

*Bylaws
of
Central Baptist Church
Johnson City, Tennessee*

ORIGINALLY ADOPTED

JANUARY 28, 1973

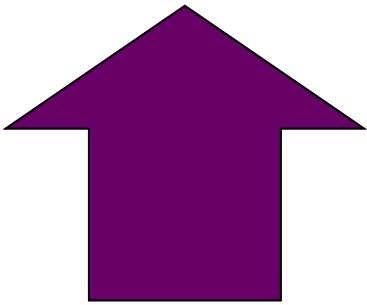
MOST RECENT REVISION

MARCH 6, 2016

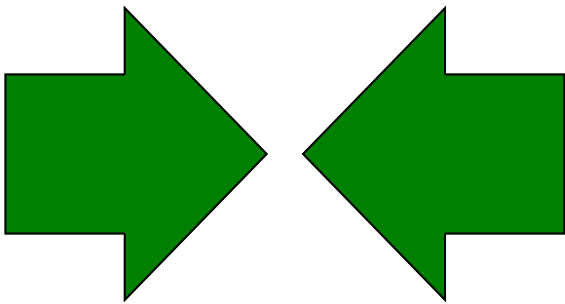
Central Baptist Church

OUR VISION

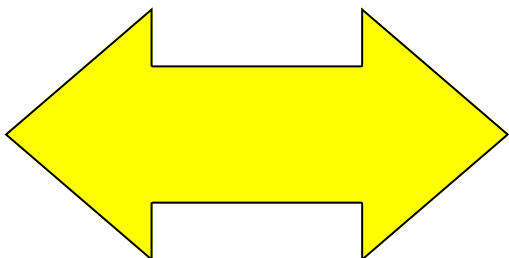
INVESTING IN RELATIONSHIPS WITH



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).

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 Convention, the Cooperative Baptist Fellowship, and the Southern Baptist Convention.

Section 3: Recognizing that inter-denominational activity with other evangelistic Christian organizations may be worthy and contributory toward the fulfillment of purposes as set forth in Article 4, the Church, by two-thirds majority vote of members present and voting in a business meeting, upon recommendation of the deacons, shall engage in and support specific joint enterprises through its organizations, committees, and members.

Section 4: 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 his/her appointed representative. 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 his/her appointed representative. Recommendations for membership shall be made by the deacon council and acted upon in a regular 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 regular 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 regular 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.

- F. No membership shall be terminated (except by letter or by reason of having joined another faith) at the meeting when the recommendation for such action is taken.

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, Baptist Men, Baptist Women, 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 and on at least one regular evening each week. 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 regular or called business meetings shall be considered. Lord's Day morning business meetings will require a duly 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 regular 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
 5. The sale, purchase, mortgage, exchange or bequest of any church real estate or of personal property valued in excess of \$50,000
 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 standing or showing of hands, but secret voting by ballot on any question outlined in item A above could be required by *Robert's Rules of Order* and will follow the procedure set forth therein. 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. The Tellers Committee shall supervise the distribution and collection of these ballots, assisted by the ushers if needed. 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, shall consider only one item of business and shall require a published notice of not less than one week. Voting shall be as described for the routine business meeting.

Section 3: At any business meeting, the Church members in attendance shall constitute a quorum. Business meeting 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 January first of one year to December thirty-first of the same year.

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 fourteen persons.
- B. The corporate officers shall consist of a Chairperson, Vice-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 quarterly 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 quarterly business meeting, in order to contact the nominee(s) regarding their willingness to serve. No other nominations shall be made after the quarterly 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 quarterly 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 routine quarterly business meeting in order to contact the nominee(s) regarding their willingness to serve. No other nominations shall be made after the quarterly 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 regularly scheduled business meeting or by a 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 routine 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 Monday morning. The treasurer retrieves the offerings from the safe on Monday mornings. He/she participates in the processing of the offerings with two of the four members of the counting team. The counting team is composed of four ministry assistants, divided into two teams, 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 an itemized report of all receipts and disbursements for the preceding month to the Board of Directors. Copies of the report will be presented by the Treasurer at the regular quarterly business meeting of the Church. The report for the month of December shall show all receipts and disbursements for the year. The December report shall then serve as the annual report for the preceding year. The Board of Directors shall audit, or cause to be audited as it may deem appropriate, the report, and shall present the same to the Church at the February business meeting for approval and record.
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.

2. In order to conduct business, a quorum of the Board must be present. A quorum is defined as 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 regular scheduled meeting, provided that a notice is supplied to any officers or members not in attendance according to the provision of B-1.

ARTICLE 9 - COUNCIL OF DEACONS

Section 1: Number

The Council of Deacons shall consist of thirty-six (36) 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, twelve (12) 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 select up to twelve 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.
- C. The nominations will be tabulated by the Nominating Committee. A slate of twelve nominees plus six alternates will be formed and ordered by the number of nominations received. Each of the twelve (12) nominees will be contacted in person by the Nominating Committee.
- 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. If any of the twelve nominees decline nomination, alternates will be contacted until 12 nominees are secured. 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 regular quarterly 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 regular quarterly 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 the elements of the Lord's Supper, aid the Senior Pastor and staff in visitation, attend to the necessities of the poor, and gather the offerings to the Church.
- 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. No important decision shall be made nor programs launched without having first been considered in such meetings. 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.
- 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. No important decisions shall be made nor programs launched without having first been considered in such meetings.
- 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 II, Section D.

