

*Bylaws  
of  
Central Baptist Church  
Johnson City, Tennessee*

ORIGINALLY ADOPTED

JANUARY 28, 1973

MOST RECENT REVISION

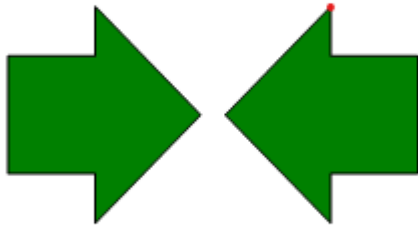
FEBRUARY 12, 2023

# **Central Baptist Church**

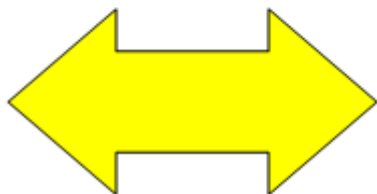
## **OUR VISION OF INVESTING IN RELATIONSHIPS WITH**



**GOD**



**ONE  
ANOTHER**



**THE  
WORLD**

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## ARTICLE 1 - DOCTRINAL STATEMENT

Central Baptist Church of Johnson City, Tennessee, recognizes the Holy Bible as its only rule and guide for the faith and practice of its members. Central Baptist Church accepts as its statement of beliefs the Baptist Faith and Message as adopted by the Southern Baptist Convention, May 9, 1963.

## ARTICLE 2 - CHURCH COVENANT

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

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness and comfort;

To promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines;

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances;

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment;

To avoid all tattling, backbiting, and excessive anger;

To abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love;

To remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech;

To be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's word.

### ARTICLE 3 - NAME

The name of the organization shall be that which is set forth in the Charter of Incorporation: "Central Baptist Church of Johnson City, Tennessee."

The organization shall not have a seal. The name of the organization by an officer duly authorized by The Board of Directors shall constitute the signature of the organization. The word "Church" as used in these bylaws refers to Central Baptist Church.

### ARTICLE 4 - PURPOSE

As a corporate entity, the Church shall have the powers and rights set out in the Charter of Incorporation and shall perform and execute all the purposes and functions as therein and hereinafter set forth.

In order to freely exercise and practice our religion, and as we seek to fulfill the command of our Lord Jesus to "go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you" (Matthew 28:19, 20), the purposes of the Church include evangelism, discipleship, Christian fellowship, ministry, and worship.

Section 1: Evangelism includes the regular preaching of God's word, publication of various materials, the support of mission organizations, and participation in short or longer-term mission projects.

Section 2: The discipleship of church members is accomplished through Sunday School and other small groups, and through a range of age-appropriate forms of religious education.

Section 3: Our Christian fellowship includes building relationships through church-wide social activities and meals, and a range of small group activities.

Section 4: Our ministry activities include caring for those members of our church who are in need, and for others, often partnering with other organizations.

Section 5: In addition to regular Lord's Day corporate worship, our worship activities include the following:

A. Ordinance of Baptism

We recognize and perform believer's baptism by immersion as an outward expression of faith in Jesus Christ. (Romans 6:3-4)

B. Ordinance of the Lord's Supper

We observe the Lord's Supper or Communion, recognizing the bread and juice as symbols of the Lord's body and blood (1

Corinthians 11:23-26). Participation in the Lord's Supper is open to anyone who has placed their faith in Jesus Christ for salvation.

C. Marriage Ceremonies

We believe that "from the beginning of creation God 'made them male and female'" (Mark 10:6), and that God has ordained marriage and defined it as a covenant relationship between one man (male), one woman (female), and Himself (Mark 10:7-9), therefore we only recognize and conduct marriages between one man and one woman.

D. Baby and Child Dedication Ceremonies

We recognize that every child is a gift from God, placed in a family to be brought up in the training and instruction of the Lord (Ephesians 6:4). We perform baby and child dedication services in which the parents, and the church body, dedicate themselves to helping the child grow in the knowledge of the Lord.

E. Funerals and Memorial Services

We conduct funerals and memorial services in the church's facilities as worship services meant to honor God and comfort the loved ones of the departed (Psalm 116:15; 1 Thessalonians 4:13-18).

