

BY-LAWS

I. Church Membership

Section 1. General

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Candidacy

Any person may offer himself or herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- (a) By profession of faith and for baptism according to the policies of this church;
- (b) By promise of a letter of recommendation from another Baptist church;
- (c) By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the membership committee for investigation and the making of a recommendation to the church within thirty (30) days. A majority vote of those church members present and voting shall be required to elect such candidates to membership.

Section 3. Rights of Members

- (a) Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.
- (b) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
- (c) Every member of the church may participate in the ordinances of the church as administered by the church.

Section 4. Termination of Membership

Membership shall be terminated in the following ways:

- (a) Death of the member;
- (b) Transfer to another Baptist church;
- (c) Exclusion by action of this church; or
- (d) Erasure upon request or proof of membership in a church of another denomination.

Section 5. Discipline

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. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist that would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. A spirit of Christian kindness and forbearance shall pervade all such proceedings.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

II. Church Officers and Committees

All who serve as officers of the church and those who serve on church committees shall be members of this church.

Section 1. Church Officers

The officers of this church shall be

- (a) The pastor
- (b) Church ministry staff
- (c) The deacons
- (d) A moderator
- (e) A clerk
- (f) A treasurer
- (g) The trustees

A. Pastor

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The pastor is leader of pastoral ministries in the church. As such he works with the deacons and church staff to:

- (1) Lead the church in the achievement of its mission,
- (2) Proclaim the gospel to believers and unbelievers; and
- (3) Care for the church's members and other persons in the community.

A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

A Pastor Selection Committee shall be elected by the church to seek out a suitable pastor, and its recommendations will constitute a nomination. Any church member has the privilege of making other nominations according to the policy established by the church. The committee shall bring to the consideration of the church only one name at a time and prior to, or at consideration, make available to each church member a written proposal of salary and related benefits to be received by the pastor-nominee. Election shall be by ballot, an affirmative vote of three-fourths of those present being necessary for a choice. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. The pastor may relinquish the office as pastor by giving at least two weeks notice to the church at the time of resignation. The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose by the chairman of the deacons. At least one week's public notice must be given. The meeting may be called upon the recommendation of a majority of the Personnel Committee and the deacons or by written petition signed by not less than one-fourth of the resident church members. The members present shall designate the moderator for this meeting by majority vote, and he or she shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than 30 days.

B. Church Staff

The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the Personnel Committee and called by church action. At the time of resignation, not less than a two-week notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the Personnel Committee, such termination being immediate, and the compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation. Prior to or at the time of the church action, the Personnel Committee shall make available to each church member a written proposal of the salary and related benefits to be received by the staff member being considered.

Non-ministerial staff members shall be employed as the church determines the need for their services. The Church Personnel Committee shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

C. Deacons

The church shall elect deacons by ballot at regular business meetings of the church. There shall be one deacon elected for assigned service for every fifty members until a maximum of fifteen is reached.

Deacons shall serve on a rotation basis. Each year the assigned term of office of one-third of the number of deacons shall expire, and election shall be held to fill vacancies and to add to the deacons such numbers as the church size warrants. In case of death or removal or incapacity to serve, the church may elect a deacon to fill the unexpired term. After serving a three-year term assignment, a deacon shall be eligible for reelection only after the lapse of at least one year. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as a deacon, that deacon's previous ordination by another church of like faith and order shall suffice for this church.

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministry tasks of:

- (1) Leading the church in the achievement of its mission,
- (2) Proclaiming the gospel to believers and unbelievers; and
- (3) Caring for church members and other people in the community.

D. Moderator

The moderator shall be the pastor. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.

E. Clerk

The church shall elect annually a clerk and an assistant clerk as its clerical officers. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these By-laws. The clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office when an office is maintained.

F. Treasurer

The church shall elect annually a church treasurer as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting a report of the receipts and disbursements of the preceding month. The treasurer's report and records shall be audited annually by an Auditing Committee or public accountant. The treasurer shall be bonded, the church paying for the bond.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

G. Trustees

The church shall elect five trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

Trustees shall serve on a rotation basis, with one new trustee being elected every three years.

