

# WHITE OAK BAPTIST CHURCH

## BYLAWS & POLICIES

Amended and Updated in a regular called business meeting 1/15/2017



We believe that to carry on the religious mission of the church, to preserve the function and integrity of the church as the local body of Christ, and to provide the biblical role model to the church members, and the community, it is imperative that all persons who associate with WOBC as members should abide by and agree to the following bylaws, statements, policies, and procedures and conduct themselves in accordance with them.

### ARTICLE I NAME AND PRIVILEGES

Section 1 This church shall be known as White Oak Baptist Church.

Section 2 On all matters that come before the church for action each member present, fifteen years of age or older and not under church discipline, is entitled to vote.

### ARTICLE II STATEMENT OF FAITH/BELIEFS

#### 1. Holy Scripture

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired word of God, the final authority for faith and life, inerrant in the original writings, infallible, and God breathed (2 Timothy 3:16,17; 2 Peter 1:20,21; Matthew 5:18; John 16:12, 13).

#### 2. Godhead

We believe in one Triune God, eternally existing in three persons-Father, Son, and Holy Spirit--co-eternal in being, co-eternal in nature, co-equal in power and glory, having the same attributes and perfections (Deuteronomy 6:4; 2 Corinthians 13:14)

#### 3. Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary in order that He might reveal God and redeem sinful man (John 1:1-2, 14; Luke 1:35). We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice, and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24; 1 Peter 2:24; Ephesians 1:7; 1 Peter 1:3-5). We believe that the Lord Jesus Christ ascended into heaven and is now exalted at the right hand of God where, as our High Priest, He fulfills the ministry as Representative, Intercessor, and Advocate (Acts 1:9, 10; Hebrews 7:25; Hebrews 9:24; Romans 8:34; 1 John 2:1-2). We believe Jesus is coming again to judge the living and the dead (1 Peter 4:5; Romans 14:9; 2 Timothy 4:1).

#### 4. Person and Work of The Holy Spirit

We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16: 8-11; 2 Corinthians 3:6; 1 Corinthians 12:12-14; Romans 8:9; Ephesians 5:18).

## 5. **Total Depravity of Man**

We believe that man was created in the image and likeness of God, but that through Adam's sin the race fell, inherited a sinful nature, and became alienated from God; man is totally depraved and of himself utterly unable to remedy his lost condition (Genesis 1:26,27; Romans 3:22, 23; 5:12; Ephesians 2:1-3, 12).

## 6. **Salvation**

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (Ephesians 2:8-10; John 1:12; Ephesians 1:7; 1 Peter 1:18-19).

## 7. **Eternal Security and Assurance of Believers**

We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40; 10:27-30; Romans 8:1, 38, 39; 1 Corinthians 1:4-8; 1 Peter 1:5). We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which clearly forbids the use of Christian liberty as an occasion for the flesh (Romans 13:13, 14; Galatians 5:13; Titus 2:11-15).

## 8. **Ministry and Spiritual Gifts**

We believe that God is sovereign in the bestowing of spiritual gifts. It is, however, the believer's responsibility to attempt to develop their sovereignly given spiritual gift(s). The baptism of the Holy Spirit occurs at conversion and is the placing of the believer into the Body of Christ. We also believe that particular spiritual gift(s) are neither essential, nor prove the presence of the Holy Spirit, nor are an indication of deep spiritual experience (1 Corinthians 12:7, 11, 13; Ephesians 4:7-8). We believe that God does hear and answer the prayer of faith, in accordance with His own will, for the sick and afflicted (John 15:7; 1 John 5:14, 15). We believe that it is the privilege and responsibility of every believer to minister according to the gift(s) and grace of God that is given to him (Romans 12:1-8; 1 Corinthians 13; 1 Peter 4:10-11).

