

First Baptist Church of Mandeville

Mandeville, Louisiana

Constitution & Bylaws

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Constitution

Preamble

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets at the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual Member of the Church and the freedom of action of this body with respect to its relation to other Baptist Churches of the same faith, we so declare and establish this Constitution and these Bylaws.

Article 1: Name

This body shall be known as First Baptist Church of Mandeville, Inc.

Article 2: Objectives

The objectives of this body are as follows:

- To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our Church, community, and throughout the world.
- To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
- To experience an increasingly meaningful fellowship with God and fellow believers.
- To help people experience a growing knowledge of God and man.

- To be a Church which ministers unselfishly to persons in the community and the world in Jesus' name.
- To be a Church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Jesus Christ.

Article 3: Statement of Basic Beliefs

We affirm the Holy Bible as the divinely inspired Word of God and the basis for our beliefs. This Church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to mankind.

Article 4: Church 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 the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

For the Advancement of This Church

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines.

As Christian Stewards

To contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, the spread of the gospel through all nations, and to strive to be faithful to the scriptures which teach the principles of tithing of time, talent, and money.

Alone and At Home

We also engage to maintain family and secret devotions; to educate our children in our stated basic beliefs; to seek the salvation of our kindred and acquaintances.

Before the World

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from activities and actions that would hurt our Christian testimony; to keep our minds and bodies pure in the eyes of God and the world; and to be zealous in our efforts to advance the kingdom of our Savior.

Toward One Another

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and, mindful of the rules of our Savior, to secure it without delay.

When We Move

We moreover engage that when we move from this place, we will as soon as possible unite with some other Church, where we can carry out the spirit of this covenant and the principles of God's Word.

Article 5: Relationships

The government of this Church is vested in the body of believers who compose it. Persons duly received by the Members shall constitute the Membership.

All internal groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by Church action.

This Church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this Church will cooperate with and support the association, the state convention, and the Southern Baptist Convention.

Article 6: Amendments

This constitution may be amended by a three-fourths majority vote of the Active Members present at any regular business meeting of the Church, or any meeting specifically called for that purpose, provided the proposed amendment has been presented at a prior business meeting. When the amendment, or entire constitution including the amended wording, must be further edited after the earlier meeting, the final document, as to be voted on, will be made available at least one week prior to the vote. Notice of any proposed vote on amendments will also require written notification in the Sunday morning services a minimum of two Sundays prior to the vote.

Bylaws

Preamble

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The Membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church. The Bylaws, in conjunction with the spirit of the Constitution, are the basis for the Membership and operation of the Church. They are not for the purpose of establishing legalistic rules, but to establish order within the body so full attention can be directed to the spiritual well-being of the body and our evangelistic calling in the community and to the world around us.

Article 1: Statement of Faith

From the time of the Apostles to today, Christians have laid out doctrine (beliefs) in brief, definitive statements. As those who know God, we believe it is necessary to set forth in a concise fashion the cornerstone truths of our Church as guided by the Scripture. Our Statement of Faith summarizes essential Christian beliefs, shows unity in Christ, and guards the Church from error.

Southern Baptists have adopted a statement of faith at its annual convention in 2000 called *The Baptist Faith and Message*. This Church has adopted it as its guide for faith and practice.

Section 1: Statement of Authority

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe (2 Timothy 3:16-17). For purposes of Church doctrine, practice, policy, and discipline, our Senior Pastor is this Church's final interpretive authority on the Bible's meaning and application.

Section 2: Statement of Marriage, Gender, and Sexuality

We believe that the term marriage has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:24, Matthew 19:4-6). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that any form of sexual immorality, such as but not limited to adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (1 Corinthians 6:9-11, Galatians 5:19-21, Ephesians 5:5).

We believe that in order to preserve the function and integrity of this Church as the local Body of Christ, and to provide a Biblical role model to the Church Members and the community, it is imperative that all employees, volunteers, and Members of this Church abide by and agree to this Statement on Marriage, Gender, and Sexuality and conduct themselves accordingly. Because we believe that the biblical teaching that marriage is between one man and one woman, "marriages" outside those parameters will not be performed by Church ministers or on Church property.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. This Church stands ready to provide loving ministry to anyone who struggles with sexual sin. We further believe that hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of this Church.

