

Circlewood Baptist Church – Constitution and By Laws

CONSTITUTION

Preamble

This Constitution and these By Laws are established to preserve and secure the principles of our faith, and to govern the body of believers in an orderly manner. They will also preserve the liberties of each individual church member and the freedom of action of this body in its relation to other church and denominational organizations.

This Constitution and these By Laws are not Scripture; however, they are man's best effort of interpretation of Scripture as to whom we are, what we are about, our basic beliefs, and how the affairs of the Church should be conducted decently and in order.

ARTICLE I. NAME AND LOCATION

This body shall be known as Circlewood Baptist Church located at 2201 Loop Road, Tuscaloosa, AL 35405.

ARTICLE II. OBJECTIVES AND MISSION STATEMENT

Section 1. Objectives

- To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
- To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
- To experience an increasingly meaningful fellowship with God and fellow believers.
- To help people experience a growing knowledge of God and man.
- To be a church that ministers unselfishly to persons in the congregation, community, and the world in Jesus' name.
- To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

Section 2. Mission Statement

Helping people discover and develop a whole-hearted, love relationship with Jesus Christ; incorporating them into His family; equipping them to demonstrate His love through spiritual giftedness and personal ministry.

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ARTICLE III. STATEMENT OF FAITH and BIBLICAL AUTHORITY

The Holy Bible is the inspired word of God and is the basis for any statement of faith. The Church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 1963 and as amended in 1998 and 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and The Lord’s Supper.

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of church doctrine, practice, policy, and discipline, the Senior Pastor and active deacons are the church’s final interpretive authority on the Bible’s meaning and application.

ARTICLE IV. CHURCH AUTHORITY

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

The congregation, through its Voting Members, is the final authority for all matters of self-government of the Church. Each Voting Member will seek, through earnest prayer and reasoned discussion, to ensure the Church governs itself according to the principles found in Holy Scripture.

ARTICLE V. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love, to strive for the advancement of the 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 through tithes and offerings 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 individual 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 those things which fulfill the lust of

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the flesh and are contrary to our walk in the Spirit with Christ as written in Holy Scripture; and to be zealous in our efforts to advance the kingdom of the Savior.

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

We moreover engage that when we 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.

ARTICLE VI. STATEMENT ON MARRIAGE AND SEXUALITY

We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity should occur outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

Because we believe in the biblical teaching that marriage is between one man and one woman, marriages outside those parameters will not be performed by church ministers or on church property. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

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BY LAWS

ARTICLE 1. CHURCH MEMBERSHIP

Section 1. General

This is a sovereign and democratic Southern Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church. The membership reserves the right to determine who shall be members of this Church and conditions of such membership.

The membership of this church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the Constitution and By Laws of Circlewood Baptist Church, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations of this Constitution and By Laws, and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ. The membership of this church shall have final authority in all matters of church governance, as set forth and described in the By Laws.

Section 2. Candidacy

1. Any person may offer one's self as a candidate for membership in this Church. All such candidates shall be presented to the Church at any regular church service for membership in any of the following ways:

- a. Profession of faith in the Lord Jesus Christ, accepting the promises and commands of Holy Scripture, being baptized by immersion and accepting the principles of faith and practices of this Church.
- b. Promise of a letter of recommendation from another Southern Baptist Church and accepting the principles of faith and practice of this Church.
- c. A statement of prior conversion and scriptural baptism by immersion and accepting the principles of faith and practice of this Church.
- d. Reinstatement as provided for in Article 1. Section 6.3

2. Membership in this Church shall be by a vote of the members present. Should there be any dissent as to any candidate, such dissent shall be referred to the Senior Pastor and the Deacon Body for investigation and the making of a recommendation to the Church within thirty (30) days. A seventy-five (75) percent affirmative vote of those church members present and voting shall be required to elect such candidates to membership.

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Section 3. Rights of Members

1. Every member of the Church is entitled to vote at all elections and on all questions submitted to the church in conference. Proxy votes are not permitted. Absentee voting is permitted at the church office for non-discussion items for those who cannot be present at the time of the scheduled vote. A regular ballot will be used and kept secured to be counted with the Church ballots.
2. Every member of the Church may participate in the ordinances of the Church as administered by the Church.

