

1 **CONSTITUTION AND BYLAWS**
2 **CENTRAL BAPTIST CHURCH OF CONWAY, INC.**
3 **CONWAY, ARKANSAS**

4 Adopted November 18, 2015
5 Amended November 20, 2024

6 **Preamble**

7 For the purpose of preserving and making secure the principles of our faith and to the end that
8 this body may be governed in an orderly manner, consistent with Baptist churches affiliated with
9 the Southern Baptist Convention and the Baptist Missionary Association of America. The
10 members of Central Baptist Church, do hereby consent to being governed by these bylaws.

11
12 **Article I: Name**

13 The name of the church shall be **CENTRAL BAPTIST CHURCH OF CONWAY, INC.**,
14 herein referred to as “the church”, “the organization”, and/or “the corporation.”

15
16 **Article II: Purpose & Mission**

17 The purpose of the church shall be to worship God according to the teachings of His Word, to
18 practice the precepts and examples set forth in the New Testament, to sustain its ordinances and
19 doctrines and to preach and propagate among all people the Gospel of Salvation which is by
20 personal faith in Jesus Christ as Savior and Lord.

21
22 **Article III: Doctrines**

23 The Holy Bible is the inspired, infallible, inerrant Word of God and is the basis of our faith. The
24 Scriptures are the authority for all matters of faith and conduct.

25 [II Timothy 3:16; II Peter 1:20,21; Mark 13:31; John 8:31,32; John 20:31; Acts 20:31]

26 The church accepts “The Baptist Faith and Message” as adopted by the Southern Baptist
27 Convention on June 14, 2000, and the Doctrinal Statement of the Baptist Missionary Association
28 of America as its doctrinal beliefs.

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1

Those who desire membership in the church shall commit themselves to living by this membership covenant.

1. I will protect the unity of my church ...

...by refusing to gossip (Ephesians 4:29)

2. I will share the responsibility of my church...

...by inviting the unchurched to attend (Luke 14:23)

3. I will serve the ministry of my church...

...by being equipped to serve by my pastors (Ephesians 4:10-11)

4. I will support the testimony of my church...

...by living and modeling a godly life (Philippians 1:27)

...by giving regularly (1 Corinthians 16:2; Leviticus 27:30

1 **Article VI: Governance**

2 The government of this church is vested in the body of believers (members) who compose it.
3 This church will be, and is always to be a sovereign, autonomous Baptist church, self-governing
4 on all matters by a majority of the body of members who compose it. The church recognizes and
5 sustains the obligations of mutual counsel and cooperation which are common among associated
6 churches. In no way is this to be understood that such cooperation or affiliation shall ever
7 become one of the doctrines and/or tenets of the church.

8
9 **Article VII: Property**

10 The church is not organized for profit. In the event of liquidation or dissolution of the church, all
11 of its assets and property of every nature and description whatsoever shall be transferred at the
12 discretion of the church trustees to entities supported by the church.

13 The facilities of the church are set apart for the ministry of the Word of God and for the
14 edification of His people. In keeping with this, no service or event may occur on church property
15 that is not consistent with the doctrines, beliefs, or practices of the church.

16 Church real property may not be transferred or sold without the consent of a minimum of three
17 trustees.

18
19 **Article VIII: Marriage & Weddings**

20 Christian marriage is, by definition, the spiritual and physical uniting of one man and one woman
21 in an exclusive covenant commitment for their joint lifetime. Christian marriage is God's unique
22 gift to reveal the union between Christ and His Church. As such, this church believes that
23 wedding ceremonies on church property are spiritual observances of worship of God who created
24 this divine institution. As worship services, weddings on church property shall be officiated by
25 one or more ordained ministers of the Gospel. The church may decline to make its facilities or
26 ministers available for any wedding if it is determined that one or both of the parties are not
27 biblically and/or legally qualified to marry. Final determination in this matter is reserved for the
28 Senior Pastor.

