

**FIRST BAPTIST CHURCH OF SALEM
BYLAWS**

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BYLAWS
Preamble

These Bylaws, which are effective April 9, 2017, are adopted and established for our government and plan of worship and service. No bylaw that conflicts with the Constitution and Articles of Incorporation of the First Baptist Church of Salem shall be effective.

Christianity is central to the purpose and mission of First Baptist Church. For that reason, all affairs are conducted in accordance with the Bible, the Mission of First Baptist Church, its Declaration of Faith and its Membership Covenant, as well as related policies.

ARTICLE A - MEMBERSHIP

Section 1. Admission of Members

- a. Every candidate for membership in this church must qualify by a satisfactory confession of faith in Jesus Christ as Lord and Savior and acceptance of the Declaration of Faith and Membership Covenant of this church that shall be made before the Board of Deacons or its duly authorized representatives and baptism by immersion.
- b. The Board of Deacons may accept for membership persons bringing a letter of transfer from another church on the basis of Christian experience including baptism by immersion and persons being restored to fellowship provided that such candidates accept the Declaration of Faith and the Membership Covenant of this church.
- c. Candidates may be received into membership by favorable vote of the Board of Deacons no sooner than two (2) weeks after publication of the candidates' names in the Sunday bulletin. In its decision, the Board of Deacons must consider any input from congregational members.
- d. The Board of Deacons shall not accept for membership in this church any person known to be living his or her life in a manner inconsistent with the Declaration of Faith and Membership Covenant of this church.

Section 2. Termination of Membership

- a. Persons may be removed from membership by action of the Board of Deacons for the following reasons:
 - 1) Request for and granting of a letter of transfer to another church.
 - 2) Termination of membership for continued gross misconduct or failure to maintain Membership Covenant obligations. This termination shall not take place before the provisions of Article A Section 5 b and Article A Section 2 c have been followed.

- 3) Inactivity as a church member for more than one (1) year.
- b. Any member may terminate membership by written request to the Board of Deacons.
 - c. Upon learning that any member is engaging in gross misconduct or has been living his or her life in a manner inconsistent with the Declaration of Faith and Membership Covenant of this church, the Executive Committee of the Board of Deacons shall commence church discipline pursuant to Article A, Section 5 below. In the event that the member refuses to participate in or follow the mandates of said discipline, the Board of Deacons may:
 - 1) Request the resignation of such person from membership in the church to be effective upon receipt.
 - 2) If the requested resignation is not received within fifteen (15) days of the date requested, the Board of Deacons, at a regular or special business meeting, shall recommend to the church membership that such member be dismissed from the membership of the Church. Such member may attend the meeting and be heard prior to the vote.

Section 3. Membership Rights

- a. All members, fifteen (15) years of age and older, may vote on any matter requiring decision at any regular or special business meeting.
- b. A member may attend and observe any regular or special meeting of any church board, or committee unless that group is meeting in executive session.
- c. A member may request permission to review the minutes of the Board of Deacons, committees and the financial records of the church, which shall be made available in the church office. The records of individual contributions, personnel actions, executive sessions, and the Senior Pastor Search Committee shall not be open for review.
- d. A member has the right to make designated OVER-AND-ABOVE-THE-BUDGET contributions. Such gifts, if they are to be claimed as charitable contributions for tax purposes, are given with the understanding that the church has the right to use the gift for any purpose it deems best regardless of the donor's designation.
- e. Any twenty-five (25) active members fifteen (15) years of age and older may call a special business meeting of the church provided that notice of such meeting has been given at all weekendworship services held not less than seven (7) days before that special business meeting. Initiators must be members 1 year or more.
- f. Within fifteen (15) days of any action by the Board of Deacons any twenty-five (25) active members fifteen (15) years of age and older may request in writing, with reasons given, that the action be reconsidered. If the matter cannot be resolved with the petitioners it shall be taken to the membership for decision. Initiators must be members 1 year or more.

- g. Any member desiring a change in the Constitution, Bylaws or the policies or procedures of the church or of any board, committee must present recommended changes to the Board of Deacons in writing.

Section 4. Duties of Members

- a. Observe and fulfill the obligations set forth in the Membership Covenant regarding faithfulness to Christ and to the local church.
- b. Honor and esteem the Senior Pastor and other members of the staff serving under the Senior Pastor's direction and all other church leaders and members.
- c. Confer with the Senior Pastor or the Board of Deacons regarding any doctrinal disagreement or other dissatisfaction arising in church relationships, remembering the Scriptural injunction regarding mutual harmony and edification (Romans 14:19).
- d. Seek spiritual growth and maturity by identifying and using spiritual gifts through active involvement in the church and its mission.

Section 5. Good Standing and Discipline of Members

- a. Every person received into the church shall be deemed a member in good standing. Continuance as a member in good standing shall be contingent upon living that honors the faith and purpose of the church as set forth in its Declaration of Faith and Membership Covenant.
- b. The Board of Deacons shall be responsible for maintaining the membership roster of the church. Every member shall be deemed to be in good standing unless and until the Board of Deacons, makes a formal finding to the contrary. Every finding of "not in good standing" shall carry with it a statement of conditions for restoration of the member to good standing or notice of intent to initiate action for disciplinary dismissal of the member involved. Pursuant to Galatians 6:1-4 and 2 Corinthians 2:5-11, the first priority of church discipline shall be restoration, rather than dismissal.