Section 4. Duties of Members

1. New members are expected to participate in the Church's new member orientation.
2. All members of the Church are encouraged through the love of Christ to worship, including attending church services, praying, praising God, and tithing (giving one tenth of one's total gross income to the Lord's work through the Church).
3. Members are encouraged to use their spiritual gift or gifts by serving in one or more of the Church's ministries. Members are also encouraged to study the Word of God, witness, invite and encourage friends, relatives, and neighbors to come to Church for the purpose of introducing them to Christ.

Section 5. Termination of Members

1. Membership shall be terminated in the following ways:
 - a. Death of a member.
 - b. Transfer to another church.
 - c. An individual's written request to be removed from the rolls.
 - d. Action of this Church.
2. Termination of an individual's membership will result in a forfeiture of all offices, rights, and privileges.

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Section 6. Discipline and Restoration

1. It shall be the basic purpose of Circlewood Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Senior Pastor, Ministry Staff, and Deacons are available for counsel and guidance. Redemption, rather than punishment, should be the guideline that governs the attitude of one member toward another.
2. Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, every reasonable measure will be taken by the Senior Pastor, Ministry Staff, and Deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian love, kindness, and forbearance. Upon finding that the welfare of the Church will best be served by the exclusion of the member, the Church may take this action by a seventy-five (75) percent affirmative vote of the members present and voting at a Special Called Meeting or regular monthly business meeting as mentioned in Article 7 Section 5.
3. Any person whose membership has been terminated for any condition may, on his request, be restored to membership by a seventy five (75) percent affirmative vote of the members present and voting, upon evidence of his repentance and reformation.

ARTICLE 2. CHURCH OFFICERS, STAFF, AND SUPPORT PERSONNEL

General: All who serve as officers of the Church shall be members of this Church. The officers of this Church include the Senior Pastor, Ministry Staff, Deacons, Church Clerk, and Trustees.

Section 1. Senior Pastor

1. The Church affirms that Jesus Christ is the head of the Church. With the guidance of the Holy Spirit, the Church will call a gifted man to serve as Senior Pastor as provided for in this document.
2. He shall be a duly ordained Southern Baptist minister who meets the scriptural qualifications found in the New Testament. He is responsible for leading the Church to function as a New Testament Church. He will lead the congregation, the organization, and the Staff to perform the appropriate tasks.
3. He will be the overseer and leader of the ministries and programs of the Church and will supervise directly, or by delegation, all Staff members and Support Personnel.
4. As overseer and leader of pastoral ministries in the Church, he works with the Ministry Staff and Deacons to lead the Church:
 - a. In the achievement of its mission and objectives.
 - b. In proclaiming the gospel to believers and unbelievers.
 - c. In caring for the Church's members and other persons in the community.

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5. The Senior Pastor shall hold his office for an indefinite period of time with the understanding that he may offer his resignation at any meeting or service if he feels led by the Holy Spirit to do so. If he resigns, he shall give at least two week notice at the time of resignation, before terminating his responsibilities.

6. His service may be terminated by a seventy-five (75) percent affirmative vote of the members present and voting at any business meeting, provided a seven (7) day notice of the meeting and its purpose has been given to the Church Body. Such a meeting may be called upon the recommendation of a majority of the Personnel Committee and the Deacon Body when conditions exist as mentioned in Article 2 Section 7, “Removal of Church Officers”.

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7. **Section 1A. Senior Pastor Search Team**

1. When needed, a Special Called Meeting shall be called in accordance with Article 7 Section 5 for the purpose of selecting a Search Team. The members present and voting shall write the names of five (5) people they desire to have on the Team. The five members who receive the most votes and accept the position will form the Team, with the next two on the voting list serving as alternates.
2. The Search Team will then have the duty to prayerfully, through the leadership of the Holy Spirit, seek out a Senior Pastor. The Search Team's recommendation will serve as a nomination. The Team shall bring to the consideration of the Church only one name at a time. The prospective Senior Pastor will be called under the guidelines of the Church and those provisions agreed upon by the Search, Personnel, and Finance Ministry Teams.
3. The nomination of the prospective Senior Pastor will be at a Special Meeting called and in accordance with Article 7. Section 5. for that purpose. Notice of when the vote is scheduled will be given at the time of the nomination. The vote will be by church members using written ballots. Seventy five (75) percent of the members present and voting must approve extending a call.
4. Prior to the vote, the prospective Senior Pastor will be asked to come and meet with the Deacon Body, the Staff, and the Personnel and Finance Ministry Teams and attend an open house of the membership before preaching to the congregation during a Sunday Morning Service.
5. After the call is extended and accepted, the Search Team shall assist the new Senior Pastor in making the transition to the Church. At that time, the Search Team's duties and function shall cease.