ARTICLE 10 – COMMITTEES

- A. 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, and the Connection Committee; the elections of these shall be by the Church in routine business meeting. Nominations for election to these committees may be made from the floor. Those receiving the highest number of votes shall be considered duly elected.

- B. 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: Three persons to serve for three years; three persons to serve for two years; and three persons to serve for one year. At every year thereafter, the Church shall elect three 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 the routine August 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 the Media Library Director and any other offices specifically designated by the Church.

- C. Connection Committee - The Connection Committee will consist of nine members who shall be nominated and elected as specified in these bylaws. The first Connection Committee under the revised plan and under the adjusted charter and bylaws shall consist of those to be elected by the

Church membership in routine business meetings; three persons to serve for three years; three persons to serve for two years and three persons to serve for one year. At the end of the first year, the three persons who have served for one year shall be replaced with three persons to serve three years.

At the end of the second year, the persons who have been members for two years shall be replaced by persons who shall serve for three years. At the end of the third year, those members elected for three years shall be replaced by three persons elected to serve for the following three years. Thus, the sequence shall be completed; and each and every year thereafter, the Church shall elect three members to the Connection Committee. In the event a vacancy occurs, upon a nomination of a successor by the Nominating Committee, and/or nomination from the floor, at any business meeting of the Church, a successor shall be elected to serve the unexpired term.

This committee shall review the work of all committees 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. Annually the committee shall see to the publication of all committees, their work, and membership. The committee shall present nominees for election to all committees at a routine business meeting.

The committee shall elect chairperson, vice-chairperson, secretary, and any other required officers from its own membership and shall keep accurate records of proceedings. It shall meet as often as necessary to perform the duties.

- D. Personnel Committee - The Personnel Committee shall consist of nine members who shall be elected in the same manner as those on the Connection Committee as outlined in "C."

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 associates.
2. Recommend competitive salary ranges for each job category to the Senior Pastor and Staff using current wage surveys.
3. 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, review staffing needs annually.
8. To inform the Board of Directors annually of anticipated personnel budget requirements during the yearly budgeting cycle.
9. To elect chairperson, vice-chairperson and a secretary at the initial meeting of the annual cycle.
10. Keep accurate minutes of each committee meeting.
11. Meet as often as necessary to perform all required duties.

E. Church Minister Relations Committee –

PURPOSE: The Church Minister Relations Committee shall be responsible for providing encouragement, evaluation, support and guidance for the church's professional staff.

MEMBERSHIP: This committee shall consist of six rotating members, nominated by the Connection Committee, and elected by the church. Two persons shall be elected each year with two persons rotating off the committee. The Connection Committee can declare a special circumstance.

RESPONSIBILITIES:

1. The Committee shall consider the Senior Pastor to be the primary supervisor of all professional staff and shall work with the organizational structure of the professional staff as outlined by the church.
2. The Committee shall be responsible for performing any and all evaluation and performance reviews of the church Senior Pastor.
3. 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.

4. The Committee will develop a uniform evaluation and performance instrument to be used in evaluating all professional staff ministers.
5. 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 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.
6. The Committee will recommend salary adjustments 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.
7. 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 member be in attendance or excluded shall be honored by the Committee.
8. The Committee shall be responsible for approaching a professional staff person 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.
9. 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 and his/her supervisors.

10. 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.
11. The minutes of all meetings should be kept and submitted to the Connection Committee at the end of the church year.
RELATIONSHIPS: Staff Liaison - Senior Pastor
Staff Committee - Board of Directors

ARTICLE 11 - MINISTERIAL STAFF

- A. 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.
- B. The general duties and responsibilities of the Senior Pastor shall be, but not necessarily limited to, the following:
 1. 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 insure 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.
 2. The Senior Pastor or his designee shall lead the Lord's Day services and the regular mid-week service.
 3. 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.
 4. The Senior Pastor shall be considered the primary supervisor of all professional staff and shall work with the organization structure of the professional staff as outlined by the church.

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

D. Staff Vacancy

- 1. 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.

This Search Committee shall, as best as possible, reflect the constituency of the entire church membership, while attempting to insure 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.

- 2. When an interim search committee is needed, a three-member committee shall be nominated by the Council of Deacons and elected by the Church in a routine 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.
- 3. Search Committees shall give immediate and thorough attention to the call of the new staff member and as promptly as possible do the following:
 - a. Prepare job specifications and descriptions.
 - b. Investigate through messengers and other means of inquiry professional workers for positions.
 - c. Consult recognized sources of information.
 - d. Meet and consult with the Board of Directors and the Church Minister Relations Committee prior to making any offer of salary and benefit package to a prospective staff member.
 - e. Present recommendations to the Church for action as specified in these bylaws.

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 the third quarter business meeting. Nominations shall be made from the floor at the time, and no further nominations shall be made. The election shall be by secret ballot at the routine November business meeting. 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 the routine November 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

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 regular or called business meeting for consideration. Likewise the Bylaws Committee shall publish proposal in the church bulletin, or by separate publications, at least one week before congregational consideration.