

***The
Constitution
and
By-Laws
of
Pleasant Grove
Baptist Church***

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Constitution of Pleasant Grove Baptist Church

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 of Churches affiliated with the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of this Church and the freedom of action of this body with respect to its relation to other Churches of the same faith, we do declare and establish this Constitution.

1. Name

This body shall be known as the Pleasant Grove Baptist Church of Shepherdsville, Kentucky; organized in 1864 and incorporated June 26, 1963.

2. Articles of Faith

We adopt as our Articles of Faith, "The Baptist Faith and Message", as stated by the Southern Baptist Convention in 1963. (See Procedure Manual)

3. Church Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, 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.

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 the spread of 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 as a beverage, 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 each other in prayer; to aid each other in sickness and distress; to cultivate sympathy in feeling and 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 remove 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.

4. Character

Section 1. Polity

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 obligation of mutual counsel and cooperation which are common among Baptist Churches.

Section 2. Doctrine

This Church accepts the Scripture as its authority in faith and practice. It's understanding of Christian truth as contained therein is in essential accord with the belief of Baptist Churches as indicated in the Articles of Faith herewith.

By-Laws of Pleasant Grove Baptist Church

Article 1. Membership

Section 1. Qualifications

We acknowledge that the greatest and most important decision a person can make in life is to decide to accept Jesus Christ as his or her Lord and Savior. This decision establishes a personal relationship with Jesus Christ that comes as the result of the grace and power of God. It is not a work of our own doing. We receive it by faith.

Individuals who have made this decision may become members of Pleasant Grove Baptist Church in Shepherdsville, KY by presenting themselves at the appropriate time during a worship experience held by the church. A person may come by one of the following ways:

- By public profession of faith in Jesus Christ as personal Savior and Lord, and following His instruction and example, be baptized by immersion;
- By transfer of membership from another Southern Baptist Church;
- By statement of the person that he or she has trusted Christ as personal Savior and Lord and has been baptized by immersion as a believer by a Christian evangelical church of like faith;
- By statement of the person that he or she has trusted Christ as personal Savior and Lord, has not been baptized as a believer, and now wants to publicly demonstrate that through believer's baptism.

A person becomes a member at the time of his or her baptism or, in the case of those who have already been baptized as a believer by immersion, at the time of their public request to become a member in which the acceptance of the church is voiced.

By becoming a member of Pleasant Grove Baptist Church an individual agrees to strive, by the help of the Holy Spirit, to carry out the duties and rights as outlined in Article 1 Membership, Sections 2 and 3 of the Church By-Laws as well as conducting themselves in accordance with the Church Covenant as presented in Section 3 of the Church Constitution and with the further teachings and truths from God's Word, the Bible.

Section 2. Duties

Members are expected, first of all, to be faithful in all duties essential to the Christian life; and also to attend habitually the services of this church, to give regularly to its support and its causes, to share in its organized work, and to be fervent in prayer for its well-being.

Section 3. Rights

Such members as are in full and regular standing, and only such, may act and vote in the transactions of the church.

Section 4. Discipline

- Should any unhappy differences arise between members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in Matthew 18.
- Should any case of gross breach of covenant or of public scandal occur, the deacons shall endeavor to remove the offense; and if such efforts fail, shall report the case to the church.
- If the church votes to entertain a complaint, which must be made in writing, it shall appoint a reasonable time and place of hearing and notify the person in question thereof, furnishing him/her with a copy of the charges.
- At such hearing, the accused member may call to his/her aid any member of the church as counsel or a minister in the association. If he/she shall not be present at the time appointed, or give satisfactory reasons for neglect to do so, the church may proceed in his absence.
- All such proceedings shall be conducted in a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the church may proceed to admonish the offender or declare him/her to be no longer in the membership of the church by a two-thirds majority vote of the church members present at the hearing.
- In case of grave difficulty, the church will be ready if requested, to ask the advice of an acceptable counsel from neighboring churches of like faith or denominational leadership.

