

***BYLAWS***  
***FOR***  
***ROSWELL STREET BAPTIST CHURCH***  
***OF***  
***MARIETTA, GEORGIA***

***Last Revised May 14<sup>th</sup>, 2024***

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## **PREAMBLE**

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, and for the purpose of preserving the liberties inherent in each individual member of Roswell Street Baptist Church of Marietta, Georgia, (the "Church") and the freedom of action of this body with respect to its relation to other churches of like faith and order, we do declare and establish these Bylaws.

## **ARTICLE I: NAME AND PURPOSE**

### **SECTION 1. NAME**

This Church shall be known as the **ROSWELL STREET BAPTIST CHURCH OF MARIETTA, GEORGIA.**

### **SECTION 2. PURPOSE**

The Church is formed to support public worship and to proclaim the Gospel of Jesus Christ through such ministries as may be determined by the Church.

## **ARTICLE II: CHURCH GOVERNMENT AND MEMBERSHIP**

### **SECTION 1. GOVERNMENT**

This sovereign Baptist Church under the Lordship of Jesus Christ retains unto itself the exclusive right to temporal life of this Church. The membership reserves the exclusive right to determine who shall be members of this Church and the condition of such membership. The government of this Church shall be vested solely in the body of believers who compose it as an autonomous group. It shall be receptive to the programs and cooperative efforts, which are common among Baptist churches. The Church may adopt its own standards and qualifications and various auxiliaries, organizations and committees, as it may deem just and proper, consistent, however, with the principles and standards as reflected by the Word of God. Every member of the Church who holds an office of responsibility in any phase of Church life and activity shall be responsible to the Church. The Church is subject to the control of no other ecclesiastical body.

As far as may be consistent with the principles and teaching of God's Word, this Church shall cooperate with and have representation in the denominational causes sponsored by Southern Baptists including the Southern Baptist Convention, Georgia Baptist General Convention, Noonday Baptist Association, and other affiliated auxiliaries and causes afforded them at such conventions or religious meetings. The Senior Pastor and elected messengers shall represent the Church at any such conventions or religious meetings and can speak authoritatively for the Church when such power has been given them previously by vote of the Church. It shall be their duty and obligation to represent this Church in the promotion of Christ's Kingdom at all such meetings.

We affirm the Holy Bible as the inspired infallible, inerrant Word of God and the

basis for our beliefs. The Church subscribes and shall observe in spirit and actual practice to the doctrinal declarations as contained in the Church Constitution, Section III, Statement of Basic Beliefs, as may be amended from time-to-time.

## SECTION 2. CANDIDACY

Any person may become a candidate for membership in the Church. All candidates desiring to become members shall be presented to the Church at any regular Church service in any of the following ways as an act of worship:

1. **By Faith:** Any person publicly confessing personal faith in the Lord Jesus Christ, giving evidence of a regenerate heart and adopting the Covenant and the views of faith and practice held by the Church, after being baptized may be admitted into the fellowship of the Church.
2. **By Statement:** Those who have been baptized by immersion in water upon profession of faith but who, because of loss of records or similarly unavoidable circumstances have no regular letter of dismissal, may be received into membership if they give satisfactory evidence of a regenerate heart, Christian conduct and Scriptural faith. Any person who for good reason cannot present or promise a letter, may, upon statement of previous profession of faith and baptism by immersion in water, be admitted after appropriate inquiry by the Senior Pastor or his designee.
3. **By Immersion:** Those who have an authentic faith in the Lord Jesus Christ and desire to join this Church from another denomination are invited to join by baptism by immersion in water.
4. **By Letter:** Members from other Baptist churches may be received into membership by letter of dismissal from their respective churches.
5. **By Restoration:** Any member whose name has been erased from the Church roll may be restored according to the steps in Article II, Section 7.

Should there be any dissent as to any candidate for membership, such dissent shall be referred to the Senior Pastor and the Deacons for investigation and the making of a recommendation to the Church within thirty (30) days. A three-fourths vote of those active Church members present and voting shall be required to elect such candidates to membership.

## SECTION 3. MEMBER DESIGNATION

1. Members are identified as active or inactive.
  - a. Active members shall consist of all initial members of the Church as of the date of these Bylaws who are “actively involved” in the Church, as that term is defined herein, and all members admitted hereafter from time to time. A member shall be deemed active so long as they are in good standing.
  - b. Inactive members consist of those members who once were on the

active membership roll, but whose names are transferred from the active membership roll to the inactive membership roll by the Church Clerk, or designee of the Church Clerk, when those members are not “actively involved” in the Church.

2. As the need arises, the Church Clerk or a person designated by the Church Clerk, shall inspect the membership roll and identify those members on said roll who have not been “actively involved” in the Church. Upon identification of those members, the Deacons shall make a thorough attempt to contact these members, seeking to restore them to an active status. Only after these attempts are unsuccessful shall the Church Clerk, or a designee of the Church Clerk, transfer those members from the active membership roll to the inactive membership roll. The Church Clerk or designee shall attempt to notify the members of this action. The determination by the Church Clerk to transfer a member from the active membership roll to the inactive membership roll shall be final and conclusive, subject to Article II, Section 3(3).
3. Any member whose name appears on the inactive membership roll may request that his or her name be transferred to the active membership roll by making such request to the Church Clerk or by evidence given thereof after becoming “actively involved” in the Church again.