F. Ordination of Pastors and Deacons

We occasionally hold services of worship for the purpose of ordaining Pastors and/or Deacons for service in the Lord's church (Ephesians 4:11-12; 1 Timothy 3:1-13). An individual may be ordained as a minister of the gospel by the Church after the candidate has met the qualifications for ordination. These qualifications may include, but are not limited to, education, experience and training. The qualifications will be determined by the Council of Deacons.

## ARTICLE 5 -RELATIONSHIP

Section 1: The Church shall be independent and democratic within its internal organization and in the regulation of its affairs and answerable to no ecclesiastical body except by its own consent, and shall control the admission, discipline, and removal of the members according to its understanding of the Word of God.

Section 2: Recognizing that united denominational activity may result in efficiency toward the fulfillment of purpose and being in general accord with the large denominational aims and programs, the Church shall seek to cooperate with

the Holston Baptist Association, the Tennessee Baptist Mission Board, the Cooperative Baptist Fellowship, and the Southern Baptist Convention.

Section 3: The Church shall at all times through the leadership of the Holy Spirit, the preaching of the Word of God, and the continuing enlightenment of its people, seek to encourage its members and the people of the community toward the highest and noblest standards of loyal citizenship, moral and ethical conduct, and daily personal witnessing of Christian principle and practice.

## ARTICLE 6 -MEMBERSHIP

Section 1: The membership of the Church shall consist of believers in Christ who have been baptized by immersion and who take the Holy Bible as their only rule of faith and practice.

Section 2: Persons shall be received as candidates for church membership by any one of the following methods:

- A. By public statement of personal Christian experience.
- B. By letter from another Baptist church of like faith and practice.
- C. By personal statement of having belonged to another Baptist church of like faith and practice.

Section 3: Persons shall present themselves as candidates for church membership at any stated service of the Church. However, persons unable to be physically present at a church service may be presented by a member of the ministerial staff.

Section 4: Any and all persons, presenting themselves as candidates for membership in the Church, shall, as a matter of routine procedure and as a condition for membership in the Church, have a private consultation with the Senior Pastor or a member of the ministerial staff. This consultation shall be for the purpose of reviewing for the benefit and enlightenment of the candidate the doctrines of the faith, the privileges and responsibilities of church membership, and the possible areas of personal interest and service. If any candidate for membership should wish to withdraw after such consultation, he/she shall be free to do so.

Section 5: Candidates for membership shall be presented to the deacon council by the Senior Pastor or a member of the ministerial staff. Recommendations for membership shall be made by the deacon council and acted upon in a routine or called business meeting, the candidates for membership being voted into full fellowship by a two-thirds majority vote of the members present and

voting. The deacon council may withhold a recommendation if the candidate should appear to be ill-prepared for membership.

Section 6: Members shall be expected to be faithful in all the duties and privileges of the Christian life, to attend regularly the services of the Church, to contribute regularly toward the support of its causes, to share in its organized work, and to strive for the accomplishment of its purpose.

Section 7: The continuance of membership shall be subject to the principles and usages of Southern Baptist Churches, and especially as follows:

- A. Any member in good and regular standing who moves to another place shall immediately seek membership in another Baptist church of like faith and practice, requesting that the Church issue a letter of dismissal to the new church. This letter of dismissal shall be given by the Church at the next routine or called business meeting, said letter being sent only to the new church and not to the individual.
- B. No letter of dismissal shall be given to any individual except in rare cases caused by unique circumstances.
- C. If the whereabouts of any member be unknown by the Church for the space of one year, his/her name shall be placed on an inactive roll. He/she shall be restored to active membership upon his/her request, such restoration requiring no vote of the church.
- D. If a member joins another denomination, his/her name shall be dropped from the roll of the Church.
- E. If a member becomes an offense to the Church by reason of unchristian conduct, the Church will endeavor to reconcile with that member by seeking the member's repentance through the process of reconciliation outlined by Jesus in Matthew 18:15-17. If the offending member refuses to repent and be reconciled, then by recommendation of the deacon council the Church may terminate his/her membership by two-thirds majority vote of members present and voting at any routine or called business meeting.

Whenever termination of membership is considered, all persons concerned, such as the ministerial staff, deacons, and other appropriate members, shall treat the entire matter with the greatest understanding and Christian love.



## ARTICLE 7 - MEETINGS

In addition to such meetings as may be held regularly by the organizations of the church such as but not limited to training, teaching, and others as may be authorized, the Church shall hold meetings for worship and for business.

