

# **CONSTITUTION AND BYLAWS**

**Northlake Baptist Church  
4823 Thompson Bridge Road  
Gainesville, GA 30506**

**Revised and Approved by Church Action  
June 2013**

# INTRODUCTION

In order to accomplish God's purpose for us as a church, we need to know who we are and what we are about. Our church Constitution is our attempt at answering these questions. These are not idle words. I hope you will read them regularly and carefully. Each member of Northlake Baptist Church would do well to memorize at least the first paragraph of Article II, the statement of our mission: "To be a dynamic spiritual body empowered by the Holy Spirit to share Jesus Christ with as many people as possible in our church, community, and throughout the world." This mission may be summarized in our motto: "Growing in Christ, Caring for Others."

Our Bylaws are the broad, general guidelines that we have agreed to follow as we try to carry out the work of the church. In the bylaws are qualifications for membership, a list of the offices held, and our expectations of persons in these offices. Also, you will find a list of the church program organizations that we believe are vital to the carrying out of the Great Commission as well as the ordinances we believe in. These and other subjects addressed in our Bylaws have to do with the practical expression of what we believe a New Testament Church should be and do.

The Church Operations Manual explains the specific policies and procedures for carrying out the ministries of our church. Four broad areas are addressed: personnel, ministry teams, finances, and church properties.

The Apostle Paul exhorted the church at Corinth to "Let everything be done decently and in order" (1 Corinthians 14:40). We believe that order and efficiency is a good reflection on our Savior of whom it was said, "He does all things well."

**NORTHLAKE BAPTIST CHURCH  
4823 THOMPSON BRIDGE ROAD  
GAINESVILLE, GA 30506**

**CONSTITUTION AND BYLAWS**

**THE CONSTITUTION OF THE CHURCH**

**PREAMBLE**

We declare and establish this constitution to preserve and secure the principles of our faith, and govern the body in an orderly manner consistent with the general principles common among Baptist people. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

**ARTICLE I. NAME**

This body shall be known as the NORTHLAKE BAPTIST CHURCH OF GAINESVILLE, GEORGIA

**ARTICLE II. OBJECTIVES**

- To be a dynamic spiritual body empowered by the Holy Spirit to share Jesus Christ with as many people as possible in our church, community, and throughout the world.
- To be a worshipping 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 and their relationship to each other.
- To be a church that ministers unselfishly to persons in our community and around the world in Jesus' name.
- To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

**ARTICLE III. STATEMENT OF FAITH**

The Holy Bible is the inspired, infallible, and inerrant word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus.

Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and The Lord's Supper.

#### **ARTICLE IV. RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. It 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. As led by the Holy Spirit, this church will cooperate with and support the churches of the Chattahoochee Baptist Association and the Georgia Baptist Convention affiliated with the Southern Baptist Convention.

#### **ARTICLE V. CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord, and on the 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, and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

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; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and to spread the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; 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 the sale and use of intoxicating drinks and beverage except when prescribed for medical reasons; to use our influence to combat the abuse of drugs and the spread of pornography; to promote life, and to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another 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.

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 principle of God's Word.

#### **ARTICLE VI. AMENDMENTS**

This Constitution may be amended by three fourths of the active members present at a meeting specially called for this purpose at the conclusion of the Sunday morning worship service, said proposed amendment having been laid before the church in writing at a business meeting not less than one month before the next worship service succeeding such proposal.

# BYLAWS FOR CHURCH CONSTITUTION

## ARTICLE I. MEMBERSHIP

### **Section 1. GENERAL**

Northlake Baptist Church is an autonomous church of congregational government 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, acknowledging the Bible as the authority of our faith and practice.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership based on the revelation of Scripture.

### **Section 2. CANDIDACY**

Any person, regardless of race, color, gender, national origin, or socio-economic level, may offer themselves as a candidate for membership in this church. All candidates for membership shall be presented to the church at any regular church service.