Section 3: 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 are therefore called to defend, protect, and value all human life (Psalm 139:13-16, Jeremiah 1:4-5).

Article 2: Church Membership

Section 1: General

The Membership of this Church shall be composed of believers in Jesus Christ who are actively pursuing and continuing in a vital fellowship with the Lord. The Active Membership of this Church shall have final authority in all matters of her governance, as set forth and described in the Bylaws.

Section 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 service for Membership in any of the following ways:

1. By profession of faith in Christ as their personal Savior followed by Believer's Baptism (as defined in Article 4, Section 1) according to the policies of this Church.
2. By promise of letter, followed by receipt of a letter of transfer, from another Baptist Church of like faith and order.
3. Upon a statement of prior conversion experience and subsequent Believer's Baptism in a Church of like faith and order, when no letter is obtainable.
4. Members of other Southern Baptist Churches who wish to formally participate in the ministry of the First Baptist Church of Mandeville without severing membership in their home Churches may come under Watch-Care of the Church. Watch-Care Members, while not officially Members of the Church, are welcomed to all ministries of the Church except participation in Church business meetings. Watch-Care Membership is usually temporary and is intended to provide a "home away from home" among fellow believers.

All new Members are encouraged to participate in a new member orientation class, held on a regular basis. Membership duties and responsibilities of First Baptist Church of Mandeville are as defined in the Church Covenant (in Article 4 of the Constitution) and these Bylaws.

Section 3: Types of Membership

In an effort to properly reflect the Membership of the Church, two distinct roles will be maintained. These roles are defined as:

1. Active Members: All Members who are currently active in this Church. These Members shall have all the rights and privileges of Membership, including participation and voting on Church matters.
2. Inactive Members:
 - a. Members who have become inactive due to moving out of the Church's ministry area and have not joined another Church; and/or
 - b. have not attended Life Group in six (6) months and not communicated in any form with a Pastor and/or a Ministerial Staff.

Prior to changing a Member's status from Active to Inactive, effort will be made by the Pastor and/or Ministerial Staff to confirm the change to the Member's status.

An exception to this status is if a Member is physically unable to attend Life Group in person. In such cases, the Member shall communicate with a Pastor or Ministerial Staff and communicate such status.

Section 4: Rights of Membership

Members enjoy the following rights:

1. Active Members of the Church are entitled to vote at all elections and on all questions submitted to the Church in conference, provided the Member is present.
2. Active Members of the Church are eligible for consideration by the Membership as candidates for elective offices in the Church.
3. Every Active and Inactive Member of the Church may participate in the ordinances of the Church as administered by the Church.

Section 5: Termination of Membership

Membership may be terminated in any one of the following ways:

1. Transfer in response to a letter of request to another Baptist Church of like faith and order.
2. Erasure upon becoming affiliated with a Church of another faith or denomination.
3. Death.
4. Exclusion by action of this Church.

Should a Member become an offense to the Church and to her good name by reason of immoral or unchristian conduct, this Church may terminate the Membership by three-fourths vote after faithful efforts have been made to bring such a Member to repentance. The Senior Pastor and the Deacons will take reasonable measures to resolve the problem in accordance with Matthew 18:15-18. All such proceedings shall be permeated with a spirit of Christian kindness and forbearance.

5. Resignation.

Article 3: Church Officers and Staff

All who serve as Senior Pastor, Ministerial Staff, Deacons, Moderator, Clerk, Treasurer, and Trustees shall be Active Members of this Church.

Section 1: The Senior Pastor

The office of Pastor is limited to men as qualified by Scripture. The qualifications of the Pastor should be based on the Biblical principles for the leader in the Church as laid out in 1 Timothy 3:1-7. He shall be called by the Holy Spirit, recognized by other ordained ministers, an overseer above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, and be able to teach. He shall be gentle, not quarlsome, free from the love of money, not addicted to wine, nor pugnacious. He shall manage his household well and should have a good reputation with outsiders.

The Senior Pastor shall, in addition to meeting the qualifications for Pastor, be the one Pastor at First Baptist Church of Mandeville with the following roles and responsibilities:

The role of the Senior Pastor shall be that of equipping the Membership to minister in the name of Jesus Christ. The Senior Pastor will lead the congregation, the organizations, and the Church staff to perform their tasks. The Senior Pastor is leader of Pastoral ministries in the Church. As such he works to: (1) lead the Church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the Church's Members and other persons in the community.