### Section 1:     Worship

- A.     Public worship services shall be held statedly and regularly on each Lord's Day morning. However, the ministerial staff shall have discretion to alter this schedule to accommodate congregational needs, weather, or other appropriate reasons.
- B.     The Lord's Supper shall be observed regularly during worship services on a Lord's Day, typically quarterly and/or at such other times as the Church may decide.
- C.     Other services and meetings for worship shall be held at any time upon call by the Senior Pastor, by the deacons, or by vote of the church.

### Section 2:     Business

- A.     Lord's Day morning business meetings shall always be "called" by the Deacons for the transaction of business as specified by bylaws. Only those matters previously considered by the deacons and by the Church in routine or called business meetings shall be considered. Lord's Day morning business meetings will require a published notice to all members of not less than one week. The published notice shall specify the purpose of the meeting, and suggest a minimum of debate, all such generally having been done in a routine or called business meeting.

The affirmative vote of a two-thirds majority of the members voting shall be necessary to carry a motion. Method of voting shall be by ballot, distributed and gathered by the Tellers Committee assisted by the ushers if needed. The Tellers Committee shall meet and count the votes immediately and shall announce the results at the conclusion of the business meeting, if possible.

The following issues must be voted on at a Lord's Day morning business meeting. All other issues shall be handled in routine business meetings, or a called business meeting as set out below.

- 1.     The call of the Senior Pastor
- 2.     The call of other ministerial staff

3. The approval of the annual budget
  4. The approval of any building program whose value exceeds ten percent (10%) of the Church's annual budget
  5. The sale, purchase, mortgage, exchange or bequest of any church real estate or of personal property valued in excess of ten percent (10%) of the Church's annual budget
  6. The approval of any change in charter and bylaws
  7. The approval of the forced termination of employment of the Senior Pastor or any other of the ministerial staff.
- B. Routine business meetings normally shall be held quarterly. A majority vote of members voting shall be sufficient to carry any motion. Voting normally shall be by affirmation; standing or showing of hands can be requested by the moderator if needed. Church members who are present in the facility but absent from the business meeting due to official church responsibilities shall be allowed to vote in absentia by ballot immediately following the meeting. Provisions for electronic attendance, participation, and voting can be available in exigent circumstances. The routine business meeting may be shifted to another time when major events or holidays seem to warrant such a change. Such change shall be published at least one week in advance.
- C. Called business meetings shall be scheduled as needed with the approval of the Council of Deacons. A called business meeting shall be held for the purpose of hearing and acting upon any business requiring more time than is usually available in the routine business meeting and shall require a published notice of not less than one week. Voting shall be as described for the routine business meeting. Provisions for electronic attendance, participation, and voting can be available in exigent circumstances.

Section 3: At any business meeting, the Church members in attendance shall constitute a quorum. Business meetings will be conducted in accordance with Article 13 of the bylaws. The parliamentarian shall provide guidance or instruction as needed upon the request of the moderator. The moderator shall be the final authority on parliamentary procedure.

Section 4: The fiscal year of the Church shall be from October first of one year to September thirtieth of the next year.

Section 5: For purposes of this document, "published" is defined as written notification to the congregation which must include paper (including an

announcement in the bulletin) and may include additional electronic format according to member preference.

## ARTICLE 8 - BOARD OF DIRECTORS AND CORPORATE OFFICERS

All corporate functions, including supervision of church finances, shall be performed by the Board of Directors as specified in these bylaws and in the Charter of Incorporation, as amended.

### Section 1: Board of Directors

- A. The Board of Directors shall consist of fifteen persons.
- B. The corporate officers shall consist of a Chairperson, Vice-Chairperson, Immediate Past Chairperson, Clerk, Treasurer, Assistant Treasurer, and nine directors. These officers and directors shall constitute the Board of Directors.
- C. The Chairperson shall be the Vice-Chairperson from the previous year or if a vacancy occurs within the year the currently serving Vice-Chairperson shall become the Chairperson. However, if the Vice-Chairperson from the previous year (or if the vacancy occurs within the year) is not available to serve as Chairperson, a Chairperson shall be nominated in accordance with paragraphs D and E below. The Chairperson shall not succeed her/himself in office. The Vice-Chairperson shall be elected annually by the Church and shall not succeed her/himself in that office. The Clerk, Treasurer and Assistant Treasurer shall be elected annually by the Church and may succeed themselves in office.

