

**Bylaws of First Baptist Church of Rainsville  
A Non-Profit Corporation**

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**Article 1 – Church Membership**

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**Section 1.1 – General Qualifications and Procedures**

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive rights 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 condition of such membership.

The membership of the church shall consist of those persons who profess their faith in Jesus Christ as their Savior and Lord, giving satisfactory proof of conversion to the Christian faith, as set forth in the New Testament, who have petitioned the said church for membership and have been accepted by two-thirds of the members of said church present and voting at the time of the reception of such members and who has enjoyed the ordinance of believers' baptism and have indicated their commitment following the teachings of the Bible as their model and standard of living.

**Section 1.2 – Candidacy**

Any person may offer himself 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, according to the policies of the church:

1. By Baptism
  - A. For persons making a public profession of faith.
  - B. For persons who have experienced salvation but have not experienced believers' baptism by immersion.
2. By Letter
  - A. Promise of a letter of recommendation from another Baptist church
3. By Statement of Faith
  - A. For persons who have experienced salvation followed by believers' baptism by immersion, by another Baptist church (or church of like doctrine), but are either not now Baptist, or no record is available.
  - B. For restoration upon a statement of repentance and rededication of persons who have been removed from the fellowship of a Baptist church for reasons of discipline.

A two-thirds vote of those church members present and voting shall be required to elect such candidates to membership.

If there is any dissent as to any candidate, such dissent shall be referred to the Elders for investigation and the making of a recommendation to the church within thirty (30) days. A two

thirds vote of those church members present and voting shall be required to elect such candidates to membership.

### **Section 1.3 – New Member Orientation**

New members of this church are expected to participate in the church's new member orientation, according to the policies of this church.

### **Section 1.4 – Rights of Members**

1. 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 according to the policies of the church.
2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church according to the policies of the church.
3. Every member of the church may participate in the ordinances of the church as administered by the church according to the policies of the church.

### **Section 1.5 – Termination of Membership**

Membership shall be terminated according to the policies of this church in the following ways:

1. Death of member
2. Joining another Baptist church
3. Exclusion by action of this church
4. Erasure upon request
5. Proof of membership in a church of another denomination

### **Section 1.6 – Conflict Resolution**

This church is committed to resolving, in a Biblical manner, all conflict that may arise within the body. This commitment is based on God's command that Christians should strive to live at peace with one another (see Matthew 5:9; John 17:22-23; Romans 12:18; Ephesians 4:1-3) and that when disputes arise, Christians should resolve them according to the principles set forth in Scripture (see Proverbs 19:11; Matthew 5:23-25; Matthew 18:15-20; I Corinthians 6:1-8; Galatians 6:1). We believe that these commands and principals are an obligation to every Christian and are essential to the unity, health, and witness of the church.

When a member of this church has a conflict with, or is concerned about the behavior of another member, he/she shall attempt to resolve it in the following manner:

1. The offended or concerned person shall prayerfully examine himself or herself and take responsibility for their contribution to the problem (Matthew 7:3-5), and shall prayerfully seek to discern whether the offense is so serious that it cannot be overlooked (Proverbs 19:11; 15:18; 17:14; 20:3; Ephesians 4:2; Colossians 3:13; I Peter 4:8)
2. If the offense is too serious to be overlooked, the offended party shall go, several times if necessary, and attempt to resolve the matter personally and privately. In this interaction, the offended party shall quickly confess his/her own wrongdoing, and seek forgiveness.
3. If the offender will not listen, and if the problem is too serious to overlook, the offended person shall return with one or two mature Christian people to help in the resolution of the differences. These other people are to serve more as mediators than as champions of a

side. These other people should preferably be recognized leaders in the church or trained Christian mediators from the associational or denominational structure.

- At the request of either party to the dispute, the church leadership shall make every effort to assist in resolving the differences and affecting reconciliation.
4. Before the matter is taken to the congregation, according to the directed procedure of Matthew 18:15-17, the congregational leaders should seek counsel and mediation assistance from the association, the state convention, the officer of LeaderCare at LifeWay, or a recognized ministry of Christian conciliation, such as Peacemakers Ministries.