29 No minister or employee of the church shall officiate at any marriage ceremony unless such
30 marriage is consistent with this policy.

31
32 **Article IX: Revisions, Additions, & Amendments**

33 The Constitution and Bylaws may be amended provided the proposed amendment shall have
34 been available in print at and announced in accordance with the bylaws of the church.

35 Amendments to this Constitution and Bylaws shall be two-thirds vote of members of the church
36 who are qualified to vote and are present at the annual or a called business conference.

1 All previous Constitutions and Bylaws are hereby rescinded, and these Constitution and Bylaws
2 are hereby adopted by the membership of Central Baptist Church at the annual business
3 conference of the church on the eighteenth day of November, in the two-thousand and fifteenth
4 year of our Lord.

5

--- BYLAWS ---

Article I: Membership

Section 1: General

This is a sovereign and self-governing Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of the church.

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

Section 2: Admission

Those desiring membership should present themselves as a candidate for membership at the conclusion of any worship meeting where a time of commitment or decision is offered. This is considered their application for membership.

Membership in the church may be initiated in one of the following ways:

1. By scriptural baptism by immersion after profession of faith in Jesus Christ as personal Lord and Savior.
2. By transfer of church membership from a church of like faith and order.
3. By a statement of faith of their prior experience of conversion and scriptural baptism by immersion in another evangelical church of like faith and order.
4. By restoration of membership after removal for disciplinary reasons.

Member candidates are received by acclamation of the church members at a regular worship meeting of the church.

Also, candidates for membership must complete a membership class within six months of membership application to become a member in good standing of the church. Failure to complete the membership class will cancel the membership application. The time to complete the membership course may be extended at the discretion of the Senior Pastor or his designee. The membership class may be attended prior to membership application at a worship meeting.

Those who complete the membership process at the church shall at that point relinquish their membership in other churches.

Section 3: Duties and Rights

Members are expected to be faithful and obedient in all areas of Christian life, attend the services of the church, give regularly to its support, and participate in its ministries. Failure to fulfill these expectations may result in forfeiture of membership rights.

Members in good standing may participate in the ministries of the church, vote in church conference, hold office, and exercise leadership and service.

Members in good standing shall have the right to a voice and vote in all church transactions and shall have the right and privileges to full participation in the life and work of the church.

It is the responsibility and the duty of the church members to uphold the doctrines, beliefs, practices, and the Constitution and Bylaws of the church.

Section 4: Forfeiture

Members may forfeit their right to be considered a member in good standing with the church. This standing may be forfeited in the following ways:

1. Failure to participate in or attend services or ministries of the church for a period of six months.
2. Failure to give to the support of the church's ministries.
3. Publicly espousing or promoting beliefs or stances that are in contradiction to the doctrinal statements, beliefs, or practices of the church.

Members who lose good standing forfeit their right to vote, serve on ministry teams, hold office, and serve in a leadership capacity. Their membership status is changed to inactive member.

Extenuating circumstances such as poor health or physical reasons that prohibit attendance shall not cause membership status to change.

Section 5: Termination

Membership may be terminated in the following ways:

1. Death
2. Transfer of membership to another church of like faith and order
3. Affiliation with a church of another denomination
4. Exclusion for disciplinary reasons [Matthew 18:15-22] *{See Section 6}*
5. By written request of member desiring termination of membership

Section 6: Discipline

Any member consistently neglectful of his or her duties or guilty of conduct by which the name of our Lord Jesus Christ may be dishonored, and so opposing the welfare of the church, shall be subject to the admonition of the church leadership and the discipline of the church, according to the instructions of our Lord in Matthew 18:15–17 and the example of scripture. Church discipline, then, should ordinarily be contemplated after individual private admonition has failed.

Church discipline can include admonition by the leadership or congregation, suspension from communion for a definite period, removal from office, and forfeiture or termination of membership. (see Matthew 18:15–17; 2 Thessalonians 3:14–15; 1 Timothy 5:19–20; 1 Corinthians 5:4–5).

