



BYLAWS  
**2022 Revised**

The Point Baptist Church of Pensacola  
Pensacola, Florida

**ARTICLE I – Name**

The name of this corporation shall continue to be known as “Point Baptist Church Inc.” located in Escambia County, Florida, in or near Pensacola, Florida, and incorporated under the laws of the State of Florida as a non-profit corporation. This corporation shall be referred to in the Bylaws as the “Church.” The Church is organized for religious and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, and its assets are to be used in performing the Church’s functions.

In order to serve its stated purpose, Point Baptist Church of Pensacola, Inc., adopts the following Bylaws. We declare and establish these Bylaws to preserve and secure the principles of our faith, and to govern the Church body in an orderly manner. Point Baptist Church Inc. will be further referred to in these Bylaws as the “Church.” The Church maintains its principal office at 13801 Innerarity Point Road, Pensacola, Florida 32507.

**ARTICLE II – Purpose**

This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (IRC) of 1986, for such purposes including, but not limited to, proclaiming the Gospel of the Lord Jesus Christ; establishing and maintaining religious worship; educating believers in a manner consistent with the requirements of Holy Scripture, and maintaining missionary activities in the United States and around the world.

**ARTICLE III – Mission Statement**

Loving People to the Point of Life: Jesus Christ!

**ARTICLE IV – Statement of Faith**

The Church recognizes the Bible as the inspired Word of God, as the only basis for our beliefs, and as its sole authority in faith and practice. However, in order to set forth certain principles on which Southern Baptists generally agree, the Church affirms its agreement with The Baptist Faith and Message as adopted by the Southern Baptist Convention June 14, 2000, as a general statement of our faith and practice.

## **ARTICLE V – Powers**

The Church is an autonomous body, not subject to the direction or control of any outside body, ecclesiastical or otherwise. The government of the Church is composed of the body of believers under the leadership of the Lord Jesus Christ. Therefore, the Church shall have and exercise all powers related to its internal affairs, such as but not limited to establishing and enforcing standards of membership, electing officers, selecting and guiding those who function in its organizational structure, acquiring and directing the use of its properties, and adopting such rules and procedures as it deems appropriate to its religious objectives.

## **ARTICLE VI – Denominational Relationship**

Though a self-controlled religious congregation, the Church voluntarily purposes to cooperate with Pensacola Bay Baptist Association, Florida Baptist Convention, and Southern Baptist Convention or any successor thereto in support of religious purposes shared in common with these other organized units of Southern Baptist life. This cooperation does not grant to any of the aforementioned entities any authority over the Church, nor in any way alter or lessen the autonomy and independence of the Church. The Church shall determine the extent of its financial support of these other units of Southern Baptist life.

## **ARTICLE VII – Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, pre-marital sex, homosexual sex, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

Therefore, because God has ordained marriage and defined it as the covenant relationship between a man, a woman and Himself, the Church will only recognize marriages between a biological man and a biological woman. Further, the pastors and staff of the Church shall only participate in weddings and solemnize marriages between one biological man and one biological woman. Finally, the facilities and property of the Church shall be available only to host weddings between one biological man and one biological woman.

We believe that in order to preserve the function and integrity of the Church as the local body of Christ, and to provide a biblical role model to the Church members and community, it is imperative that all persons employed by the Church in any capacity, or who serve as volunteers, agree to and abide by this statement of marriage, gender, and sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Church.

### **ARTICLE VIII - Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We believe that the intentional, willful termination of a pregnancy (“abortion”) at any time after conception constitutes the taking of unborn human life. Accordingly, abortions, including for reasons of birth defects, gender selection, birth control, population control, or even in the tragic instances of rape or incest, and acts of encouraging, facilitating, or paying for abortions, are inconsistent with Scripture and the glory of God. (Psalm 139:13–16). We are therefore called to defend, protect, and value all human life (Psalm 139).

### **ARTICLE IX – Officers**

The officers of this corporation shall be a president, a vice-president, a secretary, a treasurer, a minimum of four (4) at-large trustees, and such others as required by law or defined by the Bylaws. Only members of the Church shall be eligible to serve as corporate officers. These officers shall have the powers normally associated with these offices, or required by law, and compatible with religious freedom. The officers of the corporation shall serve as the Board of Trustees.

