

# BYLAWS

## Article I Membership

### Section 1: General

This is an autonomous and democratic Southern Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this Church.

The New Testament presents a picture of definable groups of people who, once committed to the Lord, identified themselves with and committed themselves to a particular local body. (Rom. 16:1; I Cor. 1:2; II Cor. 8:1; Phil. 1:1; Acts 11:26)

The Membership of this church shall consist of born again believers who confess Jesus Christ to be their Lord and Savior and who have followed Christ in scriptural baptism.

The Membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### Section 2: Active Member

Active members are those members who are faithful in all of the duties essential to the Christian life, who attend regularly the worship services of this church (if they are physically able), who give regularly of their time and resources to its support and its causes, and who share in its organized work.

### Section 3: Candidacy

Any person may become a candidate for membership in this Church through the following process:

1. Come forward during one of the worship services at the time of Invitation to discuss their decision with a staff member or deacon. Complete a Decision Card to indicate their desire to join this Church, and proclaim one of the following:

- A profession of faith in Jesus Christ; receiving Christ as their Savior and Lord, and agreement to follow Christ in New Testament Baptism by immersion.
- Receipt of letter or confirmation of membership from a Baptist Church of like Faith and Order.\*
- Upon statement of prior conversion experience and New Testament Believer Baptism by a church of like Faith and Order.\*

\* “Like Faith” - In these Bylaws, the term “faith” shall refer to the Doctrine of God, the Doctrine of Salvation and the Doctrine of the Church, with special emphasis given to the Doctrine of Salvation. In keeping with Ephesians 2: 8-10, we are saved by grace alone through faith alone in Christ alone. It is never by works or in cooperation with any works of man.

\* “Like Order” - In these Bylaws, the term “order” shall refer to the doctrine of the ordinances: Baptism and the Lord’s Supper. Baptism shall be by immersion after receiving Christ as personal Savior. Neither Baptism nor the Lord’s Supper shall be understood to be a means of

salvation; rather they are symbols and pictures of the reality of salvation in Jesus Christ and are observed as acts of obedience to the command of the Lord Jesus.

- \* Usually when candidates are coming from a church of like Faith and Order, they will be coming from a Baptist church, though not necessarily a Southern Baptist Church. As some Baptist churches receive candidates from churches which do not require Baptism by immersion, there shall be a clear understanding of their experience of baptism before presenting them to the Church for membership. It is also possible that candidates may be received by statement from non-Baptist churches whose doctrine of God, Salvation and the Church and the ordinances are identical with those of this Church.

2. Take part in a Personal Interview - Individuals desiring membership shall be interviewed by the Pastoral Staff or Deacons to verbalize their personal testimony, and to determine the integrity of their faith and their desire to be committed to this Church as a local body of believers.

3. Attend a New Member's Class - Periodically, membership classes shall be offered to potential new members.

All such candidates shall have their names presented to the congregation by the Church Clerk for a vote of the Membership at a Business Meeting to become an active member of the Church. Approval of membership requires a two-thirds (2/3) affirmative vote of the active members present and voting.

#### Section 4: Duties and Rights of Active Members

**Duties:** It shall be the duty of each active member to be informed concerning the work and business of the Church and to give prayerful and thoughtful consideration to any matter that is presented for church vote or choose to refrain from voting.

**Rights:**

1. Only active members of the Church, 18 years and older, are entitled to vote at all elections and on all questions submitted to the Church, except as otherwise provided in the Constitution and Bylaws.
2. Only active members of the Church, 18 years and older, who have been members for one year, are eligible for consideration as candidates for elective offices in the Church (Per Article II.)

#### Section 5: Termination of Membership

Termination of membership shall occur upon:

1. Removal of member by action of this Church upon recommendation by the Deacon Membership Committee after their full consideration of the facts, such as:

Death of the Member

Transfer of member to another church

Written request by the member

Evidence of active participation in another church

All requests for termination of membership by the Member or by recommendation of the Deacon Membership Committee will be presented by the Church Clerk to the church body in a business

meeting.