The purpose of such discipline should be:

For the repentance, reconciliation, and spiritual growth of the individual disciplined
(see Proverbs 15: 5; 29:15; I Corinthians 4:14; Ephesians 6:4; I Timothy 3:4–5; Hebrews 12:1–11; Psalm 119:115; 141:5; Proverbs 17:10; 25:12; 27:5; Ecclesiastes 7:5; Matthew 7:26–27; 18:15–17; Luke 17:3; Acts 2: 40; I Corinthians 5:5; Galatians 6:1–5; II Thessalonians 3:6, 14–15; I Timothy 1:20; Titus 1:13–14; James 1:22);

For the instruction in righteousness and good of other Christians, as an example to them (see Proverbs 13:20; Romans 15:14; I Corinthians 5:11; 15:33; Colossians 3:16; I Thessalonians 5:14 [note this is written to the whole church, not just to leaders]; I Timothy 5:20; Titus 1:11; Hebrews 10:24–25);

For the purity of the church as a whole
(see I Corinthians 5:6–7; II Corinthians 13:10; Ephesians 5:27; II John 10; Jude 24; Revelation 21:2);

For the good of our corporate witness to non-Christians
(see Proverbs 28:7; Matthew 5:13–16; John 13:35; Acts 5:1–14; Ephesians 5:11; I Timothy 3:7; II Peter 2:2; I John 3:10); and

Supremely for the glory of God by reflecting His holy character
(see Deuteronomy 5:11; I Kings 11:2; II Chronicles 19:2; Ezra 6:21; Nehemiah 9:2; Isaiah 52:11; Ezekiel 36:20; Matthew 5:16; John 15:8; 18:17, 25; Romans 2:24; 15:5–6; II Corinthians 6:14–7: 1; Ephesians 1:4; 5: 27; I Peter 2:12).

Section 7: Restoration

Any person whose membership has been terminated for disciplinary reasons may be restored upon evidence of his or her repentance and reformation by recommendation of the Senior Pastor and the affirmative acceptance of the church.

Article II: Church Governance, Organization, and Leadership

Section 1: General

The church is both a spiritual body and a non-profit organized corporation under the laws of the State of Arkansas. The church is subject to the authority of Scripture in all matters and subject to

the rules of duly constituted authority (Romans 13:1-7). The church governance and organization is to provide the mechanism for the orderly activity of the church body.

Section 2: Meetings

A. Worship Meetings

Worship services shall be held each Lord's Day. Other times of worship and Bible study may be scheduled by the church leadership and may be held throughout the week as the church determines. These meetings are open for the entire membership of the church and for all people and shall be conducted under the leadership of the Senior Pastor, his designee, or other pastoral staff in the absence of a Senior Pastor.

B. Special Meetings

Special worship meetings for the purpose of edification of the church or in support of the purposes of the church may be scheduled as needed as determined by the Senior Pastor and pastoral staff.

C. Business Conferences

1. Annual business conferences are to be held on the third Wednesday of November each year. If the third Wednesday occurs on the same week as Thanksgiving, the annual conference shall occur on the second Wednesday of the month.
2. Special called business conferences may be scheduled as needed when a vote of the church membership is required. These meetings must be announced at a minimum of two regular worship services and one week prior to the called meeting. In unusual circumstances or matters of great urgency, this notice provision shall be waived by unopposed action by the church assembled at any regular worship meeting.
3. Recommendations and budgets placed before the membership for consideration must be available in print at least one week prior to a church business conference.
4. The Senior Pastor, or his designee, shall serve as the moderator of all church business conferences. In the event the church has no Senior Pastor or the Senior Pastor and his designee are absent, the Chairman of the Deacon Body shall call the church to order and nominations from the floor shall be received and a moderator *pro-tem* shall be elected. The moderator is to utilize *Robert's Rules of Order* for the purpose of conducting meetings and may appoint a parliamentarian, if he determines such appointment to be appropriate.
5. Annually, the following matters shall be brought before the church at conference:
 - a. A slate of deacons to serve the church body as may be necessary to fill vacancies or to increase the size of that body.
 - b. A slate of proposed members for church ministry teams.
 - c. The annual church ministry support plan (budget).
6. Additionally, the following matters are to be brought to church conference:
 - a. Any proposed changes to the church Constitution and Bylaws.
 - b. Any proposed action regarding the calling of a new Senior Pastor or Associate Pastor.
 - c. Any transactions that involve the purchase or sell of any real property, unless the membership gives that authority to another church group or ministry team.