## **Section 1: Officers**

For legal and financial undertakings and purposes, the officers of the Church shall be:

1. **PRESIDENT.** The Senior Pastor shall serve as President of the Church and shall act as moderator of the Church. He shall preside at regular or special business meetings of the Church and perform other duties normally discharged by a society's presiding officer. If, during the course of a Church business meeting, the pastor finds it necessary to speak directly in support or opposition to an issue, he may appoint a temporary moderator to preside until such issue is decided. During a vacancy in the office of Senior Pastor, the Vice-President will serve as moderator. If, during a vacancy in the office of Senior Pastor, the office of Vice-President is also vacant, the Church may elect another to serve as moderator. All appointive actions made in the absence of a Senior Pastor are subject to Church ratification.
2. **VICE PRESIDENT.** The Executive Pastor shall act as moderator of the Church in the absence of the Senior Pastor.
3. **SECRETARY.** The Secretary shall be appointed annually by the Senior Pastor & Executive Pastor, subject to Church ratification, and shall act as clerk of the Church, oversee the preparation and maintenance of a faithful record of business meetings, arrange for the safekeeping of these records, and provide any Church member access to these records on the basis of a reasonable request.
4. **TREASURER.** The Treasurer shall be appointed annually by the Senior Pastor & Executive Pastor, subject to Church ratification, and shall review financial transactions and prepare financial statements that may be used to report the financial condition of the Church to Church staff, the Administrative Team, and the Church.
5. **AT-LARGE TRUSTEES.** The duty of At-Large Trustees shall be to serve as corporate agents in any and all business and financial matters as required by law or authorized by the Church. The Church shall affirm annually a minimum of four (4) members to serve as At-Large Trustees. Each will serve with a minimum tenure of three (3) years.

## **Section 2: Board of Trustees**

The At-Large Trustees of the Church shall be nominated by the Pastor, Executive Pastor and sitting deacons. The congregation will elect any At-Large trustees. The trustees shall exercise fiduciary oversight for all financial transactions. The Operations Manual of the church gives all areas of oversight provided by the At-Large Trustees.

## **Section 3: Removal of Officers**

Officers, with the exception of the executive staff team, may be removed by a vote of the Administrative Team whenever such a removal is deemed by the team as being in the best interests of the Church.

## **ARTICLE X – Membership Covenant**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on profession of our faith, having been baptized in the name of our Father, and of the Son, and of the Holy Spirit, I now want to join in fellowship and practice with the Point Baptist Church.

I will commit myself to connecting with God and each other. It is my desire to know Jesus Christ in a deeper way and to be passionate in my relationship with Him. I understand the call to connect with the members of The Point Church. I will not operate in isolation, but will seek to know as many of its members as possible, and promote unity in the body. Should any conflict arise, I will obey the biblical mandates of scripture and seek reconciliation and restoration. I understand my need to pray for, encourage and bless the body of Christ. With that, I will help bring people together, not divide. I am in complete agreement with the SBC's 2000 Baptist Faith and Message doctrinal statement.

I will do my part to grow in my relationship with Christ. I will involve myself in a biblical community. I will engage in Bible study both personally and corporately. I understand that a lack of growth will not be anyone's fault but mine.

I will pursue opportunities to serve in the church. My heart for service is to see others blessed and to be obedient to the commands of our Lord. By serving in the church, I understand the importance of setting aside myself to exemplify the life of Christ.

I will do my part to love others to the Point of Life: Jesus Christ. I will seek opportunities to tell others about Christ. I understand my personal call to be a missionary and will involve myself both personally and financially in mission work.

It is my desire to become a member of Point Baptist. I will maintain a godly testimony and will not involve myself in unscriptural practices. It is with joy that I support and enhance the mission and values of Point Baptist Church.

## **ARTICLE XI – Membership**

The membership of the Church shall be composed of individuals who are believers in the Lord Jesus Christ; affirm the tenets of the Church's Bylaws; fulfill the qualifications for membership stated in Section 1 below; and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and these Bylaws, and are actively pursuing and continuing a vital fellowship with the Lord Jesus Christ.

### **Section 1: Qualifications for Membership**

1. The basic qualifications for membership in the Church shall be as follows:
  - a. A personal commitment of faith in Jesus Christ for salvation.
  - b. Baptism by immersion in water as a testimony of salvation.
  - c. Completion of membership process.
  - d. A commitment to abide by the Church's membership covenant as defined in the Church's Bylaws (Article X).
  - e. Affirmation of the membership candidate by vote of the Church at any regular or special business meeting, or by the Deacons acting in the stead of the Church.
2. The Church may admit a person to membership by any of the following ways:
  - a. By the candidate's profession of faith followed by baptism by immersion administered by the Church, completion of membership process, and a commitment to abide by the Church's membership covenant.
  - b. By a letter from another Baptist church of like faith and order affirming that the person was a member in good standing at the time the letter was issued. Candidates must complete the membership process, and affirm the Church's membership covenant.
  - c. By the candidate's statement that he or she has personally professed faith in Jesus Christ, has been baptized by immersion as a testimony of their faith in Christ, and is or has been a member of a church from which a letter is now not available. Candidates must complete the membership process, and affirm the Church's membership covenant.
  - d. By restoration of an excluded member who has satisfied the Church that he or she has corrected any condition which led to exclusion, and that the candidate has renewed his or her Christian commitment.