Section 5. Termination

The continuance of membership shall be subject to the principles and usages of the Southern Baptist Church and especially as follows:

- A member in good standing may request at any time a personal letter of transfer to be sent to his/her new church family by way of a written request from that Southern Baptist Church. Upon approval by a majority vote from church members present at a business meeting, letters of transfer will only be sent to Southern Baptist Churches. Any member in good standing who chooses to disassociate from this church body and join a non-Southern Baptist Church may request his/her church letter be sent to him or her. Upon receiving such notification and with the approval by a majority vote from church members present at a business meeting, the church letter will be issued and he/she shall be removed from the Pleasant Grove Baptist Church roll.
- If a member in good standing requests to be released from his/her covenant obligations to this church for reasons which the Church may deem satisfactory, after it has patiently and kindly endeavored to secure his/her continuance in its fellowship, such requests may be granted and his/her membership terminated through a majority vote from the church members present at a business meeting.
- Should a member become an offense to the Church and to its good name by reason of unmoral or unchristian conduct, be in persistent breach of his/her covenant vows, or be in nonsupport of the Church, the Church may terminate his/her membership but only after faithful efforts have been made to bring said member to repentance and reconciliation. Due notice and hearing shall be given to said member and guidelines set forth in Article 1, Section 4 of the Church By-Laws must be followed.
- The membership of no person shall be terminated (except by letter) at the meeting when the recommendation for such action is made.

Section 6. Restoration

Any person whose membership has been terminated for any offense may be restored by vote of the Church upon recommendation from the Deacons who have evaluated evidence of his/her repentance and reformation; or, if on account of continued absence, upon satisfactory explanation.

Article 2. Church Officers

The officers of this church are as follows and must be church members according to guidelines set forth in Article 1 of the Church By-Laws and a person of moral integrity.

Section 1. Pastor

A Pastor shall be chosen and called by the Church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given. A pastor search committee shall be appointed by the Church to seek out a suitable pastor and their recommendation will constitute a nomination. The committee shall bring to the consideration of the Church only one man at a time. The special committee aiding in the hiring process will set aside times for the candidate to meet with the current office and ministerial staff, the inactive and active Deacons, Personnel Committee, and the church family. A prospective pastor should preach or lead a Bible Study at two different worship experiences before being voted on. A quorum of at least thirty percent of the previous year's average Sunday morning worship attendance must be present for such a vote to take place. A two-thirds majority vote is required for a pastor's election. Election shall be by secret ballot.

The Pastor, thus elected, shall serve until the relationship is terminated by either party. A vote by the church to dismiss a pastor should only come after all other measures of reconciliation have been tried. A quorum of at least fifty percent of the previous year's average Sunday morning worship attendance must be present for such a vote to take place. A two-thirds majority vote is required for a pastor's dismissal. This vote must be announced at least one week in advance and will be conducted by secret ballot.

It is understood that the pastor is ex officio head of all ministry teams unless otherwise delegated to another minister at the pastor's discretion, and his leadership is to be recognized in them all. The definition of ex officio is "by virtue of an office or position; the head of the department serves as an ex officio member of the board; having official authority or sanction; official permission; or official representative: (www.thefreedictionary.com). "A common misconception is that ex officio members of a committee may not vote but this is not guaranteed by that title" (en.wikipedia.org/wiki); thus, the ex officio member has the authority to vote.

The Pastor shall be recognized as Chief Administrator of all ministerial and office staff of the Church and shall be under his supervision. He shall strive to maintain the welfare of the whole church and as such shall be recognized as the spiritual leader of the church.

Section 2. Ministerial Staff Members

As it is necessary, the church may hire ministerial staff members to help carry out its ministry. Copies of job descriptions are located in the Procedure Manual. The Personnel Committee shall be responsible for recommendations of all ministerial staff search committees for such purposes set aside by the church and the committee shall be approved by church actions. The committee called to aid in the hiring process shall work closely with the chief administrator/pastor before making such recommendations. The special committee aiding in the hiring process will set aside times for the candidate to meet with the current office and ministerial staff, the inactive and active Deacons, Personnel Committee, and the church family. Ministerial staff members must be elected by secret ballot. A quorum of at least thirty percent of the previous year's average Sunday morning worship attendance must be present for such a vote to take place. A two-thirds majority vote is required for election. Ministerial staff members shall be under the supervision of the pastor. (Referred to Article 2, Section 1)

Ministerial staff, thus elected, shall serve until the relationship is terminated by either party. A vote by the church to dismiss a ministerial staff member should only come after all other measures of reconciliation have been tried. A quorum of at least fifty percent of the previous year's average Sunday morning worship attendance must be present for such a vote to take place. A two-thirds majority vote is required for a ministerial staff member's dismissal. This vote must be announced at least one week in advance and will be conducted by secret ballot.

