

CAVE SPRING BAPTIST CHURCH BYLAWS

Cave Spring Baptist Church is a sovereign and autonomous Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. Cave Spring Baptist Church is a traditional Southern Baptist church that believes all individuals have the ability and responsibility to call on the name of the Lord Jesus Christ for salvation.

1. Church Membership

Section A. General: Qualifications and Procedures

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

The membership of the church shall consist of those persons who profess their faith in Jesus Christ as their Savior and Lord, giving satisfactory proof of conversion to the Christian faith, as set forth in the New Testament, who have petitioned the said church for membership and have been accepted by the members of said church present and who has enjoyed the ordinance of believers baptism and have indicated their commitment following the teachings of the Bible as their model and standard of living.

Section B. Candidacy

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

1) By baptism:

- a. For persons making a public profession of faith.
- b. For persons who have experienced salvation but have not experienced believers' baptism by immersion.

2) By letter:

- a. Promise of a letter of recommendation from another Baptist church.

3) By statement of faith:

- a. For persons who have experienced salvation followed by believer's baptism by immersion by another Baptist church (or church of like doctrine), but are either not now Baptist, or no record is now available.
- b. For restoration upon a statement of repentance and rededication of persons who have been removed from the fellowship of a Baptist church for reasons of discipline.

Section C. Rights of Members

- 1) Every active member of the church, 16 years and up, is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.
- 2) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church according to the policies of this church.
- 3) Every member of the church may participate in the ordinances of the church as administered by the church according to the policies of this church.¹

¹ For additional details concerning church membership, see the church policy and procedure manual.

2. Church Officers

The officers of this church shall be the pastor, the pastoral staff, the deacons, a clerk, a treasurer, and trustees. All who serve as officers of the church shall first be members of this church.

Section A. Trustees

The church shall elect three or more trustees to serve as legal officers for the church. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

Section B. Moderator

The pastor, chairman of the deacons, or a mutually agreed upon person by these two, will serve as moderator.

Section C. Clerk

The church shall elect a clerk as its clerical officer on an annual basis. The clerk shall be responsible for supervising the keeping of a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for the keeping of a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the annual profile of the church to the association (if needed).

The church may delegate some or all of the clerical responsibilities to a secretary who will assist the clerk. All church records are church property and shall be kept in the church office when an office is maintained.

Section D. Treasurer

It shall be the duty of the treasurer to receive, preserve, and pay out (upon receipt of vouchers approved and signed by authorized personnel), all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements. The treasurer's report and records shall be audited by the stewardship team annually and by an auditing committee or public accountant every three years. The treasurer shall be bonded, the church paying the bond.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the stewardship team, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

3. Deacons

Section A. Composition

The number of deacons should be determined by the deacon body, with input from the pastor, according to the size and growth of the church.

Section B. Qualifications

1 Timothy 3: 8-13.

Section C. Nomination, Election, Rotation

Deacons shall serve on a rotational basis. Each year the assigned term of office of one-third of the number of deacons shall expire, and election shall be held to fill vacancies and to add to the deacons such numbers as the church size warrants. Deacons will not officially "roll off" until a new deacon has been elected to replace them and agrees to serve. Deacons, with input from the pastor, will determine the number needed for the upcoming year before elections are held. In case of death, removal or incapacity to serve, the church may elect a deacon to fill the unexpired term. After serving a term of three years' assignment, a deacon shall be eligible for reelection only after the lapse of at least one year. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order shall suffice for this church. Before consideration, all candidates for deacon shall first be active members of this church for a minimum of one year. ²

²For additional details concerning deacon roles and responsibilities, see the church policy and procedure manual.

4. Church Staff

Section A. Purpose and Responsibility

The church staff is responsible for leading the church to function as a New Testament church. The pastor is responsible for leading the congregation, the ministry organizations, and the church staff to perform their tasks.

Section B. Composition

The church staff shall consist of the pastor and other staff as designated by the church.

1. **The pastor** will exemplify Titus 1: 6-9 and Timothy 3: 1-7.