## Section 6: Termination of Active Membership

A member may be placed on the Inactive, Non-resident, or Removed membership roll for the following reasons:

1. Members who cease to attend services of the Church or support the Church for an extended period of time (typically 6 months) may be placed on the inactive or removed roll upon notification to the member (if possible), the recommendation of the Deacon Membership Committee and a church vote at a business meeting.
2. Members who move from the area and do not move their church membership will be placed on the Inactive, Non-resident or Removed Roll upon notification to the Member (if possible), the recommendation of the Deacon Membership Committee and a church vote at a business meeting.
3. Members who are removed by church action for reasons outlined in Section 7 shall be notified (if possible) and placed on the Removed Roll.

No membership action can be taken on members on the Inactive, Non-resident or Removed Rolls without a vote taken in a business meeting of the Church. Persons affected by such actions shall be notified (if possible). All membership action for Inactive, Non-resident, Removed members, and requests for restoration shall be handled by the Deacon Membership Committee.

## Section 7: Discipline

The attitude of Members toward one another shall be guided by a concern for restoration rather than punishment. The Bible clearly teaches that the Church is to exercise discipline among its members. Disciplinary guidelines are found in the following passages:

PROCEDURE:	Matthew 18: 15-17
PURPOSE:	Galatians 6: 1-2
EXAMPLE OF DISCIPLINE:	I Corinthians 5
EXAMPLE OF RESTORATION:	II Corinthians 2: 1-11 Matthew 18: 21-22
GENERAL:	II Thessalonians 3: 14-15 I Timothy 5: 19-21 I Timothy 6: 3-5 Titus 3: 10-11

In accordance with these scriptures, it shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. Thus the Pastoral Staff, Deacons, and other members of the Church are available for counsel and guidance.

Should a member become a reproach to the Lord Jesus and the ministry of this Church by reason of persistent unchristian conduct, the member's actions shall become ground for termination from active membership or termination of membership (exclusion). In a spirit of kindness, forbearance, and meekness, the Pastoral staff, Deacons, and other members shall first make every endeavor to bring that member to repentance.

Should those efforts be unsuccessful, the matter shall be brought by the Deacon Membership Committee to the Church for prayer and consideration of action. Withdrawal of membership (removal) requires a two-thirds (2/3) affirmative vote of the active members present and voting at a business meeting.

## Section 8: Restoration

1. An Inactive Member who desires to return to active membership shall, by action of returning to actively attending and supporting the Church, be entitled to present a written petition to the Deacon Membership Committee to express that desire to the church. The Deacon Membership Committee will accept the petition for prayer and consideration.
2. A non-resident member who moves back into the area and desires to return to active membership status shall, by action of returning to actively attending and supporting the Church, be entitled to present a written petition to the Deacon Membership Committee to express that desire to the Church. The Deacon Membership Committee will accept the petition for prayer and consideration.
3. A Removed Member who desires to return to active membership shall, by presenting evidence of repentance and reformation, be entitled to present a written petition to the Deacon Membership Committee to express that desire to the Church. The Deacon Membership Committee will accept the petition and evidence for prayer and consideration.

The Deacon Membership Committee shall after prayer, review, and consideration bring a recommendation regarding restoration to a business meeting of the Church or it may return the petition to the requester for additional information. A two-thirds (2/3) affirmative vote of the active members present and voting is necessary for restoration (See Article VII, Sec.3).

## Section 9: Absentee Voting

Active members shall be provided an absentee ballot upon request on any issue presented for a vote at a business meeting which requires a quorum of 25%. The Absentee Ballot shall be in writing, signed, dated and submitted to the Church Clerk or the Moderator, before the vote is taken. A member who votes by absentee ballot is considered to be present and voting.

## **Article II** **Church Officers**

All Church Officers shall be nominated by the Leadership Council and voted upon at the Annual Business Meeting of the Church or at a business meeting subsequent to such time as a vacancy occurs. A two-thirds (2/3) affirmative vote of those active members present and voting at a business meeting is required for a member to be elected as a Church Officer. Any Officer may be removed from office at any time by a majority recommendation of the Leadership Council, a majority recommendation of the Deacons and a two-thirds (2/3) affirmative vote of those active Members present and voting at a business meeting. If any Officer resigns during the year, they shall be replaced by the same procedure of nomination and election as outlined above. The Officers of this Church and their responsibilities shall be as follows:

### Section 1: Trustees

The Trustees, of whom there shall be three (3), shall serve for three (3) years after their election by the Membership, or until their successors shall be elected. Trustees will hold in trust the property of the Church. The Trustees shall serve as the Corporate Directors of the Church Corporation.