### **Section 3. QUALIFICATIONS**

The members of Northlake Baptist Church shall consist of baptized persons who confess faith in Jesus Christ as personal Savior and who commit themselves to faithful discipleship to Christ as Lord, who express agreement with the purposes and beliefs of the church as described in its Constitution, and who are received into membership by an affirmative vote of the church according to the procedures set forth in these bylaws.

### **Section 4. ACTIVE MEMBERSHIP REQUIREMENTS**

1. Persons who wish to be received into active membership of the church may present themselves to the church consistent with the qualifications set forth in Section 3 above.
2. They may request membership in the church in any one of the following ways:
  - A. Upon profession of faith in Jesus Christ as personal Savior and Lord and request for baptism by immersion,
  - B. Upon promise of letter of recommendation from another Baptist church,
  - C. Upon statement of faith in Jesus Christ as personal Savior and Lord and subsequent baptism by immersion in another Christian denomination,
  - D. Upon request for baptism by immersion following acceptance of Jesus Christ as personal Savior and membership in another Christian denomination,
  - E. Upon restoration after having been dropped from the rolls or after exclusion (Consistent with Section 9 and Section 10).

### **Section 5. RECEPTION OF MEMBERS**

1. Persons who present themselves for membership in response to the invitation of the church shall be greeted by the Pastor, or someone designated by him. The Pastor, Associate Pastor, or the clerk in the absence of the pastors, shall present to the congregation the names of such persons and the nature of their requests. The congregation shall then be led by the pastor to make an appropriate expression of welcome, and they will be received as a Watchcare Member until the requirements for active membership have been met.

2. Persons who present themselves for membership of the church shall receive counseling by either a church counselor or staff member regarding his or her salvation experience and agreement with the church's statement of faith. This counseling shall take place before the person is presented for membership.

## **Section 6. NEW MEMBER ORIENTATION**

1. New church members will be required to participate in the church's new member orientation class.
2. The pastor and the membership team shall be responsible for the development and administration of a program to formally welcome and to help new members know the meaning, opportunities, and responsibilities of their membership in this church and understand the doctrines and church government of Baptists. This program shall include a review of the plan of salvation, the meaning of membership, discipleship, spiritual gifts, stewardship, service, the church constitution, the church covenant, the bylaws of the church, Baptist history, Baptist doctrine, and the relationships of the church with the Chattahoochee Association, Georgia Baptist Convention, and Southern Baptist Convention.
3. Upon completing the New Member class, a request for membership shall be considered after due examination consistent with the requirements of the Bylaws (See Section 4). The procedure for uniting with the church is not completed until one has been baptized, or until his letter of transfer has been received from his former church, or until a satisfactory statement of faith and baptism has been given to the appropriate church leadership, and until the church has confirmed by vote in regular church conference. The procedure for uniting with the church shall be completed as soon as possible.
4. The church at the regular business meeting may accept those who have presented themselves for membership in the church. Any member who may know of biblical reasons why one should not be accepted should present to the Pastor in writing the reason(s) for dissent. This written dissent shall be placed in a permanent membership file in the church office. The membership team will explore the situation and make its recommendation to the church.
5. The church shall then vote upon the reception of the person into the membership of the church. At least ninety percent (90%) of those active church members present shall be required to elect candidates to membership.

## **Section 7. MEMBERSHIP STATUS**

### **1. WATCHCARE MEMBERSHIP**

- A. New Members will be received into Watchcare Membership until the requirements of Active Membership are met.
- B. Persons who wish to participate in the programs and activities of the church and receive the benefits of its spiritual ministry during their residency in the Northlake area, but who prefer to retain their home church membership, may be received into the Watchcare Membership. The Watchcare Membership of a person shall automatically terminate when he or she is no longer a resident in the Northlake area.

