

<p>_____ BAPTIST CHURCH</p> <p>CONSTITUTION</p>

We declare and establish this constitution for the preservation of our faith and for the orderly government of this body called _____ Baptist Church.

ARTICLE I - NAME

This church is to be incorporated under the name of _____ Baptist Church, Inc., but the work and business of this church is to be carried on, as much as possible, under the name of _____ Baptist Church.

ARTICLE II - MISSION STATEMENT

The Mission Statement of _____ Baptist Church is the basis and purpose for which all activities, programs and decisions are made. That statement is as follows:

" _____ "

ARTICLE III - STATEMENT OF FAITH

The Statement of Faith of _____ Baptist church reflects our belief in Scripture and Scripture alone. These tenets are the basis for fulfilling the mission of the Church but do not necessarily exhaust the extent of our belief through scripture. The Senior Pastor along with the duly elected Elders are the final authority in interpreting matters concerning our faith, doctrine, practice , policy and discipline.

- God the Father – We believe, love and worship the one and only unchanging, sovereign, and loving god, the Creator and Ruler of all things in heaven and earth. God is manifest in three persons: Father, Son, and Holy Spirit. Genesis 1:1,26; Exodus 20:2-3; Deuteronomy 6:4; 1 Chronicles 29:11,12; Job 38-41; Psalm 90:2; Matthew 6:9; 1 Peter 1:2
- Jesus Christ (Son) – Jesus Christ, our Lord, is God in the flesh. He is the Son of God, conceived by the Holy Spirit, born of a virgin, fully God, fully man, sinless. He died on the cross in our place for our sins, was buried, resurrected from the dead, ascended into heaven, and now sits at the right hand of God the Father, as our Advocate, and will return to judge the living and the dead. Matthew 1:18-23; Luke 1:31-33; John 1:1-18; Acts 1:9-11; Acts 2:22-24; 1 Corinthians 15; Hebrews 1:1-3; Revelation 5:9-14
- Holy Spirit – The Holy Spirit is the third person of the Trinity, exalting Christ and convicting us of our sin and need for Jesus Christ. He fully lives in every believer from the moment of salvation. He comforts, teaches and empowers us to live in righteousness. He equips every believer with spiritual gifts for service in the Body of Christ. Matthew 1:18; John 14:16-17; John 14:26; John 15:26; John 16:7-14; Acts 1:8; 1 Corinthians 3:16; 1 Peter 4:10

- Bible – The Bible is the divinely inspired Word of God to reveal God and His will to man. The Bible has God as its author, salvation for its end, and truth without any mixture of error. The Bible is the sole authority for Christian Living. Deuteronomy 4:1-2; Psalm 12:6; Psalm 19:7-10; Psalm 119:105, 160; Hebrews 4:12; 2 Timothy 3:16; 2 Peter 1:20-21
- Man – Man is made in the image of God – male and female were created to worship God, to glorify Him and to have dominion over the earth. Sin separates man from God and man is eternally doomed unless he receives salvation in Jesus Christ. Genesis 1:26; Psalm 8:3-6; Acts 17:26-31; Romans 3:10-18, 23
- Salvation – Since all persons are separated from God by sin and are in need of forgiveness, God offers the free gift of salvation. Each person must individually accept this gift, repent of sin, and place faith in Jesus Christ as Savior and Lord. Exodus 6:2-8; Matthew 16:21-26; John 3:15-16; John 17:3; Romans 3:23; Romans 5:1; Romans 6:23; Ephesians 2:8-9
- Eternal Security of the Believer – We believe our true salvation, provided by the grace of God through faith in Jesus Christ alone, is eternally secure. It is imperishable and no man or circumstance can snatch us out of the powerful hand of God because Jesus Christ has made an everlasting covenant with us. 2 Samuel 23:5; John 3:36; John 5:24; John 10:28; John 14:6; 2 Timothy 1:12; Hebrews 7:25; 1 Peter 1:4; 1 John 5:11-13
- Priesthood of the Believer – Every believer is a minister and has direct access to God through the high priest, Jesus Christ. Ephesians 3:7; Ephesians 4:11-16; Hebrews 4:14-16; Hebrews 10:19-22
- Family - The family, composed of persons related by blood, marriage or adoption, is ordained by God as the foundational institution of human society. Marriage is a lifetime covenant commitment of one biological man and one biological woman reflecting the union of Christ and His Church. The framework of marriage provides for the intimate expression of companionship and sexual relationship, including procreation, according to Biblical standards. Children, from the moment of conception, are to be protected, preserved and valued as a gift of life from God Almighty. Parents are to love, teach, discipline and model Biblical truth before their children; children are to honor and obey their parents. Genesis 2:18-22; Exodus 20:12; Leviticus 20:13; Deuteronomy 6:6-7; Psalm 127:3-5; Psalm 139:13-16; Proverbs 22:6; Mark 10:6-9; 1 Corinthians 7:1-16; Ephesians 5:21-33
- The Church – Jesus Christ is the head of His Body, the Church. The Body of Christ is composed of believers. The purpose of the Church is to carry out His mission in the world and is best lived out in local, autonomous churches. Matthew 16:15-19; Acts 2:41-42, 47; Romans 12:4-8; 1 Corinthians 12; Ephesians 4:10-16; Revelation 2 & 3