Section 6. Qualifications for Service

All persons serving the church whether elected or appointed must be worthy of respect, sincere, temperate, self-controlled, gentle and not quarrelsome or greedy. Elected individuals must have been members in good standing of this church for at least one (1) year immediately prior to his or her election and must be givers of record.

Likewise, it is the policy of First Baptist Church of Salem that all leadership and teaching positions, whether elected, appointed or volunteer, paid or unpaid may only be filled by church members who are committed disciples of Jesus Christ. Consequently, each one is expected to review and affirm his or her agreement with such standards as a condition for continued involvement in the ministry of First Baptist Church of Salem, both in terms of doctrinal belief and practical application. For example, all serving church members are expected to reflect Christian values in their interaction with persons we serve, fellow ministry volunteers, and others. In addition, paid staff and ministry volunteers are required to refrain from behavior that reflects

negatively on Biblical standards. Violation of these requirements shall constitute cause for discipline up to and including termination from ministry involvement.

Section 7. Term of Service for Elected Positions

- a. Deacons and deaconesses and the elected members of the Standing Committees of the Board of Deacons and the Sonshine School Committee shall be elected to a term of three (3) years and may serve no more than two (2) consecutive terms before taking a mandatory one (1) year sabbatical. Service of half or more of a three (3) year term shall constitute a full term with respect to the required sabbatical. No person shall serve for more than six (6) consecutive years in an elected or combination of elected positions without taking the required sabbatical.
 - 1) No person may hold more than one (1) elected position in the church simultaneously.
 - 2) The spouse of a pastor, minister, director, administrator or comparable church staff position may not be a candidate for an elected church position.
- b. Vacancies shall be filled by special election of candidates selected by the Nominating Committee as described in Article G Section 2b.

Section 8. Termination of Service for Elected Positions

- a. Deacons and deaconesses and the elected members of the Standing Committees of the Board of Deacons may discontinue service voluntarily by submitting a written notice of resignation to the Board of Deacons. The written resignation shall be accepted and effective upon receipt.
- b. The Executive Committee of the Board of Deacons may initiate action concerning the involuntary termination of the service of any deacon, deaconess or elected member of the Standing Committees of the Board of Deacons. If by majority vote, the Board of Deacons accepts the Executive Committee's finding that service of such an elected person should be terminated, a recommendation to that effect shall be taken to the church membership for action if the person involved will not resign.
- c. The Board of Deacons shall present its termination recommendation to the church membership at a special business meeting at which time the elected member in question may choose to be heard. A majority vote of eligible church members present and voting shall be decisive.

ARTICLE B - CHURCH OFFICERS

Section 1. Scriptural Officers

The Scriptural officers of this church as distinct from officers of the Corporation (First Baptist Church of Salem) are pastors and deacons.

Section 2. Corporate Officers

- a. The Chairman of the Board of Deacons shall be President of the Corporation.
- b. The Vice-Chairman of the Board of Deacons shall be the Vice-Chairman of the Corporation and in the absence of the Chairman shall act as the President.
- c. The Secretary of the Board of Deacons shall be the Secretary of the Corporation.

ARTICLE C - THE SENIOR PASTOR AND THE CHURCH STAFF

Section 1. Senior Pastor

- a. This church shall have only one man whose official designation is "Senior Pastor".
- b. The Senior Pastor shall be a qualified licensed or ordained minister who accepts unreservedly the Declaration of Faith and Membership Covenant, satisfies the requirements of 1 Timothy 3:1-7 and Titus 1, and will promptly become a member of this church.
- c. The Senior Pastor, who serves as the chief undershepherd of the church, is accountable to the Board of Deacons and, ultimately, to the membership of the church.
- d. The Senior Pastor is responsible for the spiritual growth and well being of the congregation.
- e. The Senior Pastor is in charge of worship meetings of the church. Pursuant to Acts 6, prayer and the teaching and preaching of the Word of God shall be his primary responsibilities.
- f. The Senior Pastor is a voting member of the Personnel Committee and an ex-officio member of the Board of Deacons and all other groups organized for ministry or service in the church.
- g. The Senior Pastor shall be the designated representative of the Board of Deacons for the hiring or dismissing of all paid staff of the church.
- h. The Senior Pastor shall have authority to call a special meeting of the Board of Deacons or

any other group organized for ministry or service to the church.