H. Financial Secretary

The church shall employ a financial secretary with these duties:

- (1) Be responsible for issuing church offering envelopes to members of both the church and the Sunday school;
- (2) Maintain a record of giving for each contributor;
- (3) Receive empty budget and special offering envelopes from the counting committee, and post weekly contributions to individual records.
- (4) Mail individual records of contribution to contributors on an annual basis;
- (5) Receive offerings and other cash amounts in the office during the week, prepare and deposit in bank;
- (6) Post the record of receipts to the receipts journal;
- (7) Disbursements over \$250.00 shall be approved by the Finance Committee.
- (8) Write and co-sign checks when invoices and supporting data are in order;
- (9) Forward signed checks and file supporting data for the church record of disbursements;
- (10) Post the record of all disbursements to the disbursement journal;
- (11) Prepare a monthly statement of the church's receipts, disbursements, and balance sheet to be presented by the treasurer to the church in the business meeting and Deacon's meeting;
- (12) Maintain a permanent file of monthly financial statements, cash receipts, cash disbursements journals and records of contributions for a period of two years;
- (13) Calculate and issue payroll checks for all salaried employees as budgeted;
- (14) Prepare and maintain all records of payroll, and all tax and withholding statements and their supporting data.

Section 2. Church Committees

The committee members of this church shall be recommended by the church Nominating Committee and elected by the church unless otherwise specified within these By-laws. At the same time, the Nominating Committee will select the chairperson for each of the committees and submit them to the church for approval. Committee members shall serve on a rotational basis with one member elected and one member rotating off each year. Thus members of committees with 5 members will serve 5-year terms, and members of committees with 3 members will serve 3-year terms, and so forth. The Nominating Committee will also select members to fill any unexpired terms that have become vacant during the year. The pastor shall be ex-officio member of all committees. The number of members of a committee shall be three unless otherwise stated herein. Additional committees may be elected by the amendment procedure prescribed within these By-laws.

(1) Nominating Committee

This committee consisting of five members shall be elected at the regular business meeting four months prior to January 1, and will coordinate the staffing of all church leadership positions filled by volunteer workers, including position vacancies that occur during the church year, unless otherwise specified herein. The Nominating Committee shall first recommend individuals considered for any such positions before they are approached for recruitment. All who accept the invitation to serve shall be presented to the church for election. The moderator shall appoint the chairperson.

Should a Pastor Search Committee be required, the Nominating Committee will determine the number of members required for that Committee, and solicit nominations from the church at large. Members of the Search Committee will then be selected by the Nominating Committee from these nominations.

(2) Personnel Committee

This committee assists the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services. The members shall be the deacon chairperson, deacon vice-chairperson, Sunday school director, finance committee chairperson and three members elected by the church. One of these members elected by the church will rotate off each year. Before recommending a prospective staff member to the church, the committee shall consult with the pastor and the committee responsible for the phase of church work involved. All employees recommended to the church by the Personnel Committee shall work at the direction of the pastor or designated supervisor and the Personnel Committee. The Personnel Committee may delegate the responsibility for procuring, employing and supervising temporary wage workers to one member of the Committee or to a member of the appropriate church committee. It shall be the duty of the committee to:

- (a) Prepare job descriptions for each position under its direction;
- (b) Work with the Budget and Finance Committee in developing salary schedules for each position under its direction;
- (c) Be responsible for developing and recommending to the church the unified personnel policy of the church;
- (d) Administering the personnel policy as approved by the church as it affects positions under the direction of this committee; and
- (e) Confer with the Deacons to coordinate the development of salary schedules, personnel policy, and staff benefits.

(3) Church Property and Space Committee

It assists the church in matters related to property administration. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the Personnel Committee and the church staff regarding the needs for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.