Section 3. Deacons

Paragraph 1. Number, Election, Terms of Service

- There may be six deacons for the first two hundred members whose names are on the Church roll and three additional deacons for each additional one hundred members or major fraction thereof. It shall be pertinent for the Church to elect to honorary life membership any deacon who by reason of age or infirmities shall, after honorable service, be no longer able to render active service.
- Deacon Process is as follows: The church shall be encouraged to pray for the entire deacon election process. After seeking God's will, members shall be invited through newsletter and bulletin to submit written nominations for deacon to the church office or designated place during the month of May and then be given to the Chairman of the Deacon Board. The deacon selection committee, made up of all active deacons, shall begin a three-fold examination process of the nominees. The committee shall consider (a) Biblical qualifications, (b) Practical qualifications (each candidate shall be 21 years of age at the time of taking office, un-ordained candidates shall be a member of the church two years before taking office, and ordained candidates shall be a member of the church one year before taking office), and (c) Personal qualifications (will the candidate serve if elected?). Those who remain, after the Deacon Selection Committee does its work, shall be invited to meet with the deacon body sometime during the month of July for a time of dialog. This committee will acquaint him with the duties and responsibilities of a deacon as determined by the church and in keeping with the teachings of the New Testament. Remaining candidates, after this process, shall be presented to the church for prayerful consideration. A ballot vote will be taken on the fourth Sunday of August during the morning worship times. Available positions will be filled in the order of votes received. However, a person must receive a minimum of 20% of the vote to be elected.
- In case of death, removal, incapacity to serve, the church may elect to fill the unexpired term. There is no obligation to constitute as deacon, a brother who comes to the church from another church where he has served as deacon.
- After serving a term of three years, no deacon shall be eligible for re-election until the lapse of at least one year. Any deacon filling an unexpired term is eligible to serve the next three-year term. Those rotating shall be recognized as inactive deacons.

Paragraph 2. Requirements

- A deacon shall be a man of moral integrity and spiritual maturity. His life shall be a clean and pure life with no question mark concerning his basic Christian character. He shall realize that he is a representative of Christ's Church and shall be willing to assume the responsibility of conducting himself in a manner that will honor the name of God in every area of life.
- In connection with this, the business life of a deacon should be in harmony with Christian principles. The church should never be embarrassed with the business of a deacon.
- The deacon should be able and willing to be regular in attendance at deacon's meeting. If it is not possible for him to be present, he shall be expected to notify the secretary or chairman of the deacons of his inability to attend. Should one be persistent in non-attendance at meetings for a period of six (6) months without notifying the chairman or secretary, he shall be replaced. The roll shall be taken at each deacon's meeting.
- In as much as one of the requirements of a deacon is that he shall be "apt to teach," the deacon should participate in the full teaching and training program of the church. He shall seek to be a good steward of his time, giving a fair share of it to church activities.
- He shall be in agreement with and participate in the financial program of the church. In as much as our church is operating on a Budget System, he shall be expected to cooperate with this financial system as long as it is a part of the program of the church. Furthermore, as a Biblical requirement, the deacon is "not to pursue

dishonest gain". The deacon shall be a good steward of his income recognizing the tithe as a minimum standard of his giving.

- The deacon's wife shall share in like manner in Christian consecration and church loyalty.

Paragraph 3. Duties

- In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church.
- They are to be zealous to guard the unity of the Spirit within the church in the bonds of peace.
- They shall serve as council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church. With the pastor they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
- By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with, and inspiring oversight of, all the membership of the church. Especially are they to seek to know the physical needs and the moral and Spiritual struggles of the brethren and sisters and to serve the whole church in relieving, encouraging, and developing all who are in need. They shall also organize themselves accordingly to prepare the ordinances of Baptism and the Lord's Supper (See Article 7).
- The deacons may serve as spiritual council to all members of the church family. They may seek assistance from other members to aid in the spiritual guidance of the church family.
- In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church. In administering discipline, they are to be guided always by the principles set forth in Matthew 18:15-17; I Cor. 5:9-13; I Thess. 5:12-14. The deacon shall be free to call upon any member of the church to aid in disciplinary action.
- The deacons shall serve as a general pastor search committee unless there is a regular pastor search committee or supply committee. In case of absence or inability of the pastor subject to advice from and conference with him, they will provide for pulpit supplies. In any period when the church is without a pastor, unless or until the church shall otherwise provide, the deacons will arrange a supply/interim pastor. It is not intended in any way to prejudice herein the method by which the church shall proceed in securing a pastor.