The Senior Pastor's role regarding hiring and termination of Ministerial Staff is defined in the next section (Article 3, Section 2, Item A).

Should a grievance arise against the Senior Pastor, the aggrieved Church Member should follow biblical guidelines found in Matthew 18:15-20 by meeting with the Senior Pastor privately. If the issue is not resolved between the two, the aggrieved party and the Pastor will meet with the Deacons, or representatives of the Deacons, to determine if the grievance has merit on the basis of scripture, taking into consideration 1 Timothy 5:19-20. If the issue is determined to have merit and is still unresolved, two representatives of the Deacons will call for a meeting with the Executive Committee at which meeting the grievance will be explained. All parties shall observe proper decorum and confidentiality. A vote will be taken by the Executive Committee, following the provisions of Article 5, Section 3, to determine if there is serious cause for discipline or dismissal.

For discipline less than dismissal of Senior Pastor, the Executive Committee will agree upon a course of action. Said action shall be formally communicated to the Senior Pastor including the grievance, expected disciplinary process and timeline for re-evaluation, all with a view toward restoration.

If upon completion of the above referenced grievance process, it is determined by the Executive Committee that there is cause for dismissal of the Senior Pastor, and the Senior Pastor does not choose to resign, a Churchwide meeting will be called by the Chairman of the Deacons who will also moderate said meeting. At least two Sundays of public notice shall be given of the meeting called for that purpose. The congregation may call for dismissal with an open vote requiring a two-thirds majority vote of the assembled Active Membership. At the dismissal of the Senior Pastor, he may be entitled to compensation as recommended to the Church by the Personnel and Finance Committees.

The Senior Pastor may relinquish the office of Senior Pastor by giving at least two weeks' notice in writing to the Church.

When a vacancy of Senior Pastor occurs, the Executive Committee will appoint an Interim Senior Pastor Search Committee to search for and select an Interim Senior Pastor. This search committee should be comprised of the Executive Committee members, and those designated by the Executive Committee (for a minimum of five members) to help complete the search and selection process. The Executive Committee will also determine the nature of the Interim (such as "Transitional Interim"). Paid Ministerial Staff will not serve on the Interim Senior Pastor Search Committee.

At the appropriate time designated by the Executive Committee (Article 6, Section 2) and/or Interim Senior Pastor, a Senior Pastor Search Committee shall be instituted. The Nominating Committee will solicit nominations from the Church, conduct vetting on each nomination, and then reduce the list to a recommendation to the Church for a vote. The Senior Pastor Search Committee will consist of seven or fewer Members. The election shall take place at a meeting called for that purpose, of which at least two Sundays of public notice shall have been given. Election of the Senior Pastor shall be by secret ballot, and an affirmative vote of three-fourths of those Active Members present will constitute a call. Paid Ministerial Staff will not serve on the Senior Pastor Search Committee.

Section 2: The Church Staff

A. Ministerial Staff

Ministerial Staff is defined as those individuals called and employed by the Church as it shall determine the need for such ministerial positions. Ministerial Staff may be Pastoral Staff or Non-Pastoral Staff. Pastoral Staff shall be those individuals who meet the definition of Pastor above in Article 3, Section 1. Only Pastoral Staff shall fill roles where the job description calls for an office of Pastor or when the duties incorporate teaching and leadership authority over the whole Church. Only Pastoral Staff may use the word "Pastor" in their job title.

The Church shall call and employ such staff as the Church shall need. A job description shall be written when the need for a staff member is determined. Each will serve following a job description prepared by the Senior Pastor in consultation with the Personnel Committee. The Personnel Committee, in consultation with the Executive Committee, will assist the Senior Pastor in the calling of Ministerial Staff. A call will be issued upon recommendation of the candidate by the Senior Pastor after a unanimous approval of the Executive Committee.

For vetting and approval of potential hiring Ministerial Staff, the Senior Pastor, or his designee, shall have primary responsibility selecting the preferred candidate from names received and for confirming the candidates' doctrinal qualifications and for choosing best fit of attributes to fill the role. The Personnel Committee will be responsible for personal background checks (and include a financial background check for Pastors) in addition to interviewing the candidate in person. The Deacon's role, as part of the Executive Committee, is for confirmation that proper procedures have been followed, unless a more extensive need is specifically identified and

requested by either the Senior Pastor or the remainder of the Executive Committee. The role of the Finance Committee is to assess impact to the Church budget, if any.