Section 1B. Interim Pastor

General: During a vacancy in the position of Senior Pastor, the Pastor Search Team in conjunction with the Deacon Body shall see that the pulpit is supplied and subsequently make a recommendation to the Church for an Interim Pastor to serve during the vacancy.

Section 2. Ministry Staff Positions

General: The Ministry Staff Positions shall consist of (A) Ordained Ministerial Staff and (B) Other Staff positions not requiring ordination.

Section 2A. Ordained Ministerial Staff Positions

1. The Ordained Ministerial Staff members shall be called by the Church as needed. The Senior Pastor in conjunction with the Personnel Committee may act as a Search Team for recruiting and recommending to the

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Church ministerial staff personnel. The Senior Pastor and the Chairman of the Personnel Committee may appoint additional members of the Church to assist in this matter or appoint a Search Committee.

2. After prayerful consideration and through the leadership of the Holy Spirit, the Search Team shall nominate the candidate of their choice for the position at a Special Meeting called in accordance with Article 7. Section 5 for that purpose. The time of the vote will be announced at the time of the nomination. At least seventy-five (75) percent of the members present and voting by written ballot must approve the call. The Minister shall be called under the guidelines of the Church and those provisions agreed upon by the Search, Personnel, and Finance Teams in conjunction with the Senior Pastor. Search Team functions cease after transition is made.

3. The Ordained Ministry Staff Member thus called shall serve until the relationship is terminated by the individual's request or the Senior Pastor's request. If by the individual's request at least two week notice shall be given before terminating their responsibilities. If by the Senior Pastor's request the guidelines outlined in Article 2. Section 7. "Removal of Church Officers" will apply.

Section 2B. Other Staff Positions

These are Staff positions not requiring ordination. They shall be called under the guidelines of the Church involving the Personnel Team and administered by the appropriate supervisor in conjunction with the Senior Pastor.

Section 3. Deacons

1. The Deacon Body shall consist of eighteen (18) men. They shall be nominated at a Special meeting called in accordance with Article 7. Section 5. The voting shall be done by written ballot in accordance with Church policy. Ballots will be counted at the next scheduled deacons' meeting. In the case of a tie that needs to be resolved, each of the deacons present (minus chairman) will cast a secret ballot to break the tie. If a tie remains then the chairman will cast the deciding vote.
2. All ordained men of the church will be invited to attend a special called deacon examination meeting for the purpose of interviewing new deacons prior to an ordination service.
3. If a previously ordained deacon that has never served as deacon at Circlewood Baptist Church is elected, two active deacons will be appointed to visit that deacon and his wife in their home. They will explain the role of deacon and answer any questions that the new candidate may have. The new deacon will then sign the deacon qualification form.
4. Deacons shall serve on a three year rotation basis concurrent with the Church calendar year. Each year, the term of office of one-third the number of Deacons shall expire. In case of death, removal or

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incapacity to serve, an unexpired term may be filled using the candidates from the most current Deacon election or they may decide to wait until the regular deacon election to fill the position. A Deacon shall be eligible for re-election only after the lapse of one year.

5. In accordance with the meaning of the work, practice, and qualifications found in the New Testament in I Timothy 3:8-12, Deacons are to be servants of the Church. Their duties include the following:
 - a. Serve with the Pastor and Staff in performing pastoral ministry duties.
 - b. Proclaim the Gospel to believers and unbelievers.
 - c. Care for the Church members and other persons in the community.
 - d. To see that the ministry of the Word and prayer is unhindered.
 - e. Assist in leading the Church to achieve its mission and objectives.
6. All disciplinary or termination matters requiring Deacon Body action, amendments to the Constitution and By Laws, or known controversial matters requiring Church action shall be brought before the Deacon Body for proper hearing and recommendation.
7. Special called meetings of the Deacon Body may be called by the Chairman, the Senior Pastor or his designate, when a need arises. A quorum consists of two thirds (2/3s) of the elected Deacon Body. If less than a quorum is present any action taken is advisory only.
8. The Deacons in conjunction with the Senior Pastor are authorized to elect their officers and set the schedule, time, and place of their meetings.
9. Minutes will be kept of all meetings by the deacon secretary.