The Trustees shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the Church authorizing such action.

The Trustees will select among themselves the Corporate President, Vice President and Corporate Secretary.

It shall be the function of the Trustees to affix their signatures to legal documents at the direction of the Church where the signatures of Trustees are required. The Corporate Secretary shall serve the Church Corporate Body by safe keeping the records of the Church Corporation and the minutes of the Corporation business.

## Section 2: Moderator and Assistant Moderator

The Moderator (or in his absence, the Assistant Moderator) shall have the sole responsibility to conduct all regular and special called business meetings of the church. In the absence of both, the Church Clerk shall call the Church to order and an acting Moderator shall be elected for that meeting.

## Section 3: Church Treasurer and Assistant Treasurer

The Treasurer (or in his absence the Assistant Treasurer) shall work with the staff and the Finance Committee Chairperson to ensure fiscal integrity over the financial affairs of the Church. The Treasurer shall serve as an ex-officio member of the Finance Committee. See the Financial Policies and Procedures Manual for specific duties of the Church Treasurer.

# Article III

## Senior Pastor and Staff

All Pastoral Staff and Ministerial Staff must follow the procedures in Article 1 and become active members of the Church.

## Section 1: Senior Pastor

### A. Qualifications of the Senior Pastor

The man selected to serve as Senior Pastor will support, believe and adhere to the 2000 Southern Baptist Faith and Message. He shall have the Scriptural qualifications as outlined in I Timothy 3:1-7, and Titus 1:7-9:

1. Blameless, temperate, sober-minded, hospitable, good behavior
2. Husband of one wife
3. Able to teach
4. Not given to wine
5. Not violent
6. Not greedy for money, not covetous
7. Gentle, not quarrelsome, not self willed
8. One who rules his own house well, having his children in submission with all reverence
9. Not a novice, lest being puffed with pride he fall into the same condemnation as the devil
10. Have a good testimony among those who are outside the Church

11. Just, holy, self-controlled

12. Hold fast the faithful Word as he has been taught that he may be able, by sound doctrine, both to exhort and convict those who contradict the Word.

13. Shepherd the Church of God (Acts 20:28)

#### B. Selection

A Pastor Search Committee of not less than five (5) members and no more than seven (7) members shall be nominated by the Deacons and approved by the church for the purpose of seeking out, interviewing, and recommending to the Church a qualified Senior Pastor. A maximum of two (2) Deacons may serve on the Pastor Search Committee. The Search Committee shall present only one (1) candidate at a time to the Church in view of a call. The calling of a Senior Pastor shall be done through a special business meeting called for that purpose. This meeting shall have been given by public notice from the pulpit and by written notice to the address of record in the Church office of all active members. Such notice shall be at least two (2) weeks prior to the candidate's preaching in view of a call. The special business meeting shall take place immediately following the preaching service in view of a call. If unusual circumstances render this impossible, then the meeting shall take place within one (1) week after the candidate's presentation to the Church. In either case, the vote shall be by secret ballot.

The call of a Senior Pastor will be constituted following election by the Church with a two-thirds (2/3) affirmative vote of the active members present and voting at the meeting.

#### C. Salary and Benefits

The Senior Pastor shall be subject to the salary and benefits, special benefits, duties, annual performance reviews by the Personnel Committee and other conditions as specified by the Personnel Committee in the Personnel Policy and Procedures.

#### D. Termination

The Senior Pastor shall serve the church for an indefinite period of time, until the relationship is terminated by one of the following actions:

1. Resignation, upon submission of two (2) weeks notice
2. Death
3. Mutual consent of Senior Pastor and Church
4. Action of the Deacons

Should the majority of the active Deacons determine that it is in the best interest of the Church, they may ask the Senior Pastor to resign. However, the Deacons have no authority to terminate the Senior Pastor.

- a. If the Senior Pastor chooses to resign, then the procedure to be followed will be the same as shown in the Voluntary Termination section of the Personnel Policy and Procedures.
- b. If the Senior Pastor chooses not to resign, the Deacon body can then decide if they want to bring the action before the Church as described in item (5) below.
- d. The effective date of the resignation will be determined by the Deacons.