The other nine directors shall be elected on the rotating basis with three directors being elected each year for a term of three years. After serving a term of three years, a director shall not be eligible for reelection for the space of one year.

- D. Nominations for the corporate officers shall be submitted by the Nominating Committee once per year at a routine or called business meeting for election. Additional nominations may be made from the floor at that time. If no additional nominations are made, the election shall be held at the meeting at which the nominations are submitted. If additional nominations are made, the election will be delayed until the next routine or called business meeting, in order to contact the nominee(s) regarding their willingness to serve. No other nominations shall be made after the business meeting in which nominations are presented.

Nominations for the three directors for the Board shall be submitted by the Nominating Committee once per year at a regular or called

business meeting. Additional nominations may be made from the floor at that time. If no additional nominations are made, the election shall be held at the meeting at which the nominations are submitted. If additional nominations are made the election will be delayed until the next business meeting in order to contact the nominee(s) regarding their willingness to serve. No other nominations shall be made after the business meeting in which nominations are presented. In the event there are more than three nominees, the three nominees receiving the highest number of votes, by secret ballot, shall be declared elected.

- E. In the event a vacancy occurs, including the corporate officers, a successor shall be elected to serve the unexpired term. He/she shall be presented for nomination by the Nominating Committee at either the next routine or called business meeting. Additional nominations may be made from the floor at that time. If no additional nominations are made, the election shall be held at the meeting. If additional nominations are made, the election will be delayed until the next business meeting, in order to contact the nominee(s) regarding their willingness to serve. In the event there is more than one nominee, the nominee receiving the highest number of votes shall be declared elected.
- F. The year of active service for the Board of Directors shall be from January 1 through December 31.

Section 2: Duties of Corporate Officers

- A. The Chairperson
  - 1. The Chairperson shall serve as the chief executive officer of the Church. He/she shall be responsible for the proper execution of all legal matters such as, but not limited to, the signing of notes, mortgages, deeds, reports and other such documents as may be necessary.
  - 2. The Chairperson shall serve as the moderator of all meetings of the Board of Directors and shall be responsible for the performance of the duties as described in this Article and in the Charter of Incorporation.
- B. The Vice-Chairperson
  - 1. The Vice-Chairperson shall assist the Chairperson as directed and shall substitute for him/her in the event of his/her absence.

C. The Clerk

1. The Clerk shall serve as secretary of the Board of Directors.
2. The Clerk shall keep a complete record of proceedings of the Church at all business meetings.
3. The Clerk in addition to the above, shall deliver all records to his/her successor.

D. The Treasurer

1. The Treasurer or his/her designee shall receive all Sunday offerings belonging to the Church and shall lock them in the safe until the counting team meets on a weekly basis. He/she participates in the processing of the offerings with two members of the counting team. The counting team is composed of the financial secretary and ministry assistants, who alternate every other month.
2. The Treasurer is responsible for signing checks (disbursement of funds) as needed, although a member of the ministerial staff will be designated by the Board of Directors the primary responsibility of check signing. In disbursing funds, the treasurer shall abide by such rules, procedures, and regulations as shall be established by the Board of Directors for the routine and systematic handling of all expenditures.
3. The Treasurer shall present a financial report for the preceding month to the Board of Directors. Copies of the prior month's report will be presented by the Treasurer at the routine business meeting of the Church. The September report shall then serve as the annual report for the preceding fiscal year. The Board of Directors shall audit, or cause to be audited as it may deem appropriate, the financial report, and shall make the same available to the Church for review if requested.
4. All books, accounts, records and correspondence kept by the Treasurer shall be the property of the Church.
5. The Treasurer shall, upon the election of his/her successor, and upon completion of the current report (whether at the end of the fiscal year or at any other time) promptly deliver to the new Treasurer all books, records, accounts, and

correspondence in his/her hands relating or pertaining, in any manner, to the office of Treasurer.

E. Assistant Treasurer

1. The Assistant Treasurer shall assist the Treasurer as directed by the Treasurer and shall substitute for the Treasurer in his/her absence.
2. In the event of the incapacity of the Treasurer to perform his/her duties, the Assistant Treasurer shall assume the duties of the Treasurer, as stated in Section 2D above, until a new Treasurer is duly elected.