7. A quorum consists of those members in good standing in attendance at an annual or called business conference.
8. In any vote of the church in which members in good standing are eligible to vote, all votes must be cast in person by those qualified to vote.

Section 3: Pastors

All pastors shall be elected for an indefinite period of time and may terminate his position with the Church by a notice of thirty days, or the Church may terminate his position by the same notice. The church may dissolve the pastoral relationship by a three-fourths' vote, by secret ballot, of the membership present at any regular or special church business conference provided such notice is given as is required for special business conferences.

The qualifications for pastor shall be consistent with those listed in I Timothy 3:1-7.

The role and title of pastor may only be assumed by ordained men, who in response to God's call, have devoted their vocational lives to the ministry of the Word and prayer in the service of the Lord's church.

All pastors shall be or shall become members of the church. If he is married, his wife must also be or become a member of the church.

A. Senior Pastor

1. By virtue of his calling, the Senior Pastor is the spiritual leader of the church and shall have general and active management of the operation of the corporation. He, or his designee, shall be responsible for the administration of the corporation, including general supervision of the policies of the corporation. He, or his designee, shall be in charge of all worship and other public services of the church.
2. Whenever a Senior Pastor vacancy occurs, a new Senior Pastor shall be called by the church.

When a Senior Pastor retires or plans to resign he may guide the church, with the help of the Personnel Ministry Team and Pastoral Staff, through the process of selecting the next pastor. In this instance, no separate search team is assembled. The votes required for a new pastor remain in effect.

If a vacancy occurs and there is no Senior Pastor, a search team will be assembled. The search team will have nine members comprised of the following:

- 2 representatives from the Personnel Team
- 2 representatives from the current Associate Pastoral Staff
- 2 representatives from the current Deacon Ministry Team
- 3 representatives selected from the membership of the church body.

This team shall be charged with the responsibility of securing a permanent Senior Pastor for the church.

1 The call of the Senior Pastor shall take place at a meeting especially set for that
2 purpose with notice given as is required for a special business conference. Only one
3 name may be brought before the church for consideration as pastor, and no
4 nomination shall be made except that of the team. The church shall have the
5 opportunity to hear the minister at a Sunday morning worship meeting prior to a vote
6 being taken unless this provision is waived by a majority vote of the church in any
7 regular or special business conference. Election shall require an affirmative vote of
8 three-fourths of those present and voting to constitute a call. Should the one
9 recommended by the team fail to receive a three-fourths vote, the team will be
10 instructed to seek out another minister and the meeting shall be adjourned without
11 debate.

12
13 The search team may recommend that the church pursue an interim period between
14 pastors for intentional purposes. A majority vote of the church of those present and
15 voting at a regular or special business conference is necessary to begin this interim
16 period.

17 18 **B. Associate Pastors**

19 Associate Pastors are called by the church. The search for Associate Pastors is led by
20 the Senior Pastor with assistance from the Personnel team and other pastoral staff.

21 Only one name at a time may be brought before the church for consideration, and no
22 nomination shall be made except that of the Senior Pastor and those designated to
23 help in the search. Associate Pastors must be approved by at least a two-thirds
24 majority of those present of the church at a regular or special business conference.