## **Section 1.7 – Discipline**

### **1. Reconciliation**

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 as well as other members of the church staff, elders, 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 (Matthew 18:15-17; Galatians 6:1-2).

### **2. Exclusion**

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the elders will take every reasonable measure to resolve the problem in accord 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 and voting 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, forbearance, and reconciliation shall pervade all such proceedings.

### **3. Restoration**

The church may restore to membership any person previously excluded, upon request of the excluded person, and upon established evidence set forth by the church policy of the excluded person's repentance and reformation. Such restoration shall be by two-thirds of the members present and voting.

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## **Article 2 – Church Covenant**

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*The church covenant will be listed in the policies and procedures document.*

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## **Article 3 – Church Officers**

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The officers of this church shall be the Pastor, the Elders, the Ministerial Staff, the Deacons, a Moderator, a Clerk, a Treasurer, and Trustees. All who serve as officers of the church shall be members of this church.

## **Section 3.1 – Trustees**

The church shall elect five (5) Trustees to serve as legal officers on behalf of the church. 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 the 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 be recommended by the Elders and serve on a rotation basis, with at least one new Trustee being elected every year for a term of five years.

### **Section 3.2 – Moderator**

The pastor shall serve as the Moderator for the church and as its presiding officer for church business meetings. In the absence of the pastor, or an elder to preside; or in the absence of both, the clerk shall call the church to order and preside for the election of a Moderator.

### **Section 3.3 – Clerk**

The Clerk shall be recommended by the Elders and elected by the church annually. The Clerk shall serve as the clerical officer of the Church. The Clerk shall be responsible for supervising the keeping of a suitable record of all official actions of the church, except as otherwise herein provided. The Clerk shall be responsible for the keeping of 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 bylaws. The Clerk shall be responsible for preparing the annual profile of the church to the local association.

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

### **Section 3.4 – Parliamentarian (optional)**

As recommended by the Elders, the church may select annually a Parliamentarian. In the absence of the Parliamentarian, the Moderator shall call the church to order and preside for the selection of an acting Parliamentarian.

### **Section 3.5 - Church Treasurer**

The Church Treasurer shall be recommended by the Elders and elected by the church annually. The Church Treasurer shall serve as the financial officer of the Church. 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 as well we account for things of value paid or given to the church, keeping at all times an itemized account of all 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 the bond.

Upon rendering the annual account at the end of the 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. The church may delegate some or all of the Treasurer's responsibilities to a secretary or financial assistant who will assist the elected Treasurer.

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## **Article 4 – Elders**

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The Elders shall assist the Senior Pastor in governing the church to lead, protect, care and feed, as perfectly as possible, in the perfect will of God resulting in growth and the unity of the body. In accordance with the meaning of the word “Elder” as practiced in the New Testament and in keeping with the offices "Elder, Pastor, and Bishop" as all interchangeable, our Elders have oversight of any and all matters regarding the overall direction of the Church.

### **Section 4.1 – Composition**

The Elder body shall consist of at least three (3) nonvocational Elders and the senior pastor. Other vocational elders may be added following the elder nomination/election process. There shall always be more nonvocational Elders than vocational Elders.

### **Section 4.2 – Qualifications**

See: 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-5

### **Section 4.3 – Nomination/Election**

Elders shall be added to the active body of Elders as vacancies occur. The church shall elect Elders from those names recommended by the active Elders serving. Prior to making Elder recommendations to the church, the prospective Elder(s) shall be presented to the Deacon body for affirmation. Prospective Elders will be presented to the church for their prayerful consideration for two weeks prior to a vote. Election shall be by secret ballot, and affirmative vote of three-fourths (3/4) of those present and voting being necessary for a call.

The Senior Pastor of the church is automatically added to the active body of Elders upon accepting a call. All others must be a member of the church for a minimum of two (2) years in order to be considered for Elder candidacy. There is no obligation to constitute as an active Elder a person who comes to the church from another church where he has served as an Elder.