Section 4. Moderator

1. The Moderator shall be the Senior Pastor, or his designate. In the absence of the above, the Chairman of the Deacon Body shall call the Church to order.
2. The Moderator will ensure Church business is conducted in a fair, orderly, and Christian manner, and will clarify all motions before allowing a vote.
3. The Moderator is to be well acquainted with Robert's Rules of Order, the Church's Articles of Incorporation, and the Constitution and By Laws.

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Section 5. Church Clerk

1. The Church Clerk shall be responsible for maintaining a record of all the actions of the Church, except as otherwise herein provided. The Church Clerk is responsible for keeping a register of the names of members. This register shall contain dates of admissions, transfer, drops, deaths, as well as a record of baptisms.
2. The Church Clerk shall issue letters of transfer voted by the Church, preserve on file all communications and written official reports, and cause legal notice to be given of all meetings where such notice is necessary, as indicated by this document.
3. The Church Clerk may delegate some administration. All Church records are Church property and are to be filed in the Church office in a secure area.
4. The Church Clerk shall be the Secretary of the Trustees.

Section 6. Trustees

1. The three members of the Board of Trustees, elected by the Church, will serve as the Corporate/Church officers and will hold in trust the Church property. Trustees shall serve a three-year term on a rotational basis. A Trustee shall be immediately eligible for re-election upon the expiration of his or her term.
2. The Trustees rotating on to the Board shall be nominated by church ballot during the annual deacon/trustee election held in August.
3. Duties of the Trustees include the following:
 - a. Administer and represent the legal activities of the Church regarding real estate and its holdings.
 - b. Ensure that all the actions of representatives of the Church were previously approved by the Church or the Church's designated Ministry Team.
 - c. They shall administer the gifts of real estate, vehicles, or high value real or chattel property items of one thousand (1000) dollars or greater to the church.
 - d. Review and bring recommendations to the Church regarding the Constitution and By Laws as needed or requested by the Church.
4. A biannual review of the administration of the property in control of the Trustees by a Certified Public Accountant will be required. (This is to be coordinated with the Finance Committee).

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Section 7. Removal of Church Officers

1. Should some serious condition exist which would cause an officer to become a liability to the general welfare of the Church through improper work or personal ethics, every reasonable measure will be taken by the Senior Pastor, Personnel Committee, and if necessary the Deacon Body to resolve the problem.
2. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance in seeking resolution to the condition or resignation of the officer.
3. Upon finding that the welfare of the Church will best be served by the removal of the officer and the measures mentioned above have not resolved the issue, the Deacon Body upon the recommendation of the Senior Pastor and the Personnel Committee may take this action by a majority affirmative vote with a quorum being present. (For the removal of the Senior Pastor Article 2 Section 1.6 will apply).

Section 8. Support Personnel

Support Personnel shall be employed as needed and as funds are available. Employment and termination of services shall be conducted under the guidelines of the Church involving the Personnel Committee and administered by the appropriate staff member in conjunction with the Senior Pastor.

Section 9. Salary and Benefit Information

Individual salary and benefit information is not given publicly. Any Church member may view this information by meeting with the Finance Committee Chairman. To protect the financial privacy of the personnel, the members will covenant to keep this information confidential.

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ARTICLE 3. MINISTRY TEAMS and COORDINATING GROUPS

Section 1. Elected Ministry Teams

General: A Ministry Team is a group of well qualified individuals, elected by the Church to perform certain tasks that the Church, acting as a whole, could not accomplish with the same efficiency, dispatch, and expertise. The standing elected Ministry Teams of the Church include but are not limited to the following:

Organization: Finance; Personnel; Nominating; and House & Grounds.