Section 3: Meetings

A. Scheduled Meetings

1. The Board of Directors shall meet monthly at a date and time to be set by the Board. Provisions for electronic attendance, participation, and voting can be available in exigent circumstances.
2. In order to conduct business, a quorum of the Board must be present. A quorum is defined as a majority, or fifty percent (50%) of the total sum of officers and members of the board, plus one (1).

B. Called Meetings

1. The Board of Directors may schedule a called meeting by petition to the Chair of the Board by three (3) or more members of the Board. A forty-eight (48) hour notice of said meeting by written OR electronic means shall be provided to ALL officers and members of the Board.
2. The Board may also schedule future called meetings by vote, at any regularly scheduled meeting, provided that a notice is supplied to any officers or members not in attendance according to the provision of B-1.

C. Electronic handling of matters

1. Individual matters may be taken up by call of the Chairperson through electronic means as necessary for the efficient handling of business.

## ARTICLE 9 - COUNCIL OF DEACONS

### Section 1:     Number

The Council of Deacons shall consist of twenty-seven (27) persons, members of the Church, who are eighteen years of age or over.

### Section 2:     Election

- A.     The church shall use the rotating system of electing deacons, nine (9) deacons to be elected each year to serve a term of three (3) years.
- B.     During the third quarter of each year each church member will have the opportunity to submit up to nine nominees to serve a three-year term as Deacon. Nominations will be made on an “open” paper ballot in the morning services. A ballot box will be available for three Sundays for voting and any additional nominations. Each ballot must be signed by the voting church member. A secure and accountable online nomination option may also be utilized.
- C.     The nominations will be tabulated by the Nominating Committee. A slate of nine nominees plus additional alternates will be formed and ordered by the number of nominations received. Each of the nine nominees will be contacted via letter from the Senior Pastor and then in person by the Deacon Council Chairperson or Vice Chairperson. If an initial nominee declines nomination, the Deacon officers will then progress down the approved alternate list as needed until nine nominees have accepted the nomination.
- D.     When the slate of deacon nominees is selected, that group will be interviewed and oriented by the Senior Pastor and the current deacon officers in order to share the expectations for deacon service, hear personal testimonies, and share the statement of faith (Baptist Faith & Message, 1963 edition). A copy of the Deacon Ministry Plan will be shared with each nominee at that time.
- E.     Any additional nominees will be held for approach later in the year in the event of a resignation from or vacancy in the Deacon body.
- F.     The nominee slate will be presented to the church at a routine or called business meeting for election.
- G.     The year of active service shall be from January 1 through December 31. Newly-elected deacons, however, are encouraged to attend and participate in all meetings of the Deacon Council upon election by the church but will have no voting privilege until January 1.

Section 3: In the event a vacancy occurs on the Council of Deacons, the Nominating Committee shall present for election at a routine or called business meeting the name of the next nominee in line to serve the unexpired term.

Section 4: After serving a regular three-year term on the Council of Deacons, a member shall not be eligible for reelection until the lapse of at least one year.

Section 5: Duties

In accordance with the meaning of the word and the practice of the New Testament, deacons shall be the servants of the Church.

- A. They shall be zealous to guard the unity of the Spirit within the Church in the bonds of peace.
- B. They shall serve as council of advice and conference with the Senior Pastor in all matters pertaining to the welfare and work of the Church.
- C. With the Senior Pastor, they shall consider and formulate plans for the constant efforts and progress of the Church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
- D. By proper organization and method among themselves they shall establish and maintain personal fraternal relations with, and inspiring oversight of, all the membership of the Church. Especially they shall seek to know the physical needs and the moral and spiritual struggles of the members and shall serve the whole Church in relieving and encouraging all who are in need.
- E. The deacons shall distribute or attend to the distribution of the elements of the Lord's Supper, aid the Senior Pastor and staff in congregational care and visitation, and attend to the necessities of the poor. When needed, the deacons may be available to assist with gathering of offerings.
- F. The deacons shall hold monthly meetings, at times which shall be fixed by the Council of Deacons at which all important matters relative to the affairs of the church shall be considered. Meeting times may only be adjusted, deferred, or moved by a vote of the majority of the Council of Deacons. A majority of the Council of Deacons shall constitute a quorum. Special meetings shall be called by the chairperson at any time, upon twenty-four (24) hours notice to the deacons. Provisions for electronic attendance, participation, and voting can be available in exigent circumstances.