Section 2. Duties of the Senior Pastor

- a. The Senior Pastor shall administer the ordinances of the church: The Lord's Supper and Believer's Baptism. He may designate other qualified persons to administer the Lord's Supper and Believer's Baptism.
- b. The Senior Pastor shall be responsible for providing leadership and direction to the entire church staff whether paid or unpaid, including the assignment of responsibilities.
- c. The Senior Pastor shall establish the duties of the entire church staff (both paid and unpaid) and hold all church staff members accountable for the performance of the duties and ministries assigned.
- d. The Senior Pastor shall make every effort to attend all meetings of the Board of Deacons and make ministry status reports.
- e. The Senior Pastor in cooperation and partnership with the Board of Deacons shall establish the vision and strategic direction of the church, shepherd the church body and admonish the church body and individual members of the congregation as appropriate.
- f. The Senior Pastor in cooperation and partnership with the Executive Committee of the Board of Deacons shall advise and assist the Executive Committee in its responsibility to lead and guide the Board of Deacons.
- g. The Senior Pastor in cooperation and partnership with the Board of Deacons shall identify and encourage the training, development and preparation of members of the church exhibiting an interest in and potential for ministry leadership.
- h. The Senior Pastor shall, with the Board of Deacons, make an annual report in writing to the church covering the period of the church fiscal year.

Section 3. Calling of the Senior Pastor

- a. The Senior Pastor shall be called by formal written invitation following the favorable vote of three-fourths (3/4) of the eligible members of the church at a special business meeting called for that purpose.
- b. The call is to be for an indefinite tenure.
- c. The recommendation for the call shall be made to the church membership by the Board of Deacons upon its acceptance of the unanimous recommendation of the Senior Pastor Search Committee that the individual being voted upon be called to be Senior Pastor of First Baptist Church of Salem.

Section 4. Procedure for Termination of Senior Pastor Service

- a. The Senior Pastor may conclude his service with the church by a voluntary resignation in writing that provides reasonable advance notice of the effective date of his resignation. The voluntary resignation of the Senior Pastor shall be regarded as an act prompted by the Lord's leading of His servant. The Board of Deacons, therefore, acting on behalf of the church membership shall accept such voluntary resignation.
- b. The Board of Deacons, or its duly authorized committee, shall initiate all church actions concerning involuntary termination of the service of the Senior Pastor. If by a seventy-five (75) percent vote, the Board of Deacons determines that the Senior Pastor's service with the church should be ended, the Senior Pastor will be informed of the vote and asked to submit his resignation. If the Senior Pastor declines to resign, the Board of Deacons shall recommend to the church membership, at a special business meeting called for that purpose, that the Senior Pastor's service with the church be terminated. The Senior Pastor may choose to attend such meeting and be heard prior to the vote. Unless 75% of the eligible members present and voting at the meeting vote to retain the Senior Pastor, the Senior Pastor's service with the church shall be terminated. Absentee ballots will not be permitted for this vote. The Board of Deacons may set severance compensation in such cases.

Section 5. The Church Staff

- a. All church ministry staff members must unreservedly accept the Declaration of Faith and Membership Covenant, be of exemplary Christian character and exhibit the characteristics of consecration, dependability, helpfulness and compassion, possess skills and aptitude in their assigned area of responsibility and are or will become members of this church.
- b. The Principal of Sonshine School, who must sign and adhere to our Declaration of Faith, shall be a member of this church unless extenuating circumstances are presented to and approved by the Senior Pastor and Board of Deacons. Though desirable, it is not a requirement that the staff of Sonshine School be members of this church; however, each staff member must sign and adhere to our Declaration of Faith.
- c. The title designation of each staff member shall be based on the breadth of responsibility given, position in the chain of accountability, training and experience.
- d. All paid staff members shall be hired by the Senior Pastor, upon consultation with the Board of Deacons and/or its authorized representatives if funding for the position is included in the current church budget or provision for payments is made by the Board of Deacons within the total current church budget.
- e. The Pastor may dismiss any staff member, whether paid or unpaid, after consultation with the Board of Deacons and/or its authorized representatives.

ARTICLE D - BOARD OF DEACONS

Section 1. Board of Deacons

- a. All candidates for the office of deacon shall be men of exemplary Christian character having the characteristics of consecration, dependability, initiative and leadership who satisfy the qualifications of 1 Timothy 3 and Titus 1.

- b. The Board of Deacons shall consist of at least nine (9) men elected from the membership of the church.
 - 1) Following the annual meeting of the church and prior to the next July 1, the Board of Deacons shall meet and from among its members elect the following for a one (1) year term:
 - a) Chairman of the Board of Deacons from among those deacons who were on the Board during the fiscal year just ending.

 - b) Vice-Chairman of the Board of Deacons

 - c) Secretary of the Board of Deacons

 - 2) The Chairman of the Board of Deacons shall:
 - a) Chair all regular and special business meetings and congregational forums of the church in accordance with the Church Constitution and these bylaws. In the absence of the Chairman, these meetings shall be chaired by the Vice-Chairman of the Board of Deacons.

 - b) Appoint at least one (1) deacon to be a member of each Standing Committee of the Board of Deacons.

 - c) Appoint the Chairman of each of the Standing Committees from among the deacons appointed to each Committee and its elected members.

- c. The Senior Pastor shall be an ex-officio member of the Board of Deacons.

- d. The Chairman of the Board of Deacons shall not vote unless his vote is necessary to break a tie vote.

- e. The Board of Deacons may appoint other persons to serve on the Board of Deacons in an ex-officio capacity.

