

CONSTITUTION
AND
BYLAWS

Belle Aire Baptist Church
1307 North Rutherford Boulevard
Murfreesboro, Tennessee 37130

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CONSTITUTION

PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, and for the purpose of preserving the liberties of each member of this church and the freedom of action with respect to the church's relation to other churches of the same faith, we do declare and establish this constitution.

I. NAME

This body shall be known as the BELLE AIRE BAPTIST CHURCH of Murfreesboro, Tennessee.

II. PURPOSE

We, the Belle Aire Baptist Church, declare as our purpose to live out Christ's command in Matthew 28:19-20;

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."

Based on our purpose, the mission statement of Belle Aire Baptist Church shall be:

Glorifying God by: loving Jesus, sharing the Gospel, and making disciples.

We will pursue the fulfillment of our mission through our vision statement:

Transforming our world through the power of the gospel one life at a time.

Belle Aire Baptist Church is organized exclusively for charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States revenue law).

III. ARTICLES OF FAITH

Belle Aire Baptist Church accepts "The Baptist Faith and Message, June 14, 2000" as a general statement of our faith. The Articles of Faith do not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. It is our authority in matters of faith and practice. We do believe, however, that The Baptist Faith and Message accurately represents the teaching of the Bible and, therefore, is binding upon all members.

Marriage. 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 (Gen. 2:24; Rom. 7:2-3; 1 Cor. 7:10-11; Eph. 5:22-25).

IV. CHURCH COVENANT

Having been brought by the grace of God to repent and believe in the Lord Jesus Christ, having been baptized in the name of the Father and the Son and the Holy Spirit, and believing that Christ has led us to become part of this fellowship, we now declare, as our covenant with each other, to live out the core values of Belle Aire Baptist Church as detailed below.

Applied Truth

All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness. (2 Timothy 3:16)

Definition: We shall honor the centrality and authority of God's Word as the guide for glorifying God.

Demonstrated by:

- The prominence of Scripture in our worship services and teaching environments.
- Using Scripture as a guide in shaping our values and directions.
- Evaluating ministries and events based on the simple question, "does it help us exalt the God of the Bible?"

Equipped Families

You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. (Deuteronomy 6:7)

Definition: We shall seek to equip the family to serve as the primary faith influencer for the future generations.

Demonstrated by:

- The emphasis of family ministry throughout the multiple generations
- Creating opportunities for adults to expand their capacity to lead their homes and disciple their children
- Demonstrating a family-friendly environment to the community we serve

Transformational Growth

And we all, with unveiled face, beholding the glory of the Lord, are being transformed into the same image from one degree of glory to another. For this comes from the Lord who is the Spirit. (2 Corinthians 3:18)

Definition: We shall seek life-long transformation toward maturity in Christ, beginning with conversion.

Demonstrated by:

- Living holy lives through the power of the Holy Spirit, set apart from the corruption of this world

- Intentional Gospel-sharing in our teaching/preaching, as we train new generations of believers
- Creating ways to train parents to be the main discipler of their children
- Assimilating attendees into a regular Bible study

Passionate Worship

But the hour is coming, and is now here, when the true worshipers will worship the Father in spirit and truth, for the Father is seeking such people to worship him. (John 4:23)

Definition: We shall seek to give ourselves individually and corporately in meaningful worship to God.

Demonstrated by:

- Singing and praising with spiritual songs
- Living holy lives
- Devoting ourselves to prayer and the Word
- Sacrificially giving our time, talents, and treasures

Fervent Prayer

Pray without ceasing. (1 Thessalonians 5:17)

Definition: We shall seek the power of The Holy Spirit for our mission through continual prayer.

Demonstrated by:

- Daily individual prayer
- Consistent corporate prayer
- Teaching and practicing prayer in our homes
- Engaging others through prayer

Empowered Missions

But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth. (Acts 1:8)

Definition: We shall seek to support, send, and join missions to reach all people for Christ in our region, nation, and to the ends of the earth.

Demonstrated by:

- Supporting church planters in the U. S. and globally
- Creating an environment for every person of every age to be involved in praying, giving, and going on missions
- Responding to the missional needs of those in closest proximity and expanding outward to the least evangelized
- Incorporating missions education into regular teaching/preaching for all ages
- Prayerfully and objectively evaluating all aspects of our missional reach

Authentic Relationships

By this all people will know that you are my disciples, if you have love for one another.
(John 13:35)

Definition: We shall seek to love others as Jesus has demonstrated and commanded.

Demonstrated by:

- Being a congregation characterized by (Eph. 4:1-6): Humility, Gentleness, Patience, Bearing with one another in love and encouraging one another, Eager to maintain the unity of the Spirit in the bond of peace
- Reaching out beyond our congregation (Galatians 3:28): Cultivating relationships with those in our local community, Serving the physical and spiritual needs of our local community

Intentional Evangelism

Therefore we are ambassadors for Christ, God making his appeal through us. We implore you on Christ's behalf, be reconciled to God. (2 Corinthians 5:20)

Definition: We shall seek to share the gospel at church, in our community, and in our everyday lives.

Demonstrated by:

- Cultivating relationships in which genuine concern opens the door to speak truth into the lives of those around us
- Train members to effectively share the Gospel
- Proclaiming Christ in all our activities, trusting the Holy Spirit to awaken hearts
- Providing a welcoming environment for all people to find Jesus, as we seek to empathize with and understand their hurts

V. POLITY AND AFFILIATION

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 the benefits of mutual counsel and cooperation which are common among Southern Baptist churches.

So far as may be consistent with the principles and teachings of God's Word, the church shall continue to be affiliated with and have representation in the Southern Baptist Convention, the Tennessee Baptist Convention, and the Concord Baptist Association.

VI. ORDINANCES

- (A) **Baptism.** This church shall observe the ordinance of baptism as soon as it is practical upon a person declaring their faith in Christ.
- (B) **The Lord's Supper.** This church shall observe the ordinance of the Lord's Supper at least four times per year. All those who are baptized believers are welcomed to partake.

VII. PROPERTY AND DISSOLUTION

All property of this church is to be held for the use and benefit of the membership, even though they be a minority.

If there is no minority to make adequate use of said property, then the title to same shall revert to or become vested in the Tennessee Baptist Foundation, as trustees, an agency of the Tennessee Baptist Convention, to hold and use said property or the proceeds there from, to advance and propagate the Southern Baptist cause and denomination in Tennessee.

BYLAWS

ARTICLE I. MEMBERSHIP

Section 1. Qualifications

- (A) The membership of this church shall consist of such persons as confess Jesus Christ to be their Savior and Lord, agree with and adhere to the BABC Church Covenant and Articles of Faith, and as present themselves for membership by:
- (1) Baptism by immersion.
 - (2) Letter of transfer from another Southern Baptist church.
 - (3) Statement of both prior conversion experience and baptism by immersion when no letter is obtainable.
 - (4) Written request for restoration, if having been removed from membership for disciplinary reasons. (Note: See Section 5 for restoration requirements.)
- (B) All prospective members will be officially received into the fellowship of this church once they:
- (1) Have expressed interest in church membership and;
 - (2) Have been interviewed by the pastor, a minister, or a decision counselor and are recommended to the church for membership and;
 - (3) Have attended and completed the age-appropriate new member or new Christian class and;
 - (4) Have been received by a majority vote of those members present in a business meeting.
- (C) A person can request to be considered for watchcare membership. Watchcare members voluntarily place themselves within the membership care of Belle Aire Baptist Church while they are temporarily away from their “home church.” (The most common example is a college student who desires accountability to a local church while away at school.) A watchcare member must meet all membership qualifications and is responsible to fulfill all the duties of membership. A watchcare member receives all the rights of membership except voting rights.

Section 2. Duties

The duties of the membership shall be in accordance with those expressed in the Church Covenant.

Section 3. Rights

(A) Voting Rights

- (1) Only members who are physically present at a duly called business meeting of the church shall be entitled to vote.

- (2) There shall be no proxy or absentee voting.
 - (3) A member's right to vote is an expression of the Head-Body relationship of Jesus Christ and this church; as such, each vote must be considered in prayer and constrained by conscience and the Bible.
 - (4) Members may vote to have the pastor, a minister, the trustees, or a committee investigate and make recommendations on any matter, but they may not vote to initiate any church action without a recommendation from one of these entities.
- (B) **Property Rights.** Members do not have any property rights in the church building or its assets. Any decision about control of church property shall be decided by a majority vote of the church.
- (C) **Information Rights.** Member rights concerning the inspection and copying of church records shall be in accordance with the Tennessee Nonprofit Corporation Act, Tennessee Code Annotated § 48-66-102.

Section 4. Termination

- (A) The church shall terminate membership under the following conditions:
- (1) Upon death of the member.
 - (2) Upon receipt of a Letter of Transfer
 - (a) Letters of Recommendation shall be granted to Southern Baptist churches only, not to individuals.
 - (b) It shall be the responsibility of all members moving to another church to request letters as soon as possible.
 - (3) Upon the written request of the member.
 - (4) For disciplinary reasons set forth in and according to principles of the New Testament.

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the chairman of the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

Membership termination for disciplinary reasons shall be documented in a letter addressed to the member being terminated. The letter shall contain:

- The date of termination;
- The reason for termination;
- The steps taken to try and resolve the problem; and
- The conditions required for reconciliation and reinstatement of membership.

Section 5. Restoration

Any person whose membership has been terminated for any offense may be restored by a two-thirds vote of members present at a business meeting, upon evidence that the person has met the conditions for restoration as set forth in the termination letter.

ARTICLE II. BOARDS

Section 1. Trustees

The trustees serve as the Board of Directors for Belle Aire Baptist Church.

- (A) **Eligibility.** Trustees must be members of Belle Aire Baptist Church.
- (B) **Duties.** The trustees have ultimate responsibility for overseeing the business, financial, and legal affairs of the church. They will hold in trust the property of the church, but shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing such action. The trustees act as stewards and have the following fiduciary responsibilities:
 - (1) The Duty of Loyalty. The trustee shall always act in the best interests of Belle Aire Baptist Church and shall not seek to benefit personally from the business activities of the church.
 - (2) The Duty of Care. The trustee shall act reasonably, making good faith and informed decisions, ensuring that the church is faithfully carrying out its religious and charitable purpose without extravagance or waste.
- (C) **Election.** Each year the Nominating Committee will nominate five persons to be elected by a simple majority of the church at the December business meeting. Vacancies shall be filled as soon as possible with the recommendation of the Nominating Committee at a membership meeting called for that purpose.
- (D) **Term of Service.** The term of service for a trustee is one year--from January 1 through December 31. Trustees may be elected for up to five successive terms.
- (E) **Removal.** A trustee may resign at any time by providing written notice to the trustees, the pastor, and the chairman of the Nominating Committee. A trustee may be removed at the recommendation of the pastor and the chairman of the deacons with a simple majority vote at a member meeting called for that purpose.
- (F) **Meetings.** The Board of Trustees shall hold an annual meeting on the third Tuesday of February, unless the date of such meeting is changed by the board. Regular meetings shall be held to address business in a timely fashion. A yearly

schedule of regular meetings will be set at the annual meeting. However, this schedule may be changed during the year, if necessary, by the chairman with board approval. Special meetings may be called at any time.

Section 2. Weekday Preschool Advisory Board

- (A) **Eligibility.** Members of the Weekday Preschool Advisory Board (“Advisory Board”) must be members of Belle Aire Baptist Church.
- (B) **Membership Composition.** The Advisory Board shall consist of five (5) members and the weekday preschool director (“director”) as an ex-officio member. The composition shall be as follows:
- Belle Aire Baptist Church (BABC) preschool minister;
 - Two (2) members of the BABC Personnel Committee elected by the Personnel Committee each year;
 - One (1) parent of a student in the program; and
 - One (1) BABC member at large.
- (C) **Duties.** The Advisory Board shall:
- (1) Review and approve the proposed annual preschool program budget. The director shall submit the budget approved by the Advisory Board to the Finance Committee for their approval by June 1.
 - (2) Review the proposed tuition schedule for preschool program.
 - (3) Review the proposed curriculum for preschool program.
 - (4) Approve the hiring, disciplinary action and dismissal of teachers at the recommendation of the director.
 - (5) Approve the pay rates for weekday preschool teachers at the recommendation of the director. Approve the salary of the director at the recommendation of the BABC preschool minister.
 - (6) Review preschool program policies and procedures as appropriate.
 - (7) Assist the director in resolving any program issues as deemed appropriate.
- (D) **Election.** Advisory Board members will be nominated by the Nominating Committee and elected by a simple majority of the church at the June business meeting. Vacancies shall be filled as soon as possible with the recommendation of the Nominating Committee at a membership meeting called for that purpose. The Chair of the Advisory Board will be recommended by the BABC preschool minister and approved by the Nominating Committee
- (E) **Term of Service.** The term of service for Advisory Board members shall be as follows:
- Belle Aire Baptist Church (BABC) preschool minister – indefinite
 - All other members – up to three years

With the exception of the preschool minister, members may not serve consecutive terms (more than three consecutive years).

The service year will begin July 1 and conclude the following June 30.

- (F) **Removal.** An Advisory Board member may resign at any time by providing written notice to the chair or the director. A member may be removed at the recommendation of the Personnel Committee with a majority vote of the church.
- (G) **Meetings.** The Advisory Board will meet as soon as is possible after the annual elections (typically in July) and as requested by the director, preschool minister or Advisory Board chair.

ARTICLE III. CORPORATE OFFICERS

As an accommodation to legal relationships outside the church, the pastor shall serve as the president of the corporation, the associate pastor as vice president, the clerk as secretary, and the minister of administration as treasurer and registered agent.

ARTICLE IV. CHURCH LEADERSHIP AND STAFF

Section 1. Pastor

- (A) **Eligibility.** The pastor shall satisfy the qualifications of an elder as specified in 1 Timothy 3:2-7, Titus 1:6-9, and 1 Peter 5:1-3. The pastor shall agree with and adhere to the BABC Church Covenant and Articles of Faith. The pastor shall have a seminary degree and be ordained as a minister of the Gospel. The pastor shall hold membership in the church during his term of service. Additional qualifications shall be determined by the Pastor Search Committee and/or the Personnel Committee.
- (B) **Duties.** The pastor is responsible for teaching and leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks. He will be charged with the welfare and oversight of the church. He will bear primary responsibility for the preaching ministry of the church.

The pastor is leader of pastoral ministries in the church. As such, he works with the deacons and church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church's members and other persons in the community.

The pastor shall, in his absence, ensure that all of his pastoral duties are covered by one or more qualified individuals.

- (C) **Election.** A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least three weeks public notice shall be given.

A Pastor Search Committee shall be recommended by the deacons for approval by the church to seek out a suitable pastor, and their recommendation will constitute a nomination.

After the Pastor Search Committee has agreed on a nomination and prior to his call, a written agreement shall itemize the pastor's compensation package and document all special duties and obligations of the contracting parties.

The committee shall bring to the consideration of the church only one man at a time. Election shall be by ballot, an affirmative vote of three-fourths of members present and voting at a special business meeting called for that purpose.

- (D) **Term of Service.** The pastor's term of service will be indefinite.
- (E) **Removal.** The pastor will be called by this church with the understanding that the church will give him a two-week notice of the expiration of his services as pastor, and that he will give the church a two-week notice of his resignation. Earlier termination may be granted upon agreement of both parties. The dismissal of the pastor shall be by recommendation of the Personnel Committee and Trustees, with a two-thirds majority vote at a duly constituted special business meeting. Disciplinary removal of the pastor from the office automatically terminates his membership.

Section 2. Minister

- (A) **Eligibility.** All ministers shall hold membership in the church during their term of service. Ministers shall agree with and adhere to the BABC Church Covenant and Articles of Faith. Ministers shall have a seminary degree or be actively working to earn a seminary degree. Ministers shall be ordained as a minister of the Gospel. Additional qualifications shall be determined by the pastor and Personnel Committee.
- (B) **Duties.** The duties of ministers shall be specified in a job description prepared by the Personnel Committee.
- (C) **Election.** Ministers shall be called and employed as the church determines the need for such offices. The decision to fill a vacant position or create a new position shall be by the recommendation of the Personnel Committee with a majority vote of the church. All ministerial staff shall be nominated to the church by a special committee composed of two members of the Personnel Committee, three members from the specific program area, and two members at large. Salary, vacation, and other obligations and duties of the church to the employee and the employee to the church shall be stipulated in writing at the time of employment. Election shall be by ballot, an affirmative vote of three-fourths of the members present and voting, at a special business meeting called for that purpose.
- (D) **Term of Service.** The minister's term of service will be indefinite.
- (E) **Removal.** Ministers will be called by the church with the understanding that the church will give him a two week notice of expiration of his services, and that he will give the church a two week notice of his resignation. Earlier termination may be granted upon agreement of both parties. The dismissal of a minister shall be by recommendation of the Personnel Committee and Trustees, with a two-thirds majority vote at a duly constituted special business meeting. Disciplinary removal of a minister from office automatically terminates his membership.

Section 3. Teacher

- (A) **Eligibility.** Teachers must be members in good standing. Teachers must agree with and adhere to the Church Covenant and Statement of Faith.

Teacher's assistants must meet the qualifications of membership even if they have not officially requested membership. This provision does not apply to invited guest teachers, missionaries, evangelists, or preachers engaged in the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

- (B) **Election.** Teachers and their assistants shall be recommended by the appropriate age group minister and approved by the minister of education.
- (C) **Term of Service.** The term of service for teachers shall be one year. Teachers may serve consecutive terms.
- (D) **Removal.** Teachers shall be removed from office at the request of the pastor and the minister of education.
- (E) **Duties.** Teachers shall follow lesson plans approved by the minister of education. All educational programs or courses of instruction shall be taught and presented in full accord with the Articles of Faith of the church. It is the responsibility of every teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

Section 4. Deacon

- (A) **Eligibility**

- (1) A deacon shall embody the characteristics identified in Acts 6:3,5 and 1 Timothy 3:8-13.
- (2) A deacon must be a Christian for at least three years.
- (3) A deacon must be an official member of Belle Aire for at least 12 consecutive months prior to the deacon election date.
- (4) There is no obligation to constitute as a deacon a brother who joins this church where he has served as a deacon at another church.

- (B) **Duties.** In accordance with Scripture and the practice of the New Testament, deacons are to be servants of the church. The deacon body shall:

- (1) Promote the unity of the church body.
- (2) Provide support for the ministerial staff as needed.
- (3) Minister to the needs of the membership, especially widows.
- (4) Be responsible for organizing and administering the Lord's Supper alongside the ministerial staff.
- (5) Provide assistance to the ministerial staff with baptisms.

- (6) Secure an interim pastor as needed.
 - (7) Nominate a Pastor Search Committee for approval by the church.
 - (8) Maintain a Deacon Handbook. The Deacon Handbook shall, at a minimum, outline the procedures, organizational structure, and policies that the deacon body shall follow in furtherance of its mission as a servant body within Belle Aire Baptist Church. The deacon body may update the Deacon Handbook as the body sees fit for the purpose of best meeting the needs of the church.
- (C) **Election.** Deacons shall be elected in accordance with the process outlined in the Deacon Handbook. Notwithstanding the process described in the Deacon Handbook, deacon elections must adhere to the following basic process:
- Church members shall nominate potential deacons.
 - The deacon body shall evaluate the qualifications of all nominees who are willing to serve.
 - All nominees not previously ordained at Belle Aire shall attend and be affirmed by an Ordination Council. The Ordination Council shall be made up of all active and non-active ordained deacons, ordained ministerial staff as well as any other ordained members of Belle Aire.
 - The church shall vote on qualified nominees in a church-wide deacon election.
 - Un-ordained nominees approved in the church wide deacon election shall be ordained.
 - The number of deacons shall be as determined by the process outlined in the Deacon Handbook; however, at no time shall the deacon body operate with fewer than 6 deacons.
- (D) **Term of Service.** After serving a term of three years, no deacon shall be eligible for re-election to a full term until the lapse of at least one year. Generally, the terms of service of one third of the number of actively serving deacons shall expire annually. For deacons whose terms are expiring, the effective end date of the expiring term will be December 31st of each year. For incoming deacons who have been elected to serve in the most recent deacon election, their term of service will effectively commence on January 1st of each year.
- The church may promote to honorary life membership any deacon who by reason of age or infirmities shall, after honorable service, be no longer able to render active service.
- (E) **Removal.** A deacon who has not maintained the standards of godliness and service outlined herein may be dismissed from active service by a three-fourths (3/4) vote of the active deacon body in consultation with the Pastor and/or ministerial staff. The recommendation for dismissal may come from any member of the deacon body

or the ministerial staff and should follow the principles outlined in Matthew 18:15-17. A deacon may resign at any time.

Section 5. Moderator

- (A) **Eligibility.** The moderator shall be a member in good standing.
- (B) **Election.** The pastor shall serve as moderator. If he chooses not to serve or is unable to do so, a moderator shall be elected by a simple majority vote of the church. In the absence of the moderator, the chairman of the deacons shall preside; or, in the absence of both, the clerk shall call the church to order and a moderator pro tem shall be elected.
- (C) **Term of Service.** The term of service of the moderator shall be indefinite.
- (D) **Removal.** The moderator may resign at any time or be dismissed with a simple majority vote of the church.
- (E) **Duties.** In guarding and maintaining the fellowship of the church, the aim of the moderator is to bring about unity among people of different views, ideas, and convictions. The objectives of the moderator should be to maintain the spirit of Christian love while presiding, to be fair and courteous to all members, to help members understand parliamentary procedures, and to ensure that those procedures are followed.

Section 6. Clerk

- (A) **Eligibility.** The clerk shall be a member in good standing.
- (B) **Election.** The clerk shall be nominated by the Nominating Committee and elected by a simple majority vote of the church.
- (C) **Term of Service.** The term of service for the clerk shall be indefinite.
- (D) **Removal.** The clerk shall be elected by the church with the understanding that he/she will give the church a thirty-day notice of resignation. Earlier termination may be granted upon agreement of both parties. The clerk may be dismissed at the recommendation of the minister of administration with a simple majority vote of the church.
- (E) **Duties.** The clerk of the church shall:
 - (1) Keep in suitable book a record of all the actions of the church, except as otherwise herein provided;
 - (2) Keep a register of the names of members, with dates of admission, demission, or death, together with a record of baptisms, certificates of ordinations, licenses and commissions;
 - (3) Request letter of admission and issue letters of demission voted by the church;
 - (4) See that reports, statements, certificates, and all other documents and records required by law are properly kept and filed;

- (5) Serve as secretary of the corporation.

Section 7. Treasurer

- (A) **Eligibility.** The minister of administration shall serve as the church treasurer.
- (B) **Election.** See Section 2.
- (C) **Term of Service.** See Section 2.
- (D) **Removal.** See Section 2.
- (E) **Duties.** The church treasurer shall:
 - (1) Disburse, or cause to be disbursed, the funds of the church as may be directed by the Finance Committee or the budget adopted by the members of the church, taking proper vouchers for the disbursements;
 - (2) Receive and give receipt for all contributions, gifts, and donations to the church. All funds received for denominational or other causes shall be remitted at least monthly by check;
 - (3) Render to the Finance Committee at each regular monthly meeting a summary report of receipts and disbursements for the preceding month (this report shall also be provided to the church at its regular quarterly business meeting);
 - (4) Within thirty days after the end of each fiscal year, the treasurer shall render to the Finance Committee and to the church an annual financial report. Prior to the presentation of this annual report to the church, the report shall be approved by the trustees and signed by the chairman of the trustees.
 - (5) Keep and maintain adequate and correct accounts of the church's properties and business transactions including account of its assets, liabilities, receipts, disbursements, and capital;
 - (6) Keep the church financial records at the church office;
 - (7) Have charge and custody of, and be responsible for, all funds of the corporation, and deposit all funds in the name of the church in banks or other depositories as shall be selected by the Finance Committee.

Section 8. Non-Ministerial Staff

- (A) **Eligibility.** Non-ministerial staff eligibility requirements shall be determined by the Personnel Committee and specified in the corresponding job description.
- (B) **Election.** The non-ministerial staff shall be employed as the church determines the need for their services. The Personnel Committee shall have the authority to employ all non-ministerial staff members. Such employment shall occur after consultation with the pastor, supervising staff member and, as appropriate, related committees of the church. All employment decisions must be fully funded by the approved budget

of the church or qualify for initial funding using Ministry Opportunity Reserve funds.

- (C) **Term of Service.** The term of service for non-ministerial staff shall be specified in their employment contract.
- (D) **Removal.** The Personnel Committee shall have the authority to terminate the services of all non-ministerial staff members. Dismissal shall be in accordance with the Personnel Policies and Procedure Handbook.
- (E) **Duties and Responsibilities.** The duties and responsibilities of non-ministerial staff shall be specified in a written job description.

ARTICLE V. CHURCH ORGANIZATIONS/MINISTRIES

All organizations and ministries of the church shall be under church control with all officers being elected by the church. It is understood that the pastor is ex-officio member of all the organizations named, and his leadership is to be recognized in them all.

The ministerial staff shall oversee the planning, coordinating, conducting and evaluating of all ministries and programs of the church. All church sponsored ministries must contribute to the achievement of the church's mission statement and goals. New ministries proposed by the church body must be approved by the ministerial staff.

Section 1. Types of Committees

Committees shall be formed as needed to facilitate the work of the church. There shall be two types of committees: (1) standing committees and (2) special committees. Standing committees are permanent and exist to meet an ongoing ministry need. Special committees are temporary and exist to resolve a specific problem or to investigate an assigned issue.

Section 2. Committee Elections

The membership of all committees, with the exception of the Pastor Search Committee, shall be nominated by the Nominating Committee and approved by majority vote at a business meeting of the church. All committees shall have a nonvoting ministerial staff liaison.

Section 3. Standing Committees

The standing committees of this church shall be composed of nine members (with the exception of the Scholarship and Benevolence Committees, which will be composed of six members each). Each member of the committee shall serve a three-year rotating term. Each year one third of the members shall rotate off the committee. After one year, those who rotate off are eligible for reappointment to any standing committee. No member can serve on more than one standing committee at a time. The chairperson shall be elected by the Nominating Committee after receiving recommendations from each committee and should be someone who served on the committee during the previous year. The chairperson shall serve in this capacity for one year and may be re-elected.

The term of service for all standing committees shall begin January 1st. Vacancies caused by member resignations during the year should be filled as soon as possible by the Nominating Committee.

The deliberations of all committee meetings shall be fully documented. At the end of each year, a copy of the year's minutes shall be given to the church clerk for safekeeping.

The standing committees are as follows:

(A) Nominating Committee

Ex-Officio Members. Pastor and minister of education.

Duties. The Nominating Committee shall:

- (1) Nominate members to fill vacancies in standing committees or to fill the membership requirements of special committees.
- (2) Designate committee chairpersons.

(B) Finance Committee

Ex-Officio Members. Pastor and minister of administration.

Duties. The Finance Committee shall:

- (1) Supervise and promote the raising of all monies within the church; and have general supervision over the expenditure of same.
- (2) Provide general oversight of all financial activities of the church to ensure that:
 - (a) Sound procedures are instituted for collecting, counting, safeguarding, and disbursing funds,
 - (b) Accurate record-keeping and faithful reporting and auditing is being maintained.
- (3) Present a financial report to the church at each business meeting and an annual financial report to the trustees.
- (4) Submit to the church a proposed budget for the ensuing church year and monitor compliance with the approved budget.
- (5) Monitor the financial health of the church and implement managerial procedures and safeguards, as necessary, to protect the church from financial crisis.
- (6) Approve the ministers' housing allowance requests.
- (7) Develop and maintain a Financial Policies and Procedures Manual.

(C) Personnel Committee

Ex-Officio Members. Pastor and minister of administration

Duties. The Personnel Committee shall:

- (1) Approve requests for additional paid personnel;

- (2) Approve job descriptions for all church employees;
- (3) Approve the hiring and dismissal of staff support personnel at the recommendation of staff supervisors.
- (4) Develop and recommend salaries and benefits for all church employees;
- (5) Develop and maintain a Personnel Policies and Procedures Manual.
- (6) Recommend disciplinary action for or dismissal of ministerial staff.

(D) Missions Committee

Ex-Officio Members. Pastor and associate pastor

Duties. The Missions Committee shall:

- (1) Promote participation in associational, state, North America and international missions offerings;
- (2) Investigate areas of mission needs with the purpose of establishing or helping support established mission projects locally, nationally, and world-wide;
- (3) Keep the church fully informed of all mission projects;
- (4) Recommend to the Finance Committee budgetary needs for missions involvement;
- (5) Manage the missions budget.
- (6) Obtain Finance Committee approval for any substantial changes to the approved (budgeted) allocation of missions funds.
- (7) Develop and maintain a Missions Policy and Procedures Manual.

(E) Scholarship Committee

Ex-Officio Members. Pastor and minister of education

Duties. The Scholarship Committee shall:

- (1) Develop guidelines for the selection of the Dean & Judy Sisk scholarship recipients;
- (2) Develop guidelines for the solicitation, collection, investment and administration of all scholarship funds;
- (3) Distribute scholarship funds according to the policies and procedures established;
- (4) Make a yearly accounting to the church membership as to funds, income, expenditures, balances and recipients.
- (5) Develop and maintain a Sisk Scholarship Policies and Procedures Manual.

(F) Benevolence Committee

Ex-Officio Members. Pastor and Minister of Administration.

Duties. The Benevolence Committee shall:

- (1) Receive, review, investigate and assess how to respond to each non-member request for assistance.

- (2) Verify and validate each request for assistance and justify the acceptance or rejection of each request based on the principles and guidelines in the church Benevolence Policies and Procedures document.
- (3) Define, recommend and establish an annual budget for the Benevolence Committee.
- (4) Develop and maintain a church Benevolence Policies and Procedures document.
- (5) Present a benevolence report to the church at each business meeting and an annual benevolence report to the trustees.

Section 4. Special Committees. A special committee may be established, as needed, with a simple majority vote of the church. The purpose, desired product, and expected deadline of the committee's work shall be documented and attached to the minutes of the business meeting that establishes the committee. When the committee completes its assigned task, a written report shall be submitted to the church clerk and a report shall be made to the church at a regular or special business meeting. The committee shall have no authority to act on behalf of the corporation.

ARTICLE VI. CHURCH FINANCE

Section 1. Budget

The Finance Committee in consultation with the pastor, ministers, and ministry leaders, shall prepare and submit an annual budget to the church for approval at the December business meeting. The budget shall indicate, by accounts, the amount needed for all unrestricted church expenses. Approval of the budget shall be by simple majority vote.

During the fiscal year, the Finance Committee shall investigate all account overruns to determine if a change to the overall budget is required. Any change to the budget must receive approval from the church in the form of a revised budget.

Section 2. Accounting Procedures

All funds received, for any and all purposes, shall pass through the hands of the treasurer and be properly recorded on the books of the church

Financial statements shall be prepared by the treasurer. Financial statements shall conform to business standards and be comprehensive in nature including the identification of receipts and disbursements by account for the period covered. Comparisons shall be made to the budget figure for those same accounts and period.

Section 3. Offerings and Fundraisers

Regular offerings shall be taken at Sunday services and other special meetings as determined by the Pastor and the Finance Committee. All undesignated money shall be applied to the annual budget unless specific authorization to do otherwise is granted by the Finance Committee. The church shall be notified of all exceptions.

Special offerings may be sought by the church or by any organization with permission from the pastor and Finance Committee.

Any onsite sales and/or fundraising efforts must receive prior approval from the Finance Committee. Such requests should be limited to projects, organizations, or individuals sponsored or supported by the church.

Section 4. Reserve Funds

- (A) The finance committee shall establish and maintain the following cash reserve funds to meet the financial needs associated with the church's day-to-day cash flow fluctuations, capital asset repair or replacement, unforeseen emergency expenditures, and new unbudgeted ministry opportunities:
- (1) **Operating Reserve Fund.** This fund will provide an internal source of cash for normal cash flow needs and other situations that could create a short-term cash flow problem (such as a below average offering).
 - (2) **Building & Capital Asset Reserve Fund.** This fund will provide an internal source of cash for major repairs to the building and for the repair or replacement of the church's capital equipment.
 - (3) **Emergency Reserve Fund.** This fund will provide an internal source of cash for emergency situations caused by a sudden, significant loss of income or by a large unexpected financial need.
 - (4) **Ministry Opportunity Reserve Fund.** This fund will provide an internal source of funding for new unbudgeted ministry opportunities that arise during the year. These reserves are not intended to replace a permanent loss of funding or eliminate an ongoing budget shortfall. They are intended only to cover the cost of a short-term project or to begin pursuing a longer-term ministry opportunity. The determination of long-term funding sources, if needed, must be made prior to the use of these reserves.
- (B) Size of Cash Reserves
- (1) **Operating Reserves:** 10% of the annual budget.
 - (2) **Building and Capital Asset Reserves:** 5-year forecast of potential needs (re-calculated each year during the budget process).
 - (3) **Emergency Reserves:** Three months of operating expenses (re-calculated each month). The average of the previous 12 months should be used unless there is a significant change in projected expenditures.
 - (4) **Ministry Opportunity Reserves:** The size of this fund equals the balance of the unrestricted cash surplus after the other three reserves have been fully funded. Money should be transferred from this reserve, as needed, to meet the minimum requirements of the other reserve funds.
- (C) Use of Reserves
- (1) **Operating Reserves:** The finance office is free to use these funds, as needed, to meet the ongoing financial obligations of the church.
 - (2) **Building and Capital Asset Reserves:** The Facilities Manager shall seek the approval of the finance committee before using these funds for unbudgeted capital expenditures.

- (3) **Emergency Reserves:** The finance committee shall seek the approval of the trustees before authorizing the use of the emergency reserves. In addition, the congregation shall be informed of the use of these funds.
- (4) **Ministry Opportunity Reserves:** The Pastor and the appropriate committee(s) shall obtain congregational approval at a business meeting before authorizing the use of these funds. Any approved ministry endeavor must be pursued in strict compliance with the bylaws of the church. For long-term financial commitments, at least two years of unbudgeted expenditures must be set aside and properly designated (in the chart of accounts) for that purpose.

Section 5. Expenditures

- (A) Church staff and ministry leaders may make purchases within the limits of their assigned budgets as long as those purchases serve to further the tax exempt purposes of the church and are within the scope of their areas of responsibility.
- (B) Church staff and ministry leaders may make purchases using nonbudgeted designated or restricted funds as long as the purchase: 1) is from funds assigned to their ministry and 2) complies with the church's or donor's specified intent.
- (C) Expenditures from the church's reserve funds shall be in accordance with Section 4 above.

Section 6. Fiscal Year

The church fiscal year shall begin on January 1st and end on December 31st.

ARTICLE VII. CONFLICT OF INTEREST

Whenever a trustee, principal officer, or member of a committee has a financial or personal interest in any matter under consideration, the governing body (board or committee) shall ensure that:

- (1) The interest of such trustee, officer or committee member is fully disclosed.
- (2) No interested trustee, officer or committee member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such matter is voted upon.
- (3) Any transaction in which a trustee, officer or committee member has a financial or personal interest shall be duly approved by the other members of the governing body as being in the best interests of the organization.
- (4) Payments to the interested trustee, officer or committee member shall be reasonable and shall not exceed fair market value.
- (5) The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

ARTICLE VIII. MEETINGS

Section 1. Weekly Worship and Bible Study Meetings

The church will meet each Sunday morning for worship, unless severe weather or problems with the facilities prohibit such meetings. Bible study groups will also meet each Sunday morning, with some exceptions for holidays and/or unforeseen circumstances.

The church shall meet regularly on Wednesday evenings for Bible study and prayer. Wednesday night activities may be cancelled under the following conditions:

- (1) Severe weather or problems with the facilities
- (2) Expected low turnout due to school breaks or holidays
- (3) Short breaks between class semesters.

Section 2. Special Meetings

The church may meet at other times as deemed essential to the advancement of the church's objectives. These events shall be placed on the church calendar as soon as possible.

Section 3. Business Meetings

- (A) Regular Business Meetings. The church shall hold regular business meetings quarterly. The church shall be informed at least two weeks in advance of the meeting date.
- (B) Special Business Meetings. The church may conduct called business meetings to consider matters of special nature and significance. A two-week notice must be given for the specially called business meeting unless extreme urgency (as declared by the pastor or chairperson of the trustees) renders such notice impractical. The notice shall include the subject, the date, time and place; and it must be given in such manner that all resident members have opportunity to know of the meeting. An announcement from the pulpit, in the bulletin, and on the website are required as a minimum when time permits. In an extreme emergency, email and text messages should be used. Special business meetings may be called by the pastor or chairperson of the trustees at their discretion or upon recommendation from the ~~or~~ a standing committee.
- (C) Quorum. The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.
- (D) Parliamentary Rules. *Robert's Rules of Order, Newly Revised*, is the authority for parliamentary rules of procedure for all business meetings of the church with the exception that the pastor may present his position on all matters even when serving as the moderator.

ARTICLE IX. ORDINATION AND LICENSING

Section 1. Ordination

- (A) Qualifications. Any member of this church who gives evidence of a genuine call of God into the work of the ministry as a pastor or deacon and meets the biblical qualifications for the office may be ordained.
- (B) Procedure. Upon a conference with the pastor (or chairman of the deacons for deacon candidates) and after being approved as a candidate for ordination, a council shall be called to examine and pass on the qualification of the candidate. The ordination council shall consist of ordained men of like faith invited to participate in the examination of the candidate. If the candidate is found worthy of ordination, the council may ordain the candidate on behalf of the church.

Section 2. Licensing

- (A) Qualifications. Any member of this church who gives evidence of a genuine call of God into the work of the ministry but does not meet all the qualifications for ordination may receive the church's blessing by being licensed.
- (B) Procedure. Upon a conference with the pastor and after the pastor has approved the candidate for licensing, the pastor shall call a council to examine and pass on the qualification of the candidate. The licensing council shall consist of ordained ministers of like faith invited to participate in the examination of the candidate. If the candidate is found worthy of licensing, the council may license the candidate on behalf of the church.

ARTICLE X. AMENDMENTS

Changes in the Constitution and Bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at the previous regular business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. All proposed amendments shall be made available to the members at least 30 days prior to the vote. Amendments to the Constitution and Bylaws shall be by two-thirds vote of church members present.