3. Except as provided below, each member shall enjoy the same rights and privileges of membership, but that membership shall not be the sole qualification for any office or position in the Church's ministry or structure.
4. Dual Membership. An active member of an affiliate church, having traveled at least 80 miles, who has moved from the community where the church of active membership is situated, has presented a certificate of good standing, from the appropriate governing body of that church, and has been received as an affiliate member. An affiliate member is entitled to all the rights and privileges of an active member except to hold office.
5. Children of members shall be considered voting members at eighteen (18) years of age upon profession of faith in Jesus Christ and baptism by immersion.

### **Section 2: Responsibilities of Membership**

The responsibilities of membership are described in the Church Membership Covenant as stated in the Church's Bylaws (Article X).

### **Section 3: Voting Rights of Membership**

Voting at any church business meeting is limited to eligible members in good standing with the church who are physically present at the meeting; an exception to this in-person vote requirement exists if the church is meeting electronically. Absentee voting is not permitted, and any member who is undergoing church discipline at the time of a vote is not permitted to vote. A majority vote will constitute the requisite number of votes for passage of amendments and motions, whether by the board voting at a board meeting or by the members voting in a church business meeting.

Members who desire that a certain motion be made or subject matter be discussed during an annual, regular, or special business meeting must file a written recommendation with the pastor and board two weeks prior to the set meeting, who will then consider the proposal and proceed according to their conscience and what they understand to be in the best interests of the church. All other motions will be presented by the pastor and/or chairman of the board (or other moderator if the office of pastor is vacant) unless the pastor and/or the board has delegated authority to another member and/or officer to raise certain motions. No motions will be made from the floor.

1. As an autonomous, self-governing Church, each member shall have the right to vote on the following matters:
  - a. The annual budget of the Church.



- b. Expenditures not budgeted that exceed \$25,000.
  - c. The election of Church officers, deacons, and members of the Administrative Team.
  - d. The disposition of all or substantially all of the assets of the Church.
  - e. The merger or dissolution of the Church.
  - f. The acquisition of substantial real property and any related indebtedness.
  - g. Amendments to the Articles of Incorporation, or Bylaws of the Church.
  - h. The calling or the removal of the Senior Pastor.
  - i. Prospective Church members. The active Deacon Body may act in the stead of the Church to ratify new members between any regular or special Church business meeting.
  - j. Additional business related matters at the discretion of the Senior Pastor and Administrative Team.
2. Each member eighteen (18) years of age and older is entitled to one vote.
  3. Voting by proxy is prohibited.
  4. Voting by absentee ballot is prohibited.

#### **Section 4: Termination of Membership**

The Church shall remove from its list of members the name of any deceased member and may dismiss a member on any of the following grounds:

1. The request by the member or another Baptist church for a letter certifying the member's status in this Church in order to transfer membership to another Baptist church.
2. Evidence that the member has united with a different church.
3. A member's written request that his or her name be removed from the Church's membership.
4. A Military member that does not transfer membership will be moved to Member-Inactive status one (1) year after the date of move.
5. Dismissal by the Church according to the following conditions:
  - a. Evidence that the member's life and conduct is not in accordance with the Church Membership Covenant (Article X), and/or the Church Statement of Faith (Article IV), and/or biblical principles which constitute a godly life, such that the member's belief, practice, or conduct hinders the ministry influence of the Church in the community.

- b. Procedures for the dismissal of a member shall be according to Matthew 18:15-17, as initiated by the Senior Pastor with the advice and counsel of the Deacons. Redemptive steps should be taken to restore the offending member into proper fellowship with the Church.
- c. If the offending member persists in the offending behavior without appropriate remorse and repentance, the Active Deacon body is authorized to act on behalf of the Church to exercise appropriate church discipline upon the offending member, which may include removal of membership. A two-thirds majority vote of the deacon body must occur to execute any disciplinary action against an offending member, including the removal of membership. A quorum for any such meeting shall consist of a number not less than 50% of the total number of active deacons.

### **Section 5: Restoration of Membership**

Members dismissed by the Church may be restored by the Church when their lifestyles are judged by the Senior Pastor, with the advice and counsel of the Executive Team, to be in accordance with the Church Membership Covenant (Article X) and the Church's Statement of Faith (Article IV). A two-thirds majority vote of the active deacon body is necessary for restoration of membership. A quorum for any such meeting shall consist of a number not less than 50% of the total number of active deacons.