An active Church member in good standing shall:

- Respect, support and pray for the Senior Pastor.
- Attend its regular meetings and seek out opportunities to volunteer in Church ministries.
- Cultivate personal holiness and family devotion.
- Sustain the public worship of the Almighty God through the ordinances of the Church.
- Contribute a tithe to the necessary expenditures of the Church in accordance with Biblical principles of tithing and giving.
- Spread the Gospel to all nations.
- Give relief to the poor.
- Watch over and counsel one another in the spirit of brotherly love.
- Grow the whole body in Christian knowledge and holiness.
- Govern all actions, conversations, and hearts by the precepts of God and in accordance with God’s infallible Word and the Constitution of the Church.

#### **SECTION 4. RIGHTS OF MEMBERS**

1. Every member of the Church who is on the active membership roll is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present or special provision has been made in advance by the Church for absentee balloting. Those on the inactive membership roll are not entitled to vote. Cumulative voting shall

not be allowed.

2. Every member of the Church on the active membership roll is eligible for consideration by the membership as candidates for elective offices. Inactive members are not eligible for such consideration.
3. Every member of the Church may participate in the ordinances of the Church.

#### **SECTION 5. TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

1. By death.
2. By letter: Letters of dismissal for any member who is in good standing with the Church shall be granted to any like-minded church upon proper request for letter from said church.
3. By joining a church of another denomination: It will be the policy of this Church not to issue letters of dismissal to churches of other denominations, but to write a courtesy letter confirming their membership.
4. By written request for removal by the member(s).
5. By Exclusion.

#### **SECTION 6. EXCLUSION OF A MEMBER**

Should a member exhibit conduct unbecoming a Christian so that the Church and the name of Christ are brought into disrepute, or deny fundamental doctrines of the Church, or hold and disseminate doctrinal views that are unscriptural and hurtful, or cause strife and division among the membership, the Executive Committee of Deacons, in consultation with the Senior Pastor, shall take steps to resolve the matter in accordance with Matthew 18:15-20 and I Corinthians 5.

If the Executive Committee of Deacons determines that exclusion becomes necessary, after due personal notice and a private hearing by the Executive Committee of Deacons and after faithful efforts have been made to bring such member to repentance, membership may be withdrawn upon recommendation of the Executive Committee of Deacons and a majority vote of the active members present at a business meeting. The basis for the recommendation shall not be required to be disclosed to the Church.

#### **SECTION 7. RESTORATION OF A MEMBER**

The Church may restore to membership any person previously excluded, upon the request of the excluded person, and after giving satisfactory evidence of renewed Christian character. This evidence shall include a confession of the error committed

by the excluded person and shall require an appropriate inquiry by the Executive Committee of Deacons in consultation with the Senior Pastor or his designee.

It shall be the practice of the Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

## **SECTION 8. MEETING OF MEMBERS**

**1. Worship Services:** Public services for worship shall be held weekly on Sunday morning, and on such other occasions as are deemed best for the advancement of the cause of Christ by direction of the Senior Pastor or as determined by a majority vote of the active members present at any regular or special business meeting of the Church.

**2. Business Meeting:** The regular meeting of the members for the transaction of the business and affairs of the Church shall be held annually for the purpose of electing officers, approving the budget, hearing reports, and for consideration of such other matters as may be properly due attention.

Special business meetings of the Church may be called at any time by the Senior Pastor, the Chairman of Deacons, or by written petitions signed by not less than one-tenth of the Church members on the active membership roll. A special business meeting can be held at any time after a one (1) week notice to the Church membership by print or digital media and posted on the Church's official website, specifying the time and place at which such meeting is to be held and stating the nature of the matters to be considered.

**3. Place of Meetings:** The regular or special business meetings of the Church or any other meeting of the Church at which time the vote of the Church is sought on any matter, shall be held at some location within the Church properties located at 774 Roswell Street, Marietta, Georgia, unless otherwise specified in connection with a special business meeting called in accordance with Section 8(2).

**4. Meetings of Missions:** No meeting of the members of a Mission or Missions of the Church, as defined in Article IV of these Bylaws, shall ever constitute either a regular or special conference meeting of the Church. No vote on any matter pertaining to any of the affairs of the Church shall ever be taken at any meeting of the members of the Mission or Missions of the Church other than their vote on the admission of a member to the Church as provided hereinbefore. A member of a Mission of the Church, being a member of the Church, shall have the right to attend and vote at any regular or special business meeting held by the Church in accordance with these Bylaws.

**5. Quorum of Members:** The active members present at a regular or special business meeting, after notice as prescribed in Section 8(2) shall constitute a quorum.

**6. Moderator:** The Senior Pastor shall serve as the Moderator and shall preside at all business meetings of the Church. In the event of his absence,



the Chairman of Deacons shall preside. In his absence, another member of the Executive Committee of Deacons shall preside.

- 7. Rules of Procedure:** The Church shall exercise the following rules of procedure in all business meetings:
- a. All resolutions presented for action shall be in writing and read to the Church at the appropriate time. Resolutions containing more than one (1) distinct proposition shall, upon request, be divided and voted on separately.
  - b. All persons speaking in the meeting shall rise, state their name and respectfully address the Moderator.
  - c. The current Robert's Rules of Order shall be the governing rules. However, all rules of order may be suspended by a majority vote of those present.
  - d. No member shall speak more than twice on any one subject until all others have had an opportunity to express their views. Upon the offering of an amendment, the speaker shall limit the remarks to the amendment.
  - e. Members having occasion to speak shall do so in the spirit of proper Christian courtesy.