### **2. ACTIVE MEMBERSHIP**

- A. Membership in the church is a sacred duty, and involves full commitment to Jesus Christ and to the purpose of the church. Each member is expected to practice faithful discipleship as taught in the New Testament, and to strive for the realization of the ideals set forth in Articles III and V of the Constitution.

- B. Members are expected to be faithful in all the duties essential to the Christian life and to attend regularly the services of the church, to contribute regularly for its support and its causes, and to share in its organized work.
- C. Members who move to another community are expected, as soon as possible, to transfer their memberships to a church of like faith and order in their new community, where they may continue to exercise the duties of Christian discipleship.

### 3. INACTIVE AND NONRESIDENT MEMBERS

- A. Members of the church who fail to attend any of its services or to contribute to its support for one year, except for health, confinement or other valid reasons shall be referred to the Deacon Family Ministry Team for investigation. If these members cannot be located, or negative interest is ascertained, these members shall be classified as Inactive Members and their names shall be placed on an inactive membership roll. They will remain on the inactive roll until they choose to unite with another church or request restoration of membership at Northlake.
- B. Members of the church who move from the Northlake area, and who are therefore unable to fulfill the duties of church membership, shall be classified as Nonresident Members, and their names placed on a nonresident membership roll.

## Section 8. RIGHTS OF MEMBERS

1. Active Membership. Active Members may share equally in the democratic government of the church. Such members are entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present. Such members shall be entitled to full participation in the programs and activities of the church and its organizations, as provided in these Bylaws, and to share in and receive the full benefits of the spiritual ministry of the church.
2. Watchcare Membership. Persons received into Watchcare Membership have the same privileges as active members, except in acting and voting in the transactions of the church and holding positions of leadership in the church and its organizations.
3. Inactive Membership. Persons who have been placed in the Inactive Membership roll shall have no rights in acting and voting in the transactions of the church. Such persons may be restored to active membership upon their request consistent with these Bylaws (Sect 4).
4. Nonresident Membership. Persons who have been classified as Nonresident Members shall have no rights in acting and voting in the transactions of the church. Such members may be restored to active membership upon their relocation to the Northlake area and upon their request consistent with these Bylaws and by an affirmative vote of the church.

## Section 9. TERMINATION OF MEMBERSHIP

1. Membership shall be terminated in the following ways: death, recommendation to another Baptist church, dismissal or exclusion by action of this church, and dismissal when a member joins another denomination or at the request of the member.
2. Any person holding active membership in the church who desires a letter of dismissal and recommendation to a designated Baptist church is entitled to receive it upon his request and such a letter is granted by the church.

3. Consistent with the principle of voluntary membership, the church may grant the request of a member who wishes to be released from membership.
4. If a church member unites with another church, his membership in Northlake Baptist Church shall be terminated automatically.
5. Should a member become an offense to the church and its good name by reason of immoral or unchristian conduct or by persistent breach of the duties of church membership, the church may terminate his membership, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment. Action regarding such termination of membership shall first be considered by the deacons, who shall make recommendation to the church consistent with Section 10 of these Bylaws.
6. The church shall grant authority to issue letters of dismissal and recommendation in each specific instance by an affirmative majority vote of those active members present at the regular church conference.

#### **Section 10. DISCIPLINE**

1. It shall be the responsibility of Northlake Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the church staff and deacons are available for counsel and guidance. Restoration rather than punishment should be the guideline which governs the attitude of one member toward another.
2. In the event that personal differences should arise between members, the aggrieved member shall, in the spirit of Christ, seek reconciliation in the manner recorded in the eighteenth chapter of Matthew.
3. Should some serious condition, such as any case of a gross breach of conduct, or of a public scandal occur, which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and the deacons to resolve the problem; and, if such effort fails, shall report the case to the church.
4. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. (Galatians 6:1-5)
5. If it is found that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a majority vote of the active members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church.
6. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him may upon his request be restored to membership by a unanimous vote of the church upon evidence of his repentance and reformation.

