

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

A. Mission Statement

Poplar Springs Church is called to proclaim the Gospel of Christ and the beliefs of the evangelical Christian faith, to maintain the worship of God, and to inspire in all persons a love for Christ, a passion for righteousness, and a consciousness of their duties to God and their fellow human beings. We pledge our lives to Christ and covenant with each other to demonstrate His Spirit through worship, witnessing, and ministry to the needs of the people of this church and the community.

	<u>Table of Contents</u>	<u>Page</u>
A. Mission Statement		1
B. Membership		2
1. Member:		2
2. Active Member		2
3. Inactive Member		2
4. Discipline		2
C. Church Government		3
1. Administration of Authority and Duties:		3
2. Annual Church Conference		4
D. Officers		5
1. Trustees (Board):		5
2. Church Conference Secretary:		6
3. Sunday School Superintendent:		7
4. Sunday School Teachers:		7
E. Committees:		8
1. Finance Committee		8
2. Pastor Parrish Relation Committee (PPR Committee)		9
1. Parsonage Committee		10
F. Pastor		11
1. Qualifications		11
2. Responsibilities		11
3. Complaints against the Pastor		11
G. Organizational Groups		11
H. Marriage and Human Sexuality		12
I. Church Facilities Use		13

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

B. Membership

1. Member:

- a. Professes Jesus Christ of Scripture as Savior and Lord of their life.
- b. Believes that Jesus Christ of Scripture is the Son of God, Head of the Church, and the only Savior of the World.
- c. Believes in the Holy Trinity: there is only one God in three distinct co-equal, co-eternal Persons: The Father, the Son (Jesus Christ), and the Holy Spirit.
- d. Must be a baptized believer having been baptized through submersion, pouring or sprinkling.
- e. Has attended membership class which will cover our Salvation, our Vision Statement, our structure and our strategy. This class will inform candidates for membership on how Poplar Springs Church functions and what is expected of them once they become members. Class is to be given by the Pastor or a trained Layman in the church.
- f. Has been presented before the Church Conference, and has been accepted as a member with the rights and privileges thereof by the Church Conference.

2. Active Member

- a. Attends and participates in the services and programs of the Poplar Springs Church on a regular basis.
- b. Encourages membership through visitation, calls, and/or correspondence
- c. Active Members, 18 years and over, shall be entitled to one vote during Church Conference.
- d. Church Officers will be elected from Active Members only.

3. Inactive Member

- a. One who has not attended services of worship at least once each quarter; and One who has not contributed his/her time, talent and/or giving during each quarter of the church year.
- b. Consideration will be given for the following as a minimum for members: those who do not drive at night, college, students, military personnel, work schedules, and those who are homebound and/or are in nursing home facilities.
- c. Will be placed to an inactive membership status.
- d. Has no voting rights.
- e. Shall remain inactive until they are restored to Active Member by evaluation.

4. Discipline

- a. Purpose of this discipline is to help the member return to a life that aligns with these bylaws and should be done in the humility of Jesus Christ, John 13:12-15.
- b. A member whose actions and life-style are not in alignment with these bylaws, shall be lovingly and humbly approached by the pastor and two spiritually mature members in a manner that aligns with Matthew 18:11-17.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