### **ARTICLE III: CHURCH OFFICERS AND TRUSTEES**

All Officers of the Church shall be members in good standing and are elected to perform the administrative and business-related functions of the Church. The Church year shall be January 1<sup>ST</sup> through December 31<sup>ST</sup>. The Officers of this Church shall be the Senior Pastor, the Pastoral Deacons, a Church Clerk, a Treasurer, and the Trustees.

#### **SECTION 1. SENIOR PASTOR**

**1. Senior Pastor Responsibilities:**

The Senior Pastor is responsible for leading the Church to function as a New Testament church. The Senior Pastor will lead the congregation, the organizations, and the Church staff to perform their tasks.

The Senior Pastor will hold in trust all the welfare and oversight of the Church. He is the preacher of the Word for the equipping of the body of Christ.

The duties of the Senior Pastor are fourfold: to preach / teach the Word of God; to superintend the work of the Church; to counsel and shepherd the flock; and to serve the people for Christ Jesus' sake.

The Pastor shall:

- a. Provide a spirit-anointed, biblically-based preaching ministry to meet the needs of the congregation;

- b. Provide overall leadership to corporate worship, working closely with leaders of all worship ministries;
- c. Provide leadership to the ministerial staff to develop a well-rounded ministry for spiritual growth, fellowship, evangelism, and missions;
- d. Provide leadership to deacons and lay leaders in communicating a clear sense of direction and equipping leadership for ministry;
- e. Work with the Personnel Committee to ensure there are regular assessments of staffing needs, propose new or the elimination of positions as may be needed, and reorganize staff positions when it is in the best interest of the Church.
- f. Preside and preserve order and direction at all meetings of the Church;
- g. Give his views of the law of Christ, as bearing on such cases of discipline as may occur;
- h. Faithfully use the influence, which justly arises from the character of the office;
- i. Visit the members of the Church for the purpose of spiritual instruction, admonition and comfort;
- j. Faithfully warn and reprove those who have fallen out of fellowship;
- k. Faithfully visit the sick;
- l. Embrace opportunities to speak to the unsaved;
- m. “Study to show thyself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth”;
- n. Meet all the Scriptural requirements contained in I Timothy 3:1-7 and Titus 1:5-9;
- o. Utilize the Advisory Council as a sounding board and accountability partner when needed;
- p. Meet regularly with the Advisory Council regarding Church vision, ministry goals, priorities, and other topics as recommended by the standing committees of the Church.

**2. Selection of the Senior Pastor**

A Senior Pastor shall be chosen and called by the Church whenever a vacancy occurs in accordance with these Bylaws. The election shall take place at a meeting called for that purpose, of which at least one week’s public notice has been given. The vote to select a new Senior Pastor shall be by secret ballot requiring the affirmative vote of three-fourths of the active members present at the meeting to confirm the proposed candidate. The Senior Pastor, thus elected, shall serve until the relationship is terminated by his relinquishment or the Church’s declaration in accordance with these Bylaws.

**3. Resignation / Retirement of the Senior Pastor**

The Senior Pastor may relinquish the office of Senior Pastor by giving at least 30 days written notice to the Advisory Council to initiate transition planning and then present to the Church the intended resignation.

**4. Removal of the Senior Pastor**

It is expected that the Senior Pastor will prayerfully address concerns that are

brought forward regarding pastoral leadership. In accordance with these Bylaws, it is expected that the Advisory Council will work with the Senior Pastor to address potential problems.

The Church may, however, declare the office of Senior Pastor to be vacant and the Senior Pastor's employment terminated. Such action shall take place at a meeting called for that purpose, which shall be called as and shall constitute a special business meeting. The meeting may be called by:

- a. A majority of the Deacons,
- b. The unanimous vote of the Advisory Council and the Personnel Committee, or
- c. By written petitions signed by not less than one-fourth of the Church members on the active membership roll.

The moderator for this meeting shall be the Chairman of Deacons. The vote to declare the office vacant shall be by secret ballot, and the affirmative vote of two-thirds of the active members present shall be necessary to declare the office vacant and the Senior Pastor's employment thereby terminated. Except in instances of gross misconduct or malfeasance by the Senior Pastor, upon the Church declaring the office to be vacant, the Church will compensate the Senior Pastor with no less than one-twelfth of his total annual compensation as determined by the Personnel Committee. The termination shall be immediate, and the compensation shall be rendered in not more than thirty days.

## **SECTION 2. DEACONS**

There shall be an active group of Deacons known as pastoral deacons serving in the ministries of the Church. The number shall be proportionate to Church membership, each of whom shall be an active Church member in good standing with at least one year of continuous Church membership. Additional Deacons may be elected at the will of the Church as the need may arise.

### **1. Selection of Deacons**

The Church shall elect the number of Deacons desired by the Church, using the spiritual qualifications outlined in Acts 6:1-6 and I Timothy 3:8-13 as their guide, choosing those who have been active members in good standing of the Church for at least one (1) year.