- f. Executive Committee of the Board of Deacons
 - 1) The Executive Committee shall consist of the Chairman, Vice-Chairman and Secretary of the Board of Deacons. The Senior Pastor shall be an ex-officio

- member of the Executive Committee.
- 2) In cooperation and partnership with the Senior Pastor, the Executive Committee shall lead and guide the Board of Deacons (1 Timothy 5:17), shepherd the church body and admonish the church body and individual members of the congregation as appropriate (1 Peter 5:2). All matters regarding restoration or discipline of a church member shall be presented to the Executive Committee before it goes to the Board of Deacons, and shall be presented to the Board of Deacons by the Executive Committee, if warranted.
 - 3) The Executive Committee shall evaluate the ministry performance of the Senior Pastor at least annually and shall review that evaluation with the Senior Pastor.
- g. At least two-thirds (2/3) of the members of the Board of Deacons must be present for a quorum and all decisions must be approved by not less than 51% of the total number of members of the Board. No member of the Board of Deacons shall vote on any matter which may be personally beneficial or disadvantageous to him.
- h. The Board of Deacons shall:
- 1) In cooperation and partnership with the Senior Pastor, establish the vision and strategic direction of the church, establish and periodically evaluate goals and policies of the church; plan the general program and supervise the activities of the church through the church staff; shepherd the church; protect the church body from false doctrines; provide comfort, care and encouragement to the church body pursuant to 1 Thess. 5:14 and shall provide instruction to the church body pursuant to Ephesians 4:11 and Titus 1:9.
 - 2) In cooperation and partnership with the Senior Pastor identify and encourage the training, development and preparation of members of the church exhibiting an interest in and potential for ministry leadership.
 - 3) Act as, and in every respect be, the Board of Directors of this Corporation, First Baptist Church of Salem.
 - 4) Review the monthly reports of the Standing Committees of the Board and Special Committees, when submitted or called for, and accept, reject or modify actions taken by the committees.
 - 5) Review all proposed budgets and, with the Senior Pastor, set ministry and budget priorities.
 - 6) Hold regular monthly meetings, the time and place of which shall be made known through regular church announcements or publications.

- 7) Take to the church membership for action recommendations regarding, but not limited to adoption of the annual church budget, changes in the church constitution and bylaws, building programs, sale or purchase of real property and encumbrance of church property.
 - 8) Recommend to the church membership, by unanimous vote, any affiliation with other organizations.
 - 9) Establish and monitor a Deacons Fellowship Fund whose primary purpose is to provide financial assistance to members and regular attendees of this church. The fund shall be administered by a designated staff person in accordance with policies developed and approved by the Board of Deacons.
 - 10) Elect a Secretary of the Deacon Board who shall have or delegate the following duties:
 - a) Prepare and publish the Annual Report of the church under the direction of the Board of Deacons.
 - b) Keep an exact record of the business meetings of the church.
 - c) Keep alphabetical and chronological records of the date and manner of admittance and dismissal of church members.
 - d) Be responsible for correspondence relating to action taken by the church at its business meetings assisted by the church secretarial staff as needed.
 - e) Make an annual report in writing to the church.
- i. All duties described above may be performed directly by the Board of Deacons, or may be delegated or assigned by the Board of Deacons to the Senior Pastor, Staff, Standing, Special Committees or other organized or ad hoc groups within the church.
- j. Individual Deacons shall:
- 1) Be responsible to carry out the Biblical duties of Deacons.
 - 2) Counsel men and boys responding to the altar call during any worship service.
 - 3) Serve the elements of the Lord's Supper as described herein.
 - 4) Carry out such other duties as may be assigned from time to time by the Board of Deacons.

ARTICLE E - STANDING COMMITTEES

Section 1. Standing Committee Staff Leaders

- a. The Senior Pastor shall appoint to each Standing Committee one or more paid or unpaid church staff members who, in partnership with the elected and volunteer members of the Standing Committees, shall lead, direct and actively participate in ministry areas assigned to specific Standing Committees.
- b. The Senior Pastor appointed, and Board of Deacons approved, church staff members described in the preceding paragraph shall be referred to as "staff leader" and may be singular or plural in meaning.
- c. If there are multiple staff leaders assigned to a specific Standing Committee, individual staff leaders are limited in responsibility and accountability to those specific ministry areas for which they have been assigned responsibility by the Senior Pastor or his designated representative. There must be no overlapping of ministry responsibility nor failure to assign staff leader responsibility to each and every ministry area assigned to each Standing Committee.