C. Church Government

1. Administration of Authority and Duties:

- a. *Our Church shall be congregational in government with highest authority vested in the Church Conference.
- b. *Such Authority shall extend to all property rights, the right to elect and dismiss its own members, officers, teachers, and pastor, and the right to overrule or veto any decisions made by its elected officers or committees.
- c. *Quorum of any Church Conference shall be at least 20% of the Active Members.
- d. Church Conference Approves matters with a two-thirds vote of all present Active Members.
- e. Chairperson of the Trustees will direct and guide the Church Conference.
If not available, an alternate will be determined by the Board of Trustees.
- f. *Church Conference will meet, as a minimum, on an annual basis (Annual Conference).
- g. Board of Trustee will set the date for the Annual Conference.
- h. Notification of the Annual Conference will be given at Church Services for at least three (3) Sundays before the meeting.
- i. Special Church Conference meetings can be called by the Trustee Chairperson, by the Pastor, or at the request of at least 10% of the Trustees.
- j. Notification of a Special Church Conference will be given at Church Services for at least one (1) Sunday before the meeting.
For Bylaws changes or Pastor Selection approval, notification will be given at least three (3) Sundays before the meeting
- k. For timely situations when the one (1) Sunday delay would cause difficulties:
 - 1) A Church Conference can be conducted without prior notifications.
 - 2) Applicable situations includes: Benevolent contributions, gifts to the sick and shut-in, and emergency repairs to church above the allowance given to the Trustees.
 - 3) Does not include changes to these Bylaws.
 - 4) This meeting must be documented in the next Church Conference.
- l. Active members hindered from being present at the pastoral vote shall be privileged to vote by scaled proxy tendered to the Board of Trustees prior to the Church Conference.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

2. Annual Church Conference

- a. Votes on the approval of the Annual budget(s) for the church year.
- b. Votes on all items presented by the Board of Trustees.
- c. Allows an allotted time for members to express their concerns/recommendations to the Church Conference.
- d. Elects Officers to fill upcoming vacancies for the following:
 - 1) *Trustees & Chairperson (minimum of 5 members & not more than 20)
 - 2) Finance Committee (minimum of 5 members).
 - 3) Sunday School Superintendent
 - 4) Pastor Parrish Relation Committee (minimum of 3 members).
 - 5) Parsonage Committee (minimum of 3 members).
 - 6) Other committees/officers as deemed necessary by the Church Conference.
- e. Receives nomination for Officers from Church Members during Church Conference.
- f. *Elects Officers for a 3-year term, but may be reelected to serve consecutive terms.
- g. Ensures elected Officers begin office on January 1.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

D. Officers

1. Trustees (Board):

- a. *Board of Trustees (“Board”) shall consist of not less than five (5) persons and not more than twenty (20) persons.
- b. *Quorum for a Board of Trustees will be a minimum of one-half of the Trustees.
- c. *Board of Trustees approves matters with a simple majority vote.
- d. *Will have a scheduled Annual Board Meetings, which will before the Annual Church Conference.
- e. *Will have a scheduled Monthly Board Meetings, except when waved by a vote of the Board.
- f. Will have Special Board Meetings at the discretion of the Trustee Chairperson, by the Pastor, or at the request of a majority of the Trustees.
- g. *Notifies members of a Board Meeting at Church Services for at least one (1) Sunday before the meeting, if possible.
- h. For timely situations when the one (1) Sunday delay would cause difficulties:
 - 1) Trustees can conduct a Trustee Meeting without prior church notifications.
 - 2) Applicable situations: Waving Monthly Board Meetings, repairs or purchases over \$300, etc.
 - 3) Trustee Meeting may be performed via phone, email, or other social media.
 - 4) This meeting must be documented in the next trustee meeting..
- i. Elects a Trustee Secretary from a member of the Board of Trustees.
- j. Board of Trustees will review the Operating Church Budget presented by the Finance Committee and make recommendations.
- k. Present the Annual Pastor Evaluation to the Annual Church Conference with recommendations.
- l. Trustees may excuse the pastor and/or Treasurer from the Trustee Meeting at any point and time.
- m. Accepts bequests or endowment and shall be the legal representation of the Church in the transaction of the sale of property or other legal matters. All rights of the Church property shall be vested within the congregation itself.
- n. Maintains a bank safe deposit box for holding legal and valuable papers; and a record of what is stored in the box. Physical possession of the keys to bank box shall be in the hands of the Trustee Secretary and one other Trustee.
- o. Responsible for maintaining all Church property including all repairs and purchases.
 - 1) Repairs or purchases up to \$300 (\$600 for Heating and Cooling Systems) per month may be authorized by a Trustee as long funds are available within the church budget.
 - 2) Repairs or purchases over \$300 (\$600 for Heating and Cooling Systems) must be approved by the Board of Trustees.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

