records indicate, during the years 1876-1886, other improvements and enlargements were made.

During the pastorate of the Reverend Robert E. Atkins, a new church building was built in 1919, at a cost of "above \$10,000." The present sanctuary replaced this building.

The Women's Missionary Union was organized in the early 1920s.

In 1948, the first phase of an extensive building program was begun under the capable leadership of Reverend J. Gray Murray. In that year, the church set up a \$3,000 annual budget, \$200 of which was placed into a building fund.

In 1950, the Educational Building ("Building A") and facilities were erected at a cost of approximately \$20,000. The low cost of the unit was due largely to the time and materials that were donated by many individuals.

Almost immediately following completion of the Educational Building, the Fellowship Building (removed and replaced by "Building C") was added to the church property.

The year 1953 found Salem Baptist Church members building once again. This time it was the lovely parsonage (current church office) which was valued at over \$20,000 in 1968.

Plans for the present sanctuary (worship services moved to "Building D" in 2010) were approved on May 27, 1962. The groundbreaking services took place on July 22, 1962. Under the leadership of the Reverend Raleigh James, the sanctuary and adjoining offices were constructed at an approximate cost of \$130,000. The first worship service was held on June 9, 1963. A significant time in the history of Salem was in the year 1976 when the final payment was made on the mortgage incurred to build the sanctuary. On the fourth Sunday in October of that year, the mortgage was burned in a special service of thanksgiving and praise to the Lord.

The large bell, which has been in place on the grounds in front of the Church, is believed to have been the property of the Church since the days of the original "Meeting House." It was restored and placed on the grounds by the men of the Brotherhood.

On March 25, 1979, groundbreaking services were held for the Youth Education Building ("Building B") at Salem, which was built at an approximate cost of \$325,000. This building was dedicated in a special ceremony on May 3, 1980.

With rapid growth approaching the Cary/Apex area, the Deacons brought a proposal forward at the November 11, 1984, Church Conference, to join with First Baptist Church of Cary, Ephesus Baptist, and Greenwood Forest in establishing a new Baptist church in the area. Salem agreed to provide \$1,500 per year over a three year period and contributed \$35,000 in 1987 to assist the new church, Woodhaven Fellowship, in the purchase of ten (10) acres on Kildaire

Farm Road at a total cost of \$200,000. Two (2) Salem families joined with the new fellowship.

In anticipation of future growth at Salem, three (3) acres of land adjacent to the Youth Education Building ("Building B") were purchased on May 1, 1986, from Mr. Stanley Mann at a cost of \$45,000. On May 18, 1986, a special land dedication service was held on the site during the Sunday morning worship service.

During the 1990s, Salem continued to expand its multi-ministry outreach efforts through numerous missions opportunities. In 1991, financial support was initiated for TransWorld Radio. In the Spring of 1992, Salem teamed with the Raleigh Baptist Association and Greenwood Forest Church to begin our first Hispanic Mission in the Apex/Cary area. Also, during August 1992, Salem formed a Weekday Preschool Program as a ministry to address the large influx of young families that were relocating to the area. In January 1993, Salem provided support to two (2) former members, T. and Kathy Thomas, who were missionaries to Czech Republic. As rapid growth continued in the area, Salem donated \$10,000 to help Westwood Baptist Church purchase a tract of land on High House Road for the location of its future sanctuary. Before 1993 ended, Salem sent financial support to the Ukrainian Partnership Fund.

Also in 1993, the church approved the purchase of five (5) acres of land at a cost of approximately \$85,000. This land provides road access to North Salem Street. With the growth explosion of the 1990s, building planning and expansions are again underway.

As planning for new ministry facilities at Salem began in 1994, Salem again sponsored the formation of a local church, Disciple's Way, in partnership with the Raleigh Baptist Association.

In 1995, a partnership began with Romanian Baptists, which resulted in a series of annual mission trips by Salem members to be a part of this international mission effort. Within the United States, Salem commissioned one of its members, Rachel Bailey, as a summer missionary to Hope Baptist Church for the deaf in Northern New Jersey. Realizing the great missions opportunities in our area, Salem members Sarah Fryar and Carol McLaughlin formed the "Free Lunch in the Park," or FLIP ministry, to help feed the homeless in Raleigh.

A choir room expansion was completed in 1995, which adjoined the former sanctuary at Salem at a cost of approximately \$100,000. In 1996, a new 24,000 square foot Education Building ("Building C") containing a Fellowship Hall was

completed at an approximate cost of \$2,135,000. The existing Fellowship Hall originally built in the 1950s was removed to make way for the new facility.

During 1997, a grant was given to Apex First Baptist Church to help fund its Christian Training Institute, and support was provided to Canaan Baptist Church in Queens as part of the New York Partnership.

In 2000, 3.54 acres were purchased from Mr. Bill Reams at a cost of \$162,000 to provide flexibility for future growth. While the church approved the land purchase and a bank loan of twenty-four (24) months at 8.75% interest on April 9, 2000, the final payment was completed in December 2000. Within eight (8) months of the original purchase, the land debt was paid for in full. Ministries at Salem have continued to grow, as indicated by average Sunday School attendance, which routinely exceeded 500 each Sunday during the year 2000.

As Salem's spiritual growth continued, the annual church budget exceeded \$1 million by 2002 and in August of 2003, Salem was recognized within the top 5% of all North Carolina Southern Baptist churches who supported missions. Both local and global missions outreach expanded and several Salem members were ordained to the ministry.