## 9. **Church**

We believe that the church is established as the New Covenant, which is the body and espoused bride of Christ, is a spiritual organism made up of all born-again persons (Ephesians 1:22,23; 5:25-27; 1 Corinthians 12:12-14; 2 Corinthians 11:2). We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 18:22; 20:17; 1 Timothy 3:1-3; Titus 1:5-11). We believe in the autonomy of the local churches, free of any external authority and control (Acts 13:1-4; 15:19-31; 20:28; Romans 16:1,4; 1 Corinthians 3:9, 16; 1 Corinthians 5:4-7, 13; 1 Peter 5:1-4). We recognize believer's baptism and the Lord's Supper as scriptural means of testimony for the church (Matthew 28:19, 20; Acts 2:41, 42; Acts 18:8; 1 Corinthians 11:23-26).

## 10. **Marriage**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20, 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of WOBC as the local Body of Christ, and to provide a biblical role model to the WOBC members and the community, it is imperative that all persons employed by WOBC in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5: 16, Phil. 2: 14- 16, 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of WOBC.

#### 11. **Final Authority on Matter of Faith and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Word of God itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of WOBC's faith doctrine, policy, and discipline, our pastor and/or deacons is WOBC's final interpretive authority on the Bible's meaning and application.

### **ARTICLE III ORGANIZATION AND MEETINGS**

- Section 1 For worship, and work the church provides for meetings and organizations as follows:
- A. For worship, preaching, instruction and evangelism regular meetings for the entire body and for all people each Sunday morning and evening and each Wednesday evening; these meetings shall be under the direction of the Pastor.
  - B. A Sunday School to be conducted each Sunday morning for all people, to be under the direction of a Sunday School Director who shall be a regular officer of the church .
  - C. Church training (discipling) shall be conducted each Sunday and on weekdays as required and approved by the church; to be under the supervision of the leaders approved by the church.
- Section 2 The Lord's Supper shall be celebrated on the first Sunday of each month unless otherwise stipulated by the vote of the church or the Pastor advises that circumstances require another day.
- Section 3 A called business meeting of the church for any special purpose may be held on any Sunday if voted by a majority present .at one of the regular services held on a previous Sunday. Special business meetings may also be held at any other regular meeting of the church by unanimous consent of the members present.
- Section 4 The business meeting of the church shall be held quarterly on the fourth Sunday of that quarter or else announced by the Pastor or Deacons if date needs to be changed. All officers, committees, teachers and other positions provided for in the bylaws, with the exception of those elected to serve indefinitely as provided for in the bylaws, will be elected January of the following year.

- Section 5 A majority of members voting at any meeting shall carry a motion or any other action, except as otherwise provided in the church constitution or bylaws.
- Section 6 The church fiscal year ends December 31.
- Section 7 All questions of procedure not provided for in these bylaws shall be determined according to Robert's Rules of Order.

## **ARTICLE IV MEMBERSHIP**

### **Section 1 Reception of Members**

#### **A. Persons will be received into the membership of the church by:**

1. Public profession of faith in the Lord Jesus Christ as personal Savior and following baptism into the full fellowship of the church.
2. Transfer of membership from another Baptist or evangelical church.
3. The statement that one has trusted Jesus Christ as personal Savior and was baptized into a Baptist or evangelical church and the record of membership is not available.
4. Testimony of baptism, having been immersed as a believer by a Christian evangelical church. By "Christian evangelical church" we mean a church which believes and proclaims salvation by grace through repentance of sin and faith in Jesus Christ, administers immersion as testimony to the death, burial and resurrection of Christ, and to the believer's death to sin and entrance into new life in Him, and observes the Lord's Supper in remembrance of His death on the cross as the atonement for the sins of the world.

#### **B. Application for Membership**

1. Applicants for membership shall be interviewed and examined by the Pastor. Applicants recommended to the church by the Pastor shall be presented to the church and received into its membership by vote of the members present at any regular meeting of the church.
2. No person meeting the scriptural qualifications for membership shall be refused for reasons of race, nationality, ethnic origin, gender or class.
3. We believe that to carry on the religious mission of the church, to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons who associate with the church as members should abide by and agree to the following statements and conduct themselves in accordance with them.