- p. Sets the fee/pay and where funding will come for an event approved by Church Conference, but the fee/pay were not specified.
 - 1) Fee/pay will not exceed \$500.
 - 2) Trustees will report the action at the next Church Conference.
- q. Maintains member information:
 - 1) Includes as minimum name and contact information.
 - 2) Determine and update member information for Non-Active Members.
 - 3) Ensures member information is used for Church Business only.
 - 4) Protects member information from public use.
 - 5) Board of Trustee can assign an Active Member outside the Trustees to maintain member information.
 - 6) Provide a updated membership list including Active and Non-Active status to Annual Church Conference.
- r. Maintains Church Bylaws AND Church Cemetery Bylaws:
 - 1) Keeps current copies of both Church Bylaws and Church Cemetery Bylaws.
 - 2) Makes bylaws available to anyone.
 - 3) Makes Proposed Changes to Bylaws.
 - 4) If needed, call a Special Church Conference for approval of Proposed Changes to Bylaws.
 - 5) Ensures Church Conference is furnished in advance of a copy of all matters being changed.
- s. Maintains a Safe Sanctuary program that includes as a minimum the following:
 - 1) Written policy with Church Conference approving all major revisions thereof.
 - 2) Bi-annual review of program than ensures needed changes are made.
- 2. Church Conference Secretary:
 - a. Takes minutes at meetings when present.
 - b. Maintains all church records including as a minimum the following:
 - 1) Church membership
 - 2) Church Officers
 - 3) Baptisms
 - 4) Safe Sanctuary
 - 5) Facility Use
 - c. Archives all church records for future reference (hard copies and electronic copies).

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

3. Sunday School Superintendent:
 - a. Is considered the head of the education program of the Church.
 - b. Oversees and supervises the work of the Sunday School in cooperation with the Pastor.
 - c. Appoints the following:
 - 1) Sunday School Teachers.
 - 2) Youth Ministry Leader(s).
 - d. Submits the following to the Board of Trustees.
 - 1) Recommendations as to the purchase and/or sale of equipment and supplies.
 - 2) Expense requests.
 - e. Shall keep a record of Sunday School attendance.
4. Sunday School Teachers:
 - a. Appointed by the Sunday School Superintendent.
 - b. Have adequate knowledge of the Bible for teaching assigned class.
 - c. Committed to three major responsibilities:
 - 1) Leading students to Christ.
 - 2) Nurturing their spiritual development.
 - 3) Guiding them to service for Christ.
 - 4) Shall assume their teaching position on September 1.
 - d. Responsibilities:
 - 1) Present ahead of time to meet the class.
 - 2) Adequate preparation of Sunday School Bible lessons.
 - 3) Notify Superintendent at earliest possible time if unable to teach class.
 - 4) Teach only those doctrines as given the Church Mission Statement.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

E. Committees:

1. Finance Committee

- a. Elects a Finance Committee Member as Chairperson of the Finance Committee
- b. Elects a Finance Committee Member to be Treasurer of each of the funds/departments needed by the church.
- c. Signs all checks.
 - 1) Each Treasurer is expected to sign all checks for their fund/department.
 - 2) Each Treasurer will be assigned an alternate who can sign for them, but only in their absence.
 - 3) If an alternate is not a Finance Committee Member, approval from the Board is required.
- d. Ensures records of all financial records (receipts and disbursements) are maintained.
- e. Proposes an Operating Church Budget for the Church fiscal year which shall begin September 1 and ends August 31.
- f. Presents a report showing account balances for each treasury when requested by the Chairperson of the Trustees. Additional information may be requested.
- g. Presents the Operating Church Budget to the Board of Trustees before the Annual Church Conference for review.
- h. Presents the Operating Church Budget to the Annual Church Conference for approval.
- i. Informs the Annual Church Conference as to the needs of the budget.
- j. Makes financial records available to Active Church Members when requested in a reasonable time.
- k. Submits required annual report(s) to the IRS for the Church Corporation.
- l. Uses electronic record keeping with backup, if possible.
- m. Receives and disburse all monies contributed to the Church budget and shall credit all payments on pledges and tithes to the donors (if donor is identified) and a proper account shall be kept of each subscriber and contributor.
- n. Deposits all funds received by collection/offering, or mail or hand delivered of \$100 or more within 14 days and all collections of less than \$100 within 20 days in a bank approved by the Board of Trustees, and the account therein shall be in the name of the Poplar Springs Church.
- o. Disburses funds received as provided for in the Church budget and to the objects for which contributed.
- p. Probates the income received each month among the respective items and causes represented in the budget according to the proportional share of each, provided that the Pastor's salary and salaries of other employees be accepted and given priority claim. (As far as practicable, and under the direction of the Trustees.)
- q. Assists the Trustees in raising funds for special project outside the budget.
- r. Provides a good and sufficient bond approved and paid for by the Church before January 1st of each year.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