## **ARTICLE XII – Meetings**

1. The Church shall conduct such meetings for worship, business, training, inspiration, or other religious causes as it shall deem necessary or desirable. All business affairs of the corporation shall be decided at regular or special business meetings called for such purposes as specified in the Bylaws. Church business meetings shall be held annually and as needed.
2. Church business meetings shall be held as needed including April and December for ministry updates. An annual meeting for the purpose of approving the annual Church ministry budget; election of Church officers, individuals to the deacon ministry, and members of the Administrative Team, and to act upon other matters needing congregational action or attention, will be held in December. A quorum for any business meeting shall consist of those members present and voting.

3. The Church shall adopt the annual budget at the business meeting preceding the beginning of the new fiscal year. The Administrative Team shall circulate summaries of the proposed annual budget at least one week prior to the meeting at which it is presented.
4. A Special Business Meeting of the Church may be called as needed in one of the following ways: a) an agreement between the Senior Pastor, Executive Pastor and the Chairman of Deacons; b) a majority of the Administrative Team c) a majority of the Deacon Body, when the principle item of business pertains to the termination of the Senior Pastor. Special Business Meetings may be scheduled only on a Sunday or Wednesday after at least one week's notice has been given to the Church body, unless the Special Business Meeting is called for the purpose of amending, or repealing and replacing a Bylaws, in which case notice must be given over two (2) consecutive Sundays. A Special Business Meeting must be for a stated purpose(s) and only that/those purpose(s) may be considered at said meeting.

### **ARTICLE XIII – Senior Pastor and Church Staff**

#### **Section 1: Senior Pastor**

1. The Senior Pastor shall serve as the spiritual leader and chief administrative officer of the Church. The Senior Pastor shall be responsible for all worship and other public services of the Church. He shall have authority over the pastoral and administrative staff of the Church, in cooperation with the Administrative Team, and shall direct the work and ministry of the Church staff. The basic qualifications for the Senior Pastor are set forth in 1 Timothy 3:1-7 and 1 Peter 5:1-3.
2. The Church shall elect the Senior Pastor upon the recommendation of the Pastor Search Committee (Article XV, 3.2), and the recommendation by a majority of the active members of the deacon body, at a regular or special business meeting. The Church's call of a Senior Pastor shall require the support of not less than seventy-five (75) percent of members voting at the special business meeting called for such purpose. The Senior Pastor shall be elected for an indefinite period.
3. The Senior Pastor serves on the Administrative Team, Executive Staff Team, and is an *ex officio* member of any *ad hoc* committee, special committee, or ministry team or organization of the Church.

4. When a Senior Pastor resigns, he shall give the Church a notice of at least two weeks, but the Church shall be at liberty to permit a resigning Senior Pastor to adjust the length of notice as circumstances may require, as determined by the Administrative Team.
5. A decision to review the Senior Pastor's performance with a view toward termination must adhere to the following guidelines:
  - a. The Chairman of Deacons may call a meeting of the active Deacon Body to determine whether the office of Senior Pastor has been impaired or should be vacated. At least five (5) days advance written notice must be given to the Active Deacons and the Senior Pastor before such a meeting may be called to order. A quorum of at least two-thirds (2/3) of the active Deacon Body is required to determine if the office of Senior Pastor should be declared vacant. The Senior Pastor shall be afforded the opportunity to hear any and all allegations at said meeting, and shall be given opportunity to rebut such allegations. Deacons may call for a special business meeting of the Church to address this issue by majority vote and in the manner prescribed by the Bylaws for calling special business meetings (Article XII, 4). The Vice-President shall preside at this special business meeting with the Chairman of Deacons speaking on behalf of the Deacon Body. Should the office of Vice-President be vacant at the time of the special business meeting, the Chairman of Deacons will preside as moderator, with an appointed designee speaking on behalf of the Deacon Body.
  - b. A majority of those members voting at a special business meeting for the purpose of reviewing a Senior Pastor's performance shall be necessary to withdraw the office from a Senior Pastor.
  - c. If the Church dismisses the Senior Pastor, it shall provide salary, retirement, and insurance, the terms of such aid being determined by the Administrative Team in light of specific circumstances pertaining to the termination.

## **Section 2: Other Pastoral Staff**

1. With the exception of the Senior Pastor, pastoral personnel deemed necessary to the growth, health, and function of the Church shall be nominated and called by recommendation of the Senior Pastor, Executive Pastor and a vote of the Administrative Team. The Administrative Team may, at its discretion, determine to ask the Church to elect any particular pastoral staff candidate.
2. Pastoral Church staff may be hired, appointed or dismissed, with or without cause, at the discretion of the Senior Pastor and the Administrative Team.