Individuals may not serve as both a Deacon and Elder simultaneously. Although it is permissible, there is no expectation that church staff other than the Senior Pastor be added to the body of Elders.

There is not a set schedule or timeframe for the selection and presentation of prospective Elder(s) by the active Elder body. However, a member of the church may provide a name for consideration to the Elder body at any time. Any names provided to the Elder body will be prayerfully considered at the time of the submittal or during the next nomination/election cycle.

### **Section 4.4 – Ordination**

Elders not previously ordained as an Elder through this church or another church recognized and accepted by the active Elder body must be ordained before becoming active Elders. Elder ordination should be at a called ordination service for the purpose of ordaining men into active service. This service shall be called only after examination of the candidate(s) by the ordained men of the church and other invited ordained Baptist men.

## **Section 4.5 – Officers**

The Pastor shall serve as chairman of the Elder body. The Elders shall annually elect a vice chairman, secretary, and others as they shall deem necessary.

## **Section 4.6 – Responsibilities**

Jesus Christ is the ultimate Head of the Church, and the Bible serves as the sole authority for faith and practice among the Church. As a church submitting to the authority of Christ and His Word, the Church will adhere to congregational authority in regards to ultimate decisions and matters of Church-wide effect. While the Elders will provide leadership for the Church, they do not rule over the Church. Elders will provide spiritual leadership and oversight of various ministries, resources and business issues as defined in these Bylaws. Subject to the will of the Members, the Elders are vested with full power to determine the Church's policies within the purposes and limits of the Bible, these Bylaws, and other applicable statutory and common laws of the State of Alabama and other applicable jurisdictions, and contractual influences.

### **A. Lead**

The Elders are to provide humble, loving, spiritual leadership to the body. They shall give oversight to worship services, outreaches, and ministries of the Church. The Elders are responsible for evaluating all areas of the Church's ministry based on its appropriateness and effectiveness in furthering the mission of the Church. The Elders shall give oversight to and interpret the Constitution and By-laws of the Church. Acts 20:28; Romans 12:8; I Peter 5:1-3; I Timothy 5:17; Hebrews 13: 7,17; I Corinthians 12:28

### **B. Protect**

The Elders shall protect the body from harmful forces and beliefs without and within that would seek to disrupt the fellowship and unity of the body. Thus, Elders will oversee the adding and dismissing of all members, including areas of Church discipline. Acts 9:26-28; 20:29-31; Hebrews 13:17; II Timothy 2: 17-18; 3:16; 4:2; Titus 1: 10-11; Matthew 18:15-17; I Timothy 1:20; I Corinthians 5:4-5, 13; II Thessalonians 3:6, 14-15

### **C. Care**

The Elders are to care for themselves to be examples of the body and shall provide spiritual care for the body especially to those who are spiritually in need, who request ministry in times of sickness and who request the laying on of hands and the prayer of faith. Acts 20:28; I Timothy 4:12, 16; II Timothy 2:15; James 5:14; I Peter 5:3; I Corinthians 4:16; I Thessalonians 5:14

### **D. Feed**

The Elders shall give oversight to the teaching and preaching ministry of the Church assuring that the body is receiving the pure Word of God. All Elders will not be required to regularly publicly preach/teach, but should be individuals who are able to, if needed. In order to do this, they must give themselves to prayer and the Word. The Elders shall be responsible for the doctrine of the Church giving oversight to its Statement of Faith and assuring all curriculum used by small groups is Biblically sound. Acts 20:20, 27; Hebrews 13:7; I Timothy 3:2; 4:13-16; Acts 6:4; II Timothy 4:2; Titus 1:9

#### E. Responsibilities to the Senior Pastor

The Elders shall respect the office and calling of the Senior Pastor. Elders should pray for, minister to and share mutual accountability with the Senior Pastor. The Elders shall recommend to the Stewardship Committee the compensation for the Senior Pastor and provide accountability regarding his schedule including vacation and sick days.