He is the leader of pastoral ministries in the church. As such he works with the deacons and church staff to:

- a. Proclaim the gospel.
 - b. Lead the church in the achievement of its mission.
 - c. Care for the church's members and others persons in the community.
 - d. The church shall provide a job description to aid in the understanding of these tasks.
2. **Pastoral staff (ordained men that meet scriptural requirements above)** shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the personnel team and called by church action.
 3. **Ministerial staff (non-ordained staff members)** shall be called and employed to assist the pastoral staff as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the personnel team and called by church action.
 4. **Support staff (administrative assistant, custodial, facilities director, etc.)** shall be employed as the church determines the need for their services. The church personnel team shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

Section C. Call and Termination of the Pastor

A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least two weeks public notice has been given.

A pastor selection committee shall be elected by the church, per church policy, to seek out a suitable pastor, and its recommendations will constitute a nomination to the personnel team. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of two-thirds of those present and voting being necessary for a call. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of this church, and if so designated, may serve as moderator in all business meetings in keeping with the rules of order authorized in these bylaws.

The pastor may relinquish the office of pastor by giving at least a two week notice to the church at the time of resignation.

The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least a two week notice has been given (except in the event of gross misconduct). Examples of gross misconduct are given in church policy manual. In the case of gross misconduct, the pastor will be placed on administrative leave immediately by the personnel team chairman until a church vote is held to decide the path forward. The meeting may be called upon the recommendation of a majority of the personnel team or the deacons or by written petition signed by not less than one-third of the active church members. The moderator for this meeting shall be a person designated by the members present by majority vote, and he shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of a majority of the members present and voting being necessary to declare the office vacant.

The pastor and church may, by mutual agreement, waive the requirement for notice. Such agreement shall be in writing and shall be signed by the pastor, the chairman of deacons and the chairman of the personnel team.

Section D. Compensation for Departing Pastor

The personnel team will work with the pastor to determine a severance package. Compensation for the departing pastor may not be required and will be determined on a case-by-case basis.

Section E. Call and Termination of Members of the Pastoral Staff/Ministerial Staff

The pastoral staff and ministerial staff shall be called or employed as the church determines the need for such offices. A job description shall be written when the need for a pastoral staff or ministerial staff member is determined. All pastoral staff and ministerial staff members shall be recommended to the church by the personnel team and called by church action. At the time of resignation, at least a two week notice shall be given to the church.

The church may vote to vacate such positions upon recommendation of the personnel team, such termination being immediate and the compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation. The staff member and church may, by mutual agreement, waive the requirement for notice. Such agreement shall be in writing and shall be signed by the staff member, the pastor, the chairman of deacons and the chairman of the personnel team.³

³ For additional details concerning staff roles and responsibilities, see the church policy and procedure manual.

5. Church Leadership Team

The Church Leadership Team is led by the senior pastor or his designee and shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

Regular members of the Church Leadership Team shall be the Pastoral Staff, Directors of Church Ministries, Chairman of Deacons, Church Officers, and Chairpersons of Church Administrative Teams.

The primary functions of the Church Leadership Team shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church the use of leadership, calendar time, and other resources according to ministry priorities; and to evaluate achievement in terms of church objectives and goals. All members present during meetings will each have one vote to either affirm or deny objectives and goals.

All matters agreed upon by the leadership team which calls for action not already approved, shall be referred to the church for approval or disapproval.

6. Church Teams

All who serve on church teams shall be members of this church. All church team members shall be recommended by the church nominating team and elected by the church unless otherwise specified within these bylaws. The pastor serves as an ex-officio member on all administrative teams and holds tie-breaking vote if the need should arise.

Section A. Administrative Teams

The administrative teams of this church shall include a nominating team, a personnel team, a church property and space team, a stewardship team. Additional administrative teams may be added by the amendment procedure prescribed within these bylaws. Members of administrative teams shall serve on a three-year rotational basis with one-third to be elected each year.

- 1) **The church nominating team** will consist of six members and will coordinate the staffing of all volunteer positions in the church. Persons considered for any such position shall be approved by the nominating team before they are approached for recruitment. The nominating team shall present to the church for election all that accept the invitation to serve.
- 2) **The church personnel team** will consist of six members, who must be tithers, to assist the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services.
- 3) **The church property and space team** will consist of six members to assist the church in matters related to property administration. Its work includes maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the personnel team and the church staff regarding the needs for, and the employment of maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.
- 4) **The church stewardship team** will consist of six members, who must be tithers, to develop and recommend an overall stewardship development plan, and a unified church budget. It advises and recommends in the administration of the gifts of church members and others, using sound principles of financial management. It works with the treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church.