Three (3) months prior to the election of Deacons, the Chairman of Deacons and the Senior Pastor shall designate a Committee of Pastoral Deacons to screen and nominate a slate of qualified individuals greater than the vacancies needing to be filled. The Church membership shall submit candidates for nomination no less than one (1) month prior to election. Election of Deacons shall be by secret ballot requiring the affirmative vote of the majority of the active Church members present at a business meeting.

## **2. Term of Office**

The administrative term of office for each elected Deacon shall be three (3) years, except where the election is to fill an un-expired term. Deacons elected to serve who have not previously been ordained by the Church or another Baptist church shall be reviewed by an appointed ordination council for the Church. The Senior Pastor and Chairman of Deacons shall arrange for this ordination council. The ordination service for these Deacons shall be held prior to the first Sunday of their new term of office.

## **3. Deacon Officers**

The officers of the Deacons will be the Chairman, Vice-Chairman, and Secretary and shall be known as the Executive Committee of Deacons. The Vice-Chairman and Secretary shall be elected annually by the Deacons. The Vice Chairman shall serve as the Chairman the following year. The Chairman, and in his absence, the Vice-Chairman or Secretary, shall preside at all Deacon meetings. The Secretary shall keep accurate record of all proceedings. The Senior Pastor shall be notified of all Deacon meetings and invited to attend.

## **4. Deacon Responsibilities**

- a. Every Deacon of the Church is expected to seek out and occupy a chosen place of service in the Church program in addition to performing services as a Deacon.
- b. All Deacons shall actively support, with time and finances, the work of the Lord through the various ministries of the Church.
- c. All Deacons are expected to attend all business meetings of the Church as a matter of example and service.
- d. All Deacons are expected to attend all Church worship services and perform assigned duties incidental to the conduct of those worship services.
- e. In accordance with the New Testament, Deacons are to be servants of the Church. The ministry of the Deacon is to serve with the Senior Pastor and shall be to carry out God's work in the Church and in the community.
- f. Deacons shall be willing to serve in such a capacity as to be fully conscious of the divine purpose and duties of the Deacon, serving at all times as the counsel and advisor for the Senior Pastor in matters pertaining to the welfare of the Church and its members.
- g. Deacons shall seek to know the moral, physical, and spiritual needs of the Church membership and shall serve the Church in relieving, encouraging, and developing all who are in such need.
- h. Deacons shall assist the Senior Pastor in ministering to those who are sick in the membership.
- i. Deacons shall visit new members, assisting in the healthy assimilation of these into the fellowship.
- j. Deacons shall lead the Church to be mission-minded and provide leadership in the carrying of the Gospel to those within their influences.
- k. Deacons shall review the budget proposed by the Finance Committee.

## **5. Deacon Removal**

A Deacon may be removed for cause by a recommendation of the Executive

Committee of Deacons and a majority vote of the active members present at any regular or specially called business meeting, provided that notice of said meeting has been made in accordance with these Bylaws. "Cause" is defined as willfully neglecting the responsibilities of a Deacon or exhibiting behavior which is detrimental to the Church. No meeting shall be called for such purposes until faithful efforts have been made by the Deacon Chairman and Senior Pastor to restore the Deacon. The basis for the recommendation shall not be required to be disclosed to the Church.

### **SECTION 3. CHURCH CLERK**

The Church shall elect annually a Clerk as its clerical officer, who shall serve until a successor has been elected.

The Church Clerk shall be responsible for keeping a suitable record of all official actions of the Church as well as recording minutes of all Church business meetings. The Clerk or Clerk's designee must be present at all business meetings to record the results of all matters voted upon and follow through on all necessary correspondence related to those actions.

The Clerk shall be responsible for keeping a register of names of members with dates of admission, dismissal, death, or erasure making up both an active and an inactive membership roll. The Clerk shall keep a record of baptisms and application of new members. The Clerk shall issue letters of dismissal. The Clerk shall keep all communications in report form. The Clerk shall ensure required notice is given for all meetings consistent with these Bylaws.

The Clerk shall prepare the annual letter of the Church for the local affiliated Baptist Association.

The Clerk shall make reports to the Deacons and/or the Church providing detailed information pertaining to the Church membership roll.

The Clerk shall assist the Moderator in the preparation of the agenda and supporting documentation for the annual Church business meetings to include a budget report, report on Church membership, attendance, gifts received, current committee members, nominated committee members and summary reports from the Trustees and each standing and specially appointed committee and the audit report regarding the Church's financial records by an independent public accountant.

All Church records are Church property. The Clerk shall preserve and safeguard the records of the Church and ensure they are available for review consistent with these Bylaws.

The Church Clerk may be removed for cause by a majority vote of the active Church members present at any regular or specially called business meeting, provided that notice of said meeting has been made in accordance with these Bylaws. "Cause" is defined as willfully neglecting the responsibilities of the Clerk or exhibiting behavior which is detrimental to the Church. No meeting shall be called for such

purposes until faithful efforts have been made by the Deacon Chairman and Senior Pastor to restore the Clerk. The basis for the recommendation shall not be required to be disclosed to the Church.

#### **SECTION 4. TREASURER**

The Church shall elect annually a Church Treasurer as its financial officer who shall serve until a successor has been elected. It shall be the duty of the Treasurer to ensure that all funds and items of value are properly received, preserved, and disbursed according to the authorized financial policies of the Church.