1. Elected Ministry Teams shall be established by the Church membership based on the recommendations of the Senior Pastor and the Deacon Body. Policies and procedures of Ministry Teams will be published in the Church Operations Manual as outlined in Article 8. of these By Laws.
2. All elected Ministry Team vacancies shall be filled by Church Members nominated by the Nominating Committee and elected by the Church during the Annual Business Meeting as outlined in Article 7. Section 4. The nominees are then elected by a majority vote of the Church members present and voting at the meeting. Ministry Team members thus elected may observe meetings of their ministry teams without voting privileges until the church year starts September 1.
3. Unless otherwise specified, team members shall serve a three (3) year term on a rotation basis concurrent with the Church calendar year. Members shall be eligible for re-election immediately.
4. Individual Ministry Team members may be removed before completion of their term of office under the same guidelines as those for removal of Church Officers (Article 2 Section 7.) with the exception that the Organization Team takes the place of the Personnel Committee. Team members may resign by notifying the Organization Team and the appropriate Ministry Team Chairman.
5. The Senior Pastor will serve as an ex-officio member of all elected Ministry Teams. The Senior Pastor may also appoint a Staff Member as an ex-officio member of each Ministry Team.

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Section 2. Ad Hoc Ministry Teams

Ad Hoc Ministry Teams appointed by the Senior Pastor may be created by Church action to carry out specific assignments for a limited duration.

Section 3. Coordinating Groups and Special Events

General: In addition to elected Teams, the Senior Pastor and Ministry Staff shall have the discretion to place into position certain non-elected individuals as coordinators to accomplish the tasks as needed.

1. Coordinators may, at their own leading and in conjunction with the appropriate staff liaison, assemble group members to facilitate accomplishment of the appropriate task or event. Since it is not intended that these individuals or groups determine fiscal policy that is not overseen and approved by the Finance Team, it is not necessary that they be elected or approved formally by the Church. A Coordinator or assisting member may be added or removed by the appropriate staff person as deemed in the best interest of the Church.
2. Policies and procedures of Coordinating Groups will be developed and published in the Church Operations Manual as outlined in Article 8. of this document.

ARTICLE 4. CHURCH FINANCES

Section 1. Budget

The Chairman of the Finance Committee, working with the Finance Committee, shall prepare and submit to the Church for approval an inclusive budget, indicating by item the amount needed and sought for all local and worldwide expenses. In the absence of a Finance Committee Chairman, the Finance Team, working with the Ministry Staff, assumes this responsibility. It is understood that membership in the church involves financial obligation to support the Church and its causes with regular tithes and offerings.

Section 2. Accounting Procedures

1. A system of accounting that will adequately provide for the proper handling of all funds and follow the generally accepted practices for fund accounting shall be the responsibility of the Finance Team working with the Finance Committee Chairman.
2. The signatories shall be bonded at church expense.
3. An internal audit shall be required every four years by a licensed Certified Public Accountant.
4. The Finance Committee shall render to the Church at each regular business meeting an updated itemized financial report from the time of the last regular business meeting. A monthly financial summary is to be available to the Church.

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5. The Finance Committee will ensure that receipts and disbursements are in compliance with the Church budget.
6. Upon rendering the annual account at the end of the fiscal year and its approval by the Church, the records shall be delivered by the Chairman of the Finance Committee to the Church Clerk as part of the permanent records of the Church. The records are to be kept in the administrative department of the Church.

Section 3. Fiscal Year

The fiscal year of the Church shall be from January 1 to December 31.

ARTICLE 5. PROGRAM ORGANIZATION

Section 1. General

All organizations of the Church shall be responsible to the Church.

Section 2. Sunday School

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of an elected Sunday School Director, with supervision by the Senior Pastor, for the study of God's Word.

Section 3. Discipleship Training

Discipleship Training shall be provided as needed and desired by the Church.

Section 4. Women On Mission (WOM) / Women's Ministry

There shall be a Women on Mission/ and or Women's Ministry Organizations with such officers and organization as needed. The tasks are to engage in and support ministries for the congregation, community, and region. Also, to support world missions through praying, teaching, giving, and by providing and interpreting information regarding the work of the Church and Denomination.