Section B. Special Committees (Project Teams or Task Forces)

The special committees of this church shall include such other committees as the church shall authorize. Members of special committees shall serve on a non-rotational basis until the task assigned is complete. All special committees may be disbanded by majority vote of the church in church conference.

Additional special committees may be added by amendment to these bylaws.

9. Church Ordinances

Section A. Baptism

The church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly, and who indicates a commitment to follow Christ as Lord.

- 1) Baptism shall be by immersion in water, ⁴ see below.
- 2) The pastor, or their designee, shall administer baptism. The Baptism Ministry Team shall assist in the preparation for, and the observance of baptism.
- 3) Baptism shall be administered as an act of worship during any worship service of the church. Baptism may be administered as an act of worship in the home, hospital, or nursing home when health prevents the candidate from attending a regular worship service.
- 4) A person who professes faith in Christ and is not baptized after a reasonable length of time shall be counseled by the pastor, staff or deacons.

⁴ You may wish to make an exception for certain medical reasons such as a terminally ill invalid.

Section B. The Lord's Supper

The church shall observe the Lord's Supper regularly (quarterly at a minimum). The pastor and deacons shall administer the Lord's Supper, the Lord's Supper Team being responsible for the physical preparations.

10. Church Meetings

Section A Worship Services

The church shall meet regularly each Sunday and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor or a person of his designation shall direct the services for all the church members and for all others who may choose to attend.

Section B. Special Services

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar by the Church Leadership Team.

11. Church Conference

Section A. Regular Church Conference (Business Meeting)

The church shall hold regular church conference on a quarterly basis.

Section B. Special Church Conference (Business Meeting)

The church may conduct called church conferences to consider matters of a special nature and significance. Notice must be given in accordance with church policy for the specially called church conference unless extreme urgency renders such notice impractical in which case a meeting may be called by:

- 1) Agreement of a majority of the active deacons.
- 2) The chairman of the deacons, the pastor and the chairman of the applicable team.
- 3) Agreement of a majority of the church council.

Section C. Quorum

The quorum consists of those members who attend the church conference, provided it is a stated meeting or one that has been properly called.

12. Church Finances

Section A. Budget

The stewardship team, in consultation with the Church Leadership Team, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all expenses. Offering envelopes will be provided for members' use. It is understood that membership in the church involves financial obligation to support the church and its causes with regular, proportionate gifts. Annually there shall be opportunity provided to secure worthy commitments of financial support from the church members.

Section B. Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the church treasurer, or financial secretary, and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying the bond.

Section C. Fiscal Year

The church fiscal year shall begin on January 1 and end on December 31.⁵

⁵ For additional details concerning church finances, see the church policy and procedure manual.

13. Elections and Rotations

The church shall hold elections at such time and in such manner as designated by church policy. All officers shall be elected or appointed in accordance with church policy. Vacancies shall be filled as provided by church policy.

14. Church Policies and Procedures Manual

The church shall develop and maintain a Church Policies and Procedures Manual to include church policies and procedures and organization charts depicting lines of responsibility in the administration of the church. The church secretary shall maintain the manual.

The Church Leadership Team or a special committee shall review the manual at least annually, with authority to recommend changes for the church to consider. Any church member or church organization may recommend such changes to the Church Leadership Team or a special committee.

Section A. Revisions

Policies or procedures may be added, revised, or deleted by:

- 1) Recommendation of the church officer or organization to whose areas of assignment the procedures relate.
- 2) Approved by the church leadership team (or special committee).
- 3) Any church member may initiate suggested changes in the manual by presenting a motion in any regularly scheduled church conference (business meeting). Policies or procedures may then be added, revised, or deleted by a majority vote of the church at two consecutive church conferences (business meetings).

15. Amendments

Changes in the bylaws may be made at any regular church conference (business meeting) of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting and to each member requesting one at the church office.

Amendments to the bylaws shall be by two-thirds of votes cast of church members present and voting at two consecutive regular church conferences (business meetings).