Church Leadership – God calls individuals, whose lives best exemplify the Biblical qualifications of the position of pastor, overseer/elder, ministerial staff and deacon, to lead the local body. They are selected

and affirmed by the local body after prayerful consideration. Leaders are called by God to uphold church doctrine and to live lives worthy of respect. The local church is called to submit to their authority. Acts 6:1-8; Acts 20:28; Philippians 1:1; 1 Timothy 5:17-22; Titus 1:5-9; Hebrews 13:7,17

- Baptism and the Lord's Supper – Baptism by immersion follows Christ's example, symbolizing death, burial and resurrection to new life in Christ. It serves as a testimony of faith after accepting Christ as personal Savior and Lord. The Lord's Supper is an act of obedience and a testimony of faith. It symbolically memorializes the death of Jesus Christ. Self-examination and confession of sins should precede participation in the Lord's Supper. Matthew 3:13-17; Matthew 26:26-30; Matthew 28:19; Acts 16:30-33; Romans 6:3-5; Colossians 2:12
- Church Discipline – We believe that the Bible teaches church discipline. God disciplines those He loves (Hebrews 12). He uses the leadership of the church to prayerfully administer His discipline (Galations 6:1) according to scripture (Matthew 18:15-18 and 1 Corinthians 5:1-13). Discipline is administered in hope of restoring the one who has fallen into sin back to a right relationship with God and the church. Matthew 18:15-18; 1 Corinthians 5:1-13; Galations 6:1; Hebrews 12

ARTICLE IV - GOVERNMENT

The government of this church is vested in the body of believers (members) who compose it. This is an autonomous and democratic Baptist church operating under the Lordship of Jesus Christ. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the importance of mutual counsel and cooperation that are common among Baptist churches.

ARTICLE V - AFFILIATION

This church shall be a cooperating member of the Noonday Baptist Association, the Georgia Baptist Convention, and the Southern Baptist Convention.

ARTICLE VI - AMENDMENT PROCEDURE

Changes in this Constitution may be made at any business meeting of the church provided that a copy of each amendment is made available to church members in writing at least one week before the meeting. Amendments to this Constitution shall have the concurrence of two-thirds of the members who are present and voting.

BAPTIST CHURCH
BYLAWS

ARTICLE I - MEMBERSHIP

SECTION I - GENERAL

The membership of _____ Baptist Church retains unto itself the right of self-government in all phases of the spiritual and temporal life of this church.

SECTION II - ADMISSION TO MEMBERSHIP

A person may come forward and be presented as a candidate for membership at any organized event of the church. All persons requesting membership shall be counseled by a qualified representative to determine their spiritual background and the specific nature of their decision establishing the acceptance of Jesus Christ as their personal Savior, and the sureness of eternal salvation through Him. The candidate is then referred to a New Members Orientation class.

Upon completion of all sessions of the orientation class, ministerial recommendation is required for adults with exception given only for extraordinary circumstances as determined by the staff minister. The church shall accept for membership those Christian believers who embrace the ideals and doctrine of the church as described in Holy Scripture including lifestyle, relationships with their fellow man and a disciplined practice of moral and ethical values.

1. Those who make an initial profession of personal faith in Jesus Christ as Lord and Savior and come for baptism.
2. Those who transfer their letter from another Southern Baptist Church.
3. Those Christian believers who have been baptized by immersion and who come by statement of their Christian experience.
4. Those Christians from another denomination who come for baptism by immersion as a witness to their understanding and adherence to Baptist beliefs and doctrines.
5. Those who make a profession of faith but for whom baptism might prove physically harmful.

Individuals who are actively and unrepentantly engaged in any sinful practice, while not eligible for membership, are invited and welcome to attend the church provided their actions on church property and at church functions are consistent with the church's guidelines for Uses of Facilities. These individuals shall not participate in any leadership or teaching role.

All persons requesting membership and having completed the above requirements shall be accepted as members when they are presented to and are received by the church.

New members shall be listed for record at the next regularly scheduled business meeting.

Any person desiring a temporary relationship with the church but not wishing to offer himself as a candidate for membership may come under the watchcare of the church.

SECTION III - DUTIES OF MEMBERS

Members shall subscribe to the church's Statement of Faith found in the Constitution.

SECTION IV - RIGHTS OF MEMBERS

Each member of the church is entitled to vote in all elections and on all questions submitted to the church in business session. All questions shall be determined by a majority vote of those present and voting except as otherwise specified in these Bylaws. No proxy voting shall be permitted.

All members are encouraged to follow the procedures set forth in these Bylaws and in the Church Policy Manual. Any member has the right to address the church in conference on any subject or transaction that he feels affects this church. Any matter brought forth shall be discussed and referred, if necessary, by the moderator to the appropriate Committee or Elders for action. The Committee and/or the Elders shall resolve the matter by a report or a recommendation for a vote.

SECTION V - TERMINATION OF MEMBERSHIP

Membership shall be terminated by the following:

1. Death.
2. Transfer of letter to another Baptist Church.
3. Removal from the roll by individual written request.
4. Removal from the roll due to affiliation with a church of another faith or denomination.
5. Exclusion by discipline of the church. In general, any member who is active and unrepentant in sinful practices that undermine church doctrine is subject to church discipline, up to and including revocation of membership. A sinful practice is anything that is contrary to the teachings of the Bible.

This membership seeks to ensure that a full measure of Christian charity and understanding be extended to its members in all circumstances. Furthermore, every reasonable measure should be taken to assist any distressed member if some condition should exist that should cause this member to become a liability to the general ministry of the church. Using Matthew 18:15-22 for guidance, the pastor, other staff members, Elders and Deacons shall be available for counsel, assistance, and possible reproof.