## 5. Action of the Church

Action of the Church shall be called for should the Senior Pastor become guilty of conduct unbecoming a Minister of the Gospel of Jesus Christ, adherence to doctrine contrary to that found in the "Baptist Faith and Message (2000)" or for any other reason which shall dishonor and bring shame to the name of Christ.

- a. An active member desiring to bring an action of termination must first review the reason(s) for such action with the Senior Pastor (Matt. 18:15-17).
- b. If the issue cannot be resolved, the active member desiring such action should present evidence supporting such request for action to the Deacons at a meeting with the Senior Pastor. This member must have at least one or two other witnesses supporting the facts being presented.
- c. The Deacons must investigate and report results of the investigation in a meeting with the Senior Pastor and the persons bearing witness against the Senior Pastor. If the accusation presented against the Senior Pastor is determined to be false, then the church member who presented it should be disciplined appropriately.
- d. If a majority of the Deacons do not judge the matter(s) sufficient for dismissal, they will end the process without further meetings. If some level of discipline is in fact needed, then the Deacons will make the judgment and require the Senior Pastor to take appropriate steps to correct the problem and be restored.
- e. If sufficient cause for termination is proved, the Senior Pastor will be asked to resign. If he refuses, the matter will be taken to the Church in a special called business meeting. The facts will be presented to the congregation and a call for termination will be presented for a vote. This fulfills Matt. 18 and I Tim. 5:20.
- f. At least one (1) week prior to this special called business meeting, written notice of the discussion meeting must be given to all active Members.
- g. A meeting of the Church to discuss the proposed action, chaired by the Chairman of the Deacons, shall occur one (1) week prior to the special called business meeting.
- h. Vote shall be taken by secret ballot at the special called business meeting.
- i. An affirmative vote of two thirds (2/3) of the active members present and voting is needed for termination.

## Section 2: Ministerial Staff

The Ministerial Staff shall be called and employed as the Leadership Council and the Church determines the need for such offices. The Senior Pastor, in consultation with the Personnel Committee, shall propose a job description and budget for each position. The Finance Committee must approve a budget for the position. The Church will approve the ministerial staff position and the ministry position guidelines prior to the selection process. The Personnel Committee shall assist the Pastor in reviewing candidates for a specific ministry position and must approve the candidate and a budget for that candidate by a two-thirds (2/3) vote before the candidate is presented to the Church. The budget for a candidate will be presented at a business meeting by the Finance Ministry Team for approval by the Church when the candidate is presented for approval by the Church. A two-thirds (2/3) affirmative vote of the budget and the candidate by the active members voting at a business meeting is required for approval.

All Ministerial Staff personnel actions shall be the responsibility of the Senior Pastor or the Senior Pastor's designee on the Ministerial Staff and the Personnel Committee in accordance with the Personnel Policy and Procedures. Each Ministerial Staff member will be subject to the duties, salary and benefits, special benefits, and termination conditions specified in the Personnel Policy and Procedures.

### Section 3: Support Staff

This Church shall employ paid support staff members as the Leadership Council recommends the need. A job description for each support staff position and a budget shall be proposed by the Senior Pastor and Personnel Committee and the budget will be approved by the Finance Committee. The Senior Pastor's selection of a support staff member and corresponding budget shall be subject to a two-thirds (2/3) affirmative vote of the Personnel Committee.

All support staff personnel actions shall be the responsibility of the Senior Pastor or the Senior Pastor's designee and the Personnel Committee in accordance with the Personnel Policy and Procedures. Each support staff member will be subject to the duties, salary and benefits, special benefits, and termination conditions specified in the Personnel Policy and Procedures.

### Section 4: Church Clerk and Assistant Church Clerk

The Senior Pastor will select the Church Clerk and Assistant Church Clerk with the assistance and approval of a majority of the Personnel Committee. The Senior Pastor may delegate some or all of the clerical responsibilities to a Church Secretary or a Church Secretary may be the Church Clerk, or Assistant Church Clerk, at the discretion of the Senior Pastor and the Personnel Committee.