- s. Sends a card of acknowledgement for any funds received, in honor of or in memory of, to the closest family member in which the funds were given.
- 2. Pastor Parrish Relation Committee (PPR Committee)
 - a. Elects a PPR Committee Member as Chairperson of the PPR Committee
 - b. Consults with the Pastor in cooperation with the carrying out of his pastoral duties.
 - c. Responsible for filling the pulpit during a vacancy of the pastor.
 - d. Conducts an Annual Pastor Evaluation with input from the congregation.
 - e. Presents the Annual Pastor Evaluation to the Board of Trustees along with recommendations.
 - f. Responsible for presenting a candidate to the Board of Trustees for their approval in the case of the Pastor failing to be recalled or deciding himself to terminate his pastorate, on or preferably before the Church Conference.
 - g. Calling the Pastor
 - 1) PPR Committee shall secure a ministerial candidate and shall arrange for a time which the congregation may hear him preach, after which an informal interview will be conducted with the congregation.
 - 2) A copy of his resume shall be provided to any member who request it.
 - 3) A candidate shall be heard and considered before pursuing any other candidate.
 - 4) Board of Trustees will further interview the candidate concerning their background, testimony, education, doctrine and ministry and will inform them of salary, benefits, job requirements and other temporal matters.
 - 5) Board of Trustees will recommend to the Church Conference yes or no with Trustee's vote count and an explanation, if necessary, leaving the final vote to the Church Conference.
 - 6) At a called Church Conference Meeting, the candidate will be voted upon by secret ballot.
 - 7) Chairperson of the PPR Committee will notify the candidate immediately of the results of the Conference vote.
 - 8) If the vote is unfavorable or if he declines the call, another candidate shall be contacted by the PPR Committee in the same manner.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

3. Parsonage Committee

- a. Elects a Parsonage Member as Chairperson of the Parsonage Committee.
- b. Works with the Adrian Charge Conference to ensure that the Parsonage is maintained and to ensure the following inspections, as a minimum, are performed annually:
 - 1) Structure, inside and out, including roof and yard.
 - 2) Each room for needed repairs, refurbishing, paint, etc.
 - 3) Electrical, heating, cooling and plumbing systems.
 - 4) Furnishings and appliances.
- c. Presents to Poplar Springs Annual Church Conference the following:
 - 1) Report of Annual Inspections with recommendations.
 - 2) Report of annual expenses and proposed expenses for the next year.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

F. Pastor

1. Qualifications

- a. Shall meet the qualifications of a minister of the gospel as listed in 1 Timothy 3:1-3 and Titus 1:5-9.
- b. Related classes, courses or certifications in Spiritual Guidance or Pastoral/Grief Counseling

2. Responsibilities

- c. Preach and teach the Word of God that is in agreement with these bylaws
- d. Oversee the spiritual, educational and stewardship program of the church.
- e. Administer the ordinances (Communion and Baptism), perform weddings and funerals of members, visit the membership who are sick, and encourage membership through visitation, calls, and/or correspondence.
- f. Instruct candidates for church membership and oversee the discipleship program for new converts.
- g. Contact evangelists and/or Bible teachers for revivals and/or Bible conferences in cooperation with the Board.
- h. Counsel individuals.