25 Associate Pastors may not be called except on an interim basis during the absence of
26 a Senior Pastor.

27 The role of Associate Pastors is to support the Senior Pastor in leading and serving
28 the church.

29 **C. Assistant Pastors**

30
31 Assistant Pastors are called and hired by the Senior Pastor in coordination with the
32 personnel team and Associate Pastors. Generally, Assistant Pastors will report
33 directly to an Associate Pastor and will serve in specialized areas of ministry.

34 Assistant Pastors may not be called except on an interim basis during the absence of a
35 Senior Pastor.

36 The role of Assistant Pastors is to support the Senior Pastor and Associate Pastors in
37 leading and serving the church.

Section 3: Vocational Ministers

Vocational ministers are those who serve in the ministry of the church but do not meet the requirements as set out in Scripture to serve as a pastor or they serve the church in a non-pastoral role.

The search for vocational ministers is led by the Senior Pastor with assistance from the Personnel team and other pastoral staff. Vocational ministers must be or become members of the church. They are called and hired by the Senior Pastor in coordination with the Personnel Team and Associate Pastors.

Vocational ministers may not be called or hired except on an interim basis during the absence of a Senior Pastor.

Section 4: Employees and Support Staff

Church employees and support staff serve at the will of the Senior Pastor. Employees are guided by job descriptions and policies determined by the Senior Pastor and Personnel Team of the church.

Section 5: Church Clerk

The office manager of the church, or another person so designated by the Senior Pastor, shall serve as the church clerk. The clerk shall be responsible for membership rolls and keeping all records of the business conducted by the church during regular and special business conferences.

The clerk shall issue letters of dismissal for members in accordance with the church bylaws and shall send a request for membership transfer for candidates for membership.

The clerk shall quarterly report membership updates to the church membership. This is to be done in conjunction with quarterly financial reports and shall be done no later than thirty days following the end of each quarter.

Section 6: Church Auditor

The church shall elect an auditor at the annual business conference. The church auditor shall audit the church accounts monthly, and shall report to the Finance Ministry Team quarterly and additionally as needed.

Article III: Church Finances

Section 1: General

The fiscal year of the organization shall be from January through December.

No method of raising funds shall be entertained which is in conflict with the scriptural ideals of the Church.

All funds donated for missions by the societies and organizations of the Church shall pass through the church staff accountant in order that due record may be made and credit given to the church.

Contributions shall always be gathered and counted in the presence of at least two unrelated people who are members in good standing of the church.

Section 2: Contributions

It is understood that membership in this church involves financial obligations to support the Church and its causes with regular and proportionate giving. Each member shall be encouraged in scriptural giving, with tithing as the ideal minimum. Special offerings may be sought by the Church, or by any of its organizations, with the approval of the Senior Pastor, pastoral staff, and the Finance Ministry Team. This shall not preclude individuals from making special offerings or designated gifts at any time as the Spirit of God may move them.

Contributions made to the church may be considered as charitable contributions for tax purposes in accordance with the regulations of the Internal Revenue Service and the laws of the State of Arkansas. Final authority to determine the eligibility of the contribution is the responsibility of the church staff accountant and/or the Finance Ministry Team.

The staff accountant shall provide to individuals an annual record of giving to the church by the end January for the preceding year.

Section 3: Planning

The financial planning of the church shall be done through the medium of an annual ministry support plan for carrying out of the various programs of its work. The annual ministry support plan shall be adopted by the church during the annual business session upon recommendation by the Finance Ministry Team.

Matters involving staff compensation shall be the responsibility of the Personnel Team and Finance Ministry Team.

Section 4: Accounts

Financial receipts from all sources shall be accounted for by the church staff accountant according to the purposes for which contributions are designated. All funds shall be dispersed and accounted for by the business manager under the supervision of the Finance Ministry Team and the church auditor.

Quarterly financial updates shall be made available in print for the church membership not more than thirty days following the end of each financial quarter.