(4) Missions Committee

This committee seeks to discover possibilities for local missions projects, shares findings with church program organizations, and serves the church in establishing and conducting such missions projects as may be assigned to it, including the Food Pantry.

(5) Baptismal Committee

It shall be the duty of this committee:

- (a) Assist the pastor in preparation for the ordinance of baptism; and
- (b) Prepare the candidates and the baptistery for the ordinance.

(6) Lord's Supper Committee

This committee shall be responsible for the physical requirements needed for the celebration of the ordinance of the Lord's Supper.

(7) By-laws Review Committee

One member of this committee shall be an active deacon. It shall be the responsibility of this committee to review the by-laws and to recommend revisions.

(8) Finance and Budget Planning Committee

This committee shall consist of 5 members in addition to the Church Treasurer and assistant treasurer serving as ex-officio members. They shall:

- (a) Receive and study monthly reports with particular attention to compliance with budget allotments with authority to limit or curtail expenditure of funds should the need arise;
- (b) Keep membership informed as to the financial standing of the church;
- (c) Inform new members of the financial program and enlist their support;
- (d) Advise and assist persons authorized to purchase equipment and/or supplies for the church and make recommendations concerning the expenditure of funds not specifically provided for in the budget;

- (e) Present the proposed budget to the church for discussion and possible revision at an October business meeting;
- (f) Present the proposed budget to the church for vote
- (g) Promotion of the Stewardship program in the church.

(9) Weekday Education Committee

The Weekday Education Committee shall:

- (a) Supervise the Weekday Education (preschool) Program of the church in consultation with the pastor;
- (b) Recommend to the church policies concerning the preschool; and
- (c) Keep the church informed concerning the program and needs of the preschool.

A separate bank account and proper records will be maintained by the preschool. All receipts from tuition and other sources will be promptly deposited and all disbursements for operating expenses will be paid by check. The book of accounts and bank account will be under the supervision of the church treasurer. The Weekday Education Committee and/or preschool director will approve all disbursements. Any loans made for the preschool program will have prior approval of the church.

(10) Media Center Committee

The Media Center Committee shall:

- (a) Elect a committee chairperson to have general charge of the library and see that the library is properly organized and adequately promoted through out the church organizations. The church media center chairperson shall serve as director and cooperate with the Media Center Committee concerning major matters and the purchase of new books and equipment;
- (b) Study the ministry of the church library and promote it among the membership;
- (c) Recommend policies to the church concerning the operation of the church library;
- (d) Recommend to the church the need to purchase, rent, lease and repair of all audio-visual equipment;
- (e) Recommend to the church policies concerning the use of all audio-visual equipment;
- (f) Provide a catalog of all media resources available through the church library.
- (g) Recommend to the church the purchase, installation, repair and/or replacement of needed radio, television, recording and other electronic equipment; and
- (h) Supervise the use and repair of all such equipment according to approved church policy.

(11) Membership Committee

This committee shall consist of the church clerk and the assistant church clerk with the assistance of the church records secretary. They shall:

- (a) Have general charge of the church rolls;
- (b) Make recommendations to the church concerning the termination of any person's membership as set forth in Article 1, Section 4;
- (c) Make a monthly report to the church as to all changes in membership.

(12) Nursery Committee

This committee shall be elected annually and shall see that adequate provisions are made for the nursery during the worship service.

(13) Transportation Committee

The Transportation Committee shall:

- (a) Recommend to the church policies regarding the use of church owned vehicles;
- (b) Recommend to the church matters concerning the repair and/or replacement of the church owned vehicles; and
- (c) Supervise the use and maintenance of the church owned vehicles.

(14) Youth Advisory Committee

This committee shall be five made up of the minister of youth, two teachers and two youth to be recommended by the Nominating Committee. They shall work in an advisory capacity to the minister of youth and the youth council.

(15) Audit Committee

A special committee recommended annually by the Nominating Committee to review the books and financial procedures of the church and make any recommendations deemed necessary to the treasurer.

(16) Scholarship Committee

Shall meet once a year to award the scholarships of the church.