The Church Clerk (or in the absence of the Church Clerk, the Assistant Church Clerk) shall keep an accurate record of all the actions of the Church, as herein provided. The Church Clerk is responsible for keeping a register of the names of active, inactive, non-resident, and removed members, with dates of admission, dismissal, change in status, or death, together with a record of baptisms. The Church Clerk shall issue letters of dismissal voted upon by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where notice is required, as indicated in these Bylaws. All Church records, including the Organization Manual as described in Section VI are Church property and should be filed in the Church office. The Leadership Council shall maintain the Organization Manual and the Church Clerk shall maintain all other Church records.

The Church Clerk (or Assistant Church Clerk) shall act as the secretary and record the minutes and present the previous meeting minutes for all business and Leadership Council meetings as directed by the Senior Pastor and Leadership Council. They will report membership changes, Sunday School and church attendance, and baptisms and other items as directed at the quarterly and annual business meetings and as required at special business meetings.

## **Article IV** **Deacons**

### Section 1: Qualifications of Deacons

1. Men nominated to serve as Deacons shall have been active members of the Church for at least one (1) year and shall meet the Scriptural qualifications as outlined in I Timothy 3: 8-13, and Acts 6: 1-6.

- A man of honest (good) report (Acts 6:3) -- A good reputation among those in the Church, as well as those outside the Church.
  - Full of the Holy Spirit (Acts 6:3) -- Integrity of character in spiritual outlook and personal dedication.
  - Full of wisdom (Acts 6:3) -- Wisdom born in a relationship with the Holy Spirit.
  - Full of faith (Acts 6:5) -- Like Stephen, A Deacon's power depends on faith.
  - Grace (I Timothy 3:8) -- One who possesses Christian purpose and who has great reverence for spiritual matters. One whose word carries weight.
  - Not double-tongued (I Timothy 3:8) -- Dependable and responsible in his control of his tongue.
  - Not given to "much" wine (I Timothy 3:8) -- Temperate in living, steward in good influence, doing all to the glory of God.
  - Not greedy of filthy lucre (I Timothy 3:8) -- A right attitude toward material possessions, not eager to exploit others for his own gain or profit.
  - A holder of the faith (I Timothy 3:9) -- A man who gives strength to the Church fellowship and one who possesses spiritual integrity beyond reproach.
  - Tested and proved (I Timothy 3:10) -- A man who demonstrates his spiritual qualifications before being elected to served as a Deacon, tested and found true.
  - Blameless (I Timothy 3:10) -- A man against whom no charge of wrongdoing can be brought with success.
  - Christian Family Life (I Timothy 3:11-12) -- A man whose family is well-cared for, whose family relationships are healthy and growing.
  - Husband of one wife (I Timothy 3:12) -- Model of faithful devotion to one spouse, committed to the sanctity of the marriage bond.
  - Ruling his children and his own house well. (I Timothy 3:12) -- Manages his own home well, loved and respected by his wife and children.
  - Bold in the faith (I Timothy 3:13) -- Strong and effective because he uses his office as Deacon in the right way, for the right purpose.
2. The Church shall nominate men who best demonstrate the fruit of the spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self control (Galatians 5: 22-23). They should be men who exhibit leadership with a servant's heart and who actively support the ministries and programs of the Church.
  3. The Church shall nominate men who are mindful of the example they show to others and the picture of Christ they carry to the non-Christian world.

## Section 2: Work of the Deacons

- In keeping with the clear teaching of the New Testament, Deacons are to be the servants of the Church. The service of the Deacon is to assist the Senior Pastor in the work of pastoral ministry, proclaiming the gospel and caring for Church members and other persons in the community.
- Deacons are to work diligently to preserve the unity of the Spirit in the Church so there will be no hindrances to worshipping, witnessing, and achieving the Church's mission.
- When the Church is without a Senior Pastor or when the Senior Pastor is incapacitated, the active Deacons, in cooperation with other ministerial staff, will assume the ministerial duties of the Senior Pastor.
- Deacons are to support the decisions of the Church.
- Deacons are to be responsible for counseling with the ministerial staff in planning and conducting the

spiritual activities of the Church.