(initial) \_ A. Statement of Faith [Refer to Article II #1-9]

(initial) \_ B. Statement on Marriage, Gender, and Sexuality [Refer to Article II #10]

(initial) \_ C. Statement on Church Discipline [Refer to Article IV Section 4]

### **Section 2 Duties of Members**

It shall be the duty of each member of the church to keep the covenant obligations set forth in the constitution and the church covenant in accordance with the Scriptures.

### Section 3 **Dismissal of Members**

Members may be dismissed by:

- A. Death
- B. Transfer. Letters to other Baptist churches or other evangelical churches of like doctrine and practice may be granted at any business meeting dismissing members to unite with a designated church.
- C. Exclusion (See Section 4)

### Section 4 **Discipline of Members**

Discipline is that procedure including Christian teaching, training, admonition, rebuke, both public and private, and possible exclusion, with the view to helping the individual grow in race, mature in faith, break off from worldliness and live wholly for the Lord.

- A. Differences between individuals, and sins not generally known, should be dealt with privately according to Matthew 18: 15-17 by those persons involved. Refusal to follow the Scripture's instructions will bring rebuke from the church and possible disciplinary action.
- B. Matters of disciplinary action shall be:
  - 1. Public sins known by the church and general public.
  - 2. Holding and persistently propagating false doctrine.
  - 3. See Section 4a.
- C. Accusations and charges.
  - 1. Accusations against the Pastor or associate Pastors shall not be received except on the evidence of two or more witnesses (1 Timothy 5: 19).
  - 2. Charges against any member must be made in writing, signed and presented to the church clerk. The church clerk shall notify the Pastor of the charges, who will then apply the procedure of (4a). If this procedure is not successful, the church clerk shall give at least one week's notice in writing, with charges stated, to the accused member to appear at the next business meeting. If the accused fails to appear, the church may proceed. The accused may call to his aid another church member to speak for him.
  - 3. If the charge against the accused member is sufficiently confirmed to warrant the church's disciplinary action, the church may:
    - a. Restore the member. (Galatians 6:1-2). The member may be placed under discipline for a designated period of time for instruction, counseling and other means to help him recover from his sin and be restored to service. The church would receive progress reports periodically. A member under such disciplinary action is automatically released from any office or position and is deprived of his right to vote until such time as there is ample evidence of his recovery.

At such time that a member shall refuse to receive such help, it will be necessary for the church to exclude him from its membership.

- b. Exclude the member. (Matthew 18:15-20; 1 Corinthians 5:1-13). The congregation shall vote by ballot whether to exclude. Statement of exclusion, including the reasons and admonitions, shall be presented to the excluded member by registered mail. An excluded member can be received back into the membership only after repentance and public confession of the sins) and by majority vote of the congregation. (Article II, Section 6).

## **ARTICLE V            ORDINANCES**

### **Section 1        Baptism**

Baptism shall be administered by the Pastor, or some other person designated by him or a person authorized by the church, at such times as may be designated by the Pastor or church.

### **Section 2        The Lord's Supper**

- A. Administration. The Lord's Supper shall be administered by the Pastor assisted by the deacons or other members of the church as necessary.
- B. Participation. The members of White Oak Baptist Church will partake of the Lord's Supper with visiting immersed believers in our Lord Jesus Christ who are members in good standing with a Baptist or other Christian evangelical church. By "Christian evangelical church" we mean a church which believes and proclaims salvation by grace through repentance of sin and faith in Jesus Christ, administers immersion as testimony to the death, burial and resurrection of Christ, and to the believer's death to sin and entrance into new life in Him, and observes the Lord's Supper in remembrance of His death on the cross as the atonement for the sins of the world.