Section 5: Debt

No note or contract exceeding 1% of the total annual budget whereby the credit of the Church is pledged shall be made except by recommendation of the Finance Ministry Team and approved by the Senior Pastor.

In the event of liquidating church assets and real property, any and all debt accrued by the church must be retired prior to transferring property to any other entity.

Section 6: Authority to Bind Church

The trustees of the church are the only officers who have authority, in accordance with these By-Laws, the Church Constitution, and any applicable laws, to execute legal documents relating to real estate, church property, and church finances. The signatures of three trustees shall be necessary to execute any legal documents on behalf of the church.

The trustees of the church shall be the current:

- Deacon Ministry Team Chairman
- Deacon Ministry Team Assistant Chairman
- Personnel Team Chairman
- Finance Ministry Team Chairman
- Building and Grounds Team Chairman

Article IV: Amendments

Changes to the constitution and/or bylaws may be made at any annual or special business conference of the church. All regulations for calling a special business conference apply to meetings for the purpose of amendment. All proposed amendments shall be made available in writing at least one week prior to the vote.

Amendments shall be approved by an affirmative vote of two-thirds of all eligible members present to vote at the business conference.

Article V: Facilities

The church facilities are first, and foremost, set apart for the worship of God and the edification of His people.

Section 1: Weddings

This church believes that weddings are worship services. As worship services, weddings on church property shall be officiated by one or more ordained ministers of the Gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and/or legally qualified to marry. Final determination in this matter is reserved for the Senior Pastor.

A. Qualification

- a. The church is available for the weddings of active members in good standing.
- b. At the discretion of the Senior Pastor, the facility may be used for the wedding of a daughter, son, parent, grandparent, or grandchild of an active member in good standing.
- c. A wedding ceremony may be cancelled by the bride or groom by written notice to the Senior Pastor or the pastor performing the ceremony. The wedding coordinator or the Senior Pastor may cancel a scheduled wedding at his discretion in case of an emergency or the discovery of a disqualifying condition.

B. Scheduling

Scheduling for rehearsals and weddings is done through the church office. Wedding parties should contact the church office for a full explanation of wedding schedule policies. Saturday weddings may not start later than 2:00 pm. Wedding plans should not be finalized until officially placed on the church calendar.

C. Music

- a. Christian weddings are a worship service. The music should be in keeping with this view. The church wedding coordinator must preview and approve all music a minimum of two weeks prior to the wedding. This includes music for on-campus receptions. Dancing is not permitted at receptions in the church facility.
- b. Instrumentalists may be provided by the church for a fee. Sound, video, and lighting technicians will also be secured by the church for a fee.

D. Photographers

Wedding parties will be provided with church policies regarding photography. These policies are developed by the church staff, wedding coordinator, and Building and Grounds Team.

E. Building Usage

Several areas of the church facility are available for use during a wedding. A full list of available areas and usage policies that are approved by the church staff, wedding coordinator, and Building and Grounds Team are available from the Wedding Coordinator.

F. Fees

All fees are due two weeks prior to the wedding date. Maintenance fees are charged based upon the areas of the building that are used for the wedding, reception, and rehearsal. Failure to pay the fees may result in the cancelation of the wedding. Fee structures are developed by the church staff, wedding coordinator, and church Finance Team in accordance with church and legal requirements.

G. Miscellaneous

- a. No alcohol may be brought into the church facility or onto church property at any time during the rehearsal, preparations, wedding, or reception.
- b. Persons under the influence of alcohol or drugs may not participate in the rehearsal or the wedding. The officiant or church wedding coordinator has the final authority on this determination.
- c. If the church is required to make repairs from damages to the church facilities or campus, or to conduct an extraordinary clean-up of the church campus as a result of the ceremony or related activities, the couple will reimburse the church for the cost incurred.
- d. No tobacco products are to be used inside the church facility at any time, nor should it be used near building entrances or under exterior covered areas.
- e. The church pastoral staff and/or wedding coordinator reserve the right to stop the ceremony at any time if necessary.