#### F. Church Officers, Committees, and Teams

As specified in these by-laws, the Elders shall recommend to the Church for election the Church Offices of Trustees, Clerk, Parliamentarian, and Church Treasurer. Additionally, the Elders shall recommend to the Church for election members of the Stewardship, Personnel, and Mission Committees/Teams.

#### **Section 4.7 – Meetings**

The Elders shall hold regular Elder's meetings as designated by church policy.

#### **Section 4.8 – Removal**

The Elders shall serve on a continuous basis. Elders may be removed from active service due to resignation, death, incapacitation, or by a vote of all the active Elder body. Majority vote by the Elder body shall constitute removal.

#### **Section 4.9 – Boundaries**

The Elders may not make the following decisions without Church approval: Calling or dismissal of the Senior Pastor; selling Church property; approving Church debt; changing denominational affiliation; changing the Statement of Faith, Articles of Incorporation / Constitution, or Bylaws.

#### **Section 4.10 – Appeal**

While the Elders will provide leadership for the Church, they do not rule over the Church. Should a church member or group of church members seek to appeal or overturn a decision of the Elders, the following process should be followed:

1. The member (group) should make an appeal in writing to the Chairman of Deacons.
2. The Deacons will then consider the issue and seek to arrange a meeting with the member (group) and Elders.
3. If resolution of the issue is not obtained during the meeting, the matter can be brought to the church for consideration during a regular or special called business meeting.
4. Three-fourths (3/4) of those present and voting in favor of the appeal is necessary to overturn the Elders' decision

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### **Article 5 – Deacons**

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#### **Section 5.1 – Composition**

The number of Deacons shall be based on the needs of the Church as determined by the Elders and Deacons.

### **Section 5.2 – Qualifications**

*See: 1 Timothy 3:8-13*

### **Section 5.3 – Nomination/Election**

Deacons shall be added to the active body of Deacons as vacancies occur or as the Elders and active Deacons identify a need for more Deacons. The church shall elect active Deacons from those names recommended by the active Deacons serving. Prior to making Deacon recommendations to the church, the prospective Deacon(s) shall be presented to the Elders for affirmation. Prospective Deacons will be presented to the church for their prayerful consideration for two weeks prior to a vote. Election shall be by secret ballot, and affirmative vote of three-fourths (3/4) of those present and voting being necessary for a call.

There is no obligation to constitute as an active Deacon a person who comes to the church from another church where he has served as a Deacon. Individuals must be a member of the church for a minimum of two (2) years in order to be considered for Deacon candidacy. Individuals may not serve as both a Deacon and Elder simultaneously.

There is not a set schedule or timeframe for the selection and presentation of prospective Deacon(s) by the active Deacon body. However, a member of the church may provide a name for consideration to the Deacon body at any time. Any names provided to the Deacon body will be prayerfully considered at the time of the submittal or during the next nomination/election cycle.

### **Section 5.4 – Ordination**

Deacons not previously ordained through this church or another church recognized and accepted by the active Deacon body must be ordained before becoming active Deacons. Deacon ordination should be at a called ordination service for the purpose of ordaining men into active service. This service shall be called only after examination of the candidate(s) by the ordained men of the church and other invited ordained Baptist men.

### **Section 5.5 – Officers**

The Deacons shall elect annually a chairman, vice chairman, secretary, and others as they shall deem necessary. The election shall be conducted at a meeting prior to the election of new Deacons who are to be activated.

### **Section 5.6 – Responsibilities**

In accordance with the meeting of the work and practice in the New Testament, Deacons are to be servants of the church. The Deacons shall serve the church by providing oversight of the physical and material areas of the church. Their task is to serve with the Pastor, Elders, and staff in maintaining unity of the church performing the ministry tasks of:

1. Leading the church in the achievement of its mission
2. Proclaiming the Gospel to believers and unbelievers
3. Caring for the church's members and other persons in the community



4. Baptisms (see section 8.1)
5. Lord's Supper (see section 8.2)
6. Overseeing the needs and welfare of widows/widowers/orphans within the Church.
7. Provide oversight to the ministry of benevolence within our Church and the community.
8. Provide oversight and support of the committees and teams necessary to fulfill their assigned tasks (see section 7)

As specified in these by-laws, the Deacons shall provide oversight and support of committees and teams necessary to fulfill their assigned tasks. For these committees and teams under their supervision, the Deacons shall fill and report membership to the church annually. To aid in communication and support for these committees/teams, at least one Deacon will be assigned to each committee/team.