## **ARTICLE VI        OFFICERS AND COMMITTEES**

### **Section 1**

#### **A.        Ordained Officers**

##### **1.        Senior Pastor**

- a. The qualifications of the Pastor are those given in 1 Timothy 3:1-7 and Titus 1:5- 9. We interpret the expression "the husband of one wife" to mean "only one living wife." (applying this interpretation also to associate pastors and deacons.)
- b. The duties of the Pastor shall be to have general oversight of the spiritual life and the regular services of the church. He shall be ex-officio member of all church groups and committees. He shall serve as the moderator in meetings of the church unless otherwise directed by the vote of the church. He shall take one day off each week from his duties; he shall choose the weekday. He shall serve indefinitely at the will of the church. He shall serve under a written working agreement.
- c. In calling a Pastor, the church shall elect a pulpit committee of no less than three members to present names of candidates to the congregation for consideration.

- d. The candidates shall have the opportunity to preach to the church and to meet with an interview committee of not fewer than five members chosen by the church. Only one candidate shall be considered and voted upon at a time. The pastor shall be called by a two-thirds majority vote of the members present and voting at a business meeting of the church, such meeting having been previously announced for at least one Sunday. A motion shall be entertained by the moderator of the business meeting to make the vote unanimous. Voting shall be by ballot. A pastor accepting a call shall be admitted into the membership of the church in accordance with the bylaws.
- e. The pastor shall be given a Pastoral Benefit Package which includes:
  - 1) Holidays and Vacations- New Year's Eve and Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Black Friday, Christmas Eve and Day
  - 2) Vacation Days (Full-Time Staff)- 1<sup>st</sup> year-5 days, 2<sup>nd</sup> year-10 days, 3<sup>rd</sup> year plus-15 days
  - 3) Personal Days and Revival Dates
    - a) Full-time staff will receive 5 personal days per year to be used as needed.
    - b) Full-time pastoral staff shall be given two weeks within the calendar year to exercise their spiritual gift(s) in revivals, conferences, continuing education, mission trips, etc. (Note: these dates are not to be used for personal vacation days and/or personal days)
    - c) Office Practice and Procedures- Pastoral Staff has no set office hours but is expected to spend enough quality hours in the office to fulfill the pastoral and administrative duties required.

## 2. Deacons

- a. Their qualifications are given in Acts 6:1-6 and I Timothy 3:18-13.
- b. Their duties shall be to assist the widows, orphans and other needy people in the church, especially as they seek to know the physical needs and the moral and spiritual struggles of the brethren and sisters, and to serve the whole church in relieving, encouraging and developing all who are in any such need.

They shall have general oversight of the business affairs of the church; they shall acquaint themselves with civil laws pertaining to churches, seeing that such laws are obeyed. They shall be responsible for the safekeeping of legal documents and be advisors of the church in legal matters or to matters pertaining to the purchase or sale of property. They shall oversee the preparation of an annual budget, unless otherwise provided for by the church, for presentation to the church for action.

They shall assist the Pastor in the administration of the ordinances, the examination of candidates for church membership (when requested by the Pastor) and in guarding and fostering the spiritual life of the church.

In counsel with the Pastor and by such methods as the Holy Spirit may direct in accordance with the teachings of the New Testament, they are to assist in the oversight of the discipline of the church in administering which they are always to the bylaws (Article III. Section 4.)

In the case of illness or inability of the Pastor, subject to advice from and conference with him when possible, the deacons will serve as pulpit supply committee. In any period when the church is without a Pastor, unless the church shall otherwise provide, the deacons will arrange for temporary ministry and take counsel with reference to securing a Pastor. It is not in any way intended to preclude the method set forth in the bylaws by which the church shall proceed in securing a Pastor. (Article V. Section 1A, 1c)

- c. The deacons shall be elected to serve indefinitely, at the will of the church. There shall be a sufficient number of deacons to care for the affairs of the church, three being the minimum.
- d. The whole body of deacons shall be organized as a unit for consideration of all larger problems and general policies and shall meet regularly on the 3<sup>rd</sup> Monday evening in each month. They may organize themselves into such committees as their wisdom may direct for efficiency in service.
- e. Should there be a need for more deacons, the deacon body in counsel with the pastor shall seek out and investigate persons suitable for the deaconship. They shall then bring the nominations to the church for approval by a majority vote. A time will then be set for the installation in the deaconship.