- Deacons are to administer the Deacon Family Ministry Plan.
- In counsel with the Senior Pastor and with guidance from Matthew 18:15-17, 1 Corinthians 5:9-13 and 1 Thessalonians 5:12-14, Deacons help to oversee the discipline of the Church.
- Deacon officers shall be the Chairman, Vice Chairman, and a Secretary, all elected by the Deacons in December, to serve for a twelve (12) month period from January through December to coincide with the term of office of the Ministry Team Leaders on the Leadership Council. The Deacon Officers shall be presented to the Church at the first regular business meeting of the new calendar year. Thereafter, such committees shall be formed by the Deacons as are required by these Bylaws or as may be needed.
- Deacons shall elect a Baptism Committee composed of Deacons and their wives who shall make all of the necessary arrangements for the ordinance of baptism and to render such assistance to the Pastor and to the candidates as may be necessary, including notifying the candidates of the service and seeing that all preparations are completed before each baptismal service.
- Deacons shall elect a Lord's Supper Committee composed of Deacons who shall be responsible for the planning and preparation of the Lord's Supper and shall maintain the equipment and linens used in the ordinance.
- Deacons shall elect a Membership Committee composed of Deacons who shall be responsible to review the Church membership and attendance records and make appropriate recommendations to the membership to maintain an accurate membership roster. The membership votes on these recommendations.
- Deacons shall meet monthly and report to the Church at business meetings as warranted.
- Deacons shall form an examination team to examine all non-ordained- Deacon Candidates and present those candidates who qualify to the Church for ordination.
- Deacons shall review annually a detailed description of the duties, requirements, and qualifications of a Deacon, to be used as an instructional guideline for all Deacons.

### Section 3: Tenure of Deacons

Deacons shall serve on a rotational basis for a three (3) year term. No Deacon shall be re-elected to active status for at least one (1) year. Upon completion of one (1) year of inactive status, a Deacon may be nominated and elected as detailed below.

Should an active Deacon be found in a situation that is in conflict with the tenets of the Church, he shall be counseled by the Pastor and the Deacon Chairman and should the situation not be resolvable, he shall be considered to have tendered his resignation as an active Deacon.

### Section 4: Election of Deacons

The Church shall elect and ordain Deacons as the need arises, but at least once a year in October - November for election at the Annual meeting in December. A sufficient number of Deacons shall be maintained to effectively serve the Church. The number shall be determined by the Deacons' in cooperation with the Senior Pastor.

The Church shall take the following action to elect Deacons:

1. The active members of the Church (18 years old and older) shall nominate, through signed written ballot, Deacon Candidates in the October-November time frame. The nomination process shall end in a morning service following two (2) weeks of an initial announcement that such nomination shall occur. These ballots will be counted by the Deacons.
2. Candidates will be contacted on the basis of the number of votes they received. Deacons, in cooperation with the Pastor, will determine candidates' willingness to serve and candidates' spiritual qualifications.
3. Those candidates meeting the above criteria will then come before the Church as candidates for election at the annual business meeting, or at regular business meeting in case of vacancy, upon the recommendation of the active Deacons and Senior Pastor.

## **Article V**

### **Leadership Council -Committees -Ministry Teams-Department Directors**

In October-November of each year, the current Nomination Committee shall nominate two (3) Leadership Council at-large Members, all Committee Members and Committee Chairpersons, all Ministry Teams and Ministry Team Leaders and all Department Directors for the New Year beginning in January. All such nominations will be approved by the current year Leadership Council. The current year Leadership Council shall nominate the Nomination Committee and Committee Chairperson for the New Year. All nominees will be presented to the Church for election at the Annual Business meeting in December. Any vacancies occurring during the year shall be filled at the time of the vacancy in a like manner.

#### **Section 1: Leadership Council**

The Leadership Council shall be responsible for the organizational and operational leadership of the Church. Members of the Leadership Council are: Senior Pastor, Deacon Chairman, Finance Committee Chairperson, Personnel Committee Chairperson, three (3) at-large Members and the Church Clerk (non-voting). The Pastor shall serve as the chairman of the Leadership Council and a representative, chosen by the Leadership Council will serve as a spokesperson as required.

The Leadership Council serves as a voting leadership group on strategic initiatives, ministries, church direction, and other ongoing operations of the Church. This shall include approval of all the Committee's, Ministry Team's, and Department Director's plans and reports, oversight of the Church calendar and the ministries of the Church, including goal setting and evaluation. The Leadership Council shall meet monthly. The Leadership Council is accountable to the Church in the Church's regular business meetings. All matters agreed upon by the Leadership Council and calling for action by the Church shall be referred to the Church at a business meeting in the form of a motion.