Section 2. Ministry and Organizational Objectives of Standing Committees

- a. The Standing Committees of the Board of Deacons, which are to function in both a supportive and directive role, shall facilitate the ministry of this church in their area of responsibility by:
 - 1) Assisting the staff leader, designated by the Senior Pastor and approved by the Board of Deacons, to lead, coordinate and monitor the ministries assigned to specific Standing Committees.
 - 2) Authorizing the expenditure of budgeted funds for ministries included in their specific area of responsibility in accordance with the fiscal policies and current instructions of the Stewardship and Fiscal Committee.
 - 3) Being accountable to the Board of Deacons for fulfilling their responsibilities and holding accountable all groups for which they have responsibility.
- b. The Standing Committees shall assist their respective staff leader to identify any area that is not being served or adequately served. They shall also assist in identifying and minimizing ministry duplication.
 - 1) The purpose of every ministry activity of this church must be Biblically based and must contribute to the fulfillment of the mission of the church (that is, it must edify, equip or evangelize).
 - 2) The members of every ministry activity must be committed to prayer, Holy Spirit led and accountable to the Board of Deacons through the Senior Pastor and the staff leaders of the ministry areas.

Section 3. The Church shall have three (3) Standing Committees for the following areas of responsibility:

- a. Missions
- b. Stewardship and Fiscal
- c. Property

Section 4. Committee Composition

- a. Each Standing Committee shall consist of at least one (1) deacon appointed by the Chairman of the Board of Deacons and three (3) members elected from the membership of the church.
- b. Candidates for committee membership must be men or women of exemplary Christian character (as further defined in Article A, Section 6) who have been recently active in or are known to be qualified for the ministry assigned to the Committee for which nominated.

Section 5. Standing Committees shall:

- a. Discharge the duties assigned to each specific Standing Committee by these bylaws and such other duties as assigned by the Board of Deacons.
- b. Elect committee officers other than the Chairman, who will be appointed by the Chairman of the Board of Deacons. The Committee Chairman or Vice-Chairman must be a deacon.
- c. Maintain a permanent record of all business.
- d. Meet prior to the monthly meeting of the Board of Deacons and file a report of all regular and special meetings of the Committee with the Board not less than one (1) week prior to the meeting of the Board.
- e. Make an annual written report to the church.
- f. In cooperation with the staff leader of the Committee's ministry, secure the volunteer assistants and/or sub-committees needed to carry out the ministries for which the Committee has responsibility.
- g. Review and update and revise, as appropriate, policies applicable to their specific ministry area. Proposed policy revisions must be submitted to the Board of Deacons for approval.
- h. Work with assigned staff to prepare a proposed annual budget reflecting the ministry priorities for their ministry area and submit it to the Senior Pastor's designated staff member for consideration as part of the Church's annual budget.

Section 6. Missions Committee

The Missions Committee, under the direction and authority of the Board of Deacons and in partnership with its staff leader, shall be responsible for all aspects of programs and activities which promote the proclamation of the Gospel of Jesus Christ through individuals, educational facilities, mission boards, organizations or other means both within and without the United States exclusive of the immediate involvement of the congregation of First Baptist Church of Salem.

Section 7. Property Committee

- a. The Property Committee, under the direction and authority of the Board of Deacons and in partnership with its staff leader, shall be responsible for the maintenance and improvement of all aspects of the Church's property not specifically assigned to other persons or Committees required by the church to accomplish its mission of edifying, equipping and evangelizing.
- b. The Committee and its staff leader with respect to the real and personal property of the church shall:
 - 1) Be responsible for control, maintenance, improvement and safeguarding of all church real and personal property in cooperation with the Senior Pastor and the Board of Deacons.
 - 2) Provide for the internal and external security of the church and traffic control and security in church owned parking lots during worship and other general meetings of the church.
 - 3) Maintain an up-to-date inventory of church property.
 - 4) Dispose, at the Committee's discretion, non-fixed assets such as furniture, vehicles, kitchen utensils, obsolete and/or irreparable items.
 - 5) Establish policies relating to and be responsible for loaning church equipment and furniture.
 - 6) Establish and keep current a schedule of charges (usage fees, not rentals) for use of church property and equipment including, but not limited to:
 - a) Auditorium, gymnasium, kitchen and other church areas
 - b) Sea Krest Lodge by organizations and families
 - c) Church-owned vehicles
 - d) Property used by SonshineSchool

Current copies of this schedule must be provided to the church office staff and to the church custodian.

Section 8. Stewardship and Fiscal Committee

- a. The Stewardship and Fiscal Committee, under the direction and authority of the Board of Deacons and in partnership with its staff leader, shall be responsible for activities and programs related to providing the funds required by the church to accomplish its mission of edifying, equipping and evangelizing.
- b. The Stewardship and Fiscal Committee and its staff leader shall:
 - 1) Promote the practice of financial stewardship throughout the church.
 - 2) Be responsible for the security of finances in every area of the church by, in cooperation with the Senior Pastor and the Board of Deacons, developing and recommending appropriate policies and procedures related to the finances of the Church, subject to the bylaws of the church. The committee shall inform the Board of Deacons of any violation of policies and procedures and make recommendation as to an action the Board should take.
 - 3) Recommend the annual fiscal year budget of the church to the Board of Deacons prior to its presentation to the church membership for approval. The budget must be printed and presented to the church membership not less than two (2) weeks before the annual business meeting of the church. This budget must include the budgets for the general and building funds.
 - 4) Provide for an annual audit of the financial records of the church by a qualified auditor.
 - 5) Insure that the Church Bookkeeper, or other designated person:
 - (a) Follows established policies for receipt and disbursement of Church funds.
 - (b) Maintains such financial records as may directed by this committee.
 - (c) Prepares a monthly financial report to the Board of Deacons and an annual written financial report to the church.
- c. The Senior Pastor's designated staff member and the Church Bookkeeper shall be ex-officio members of the Stewardship and Fiscal Committee.