The Senior Pastor, or his designee, supervises the Ministerial Staff, including all aspects of mentoring, evaluating, and discipline. It is expressly required that in matters of termination of Ministerial Staff, the Personnel Committee must concur. Personnel Committee's duty of concurrence, by simple majority, is to confirm that protocol has been followed, but the duty does not extend to specifically agree or disagree with the issue prompting the Senior Pastor to initiate termination.

Staff members may terminate employment by giving at least a two-week notice along with the submission of a resignation in writing.

B. Non-ministerial Staff

Non-ministerial Staff members may be employed as the Church determines the need for their services. The Senior Pastor or the supervisor of any Non-ministerial Staff position with the approval of the Senior Pastor may employ or terminate non-ministerial staff. The Personnel Committee must concur. The Personnel Committee's duty of concurrence, by simple majority, is to confirm that protocol has been followed, but the duty does not extend to specifically agree or disagree with the issue prompting termination. Non-ministerial Staff consists of all paid staff other than Ministerial Staff.

Section 3: The Deacons

A Deacon shall be a male Member of the Church and at least twenty-one years of age. The Church will strive to elect at least one Deacon for every fifteen families of Active Membership.

A. Qualifications:

1. The character and qualifications of a Deacon are given in 1 Timothy 3:8-13 and Acts 6:1-6.
2. He must be a man of serious demeanor, trustworthy, honest, not given to much wine, and not greedy of money.
3. He must be sound in the faith.
4. He should not be a new convert, but one who has been proved.
5. He must be full of the Holy Spirit.
6. He must be a man of honest report.
7. His wife must be a believer with a good testimony and his home well managed.

In addition, a Deacon should ascribe to the basic beliefs as laid out in this constitution and *The Baptist Faith and Message* and have been a Member of this Church for at least one year.

B. The Service of the Deacon:

In accordance with the meaning of the work and the practice of the New Testament, Deacons are to be servants of the Church. The task of the deacon is to serve with the Senior Pastor and Staff in performing Pastoral ministries; (1) proclaim the Gospel to believers and unbelievers, (2) care for the Church Members and other persons in the community, (3) lead the Church to engage in a fellowship of worship, prayer, witness, education, ministry and application, (4) they shall be ready to do anything possible to relieve the Senior Pastor of secular responsibilities in order that he may give himself continually to prayer and the ministry of the Word.

The terms of service, process for election, times and nature of meetings, and any other procedure for Deacons' operations will be established and maintained by the Deacons (Refer to the Operations Manual for Policy and Procedures).

Section 4: The Moderator

The Senior Pastor shall be the moderator. In his absence, the chairman of the Deacons shall preside, or in the absence of both, either may designate a moderator.

Section 5: The Church Clerk

The Nominating Committee shall nominate, and the Church shall elect annually a clerk, who shall also be the corporate secretary of First Baptist Church of Mandeville, Inc. The Clerk shall meet the vetting requirements defined in Article 5, Section 2. The Church clerk duly elected may be removed by a recommendation of the Senior Pastor with majority vote of the Executive Committee, or by resignation. The clerk shall be responsible for the recording and maintaining the minutes of all Church business meetings.

The Church may delegate some of the clerical responsibilities to a Church administrative assistant who will assist the Church clerk. All Church records are Church property and shall be kept in the Church office.

Section 6: The Church Treasurer

The Nominating Committee shall nominate and the Church shall elect annually a Church Treasurer as its financial officer. The treasurer shall meet the vetting requirements defined in Article 5. The treasurer duly elected may be removed by a recommendation of the Senior Pastor with majority vote of the Executive Committee, or by resignation.

The treasurer shall be responsible for the following:

1. Receiving, preserving, and paying out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the Church, keeping at all times an itemized account of all receipts and disbursements.
2. Rendering to the Church at each regular business meeting an itemized report of the receipts and disbursements.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the Church, the records shall be delivered by the Treasurer to the Church clerk, who shall keep and preserve the account as part of the permanent records of the Church. The Treasurer shall be bonded, if the Senior Pastor and Executive Committee deems it appropriate, with the Church paying the bond.