## B. Other Officers

1. **Associate Ministers** (Associate Pastors, Youth Minister, Music Minister, Minister of Education, etc.)
  - a. Their qualifications shall be those of the pastor as given in 1 Timothy 3:1-7 and Titus 1:5-9.
  - b. Their duties shall be to assist the Senior Pastor (according to Section 1A, 1b) under a written working agreement. They may be ordained at the discretion of the church upon the recommendation of the Pastor, associate pastors, and deacons.
  - c. Any ministers that are licensed but not yet ordained by the church can carry out any and all ecclesiastical powers such as the ordinance of communion, baptism, marriage, funerals, etc.
2. **Trustees**
  - a. not less than three nor more than five trustees who are elected by the church shall hold in trust the church's property. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church in a pre-announced conference authorizing each action. It shall be the function of the trustees to execute all legal documents involving the sale, mortgage, purchase or rental of property or other legal documents where the signature of trustees are required. Such documents shall be done by the signatory of at least two trustees.



- b. The trustees shall serve on a rotating basis, with one new trustee being elected every year.

### 3. **Clerk**

The clerk of the church shall keep in suitable form a record of all actions of the church and shall be custodian of such records, also of the bond of the treasurer and other officers except as otherwise provided in the bylaws. The clerk shall also keep, in cooperation with the church secretary, an accurate and up-to-date membership roll which will include all information regarding members that is essential to the church's needs, yet respecting the privacy of individuals and their families. The term of office shall be for one year.

### 4. **Treasurer/Administrative Assistant**

- a. There shall be one Treasurer, to be known as Treasurer (or Secretary/Treasurer if the two offices are combined). He/she shall have the church books always open for inspection.
- b. The Treasurer shall make a monthly detailed statement to the deacons and the church of all receipts and disbursements and other pertinent facts pertaining to the financial status of the church.
- c. The Treasurer shall be bonded in such amount as the church shall designate.
- d. The Treasurer shall keep separate accounts of various funds as designated by the church. The term of office shall be indefinite, at the will of the church.

### 5. **Sunday School Director**

He/she shall have oversight of the entire Sunday School and shall administer it with the aid of the pastor, minister of education, youth director, director of children's work, general officers and departmental directors. The term of office shall be one year.

### 6. **Committees**

- a. The Education Committee shall consist of the Pastor, Minister of Education, Sunday School director, and one deacon elected by the church. The committee shall make all education appointments, subject to the approval of the church.
- b. The Budget-Finance Committee shall consist of one deacon, the treasurer and three other persons elected by the church. The committee shall prepare an annual budget which will be reviewed by the deacon body for presentation to the church for action.
- c. The Property-Facilities Committee shall consist of one deacon, the custodian (if a member of White Oak Baptist Church) and three other members elected by the church. The committee shall oversee and make recommendation to the church regarding the use and maintenance of the church property and facilities.
- d. The Mission Committee shall consist of one deacon and four other members elected by the church. The committee shall keep the church informed about the missions and missionaries supported (and requesting support) by the church, shall make an annual review of the mission program with recommendations regarding personnel and financial support, and assist the Pastor in planning mission conferences and promoting the spirit of evangelism and missions in the church. The committee's

recommendations for the distribution of mission funds will be reviewed by the deacon body.