ARTICLE F – DEACONESSES

Section 1. Deaconesses

- a. The Deaconesses, shall in cooperation with the Senior Pastor and the Board of Deacons be responsible for carrying out supportive activities which contribute to the church's mission of edifying, equipping and evangelizing. These activities include, but are not

limited to, congregational care, assisting women and girls at altar call and baptisms, communion service and church social event support.

- b. The Deaconesses shall:
 - 1) Consist of not less than twelve (12) women elected by the members of the church.
 - 2) Elect annually from among its members a Chairperson, Vice-Chairperson, Secretary and, if needed other officers.
 - 3) Hold regular meetings.
 - 4) Maintain a permanent record of all business transactions and send a written report of activities to the Board of Deacons not less than quarterly.
 - 5) Make an annual written report to the church.
 - 6) Prepare an annual budget for presentation to the Stewardship and Fiscal Committee.

ARTICLE G – SPECIAL COMMITTEES

Section 1. This Church shall have three (3) Special Committees

- a. Nominating
- b. Senior Pastor Search
- c. Personnel

Section 2. Nominating Committee

- a. The Nominating Committee shall be comprised of the following:
 - 1) The Vice-Chairman of the Board of Deacons who shall be the Chairman of the Nominating Committee. The Nominating Committee shall elect from among its members such other officers as needed.
 - 2) The Vice-Chairperson of the Deaconesses
 - 3) The Vice-Chairperson of each of the three (3) Standing Committees.

- b. The Nominating Committee shall meet upon the call of its Chairman to identify and seek qualified candidates for elective positions to be voted upon at the Annual Meeting of the Church and throughout the year as vacancies occur.
 - 1) The Nominating Committee shall prepare a slate of candidates to be voted upon at the Annual Meeting of the church as follows:
 - a) The Nominating Committee, utilizing the knowledge of active ministry participants which it possesses and by seeking additional information from the church membership, shall develop and submit its proposed slate of candidates to the Senior Pastor and the Executive Committee of the Board of Deacons for review and approval prior to any public posting of the slate of candidates.

- b) Candidates, other than for Deacon or Deaconess, must be identified by the Standing or Special Committee on which they will serve if elected.
 - c) The Senior Pastor and the Executive Committee of the Board of Deacons shall review the list of possible candidates and the final proposed slate of candidates and may delete any possible or proposed candidate for good and sufficient cause. The Nominating Committee shall be informed of any deletions.
 - d) The Nominating Committee shall post the approved slate of proposed candidates to be voted upon at the Annual Meeting of the church not later than five (5) weeks prior to the Annual Meeting.
 - e) Additional nominations, in writing, may be submitted by individual members of the church to the Nominating Committee for a period of not less than two (2) weeks after the proposed slate of candidates has been posted. Any such nominations will be reviewed by the Nominating Committee to verify that the proposed candidate satisfies the qualifications for the particular position for which he or she has been nominated. If the proposed candidate satisfies the qualifications, the Nominating Committee will submit the names of additional proposed candidates to the Senior Pastor and Executive Committee of the Board of Deacons for review and approval. The Nominating Committee will be informed of any deletions.
 - f) Nominations will close and the final slate of candidates to be voted upon at the Annual Meeting of the church shall be posted not later than two (2) weeks prior to the Annual Meeting.
 - g) No nominations may be made from the floor at the Annual Meeting of the church, nor will write-in candidate votes be accepted.
- 2) The Nominating Committee shall be responsible for the preparation of ballots, including absentee, when a secret written ballot is required. The Nominating Committee is responsible for the collection and counting of all written ballots cast and shall promptly report the results of such voting in writing to the Senior Pastor and the Chairman of the Board of Deacons.
- 3) The Chairman of the Board of Deacons will inform the Nominating Committee of position vacancies during the church fiscal year, which must be filled before the next Annual Meeting of the church. The Nominating Committee, after following the same approval procedure outlined in Article G Section 2b above will then expeditiously submit to the Board of Deacons proposed candidates qualified to fill position vacancies. The proposed candidates, if approved by the Board, will be referred to the church membership for election.