The at-large Members will serve two year terms with no more than two at-large members rotating off the Council each year.

No member of the Leadership Council, other than the Senior Pastor will serve longer than two consecutive years without rotating off the Council for at least one year. If the current Deacon Chairman, Finance Committee Chairperson, or Personnel Committee Chairperson is ineligible to serve due to the two year term limit, the respective Council or Committee will elect another representative from their membership to serve on the Leadership Council.

## Section 2: Councils, Committees, and Ministry Teams

Councils, Committees and Ministry teams shall be nominated and elected as needed for the Church to function effectively. The Pastor shall serve as an Ex-officio member of all Councils, Committees, Ministry Teams and Departments and shall be notified by the Chairpersons, Team Leaders and Department Directors of any and all pending meetings

1. Councils, with rotating membership of three (3) or more members, for two (2) years, shall be elected annually. At least two members should have served on that Council during the previous year. The Standing Council will be the Leadership Council. Others may be added as needed.
2. Committees with rotating membership of three (3) or more members, for three (3) years, shall be elected annually. At least two members should have served on that Committee during the previous year. The standing Committees will be the Personnel Committee, Finance Committee, Properties Committee, Missions Committee, Nominating Committee (with service for only a one (1) year term), Transportation Committee, Constitution and By-Laws Committee and Counting Committee (term to be at the discretion of the Senior Pastor and Finance Committee). Others may be added as needed. Annually Elected Ministry Teams may include Ministry Teams such as Men's Ministry Team, Women's Ministry Team, Hospitality and Bereavement Ministry Team, Outreach Ministry Team, Usher Ministry Team, Welcome/Greeters Ministry Team and others as determined by the Leadership Council and the Church.
3. Ad Hoc Committees and Ministry Teams, which may include a Chairperson and members shall be established by the Senior Pastor and Leadership Council.

## Section 3: Department Directors

Department Directors shall be nominated by the Nomination Ministry Team and elected by the Church at the annual business meeting or at other business meetings during the year as needed for the Church to effectively function. This may include the Program Directors, Sunday School Directors, Extended Session Directors or other Directors as required. They shall perform their duties as required for the normal functioning of that program according to its administrative manual or standard guidelines within a Southern Baptist Church.

## **Article VI** **Organization Manual**

An Organization Manual shall contain operating policies and procedures for the Church. It shall be maintained by the Leadership Council. The Organization Manual shall be subject to periodic action by the Church, as deemed necessary by the appropriate Council, Committee, Ministry Team, or Department Director who establishes and maintains the contents with final approval by the Leadership Council. The Organization manual shall contain, but shall not be limited to, the following items.

1. **Constitution** -- It shall be the responsibility of the Constitution and Bylaws Committee to update these documents in the Organization Manual.
2. **Bylaws** -- It shall be the responsibility of the Constitution and Bylaws Committee to maintain these documents in the Organization Manual.
3. **Personnel Policy and Procedures**-- It shall be the responsibility of the Personnel Committee to establish and maintain the Personnel Policy and Procedures and the guidelines for the Senior Pastor outlined in these Bylaws, Article III, Section 1. Such manual shall contain (1) written ministry

position guidelines, and (2) conditions and procedures for both employment and termination for each member of the staff, with the exception of the items regarding the Senior Pastor outlined in the By-Laws, Article III, Section 1.

4. **Financial Policies and Procedures** -- It shall be the responsibility of the Finance Committee to establish and maintain the Financial Policies and Procedure Manual. Such manual shall contain (1) the responsibilities of the Church Treasurer, and (2) policies and procedures for financial operations in the church.
5. **Properties Policies and Procedures** -- It shall be the responsibility of the Properties Committee to establish and maintain the Properties Policies and Procedure Manual. Such manual shall contain (1) the guidelines for building oversight and stewardship, and (2) long term usage agreements with outside organizations.

## **ARTICLE VII**

### **Business Meetings**

#### **Section 1: Regular Business Meetings**

Regular Business Meetings of the Church shall be held quarterly on or after the third Sunday following the end of the quarter. In addition, an Annual Business meeting of the Church will be held in December of each year.