Section 2: Funerals

The church believes that funerals are worship services where loved ones are remembered and the Lord is glorified. Funerals of church members may be held in the Worship Center of the church. These services shall be officiated by an ordained pastor from the church or a minister approved by the Senior Pastor. Understanding that funeral arrangements occur quickly, all diligence will be given to make the facilities available for members; however it may not always be possible because of previously scheduled events or ministries.

Funerals are viewed as worship services; therefore, the music, readings, and messages should be in keeping with this view. The Senior Pastor, or his designee, reserves the right to disallow any portion of a funeral that he views is not in keeping with the dignity of the service of the church.

The church facilities may be made available for non-members at the discretion of the Senior Pastor. All other expectations for funerals remain in effect.

Section 3: Other uses

- A. The Church facilities are available for use by active church members in good standing for the purpose of private gatherings. (Ex: Birthday parties, anniversary celebrations, family reunions, etc.) Members may reserve different areas of the facility according to preset timeslots. The first reserved timeslot is free for active members. Additional timeslots

- are reservable at a rate determined by the pastoral staff, Building and Grounds Team, and Finance Team. Members may contact the church office for the current rate.
- B. Church tables, chairs, and certain kitchen equipment are permitted to be used off campus for church related activities only.
- C. The following conditions apply to all usage:
1. Only the Family Life Center, Kitchen, Parlor, and Youth areas are available for use. Children's and Adult classrooms may be used at times with prior approval from the pastoral staff member overseeing that area.
 2. All requests must be made in writing through the church office and must not conflict with other events or services, and must be approved by the church staff. Forms must be submitted no less than one week prior to usage.
 3. The facilities shall be cleaned and returned to their original condition by those using them. Failure to do so may result in the loss of the deposit.
 4. Keys should be picked up at the church on the last working day before the event and returned on the first working day following the event. Failure to do so may result in the forfeiture of the deposit.
 5. Children accompanying adults must be supervised and restricted to the areas being used for the event.
- D. Outside groups may use the church facilities only if the purpose of the group is a part of the extended ministry of the church or is in agreement with church doctrines, beliefs, and practices. Also the following apply to groups:
1. Each group must have an active member in good standing as a sponsor.
 2. Must be a non-political and non-profit meeting.
 3. Must pay a \$500 utility fee.
 4. Must not interfere with any church ministry, activity or event.
 5. Must set up, tear down and return the facility to its original condition.
 6. Must be approved by the church staff.
- E. Only service animals are allowed to be brought into the church facility.
- F. No alcohol may be brought into the church facility or onto church property at any time.
- G. No tobacco products are to be used inside the church facility at any time, nor should it be used near building entrances or under exterior covered areas.

Article VI: General

Section 1: Licensing

Any member of the church who has shown by his life and has felt the call to the Gospel ministry may by vote of the membership at a business conference be licensed by the church to the Christian ministry.

Section 2: Ordination

When a church of like faith and order calls as its pastor a member of the church who possesses scriptural qualifications and has demonstrated by his skills and training for ordination to the work of the Gospel ministry, and shall request of the church that he be ordained, or the church pastoral staff recommends him for ordination, an ordaining council shall be scheduled. The same shall be done for members of the church who assume or are called into a pastoral role at the church.

Men of the church may be ordained as deacons upon recommendation from the deacon body and approval by the church during a business conference.

The Senior Pastor shall assemble all ordaining councils for the ordination of qualified and recommended candidates.

Section 3: Ordinances

A. Baptism

Any person who professes faith in Jesus Christ as Savior and Lord, professes Him publicly at a worship meeting of the church, and who indicates a commitment to follow Christ as Lord, shall be eligible for baptism.

1. All baptisms shall be by immersion.
2. Baptisms shall be administered by a member of the pastoral staff or whomever the church shall authorize. The Senior Pastor shall have the responsibility to authorize these individuals.
3. Baptism shall be administered as an act of worship during any worship meeting.