Paragraph 4. Methods of Procedure

- The whole body of deacons shall be organized as a unit for the consideration of all larger problems and general policies, and shall meet regularly each month. They may organize themselves into such committees as their wisdom may direct for efficiency in service. (See Procedure Manual for yearly plans submitted by the Deacons.)
- Each deacon shall freely confer with the pastor about all matters and cases of discipline which in his judgment would be most wisely and spiritually handled in private.

Section 4. Moderator

The moderator shall be the pastor or an elected moderator if the pastor so desires through a recommendation from the Nominating Committee. The moderator shall take office the first of September. In the absence of the moderator, the chairman of deacons shall call the church to order and a moderator pro tem shall be elected.

Section 5. Clerk/Assistant Clerk

The church shall elect annually a church clerk and assistant clerk whom shall take office the first of September upon recommendations from the Nominating Committee. The clerk and assistant

clerk shall consider it a part of his/her responsibility to promote loyalty and efficiency in church life. The clerk, assistant clerk, and/or designated individual(s) are to take information from the people who come forward for re-dedication or church membership.

Paragraph 1. Clerk

The clerk of the church shall keep a suitable record of all the actions of the church, except as otherwise herein provided. The clerk, with assistance of office personnel, shall preserve on file in the office reports and minutes of the business meetings, all communication and written official reports, and give official notice of all business meetings where such notice is necessary as indicated in these By-Laws. The clerk will keep a register of the names of members, with dates of admission, or death, together with a record of baptism. He/she shall issue letters of transfer voted by the church.

Paragraph 2. Assistant Clerk

The assistant clerk shall assist the clerk of the church with keeping a suitable record of all the actions of the church, except as otherwise herein provided, during the clerk's absence at any scheduled business meeting.

Section 6. Treasurer/Assistant Treasurer

The church shall elect annually a church treasurer and/or assistant treasurer whom shall take office the first of September upon recommendations from the Nominating Committee. The treasurer, assistant treasurer, and others who handle funds of the church shall be bonded, the cost of bond to be paid by the church.

Paragraph 1. Treasurer

It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by the financial secretary and/or appropriate committee chair/representative, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. Payment of bills for local work and expenses shall be made promptly by check and all funds received for denominational or other causes shall be remitted at least monthly by check. It shall be the duty of the treasurer to render to the financial secretary at the end of each month an itemized report of receipts and disbursements for the preceding month, and this report shall be prepared by the Financial Secretary and presented to the church at its regular monthly business meeting. All books, records, and accounts kept by the treasurer shall be considered property of the church. The books shall be open to inspection at all times to any member of the church. The Financial Secretary shall keep and preserve all financial reports as an annual record. Upon the election of his/her successor, the Treasurer shall promptly deliver to the active chairman of the finance committee all books, records, and accounts in his/her possession pertaining or relating to in any manner the duties of the office he/she is relinquishing. He/she shall consider it a part of his responsibility to promote in every proper way scriptural giving on the part of the entire membership of the church.

Paragraph 2. Assistant Treasurer

The duties of the assistant treasurer shall be that of assisting the treasurer with counting of money given to the church and proper recording of it. He/she shall assist the treasurer by carrying out designated duties assigned by the treasurer in the treasurer's absence.

Paragraph 3. Financial Secretary

See Office Administrator job description in the Procedure Manual.

Section 7. Recording Secretary/Assistant Recording Secretary

The church shall elect annually church recording and assistant recording secretaries whom shall take office the first of September upon recommendations from the Nominating Committee.

Paragraph 1. Recording Secretary

It shall be the duty of the recording secretary to record Sunday School attendance.

Paragraph 2. Assistant Recording Secretary

It shall be the duty of the assistant recording secretary to carry out designated duties assigned by the recording secretary in his/her absence.

Section 8. Officers of Church Organizations

All organizations of the church shall be under church control. All officers are elected annually as recommended by the Nominating Committee at the regular August Business Meeting so to take office the first of September, except as otherwise provided by the church. They must be church members according to guidelines set forth in Article 1 of this document and should report regularly to the church. The Nominating Committee works with the officers to secure people for positions of the organizations.