After these steps have been taken, if the welfare of the church would best be served by the exclusion of this member, the Elders may take the action to officially and indefinitely exclude the member. The Elders take this action on behalf of the Church to prevent embarrassment and/or to preserve the confidentiality of details surrounding the member's circumstances. The Church will be notified in conference.

Any person who has been excluded by action of the church, as represented by the Elders, may, upon demonstration of genuine repentance and by favorable recommendation of the Elders, be restored to church membership.

SECTION VI - NON-RESIDENT MEMBERS

When a member moves to a community beyond the ministry of this church and establishes a non-resident address, the member and his family should be encouraged to unite with a church in their community. Persons not uniting with another church within one year's time, nor keeping the church advised of their desires to remain an active

member, shall be placed on a Non-Resident Membership Roll. Such members shall not be counted in the reporting of the church membership totals.

SECTION VII - INACTIVE MEMBERS

If the current address of a church member becomes unknown, the church staff shall make a diligent search for a new address. If contact has been lost for at least one year, and the search has been unsuccessful, this member shall be placed on an Inactive Membership Roll and shall not be counted in the reporting of church membership totals.

ARTICLE II - CHURCH STAFF

SECTION I – GENERAL

A purpose of the church is to teach and instill biblical values in employees, attendees and members of the church. Since every employee of the church is a representative of the church, and is hired for that purpose, in order to be eligible for employment, the applicant shall not be actively engaged in unrepentant sin and shall not be perceived to undermine or contradict, through actions, behaviors, or speech, the tenets of the Bible or of the doctrine of the church. Further, applicants and employees must embrace the practices and beliefs of _____ Baptist Church.

Church ministers, members, staff, and individuals ordained by the church shall not use their title, position, or ordination in a way that contradicts or undermines the teachings of the church including but not limited to, officiating over or solemnizing weddings or ceremonies joining more than two people or two people of the same sex.

SECTION II – SENIOR PASTOR

GENERAL: The Senior Pastor is responsible for leading the church to function as a New Testament church. As spiritual leader of the church, he shall lead the congregation and church organizations to perform their tasks. The Senior Pastor is the leader of pastoral ministries in the church. As such, he works with the Elders, Deacons, and Church Staff to:

1. Lead the church to engage in a fellowship of worship, witness, education, ministry and application.
2. Proclaim the gospel to believers and unbelievers.
3. Care for the church's members and other persons in the community.

The Senior Pastor shall be the chief administrator of the church ministerial, program, administrative and support staff. In addition, the Senior Pastor shall serve as an ex-officio, non-voting member of all church Committees and Ministry Teams. He may appoint another member of the church staff to share his Ministry Team responsibilities.

SECTION III - MINISTERIAL STAFF

The establishment of additional ministerial staff positions shall be approved and recommended to the church by the Church Elders. Ordained staff members shall be called upon the recommendation of the Personnel Committee and a majority vote of the church. Specific procedures for calling and terminating ministerial staff members, individual job descriptions, and a list of general employee benefits are found in the Policy and Procedures Manual.

SECTION IV – PROGRAM AND ADMINISTRATIVE STAFF

The establishment of additional program and administrative staff positions shall be approved by the Church Elders typically on an annual basis. The church shall employ additional staff during the fiscal year as the Senior Pastor responds to specific personnel needs, as approved budget funds are available. Job descriptions and procedures for hiring and terminating are found in the Policy and Procedures Manual.

SECTION V - SUPPORT STAFF

The establishment of additional support staff positions, such as secretaries and custodians, shall be approved by the Church Elders typically on an annual basis. The church shall employ additional support staff during the fiscal year as the Senior Pastor responds to specific personnel needs, as approved budget funds are available. Job descriptions and procedures for hiring and terminating are found in the Policy and Procedures Manual.

ARTICLE III - CHURCH OFFICERS

SECTION I - CHURCH ELDERS

GENERAL: The church, guided by I Timothy 3:1-7, I Timothy 5:17-22, and Titus 1:5-9, shall elect Church Elders from its membership.

QUALIFICATIONS: A Church Elder shall be: ". . .above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach, not addicted to much wine or pugnacious, but gentle, uncontentious, free from the love of money, good manager of his household, not a new convert, having a good reputation outside the church, having children who believe, not self-willed, not quick-tempered, loving what is good sensible, just, devout, self-controlled. . ."

NUMBER AND TERM OF SERVICE: The number shall be seven, to include the Pastor, the Chairman of the Diakonate, plus five others elected on rotating terms of service. The number of active Church Elders may be changed upon the recommendation of that body and approval of the church. The rotating terms of service shall be three years. The first year, the three Church Elders receiving the most votes from the church membership shall serve a three-year term and the other two elected Elders shall serve a two-year term. A term of service shall normally begin on January 1st unless otherwise determined by the church. A Church Elder who has completed a term shall, after one year, be eligible for re-election to the active body.

SELECTION: Generally, Church Elders should be men from the Diakonate, but the Holy Spirit may lead the church to nominate and affirm others. The majority of those serving as Church Elders shall be laymen.

1. They may be nominated by anyone in the congregation.
2. They shall be selected by the Church Elder Selection Ministry Team, made up of the Pastor, the Chairman of the Diakonate, and three other active deacons, elected by the Diakonate. If a person on the Church Elders Selection Ministry Team is nominated as a candidate for Church Elders and wishes to be considered for that position, he cannot continue to serve on the Selection Ministry Team. The Selection Ministry Team shall collect and tally the nominations made by confidential ballot, ranking

nominees in order of the number of nominations received, and shall then pray and discuss whether any on the list are not prepared to serve based on biblical qualifications and shall then contact and interview the remaining candidates in ranked order.