### **Section 3: Non-Pastoral Employees**

1. Employees with supervisory responsibilities of non-pastoral personnel may employ personnel in their related areas with final approval of either the Senior Pastor and/or Executive Pastor. The Administrative Team shall approve any newly created employment positions.
2. Non-Pastoral Church staff may be hired, appointed or dismissed, with or without cause, at the discretion of the Senior Pastor and/or the Executive Pastor in consultation with the Administrative Team.

### **Section 4: Executive Staff Team**

1. The Senior Pastor will designate an Executive Staff Team consisting of not less than three (3) and not more than (8) staff personnel. The Executive Staff Team shall be responsible for establishing staff and ministry vision, initiatives, policies, and directives. Executive Staff Team members shall keep the Senior Pastor updated and informed as to ministry progress, issues, concerns, and needs regarding the respective ministry constituencies they oversee.
2. The Senior Pastor, or his designate, shall serve as the chairman of the Executive Staff Team.
3. The Executive Staff Team shall meet regularly as directed by the Senior Pastor.
4. The Executive Staff Team shall recommend those nominated from among the Church body to serve on the Administrative Team subject to Church ratification as stipulated in the Bylaws, Article XII, 2.

## **ARTICLE XIV – Deacons**

1. The basic scriptural qualifications are set forth in Acts 6:1-6 and I Timothy 3:8-13. A Deacon shall be worthy of respect and filled with the Holy Spirit; have a reputation for wisdom, sincerity, temperance, and honesty; be a strong Christian witness in the Church and community; and have a redemptive, forgiving nature. The wife of a married deacon will be expected to have the same spiritual qualifications of a Deacon. A Deacon must be committed to faithful Bible study, attendance and participation in the worship services and ministries of the Church, and generously support the Church with their time, talents, and finances.

2. The primary task of Deacons shall be to serve the Church by assisting the Senior Pastor and Church staff in the work of ministry. Deacons function primarily as servant leaders and have no formal governmental, procedural, or business authority except for those functions explicitly detailed in these Bylaws where ratification by Deacon Body is required. The Senior Pastor may seek counsel from or inform the Deacon Body at his discretion regarding important or sensitive matters facing the Church.
3. Deacons will determine the best organizational structure for their ministry, and are encouraged to participate in serving in other areas of Church ministry.
4. Deacon officers will consist of Chairman, Vice Chairman, and Secretary. Officers will be elected annually by the Deacon body at a meeting prior to the onset of the new Church year, for a term of one-year. Unless otherwise specified, the current Chairman may be re-elected following his term if re-nominated by the deacon body.
5. The Deacons shall meet on a regular basis at a time and schedule of their choosing but not in conflict with the Church's schedule of general meetings. Special meetings of the Deacon Body may be called as needed by either the Deacon Chairman or the Senior Pastor. Reasonable notice shall be given to the Deacon Body for any such special meeting.
6. Deacons will have oversight in the discipline of the Church with the advice and counsel of the Senior Pastor.
7. New Deacons are selected annually by the Deacons according to the following procedure:
  - a. Deacons will form a Deacon Selection Team from within the Deacon body to work with the Senior Pastor to review potential candidates according to qualifications and willingness to serve. This process will include inactive deacons eligible to return to active status as well as potential deacon nominees from among the membership of the Church.
  - b. The Church will be notified in advance that a Deacon selection process is underway and may be given an opportunity to submit nominations in writing, provided the Deacon Selection Team and the Senior Pastor agree that a need for new Deacons exists. The Deacon Selection Team and the Senior Pastor shall determine the number of men necessary for nomination to the office of active Deacon.

- c. Candidates who fulfill biblical and Church requirements shall be interviewed by members of the Deacon Selection Team and presented with qualifications and expectations. Willing and available candidates shall then be interviewed by the Deacon Ministry Team
  - d. Any man twenty-one (21) years of age or older may be considered as a candidate for active Deacon if he has been a Church member for at least one (1) year prior to the initiation of the Deacon selection process and did not serve during the preceding calendar year on the Church Deacon Body.
  - e. Candidates are presented to the Deacon body for affirmation and then to the Church for ratification at any regular or special business meeting, and are approved by a majority vote of the Church.
  - f. Deaconship does not automatically transfer to the Church from another church. Ordained Deacons who unite with the Church in membership must participate in the selection process and be elected by the Church in order to serve as an active Deacon.
  - g. All Deacon candidates, regardless of previous ordination, shall be a member of the Church for at least one (1) year prior to being considered as an active Deacon.
  - h. Deacons shall be elected to serve a three (3) year term, after which the Deacon may go on inactive status for a period of one (1) year before serving again as an active Deacon.
8. The term of a Deacon shall terminate upon: death; resignation; termination of Church membership; or, removal from his office by either the Deacons or the Church. The service of a deacon may be terminated at any time upon a recommendation of a majority of the active Deacon Body. This recommendation shall be based upon a finding by the Deacon body that a given Deacon has failed to substantially perform his duties or no longer meets the scriptural or Church qualifications (Article XIV, 1).