Paragraph 1. Sunday School Director

There shall be a Sunday School divided into departments and classes for all ages conducted under the direction of the Church Minister of Education for the study of God's Word. The tasks of the Sunday School shall be to teach the Biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, and provide and interpret information regarding the work of the church and denomination. Three (3) months before the close of the Sunday School year, the Sunday School Director shall be elected by the church upon nomination from the Nominating Committee in consultation with the Minister of Education. All officers and teachers of the Sunday School Department will be nominated by the Nominating Committee in consultation with the Minister of Education.

Paragraph 2. Discipleship Director

There shall be a Discipleship program conducted under the direction of the Church Minister of Education and shall be organized to meet the training needs of the church. The tasks of the Discipleship Director shall be to orient new church members; train church members to perform the function of the church; train church leaders; promote spiritual development; teach Christian theology, Christian ethics, Christian history and church polity and organization; provide specialized training; and provide information regarding training available through denominational organizations. The Discipleship Director shall be elected annually by the church upon nomination from the Nominating Committee in consultation with the Minister of Education and leaders shall be elected as classes form.

Paragraph 3. Women's Missionary Union Director

There shall be a Woman's Missionary Union (WMU) organization with such officers and organization as needed. The tasks of the WMU shall be to teach missions; engage in mission action; support world missions through prayer and giving; provide and interpret information regarding the work of the church and the denomination. The general officer(s) of the Woman's Missionary Union together with leaders of age-group organizations shall be elected annually by the church upon joint nomination by the Woman On Mission Director and the Nominating Committee. The duties of these officers and groups shall be those designated by the approved denominational standards.

Paragraph 4. Baptist Men on Mission Director

There shall be a Baptist Men on Mission organization with such officers and organization as needed. The tasks of the Baptist Men on Mission shall be to teach missions; engage in mission action; support world missions through prayer and giving; provide and interpret information regarding the work of the church and the denomination. The officers of the Baptist Men on Mission shall be elected annually by the church upon joint nomination from the Baptist Men on Mission and the Nominating Committee. The duties of these officers and groups shall be those designated by the approved denominational standards.

Paragraph 5. Teachers

The purpose of a teacher is to teach God's Word in small groups at age appropriate levels, to lead individuals to a better understanding of The Great Commission, and to lead the members toward faith in Jesus Christ. Teachers shall be selected annually jointly by the Nominating Committee and the head of each department.

Paragraph 6. Other Officers

Other officers shall be nominated and elected as the church deems necessary.

Article 3. Office Staff

As it is necessary, the church may hire office staff to help carry out its ministry. Copies of job descriptions are located in the Procedure Manual. Office staff shall be recommended to the church by the Personnel Committee, deacons, or another committee for such purposes set aside by the church and they shall be approved by church action. The committee called to aid in the hiring process shall work closely with the chief administrator/pastor before making such recommendations. Office staff must be elected by secret ballot during a business meeting with stated quorum for conducting business (Refer to Article 8, Section 3). A majority vote is required for election. Office staff shall be under the supervision of the pastor. (Referred to Article 2, Section1)

Office staff, thus elected, shall serve until the relationship is terminated by either party. A vote by the church to dismiss an office staff member should only come after all other measures of reconciliation have been tried. A quorum of at least thirty percent of the previous year's average Sunday morning worship attendance must be present for such a vote to take place. A majority vote is required for an office staff member's dismissal. This vote must be announced at least one week in advance and will be conducted by secret ballot.

Article 4. Other Employees

As it is necessary, the church may hire other employees to help carry out its ministry ie custodian, grounds keeper, a contracted service, etc.. Copies of job descriptions and/or contracts are located in the Procedure Manual. Other employees shall be recommended to the church by the deacons, Personnel Committee, or another committee for such purposes set aside by the church and they shall be approved by church action. Deacons and/or committee called to aid in the hiring process shall work closely with the chief administrator/pastor before making such recommendations. Other Employees must be elected by secret ballot during a business meeting with stated quorum for conducting business (Refer to Article 8, Section 3). A majority vote is required for election. Other Employees shall be under the general direction of the Personnel Committee or another committee set aside by the church for such purpose.

Employees, thus elected, shall serve until the relationship is terminated by either party. A vote by the church to dismiss an employee should only come after all other measures of reconciliation have been tried. A quorum of at least thirty percent of the previous year's average Sunday morning worship attendance must be present for such a vote to take place. A majority vote is required for an employee's dismissal. This vote must be announced at least one week in advance and will be conducted by secret ballot.

Article 5. Committees

Section 1. Standing Committees

Standing Committees shall be those committees whose need and function are continuous and necessary for the regular operation of church in its civil and spiritual dimensions. All church standing committee members shall be nominated by the Nominating Committee. Below are standing committees that shall be elected annually. Those filling positions on these committees must be church members according to

guidelines set forth in Article 1 of the Church By-Laws and a person of moral integrity. These standing committees should consist of four to six members representing different households. The number of members forming the committee shall be determined by the Nominating Committee in consultation with the current committee members. Two members are to be nominated annually by the church with one-third of the membership rotating off each year. After serving a term of three years, no member shall be eligible for re-election to the same committee until the lapse of at least one year. (This sentence will not become effective until October 2008 due to difficulty in filling current positions.) Any member filling an unexpired term is eligible to serve the next three-year term. New members nominated will serve three-year terms taking office on January first. Vacancies occurring within the group will be referred to the Nominating Committee to fill the un-expired term. Annually, each committee shall elect the chair/co-chair of the committee and a secretary. Standing committee members shall serve at least one year prior to serving as chair unless otherwise voted upon and approved by the church (until October 2008, this rule is suspended). Major decisions and recommendations require consideration and approval of as many committee members as possible and shall be brought before the church at business meeting for approval. Minutes of committee meetings taken by the secretary should be turned into the church office for record keeping. The chair or a representative shall serve as a member of the Church Council. Standing Committees can be formed by the action of the church. When a committee is organized, it will be necessary for each member, at an appointed time, to choose a slip of paper containing numbers 1, 2, or 3 indicating the number of years to serve. See the Procedure Manual for job descriptions of each Standing Committee listed below.

Paragraph 1. Personnel Committee

The Personnel Committee exists for the purpose of helping the church in matters that relate to personnel, administration, and management. These matters include but not limited to employment procedures, salary plans, personnel benefits, personnel services, and legal requirements.

Paragraph 2. Finance Committee

The Finance Committee consisting of four to six church members, according to guidelines set forth in Article 1 of this document, in addition to the Church Treasurer and Financial Secretary shall meet on a monthly basis and/or as needed to oversee the monthly and yearly financial program of the church.

Paragraph 3. Trustees

The office of trustee holds responsibility for all of the property of the church. The trustees are representatives of the church in regard to all legal transactions. They hold legal title to the church property and they sign all documents related to the purchase, sale, mortgage, or rental of the church property after approval by the church but have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing such action.

Paragraph 4. Nominating Committee

Great care must be exercised in the allocation of a church's resources if it is to accomplish its objectives. This is especially true in regard to the allocation of its leadership to the many positions requiring leaders. The Nominating Committee exists for the purpose of nominating individuals to positions in the church so the church can approve these persons whose gifts, potential, and commitment match the requirements of the position. The committee has two concerns. It is concerned that every leader and every potential leader find personal fulfillment and an opportunity to use their God-given gifts. It is also concerned with church programs and the positions of leadership in these programs that must be adequately staffed if the church is to achieve its objectives.

Paragraph 5. Building and Grounds Committee

The Church Building & Grounds Committee is elected to survey church property and building space in an attempt to make maximum use of space and furnishings; maintain an inventory of church property and equipment; maintain church property and equipment through operational and preventative maintenance; and administer such other work as assigned to the committee.

Section 2. Special Committees

Special Committees shall be those not defined in Section 1 above but are necessary for accomplishing a specific purpose over a designated time frame for church programs, business, etc. All church special committee members shall be nominated by the church body during business session and must be church members according to guidelines set forth in Article 1 of this document and a person of moral integrity. The number serving on Special Committees, length of service, and duties shall be determined by the church body during business session. Vacancies occurring within the group will be referred to the church body during business session to fill the un-expired term through nominations. Each special committee shall elect the chair/co-chair of the committee and a secretary. Major decisions and recommendations require consideration and approval of as many committee members as possible and shall be brought before the church at business meeting for approval. Minutes of committee meetings taken by the secretary should be turned into the church office for record keeping. The chair or a representative shall serve as a member of the Church Council. Refer to the minutes of business meeting for task descriptions of each Special Committee.

Article 6. Councils

Councils are designed to provide support for staff related positions. The following councils shall be elected annually through nominations by the Nominating Committee in business session excluding the Church Council which is formed from the chairs or representatives of committees, councils, and ministry teams. Those filling positions on these councils must be church members according to guidelines set forth in Article 1 of the Church By-Laws and a person of moral integrity. Excluding Church Council, these Councils shall consist of six members, representing different households, and shall take office on September first. Vacancies occurring within the group will be referred to the Nominating Committee to fill the un-expired term. Each Council shall elect the chair/co-chair of the committee and a secretary. Council members shall serve at least one year prior to serving as chair unless otherwise voted upon and approved by the church (until October 2008, this rule is suspended). Major decisions and recommendations require consideration and approval of as many council members as possible and shall be brought before the church at business meeting for approval. Minutes of meetings taken by the secretary should be turned into the church office for record keeping. The chair or a representative shall serve as a member of the Church Council. See the Procedure Manual for job description of each Council. Additions or revisions to the Councils listed may be made to carry out programs of the church through joint recommendation by the Nominating Committee and called ministerial staff and approval by the church body at business sessions.

Section 1. Church Council

The primary functions of the Church Council shall be to recommend to the church in consultation with the called ministerial staff suggested objectives and goals; review and coordinate program plans recommended by church officers, organizations, committees, etc; coordinate the activities and organization of the church; recommend the use of leadership, calendar time, and other resources according to the program priorities; and evaluate program achievements in terms of the goals and objectives. All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for consideration. Authority is given to the Church Council to handle unexpected or last-minute requests made of the church for events, etc. giving consideration for the church's best interest.

Section 2. Worship Council

To give direction, support, and encouragement to the Minister of Worship and the Worship Team so to promote the worship of Jesus Christ our Lord and His plan of salvation through the spiritual message of music and song.

Section 3. Education Council

To give direction, support, and encouragement to the Minister of Education for the purpose of promoting Biblical teaching, spiritual development and training, and discipleship of the congregation.

Section 4. Children's Council

The Children's Council is to create the framework for children to experience worship, fellowship, training, and discipleship in a nurturing, loving, and safe environment.

Section 5. Youth Council

The youth council will seek to help develop the ministry to the students of this church body by working with the Youth Minister and other key leadership in the church.

Section 6. Senior Adult Council

The Senior Adult Council shall plan and schedule activities, retreats, trips, mission projects, etc. which provide spiritual enrichment, fun, and fellowship for the Senior Adults of the church.

Article 7. Ministry Teams

Ministry Teams shall be those individuals or groups whose function is to coordinate and assist with carrying out the programs or ministries of the church on a daily basis or meeting specific needs of the church and/or community. Ministry Teams shall be elected annually through nominations by the Nominating Committee in business session taking office on September first. Those filling positions on Ministry Teams must be church members unless otherwise stated according to guidelines set forth in Article 1 of this document and a person of moral integrity. These Ministry Teams can consist of one or more members as determined by the team and/or the Nominating Committee. Ministry Team members are allowed to enlist help from willing, active non-members as they deem necessary. Vacancies occurring within the group will be referred to the Nominating Committee to fill the un-expired term. Each Ministry Team shall elect a chair/co-chair of the team, if applicable, and a secretary. Major decisions and recommendations require consideration and approval of as many ministry team members as possible and shall be brought before the church at business meeting for approval. Minutes of meetings taken by the secretary should be turned into the church office for record keeping. The chair or a representative shall serve as a member of the Church Council as necessary. See the Procedure Manual for each named Ministry Team and related job description. Additions or revisions to the Ministry Teams listed in the Procedure Manual may be made to carry out programs of the church. Joint recommendations by the Nominating Committee and/or Church Council and the called ministerial staff in addition to approval by the church body at business meeting are required for any additions or revisions to Ministry Teams.

Article 8. Meetings

Section 1. Worship

- Public services shall be held stately on the Lord's Day and on some regular evening or evenings of each week.
- Occasional religious meetings may be appointed by the pastor at his discretion, or by vote of the church.

Section 2. Ordinances

Paragraph 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.

- Baptism shall be by immersion in water.
- Baptism shall be administered by the pastor or another ordained minister as approved by the pastor
- Baptism shall be administered as an act of worship during a worship service.
- The deacons shall be responsible for the preparation of the baptistery and assist in the observance of baptism as needed. (See Procedure Manual for deacon organization of Baptisms.)

- A person professing Christ and failing to be baptized after reasonable length of time shall be counseled by the pastor and/or staff and deacons. If negative interest is ascertained, the person shall be deleted from those awaiting baptism.
- In very exceptional cases the requirement of baptism for membership in this church by one who has professed faith in the Lord Jesus Christ as Savior may be waived. The request for waiver must be reviewed by the body of deacons and presented to the church for consideration. A two-thirds majority vote by the church body shall be required for approval.