Section 7: The Church Trustees

The Nominating Committee shall nominate, and the Church shall elect annually five trustees to serve as legal officers for the Church. All who serve as trustees shall meet the vetting requirements defined in Article 5, Section 2. A trustee duly elected may be removed by a recommendation of the Senior Pastor with majority vote of the Executive Committee, or by resignation of the trustee. Trustees shall be eligible to serve on a committee if nominated and approved by the Church.

They shall hold in trust the Church property. Upon a specific vote of the Church authorizing such action, they shall have the power to buy, sell, mortgage, lease, or transfer any Church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to Church approved matters.

Article 4: Church Ordinances

Section 1: Baptism

Believer's baptism is defined as the total immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior; the believer's death to sin; the burial of the old life; and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to the believer's faith in the final resurrection of the dead. Being a Church ordinance, it is prerequisite to the privileges of Church Membership.

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 Senior Pastor, or whomever he shall authorize, shall administer baptism.

3. Baptism shall be administered as an act of worship during any worship service of the Church.

Section 2: The Lord's Supper

The Church shall observe the Lord's Supper regularly. The Senior Pastor, Ministerial Staff and Deacons shall administer the Lord's Supper, the Deacons being responsible for the physical preparations.

Article 5: Church Committees

Section 1: General

The Senior Pastor and Ministerial Staff will lead the Church to organize in the Church ministries following a plan that enables maximum participation of the Membership. The Senior Pastor and Ministerial Staff will encourage each Member to use his or her spiritual gifts, heart, abilities, personality, and experience through the various ministry opportunities thus helping every Member to participate in ministry. No one shall serve concurrently on more than one administrative committee. All who serve on committees shall meet the vetting requirements defined in Article 5, Section 2: Nominating Committee. A committee member duly elected may be removed by a recommendation of the Senior Pastor with majority vote of the Executive Committee, or by resignation of the Member.

Section 2: Nominating Committee

The Nominating Committee will make recommendations, for approval by the Church, to fill any vacancies for the Clerk, Treasurer, Trustees, or Committees. The Nominating Committee is considered an administrative committee and is to be made up of six members, with staggered terms of two people serving a three-year term. After having served a complete three-year term, they may not serve on any other administrative committee for one year.

The Nominating Committee will recommend replacements for open positions, in consultation with the Pastoral Staff. Incorporated in the process of making nominations, the Nominating Committee shall vet each candidate to make sure they are an Active Member (as defined at Article 2, Section 3) in good standing recognized as living subject to the Church Covenant (in Article 4 of the Constitution), holds Biblical sound doctrine, is spiritually mature, subscribes to the Baptist Faith and Message, and practices Biblical giving through this local Church. A self-assessment questionnaire, as approved by the Senior Pastor, shall be administered to achieve this purpose.

Section 3: Executive Committee

An Executive Committee will be established and comprised of the Chairman and Vice Chairman of the Deacons, Chairman of the Personnel Committee, and Chairman of the Finance Committee.

The Executive Committee will serve several primary roles:

1. Annually, conduct a two-way exchange of information and feedback with the Senior Pastor regarding the state of the Church.
2. Provide guidance and oversight on hiring and termination of the Senior Pastor.
3. Be available to consult with Senior Pastor regarding Pastoral/Ministerial Staff issues.
4. Participate in the Senior Pastor grievance process, as needed.
5. Add ministerial positions and Staff.

Items 2 through 5 are further defined elsewhere herein this document.

It is expressly required that in matters of the Executive Committee, the committee will coordinate actions with their underlying committees, and secure approvals by simple majority of their respective committees of any recommendations. All three committees must concur for the recommendation to be approved.

Section 4: Finance Committee

The Finance Committee is considered an administrative committee and is to be made up of six members who serve three-year terms. Each year two positions with three-year terms shall be filled to provide the rotation. After a person has served a complete three-year term, they may not serve on any other administrative committee for one year. A replacement would serve the remaining term of the person replaced and still be eligible for a complete three-year term without sitting out for a year.