The Treasurer shall render to the Church periodic financial reports as deemed appropriate by the Finance Committee.

The Treasurer shall ensure that the Church's financial records be audited annually by an independent public accountant. A copy of this report shall be held on record in the Church library and provided to the Church Clerk to include in the information provided to members at the annual Church business meeting.

The Treasurer may be removed for cause by a recommendation of the Executive Committee of Deacons and a majority vote of the active members present at any regular or specially called business meeting, provided that notice of said meeting has been made in accordance with these Bylaws. "Cause" is defined as willfully neglecting the responsibilities of the Treasurer or exhibiting behavior which is detrimental to the Church. No meeting shall be called for such purposes until faithful efforts have been made by the Deacon Chairman and Senior Pastor to restore the Treasurer. The basis for the recommendation shall not be required to be disclosed to the Church.

#### **SECTION 5. TRUSTEES**

The Church shall elect a Board of Trustees consisting of six (6) members, each of whom shall be a member in good standing with at least one year of continuous Church membership. Church employees and relatives of Church employees may not serve as Trustees. Relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

##### **1. Term of Office**

Members shall serve (3) year staggered terms. After having served a full term, committee members shall be eligible for re-election after one year. *[The number of Trustees will be reduced by two (2) annually until such time as there are six (6) Trustees. This language will sunset once there are six (6) Trustees.]*

Any member having served less than two (2) years of an un-expired term shall be eligible for re-election to a full three-year term. Any member having served for two (2) years or more of an unexpired term shall not be eligible for re-election until the passage of one (1) year.

##### **2. Selection of Officers**

At the beginning of each Church year, the Board of Trustees shall elect from their members a Chair, a Vice-Chair, and a Secretary. In the event of a vacancy in either of these offices, it shall be filled promptly by the Board from its membership. The Chair, Vice-Chair and Secretary may not also be officers of another committee or serve as Deacon officers.

**3. Meetings and Subcommittees**

The Board of Trustees shall hold meetings as needed with the Chair, or in his absence the Vice-Chair or other designated member presiding. Minutes of such meetings shall be kept by the Secretary or other designated member. The Board of Trustees may organize itself through the appointment of sub-committees as necessary and through the delegation of responsibilities to appropriate staff in order to expedite and accomplish its purposes and responsibilities.

**4. Appointment of Non-Voting Advisory Members**

The Church recognizes the value of subject matter expertise in contributing to informed decision-making. Non-voting advisory members may be appointed by a majority vote of the Board of Trustees to provide specialized knowledge and guidance on specific Church projects. Individuals considered for appointment as non-voting advisory members must possess recognized expertise in a field directly related to the Church's needs.

**5. Sale of Real Property to Members or Employees**

The Church shall not sell real property to a Member of the Church or Church employee, either directly or indirectly through another, unless it is determined to be clearly in the best interest of the Church by the Trustees and is approved by the Church with a two-thirds majority after appropriate notice of the proposed sale to a Church employee or Member and after required notice in accordance with these Bylaws. To avoid potential conflicts of interest, it is preferred that real property be reasonably offered for sale to the general public through open market channels, such as listing with an unaffiliated and licensed real estate agent or by public auction.

**6. Duties and Responsibilities of the Board of Trustees:**

- a. Hold in trust all property of the Church and shall execute all deeds, debentures, mortgages, liens, transfers, leases, and other legal documents for and on behalf of the Church, but shall have no authority or privilege to buy, sell, mortgage, lease, transfer, or encumber any real estate or property of the Church without a specific vote of the Church authorizing such action consistent with Article II, Section 8, of these Bylaws.
- b. Provide advice and consent to the Church staff and congregation in the securing of "not normally budgeted" items for the facility or for property improvement.
- c. Ensure transparency and accountability in all financial transactions.
- d. Determine and plan for execution of "highest and best use" of all current and future Church property and facilities.
- e. Coordinate with and support designated staff members to ensure excellence in stewardship of all Church property and in the selection of contractors, vendors and suppliers.

- f. Review and recommend all requests for the purchase of major new equipment to the Finance Committee.
- g. Ensure the provision of adequate property, casualty, and liability insurance coverage.
- h. Provide a written summary to the Church Clerk of actions taken during the year for presentation at the annual Church business meeting.

**7. Signature Authority**

Two of the three Officers of the Board of Trustees are required to sign necessary legal documents for the Church.

**8. Removal of Trustees**

A Trustee may be removed for cause by a recommendation of the Executive Committee of Deacons and a majority vote of the active members present at any regular or specially called business meeting, provided that notice of said meeting has been made in accordance with these Bylaws. "Cause" is defined as willfully neglecting the responsibilities of a Trustee or exhibiting behavior which is detrimental to the Church. No meeting shall be called for such purposes until faithful efforts have been made by the Deacon Chairman and Senior Pastor to restore the Trustee. The basis for the recommendation shall not be required to be disclosed to the Church.