### **ARTICLE II. CHURCH OFFICERS**

#### **Section 1. GENERAL PROVISIONS**

1. All church officers, leaders of program or service organizations, and teachers must be active members of the church.



2. Unless otherwise provided in these Bylaws, all officers of the church and its organizations shall be elected for a one-year period.
3. No person shall be elected to any position of leadership in the church or its organizations who is not reasonably regular in attendance at the worship services of the church, and who does not demonstrate a cooperative attitude with the program adopted by the church.

## **Section 2. SENIOR PASTOR**

1. The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organization, and the church staff to perform their mission.
2. The Pastor is leader of pastoral ministries in the church. As such, he works with the deacons and church staff in the following activities: leading the church in performing its mission; equipping the church to engage in a fellowship of worship, witness, education, ministry, and application; proclaiming the gospel to believers and unbelievers; and caring for the church's members and other persons of the community. (Ephesians 4:10-13)
3. The Pastor shall have charge of the general welfare and oversight of the church. He shall conduct the worship services, give leadership to the entire program, preside at all meetings, except as otherwise provided in these Bylaws, give attention to the spiritual growth and well-being of the membership, and work in cooperation with the elected leadership of the church and its organizations.
4. As pastoral leader of the church, the Pastor shall be an ex-officio member of all leadership groups, ministry teams, and organizations of the church, and his counsel and leadership shall be recognized in them all. All staff members and employees shall be directly responsible to the Pastor. He may delegate direct supervision as the church grows, applying principles of organizational management.
5. The Pastor shall represent the church in the meetings of religious organizations with which the church maintains relationship, as set forth in Article IV of the Constitution. His expenses to such meetings shall be paid by the church as provided in the annual budget.
6. A Pastor shall be chosen and called by the church whenever a vacancy occurs. A Pastor Selection Team shall be elected by the church in the manner set forth in the church operations manual. The team shall be responsible to seek out and recommend to the church a suitable pastor. Its recommendation will constitute a nomination. Any active member has the privilege of making recommendations to the Pastor Selection Team for consideration. The team shall bring to the consideration of the church only one name at a time.  
  
Election shall be held with an affirmative vote of eighty-five percent (85%) of those active members present being necessary for a choice. Determination of the balloting process shall be made jointly by the deacon body and the pastor search team. The pastor, thus elected, shall serve for an indefinite period and until the relationship is terminated under the leadership of the Holy Spirit, under the provision of Sections 7 or 8 below.
7. The Pastor shall give at least two weeks' notice to the church at the time of his resignation before terminating his responsibilities as pastor.
8. In the event of the necessity to declare the office of the pastor vacant, the following procedure shall be observed: the deacon body, after careful efforts to make such action unnecessary and following the principles set forth in Matthew 18:15-17, Galatians 6:1, and 1 Timothy 5:19, shall call a special meeting of the church for this purpose. An advance notice of one week, specifying the location, time and purpose of the meeting, shall be given the church, and an affirmative vote of the majority

of the active members present shall be necessary to declare a vacancy. If this action is taken, the personnel team shall negotiate the appropriate severance package for that individual.

9. In the event of a vacancy in the office of Pastor, the Chairman of Deacons shall be responsible for securing guest preachers for the Worship Services, and, if the deacons so choose, may recommend to the church the election of an "intentional" interim pastor.