The Finance Committee, along with the Treasurer and the Senior Pastor or his designee shall complete the following responsibilities:

1. Develop, approve and present to the Church an annual budget.
2. Supervise all financial transactions of the Church.
3. Help to promote a spirit of scriptural giving in all departments of the Church.
4. Arrange for bonding when necessary. Work in conjunction with the Senior Pastor and Ministerial Staff in supervising the overall financial affairs of the Church.
5. Develop and recommend to the Church a general plan for the support of the Church budget.
6. Consider all proposals for special offerings and emergency financial matters and make appropriate recommendations to the Church.

7. Make a monthly review of the financial status of the Church and ensure that all expenditures of the Church are made within the budget.
8. Recommend any needed adjustments to the budget.

Section 5: Personnel Committee

The Personnel Committee is considered an administrative committee and will have six members who serve three-year terms. The term ends in December of each year. Each year two positions with three-year terms shall be filled to provide the rotation. After a person has served a complete three-year term, they may not serve on any other administrative committee for one year. A replacement would serve the remaining term of the person replaced and still be eligible for a complete three-year term without sitting out for a year.

The Personnel Committee assists the Senior Pastor in matters related to personnel administration and managements. Responsibilities include:

1. Prepare and update job descriptions for Church personnel.
2. Assist any Search Committees or appropriate Ministerial Staff members in filling vacancies.
3. Develop and recommend a compensation plan for all Church staff. This includes salaries, expenses, housing allowance, car allowance, sick leave, annual leave, and time away from the field for conferences, leading revivals, etc.

Section 6: Child Development Center (CDC) Committee

The CDC Committee is considered an administrative committee and will have six members who serve three-year terms. Each year two positions with three-year terms shall be filled to provide the rotation. After a person has served a complete three-year term, they may not serve on any other administrative committee for one year. A replacement would serve the remaining term of the person replaced and still be eligible for a complete three-year term without sitting out for a year.

The CDC committee assists the CDC Director in evaluating and formulating policies and procedures in matters related to CDC staff administration and to management that relates to the operations of the Church CDC. Responsibilities include:

1. Evaluate existing and formulate new guidelines concerning the CDC.
2. Approve the budgets of the CDC.
3. Prepare and update the job descriptions of the CDC staff.
4. Evaluate and maintain an age appropriate and adequate curriculum for the CDC program.

Section 7: Building and Grounds Committee (BGC)

The BGC will have six members who serve three-year terms. The term ends in December of each year. Each year two positions with three-year terms shall be filled to provide the rotation. After a person has served a complete three-year term, they are eligible to serve on the BGC for another three-year term, provided the Nominating Committee recommends thus. A replacement would serve the remaining term of the person replaced and still be eligible for a complete three-year term without sitting out for a year. Anyone serving on the Building and Grounds Committee shall be eligible to serve concurrently on an administrative committee if nominated and approved by the Church.

The Building and Grounds Committee oversees all activities associated with the operation, maintenance, safety, and security of all buildings, grounds, furnishings, and equipment owned by the Church, except items expressly the responsibility of another committee. As needed, the Building and Grounds Committee assists the Senior Pastor and Ministerial Staff on matters relating to the building, facilities, and grounds.

1. Reviewing requests regarding buildings, grounds, furnishings and equipment owned by the Church and determine what, if any, action should be taken. Hiring, firing, providing job descriptions, task lists, supervisory methods and agreements related to any contracted maintenance and other services that may be needed from time to time.
2. Maintaining an inventory of furniture and fixtures.
3. Performing a detailed quarterly inspection of the building, grounds, furnishings and equipment of the Church and determine if any action is needed.
4. Perform or arrange all needed purchases or maintenance work.
5. Reviewing, recommending and approving the decorating, painting, structural changes or remodeling of any part of the Church facilities.
6. Plan and execute an "All Church Work Day" as needed.
7. Report Committee activities at the regular business meetings.

Article 6: Church Meetings

Section 1: Worship Services

The Church shall meet regularly each week for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Senior Pastor shall direct the services for all persons in attendance, except in cases specially authorized by the Senior Pastor. The ordinances of the Lord's Supper and of Baptism shall be observed at a worship service with such frequency as the Church determines.

Section 2: Special Services

Any Church meetings essential to the advancement of the Church's objectives shall be placed on the Church calendar (i.e. revivals, trainings, evangelism rallies, worship rallies, etc.).

Section 3: Regular Business Meetings

The Regular Business Meeting of the Church shall be held quarterly. Generally, these Meetings are held on the last Sunday evening in January, April, July and October. The Meeting day may be moved to avoid conflict with special events.