Section 3. Senior Pastor Search Committee

- a. The Senior Pastor Search Committee, comprised of the following persons, shall be formed promptly upon a vacancy in the office of Senior Pastor.
 - 1) The Chairman of the Board of Deacons who shall be Chairman of the Senior Pastor Search Committee.
 - 2) The Vice-Chairman of the Board of Deacons.
 - 3) The Chairperson of the Deaconesses unless she is the wife of either the Chairman or Vice-Chairman of the Board of Deacons in which case this member shall be elected from the church membership at large in the same manner as described below.
 - 4) Three (3) members from the membership at large elected by the church membership from a slate of candidates prepared by the Nominating Committee and approved by the Executive Committee of the Board of Deacons.
 - 5) Should a member of the committee need to be replaced for any reason, that member shall be replaced in the same manner that the member being replaced was selected.
 - 6) A husband and wife may not be members of the Senior Pastor Search Committee.
- b. The Senior Pastor Search Committee, once formed, shall continue with its original membership without change even though new church officers and others may be elected during the Senior Pastor search process. If any man, not already a member of the Senior Pastor Search Committee, becomes Chairman of the Board of Deacons, he shall become an ex-officio member of the Committee.
- c. The Senior Pastor Search Committee shall:
 - 1) Select a Corresponding Secretary, who need not be a member of the Committee, who shall keep a record of the minutes and official correspondence. All members of the Committee and the Corresponding Secretary shall pledge not to reveal any details of the deliberations of the committee until the Committee is ready to render its unanimous recommendation to the Board of Deacons as to choice of Senior Pastor. The Committee shall not disturb any candidate on his field, or make known that he is under consideration, until it has word that he is willing to consider a call if given a favorable vote by the church membership, and then only by written recommendation to the Board of Deacons is the name of the candidate revealed.
 - 2) Explore thoroughly the fields of qualified licensed or ordained men who

are available for call and whose doctrinal positions are in keeping with the faith and practice of this Church. The Committee shall investigate each prospective candidate as to his spiritual, educational, and theological qualifications to serve the needs of the Church. The committee shall present the name of only one candidate at a time to the Board of Deacons and only if the members of the Committee unanimously agree that the candidate is fully qualified and a desirable Senior Pastor for this church.

- 3) Following election of a Senior Pastor by the church membership, send a letter in triplicate form to the Senior Pastor-elect setting forth the terms of the call approved by the Board of Deacons. This letter is to be signed by the Chairman of the Board of Deacons and the Secretary of the Board, with a line provided for the signature of the Senior Pastor-elect if he accepts the call.
- 4) Make periodic progress reports to the congregation during the weekend worship service(s) and through church publications.
- 5) Automatically be dissolved upon the call, reception, and settlement of the newSenior Pastor. The Committee is responsible for making arrangements to complete these things before disbanding.
- 6) Seal and place its records with other vital church records for three (3) years, after which time they shall be destroyed. Should the church need to seek a newSenior Pastor within the three (3) year period, the records may be given to the newSenior Pastor Search Committee.

Section 4. Personnel Committee

- a. The function of the Personnel Committee is to assist, advise and make recommendations to the Senior Pastor, the Board of Deacons and the Stewardship and Fiscal Committee regarding church staff personnel policies, job descriptions, working conditions, job evaluations, wage and salary schedules and fringe benefits.
- b. Meetings of the Personnel Committee shall be upon the call of the Senior Pastor or its Chairman.
- c. The Personnel Committee shall be comprised of the following:
 - 1) The Senior Pastor or his designated representative.
 - 2) The Chairman or Vice-Chairman of the Board of Deacons (as designated by the Chairman of the Board of Deacons) who shall be the Committee Chairman.
 - 3) The Chairman of the Stewardship and Fiscal Committee.
 - 4) Two (2) persons from the membership at large to be appointed by the Board of Deacons.

- 5) Such other persons as the Board of Deacons may designate who shall serve in an ex-officio capacity.

ARTICLE H - MEETINGS

Section 1. Worship Meetings

- a. At a minimum, a Worship Service shall be held each Sunday morning unless temporarily cancelled for good cause by the Executive Committee of the Board of Deacons. The Board of Deacons may designate other times and places for worship, prayer, praise or Bible study.
- b. The Senior Pastor, or in his absence, the Chairman of the Board of Deacons, or in his absence, the Vice-Chairman of the Board of Deacons may cancel any worship service or other meeting in the event of hazardous weather conditions.
- c. A communion service at which the elements of the Lord's Supper are served shall be held monthly during Sunday morning and other general public worship service(s).
- d. Baptismal services generally will be held during a public worship service of the church.

Section 2. Congregational Forums

The Board of Deacons may schedule congregational forums to inform the church body of any matter including, but not limited to, proposed budgets, changes in church organization or bylaws, discipline of members, calling or involuntary termination of a Senior Pastor, building programs and purchase or sale of real property. At congregational forums members shall have the right to question those presenting information relating to the subject of the meeting and the Board of Deacons shall take into account the questions and comments of the meeting participants before bringing the matter under discussion to a vote of the membership.

Section 3. Business Meetings

- a. The Annual Business Meeting of the church shall be held in June. At this meeting votes are cast for elective positions and budgets presented for approval.
- b. The financial year of the church shall be a fiscal year beginning July 1 and ending the next June 30. Terms for elective positions shall coincide with the church fiscal year.
- c. Special business meetings of the church may be called by the Board of Deacons or as provided in Article A, Sections 3e and 3f provided that notice of such meeting has been given at a preceding business meeting or all regularly scheduled worship services held not less than seven (7) days before that special business meeting.