### **Section 5.7 – Meetings**

The Deacons shall hold regular Deacon's meetings as designated by church policy.

### **Section 5.8 – Removal**

The Deacons shall serve on a continuous basis. Deacons may be removed from active service due to resignation, death, incapacitation, or by a vote of all the active Deacon body. Majority vote by the Deacon body shall constitute removal.

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## **Article 6 – Church Staff**

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### **Section 6.1 – Purpose and Responsibility**

The church's staff is responsible for supporting the church to function as a New Testament church. The Pastor is responsible for leading the congregation, the ministry organizations, and the church staff to perform their tasks.

### **Section 6.2 – Composition**

The church staff shall consist of the Pastor and other staff as designated by church policy.

1. The Pastor is leader of the pastoral ministries in the church. As such, he works with the Elders, Deacons and Church Staff to:
  - A. Lead the church in the achievement of its mission
  - B. Proclaim the Gospel to believers and unbelievers
  - C. Care for the church's members and other persons in the community

The church shall provide a job description to aid in the understanding of these tasks.

2. 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.
3. Ministry Support Staff shall be called and employed to assist the pastoral staff 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.

4. Church Support Staff (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.

### **Section 6.3 – Call and Termination of the Pastor**

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.

The Elders will oversee and guide the church in selection of a Senior Pastor Search Committee. The committee will consist of one Elder as selected by the Elders, one Deacon as selected by the Deacons, and five at-large members to be selected by the church via secret ballot.

The five at-large members of the Pastor Search Committee shall be selected using the following process:

1. Each adult Sunday school class will nominate one candidate to serve on the Pastor Search Committee. Nominees are not required to be a member of the Sunday school class making the nomination. Each nominee will be contacted by an Elder to confirm their willingness and availability to serve should they be elected by the Church to serve as a committee member.
2. The list of candidates who have confirmed their willingness to serve on the committee will be presented to the Church.
3. An additional nomination period of at least three days will be set by the Elders. During this time, Church members may submit additional nominations to an Elder or the church office. Each additional nominee will be contacted by an Elder to confirm their willingness and availability to serve should they be elected by the Church to serve as a committee member.
4. The final list of candidates who have confirmed their willingness to serve on the committee will be presented to the Church. The Church shall be given a minimum of one week to prayerfully consider the list of candidates.
5. During the special called meeting for selection of committee members, each Church member present will be provided with a printed ballot of the list of candidates. Each member will select five candidates from the list and ballots will be collected and counted.
6. The five candidates that receive the highest number of votes will serve as the at-large members of the committee. The two candidates receiving the next highest number of votes will serve as alternates on the committee

Nominees to serve on the Pastor Search Committee must be a member of the Church, an adult 18 years of age and no longer in high school, and may not be a staff member or staff member's spouse.

The Pastor Search Committee shall seek out a suitable Pastor and its recommendations will constitute a nomination. Any church member may have 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. Election shall be by ballot, and affirmative vote of three-fourths (3/4) of those present and voting being necessary for a call. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of the church and serve as Moderator in all business meetings in keeping with the rules of order authorized by these bylaws.

The Pastor may relinquish the office as Pastor by giving at least thirty (30) days 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, of which at least one week's written notice has been given. The meeting may be called upon the recommendation of a majority of Elders. The Moderator for this meeting shall be an outside person (the Director of Missions or appropriate representative of the State Board of Missions) or failing that, a person designated by the members present by majority vote, and he shall be someone other than the Pastor. The vote to declare the office vacant shall be by ballot; an affirmative vote of a two-third (2/3) majority of the members present and voting being necessary to declare the office vacant. Except in the instance of gross misconduct by the Pastor, a severance package for compensation will be recommended by the Elders and must be approved by a majority vote of the church.