3. Upon the unanimous recommendation of the Church Elder Selection Ministry Team, the names shall be given to the church for affirmation.
4. Should any candidate not be affirmed by three-fourths of the membership present and voting on that individual, the Church Elder Selection Ministry Team shall present another candidate to the church.

Any unexpected vacancies or unexpired terms that may occur shall be filled by the next qualified nominee from the immediately preceding Church Elder election. These nominations shall also be affirmed by the church according to the above rules.

OFFICERS: The Pastor shall serve as the Senior Elder or Chairman of the Elders. His duties include leading the Church Elders to perform their tasks, preparing an agenda for each regularly-scheduled meeting, notifying members of the time and place of each meeting, presiding over plans and actions suggested to the Church Elders.

The Church Elders shall elect a vice-chairman and a secretary. If the church does not have a pastor, the Church Elders shall elect an interim chairman.

MEETINGS: Meetings of the Church Elders shall normally be held once a month. The chairman being mindful of the Elders' obligation to the church membership to fulfill their tasks in a timely and efficient manner shall have the option of canceling or rescheduling a meeting for sufficient cause.

RESPONSIBILITIES: The Church Elders are to help the Pastor and Staff in overseeing the administrative and teaching functions of the church. This shall include shaping policy. They are to direct or lead (I Timothy 5:17) and are to be the decision-making arm of the church when the church is not in conference. Major decisions would still be brought to the church along with decisions that need to be addressed in conference according to church policy. They shall teach the Word (I Timothy 3:2, Titus 1:9). They shall be teachers and uphold the doctrine of the church to see that the flock is being cared for and fed. In shepherding the flock, they shall participate in the administration and decision-making concerning church discipline. They shall pray for the sick when asked (James 5:14). They shall be prayer warriors with the staff.

Upon sufficient ground, the call for a Church Elder's resignation prior to the completion of his term shall be resolved by the Church Elders.

DUTIES: The Church Elders shall assume the following duties:

1. To assist the Senior Pastor and Ministerial staff in clarifying the church's mission and priorities.
2. To review and evaluate studies of major church expansion plans.
3. To review ministry plans and programs as appropriate.
4. To review Ministerial staff requirements and to approve additional Ministerial staff positions.
5. To convey items of interest from any member to the appropriate staff person, Committee or Ministry Team for consideration.

6. To interpret the Constitution, Bylaws, and written policies of the church and to review these documents, making any revisions or adjustments necessary to the Bylaws and policies to maintain their effectiveness.
7. To authorize the Trustees and/or Business Administrator to initiate and/or seal binding documents and/or agreements which obligate the Church in excess of \$100,000.
8. To insure that all Committees and Ministry Teams are operating in compliance with the Constitution, Bylaws and written policies of the church.
9. To approve the annual church budget before its presentation to the church in order to insure that the goals and philosophy of the ministry are being reflected by the budget, and to review regularly the ongoing financial status of the church.

RELATIONSHIPS:

1. **With Committees:** The Church Elders shall act as Elders but shall not do the work of the Committees. They shall approve and may recommend to the Nominating Committee nominations made by the Pastor and Chairman of the Diakonate. Items of Committee business to be brought before the church shall first be channeled through the Church Elders and upon their recommendation, taken to the church for a vote.
2. **With Deacons:** Lay members of the Church Elder body usually shall be selected from among the Deacons, but the Diakonate shall continue its emphasis on ministry and service. Members of the Church Elder Selection Ministry Team, other than the Pastor and the Chairman of the Diakonate, shall be elected by the Diakonate.
3. **With the Pastor and Staff:** The Pastor is the Senior Elder or the Chairman of the Elders. As the administrator of the church staff, the Pastor shall represent the staff on the Church Elder body. The Church Elders shall assist the Pastor with administrative and Committee responsibilities as they help him to oversee the ministry of the church. The Pastor shall have the responsibility of administering the day-to-day operation of the church through the church staff. This shall be done in accordance with church policy. The Church Elder shall serve as a sounding board for the Pastor, pray with him, and encourage him in being God's man. They shall provide a spiritual accountability group for the Pastor.

SECTION II – DEACONS

GENERAL: The church, guided by I Timothy 3:8-13 and Acts 6:3-8, shall elect deacons from its membership. Deacons shall be servants of Jesus Christ, the church and its acknowledged spiritual leaders who extend the pastor's ministry and provide service to the members and the community.

QUALIFICATIONS: Characteristics of a deacon shall be integrity, dignity, and proven spiritual maturity. Deacons shall be temperate, good stewards of possessions, faithful to biblical doctrines, dedicated to their family, and willing to serve.

NUMBER AND TERM OF OFFICE: The minimum number of active deacons shall be twelve. Any increase or decrease (not fewer than 12) in the number shall be based on the decision of the Diakonate. The number of deacons shall be evaluated each year; and when a new term begins, at least one deacon may be added for each additional one hundred church members over 300. The deacons shall serve on a rotational basis. A regular term of office shall be three years, with one-third of the deacons rotating off every year. The term shall begin January 1 of each year. A deacon who has completed a term shall, after one year, be eligible for re-election to the active body. Upon sufficient grounds, the call for a deacon's resignation prior to completion of his term shall be resolved by the deacon body.