### **Section 3. CHURCH STAFF AND EMPLOYEES**

1. This church shall issue a call to or employ such ministerial staff members or employees as the church shall need. The personnel ministry team assists the church, Pastor, and other pastoral staff in matters related to employed personnel administration and in the determination of staff.
2. Ministerial and pastoral staff positions, such as Minister of Education, Minister of Music, Assistant to the Pastor, and other similar positions, may be established as the need is determined. Subject to approval of the deacons and the church, a job description of duties and conditions of employment shall be written by the personnel team. Upon approval of the position and the provision in the annual budget of the church, ministers other than the pastor shall be recommended to the deacons by the personnel team. Upon the approval of the deacon body, the recommendation shall be referred to the church and employed by church action. A three-fourths (3/4) vote of those active members present shall be required for election. Staff members, thus elected, shall serve for an indefinite period and until the relationship is terminated under the leadership of the Holy Spirit by their resignation or church action as outlined in Item 4 or 5 below.
3. Each staff member will be ultimately responsible to and supervised by the Pastor. Church staff members are expected to be supportive of and loyal to the Pastor. If at any time a staff member feels he can no longer enthusiastically follow the leadership of the Pastor, rather than causing division within the church, he should submit his resignation. If the position of pastor is vacant, the staff members will report to the personnel team or the person designated by that team.
4. Staff members shall give at least two weeks' notice to the church at the time of their resignation before terminating their responsibilities to the church.
5. Termination of a staff member shall be initiated by the Pastor and personnel team if they believe such action is necessary after following the principles set forth in Matthew 18:15-17, Galatians 6:1, and 1 Timothy 5:19. They shall bring a formal recommendation to the church for action in a regular or a special called conference. An advance notice of one week, specifying the location, time and purpose of the meeting, shall be given the church, and an affirmative vote of the majority of the active members present shall be necessary to declare a vacancy. If this action is taken, the personnel team shall negotiate the appropriate severance package for that individual.
4. Employees, such as secretaries, janitors, custodians, and similar positions, shall be employed by the Pastor and the personnel team as needed, and as provided in the annual budget of the church. Their duties, conditions of employment, resignation, or the termination of their services shall be determined and administered by the personnel team. All such actions shall be reported to the church in regular business meetings.

### **Section 4. DEACONS**

1. There shall be at least one deacon for every fifty active families.

2. Men elected to the office of deacon shall have the qualities of character consistent with the teachings of Acts 6:3-5 and 1 Timothy 3:8-13. They shall be regular in attendance and supportive of the services of the church, faithful in the practice of storehouse tithing, cooperative in attitude, and men whose influence will strengthen the witness of the church.
3. Deacons shall be elected at regular business meetings of the church by active members of the church.
4. The deacons shall serve on a rotation basis. Each year the term of office of one-fourth (1/4) of the number of deacons shall expire, and election shall be held to fill the vacancies. In case of death, removal, or incapacity to serve, the church may elect a deacon to fill the unexpired term. After serving a term of four years, a deacon shall be eligible for reelection only after the lapse of one year.
5. The following steps will be implemented in the selection of deacons:
  - A. During the month of June, the church members will be asked to pray earnestly about the men God would have to serve as deacons at Northlake. The pastor will each week during the month emphasize the importance of prayerful consideration by the membership, and the biblical qualifications concerning deacons.
  - B. On a designated Sunday in July, the membership will be asked to nominate men they believe, after prayerful consideration, are qualified to serve as deacons. The number of nominations will be determined by the number of vacancies on the deacon body. Nominations may not exceed the specified number of vacancies.
  - C. The deacon selection team, consisting of at least five persons (the chairman of deacons and at least four selected by the ministry placement team) will take the nominations and consider qualifications of each. Deacon selection will not be based solely on the number of nominations received by each man, but by the knowledge obtained by the selection team concerning each man's qualifications, abilities, and willingness to serve. In the event the selection team is unable to fill the vacancies from the names supplied by the church, they may add eligible men to the list.
  - D. The deacon selection team will recommend to the church the men who will serve as deacons and the church will be asked to approve the nominees at the regular business meeting.
6. Elections shall take place so that the new deacon body each year will take office September 1.
7. There is no obligation to constitute as an active deacon a person who comes to the church from another church where he has served as deacon.
8. 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 pastor and staff in performing pastoral ministries tasks: proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry, and service; and lead the church in performing its tasks. Deacons shall consider themselves servants of the church and shall serve in administering the will of the church. The following duties shall be considered primary:
  - A. They shall be zealous to guard the unity of the spirit within the church, in the bonds of peace.
  - B. They shall serve as a council of advice and consultation with the pastor in all matters pertaining to the work of the church, and shall cooperate with him in the general oversight of the moral, spiritual, and temporal welfare of the church.