**ARTICLE IV: CHURCH PROGRAM ORGANIZATIONS**

The Church shall maintain programs of Bible teaching, mission member training, Church leader training, new member orientation, mission education, mission support, and music education, training, and performance. The Church may also establish other missions to support the ministry of the Church to include language missions (Brazilian Fellowship, Hispanic Fellowship, etc.) and missions offering community support. All organizations related to the Church program shall be under Church control, all officers of these programs being subject to the approval of the Senior Pastor or his staff designee, and all program activities subject to Church coordination and approval. The Church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

**ARTICLE V: CHURCH STAFF**

There shall be no unilateral hiring decisions made by any single Church Officer or staff member. Prospective hires for both Ministerial and Non-Ministerial positions shall be reviewed and approved in advance by the Personnel Committee consistent with these Bylaws.

Open positions shall not be filled by individuals that will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. This standard does not apply to the temporary or part-time employment of children under age 25. For the purpose of this Bylaw, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing. Exceptions may be approved by a unanimous vote of the Personnel Committee when it is clearly in the best interest of the Church.



## **ARTICLE VI: CHURCH COMMITTEES**

Committees shall serve at the discretion of the Church as needed by the Church in the fulfillment of its ministry responsibility. The Church reserves the right at any time and in such manner as it may determine to appoint any committee, which the Church may deem necessary. Each committee shall provide the Church Clerk with a written summary of actions taken during the year for presentation at the annual Church business meeting.

Nominations for open positions of standing committees will be received from the Church. A complete list of all nominees submitted will be provided to the Advisory Council for their review. All Committee members shall be active members in good standing with at least one year of continuous Church membership. Church employees and relatives of Church employees may not serve as Committee members. Relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

Unless otherwise noted, the recommendations for membership on each Church committee shall be made by the Advisory Council and approved by the Church at the annual business meeting. All committee nominees must be submitted to the congregation for their review no less than one week prior to the vote to confirm. The terms for all Committees, unless otherwise noted, shall coincide with the Church fiscal year. After having served a full term, committee members shall be eligible for re-election after one year.

Each Committee shall choose a Vice Chair and Secretary each year who may not simultaneously serve as an officer on another Committee, the Board of Trustees or an officer of the Deacon Body. The Chairman of Deacons or Vice Chairman of Deacons shall be ex officio (voting) members of each committee unless otherwise noted. The Senior Pastor or his staff designee shall be an ex officio (voting) member of each committee on all matters except those related to the performance or removal of the Senior Pastor. Committees shall be either standing or non-standing committees.

A Committee member may be removed for cause by a recommendation of the Executive Committee of Deacons and a majority vote of the active members present at any regular or specially called business meeting, provided that notice of said meeting has been made in accordance with these Bylaws. "Cause" is defined as willfully neglecting the responsibilities of the Committee in question or exhibiting behavior which is detrimental to the Church. No meeting shall be called for such purposes until faithful efforts have been made by the Deacon Chairman and Senior Pastor to restore the Committee member. The basis for the recommendation shall not be required to be disclosed to the Church.

### **SECTION 1. STANDING COMMITTEES**

#### **1. ADVISORY COUNCIL**

The Advisory Council shall be comprised of the Senior Pastor or his staff designee, the current Deacon Chairman and Vice-Chairman, the prior Deacon Chairman, the current Finance Committee Chair, the current Personnel Committee Chair, the Chair of the Trustees and the prior Chair of the Trustees. Their term of office shall run concurrently with the times they serve the Church in their designated office. The Advisory Council is accountable to God and to the Church body.

Only one family member can serve on the Advisory Council at the same time. Family member is defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

a. Advisory Council Responsibilities to the Senior Pastor:

The Advisory Council shall meet regularly with the Senior Pastor as determined by the Advisory Council Chair and the Senior Pastor. The Advisory Council may provide counsel when requested, serve as a pastoral sounding board and be an “Accountability Partner” with the Senior Pastor. The Council may come alongside the Senior Pastor in his development of annual ministry goals. Discussions may also include course direction, future vision and topics recommended by the other standing committees of the Church. Those topics may include finance, personnel, Church property, Church polity or other topics germane to the health of the Church as they present themselves from time to time.

b. Advisory Council Responsibility for Committee Membership

The Advisory Council shall receive and screen recommendations from the Church for candidates for Committee membership, the Church Clerk, the Treasurer, and Trustees. In the event the Church Clerk or Treasurer is unable to fulfill their responsibilities due to illness or death or resigns from the position, the Advisory Council shall appoint an interim to serve in that capacity until such time that the Clerk or Treasurer is able to resume their duties or another candidate can be brought before the Church for election in accordance with these Bylaws.

c. Advisory Council Responsibility Upon Senior Pastoral Vacancy

Upon a Senior Pastoral vacancy, the Advisory Council shall meet with the executive ministerial staff and shall formulate an interim plan for ministry. The Interim Pastor, if any, shall serve as non-voting member of the Advisory Council until such time as a Senior Pastor is elected in accordance with these Bylaws. The Advisory Council shall be responsible for providing pulpit supply during the Pastoral transition, which may include a full or part-time Interim or Transitional Pastor. The Interim or Transitional Pastor may be asked to fill the role of Senior Pastor until a permanent Senior Pastor is confirmed.

The Advisory Council shall have the authority to bring a motion before the Church to maintain the current membership of all standing committees and suspend the nomination process for new committee members until such time as a Senior Pastor is elected or other time as determined by the Advisory Council. The motion to suspend the nomination process, if any, shall be presented at a business Meeting called in accordance with these Bylaws.