Section 4: Special Business Meetings

The Church may conduct Special Business Meetings to consider matters of special nature and significance. Notice must be given for the Special Business Meeting during all regular worship services, starting at least fourteen days prior to the meeting. The notice shall include the subject, the date, the time, and the place; and it must be given in such a manner that all Active Members have an opportunity to know of the meeting. Special business meetings may be called by the Senior Pastor, the Deacons, the Trustees, or by vote of the Church.

Section 5: Quorum

The quorum consists of those Active Members who attend the Business Meeting, provided it is a stated meeting or one that has been properly called.

Section 6: Parliamentary Rules

Robert's Rules of Order, Newly Revised, is the guideline of procedure for all business meetings of the Church.

Votes taken at business meetings shall be taken by either voice vote, show-of-hands, or signed or unsigned paper ballots, at the discretion of the moderator.

Article 7: Church Finances

Section 1: General

The Finance Committee will be responsible for interpretation and implementation of policy and procedures concerning Church finances (Refer to Article 5, Section 4 and the Operations Manual for Policy and Procedures).

Section 2: Budget

The Finance Committee in consultation with staff members, organization leaders, and various chairmen charged with fiscal responsibility, shall prepare and submit to the Church for approval an inclusive annual budget, indicating by items the amounts needed and sought for all expenses

and causes. The budget will be distributed to the Church at least two weeks prior to the business meeting where it is presented for discussion. It will then be acted upon by the Church in a regular Sunday service before the beginning of the fiscal year on January 1.

Section 3: Procedures for Handling Contributions

Offering envelopes shall be available for Members' use to submit their offerings and contributions. A teller team will be responsible for counting and depositing offerings.

Section 4: Purchase-Authorization Procedures

All Finance Committee members and Trustees are authorized to sign checks. Under no circumstances shall a check be signed by an authorized signatory with the payee designated to themselves or any family member.

Section 5: Church Organizations With Separate Financial Accounts

Any organization such as the Child Development Center, etc., may require separate financial procedures, as determined by the Finance Committee.

Section 6: Requirements for Inventory of Assets

A periodic inventory of tangible assets will be conducted by the responsible committee led by the appointed chairperson or his designee and submitted to the Church clerk for record purposes.

Section 7: Requirements for Periodic Audits

An audit shall be conducted by an ad-hoc committee elected by the Church or an outside firm at the discretion of the Finance Committee.

Article 8: Church Program Organizations

Section 1: General:

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

The number and nature of each program will be established by the Pastoral Staff and will be evaluated on a regular basis to ensure effectiveness and consistency with the Church's mission and vision. Adjustments, additions, and deletions of individual programs will be made by the Pastoral Staff. Any action to create or eliminate a ministry within the Church will be

communicated to the Church body by the Pastoral Staff before the ministry is created or eliminated.

All who serve as teachers and ministry organizational leaders, at the discretion of the Senior Pastor, shall meet the vetting requirements comparable to those specified for officers, staff, and committee members (in Article 5) to be implemented by the Ministerial Staff as directed by the Senior Pastor.

Article 9: Church Operations Manual:

The Church shall have an Operations Manual which includes policies and procedures that are in effect in the Church. The manual shall be made available for use by any Member of the Church. The Church office will maintain the manual.

Addition, revision, or deletion of Church policies and/or procedures requires:

1. Recommendation from a member of the organization whose area of assignment to which the policy or procedure relates.
2. Approval, by a simple majority vote, of the Church at a Regular Business Meeting or a Special Business Meeting.

Article 10: Indemnification and Insurance

Section 1: Insurance

Ministry will purchase and maintain liability insurance on behalf of any and all persons who are or were a director, officer, leader, employee, committee member or volunteer of Ministry (while serving in their capacity as such). Such insurance will be purchased for the purpose of protecting such persons from covered loss resulting in liability asserted against the above individuals in connection with their activities on behalf of Ministry.

Article 11: Amendments

Changes to the Bylaws may be made at any business meeting of the Church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each Member present at the earlier meeting. When the amendment, or entire Bylaws including the amended wording, must be further edited after the earlier meeting, the final document, as to be voted on, will be made available at least one week prior to the vote.

Amendments to the Bylaws shall have a concurrence of a two-thirds majority of the Active Members present and voting.