## **ARTICLE XV – Church Committees**

The Church is to be recognized as a Jesus-ruled, pastor-led, congregationally-accountable church in accordance with biblical principles laid down in the New Testament. As such, the Church may utilize committees, ministry teams, and other organizations to assist in fulfilling its purpose, achieving its mission, and providing service opportunities for gifted members.

## **Section 1: Administrative Team**

1. The Administrative Team shall be composed of both pastoral and non-pastoral Church leaders and will function as the primary ministry and administrative oversight body of the Church, working with the Church pastoral staff to provide administrative leadership and accountability for the Church.
2. The Administrative Team shall be composed of the following members:
  - a. The Senior Pastor.
  - b. The Executive Pastor. Should the office of Executive Pastor be vacant, the Senior Pastor may appoint another pastor to represent the Church staff.
  - c. The Chairman of Deacons. In the event that the Deacon Chairman cannot serve due to a conflict of interest, the Deacon Secretary shall serve in place of the Deacon Chairman so long as the conflict of interest (Article XX) continues to exist. In the event that the Deacon Secretary cannot serve due to a conflict of interest, the Deacon body shall elect a substitute deacon to serve on the Administrative Team in the place of the Deacon Chairman so long as the conflict of interest continues to exist.
  - d. The Vice-Chairman of Deacons. In the event that the Deacon Vice-Chairman cannot serve due to a conflict of interest, the Deacon Secretary shall serve in place of the Deacon Vice-Chairman so long as the conflict of interest continues to exist. In the event that the Deacon Secretary is currently serving in place of the Deacon Chairman, or cannot serve due to a conflict of interest, the Deacon body shall elect a substitute deacon to serve on the Administrative Team in the place of the Vice-Chairman so long as the conflict of interest continues to exist.
  - e. Four (4) at-large members of the Church nominated by the Executive Staff Team and elected by the Church. Each at-large member shall serve a three (3) year term. After a one (1) year break, at-large members may be renominated. The Church will be notified in advance that nominations for the Administrative Team are being accepted, and shall be given an opportunity to submit nominations to the Executive Staff Team in writing.
  - f. Members of the Administrative Team should be active members of the Church for a minimum of one (1) year before standing for election, and must demonstrate a life of faithful and sincere commitment to Christ, a love and dedication to the Church, and a generous support of the Church with their time, talents, and finances.



3. The Administrative Team will oversee the following areas of Church operations:
  - a. The financial management of the Church, including, but not limited to, setting the annual Church budget; developing and promoting special fund-raising programs for the Church; overseeing Church income and expenses; making periodic financial reports to the Church; and overseeing general financial policies for the Church.
  - b. The personnel management of the Church, including, but not limited to, establishing personnel policy; determining salary guidelines for paid staff; assisting the Senior Pastor and the Executive Pastor in filling vacant positions where appropriate; and terminating the employment of staff personnel as stipulated in the Bylaws.
  - c. The properties management of the Church, including, but not limited to, overseeing the operation, maintenance and use of Church facilities; recommending the expansion or acquisition of facilities; working with Church staff to ensure that all properties whether buildings, grounds, equipment, furnishings, or vehicles are properly serviced, insured, and maintained.
  - d. Administering the preaching schedule for Church worship services during a vacancy in the office of Senior Pastor, in consultation with the Executive Staff Team.
4. Unless otherwise specified, a majority shall constitute a quorum for Administrative Team business, and a majority of all team members shall be necessary to approve any action.

## **Section 2: Ministry Committees (Teams)**

1. A Ministry Committee is one that relates to a single ministry assignment. The committees are typically appointed to serve in a specific ministry area and work under the appropriate ministry department head responsible for that ministry. The assignment of a ministry committee may be time specific or ongoing, depending on the need and nature of the assignment.
2. Membership on Ministry Committees shall be recommended by Church staff, approved by the Executive Staff Team, and supervised by the appropriate ministry staff head. Ministry Committees shall consist of not less than three (3) and not more than eight (8) members, though others may be employed to carry out the specific ministry functions of each Committee.
3. A Ministry Committee is subject to change and reorganization as deemed necessary by a respective ministry department and the Executive Staff Team.