3. Complaints against the Pastor

- a. All complaints against the Pastor will be directed to the PPR Committee.
- b. If the PPR Committee express by vote that the complaint(s) is serious, then said information will be presented to the Board of Trustees.
- c. If the Board of Trustees express by vote that the complaint(s) is serious, then the Pastor shall have the right to present his case to the Board of Trustees by witnesses and by the examination of witnesses.
- d. If this matter is not resolved at this time, a report from the Board of Trustees of the evidence and conclusions will be presented to the Church Conference within thirty days, specifying the charges found on the subscribed testimony of credible witnesses.
- e. The Pastor shall have the right of appeal at the Church Conference Meeting.
- f. The Church Conference shall vote their desired disposition of the charges.

G. Organizational Groups

1. The Church Conference may organize groups such as ladies or men's fellowship, for the promotion of the Church Mission Statement.
2. Such groups shall be organized to develop fellowship and devotion among their members, and promote special projects, world missions and evangelism.
3. Such groups shall also elect their own officers and conduct their own business at their discretion so long as they operate within the boundaries of biblical teachings and our Church regulations as determined by the Board of Trustees.
4. Any newly elected officers shall have been an Active Member of the Church for a minimum of one year.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

H. Marriage and Human Sexuality

1. Poplar Springs Church believes and adheres to the Biblical definition of "marriage". Genesis 2:20-25 teaches that God created two sexes, male and female. They complete and help each other through life. All Bible teachings concerning marriage plainly state that it is a relationship between one naturally born man and one naturally born woman. All Preachers and Teachers of Poplar Springs Church will follow God's teaching and Biblical definition of marriage.
2. Poplar Springs Church does not recognize, nor will it acknowledge any other type of marriage or civil union that is not explicitly between one naturally born man and one naturally born woman. Poplar Springs Church believes that any form of sex outside the marriage of one naturally born man and one naturally born woman, like homosexuality, Lesbianism, bisexuality, bestiality, incest, fornication, pre-marital, polygamy, adultery and pornography are sinful perversions of God's divine gift of sex. We also believe that any attempt to change one's gender by appearance or surgically is forbidden by God.
3. Rejection of one's biological gender is a rejection of the image of God within that person. Poplar Springs Church believes that in order 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 employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Doctrine of Marriage and conduct themselves accordingly. In no Instance shall church Staff or facilities be involved in any activity which violates this Doctrine of Marriage.

POPLAR SPRINGS CHURCH BY-LAWS

Adrian, Ga—Approved May 18, 2025

We Believe in Christ—Our Salvation

I. Church Facilities Use

1. Poplar Springs Church Facilities (Sanctuary, Fellowship Hall, Classrooms and any part of the grounds) use is primarily for church function activities.
2. Church function activities will be defined as the activities sponsored by the ministries of Poplar Springs Church, which includes special activities approved by the Church Conference.
3. Poplar Springs Church reserves the right to allow use of church facilities for non-church function activities.
4. Permanent fixtures (piano, organ, pews, alter, light fixtures, doors, electronic equipment, etc.) will not be moved, re-arranged, or modified without a Trustee permission.
5. Tables, chairs, and similar items may be moved or rearranged as long they are return to their normal locations.
6. For weddings, the applicant must sign an application confirming that the wedding ceremony will adhere to these bylaws. The couple must agree with ALL the requirements listed on the application.
7. Any event planned is subject to cancellation if Church needs facilities.
8. For non-church function activities, the following will be required:
 - a. Approval by a trustee and the Facility Use Administrator.
 - b. The Facility Use Administrator or the Trustee approving the use will ensure an information item of the approval is in the next Church Conference agenda.
 - c. Users will abide by these bylaws.
 - d. Users will be financially liable for any damage to church facilities.
 - e. Fees and deposits as set by the Church Conference.
 - f. A clean-up of the used facilities to a condition as good or better as when they started.
 - g. Users will be informed of the financial liability of using church facilities and will provide information (name, signature, phone #, address, etc.) on who will take responsibility.
9. A Trustee or designee will inspect the facilities before the deposit is returned.
10. Board of Trustees will evaluate any damage and will notify responsible person(s).