- C. They shall cooperate with the pastor in the care of the membership, particularly the sick and distressed. They shall seek to know the physical, moral, and spiritual needs of members, and shall serve in ministering to those in need.
  - D. In counsel with the pastor, and by such methods as the Holy Spirit may direct consistent with the teachings of the New Testament, the deacons shall have oversight of the discipline of the church.
  - E. In the event of the failure of another leadership group or ministry team of the church to carry out an assigned responsibility, the deacons shall be responsible to see to it that the will of the church is accomplished.
9. The deacons shall elect the following officers in September: Chairman, Vice-Chairman, Secretary, as well as such committees as they deem necessary.
  10. The unexcused absence of a deacon from three regular consecutive monthly deacon's meetings, or from a total of five regular monthly deacon's meetings during a calendar year, shall cause a forfeiture of such deacon of his office. Absences may be excused for a health condition or some other reason approved by the deacon body. When there has become a vacancy under this rule, the chairman and secretary of deacons shall certify such fact to the next church conference and such vacancy may be filled after proper notice.

**Section 5. CHURCH COUNCIL**

The church council shall consist of the Pastor, all ministerial staff members, church corporate officers, church program directors, chairman of deacons, and The Pastor shall serve as chairman of the church council; in his absence, the chairman of deacons will preside.

The Church Council shall have the following responsibilities:

1. Recommend to the congregation suggested objectives and church goals.
2. Review and coordinate program plans recommended by church officers, organizations, and teams.
3. Recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities.
4. Evaluate program achievements in terms of church goals and objectives.
5. Evaluate changes to the Church Operations Manual recommended by the ministry placement team and either approve or disapprove those changes.
6. Perform other responsibilities as set forth in the Constitution and Bylaws and the Church Operations Manual.

**Section 6. MODERATOR**

Except in matters that concern him, the pastor shall act as moderator. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, the vice-chairman of deacons shall preside.

The moderator shall preside at all business meetings of the church. It shall be the duty of the moderator to see that stated meetings of the church are regularly held; and that the required reports by the various officers, ministry teams, and departments are submitted to the church.

## **Section 7. CLERK**

The clerk of the church shall keep suitable records of all the actions of the church, except as otherwise herein provided. The clerk is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. The Clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these bylaws. The church may delegate some of the clerical responsibilities to a church secretary. All church records are church property and should be filed in the church office.

The clerk shall also compile a list of changes made to the Church Operations Manual and present them at business meetings for membership information.

The clerk shall be elected annually but tenure in this office is not limited. The ministry placement team is responsible for recommending the candidate to the deacon body whose unanimous approval is required for recommendation to the church. A unanimous vote of those members present shall be required to elect the candidate to this office.

## **Section 8. TREASURER**

The church shall elect annually a church treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipts 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. Authorized signatures are Treasurer, Stewardship Chairman, and 2 other active members selected by the Deacons; two of the four signatures being required to disburse money. It shall be the duty of the treasurer to render the church at each regular business meeting a summarized report of the receipts and disbursements for the preceding months. The treasurer's report shall be audited annually by an auditing committee or public accountant appointed by the Deacons. The treasurer shall be bonded, the church paying for the bond.

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

## **Section 9. THE CORPORATION**

This church functions in business matters as a corporation; the chairman of the deacons is president of the corporation, the vice-chairman of the deacons is vice-president, the clerk is the secretary of the corporation, and the church treasurer is treasurer of the corporation. The active members of the church full voting rights.

The officers of the corporation shall, when authorized by three-fourths (3/4) vote of the church, affix their signatures to deeds, mortgages, and all full legal documents having to do with the business of the church. The church shall grant the authority by express and specific authorization of each action, a three-fourths (3/4) vote of those active members present being required for approval. The corporation shall be dissolved if affirmed by a two-thirds (2/3) vote in conference.