The Pastor and church may, by mutual agreement, forgo the requirement for notice. Such agreement shall be in writing and shall be signed by the Pastor and Elders.

During the interim period when the church is without a Senior Pastor, the Elders shall have the responsibility to fill the pulpit. This responsibility includes making a recommendation to the Church for the call of an interim pastor.

#### **Section 6.4 – Call and Termination of Members of the Ministerial Staff and Support Staff**

The Ministerial Staff and Support Staff shall be called or employed as the church determines the need for such offices. A job description shall be written when the need for a Ministerial Staff or Support Staff member is determined. All Ministerial Staff and Support Staff members shall be recommended to the church by the Personnel Committee and called by church action.

At the time of resignation, at least two (2) weeks's 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 be recommended by the Personnel Committee and must be approved by a majority vote of the church.

Such agreement shall be in writing and shall be signed by the staff member, the Pastor, or in the absence of a Pastor an elder representative, and the Chairman of the Personnel Committee.

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### **Article 7 – Church Committees and Teams**

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All who serve on church committees shall be members of this church. All church committee members shall be recommended to the church and elected by the church, unless otherwise specified within these by-laws.

### **Section 7.1 – Standing/Permanent Committees and/or Teams**

The Standing/Permanent (administrative) Committees of this church shall include a Personnel Committee, Church Building and Ground Committee, Stewardship (financial) Committee, and such other Standing/Permanent (administrative) Committees as the church shall authorize. Additional administrative committees may be added by the amendment procedure prescribed within these by-laws. Members of these committees shall serve on a three (3) year rotation basis with one third (1/3) to be elected each year.

#### **1. Personnel Committee**

The church Personnel Committee assists the church in matters related to staff and employed personnel administration. Its work includes such areas as determining staff needs, employment salaries, benefits, other compensations, policies, job descriptions, and personnel services. The Personnel Committee shall be recommended by the Elders and elected by the church.

#### **2. Church Building and Grounds Committee**

The church Building and Grounds Committee 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 Ministerial Staff regarding the needs for, and the employment of maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel. The Church Building and Grounds Committee shall be selected by the Deacons and reported to the church annually.

#### **3. Stewardship (financial) Committee**

The church Stewardship (financial) Committee develops and recommends an overall stewardship development plan, a unified church budget, and budget subscription plans. It advises and recommends in the administration of the gifts of church members and others using sound principles of financial management. It works with the Treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church. The Stewardship Committee shall be recommended by the Elders and elected by the church.

### **Section 7.2 – Ministry Committees and/or Teams**

The Ministry Committees of this church shall include a Benevolence Committee, a History Committee, a Flowers Committee, a Hostess Committee, a Fellowship Committee, and other committees as the church shall authorize. Additional Ministry Committees may be added by the amendment to church policy. Members of these committees shall be selected by the Deacons and reported to the Church annually.

### **Section 7.3 – Special (Ad Hoc) Committees (Project Teams or Task Forces)**

Special (Ad Hoc) Committees of this church shall include such other committees as the church shall authorize. Additional Special (Ad Hoc) Committees may be added by the amendment to church policy or by appointment of the pastor, elders, deacons, or moderator. Members of Special (Ad Hoc) Committees shall serve on a non-rotation basis until the task assigned is complete. Special (Ad Hoc) Committees may be disbanded by majority vote of the church in church conference/business meeting or by mutual consent of the committee upon the completion of the project.

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## **Article 8 – Church Ordinances**

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### **Section 8.1 – 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.

1. Baptism shall be by immersion in water
2. The Pastor, or whomever the church shall authorize, shall administer baptism. The Deacons shall assist in the preparation for and the observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church. Baptism may be administered as an act of worship in other locations including but not limited to the home, hospital, correctional facility, or nursing home, when circumstances warrant.
4. A person who professes faith in Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor, Elders, Ministerial Staff, or Deacons. If a negative response is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

### **Section 8.2 – The Lord’s Supper**

The church shall observe the Lord’s Supper regularly (preferably each quarter) during normal or special worship times as specified by church policy, in the morning or evening service. The Pastor, Elders, and Deacons shall administer the Lord’s Supper, the Deacons being responsible for the physical preparations.