- G. In the event of not having enough active Deacons available for a particular area of service, those not currently active but previously ordained may be called upon.
- H. Issues concerning church policy, ministries and programs of the church shall be brought before the Deacons by the Senior Pastor, staff or appropriate church leadership. Any matter requiring a Lord's Day vote shall first be considered by the Deacon Council.
- I. If by majority vote, the Council of Deacons wishes to give input or discuss any other church-related issues with the staff, committee(s) or board, the Deacon Chair shall first contact the Senior Pastor, who together will then decide the appropriate individuals to include in the Deacon Council discussions.
- J. Deacons have specific responsibility for nominating interim and permanent pastor search committees as outlined in Article 11, Section 4.

## ARTICLE 10 - COMMITTEES

Section 1:     Church Council – The Church Council is the program committee of the Church and shall consist of the Senior Pastor, who will serve as chairperson, the ministerial staff, chairperson of the Deacons, chairperson of the Board of Directors, Directors of mission groups and chairpersons of all councils and all committees.

The council shall meet as often as necessary to consider matters of common interest, for the coordination and unification of plans, for the promotion and welfare of all departments of the Church, and for the Church as a whole. The council shall act in an advisory capacity only, making its recommendations to the several groups involved.

The council shall recommend nominees for election to the Nominating Committee, Personnel Committee, Church Ministerial Relations Committee and the Connection Committee; the elections of these shall be by the Church in a routine or called business meeting. Additional nominations may be made from the floor at that time. If no additional nominations are made, the election shall be held at the meeting. If additional nominations are made, the election will be delayed until the next business meeting, in order to contact the nominee(s) regarding their willingness to serve. In the event there is more than one nominee, the nominee receiving the highest number of votes shall be declared elected.

Section 2:     Nominating Committee - The Nominating Committee shall be recommended by the church council, elected by the Church, and serve during the calendar year. The committee shall be composed as follows: Two

persons to serve for three years; two persons to serve for two years; and two persons to serve for one year. At every year thereafter, the Church shall elect two members to the Nominating Committee to serve for three years. In the event a vacancy occurs, upon nomination of Church Council, a successor shall be elected to serve the unexpired term.

It shall be the duty of this committee to place in nomination all elective workers in the various organizations but not including committees. The committee shall also present nominees at a routine or called business meeting for election to the position of Moderator, Vice-Moderator, Parliamentarian, to the Council of Deacons, and to the Board of Directors as provided in the bylaws.

The committee shall nominate any other offices specifically designated by the Church.

Section 3:      Connection Committee - The Connection Committee shall consist of nine members who shall be elected in the same manner as the Nominating Committee in Section 2 above, except that three members are selected each year. This committee shall review the work of committees under their purview and recommend the addition or deletion of committees where needed. The committee shall define the scope, responsibilities, number of members, rotation, and general duties of all committees. The committee shall present nominees for election to all committees at a routine or called business meeting.

Section 4:      Personnel Committee - The Personnel Committee shall consist of six members who shall be elected in the same manner as the Nominating Committee in Section 2 above.

The duties of the Personnel Committee shall be as follows:

1.      Participate in the preparation and publication of job descriptions and responsibilities of non-exempt employees.
2.      Recommend competitive salary ranges for each job category to the Senior Pastor and Staff using current wage surveys.
3.      In concert with the Church Minister Relations Committee, recommend competitive fringe benefits concerning sick leave, vacations, holidays, health insurance and retirement benefits based on current compensation surveys.
4.      In concert with the Senior Pastor or his designate, to identify lines of authority and supervision.

5. To assist as needed with employment interviews necessary to fill any vacancies.
6. Be involved in matters related to severance of an employee.
7. In concert with the Senior Pastor or his designate, review staffing needs annually.
8. To inform the Board of Directors annually of anticipated personnel budget requirements during the yearly budgeting cycle.