## **ARTICLE III. MINISTRY TEAMS AND COORDINATING GROUPS**

### **Section 1. GENERAL PROVISIONS**

1. The church, Deacon body, or Ministry Placement Team may establish such ministry teams as may be considered necessary to perform certain tasks which cannot be done as efficiently by the entire membership or by the deacons as a whole.
2. Standing ministry team members shall be recommended by the ministry placement team and elected by the church unless otherwise indicated in these Bylaws. No member shall be allowed to chair more than one ministry team at a time. The Ministry Placement Team shall attempt to avoid placing a member on more than two ministry teams so that the ministry of the church may be shared by as many members as possible.
3. Special ministry teams shall be established when needed. Persons serving on special teams shall be appointed or elected to serve until the responsibility assigned by the church is completed.
4. All ministry teams, their membership, terms of office, and responsibilities shall be included in the Church Operations Manual. These teams shall be implemented when, and as, the church deems necessary.
5. All standing ministry teams are encouraged to report on their activities to the church at the regular business meeting.

## **ARTICLE IV. PROGRAM ORGANIZATIONS**

### **Section 1. GENERAL PROVISIONS**

All organizations of the church shall be under church control; all officers, leaders, and workers being elected by the church upon recommendation of the ministry placement team, and reporting regularly to the church. Church program directors shall report to the regular monthly conference.

### **Section 2. SUNDAY SCHOOL**

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of the Sunday School Director and/or the Minister of Education for the study of God's Word, ministry to the church body and outreach to the community.

The tasks of the Sunday School shall be to teach the biblical revelation; reach persons for Christ and church membership; perform the function of the church within its constituency; provide and interpret information regarding the work of the church and the denomination.

### **Section 3. DISCIPLESHIP TRAINING**

Discipleship Training will be conducted under the direction of the Pastor and Minister of Education with such organization as needed. The tasks of Discipleship Training shall be to orient church members; train church members to perform the functions of the church; train church leaders; teach Christian theology, Christian ethics, Christian history, and church-government and organization; provide and interpret information regarding the work of the church and denomination.

**Section 4. MISSIONS**

The missions education activities of the church shall be overseen by the Missions Development Team as outlined in the section concerning ministry teams of the Church Operations Manual. The Missions Development Team shall develop whatever missions education activities it deems necessary to make the church membership aware of the need for missions in our area, our state, our nation, and the world. The responsibility of the Missions Development Team shall be to teach missions, engage in mission action, support world missions through praying and giving, provide and interpret information regarding the work of the church and the denomination. The missions education program shall include all ages from children through adults.

**Section 5. WOMEN'S MINISTRY**

There shall be a Women's Ministry with such officers and organization as needed. This ministry may include, but will not be limited to, the following:

1. Ladies' Bible Studies
2. Ladies' Mentoring Program
3. Ladies' retreats, banquets, and other various activities

**Section 6. MEN'S MINISTRY**

There shall be a Men's Ministry with such officers and organizations as needed. This ministry may include, but will not be limited to, the following:

1. Men's Bible Studies
2. Men's Mentoring Program
3. Retreats, banquets, meetings and other various activities

**Section 7. CHURCH MUSIC PROGRAM**

1. There shall be a church music program under the direction of the Minister of Music. Such officers and/or organizations shall be included as needed.
2. The Minister of Music shall equip the church for worship by working with the Pastor in leading worship; teaching music; training persons to lead, sing and play music; providing music in the church and community.

**ARTICLE V. ORDINANCES**

**Section 1. BAPTISM**

A person who receives 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, shall be received for baptism.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the Pastor, Associate Pastor, or whomever the Pastor shall authorize. The baptismal ministry team shall assist in the preparation for, and observance, of baptism.
3. Baptism shall be administered as an act of worship during any worship service or by special request approved by the deacons.
4. A person professing Christ and failing to be baptized after two successive baptismal services shall be counseled by the pastor and/or staff and deacons. If negative interest is ascertained, he/she will be deleted from those awaiting baptism.