With the apparent need to support the ministry growth of Salem, a Long Range Planning Committee was formed in 2004 which led to the development of a multi-phased and multi-year master plan for the 22-acre campus.

By 2006, within 10 years of construction, Salem became debt-free with the retirement of the building loan for the new Education Building ("Building C") and celebrated the milestone with a "note burning" event.

On December 18, 2008, as authorized by the church, Salem Trustees executed a bank construction loan of \$5.9 million at a 3.25% interest rate for completion and site upgrades for a new 36,586 square foot multi-purpose worship center ("Building D") as Phase One of a \$7 million project within the master campus plan.

In May 2009, church membership exceeded 1,500 worshippers.

Salem's congregation rejoiced and worshiped together during six (6) weeks of successful celebrations in single joint Sunday services from February 7 – March 14, 2010 with attendance of approximately 1,000 each Sunday as the new multi-purpose worship facility was dedicated to God.

Realizing the ever expanding needs for ministry opportunities, Salem added 1.4 acres of property located at 1220 Salem Church Road to the campus on August 31, 2010 at a cost of \$150,000.

Throughout 2015 Salem worshiped and celebrated God in many special ways to commemorate its 175th Anniversary. On Sunday, May 31st a congregational group photo was taken at 9:45 am; later, an evening of praise and worship was held at 7 pm. On Sunday, August 30th, beginning at 4 pm, a tailgate picnic supper took place in front of Bldg. C with lots of fun games and food to share. On Saturday, September 26th, beginning at 8 am, a church-wide prayer time and breakfast was held in the Salem Fellowship Hall. The 175th Anniversary Celebration culminated on Harvest Day, October 25th with a lunch meal provided on the campus following the morning worship, followed by the dedication of the newly constructed Prayer Garden between Buildings C and D at 1:30 pm. As a reminder to all of God's overwhelming and never ending grace for his fellowship at Salem, a timeline was compiled and published to highlight many milestones that have occurred throughout Salem's 175-year history and with great anticipation of the future yet to come.

On June 28, 2016, 0.44 acres of land with an existing house and barn at 1201 Salem Church Road (directly behind the church office) was purchased for \$168,000. No external financing was necessary for the acquisition. This property addition brings the total campus size to 23.37 acres.

On Harvest Day, October 22, 2017, following the noon meal, a re-dedication ceremony was held for the historical 1903 church bell on the south entrance sidewalk of the multi-purpose worship center (Bldg. D).

The event included an "inaugural ringing of the bell" in its new location.

This effort culminated a project exceeding two years of meticulous planning, design, construction, installation, and testing. The primary scope of the project included the replacement/refurbishment of the church signage in front of the Chapel (1963 sanctuary) and relocation of the bell to the front of Bldg. D.

The new Bldg. D location included a raised masonry bed for plantings, custom wrought iron fencing, special lighting, descriptive signage, and a unique masonry pedestal for the bell. The new bell pavilion area was designed specifically for the size of the bell in synchrony with the Bldg. D architecture, dimensions, and exterior building materials while keeping the view focused on the cross.

The project was completely funded by designated private donations.

Research of the historical church minutes provide indications that the bell, which was acquired in 1903, was subsequently installed in the original 1840 building. The placard shown at the new Bldg. D location reads as follows:

Original 1903
Salem Baptist Church Bell
A Symbol of the Call to Worship
Relocated to Present Site in 2017

In 2018, the church budget exceeded \$2M, only 16 years after the annual budget crossed the one million mark in 2002.

Chronology of Pastoral Leadership

Salem Baptist Church has prospered and will continue to grow through current and future programs of service for the Lord under the guidance of the Holy Spirit, through the leadership of thirty-four pastors and scores of dedicated Christians. Pastors who have served are:

The Reverend Stephen Senter	1841-1842
The Reverend Jessie Howell	1843-1844
The Reverend P.W. Dowd	1845-1851
The Reverend J.C. Wilson	1852-1853
The Reverend P.W. Dowd	1854
The Reverend Johnson Olive	1855-1858
The Reverend Jessie Howell	1859-1860
The Reverend A.D. Blackwood	1861-1864
The Reverend T.W. Young	1865-1868
The Reverend J.C. Marcom	1869-1874
The Reverend J.M. Holleman	1875
The Reverend G.J. Dowell	1876-1883
The Reverend T.W. Young	1884-1886
The Reverend Duncan Mc Cleod	1886
The Reverend J.M. Boothe	1887-1889
The Reverend W.S. Olive	1890-1893
The Reverend J.M. White	1894-1898
The Reverend D.C. Britt	1899
The Reverend C.V. Brooks	1900-1905
The Reverend R.S. Stephenson	1906-1915
The Reverend R.E. Atkins	1916-1935
The Reverend Lawyer Rainey	1935-1939
The Reverend W.B. Cone	1939-1942
The Reverend J. Gray Murray	1942-1953
The Reverend James G. Wootton, Jr.	1954-1955
The Reverend W. Lawrence Blanton	1955-1960
The Reverend Raleigh M. James	1960-1964
The Reverend Lewis McLean	1964-1965
The Reverend Grady P. McKeithan	1965-1968
The Reverend Robert J. Burns	1969-1972
The Reverend Henry A. Morgan	1972-1976
The Reverend C. Grady Long	1977-1991
The Reverend Jon F. Meek, Jr.	1992-1997
The Reverend Dr. Jeffrey A. Beckett	1999-