ELECTION: The Deacon Nominating Ministry Team shall consist of the chairman and chairman-elect of the deacons, and the pastor. This Ministry Team shall solicit nominations from the church. Nominations shall be by confidential ballot submitted by church members; the Church shall publish the names of the deacons who are ineligible for re-election. Each member may list on his ballot as many names as there are vacancies to be filled, and each ballot must be signed and cast by a member of Johnson Ferry Baptist Church.

All ballots shall be collected and tallied and the nominees ranked in the order of the number of nominations received. The Deacon Nominating Ministry Team and ministerial staff shall then interview the candidates in their ranked order. However, members of the Ministry Team, at their discretion, may nominate and interview approximately 5% of the new deacon class from qualified, nominated church members outside of their rank order. The purpose of these interviews is to explain the responsibilities of a deacon, to review the candidate's qualifications, and to ensure the individual's willingness to serve. The Ministry Team shall interview a sufficient number of candidates to compile a list of qualified and willing candidates equal in number to the total number of vacancies that exist.

Prior to the last Sunday in December, the Deacon Nominating Ministry Team shall submit to the church for affirmation a list of nominees equal in number to the vacancies that exist. The church shall have the option of accepting or rejecting the entire slate. If a full slate of candidates cannot be presented at the time of conference, the church may act on a slate of a majority of the required number. The Elders may then affirm the slate from the remaining list of qualified candidates and publish their names to the church as information.

If the entire slate is rejected, the moderator shall refer the matter to the Church Elders for study. The Church Elders shall suggest a resolution to be voted on by the church.

Any unexpected vacancies or unexpired terms that may occur shall be filled by the next qualified nominee from the immediately preceding deacon election. These nominations shall also be affirmed by the church according to the above rules.

RESPONSIBILITIES: As set forth in the New Testament, the deacon is to be a servant of the church. As such, he is to join with the pastor and other staff members in the following:

1. Being devoted to and united in prayer with the pastor and staff for the ministry of the church.
2. Faithfulness in worship attendance and all church-wide functions.

3. Faithfulness in attendance and active participation in all deacons' meetings and annual deacons' retreat.
4. Assisting the pastor(s) in conducting church ordinances including inventory, preparation, service, and cleanup of the Lord's Supper.
5. Serving the Body at _____ Baptist Church. Each deacon is expected to have an area of service/ministry and to model the biblical understanding of "servant leadership."
6. Other duties as assigned and determined by Deacon leadership (refer to Deacon qualifications and responsibilities).

In order to carry out these responsibilities, the deacon chairman shall form various Ministry Teams.

DEACON OFFICERS: In September of each year, the deacons shall elect a deacon officers' nominating Ministry Team consisting of three deacons, the Senior Pastor, and the chairman of the Diakonate. This nominating team then prepares a slate for election by the Deacon body. The leaders to be elected include chairman, vice-chairman, and secretary.

ORDINATION: As soon as practical, newly elected deacons who have not been ordained shall be ordained. Working with the pastor, the deacon chairman shall make arrangements for the ordination service.

SECTION III - TRUSTEES

DUTIES: The office of Trustee shall be filled by a currently serving Elder. There shall be two Trustees. The sole responsibility of the Trustees is to represent the Church in a legal capacity as directed by the Elders. Typically, it would be their function to affix their signatures on behalf of the church to legal documents involving the sale, mortgage and purchase of land, borrowing capital, and any other document that represents the church as a corporate entity.

When required to sign or attest a particular matter and both Trustees are unable to be present, one Trustee may represent the whole as long as the decision is consistent with Church policy and/or the authority of the Elders. Elder authorization may be documented by minutes from an Elder meeting or by a signed directive of an officer of the Elders and one other Elder.

Gifts-in-kind including stocks, bonds, real estate, or other property, may be sold or liquidated by the church Business Administrator, or his designate.

In addition, the Trustees shall have supervision over all the deeds, bonds, insurance policies and important papers of the church. They are authorized to receive and disburse monies in accordance with the terms of wills, bequests, and special instruments in which the church is named beneficiary. If the church is named beneficiary through any of these documents and there is no designation as to a particular program, the Trustees may bring a recommendation to the Elders as to which program the money should be designated.

TERM AND ELECTION: There shall be two Trustees. Each shall serve a two-year term with one Trustee rotating off each year. The Elders shall nominate these church officers

from the currently serving Elder group. The Trustees shall serve concurrently with their Elder term and shall not be in their first year of service as an Elder. The term of service shall be from January 1 - December 31.

SECTION IV - MODERATOR

The Deacon chairman shall serve as the moderator. Generally, the moderator is responsible for conducting all business meetings of the church. In his absence, the Deacon vice-chairman or his designate, shall preside. Specifically, the moderator shall be responsible for the following:

1. Preparing agendas for church business meetings in consultation with Pastor's office as necessary.
2. Calling the meeting to order at the appointed time.
3. Presiding at such meetings and preserving order and decorum.
4. Presenting business in proper order.
5. Stating and putting all questions properly brought before the meeting.
6. Deciding on all questions of order in consultation with the Clerk/Treasurer.

SECTION V – CLERK/TREASURER

By office, the Finance Manager of the Church shall perform the following duties as an officer of the Church:

1. Keep a record of all actions of the church.
2. Keep a register of the names of members with dates of admissions, dismissals, or deaths, together with a record of baptisms and marriages.
3. Issue letters of dismissal.
4. Preserve on file all communications and official written reports.
5. Give legal notice of all meetings where such notice is necessary, as indicated by these Bylaws.
6. Attend all Church business meetings and assist and advise the moderator on points of parliamentary law, the Church Constitution, Bylaws, and Amendments when requested to do so.
7. Be a signatory authority on all depository accounts with financial institutions and be an ex-officio member of the Finance Committee.