Section 5:     Church Minister Relations Committee – The Church Minister Relations Committee shall be responsible for providing encouragement, evaluation, support and guidance for the church’s professional staff ministers. This committee shall consist of six members who shall be elected in the same manner as the Nominating Committee in Section 2 above. The duties of the Church Minister Relations Committee shall be as follows:

- A. The Committee shall consider the Senior Pastor to be the primary supervisor of all professional staff ministers and shall work with the organizational structure of the professional staff ministers as outlined by the church.
- B. The Committee shall be responsible for performing any and all evaluation and performance reviews of the church Senior Pastor.
- C. For new professional staff ministers, the Committee will provide a formal 90-day and 6-month review in cooperation with the person’s supervisor. These reviews will be discussed with the new minister in the presence of his/her supervisor and the Church Minister Relations Committee or Committee representative.
- D. The Committee will develop a uniform evaluation and performance instrument to be used in evaluating all professional staff ministers.
- E. The Committee shall perform formal annual evaluation and performance reviews of each professional staff minister. This review shall be completed with cooperation of the professional staff minister’s supervisor. The Committee shall solicit input from committees and officers who work with the professional staff minister in his/her areas of responsibility. This input shall be considered in completing the evaluation. The evaluation will be reviewed and signed by the Senior Pastor, the Chairperson of the Church Minister Relations Committee, the Chairperson of the Deacon Council and the Chairperson of the Board of Directors. The evaluation of an individual is to be discussed by the Committee with

the individual in the presence of his/her supervisor. The individual shall be given a copy of his/her evaluation and the opportunity to respond.

- F. The Committee will recommend adjustments in total compensation for each professional staff minister to the Board of Directors. The Board of Directors will be encouraged to use this information as a guideline in its preparation of the Church budget. The compensation will include both salary and benefit components. The Chairperson of the Church Minister Relations Committee and the Chairperson of the Personnel Committee will coordinate their efforts to ensure proper alignment within the benefits component for all employees.
- G. Upon request of any professional staff minister, the Committee will meet with the individual to hear and/or discuss any personal, professional, moral, or ethical problem the individual feels a need to discuss. A request by this individual that his/her supervisor or any other professional staff minister be in attendance or excluded shall be honored by the Committee.
- H. The Committee shall be responsible for approaching a professional staff minister about any personal, professional, moral or ethical problem they feel needs to be addressed. They shall express their concerns to the individual and if needed, establish a plan with the individual for correcting the situation. The Committee shall include the individual's supervisor in such discussions if they feel it is appropriate.
- I. All evaluations, reviews and discussions are to be conducted in a prayerful, professional and objective manner, with a Christian attitude of love and concern for the church and the individuals involved. All evaluations, reviews, and discussions are confidential. The Committee members shall discuss such matters only with the particular individual being evaluated, his/her supervisors, and the signers listed in subsection E of this Section.
- J. The Committee will establish a uniform and appropriate program of recognition for professional staff ministers. The program will recognize important anniversaries of service and special achievements by the individual.

Section 6: By-Laws Committee – A By-Laws Committee shall be constituted upon necessity but no less frequently than every five years. The Council of Deacons should appoint a committee of no less than six persons. The Council of Deacons should clearly state the scope of review desired when the Committee is constituted.

Section 7:     Immediate Family of Staff – No immediate family member of a church staff member may serve on the Board of Directors or on any of the Church Committees nominated by the Church Council as set forth above.

#### ARTICLE 11 -MINISTERIAL STAFF

Section 1:     The ministerial staff shall consist of the Senior Pastor and those who through dedication and training shall be called by the Church for specific ministries. The staff may include those with special experience or skill who shall be called for service as designated by the Church.

Section 2:     The general duties and responsibilities of the Senior Pastor shall be, but not necessarily limited to, the following:

- A.     The Senior Pastor shall be responsible for the spiritual welfare and the general supervision of the Church. It is not the purpose to burden the pastor with administrative duties, but rather to ensure the necessary freedom for full- time spiritual leadership of the Church, while at the same time establishing pastoral responsibility in the general operation of the church.
- B.     The Senior Pastor or his designee shall lead the Lord's Day services and other public worship services as scheduled.
- C.     The Senior Pastor or a member of the ministerial staff assigned by the Senior Pastor shall be an ex-officio member of all boards, councils and committees. The assigned pastor's advice and counsel shall be sought in all matters.
- D.     The Senior Pastor shall be considered the primary supervisor of all professional staff ministers and shall work with the organization structure of the professional staff ministers as outlined by the church.