4. The Senior Pastor shall be considered an *ex officio* member of every Ministry Committee of the Church.

### **Section 3: Special Committees (Teams)**

1. As the need arises, Special Committees may be created to address issues or needs which may be of a temporary purpose or duration. A Special Committee will have a specific assignment, and, once that assignment has been completed, the Special Committee will disband. Special Committees may be appointed, and a Chairman designated, by the Senior Pastor with ratification by the Administrative Team. Should the task of the Special Committee be deemed significant enough, the Administrative Team may recommend the Special Committee be presented to the Church for election. The Senior Pastor shall be considered an *ex officio* member of any Special Committee formed by the Church.
2. PASTOR SEARCH COMMITTEE. Whenever a vacancy shall occur in the office of Senior Pastor the following procedure shall guide in the selection of a Senior Pastor.
  - a. The Deacons shall present three (3) at-large nominees for the Church to approve to join with three (3) members of the Administrative Team, selected by the Administrative Team, to serve as one Pastor Search Committee composed of six (6) members. Nominees for the three (3) at-large positions may be submitted by Church members in writing to the Deacons during a set period of not less than one (1) week prior to presentation of proposed Search Committee members to the Church. The three (3) recommendations from the Deacons combined with the three (3) representatives of the Administrative Team, will be presented as a recommendation to the Church from the Deacons. The Church will approve all six (6) nominees as a group by majority vote at any regular or special business meeting as stipulated in the Bylaws (Article XII, 4).
  - b. The duty of the Pastor Search Committee shall be to screen candidates for Senior Pastor and recommend only one candidate at a time until the Church shall extend a call and the candidate accepts. The Pastor Search Committee shall establish its own procedures which shall specify how Church members and others may recommend prospective candidates.
  - c. The Pastor Search Committee shall make regular progress reports to the Church, and shall not recommend the call of anyone who has not preached in the primary worship services of the Church. Prior notice of at least one (1) week must be given to the Church before a candidate may be presented in view of a call as Senior Pastor.

- d. The Church shall vote by ballot on the recommendation no later than the Sunday following the prospective candidate's visit.
- e. In discussing compensation, the Pastor Search Committee shall confer with the Administrative Team to arrive at an appropriate compensation package for the Senior Pastor.
- f. The vote on the call of a Senior Pastor shall be on this proposition: "*Shall the Church call (name of recommended candidate) to be Senior Pastor of Point Baptist Church of Pensacola?*" The Church's call of a Senior Pastor shall require the support of not less than seventy-five (75) percent of members voting at a regular or special business meeting.
- g. The Administrative Team shall make arrangements to move the new Senior Pastor to the Church's ministry location.

## **ARTICLE XVI – Christian Education**

- 1. The Church shall provide from its membership leaders to assist in the training, nurturing, and equipping of church members through Bible study and discipleship classes, and related ministries and activities.
- 2. Bible study and discipleship teachers and leaders shall be recruited and trained by the Church staff and/or other designated education leadership.
- 3. Any such leader serving in a teaching capacity must be a member of the Church in good standing for a minimum of at least 6 months, and demonstrate evidence of Christian maturity (James 3:1). All volunteer leaders who work with minors must submit to a voluntary criminal history investigation.

## **ARTICLE XVII – Records, Reports, and Policies**

### **Section 1: Maintenance of Records, Reports, and Policies**

The Church will maintain the following records, reports, and policies:

- 1. Adequate and correct financial records will be maintained by the financial secretary.
- 2. Written minutes of Administrative Team meetings; Deacons meetings; Church business meetings; and Board of Trustees meetings.

3. A record of the members of the Church, setting forth their names and addresses
4. Contribution statements for financial supporters
5. A Church Wedding Policy
6. A Church Facilities Use Policy
7. An Employee Handbook detailing Church employment and personnel policy.

## **Section 2: Member Requests for Records, Reports, and Policies**

The Church will follow current Florida law regarding member requests for records.

## **ARTICLE XVIII – Designated Gifts**

The Church recognizes the wish of some members to designate the way in which contributions are used. However, the Church also recognizes that all that we have comes from God, and should be used to further His Kingdom. Therefore, the Church will accept gifts and contributions that are intended for a designated purpose. However, unless the designation on the gift or contribution is to an existing account and/or ministry of the Church, the designation shall be deemed advisory only (versus mandatory). In such an instance, the Church may choose to use the gift in accordance with the designation, or it may choose to use the gift elsewhere. All donors to the Church recognize the necessity and propriety of this discretion. The Church's discretionary authority includes the right to refuse to accept any gift at any time, for any reason. In the instance that the Church finds that there is no longer a need for the use of certain specifically designated funds, those funds may be redirected to another need at the discretion of the Church leadership.