**Section 2. THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate the second coming.

1. The Lord's Supper shall be observed at least quarterly.
2. The Lord's Supper shall be observed in the Morning Worship Service at least once a year.
3. The pastor and deacons shall be responsible for the administration of The Lord's Supper.

**ARTICLE VI. CHURCH MEETINGS**

**Section 1. WORSHIP SERVICES**

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for all people and shall be conducted under the direction of the pastor.

**Section 2. SPECIAL SERVICES**

Revival services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar under the direction of the pastor.

**Section 3. REGULAR BUSINESS MEETINGS**

Regular business meetings shall be held monthly immediately following the evening worship service.

**Section 4. DEACONS' MEETINGS**

The regular deacons' meeting shall be each month at a time they shall determine. Any single month's meeting may be canceled by action of the deacons or deacon officers.

**Section 5. SPECIAL BUSINESS MEETINGS**

A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location must be given for the specially called business meeting unless extreme urgency renders such notice impracticable.

All such called meetings shall be subject to one of the following criteria:

1. The pastor may call from the pulpit a special business meeting, and shall do so when requested by the deacons, church officers, or a duly authorized ministry team, the purpose of the meeting being clearly stated in the notice.
2. A special business meeting shall be called by the pastor or church clerk upon receipt of a written request by any five adult active members specifying the purpose of the meeting. The request, signatures, and notice shall be read from the pulpit at the Sunday morning worship service preceding the time for the special meeting.

**Section 6. QUORUM**

A quorum consists of those active members who attend the business meeting with a minimum of 20, provided it is a regular meeting or one that has been properly called.



**Section 7. PARLIAMENTARY RULES**

Robert's Rules of Order, (current edition) is the authority for parliamentary rules of procedures for all business meetings of the church.

**ARTICLE VII. CHURCH FINANCES**

**Section 1. BUDGET**

1. The stewardship team, in consultation with the Pastor, ministerial staff, and the church council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses.
2. It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Each new member shall, therefore, be informed of the church's unified budget; and at least annually, plans shall be put into operation for promoting a worthy stewardship from each member of the church.

**Section 2. ACCOUNTING PROCEDURES**

1. All funds for any and all purposes shall pass through the hands of the church treasurer, or financial secretary, and be properly recorded on the books of the church. The officer(s) shall be bonded.
2. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the stewardship team.
3. A church administrator may be called to assist the Pastor and church in the administration of church funds.

**Section 3. FISCAL YEAR**

The fiscal year of the church shall run concurrently with the calendar year which begins on January 1 and ends on December 31.

**ARTICLE VIII. AMENDMENTS**

Changes in these Bylaws may be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous meeting; not less than one month before the time of the proposed action, and copies of the proposed amendment be furnished to each member present. Amendments to the Bylaws shall have a concurrence of two-thirds (2/3) vote of the active members present.

**ARTICLE IX. CHURCH OPERATIONS MANUAL**

**Section 1. GENERAL**

The Church Operations Manual is the Policies and Procedures manual for the daily operations of the church. It includes policies for personnel, finance, ministry teams, church properties, facilities use, etc. The manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the administrative secretary under the leadership of the

Pastor and/or church administrator. Changes in policies and procedures may be proposed by any church member or organization.

Policies and Procedures may be added, revised, or deleted by the following:

1. the recommendation of a church officer or organization to the church council,
2. discussion and approval by the church council,
3. approval by the deacon body, and
4. approval by the church at a regular business meeting .

## **Section 2. REVIEW OF CHANGES**

All changes made to the Church Operations Manual shall be reported to the church clerk, who will report them to the church body at the next business meeting and these changes may be reversed by a majority vote of those active members present.