(17) After School Ministry Committee

Shall be a liaison between the church and the Bright Horizons Daycare program.

III. Church Program Organizations

The church shall maintain programs of Bible teaching; church member training; church leader training; new member orientation; mission education, action, and support; and music education, training, and performance. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

- (1) The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the biblical revelation, reach people for Christ and church membership, perform the functions of the church within its constituency. The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School director elected by the church.
- (2) The Church Music organization, under the direction of the church-elected Minister of Music, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music; train people to lead, sing, and play music; provide music in the church and community. The Church Music program shall have such officers and organization as the program requires.

IV. Church Program Services

The church shall maintain media center services and recreation services for the purpose of enriching and extending the ministries and programs of the church.

- (1) The media center service will be the resource center for the church. Its personnel will seek to provide and promote the use of printed and audiovisual resources. They also will provide consultation to church leaders and members in the use of printed and audiovisual resources.
- (2) The church recreation service will seek to meet the recreational needs of members and groups. Its personnel will provide recreation activities, consultation, leadership assistance, and resources.

V. Church Council

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The primary functions of the Church Council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

Regular members of the Church Council shall be the pastor, other church staff members, directors of church program organizations, media center director, recreation director, chairman of deacons, and chairmen of church committees.

All matters agreed upon by the council that call for action not already approved shall be referred to the church for approval or disapproval.

VI. Church Ordinances

Section 1. Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- (a) Baptism shall be by immersion in water.
Whenever the pastor determines that the individual's impairments preclude immersion, the candidate shall be baptized in a manner deemed appropriate by the pastor.
- (b) The pastor, or whomever the church shall authorize, shall administer baptism.
- (c) Baptism shall be administered as an act of worship during any worship service of the church.
- (d) The pastor, along with staff and/or deacons, shall counsel a person who professes Christ and is not baptized after a reasonable length of time. If negative interest is ascertained on the part of the candidate, he or she shall be deleted from those awaiting baptism.

Section 2. The Lord's Supper

The church shall observe the Lord's Supper quarterly, the first Sunday of the quarter, unless otherwise scheduled by the church. The pastor and deacons shall administer the Lord's Supper.

VII. Church Meetings

Section 1. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services, all to the advancement of the Christian faith and fellowship. The pastor shall direct the services for all the church members and for all others who may choose to attend.

Section 2. Special Services

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

Section 3. Regular Business Meetings

The church shall hold regular business meetings monthly on a designated Wednesday night. Each committee may submit a report at the monthly business meeting.

Section 4. Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have an opportunity to know of the meeting.

Section 5. Quorum

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section 6. Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

VIII. Church Finances

Section 1. Budget

The Finance Committee, in consultation with the Church Council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for members' use.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Annually there shall be opportunity provided to secure worthy commitments of financial support from the church members.

Section 2. Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the church treasurer and financial secretary, and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying the bond. (See Article II, Section 1 regarding the church treasurer.)

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Committee.

Section 3. Fiscal Year

The church fiscal year will begin on January 1 and end on December 31.

IX. Church Operations Manual

A special committee of the church shall develop a church operations manual to include church policies and procedures and organization charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and made available for use by any member of the church. The church secretary shall maintain the manual. The Church Council or a special committee shall review the manual at least annually, with authority to recommend changes for the church to consider. Any church member or church organization may initiate suggested changes in the manual.

Addition, revision, or deletion of church policies and procedures requires:

- (1) Recommendation of the church officer or organization to whose areas of assignment the policy relates.
- (2) Approval by the church council.
- (3) Approval by the church.

X. Amendments

Changes in the Constitution and By-laws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing and copies of the proposed amendment shall have been made available to the church at large at least 3 weeks prior to the meeting at which the proposals will be considered and voted on. Amendments to the Constitution shall be by two-thirds vote of church members present. Amendments to the By-laws shall have a concurrence of a majority of the members present and voting.

Date approved: March 10, 2004

Date amended: September 13, 2006