Paragraph 2. Lord's Supper

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

- The Lord's Supper shall be observed every other month, preferably the first Sunday of the month or as otherwise scheduled.
- The Lord's Supper may be observed in the morning or evening worship services.
- The pastor and deacons shall be responsible for the administration of the Lord's Supper.
- The deacons shall be responsible for the preparations of the Lord's Supper. (See Procedure manual for deacon organization of the Lord's Supper.)
- A Benevolence Offering shall be taken following the Lord's Supper service.

Section 3. Business

- Regular business meetings shall be held monthly at a time set by the church.
- Ten percent of the previous year's average Sunday morning worship attendance shall constitute a quorum, except that for the election of officers, teachers, deacons, and committee members, fifteen percent; and for the call of a pastor, thirty percent shall be necessary. Numbers shall be adjusted each January.
- At any of the regular worship services, the church may, without special notice, act upon the reception of members.
- Items of business to be discussed during business meetings shall be turned into the church office one week prior to business meeting so as to be added to the agenda.
- At regular business meetings, the church shall grant requests of membership letters to Southern Baptist Churches or individual requests of removal of church membership. (Refer to Article 1, Section 5 of these Church By-Laws)
- The pastor may, and shall, when requested by the deacons, trustees, or a standing committee, call from the pulpit a special business meeting, the particular object of the meeting being clearly stated in the notice given on Sunday, seven days prior to the called meeting.
- Special meetings of the church may also be called by the clerk upon written application of any five adult members with the purpose being specified. A public notice shall be given on Sunday, seven days prior to the date of the called meeting.
- Whenever the business of the church involves such importance that the pastor deems it necessary that he may not desire to present at the regular business meeting, he may call a special business meeting on Sunday Morning provided that notice be given one week in advance.
- We adopt Kerfoot's Parliamentary Law as our standard for procedure in the conduct of all business meetings.

Article 9. Church Finance

The Finance Committee according to guidelines set forth in Article 5, Section 1 and Paragraph 3 of this document shall meet on a monthly basis and/or as needed to review the financial records.

- In consultation with the pastor, deacons, and responsible leaders of various organizations, the Finance Committee shall prepare and submit to the church for approval in business meeting (or at such other time as may be deemed best by the church) an inclusive budget, indicating by items the amount needed and sought for all expenses and purposes, including all denominational or other approved causes.
- Receipts from all sources shall be kept in one account. Mission and Fellowship of Concern shall be paid monthly.
- All funds, for any and all purposes, shall pass through the hands of the treasurer/assistant treasurer and be properly recorded by the financial secretary on the books of the church. The expenses of all organizations, as approved by the church through the annual budget or spending guidelines shall be paid from the church fund. (See Procedure Manual for yearly spending guidelines and financial process.)
- It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. The Finance Committee will help in planning and promoting stewardship through various programs, classes, or emphasis.

Article 10. Church Year/Fiscal Year

The General Church Year for the ongoing programs of the church (ie Sunday School, etc.) shall be September 1st through August 31st with Promotion Sunday the last Sunday in August and shall mark the term of service of all general church officers, councils, and ministry teams except paid staff and committee members as otherwise provided in these By-Laws. The Fiscal Year shall be January 1 through December 31.

Article 11. Church Procedure Manual

Church policies, procedures, and job descriptions of staff and volunteer positions shall be described in the church procedure manual. Changes in policies, procedures, or job descriptions may be initiated by any church member or organization and must be approved by the church. The office staff in consultation with the moderator and clerk shall update the church procedure manual according to motions approved during business meetings. The manual shall be kept in the church office and be made available to any member of the church.

Article 12. Amendments

This Constitution and accompanying By-laws may be amended by a two-thirds vote of the members present at any regular or special called business meeting following procedures set forth in these By-Laws under Article 8.

No change shall be made in the "Articles of Faith" and/or "Covenant" except by a three-quarter vote of church members present and voting. Such vote shall be by secret ballot. The process for changes to the "Article of Faith" and/or "Covenant" shall be announced clearly and in a timely manner. Proposed changes to the "Articles of Faith" and/or "Covenant" shall be presented in writing to the church at least 30 days prior to the date set aside for discussion. A minimum of 30 days shall pass after discussion before a vote shall be taken on the proposed change(s).