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## **Article 9 – Church Meetings**

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### **Section 9.1 – Worship Services**

The church shall meet regularly each Sunday morning and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Pastor, or person of his designation, shall direct the services for all the church members and for all others who may attend.

Any cancellation of regularly scheduled Sunday morning or Wednesday evening services should be announced as far in advance as possible, with the exception of severe weather events or death/health emergencies.

## **Section 9.2 – Special Services**

Special services, and other church meetings, essential to the advancement of the church's objectives shall be placed on the church calendar by the church staff.

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## **Article 10 – Church Conference/Business Meeting**

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### **Section 10.1 – Regular Church Conference/Business Meeting**

The church shall hold regular church conference/business meetings as designated by the church policy.

### **Section 10.2 – Special Church Conference/Business Meeting**

The church may conduct “called” church conferences/business meetings to consider matters of special nature and significance. Notice must be given in accordance with church policy for the specially called church conference/business meeting. A special meeting may be called by:

1. agreement of a majority of the in-service (active) Elders
2. agreement of a majority of the in-service (active) Deacons
3. the Chairman of the Deacons, the Pastor, and the Chairman of the applicable committee

Unless it is determined by the Pastor and Elders that the extreme urgency of the matter renders such notice impractical, the advance 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 opportunity to know of the meeting (preferably two regular meetings prior to the special “called” meeting).

### **Section 10.3 – Quorum**

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

### **Section 10.4 – Parliamentary Rules**

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

### **Section 10.5 – Moderator and Succession**

See Article 3 – Church Officers, Section 3.2 – Moderator

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## **Article 11 – Church Finances**

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### **Section 11.1 – Budget**

The Stewardship (Financial) Committee, in consultation with the church staff, committees, and ministry teams, 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. The new budget shall be prepared and made available to the church members at least two (2) weeks prior to submission for approval by the church body. 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 may be opportunity provided to secure worthy commitments of financial support from the church members.

### **Section 11.2 – Accounting Procedures**

All funds received for any and all purposes shall pass through the possession of the Church Treasurer, or 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.

### **Section 11.3 – Fiscal Year**

The church fiscal year shall be determined by church policy.

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## **Article 13 – Elections and Rotations**

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The church shall hold elections at such time and in such manner as designated by church policy. All officers shall be elected or appointed in accordance with church policy. Vacancies shall be filled as provided by church policy.

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## **Article 14 – Church Policies and Procedures Manual**

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Each committee, team, or council shall be responsible for maintaining the policies and procedures for their area of ministry. New or revised policies/procedures developed by a committee, team, or council are to be submitted to their respective oversight team (elders or deacons) for approval prior to implementation.

The church shall develop and maintain a Church Policies and Procedures 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 there by any member of the church. The church secretary shall maintain the manual.

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## **Article 15 – Marriage**

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We believe that marriage is a union between one man and one woman, following the Biblical principals of Genesis 2:19-24, Leviticus 18:22, Matthew 19:4-6, Romans 1:18-27, Ephesians 5:22-33, and Hebrews 13:4.

All weddings conducted at the church will be conducted in accordance with the approved wedding policies and guidelines.

### **Section 15.1 – Same-Sex Marriage Policy**

Due to our beliefs and adherence to the Biblical teachings regarding marriage, same- sex couples will not be married in any facilities or properties owned by the church.

Ministers of the church will not perform any same-sex marriages or civil unions, whether they are conducted on or off of church property. Doing so would be grounds for their termination.

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### **Article 16 – Amendments**

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Changes in the Bylaws may be made at any regular church conference/business meeting of the church provided each amendment has been presented in writing at a previous business meeting, copies of the proposed amendment have been furnished to each member present and read aloud at the earlier meeting and made available to any member requesting one at the church office. Amendments to the Bylaws shall be by two-thirds (2/3) of votes cast of church members present and voting at a regular church conference/business meeting.