All matters of business to be voted upon must be presented to the Church office at least fourteen (14) days prior to the business meeting in which the matter is to be considered. Motions proposed for inclusion on the agenda must be submitted to the Church office in the full text to be voted upon. The Church Moderator shall review proposed motions for proper form. A published agenda shall be made available 7 days prior to the business meeting.

At the Annual Business Meeting of the Church the proposed annual financial budget will be presented to the Church by the Finance Committee. All persons to be elected by the Church to positions such as Church Officers, Leadership Council Members, Committees, and Ministry Teams will be presented to the Church by the Nomination Committee for elections as stated in Article V of these By-Laws. Nominations for the Nomination Committee will be presented by the Leadership Council for election as stated in Article V of these By-Laws. The new Deacon officers and proposed new Deacons will be presented to the Church for election at the Annual Business meeting, or as required to fill a vacancy, as stated in Article IV, Section 4 regarding the procedure for election of Deacons. The agenda and all applicable reports for the Annual Meeting will be available 7 days prior to the Annual Business Meeting. All active members newly elected to these positions by the Church shall assume their new positions in January of the New Year.

#### **Section2: Special Business Meetings**

Special Business meetings may be called at any time, as determined by the Leadership Council and/or the Senior Pastor. Public announcement of the Special Business meeting shall be made to the Church body at least one (1) week prior to the meeting and at all Church services prior to the Special Business Meeting and the purpose of the meeting shall be stated clearly. No other business may be conducted.

#### **Section3: Quorum**

The quorum normally consists of those active members (18 years or older) present in the business meeting except as otherwise provided by the Constitution and Bylaws. Any called vote regarding the

following items, as stated in the Constitution and Bylaws, require a quorum of 25% of the active members 18 years old or older:

1. A vote to modify the Constitution (which requires a 3/4 affirmative vote for approval).
2. A vote to modify the By-Laws of the Church (which requires a 2/3 affirmative vote for approval).
3. A vote to Call or Terminate the Senior Pastor (which requires a 2/3 affirmative vote for approval).
4. A vote to increase the debt of the Church more than \$50,000 (which requires a 2/3 affirmative vote for approval).
5. A vote to purchase or sell land or buildings (requires a 2/3 affirmative vote for approval).

#### **Section4: Special Conditions**

Should any action for the Church to vote upon come to the Church in whole or in part by recommendation of the Moderator or Assistant Moderator, then a neutral Moderator shall be elected to moderate the meeting. Should it become necessary for the Church to take action regarding the Moderator or Assistant Moderator, then a neutral Moderator shall be elected to moderate that meeting.

Absentee ballots may only be utilized for such matters that a 25% quorum is needed.

#### **Section5: Parliamentary Rules**

Robert's Rules of Order, Revised, except where it conflicts with the Constitution and Bylaws, is the authority for parliamentary rules of procedure for all business meetings of the church.

### **Article VIII** **Amendment Procedure**

These Bylaws may be amended by the following procedure:

1. An Active Member must present the newly proposed amendment(s) to the Church at a regular business meeting by placing it on the agenda in the prescribed manner (See Article VII, Section 1).
2. At the business meeting, the newly proposed amendment(s) shall be tabled and referred to the Constitution and Bylaws Committee to study the implications, ramifications, and the wording of the proposed amendment(s). The Constitution and Bylaws Committee shall have a maximum of three (3) months to study the proposed amendments(s). If the Constitution and Bylaws Committee is unable to complete its study in three months, it may request additional time from the Church. The Constitution and Bylaws Committee must also review the newly proposed amendments with the Leadership Council.

When both the Leadership Council and Constitution and Bylaws Committee consider the proposed amendment(s) ready for Church consideration (or at the end of the approved study period), a copy of the proposed amendment(s), along with a ballot for each active member(s) (18 years old or older) in a household, will be distributed to such member(s) at least 2 (two) weeks prior to the business meeting at which the proposed amendment(s) will be considered. The proposed amendment(s) will be placed on the business meeting agenda 7 days prior to the meeting.

3. The proposed amendment(s) shall require a two-thirds (2/3) affirmative vote of at least 25% of the active members (18 years old or older) of the church. Voting shall be by written signed ballot. The individual votes shall be kept strictly confidential. **Absentee** Ballots must be received by the Moderator or Church Clerk before the vote is taken at the business meeting.