- e. The church shall elect other committees as it considers necessary to carry out its mission and ministry.
- 7. All offices and positions except those of pastor, deacons, associate ministers and treasure are for one year terms.
- 8. **Children's Workers**

Churches have a legal obligation to help protect the children in their care. Churches and the adult workers who assume responsibility for the spiritual well-being of children of the congregation, whether paid clergy or as volunteers, have a special relationship with those children that give rise to a duty to protect them from reasonably foreseeable risk of harm from those members of the congregation whom the church places in positions of responsibility and authority over them. These individuals must agree to a legal background check to serve in the children's ministry.

## **ARTICLE VII FACILITY USAGE & RENTAL POLICY**

### **A. PURPOSE STATEMENT**

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. But facility use will not be permitted to person(s) or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, WOBC's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings.

This restricted facility use policy is necessary for two important reasons:

First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice (2 Cor. 6: 14~ 1 Thess. 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all

church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God (Col. 3:17).

## **B. APPROVED USERS AND PRIORITY OF USE**

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

## **C. WEDDING CEREMONY**

1. The wedding ceremony is a sacred service of the Christian Church. The first priority of this service is to be God-honoring. Because White Oak Baptist Church recognizes God's role as creator, redeemer and sustainer and realizes the permanent significance of commitment in the vows to God, the wedding ceremony is planned as a service of worship [Refer to Article II #10].
2. The church expects that a couple married within the walls of WOBC believes in God.
3. Every effort will be made to protect the theology of the wedding and its significant relationship to God. Secular celebrations such as musical selections or military exercises will be appropriate at the wedding reception, but will not be a part of the wedding service in the Sanctuary.
4. White Oak Baptist Church and its staff wish to extend every possible courtesy. In order to assist wedding parties in the use of the facilities, the following procedures have been established.
5. It will be a privilege to have a part in your wedding day. We pray that this special day will be the beginning of many happy and special days together. As your friends, we pledge loving care and support through the years to come. May you seek God's direction in your life and may God bless you well.

## **D. WEDDING GUIDELINES**

1. Pre-marital counseling is required for each couple if you plan on a pastor of WOBC to perform the ceremony. Please make an appointment with the Pastor immediately. Plans and the date of the wedding should be discussed with the Pastor at least eight weeks before the wedding.
2. Wedding consultants and guest pastor(s) notwithstanding, the contents and form of the wedding ceremony will be under the supervision and/or direction of the pastor of WOBC. Furthermore, the church desires that God be the authority guiding their lives, now to be united in holy matrimony.
3. When a pastor not of WOBC is to officiate, requests should be made at the time of the application for use of facilities. The request for a guest minister is subject to approval of the Pastor.
4. The music in the wedding ceremony should be in keeping with Christian worship. It should embody high standards of quality and the texts should reflect the praise of God.

## **E. RESERVATIONS**

Reservations for use of the facilities may be made through the church office. Use of the facilities is subject to the approval of the Pastor or the Chairman of the Deacons in the event of the Pastor's absence.

#### F. FACILITY USAGE FEES

1. Members of WOBC 25% of cost listed below
2. Non-members  
Church Sanctuary, Fellowship Hall and Nehemiah Family Life Center (Annex)-\$400  
Parlor and kitchen only-\$200  
Gym and kitchen only-\$300
3. There is a \$200 deposit for reservation of the facilities. The facilities will not be considered reserved without payment of the deposit. The deposit can be used toward your total rental fee or if you require it can be returned once total rental fee has been received. Make checks payable to WOBC, memo: Deposit.
4. Once facilities rental fee has been paid-in-full to church office (during business hours 8- 5, M-F), you are free to use the facilities for your event (and any decoration). We will issue a key one day before the time of the date of event or sooner if possible.
5. If for any reason you must cancel your event, please notify WOBC office as soon as possible and your deposit will be refunded to you in full.
6. Please be considerate of the time and effort the Pastor, sound technicians, and custodians put in for your event and/or wedding. A fee of \$200 for the Pastor is customary and \$50 or more is appropriate for everyone else depending on their level of involvement. These fees are not covered in the Facility Usage Rental Fee.