Section 5. Men's Ministry

There shall be a Men's Ministry organization with such officers and organization as needed. The tasks are to engage in and support ministries for the congregation, community, and region. Also, to support world missions through praying and giving, and by providing and interpreting information regarding the work of the Church and Denomination.

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Section 6. Church Music Program

There shall be a Church Music program under the direction of the Minister of Music with supervision by the Senior Pastor. Such officers and/or organizations shall be included as needed. The music tasks shall be to teach music; train persons to lead, sing, and play music; provide music in the Church and community; provide and interpret information regarding the work of the Church and the Denomination.

Section 7. Church Messengers

The Senior Pastor in consultation with the Ministry Staff and Organization Team will nominate the appropriate number of Voting Members to be elected by the Church as official Church Messengers to associational, state, and national denominational meetings where participation is desired.

ARTICLE 6. ORDINANCES

Section 1. Baptism

A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to following Christ as Lord, shall be received for baptism.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the Senior Pastor or whoever he shall authorize.
3. Baptism shall be administered as an act of worship during any worship service.
4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Senior Pastor and/or Ordained Staff and Deacons. If negative interest is ascertained, he shall be deleted from those awaiting baptism.

Section 2. The Lord's Supper

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

1. The Lord's Supper shall be observed Quarterly or more often at the discretion of the Senior Pastor.
2. The Senior Pastor and the Deacons shall be responsible for the administration of The Lord's Supper.
3. The Lord's Supper Coordinator shall be responsible for the physical preparations of The Lord's Supper.

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ARTICLE 7. CHURCH MEETINGS

Section 1. Worship Services

The Church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, prayer, instruction, evangelism, and the worship of Almighty God. Special events or circumstances may cause regular services to be altered or canceled when agreed upon by the Senior Pastor and the Deacon Body Chairman. Regular Services will be open to the entire membership of the Church as well as non-members and shall be conducted under the direction of the Senior Pastor.

Section 2. Special Services

Revival services and any other Church meetings which will be essential to the promotion of the objectives and mission of the Church shall be placed on the Church Calendar.

Section 3. Regular Business Meetings

Regular business meetings shall be held monthly on the Wednesday following the second Sunday. This date may be moved as necessary to accommodate holidays or other scheduling conflicts. Financial Summaries and other committee and organizational reports concerning the general welfare of the Church will be presented.

Section 4. Annual Business Meeting and Church Calendar Year

An Annual Meeting shall be held in August each year. The membership shall vote on the Church Officers and Team Members for the upcoming September through August church year.

Section 5. Special Business Meetings

A Special Called Business Meeting may be held one week after public notification at a worship service, special service, or regular business meeting. The notice shall also be published in the Church bulletin, giving the subject, date, time, and place of the meeting. The Senior Pastor, his designate, or the Chairman of the Deacons may issue the call for a Special Business Meeting.

Section 6. Quorum

The quorum consists of those who attend the business meeting, provided it is a regular meeting or one that has been properly called.

Section 7. Parliamentary Rules

Robert's Rules of Order as amended, is the authority for parliamentary rules of procedures for all business meetings of the Church.

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ARTICLE 8. CHURCH OPERATIONS AND PERSONNEL MANUALS

General: Church Operations and Personnel Manuals shall be consistent with these By Laws.

Section 1. Personnel Manual

Church personnel policies, procedures, and organizational chart shall be described in a personnel manual. The Personnel Committee, in conjunction with the Executive Pastor, is responsible for maintaining and revising the manual. The Personnel Manual shall be kept in the administration department and made available for review by any member of the Church or Church employee.

ARTICLE 9. AMENDMENTS

1. It is not the intent of this document to hinder the cause of Christ in any manner. When amendments are needed to improve or clarify any portion of this document the Deacon Body acting on its own or by Church directive, will initiate the change followed by a review and recommendation by the Deacon Body and the Senior Pastor for Church action.
2. Changes may be made at any regular or special called business meeting of the church, provided each amendment shall have been presented in writing at a previous meeting of the church seven (7) days prior to the vote and the issue has been considered by the Trustees, the Senior Pastor, and Deacon Body for a recommendation.
3. Approval by two-thirds of the members present and voting shall be required for passage of amendments and approval of this document.

Voted on and approved for adoption on

AMENDMENT HISTORY