All church records are church property and are to be filed in the church office.

In the absence of the clerk, duties number 1, 3, 5, and 6 may be assigned to an appropriate designate.

ARTICLE IV-CHURCH COMMITTEES/MINISTRY TEAMS

SECTION I - PURPOSE AND TYPE

A Committee is a small group of church members elected to perform certain specific tasks that cannot be done as effectively or efficiently by the church membership meeting

as a whole congregation. The Nominating Committee shall have the authority to establish or dissolve all Church Committees subject to the approval and/or recommendation of the Church Elders. All notable changes in committee operating procedures or duties require approval of the Church Elders. A list of standing Committees and procedures to be followed are set forth in the Church Policy Manual. An Elder shall serve on each of the following Committees: Global Ministries, Johnson Ferry Christian Academy Finance, Budget Planning, and Personnel.

Ministry Teams may be formed on an as-needed basis by the various ministry areas of the church under staff leadership. These non-elected teams are specific to the ministry and are not limited by size, tenure or membership. Their action is subject to the authority of the staff leadership, Senior Pastor, and/or Elders.

SECTION II - MEMBERSHIP

The number of members on a Committee shall generally be an odd number with approximately one-third rotating off each year and approximately one-third being nominated and elected each year.

SECTION III - ELECTION AND TERM OF OFFICE

The members of each Committee, except where specifically stated otherwise in the Bylaws, shall be nominated and/or solicited by the Nominating Committee, and after prayerful consideration of the qualifications and willingness to serve of each nominee, shall be approved by the church Elders and the church. The members shall serve beginning January 1 on a two or three-year rotating system. Vacancies on Committees shall be filled as they occur by the Nominating Committee selecting nominees who, after being approved by the Church Elders, shall serve out the term of the person being replaced.

An individual may serve on a Committee for no more than three consecutive years unless the Church Elders or church policies waive this requirement. Ideally, an individual should not serve on more than two standing Committees concurrently. No member shall serve as chairman of more than one Committee or Ministry Team at any given time, nor shall a Committee Chairman also serve as a church program director or head of a church organization. As a general policy, staff shall not be elected to serve as a member of a Committee.

SECTION IV - COMMITTEE ORGANIZATION

Committees shall be organized with a chairman, vice-chairman, and secretary. The Nominating Committee consulting with each Committee Chairman and Staff Liaison shall nominate new members for that Committee as well as a chairman. Each Committee shall then select its own vice chairman and secretary. The Elders shall approve Budget Planning, Finance, Missions, and Personnel Committees prior to Nominating Committee's contact.

SECTION V - MEETINGS

The chairman or his designate shall, prior to a Committee meeting, notify other members of the Committee of the time, purpose, and place of the meeting. The chairman shall be responsible for planning the meeting agenda and assigning responsibilities to the Committee members.

SECTION VI - BUDGET SUBMISSION

Each Committee chairman shall work with their staff liaison for the preparation and submission to the Budget Planning Committee of annual budget requests covering the work assigned to that Committee. The Budget Planning Committee in conjunction with the Business Administrator, or his designate, shall develop a complete ministry budget for the oncoming year. The budget plan shall be presented for approval first to the Finance Committee, then to the Elders, and finally to the church as a whole. The budget may be presented to the congregation by information type meeting(s) and/ or printed pieces to inform the church of the budget plan. Finally, the budget will be presented for affirmation without further discussion at a called and appropriately advertised church conference.

SECTION VII - PARLIAMENTARY RULES

Unless otherwise specified in this Constitution and Bylaws, all matters of business shall be decided by a majority vote of the members present and voting.

In Committee meetings, the chairman shall not vote except in case of a tie.

ARTICLE V-CHURCH YEAR

SECTION I - CHURCH FISCAL YEAR

The church fiscal year shall begin October 1 and end September 30. The annual church budget shall be on this fiscal year basis.

SECTION II - CHURCH ORGANIZATIONAL YEAR

The church organizational year shall begin January 1 and end December 31. The term of all Committee members, Elders, and Deacons shall be on a calendar year basis. All church officers and program organizational workers shall serve on a calendar year basis unless otherwise stated in these Bylaws.

ARTICLE VI-CHURCH MEETINGS

SECTION I - WORSHIP SERVICES

The church shall meet regularly for worship each Sunday morning. The church shall meet at other times/days best suited to the program at hand on a schedule approved by the staff. These meetings shall be conducted under the direction of the Senior Pastor.

Upon recommendation of the Elders, the church may authorize the discontinuance or the change in meeting time of a church worship service for a designated period of time. The pastor or deacon chairman may cancel any service in case of emergency circumstances.

SECTION II - SPECIAL SERVICES

Revival services and any other church services essential for the promotion of the objectives of the church shall, upon recommendation of the Senior Pastor and Ministerial Staff, be placed on the church calendar.

SECTION III - REGULAR BUSINESS MEETINGS

Regular business meetings shall be scheduled on a semi-annual basis. Special or called business meetings are to be held upon the recommendation of the pastor, or Church Elders. An announcement as to the time and purpose of the meetings must be made a week before the meeting unless extreme urgency renders such a notice impractical. Discussion at these special or called meetings shall be limited to the urgent purpose for which the meeting was called or to that purpose which was specified in the announcement. The pastor or moderator shall have the prerogative of canceling or rescheduling any special or called meeting because of extraordinary circumstances.

SECTION V - PARLIAMENTARY RULES

Voting shall be by voice vote or show of hands; but the moderator may determine if vote by written ballot is more appropriate with no proxy or absentee voting permissible. Unless otherwise specified in this Constitution and Bylaws, all matters of business shall be carried by a majority vote of the members present and voting. General parliamentary rules will be used for all business meetings of the church unless otherwise outlined in the Bylaws and Policies, with the Holy Scripture as the ultimate authority. Parliamentary rules may be modified to accommodate unusual circumstances (votes, discussion, etc., in multiple venues) as long as the spirit and intent of the proceeding is met.

SECTION VI - CHURCH MESSENGERS

Messengers shall be elected by the church to attend the meetings of the Southern Baptist Convention. Messengers to the Georgia Baptist Convention and any other denominational meetings at which messengers are required shall be elected by the Elders.

ARTICLE VII-ORDINANCES

SECTION I - BAPTISM

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

1. Baptism shall be in water by immersion.
2. Baptism shall be by the Pastor or whomever he shall authorize.
3. Baptism shall be administered as an act of worship during any worship service.
4. Baptism shall be assisted by the Baptismal Ministry Team.

SECTION II - THE LORD'S SUPPER

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

1. The Lord's Supper shall be observed at least quarterly.
2. The Lord's Supper shall be observed as an act of worship at any worship service.
3. The Pastor, or ministerial staff, and deacons shall be responsible for the administration of the Lord's Supper.

4. The Deacons shall be responsible for the physical preparation of the Lord's Supper.

ARTICLE VIII-CHURCH FINANCES

SECTION I - BUDGET

The Budget Planning Committee, after the presentation and recommendation of the church staff, and/or the appropriate Ministry Team chairmen, shall prepare and submit to the Finance Committee and subsequently the Elders, for approval an inclusive budget indicating by line-items the amount needed and sought for all expenses. Upon Elder approval, the budget is presented to the Church in one or more Town Hall style meetings to answer questions from the congregation. The budget will be presented for affirmation without discussion at a regularly scheduled worship service.

SECTION II - ACCOUNTING

Providing for the accounting of all funds shall be the responsibility of the Business Office. This accounting shall include the proper recording of all financial transactions on the books of the church and the proper maintaining of an itemized account of all receipts and disbursements.

SECTION III - FINANCIAL REPORTING AND AUDITS

A summarized financial report shall be rendered to the church semi-annually at regular business meetings and otherwise made available upon request.

The Finance Committee shall make a monthly examination of financial reports, and shall enlist an independent accounting firm to conduct an annual audit to be paid for out of the general fund. Subsequently, the Finance Committee shall make note of the audit findings to the church in a subsequent conference.

ARTICLE IX-AMENDMENT PROCEDURE

Changes in these Bylaws may be made at any business meeting of the church, or with prayerful consideration by the Elders outside of conference if deemed advantageous to the efficiency of the overall church mission and program.

ARTICLE X-RATIFICATION PROCEDURE

This Constitution and Bylaws may be ratified by two-thirds vote of the members who are present at any business meeting, provided that notice of such proposed business meeting appears in the church bulletin in the week preceding the business meeting, and that a copy of this Constitution and Bylaws is made available to all members at the time the meeting is announced, if requested.

This Constitution and Bylaws shall be implemented and become effective when adopted.

ARTICLE XI - CHURCH POLICY and PROCEDURES MANUAL

SECTION I - ORGANIZATIONAL CHART

An organizational chart shall depict lines of responsibility in the administration of the church. This chart shall be received periodically and revised as needed. A copy is in the Church Policy and Procedures Manual.

SECTION II - POLICIES AND PROCEDURES

Any matter not covered in the Constitution and Bylaws is controlled by the church policies. Church policies and procedures are described in other sections of this Policy Manual. This Policy Manual shall be maintained by the Business Administrator.

Changes in policies and procedures may be initiated by any church member, organization or Elder. These changes shall be referred to the Church Elders for recommendation and approval.

COMMITTEES AT _____ Baptist Church

ELECTION OF MEMBERS: Committee members shall be elected by the church in conference after being recommended by the Nominating Committee and approved by the Elders, as required.

TERM OF SERVICE: A committee member shall typically be elected for a two or three-year term, beginning January 1. One-third of the members of each committee shall rotate off each year, with one-third being nominated and elected each year.

QUALIFICATIONS FOR SERVICE: All committee members shall be members of _____ Baptist Church. A member must be inactive from committee service for one year before re-election to the same committee unless otherwise specified in the church policies. Ideally, no church member shall serve on more than two standing committees simultaneously.

COMMITTEE CHAIRMEN: No church member shall serve as chairman of more than one standing committee nor shall a committee chairman also serve as a church program director or the head of a church organization. A committee member may not serve consecutive one-year terms as chairman except as authorized by the Elders. Terms commence January 1. In the absence of any committee chairman, the vice-chairman shall assume his duties.

NUMBER OF MEMBERS: The number of members of each committee shall generally be an odd number. Any increase or decrease in this number shall be determined by the Nominating Committee in agreement with the committee staff liaison. At no time shall the number of members be fewer than three.

RESPONSIBILITIES OF COMMITTEES: The duties of each committee shall be found in the Church Policy Manual; however, the committees shall strive to operate under the following general guidelines:

1. Seek the will of God as it pertains to the work of the ministry team and function through patient, prayerful work, and cooperation
2. Meet as a committee, as needed
3. Select a vice-chairman and secretary for one-year terms
4. Keep a record of committee business and activities on file with the staff liaison
5. Submit any recommendations or proposals to the Elders if to be discussed and brought before the church
6. Submit budget requests and needs to the Budget Planning Committee through their staff liaison for inclusion in the annual church budget

BUDGET PLANNING

DUTIES: Oversees the annual budget planning process

- Receives and reviews budget proposals from each ministry area
- Seeks God's leadership in recommending budget goals

MEMBERSHIP: Consists of nine members, including one Elder, Chairman of the Finance Committee (or his/her designee), and the staff liaison, who are voting members. Candidates for this committee are approved by the Elders.

STAFF LIAISON: Business Administrator

CARING

DUTIES: Works with Associate Pastor – Pastoral Care, in assisting individuals and families with material and physical needs

MEMBERSHIP: Consists of eleven members, including nine recruited by the Pastoral Care Ministry and two members of the Pastoral Care staff

STAFF LIAISONS: Associate Pastor – Pastoral Care; Ministry Assistant – Pastoral Care

NOMINATING

DUTIES:

- Nominates willing and qualified candidates for the following committees: Budget Planning; Finance; Timothy Ministry/Independent Studies; Ministry Scholarship; Nominating; Personnel; and WEE School
- Secures approval from the Elders before contacting candidates for the following committees: Budget Planning; Finance; and Personnel
- Presents the slate of committee candidates for election in church conference prior to January 1
- Secures approval of the Elders for mid-term replacements of committee members, as needed

MEMBERSHIP: Consists of seven members, including the staff liaison, who is a voting member.

STAFF LIAISON: Executive Assistant to the Senior Pastor

FINANCE

DUTIES:

- Reviews the results and approves the Budget Planning Committee's annual budget preparation. Recommends the budget to the Elders for final review and approval.
- Sees that the approved church ministries budget is administered properly in coordination with the Business Administrator
- Evaluates and recommends other financial concerns (debt, etc.) to the Elders, as needed.

MEMBERSHIP: Consists of nine members, including one Elder and the staff liaison, who are voting members. Candidates for this committee are approved by the Elders.

STAFF LIAISON: Business Administrator

GLOBAL MINISTRIES

DUTIES:

- Oversees mission activities and the disbursement of discretionary mission funds
- Supervises church-approved mission projects, working within the concepts and policies of the church in accomplishing mission objectives
- Investigates needs and recommends financial support for long-term or emergency mission causes
- Continually reviews the mission programs for effectiveness, adequacy, and need

MEMBERSHIP: Consists of eight members, including one Elder and four members of the Global Ministries staff. Candidates for this committee are approved by the Elders.

STAFF LIAISONS: Assistant Pastor – Global Ministries; Associate Pastor – National Ministries; Associate Pastor – International Ministries; Ministry Assistant – Global Ministries

MINISTRY SCHOLARSHIP

DUTIES: Directs and awards scholarship monies for students pursuing full-time Christian vocations

MEMBERSHIP: Consists of five members, including the staff liaison, who is a voting member

STAFF LIAISON: Assistant Pastor – Global Ministries

PERSONNEL

DUTIES:

- Works in such areas as employment, salaries, benefits, and personnel services, including policies relating to all personnel
- Maintains confidentiality regarding meetings concerning staff members
- Approves job descriptions for members of the ministerial staff
- Sets percentage of annual raises for evaluation ratings
- Recommends new personnel positions
- Reviews all salaries and fringe benefits annually and recommends to the Elders
- Approves individual staff salaries and fringe benefits, with specific review of the Senior Pastor, Executive Staff, and Ministerial Staff, and recommends to the Elders
- Assists the Senior Pastor with ministerial staff recruitment and matters relating to employment and employee personnel administration

MEMBERSHIP: Consists of six members, including one Elder, Chairman of the Finance Committee, Chairman of the Diakonate, and the Sr. Pastor, who are voting members. Candidates for this committee are approved by the Elders.

STAFF LIAISON: Senior Pastor

“ _____ Christian Academy

DUTIES:

- Makes financial decisions regarding tuition, salaries, and large expenses for their ministry area
- Assists with development and approval of policies for their ministry area
- Sets admission standards and requirements for _____ Baptist Church
- Determines appropriate disciplinary action when an act or incident exceeds standard discipline policies
- Assists with and supports decisions concerning issues with students and/or their families
- Provides accountability for administration
- Serves under the authority of the Elders

MEMBERSHIP: Consists of nine members, including the staff liaison and an Elder, who are voting members. Candidates for this committee are approved by the Elders

STAFF LIAISON: Children's Minister

WEE SCHOOL

DUTIES:

- Works with Wee School Director in overseeing ministry of the Wee School
- Serves under the authority of the Elders

MEMBERSHIP: Consists of nine members, including the staff liaison, who is a voting member.

STAFF LIAISON: Children's Minister

MINISTRY TEAMS: Ministry Teams are organized by staff leadership to assist with specific ministry responsibilities. These teams are not elected and may consist of non-members of _____ Baptist Church. The direction of the ministry team is provided by staff leadership and continues under the authority of the staff leadership, Sr. Pastor, and/or the Elders.

Gifts of Georgia Baptists through Mission Georgia and the Cooperative Program enable us to partner together in fulfilling the Great Commission.