Section 3:     The duties and responsibilities of other staff members shall be defined by the committee recommending each staff member for call.

Section 4:     Staff Vacancy

- A.     When a vacancy occurs, a nine-member Search Committee shall be nominated by the Council of Deacons and elected by the Church in routine or called business meeting.
- B.     This Search Committee shall, as best as possible, reflect the constituency of the entire church membership, while attempting to ensure that no single group within the church membership is over-represented on the Search Committee. The Deacons shall select nominees who display the gift of spiritual discernment and include

at least one person from the Church Minister Relations Committee, at least one person from the Board of Directors, and at least one person from the Deacon Council, with the remaining committee members representative of the general church membership.

- C. When a search committee is needed for an interim pastor, a four-member committee shall be nominated by the Council of Deacons and elected by the Church in a business meeting. One person from the Church Minister Relations Committee, one person from the Board of Directors and one person from the Deacon Council shall be selected. The additional member shall be appointed by the Deacon Council and appropriate for the position being considered.
- D. Search Committees shall give immediate and thorough attention to the call of the new staff member and as promptly as possible do the following:
  - 1. Prepare job specifications and descriptions.
  - 2. Investigate through messengers and other means of inquiry professional workers for positions.
  - 3. Consult recognized sources of information.
  - 4. Meet and consult with the Board of Directors, the Deacon Council, and the Church Minister Relations Committee prior to making any offer of salary and benefit package to a prospective staff member.
  - 5. Present recommendations to the Church for action as specified in these bylaws.
  - 6. Consult with the Senior Pastor as needed throughout the process.

## ARTICLE 12 - MODERATOR, VICE-MODERATOR AND PARLIAMENTARIAN

### Section 1: Moderator

- A. The Moderator will preside over all business meetings, both routine and called.
- B. The Moderator shall serve for one year. The year of service shall be from January 1 through December 31. After serving one year the Moderator will be succeeded by the Vice-Moderator duly elected for the previous year. The Moderator shall not be a member of the church staff.

Section 2: Vice-Moderator

- A. The Vice-Moderator will perform the duties of the Moderator in the absence of the Moderator. In the unusual absence of both the Moderator and the Vice-Moderator, the Moderator or Vice-Moderator for the previous year may preside.
- B. The Vice-Moderator shall be elected annually by the church and shall serve in that capacity for one year, succeeding to the office of the Moderator the ensuing year. The Vice- Moderator shall not be a member of the church staff.
- C. The Vice-Moderator shall be nominated by the Nominating Committee during a business meeting. Additional nominations may be made from the floor at that time. If no additional nominations are made, the election shall be held at the meeting. If additional nominations are made, the election will be delayed until the next business meeting, in order to contact the nominee(s) regarding their willingness to serve. In the event there is more than one nominee, the nominee receiving the highest number of votes shall be declared elected. The year of service will be from January 1 through December 31.

Section 3: Parliamentarian

- A. The Parliamentarian shall assist the Moderator during business meetings by supplying guidance or instruction on rules of parliamentary procedure in accordance with Article 13 of the bylaws. The Parliamentarian should have extensive knowledge of both Robert's Rules of Order and the church bylaws.
- B. The Parliamentarian shall be elected annually by the church and may serve no more than three consecutive one-year terms without a break in service. The Parliamentarian shall not be a member of the church staff.
- C. The election shall be at a routine or called business meeting. The year of service will be from January 1 through December 31.

ARTICLE 13 - RULES OF ORDER

Parliamentary procedure in all meetings of the Church, Board of Directors, Council of Deacons, and committees, shall be in accordance with Robert's Rules of Order, latest edition.

ARTICLE 14 - AMENDMENTS

As set forth above, a By-Laws Committee shall be constituted at least every five years for consideration of any necessary amendments. These bylaws may be amended by a two-thirds

majority vote of the members voting at a Lord's Day morning business meeting. The proposed amendment or amendments shall first be considered by the Bylaws Committee. The committee shall present the proposal to the Council of Deacons and to the Church in routine or called business meeting for consideration. Likewise, the Bylaws Committee shall publish the proposal in the church bulletin, or by separate publications, at least one week before congregational consideration.