**2. Finance Committee**

The Finance Committee shall be comprised of five (5) members, serving a three (3) year staggered term. The Treasurer shall also serve as the fifth

member of this committee. *[The number of Finance Committee members will be reduced by two (2) annually until such time as there are five (5) committee members. This language will sunset once there are five (5) members of the Finance Committee.]*

The Finance Committee shall:

- Work with the business administrator to prepare an inclusive budget for the upcoming year which shall be presented to the Advisory Council for review prior to submitting to the Church for approval at the annual Church business meeting.
- Work with the business administrator, who supervises the Church's financial activities and programs;
- Cooperate in the annual promotion of the Stewardship program for the Church;
- Analyze expenditures not clearly set forth in the Church budget and, if necessary, bring recommendations concerning such to the Church;
- Review periodic financial reports;
- Review the annual audit report from the independent public accountant, and
- Assist in the establishment and maintenance of a Church financial policies and procedures manual.

### **3. Personnel Committee**

The Personnel Committee shall be comprised of five (5) members, serving a three (3) year staggered term. This Committee shall be comprised of both men and women. *[Personnel Committee members will continue to serve for their elected term and will cycle out as currently defined. New members will be elected to a new three-year term which will allow for an orderly reduction of one (1) member annually until such time as there are five (5) committee members. In the third year of this process the current Chair will be asked to serve one additional year to maintain the five (5) committee members. This language will sunset once there are five (5) members under the new three-year rotation of the Personnel Committee.]*

#### **a. Responsibilities for All Church Positions**

The Personnel Committee shall assist the Senior Pastor and staff in all matters pertaining to employees, to include the approval of any new positions and the recruitment and hiring of new employees. The Personnel Committee shall present a salary and benefit budget recommendation for all new employees to the Finance Committee for approval. The Personnel Committee shall prayerfully study all personnel matters before official action is taken.

#### **b. Ministerial Positions**

The Personnel Committee must approve the filling or creation of ministerial staff positions prior to a recommendation to the Church for final approval. Final approval of ministerial staff positions shall be made by the Church upon a recommendation by the Personnel Committee.

The Personnel Committee and Senior Pastor shall terminate any ministerial staff member, when it is in the best interest of the Church, once the Senior Pastor and Personnel Committee have sought to restore a compatible and spiritually productive relationship. Under extreme circumstances, the Senior Pastor, with the advice and consent of the Personnel Committee, may declare the position to be vacant and the staff member's employment terminated. The Executive Committee of the Deacons shall be notified of this action as soon as is practical. Except in instances of gross misconduct by the staff member, upon declaring the office to be vacant, the Church will compensate the staff member with no less than one-twelfth of his total annual compensation as determined by the Personnel Committee. The termination shall be immediate, and the compensation shall be rendered in not more than thirty days.

c. **Non-Ministerial Positions**

The Personnel Committee shall have the authority to terminate the service of non-ministerial staff members upon the recommendation of the supervisory staff member. The Personnel Committee may delegate authority to appropriate staff in order to expedite and accomplish its purpose and responsibilities.

d. **Annual Review of Salary Structure**

The Personnel Committee shall review the salary structure of all positions in the Church annually to ensure it aligns with the mission, values, size and financial resources of the Church.

e. **Employee Handbook**

The Personnel Committee shall assist in the establishment and maintenance of an employee handbook.

**4. Missions Committee**

The Missions Committee shall be comprised of not less than three (3) members serving three (3) year staggered terms. The Missions Committee shall assist the Senior Pastor or designated staff member in the development and review of a comprehensive mission plan. The responsibilities of the Missions Committee shall include:

- a. Assisting in the development and review of the annual missions budget;
- b. Identifying missional needs, opportunities, and resources;

- c. Recommending changes to mission partners and programs;
- d. Developing strategies to respond to missional needs;
- e. Recommending actions to respond to missional needs;
- f. Reviewing missions-related expenditures;
- g. Promoting missional awareness as may be needed in all Church ministries.

**5. Teller Committee**

The Teller Committee shall:

- a. Be comprised of not less than three (3) members;
- b. Be appointed by the business administrator;
- c. Meet as often as is necessary to process all funds donated to the Church;
- d. Keep an accurate accounting of all designations as well as total receipts;
- e. Deposit all funds immediately in the designated depository;
- f. Maintain strict safety and security standards in handling of all funds to include having more than one person present when funds are collected and counted;
- g. Employ integrity in maintaining contributions and contribution confidentiality, and
- h. Forward all envelopes and other records to the Business Office for recording and safekeeping.

**SECTION 2. NON-STANDING COMMITTEE**

**PASTOR SEARCH COMMITTEE**

The Pastor Search Committee shall be comprised of five (5) to nine (9) active members in good standing, recommended by the Advisory Council, and elected by the Church.

A Pastor Search Committee shall seek out a suitable Senior Pastor, and its recommendation will constitute a nomination. The Committee shall bring to the consideration of the Church only one name at a time. The selection of a new Senior Pastor shall be in accordance with Article III, Section 1(2) of these Bylaws.

The Advisory Council shall be responsible for providing pulpit supply during the

Pastoral transition in accordance with Article VI, Section 1(1)(c) of these Bylaws.