## **ARTICLE XIX – Use of Church Facilities, Assets, and Resources**

The Church staff and other appropriate leadership shall oversee the policies and procedures regarding the use of Church facilities, assets and all other resources. Such policy will ensure that all facilities, assets and resources of the Church are used in a manner which is not inconsistent with the Holy Scriptures and the Baptist Faith & Message, 2000 edition. The policy shall be drafted to ensure that any use of all or part of the Church grounds or facilities (whether by members or by outside interests or entities) will be done in a manner which is not inconsistent with our beliefs as a Church. Moreover, any and all use of Church property shall be sufficiently documented and memorialized so as to protect the Church from unnecessary exposure to liability.

## **ARTICLE XX - Conflict of Interest Policy**

### **Section 1 - Purpose**

The purpose of this conflict of interest policy is to protect the church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the church or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

### **Section 2 - Definitions**

- A. Interested Person: Any director, officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest.
- B. Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - 1. An ownership or investment interest in any entity with which the church has a transaction or arrangement;
  - 2. A compensation arrangement with the church or with any individual or entity with which the church has a transaction or arrangement; or
  - 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the church is negotiating a transaction or arrangement.
  - 4. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board of directors decides that a conflict of interest exists.
- C. Compensation: Direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- D. The pastor and Administrative Team will determine procedures for determining a possible conflict of interest.

### **Section 3 - Procedures**

- A. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board and, if applicable, members of committees with governing board-delegated powers considering the proposed transaction or arrangement.

- B. Determining whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, including any presentations by and discussion with the interested person, he or she shall leave the board or committee meeting while the determination of a conflict of interest involving the transaction or arrangement is discussed and voted upon. The remaining board or committee members (as applicable) shall decide, by a majority vote, if a conflict of interest exists.
- C. Procedures for Addressing the Conflict of Interest
1. The Administrative Team shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  2. After exercising due diligence, the board or committee shall determine whether the church can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  3. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interests of the church, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- D. Violations of the Conflict of Interest Policy
1. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **ARTICLE XXI - Binding Christian Arbitration**

### **Section 1 - Submission to Arbitration**

Members of the church must agree to submit to binding Christian arbitration any legal matters within the church that cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bring any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

## **Section 2- Arbitration Procedures**

The procedures for arbitration shall be as adopted by the board. If the board has not adopted procedures, the church will use arbitration procedures provided by the National Center for Life and Liberty. This arbitration provision is ecclesiastical and faith-based in nature and is intended to operate under the rules and guidelines of this local church. It is not intended to operate under any state or federal guidelines for arbitration.

## **ARTICLE XXII – Indemnification**

Should any member(s) of the Church staff, lay-leadership or Officers be faced with actual or threatened litigation as a result of the performance of their proper and normal duties, the Church will provide a sufficient and appropriate legal defense and/or indemnify such staff member(s), lay-leader(s) or Officer(s) for costs and expenses relating to such actual or threatened litigation. This obligation to indemnify and/or provide a defense shall cease if at any time it is discovered that the staff member(s), lay-leader(s) or Officer(s) in question acted contrary to Holy Scripture, in violation of law, or otherwise acted in any way that was dishonest or lacking complete candor.

## **ARTICLE XXIII - 501(c)(3) Tax-Exemption Provisions**

### **Section 1 - Private Inurement**

No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions.

### **Section 2 - Political Involvement**

No substantial part of the activities of the church shall be the carrying on of propaganda or otherwise attempting to influence legislation. To the extent prohibited by law, the church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

### **Section 3 - Dissolution**

Upon the dissolution of the church, the board shall, after paying or making provision for payment of all the liabilities of the church, dispose of all assets of the church to such organization or organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986, as the board shall determine. Assets may be distributed only to tax-exempt organizations that agree with the church's statement of faith. Upon dissolution of the Church, no member shall receive, nor have any rights to, any assets of the corporation.

### **Section 4 - Non-Discrimination Policy**

The church shall not discriminate against members, applicants for membership, students, or others on the basis of race, color, nationality, or ethnic origin; *however, as a religious institution it reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions or otherwise do not align with the church's statement of faith, standard of conduct or other policies of the church.* This policy statement is not intended to waive the ministerial exception or any other exception or exemption to federal, state, or local anti-discrimination laws or regulations.

### **Section 5 - Limitation of Activities**

Notwithstanding any other provision of these bylaws, the church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Article II of the Bylaws.

## **ARTICLE XXIV – Amendments**

These Bylaws may be amended, or repealed and replaced, at any regular or special business meeting by a two-thirds vote of the Church members present at such meeting. Any proposed change to these bylaws must be provided to the Church in writing and made available to the Church not less than two (2) consecutive Sundays prior to the business meeting at which a vote is to be held.