#### G. FACILITY RENTAL GUIDELINES

1. Please abstain from throwing birdseed or rice inside church facilities. Birdseed, not rice, can be used outside on sidewalks and parking lots, but you will be responsible to sweep it up when event is over. The reason is we do not want people slipping on birdseed as they arrive for church on Sunday.
2. Please do not use real rose pedals or any other real flowers to be thrown down on any floor inside the church buildings. This is to prevent staining of carpet.
3. Please use only drip less candles in Sanctuary. No regular candles are to be used in Sanctuary but can be used in gym and Parlor.
4. We do not allow the distribution or consumption of alcoholic beverages on the church premises.
5. This is a smoke-free facility. Do not allow guests to smoke inside the facilities or on church grounds.
6. Decorating and set up may begin the day before the event, if both days are booked (no additional fee).
7. Near closing time, please remind guests to place their litter in garbage cans.

8. The church's sound technician will operate the sound system please have music to WOBC at the rehearsal.
9. At the conclusion of the event, please remove all decorations before 8:00 pm Saturday night in the Sanctuary and church building. Arrangements can be made to leave decorations in the Annex.
10. General cleanup of the area used is requested and expected. Floors will need to be swept and mopped if there had been spills. All trash will be gathered from the Fellowship Hall, gym and kitchen and placed in dumpster.

#### H. **KITCHEN RULES**

1. Dishes, utensils, etc., in the kitchen may be used; however, they must be cleaned and put back in their proper places.
2. Church supplies. i.e., paper plates, napkins, food, etc., should not be used. Each group should bring their own items of this nature.
3. Make sure the ovens and stovetops are turned off, cleaned property, lights are out and the *AC* is turned off unless otherwise instructed by church staff.

### **ARTICLE VIII FIREARM AND WEAPON POLICY**

- A. We do ask that that each person who conceal carry on church grounds to voluntarily notify the leadership.
- B. The Firearm and Weapon Policy of White Oak Baptist Church is in place to protect the lives of our members, guests and visitors. The term "Firearm" is defined as any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. This means and includes any pistol, revolver, or any weapon designed or intended to propel a projectile of any kind.
- C. Weapon is defined to mean any firearm or any bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, billie club, any bat, club, or other bludgeon-type weapon, or slingshot, or chemical weapon or device including tear gas (gun or spray), or any flailing instrument, and any stun gun or taser.
- D. White Oak Baptist Church does allow the 30.06 Texas Penal Code regarding Concealed Handguns (see below) but does prohibit Texas Penal Code 30.07 from anyone open carrying.

TEXAS PENAL CODE 30.06: "Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun"

TEXAS PENAL CODE 30.07: "Pursuant to Section 30.07, Penal Code (trespass license holder with an openly carried handgun), a person licensed under subchapter H, Chapter

411, Government Code (handgun licensing law), may not enter this property with a handgun, that is carried open carry.

- E. If a property owner chooses to give written notice to everyone entering the property without having to notify each person individually, they can choose to post a sign. A “30.07 sign” must contain the following: 1) the proper statutory language (written above) in both English and Spanish; 2) words posted in block letters; 3) that are one-inch in height; 4) appearing in contrasting colors; and 5) the sign must be displayed in a conspicuous manner clearly visible to the public.

## **ARTICLE IX      AFFILIATION**

In the event the church considers to affiliate or to discontinue affiliation with any or all associations or changing affiliation, the matter shall be presented to the church in a regular business meeting, published in a conspicuous place, announced from the pulpit, and given consideration for at least one month prior to the vote of the church to decide the matter.

## **ARTICLE X      AMENDMENTS**

These bylaws may be amended or changed at any regular business meeting of the church providing that notice of such meeting and the purpose of the proposed changes shall have been published in a conspicuous place at least four weeks prior to the meeting and announced publicly from the pulpit at least two Sundays prior to the meeting.