- d. Rules of Order
- 1) The following books are listed for reference regarding historic Baptist policy for forms usable in the various activities of the church:
 - a) Hiscox: **The New Director for Baptist Churches**
 - b) McConnell: **McConnell's Manual for Baptist Churches**
 - 2) **Robert's Rules of Order Revised** is hereby adopted to govern all business meetings.
- e. Quorums for regular and special business meetings.
- 1) The quorum for the following items of business shall be two hundred (200) active members fifteen (15) years of age and older:
 - a) When real property is to be purchased or sold or the assets of the church encumbered.
 - b) When the Senior Pastor is to be called or dismissed.
 - c) At the annual business meeting.
 - d) When any change in the Articles of Incorporation, Constitution or Bylaws of the church is to be decided.
 - 2) The quorum for all other business meetings shall be one hundred (100) active members fifteen (15) years of age and older.
- f. A secret written ballot is required for:
- 1) Church elections.
 - 2) Changes in the Articles of Incorporation, Constitution or Bylaws of the church.
 - 3) The calling or dismissal of the Senior Pastor.
 - 4) When real property is to be purchased or sold or the assets of the church encumbered.
 - 5) Approval of the Annual Budget of the church.
- g. Matters shall be decided by the following affirmative vote:
- 1) Amending the Articles of Incorporation, Constitution or Bylaws of the church, $\frac{3}{4}$ majority.
 - 2) Calling the Senior Pastor, $\frac{3}{4}$ majority.
 - 3) Dismissing the Senior Pastor, $\frac{3}{4}$ vote of confidence (the Senior Pastor must receive a $\frac{3}{4}$ majority positive vote seeking his retention. If the Senior Pastor receives less than $\frac{3}{4}$ of the vote seeking to retain him, he shall be dismissed).
 - 4) Revoking license, simple majority.
 - 5) Authorizing licensing, $\frac{3}{4}$ majority.
 - 6) Ordaining a licensee, $\frac{3}{4}$ majority.
 - 7) Purchasing or selling real property or encumbering assets of the church, $\frac{2}{3}$ majority.
 - 8) Election in the event that there is a single candidate for a position requires

- seventy-five (75) percent favorable vote of all eligible ballots cast.
- 9) If there are two (2) or more candidates for a position, a plurality of favorable eligible votes cast is required for election.
 - 10) If there are multiple candidates to fill more than one vacancy for identical positions, the positions shall be filled first by the candidate receiving the most favorable votes, the candidate with the second greatest number of affirmative votes next and so on until all vacant positions are filled.
 - 11) All other matters shall be decided by majority vote.
- h. Absentee Ballots
- 1) Absentee voting shall be permitted on all decisions except a vote concerning dismissal of the Senior Pastor.
 - 2) Absentee ballots may be requested by any eligible voting member and will be accepted in signed, sealed envelopes received prior to the beginning of the applicable business meeting.

ARTICLE I - LICENSING AND ORDAINING

Section 1. Licensing

- a. The Board of Deacons may recommend to the membership of the church that any qualified member in good standing be licensed pursuant to then current laws. The Board of Deacons may recommend only men who satisfy the qualifications of 1 Timothy 3 and Titus 1 to be licensed to preach the Gospel of Jesus Christ. If other licenses are allowable by law, the Board of Deacons shall adopt policies and procedures for recommendation of candidates for such other licenses.
- b. The license shall be granted provided three-fourth (3/4) of the members present and voting at any regular or special business meeting agree with the recommendation of the Board of Deacons.
- c. The license shall be effective, unless sooner revoked, until such time as the licensee is dismissed from the membership of this church.

Section 2. Ordaining

- a. The Board of Deacons may recommend to the membership of the church that an Ordination Council be convened to examine the qualifications of a licensed preacher who, in the judgment of the board of Deacons, possesses the scriptural qualifications and training for ordination.
- b. The church shall convene an Ordination Council provided three-fourths (3/4) of the members present and voting at any regular or special business meeting agree with the recommendation of the Board of Deacons.
- c. Upon receiving a favorable report from the Ordination Council, the church shall proceed with the ordination service.

ARTICLE J - AMENDMENTS

The Bylaws may be amended by a three-fourths (3/4) favorable vote of qualified church members present and voting at any regular or special business meeting provided that such amendments have been provided in writing to the membership not less than thirty (30) days prior to the meeting at which the vote is cast.

SENIOR PASTOR
(as Undershepherd)



CONGREGATION

CONGREGATION



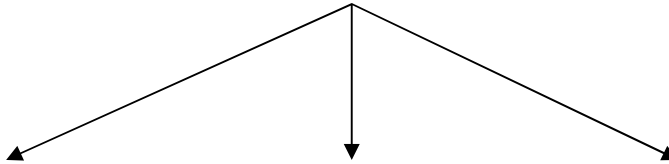
BOARD OF DEACONS



SENIOR PASTOR
(As Administrator and Ministry Coordinator)



STAFF
(both paid and unpaid)



**STANDING
COMMITTEES**

Missio
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Proper
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Stewardship & Fiscal

DEACONESSES

**SPECIAL
COMMITTE
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Nominating
Senior Pastor
Search
Personnel

Notes: