

Grace Baptist Church Bylaws (Original doc)

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ARTICLE I. MEMBERSHIP

Section A. General

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

Section B. Candidacy

Any person may offer **himself** as a candidate for membership in this church. All such candidates shall be presented to the church at any regular worship service for membership in any of the following ways:

1. Public profession of faith in Jesus Christ as Savior and Lord, and upon baptism by immersion.
2. By transfer of letter from another Baptist church of like faith and order.
3. By statement of a satisfactory experience of grace and evidence that the individual has had New Testament baptism. New Testament baptism is by immersion.
4. All members shall be received upon 2/3 majority vote of the members present. If there should be any dissent as to the candidates, such dissent shall be referred to the pastor and the deacons for investigation in the making of a recommendation to the church within thirty days.

Section C. Duties

1. Members shall be expected to be faithful in all duties essential to living a positive life for Jesus Christ.
2. To attend the services of the church.
3. To give regularly for its support and causes.
4. To share in its organized work.

Section D. Rights

1. All members shall have the right to act, vote, and speak pertaining to the transactions of the church. Exception to this article: There will be a 90-day waiting period for all new members to vote on the termination of a Pastor.
2. In matters which require a decision by vote, each member who meets the requirements listed in the above paragraph shall have the right to vote without discrimination to the length of membership, race, sex, or age.
3. There shall be no provision for proxy voting.

Section E. Termination

The membership within this local congregational church body can and shall be terminated in the following ways:

1. At death.
2. Upon granting of a letter of transfer to another church of like faith and order.
3. Affiliation with a church of another faith or denomination.
4. Request by the member for termination of membership to be granted upon investigation and recommendation by the deacons and approved by a 2/3 majority vote at a regular or special called business meeting of the church.
5. Exclusion by action of the church. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct or by persistent breach of the church covenant, the church may terminate membership by a 2/3 majority vote of those members present and voting. Only after due notice and hearing, and after faithful efforts have been made to bring such a member to repentance and amendment in accordance with the rules set forth in Matthew 18, may a member be excluded.

Section F. Church Discipline and Restoration

1. It shall be the basic purpose of the church to emphasize to its members that every reasonable measure will be taken by the pastor, deacons, and membership to assist any troubled member. Redemption and restoration, not punishment, is the goal.
2. Each member and each employee of the Church is expected to maintain a lifestyle that is consistent with biblical teachings. The Church reserves unto itself the right and responsibility to interpret the Scriptures, as led by the Holy Spirit in all such matters. Examples of unacceptable lifestyles include, but are not limited to: premarital or extramarital affairs, homosexuality or a transgender lifestyle. Members exhibiting unacceptable behavior may be subject to Church discipline as provided in the Church bylaws. Employees exhibiting unacceptable behavior may be subject to disciplinary action up to and including discharge.
3. Should a serious breach of covenant exist, every reasonable measure will be taken by the pastor and active deacon body to resolve the problem. Upon finding that the welfare of the church will be best served by exclusion of the member, the active deacons shall make such a recommendation to the church. This recommendation shall outline the breach of covenant as well as the measures that have been taken to resolve the problem. The church may act upon this recommendation by 2/3 majority vote at a meeting called for this purpose.
4. Any person whose membership has been terminated for any offense may be restored by 2/3 majority vote of the church, upon evidence of his or her repentance and reformation or upon satisfactory explanation.
5. Salvation is not dependent upon church membership. Therefore, the church's exclusion of a member is not a declaration concerning his or her fitness for the Kingdom of Heaven. Any person whose membership has been terminated for disciplinary reasons may request to be restored to membership by a vote of the church upon giving evidence of his or her repentance and reformation.

ARTICLE II. Church Officers

Section A. Pastor

1. Qualifications

- a. He shall be ordained or a candidate for ordination. If a candidate, ordination shall be scheduled for an immediate date.
- b. He shall meet all Biblical qualifications as set forth in I Timothy 3:1-7.
- c. He should be a good steward of his income, recognizing the tithe (10 percent) to his local church as a minimum of his giving.
- d. He must be a member in good standing with a Baptist church of like faith and order.
- e. He shall not be divorced.
- f. If the pastor is married, his wife shall share in like manner in Christian consecration and church loyalty.

2. Duties

- a. He shall act as an ex-officio member of all committees.
- b. He shall have general oversight of the church recognizing that he is accountable and responsible to: God, the Word, and the Church.
- c. He shall be responsible for the faithful conduct of the worship services of the church.
- d. He shall perform the various duties incumbent of his office.
- e. He shall oversee the observance of the ordinances of the church.
- f. He shall carry out his holy assignment of visiting the people of the church.
- g. He shall provide administrative leadership to guide the church in the attainment of its divine mission.
- h. The church shall expect of the pastor that he study the Word (II Timothy 4:1), preach the Word (II Timothy 4:1), pray for the sick (James 5:14), be a doer of the Word (James 1:22), do the work of an evangelist (II Timothy 4:5), be a teacher of the Word (Ephesians 4:11), and equip the saved for the work of the ministry (Ephesians 4:12).

3. Privileges

He shall be paid a salary recommended by the Pastor Search Committee in conjunction with the Budget and Finance Committee and approved by the church. His vacations, revival services, convention expenses, retirement plan, moving expenses, and housing allowance shall be established in writing at the time of the pastor's call and approved by the church.

4. Call

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting for that purpose, of which at least one week's public notice shall be given to the membership. A pastor search committee shall consist of five members; two men, two women, and one deacon. No two members shall be of the same family. Their recommendation shall constitute a nomination. The committee shall bring only one candidate

at a time before the church for consideration. The committee shall include in their recommendation: agreements concerning salary, vacation, housing, moving, and related matters. A unanimous recommendation of the Pastor Search Committee is required for nomination. The committee's nomination must receive an affirmative vote of **2/3 majority** of those present and voting to constitute a call.

5. Termination

The pastor may terminate his relationship with the church as pastor by resignation with at least two weeks' notice. The church may terminate the relationship through the following procedure; a meeting called by the deacons for such a purpose with public notice given to the membership at least one week in advance and a 2/3 majority vote of those present and voting to approve the termination. The pastor shall be given two weeks' notice in advance of his termination. When the church is without a pastor, the deacons shall be responsible during the interim period for supplying the pulpit with an acceptable person until an interim pastor has been called. The active deacons will recommend to the church for its approval an interim pastor, who shall be elected by a 2/3 majority vote, by ballot.

Section B. Deacons

1. Qualifications

- a. Born again Christian baptized by immersion. - John 3:16, Acts 8:35-38, Acts 2:41, Acts 8:18
- b. Must be tested by being an ordained man and a member of the church for one year. - I Timothy 3:6
- c. Willing to share testimony to the church. – 1 Peter 3:15
- d. To be a servant in service to God & the church. - Acts 6:1-15
- e. Believe the Bible to be the holy, infallible word of God. - Matthew 24:35, 2 Timothy 3:16-17
- f. Willing to share their faith with non-believers. - Acts 1:8, Matthew 28:19-20
- g. Not to have serious domestic troubles. – 1 Timothy 3:11-12, Acts 6:1-8
- h. **Never divorced.** – 1 Timothy 3:11-12
- i. He and his wife are not to be involved in gossip. - Proverbs 6:16-19, I Timothy 3:8, James 3:2-12
- j. He is not to be involved with gambling and dishonest gain. - I John 3:8, I Timothy 3:8
- k. He should handle business affairs above reproach. - Proverbs 11:1, I Timothy 3:8, Romans 12:17
- l. He should manage his household well. – 1 Timothy 3:4-5
- m. **He should not partake of strong drink or tobacco products.** – I Timothy 3:8, I Corinthians 6:19
- n. He should be a tither, and a believer in tithing as a member of the church - Malachi 3:7-10, I Corinthians 16:2, II Corinthians 7:7
- o. His conduct should be in keeping with the principles of the New Testament, and seek the help of the Holy Spirit that he may be faithful and efficient in his service. Ephesians 4:1
- p. Be a faithful attendee of Sunday school, all church services, and ministries of Grace Baptist. – I Corinthians 4:2, I Corinthians 16:7, I Thessalonians 5:17-18

- q. Be in good relationship with fellow church members, other deacons, and pastor and work with them out of love for God, and cooperate with the body of Christ. - Ephesians 4:32, Colossians 3:12-14, 2 Timothy 2:24, I John 2:9-11
- r. Will work to stop problems within the church family, gossip, murmurings, etc., and handle situations based upon what the Bible says, rather than how one feels. - Matthew 18:15-17, Luke 17:1-6, Romans 16:17-18, I Corinthians 5:1-13, I Thessalonians 5:12-14, Jude 16

2. Responsibilities

- a. Oversee family outreach ministry to church membership.
- b. Assist the pastor in ministerial duties such as hospital, nursing home, shut-in and prospect visits, along with benevolence needs.
- c. Oversee the benevolence ministry of the church.
- d. Assist the pastor with administrative duties.
- e. Serve as an advisory council to the pastor.
- f. Serve as liaison between church and pastor.

3. Election process

- a. Candidates for deacon may have their names submitted to the existing deacons by the church body.
- b. They shall be nominated by the existing deacons and elected by the church with a **minimum 2/3 majority vote.**
- c. **There shall be no less than seven deacons or one Deacon for every twelve family units of the church.**
- d. **The deacons shall function under a rotation system. Two deacons shall rotate off every year. When a deacon is rotated off, they may be eligible to serve again on the deacon body after being off for one year, pending a 2/3 majority vote by the church.**
- e. The deacon body shall elect their own chairman, on an annual basis.

Section C. Ministerial Church Staff

1. Ministerial staff refers to staff positions that involve the equipping of the saints and leading the church membership in ministerial capacities such as music, senior adult, education, youth, recreation, children, etc.
2. All ministerial church staff shall be the responsibility of the pastor. He is to see to the overall administration of the church in relation to all church staff positions. He shall be the church staff supervisor. At any time, the church is without a pastor, the active deacons shall assume the above-mentioned responsibilities, and continue in them until such a time as a pastor is secured and active. Only male church staff members in a ministerial staff position who have been ordained to the gospel ministry may be referred to as "minister." If not, then their title will be referred to as "director."
3. Ministerial church staff should be those whose character and commitment to the Lord is first and foremost, and are committed to their specific ministry of the church. They are to be

gifted with talent and ability in relation to their specific area of ministry. They should have the proper training and experience to hold their ministerial position. Each ministerial staff member must be a member in good standing of a church of like faith and order and upon assuming the position must place **his** membership with Grace Baptist church.

4. Individual search committees in correlation to vacant ministerial church staff positions or newly developed ministerial church staff positions will be selected from the members of the church. A search committee will seek out and recommend ministerial church staff to the church body. The committee will consist of 5 members; one deacon, two men and two women of the church membership. At least one week's notice must be given to the membership concerning the time for the election. Only one name at a time is to be brought before the church for consideration. All matters such as salary, vacation, and lodging must be included in the recommendation. Details of these matters shall be set forth in a working agreement between the ministerial staff candidate and the church body. An affirmative vote of 2/3 majority or higher of those present and voting shall be necessary for the call
5. The service of a ministerial staff member may be terminated in the same manner as the termination of the pastoral relationship.
6. Ministerial staff job descriptions will be developed as the need arises.

Section D. Non-Ministerial Church Staff

1. Non-ministerial staff refers to staff positions that are clerical and task oriented in nature such as **church secretary**, financial secretary, custodian, etc.
2. All non-ministerial church staff shall be the responsibility of the pastor. He is to oversee the overall administration of the church in relation to all church staff positions. He shall be the church staff supervisor. At any time, the church is without a pastor, the active deacons shall assume the above-mentioned responsibilities, and continue in them until such a time as a pastor is secured and active.
3. Non-ministerial church staff should be people whose character and commitment to the Lord is first and foremost, and are committed to their specific position of the church. They are to be able to physically perform the duties entailed within their job description. They should have the proper training and experience to perform satisfactorily the duties of the position prescribed herein.
4. The personnel committee shall recommend any candidate for all non-ministerial staff positions in a regular monthly business meeting. An affirmative vote of 2/3 majority or higher of those present and voting shall be necessary for the position.
5. Upon a 2/3 majority approval of those present and voting, the non-ministerial staff member shall be employed to work as needed under the immediate supervision of the pastor.
6. Privileges such as vacation, etc. will be determined by the Personnel committee.
7. Any disputes involving non-ministerial staff will be handled by the Personnel committee
8. The service of a non-ministerial staff member may be terminated at the recommendation of the pastor to the personnel committee or simply at the request of that non-ministerial staff member. Termination of a non-ministerial staff member does not require a congregational vote.

Unless otherwise mutually agreed upon, two weeks' notice must be given prior to the termination.

9. Non-ministerial staff job descriptions will be developed as the need arises.

Section E. General Officers

General officers of the church are vital leadership positions held by lay people within the church family. They are to be taken seriously and are to be done as unto the Lord. More extensive job descriptions shall be developed as needed. Officers are as follows:

1. Moderator - The moderator may be any qualified member elected by the church for this purpose. In absence of the moderator, the vice moderator shall serve in this capacity. In the absence of the vice moderator, the pastor shall serve in this capacity.

2. Clerk - It shall be the duty of the clerk to attend all business meetings and to keep an accurate record of all business transactions. The clerk shall be responsible for keeping a register of the names and addresses of all church members with their dates of baptism, admission, dismissal, and death. The clerk shall issue letters of dismissal voted on by the church, request letters from other churches for members received by the church, and give notice of all meetings where such notice is necessary as indicated by the church bylaws. The clerk is to report this information on behalf of the church. The clerk shall oversee all church records and written reports. Upon termination of office, they shall turn over to the successor all records and written reports as they are property of the church.

3. Treasurer - It shall be the duty of the treasurer to disperse upon proper authority, all monies that are given to the church and at all times keep an itemized account of all receipts and disbursements, rendering a monthly account to the church in regular business meetings. A copy of such report shall be furnished to the church clerk and church secretary for filing. Subject to the rights of examination by the pastor and by the Budget and Finance committee, financial records shall be kept under the control of the treasurer, and shall be responsible for their safekeeping. All books, records, and accounts kept by the treasurer shall be kept at the church and be the property of the church. Upon the request of the treasurer of the church, he or she may be bonded upon request. The expense of bonding will be paid by the church.

4. Assistant Treasurer - The assistant treasurer shall assist the treasurer in all duties requested by the treasurer and shall perform duties of the treasurer in his or her absence.

5. Board of Directors- "Trustees" shall be synonymous with "Board of Directors." There shall be five Board of Director members that control and supervise all the physical property of the church, both real and personal. The board of Directors shall consist of the Chairman, Vice-Chairman, Secretary, and Treasurer of the Deacon Body along with the Church Treasurer. These positions shall change concurrently with any change to the afore mentioned positions. They

shall keep the property adequately covered by insurance and shall make all adjustments for losses under any insurance policy related to church property. The Board of Directors are the sole and exclusive agency of the church for the execution of any instrument creating obligation of the church, and then only upon the specific direction of the church to execute such instrument. Furthermore, the authority of the Board of Directors is limited to that granted by the church. When a member of the Board of Directors fails to act upon the instruction of the church, his office shall be deemed vacant and another person shall be elected to fill this vacancy.

6. Sunday School Director - The Sunday School Director shall direct the Sunday School ministry of the church. He shall make monthly and annual reports of the Sunday school program to the church body. Upon his election, he shall serve as a member of the nominating committee for the year he is to be in office. The director is to be the administrative leader of the Sunday school. The director's primary function is to lend administrative support to the teacher, so that the teacher can focus on teaching, shepherding, and vision casting for the class. The director will work in conjunction with the teacher towards implementing church objectives in discipleship, evangelism, prayer and missions. It is not required but helpful if the director has the spiritual gift of administration. This supernatural ability is listed by Paul as one of several spiritual gifts in I Corinthians 12:28.

7. Assistant Sunday School Director - The Assistant Sunday School Director will assist and support the Sunday School Director, and the Sunday School ministry of Grace Baptist Church. When the Sunday School Director is absent, the assistant will fulfill all duties required of the Sunday School Director.

8. Discipleship Training Director - The Discipleship Training Director shall direct the training ministry of the church. He shall make monthly and annual reports of the training program to the church body. Upon his election, he shall serve as a member of the nominating committee for the year that he is to be in office.

9. Other - General officers of the church such as **Baptist Men/Brotherhood Director, Women's Missionary Union Director**, Vacation Bible School Director, and other General officer positions will be elected as needed.

Article III. Committees

All church committee members shall be selected by the nominating committee and elected by the church unless otherwise indicated in this document. The term of office for all volunteer positions in the church is one (1) year unless otherwise specified in this document. The nominating committee shall nominate whomever it deems is best capable of filling the position, as they are led by the Holy Spirit. The size of the committees shall be determined by the

Committee on Committees. No one shall serve on a committee for more than three consecutive years. No committee shall have an even number of members.

Special committees shall be elected as needed and shall be elected by the same process as standing committees. The term "ministry team" may be used interchangeably with the word "committee." This concept encourages those serving on committees to understand their service to the Lord is a ministry to others, and likewise, serving on a committee is a ministry.

Section A. Audio/Visual/Music Committee

The Audio/Visual Committee shall have the responsibility of:

1. Maintaining all equipment related to the audio/visual needs for the church.
2. Recommending to the church any addition, change, or purchase of equipment as needs arise.
3. Preparing in coordination with the Minister of Music, equipment for all church functions when equipment is needed.
4. Operating the equipment as needed by the church or those using the church facilities.
5. Training members to operate the equipment.

Section B. Baptismal Committee

The Baptismal Committee shall consist of members composed of both men and women. This ministry team is responsible for:

1. Preparing the baptistry for baptismal services.
2. Assisting the pastor and the baptismal candidates during the service.
3. Maintaining baptismal equipment and recommending improvements.
4. Cleaning and storing baptismal robes after the service.

Section C. Budget and Finance Committee

The **Budget &** Finance Committee shall consist of members who have the responsibility of handling the finances of the church. The responsibilities and guidelines are as follows:

1. They shall prepare and submit to the church for approval, a budget indicating line items and the amount needed for expenditures.
2. They shall be responsible for the provision of a statement of annual giving by church members.
3. They shall recommend a reputable external accountant, and arrange for an annual or periodic audit of the financial records. Upon completion, a report shall be made to the church in regards to its financial status.
4. All funds received for any and all purposes shall pass through the hands of the church treasurer or financial secretary and be properly recorded on the books of the church.
5. **In circumstances where a committee exceeds their budgeted expenditures, an amount up to \$500 shall be allotted once annually upon approval of the finance committee.**
6. The church may establish a line of credit with certain supply companies of all types. The

Budget and Finance Committee will approve both the supplier and the amount for the account.
7. The church fiscal year shall be concurrent with the church year which begins on September 1 and ends on August 31.

Section D. Bus Committee

The Bus Committee shall consist of members who have the responsibility of handling the vehicle transportation of the church. The responsibilities and guidelines are as follows:

1. Enlist qualified drivers and give supervision as to how the bus is to be used.
2. Be responsible for all maintenance such as oil changes, repairs, and keeping the bus clean at all times.
3. Recommend to the budget and finance committee the estimated amount which will be needed for bus expenses for the next year.
4. In the event that there is a major repair needed, and there are not enough budgeted funds to pay for the repair, the committee should get proper estimates and request that the Budget and Finance Committee determine the best option(s) to repair the bus.
5. Work with the church's trustees in having an adequate insurance policy needed for the amount of bus usage.

Section E - Children's Committee

The purpose of the Children's Committee is to work closely with the Minister/Director of Children and other staff members in the formation of policies concerning children's activities in the church and in planning a comprehensive program for all children. The duties are:

1. Coordinate all children's activities carried on in the name of the church.
2. Develop short term plans that would ensure Children's ministry including Bible study, worship and recreation. This program should be flexible and diversified to reach children of all ages.
3. Assist the Minister/Director of Children in the study of facility needs for children's programs.
4. Aid in formulating the annual budget for presentation to the Budget and Finance Committee.
5. Oversee all nursery ministry needs.
6. Recommend to the church all equipment and supplies for the children's department.
7. Set policies and engage volunteer help for nursery duty.
8. Engage volunteer help for children's church.

Section F. Committee on Committees

The Committee on Committees will be responsible for nominating all standing church committees and other special committees assigned to them with the exception of the **Committee on Committees**, which will be elected by the church body in the monthly July business meeting. **In their selection process, and when feasible, it should be the goal and desire of this committee to prevent a church member from serving on more than one committee at a time.**

Section G. Facilities and Grounds Committee

The **Facilities** and Grounds Committee shall consist of members who shall have supervision over all properties and grounds, including church buildings, equipment and supplies.

1. The committee shall oversee the use of all church properties and facilities.
2. All needs, including maintenance of equipment **and/or janitorial supplies etc.** shall be purchased by or cleared through this committee.
3. All repairs and improvements to buildings or equipment shall be referred to this committee for approval and handling. It is the responsibility of the **Facilities** and Grounds Committee to see that all church buildings and equipment are kept in a state of good repair and that the buildings and grounds are kept clean and orderly at all times.
4. For purchasing equipment and maintenance supplies, the committee may spend up to the maximum amount of \$1000.00 annually without church approval. For expenditures of larger sums, the committee shall make recommendations to the church. For emergency repairs needing immediate attention, the chairman of the **Facilities** and Grounds Committee shall confer with both the pastor and the **Budget and Finance** Committee concerning action to be taken.
5. This committee shall submit to the Budget and Finance Committee annually an itemized list of all anticipated expenses for the coming year.
6. No equipment, property, or furniture shall be removed from the church premises without the approval of the committee and/or pastor.

Section H. Hospitality Committee

The Hospitality Committee shall consist of members who shall be responsible for:

1. Working with all organizations and individuals regarding regular use of the church kitchen, including use on special occasions, receptions, etc.
2. Directing the preparation and service of church sponsored meals, bereavement meals, fellowships, etc.
3. Recommending facilities and equipment to meet the demand of kitchen use.
4. Assuring that safety and sanitation precautions are exercised in the use of the church kitchen.
5. Maintaining an inventory of all food, kitchen supplies and utensils.
6. Securing, arranging, and disposing of floral arrangements for all church services.
7. Overseeing the purchase of floral arrangements in relation to funeral services.

Section I - Lord's Supper Committee

The Lord's Supper Committee shall consist of members composed of Deacons and their wives.

This committee shall be responsible for:

1. Obtaining and preparing the elements used for the Lord's Supper.
2. Preparing the table for the observance of the Lord's Supper.
3. Arranging for the service elements and linens to be cleaned and stored after the service.
4. Evaluating the equipment needs and recommending the purchase of needed service equipment to the church.

Section J. Missions and Evangelism Committee

The Missions and Evangelism Committee shall work in cooperation with the pastor in developing plans for evangelistic mission efforts which include crusades, revivals, seminars and mission projects for the church.

Section K. Music Committee

The Music Committee shall consist of members who in cooperation with the Minister/Director of music, shall plan, promote, and correlate the musical activities of the church. It shall be this committee's duty to make recommendations to the church for the purchase of necessary musical equipment as well as literature. All music activities shall be subject to the approval of the church under the direction of the Minister/Director of Music and Pastor. Musicians shall serve as ex-officio members of the music committee.

Section L. Nominating Committee

The Nominating Committee shall consist of five members. Four members shall be nominated from the floor and be approved by the members of the congregation present. Voting shall be by either ballot or acclamation in the regular July business meeting. The four elected committee members will recommend a Sunday School Director to the church for election. Upon election by the church, the Sunday School Director will become a member of the Nominating Committee. The Nominating Committee shall bring to the church for election, the nomination of church officers for all volunteer positions. The right of nominations from the floor shall be reserved by the church body.

Section M. Personnel Committee

The Personnel Committee assists the church in matters related to staff: non-ministerial and ministerial. This committee is responsible for:

The Personnel Committee in relation to the non-ministerial staff shall:

1. Recruit & interview supporting non-ministerial staff & recommend their employment.
2. Develop and recommend salaries and benefits.
3. Develop and recommend church policies.
4. Develop and recommend "working agreements."
5. Review staff evaluations that have been conducted by the office of pastor on all staff members. Based upon staff evaluations, the committee shall recommend to the church any raise or change in salary and benefits.
6. Handle all conflicts and disputes involving non-ministerial staff.

The Personnel Committee in relation to the ministerial staff shall:

1. Recommend the need for hiring ministerial staff. Once a recommendation has been made, a search committee will be elected by the church. The personnel committee at that point will cease to oversee the search process.

2. Review staff evaluations conducted by the office of pastor on all staff members. Based upon the staff evaluation, recommend to the church any raise or change in salary and benefits.
3. Recommend annual raises for office of pastor, based upon the annual pastor evaluation conducted by the deacons.
4. The Personnel Committee will not be responsible for handling conflicts and disputes involving ministerial staff. Such conflicts will be handled by the deacons.

Section N. Youth Committee

The purpose of the Youth Committee is to work closely with the Minister/Director of Youth and other staff members in formation of policies concerning youth activities and planning a comprehensive program for all youth. The duties of the Youth Committee are:

1. Coordinate all youth activities involving the church.
2. Develop short term plans that would ensure a diverse youth ministry including Bible study, worship and recreation. The program should be designed to reach all youth of the church.
3. Assist the Minister/Director of Youth in the study of facility needs for youth programs.
4. Aid in formulating the annual budget for presentation to the Budget and Finance Committee.
5. Recommend to the church all equipment and supply needs for the Youth department.

Section O. Additional and Special Committees

The church may elect additional committees as they become necessary. Special committees elected by the church for functions of a temporary matter shall be designated as special committees. All special committees shall be terminated when the service for which the committee was elected has been completed or at the will of the church. The function and responsibilities of the selected committee will be determined by the Committee on Committees.

ARTICLE IV. CHURCH ORGANIZATION

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is an ex-officio officer of all organizations named, and his leadership is to be recognized in them. The pastor may designate a staff member to serve in His absence as an ex-officio officer.

Section A. Sunday School

There shall be a Sunday School divided into divisions and classes for all ages and conducted under the direction of the Sunday School director. Those teaching Sunday School classes must take this position seriously, and feel called of God to teach His word. Every teacher will be required to sign and date a "Teacher Covenant." The covenant agreement is not to be viewed as a contract with the church, but rather a covenant agreement and commitment to God. It will be signed annually as a method of accountability to our Lord. The teacher covenant is found below: Believing that the privilege in guiding people in the Christian way of life is worthy of my best, I covenant, as a worker in the Bible teaching ministry of Grace Baptist Church, to:

1. Order my conduct in keeping with the principles of the New Testament, and seek the help of the Holy Spirit so that I may be faithful and efficient in my work. - Ephesians 4:1
2. Be regular and punctual in attendance; and, in case of unavoidable absence, give notice as far in advance as possible. - I Corinthians 4:2
3. Make thorough preparation of the lesson and for my other duties each week. - 2 Timothy 2:15
4. Use the Bible within my group, and help my class to understand and love it. - Psalm 119:16
5. Be a financial tither to the regular church budget. - I Corinthians 16:2, I Corinthians 16:7
6. Attend Sunday School teacher meetings. - Luke 14:28-30
7. **He should not partake in strong drink or tobacco products.** - I Timothy 3:8, I Corinthians 6:19
8. **Visit prospects frequently, and make a special effort to contact absentees each week.** - Acts 2:46
9. Cooperate wholeheartedly in the plans and activities of Grace Baptist Church and Sunday School. - I Corinthians 3:9
10. Be loyal to the programs of Grace Baptist Church, striving to attend all worship services. - Hebrews 10:25
11. Make witnessing a major endeavor in my lifestyle. - Proverbs 11:30
12. Seek to discover and meet the needs of those with whom I come into contact, especially fellow church members and prospects for Grace Baptist Church. - Galatians 6:2
13. Pray regularly for Grace Baptist Church, the staff, the deacons, the Sunday school ministry, the workers, and the students. - I Thessalonians 5:17
14. Apply the teachings of Christ in moral and social issues of my everyday life. - James 1:22

Section B. Discipleship Training

There shall be Discipleship Training divided into divisions and classes for all ages and conducted under the direction of elected officers and/or organizations. The choice of curriculum along with the length of programs will be determined upon the need.

Section C. Music Ministry

There shall be a church music program under the direction of the minister/director of music. Such officers and/or organizations shall be included as needed. The tasks of the church music program shall:

1. Provide music and musicians for the congregational services and organizations of the church.
2. Lead persons to participate in congregational and hymn singing.
3. Provide organization and leadership for special music projects of the church.

Section D. Women's Missionary Union

There shall be a Women's Missionary Union with such officers and such formal organization as needed to provide missionary education for women and girls. The major objective of the Women's Missionary Union is to promote Christian missions through mission study, prayer,

community missions, and stewardship. The ministry of the Women's Missionary Union shall be led by the Women's Missionary Union director who shall be elected by the church. The tasks of the Women's

Missionary Union shall:

1. Teach missions.
2. Lead persons to participate in missions.
3. Provide organization and leadership for mission projects of the church.

Section E. Baptist Men/Brotherhood

There shall be a Baptist Men's group known as the Brotherhood with such officers and such formal organization as needed to provide missionary education for men and boys. The ministry of the Brotherhood shall be led by the Brotherhood director who shall be elected by the church.

The tasks of the Brotherhood shall:

1. Teach missions.
2. Lead men and boys to participate in mission activities.
3. Provide organization and leadership for special mission projects of the church.

ARTICLE V. CHURCH MEETINGS

Section A. Worship Services

The church shall meet regularly each Sunday **morning and evening** for worship, preaching, instruction, and evangelism, each Wednesday night for prayer and special studies, and at any other times when the church chooses to do so. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Pastor or anyone designated by the church.

Section B. Observances of the Ordinances

1. Baptismal services may be observed at any worship service or at any other time the church may direct.
2. The Lord's Supper shall be observed **on a regular basis, at least once a quarter.**

Section C. Regular Business Meeting

Regular business meetings shall be held on the second Wednesday night of each month. This schedule may be altered by the pastor or the deacons if necessary. If the schedule is changed, notification must be made in the worship service prior to the meeting. Should there be any business or matter of significant importance to be brought before the church at a regular monthly meeting, notice shall be given to the membership one week prior to the meeting.

Section D. Annual Business Meeting

Regular business meetings shall be held on the second Wednesday night of each month. This schedule may be altered by the pastor or the deacons if necessary. If the schedule is changed,

notification must be made in the worship service prior to the meeting. Should there be any business or matter of significant importance to be brought before the church at a regular monthly meeting, notice shall be given to the membership one week prior to the meeting.

1. The annual election of church officers, teachers, and committees shall be held during the regular monthly business meeting in August.
2. The annual business meeting to adopt the church budget shall be held during the regular monthly business meeting in August.
3. The adoption of messengers to the state convention shall be elected during the regular monthly business meeting in September or during a special called meeting for that purpose.

Section E. Special Business Meeting

Notice of special meetings, other than those called by the Pastor or the deacons, shall be given notice of one week to the congregation.

Section F. Quorum

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

Section G. Admission of Members

The church may act upon the admission of members at any regular worship service.

Section H. Organizational Meetings

Organizational meetings may be held at any time and at any place according to their discretion and established church policies.

Section I. Special Services

Revivals, study courses, training clinics, etc. may be conducted as deemed advisable and appropriate, and approved by the church.

Section J. Parliamentary Rules

Robert's Rules of Order, Revised is the authority for parliamentary rules of procedure for all business meetings of the church.

Section K. Yearly Schedules

1. The church year shall begin on September 1 and end on August 31.
2. The fiscal year shall begin on September 1 and end on August 31.

ARTICLE VI. CHURCH FINANCES

Section A. Means of Support

The means of financial support for the church is to be provided through tithes and freewill offerings. The church shall operate under a unified budget prepared annually by the Budget and Finance Committee and approved by the church.

Section B. Responsibility of Members

It is understood that membership in the church involves financial obligation to support the church and its causes. Each member shall be encouraged to tithe in support of the unified budget.

Section C. Receipts

Receipts from all sources shall be kept in such account as the church designates. From these accounts, payment of bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly by check.

Section D. Special Offerings

Special offerings shall be taken for causes recommended by the finance committee and approved by the church. They may be taken for other causes such as guest speakers, singers, etc. as the need arises. All special offerings shall be used as designated.

Section E. Other

For other church budgeting and finances, see the details and description under the Budget and Finance Committee under Article 3 Section C.

ARTICLE VII. CHURCH PROPERTY

Section A.

The use of church property shall be limited to activities which pertain to the ministry and programs of the church unless otherwise approved by official action of the church. Services and activities which relate to weddings and funerals are to be considered as a part of the ministry of the church.

Section B.

The church property shall not be used, under any circumstances, for any purpose of activity that the church could not approve on the basis of Christian principle and practice.

Section C.

Grace Baptist Church and its ministers shall only recognize, participate in, conduct, or allow church facilities to be utilized for marriage ceremonies and other functions which are related to marriages deemed to be scriptural. This shall prohibit the use of the Church facilities for same-sex marriage ceremonies and related functions and shall bar the Church's ministers from conducting or otherwise participating in same-sex marriage ceremonies and related functions.

Section D.

Realizing that unusual circumstances and situations might require a departure from the policy set forth in section A of this article, the **Facilities** and Grounds Committee shall be given the authority to use their discretion in such situations.

ARTICLE VIII. ORDINATION OF MEMBERS

Section A. Church Approval

Any male member who may in the judgment of the church give evidence of his humility, servanthood, fitness to preach, and call to ministry, may be ordained to preach the gospel. A male non-member may be ordained by the church as well, as long as he was at one time a former member of the church in good standing. There must be a 2/3 majority church approval in a regular business session to proceed with the ordination process of the candidate in consideration.

Section B. Ordination

Ordination may be authorized only after proper examination of the candidate by the pastor and the deacons.

Section C. Revocation

This church shall reserve the right to revoke the license or ordination of any man who shall by his action bring reproach or shame the name of Grace Baptist Church

ARTICLE IX. AUTONOMY

The government of this church is vested solely in the body of believers who compose it. It shall be subject to the control of no other ecclesiastical body. All matters except for those expressly delegated by the church to some person, committee or organization for decision must be brought to the church for action. This church recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches. Insofar as it is scriptural and practical, this church will cooperate with and support the Tennessee Baptist Convention and Southern Baptist Convention.

ARTICLE X. AMENDMENTS

Changes in the Constitution and Bylaws may be made at any regular business meeting of the church, provided such amendments have been presented in writing at a regular meeting at least 30 days beforehand and copies of the proposed amendment have been furnished to each member present. Amendments to the Constitution and Bylaws shall be approved by 2/3 majority of all members present and voting.