## **ARTICLE VII: CHURCH ORDINANCES**

### **SECTION 1. BAPTISM**

The Church may receive for Baptism all persons who have received Jesus Christ as their Savior by personal faith, who profess Him publicly at any worship service, and who indicate a commitment to follow Christ as Lord. Baptism shall be by immersion in water. The Senior Pastor, or whomever the Church shall authorize, shall administer Baptism. Baptism shall be administered as an act of worship during any worship service of the Church. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Senior Pastor or his designee. If negative interest is ascertained on the part of the candidate, that person shall be deleted from the list of those awaiting Baptism.

### **SECTION 2. LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience whereby members, through the bread and the cup, commemorate the death of Jesus Christ and His imminent return.

This Church shall observe the Lord's Supper as scheduled by the Church. The Senior Pastor, ministerial staff, and Deacons shall administer the Lord's Supper.

## **ARTICLE VIII: MARRIAGE**

### **SECTION 1. MARRIAGE**

Marriage is the uniting of one man and one woman in a covenant commitment for a lifetime as provided in Scripture. Gender identity is determined by biological sex. The Bible calls on the Church to oppose all forms of sexual immorality including fornication, adultery, and homosexuality. As ministers and a Church of the Gospel of the Lord Jesus Christ we will not affirm the Union of two people of the same sex (including those identifying as transgender, bisexual, binary, or by whatsoever worldly name is ascribed by such person) whether by civil union or marriage ceremony and will not perform such a ceremony. Further, such union or marriage shall not take place on Church grounds. Any pressure or requirement to perform same sex unions or non-biblical marriage ceremonies would violate the free exercise of our religion and take us out of fellowship with God.

## **ARTICLE IX: CHURCH FINANCES**

### **SECTION 1. BUDGET**

The Finance Committee shall prepare and submit to the Church for approval an inclusive budget, indicating by items the amount needed and sought for all expenses. Offering envelopes will be provided, as needed, for members' use in providing

tithes and offerings. Electronic giving should also be available, as appropriate, to members and others desiring to provide tithes and offerings.

## **SECTION 2. ACCOUNTING PROCEDURES**

All funds received for any and all purposes shall pass through the hands of the Church Treasurer or business administrator, and be properly recorded on the books of the Church.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the business administrator.

The Finance Committee shall be authorized to select and designate such depository or depositories for the funds and securities of the Church as they shall deem proper. Except as noted in Article III, Section 5, all checks, notes, and contracts of the Church, and all orders for deposit or withdrawal of securities from the designated depository or depositories shall be signed by the Church Treasurer or other Church-authorized persons.

## **SECTION 3. FISCAL YEAR**

The Church fiscal year shall begin on January 1<sup>ST</sup> and end on December 31<sup>ST</sup>.

# **ARTICLE X: INSPECTION OF RECORDS & PUBLICATION**

## **SECTION 1. INSPECTION OF RECORDS**

Each Church member shall have the right to inspect all records and reports of the Church other than that which are deemed confidential due to a specific privacy or business exception. Records available for inspection would include policies and procedures, Church Constitution, financial agreements, vendor contracts, committee members, the annual independent audit report of Church finances, and committee minutes. Examples of exceptions for privacy would include tithes, gifts and donations by Church attendees, salary information for staff members, and the date of birth or bank account number of an individual. Exceptions should be narrowly tailored to promote accountability and transparency. Requests for inspection of records may be made to the Church office, Church Clerk or business administrator.

## **SECTION 2. PUBLICATION**

The Church Bylaws and Constitution shall be posted and made available on the main Church webpage where it is easily accessible by the public and Church members alike.

# **ARTICLE XI: REQUIRED DISCLOSURES**

Employees, members and volunteers must promptly report incidents of suspected abuse, neglect or exploitation of minors or other vulnerable persons to the appropriate law enforcement authorities in accordance with applicable state laws and regulations. Information regarding an imminent threat to

the safety of others must also be reported. A senior Church staff member should also be made aware so that timely action can be taken to prevent further harm. No member, employee, or volunteer shall suffer any retaliation or adverse consequences for reporting in good faith as required by this Bylaw.

## **ARTICLE XII: AMENDMENTS**

Changes to these Bylaws may be made at any business meeting of the Church provided each amendment shall have been presented in writing at a previous business meeting no less than 30 days prior and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting or upon request. Amendments to the Bylaws shall be adopted by a two-thirds affirmative vote of the eligible Church members present. These Bylaws will be reviewed by the Church within a period of no longer than every 7 years.

Changes to these Bylaws will take effect 30 days following an affirmative vote by the Church.

## **ARTICLE XIII: OPERATION AND DISSOLUTION**

This Church is organized and operated primarily for the purpose of engaging in religious worship or promoting the spiritual development or well-being of individuals. It is to be operated in a way that does not result in the accrual of distributable profits, realization of private gain resulting from payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain.

The Church pledges its assets for use in performing the organization's religious functions. It directs that on discontinuance of the Church by dissolution or otherwise, the assets are to be transferred to a charitable, educational, religious, or other similar organization that is qualified as a charitable organization under Section 501(c)(3), Internal Revenue Code of 1986, as amended and as determined by the Church.

The undersigned, being the duly elected and qualified Secretary of the Corporation, hereby certifies that the foregoing Bylaws of the Corporation were duly adopted by the Corporation on \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_, Secretary

Journalistic license is requested to correct any grammatical error in this document.