B. Lord's Supper

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

1. The Lord's Supper is observed during the Easter and Christmas seasons and at other times as scheduled by the pastoral staff.
2. The pastoral staff and the deacons shall be responsible for the administration of the Lord's Supper.
3. The deacons shall be responsible for the physical preparation for the Lord's Supper.
4. The observation of the Lord's Supper shall be restricted to only those who have made a profession of faith in Christ as Savior, have experienced believer's baptism by immersion, and are members in good standing of the church or of a sister church of like faith and order.

Section 4: Bereavement

The church desires to respond to the sorrow of a brother or sister in Christ as prescribed in the Word of God. To show love and concern to our membership during their time of sorrow, the church encourages member involvement and uses the following bereavement policy:

1. A Bereavement Ministry team is elected by the church and consists of five directors. This team shall function as a part of the church Hospitality Team. Church members and regular church attenders may participate in this ministry.
2. A meal is provided in the home or at the church when a member or in-home relative dies.
3. A meal certificate or a memorial gift will be provided when someone in the membership experiences the death of a parent, child, sibling, grandparent, or grandchild who is not a member of the church. The choice will be at the discretion of the family. Memorial gifts may be given to church ministries or other ministries. The church staff may assist families in selecting an appropriate place for memorials. Exceptions may be made to this policy at the discretion of the bereavement team or the church staff.
4. Flowers will be sent to the funeral home or home at the death of a church member or the death of a spouse, child, parent, sibling, grandparent, grandchild, or in-home relative.

Section 5: Gift Baskets

The church desires to celebrate with families for important milestones in their lives. Specifically, the church does this for the birth of a child or the first marriage for members in good standing. The following policy is used for gift baskets:

1. New Arrival Gift Baskets are presented to families who welcome their first child or first child while active members in good standing of the church.
2. Smaller gift baskets are given to active members in good standing when they welcome subsequent children into their family.
3. Newly Married Gift Baskets are presented to couples for first marriages when one or both of the parties are active members in good standing of the church.
4. Baskets are funded in the following manner:
 - a. \$75 from the hospitality fund in the church ministry support plan.
 - b. \$200 from adult LifeGroups. Groups contribute \$1 per person per basket.
 - c. Groups are notified in advance of each basket being given.
5. The policy does not preclude any individual or group in the church from hosting a wedding or baby shower for church members.

Section 6: Ministry Teams

A. The ministry

The ministry of the church is supported by ministry teams that serve in their given capacity to carry out the functions of the church.

B. Qualifications

Members in good standing may be elected to serve on one of the church ministry teams. Members must remain in good standing during their tenure on the team or they will forfeit their position on the team.

Members in good standing may only serve on one team. However, members of the Deacon Ministry Team may serve on one other ministry team.

Team members are elected by the church at the annual business conference. Nominees are presented by a sub-committee of the deacon ministry team annually. Nominees may be made from the floor during the business conference as well. Ministry teams may send recommendations to the nominating team of the deacon body.

Team members serve on a three year rotating basis, unless otherwise noted in the church bylaws. Members must remain off of the team for one year after their rotation before being reelected to serve on the team.

C. Ministry teams of the church

The ministries of the Church are to be consistent with the doctrines, church covenant, constitution, and bylaws. They are to be under the supervision of the Senior Pastor, or his designated Church Staff member. In order for a ministry to be considered as a ministry of the Church it must be under the Scriptural authority of the Church so as to insure appropriate accountability, integrity, and management of such ministries. The Church Staff person having that ministry responsibility may create such organizational structure as is needed with the approval of the Senior Pastor.

1. Deacon Ministry Team

- a.** This team works with the Senior Pastor and staff to minister to the spiritual and physical needs of the church members.
- b.** They must meet the qualifications to serve as deacons. [I Timothy 3:8-13]
They must also continue in a godly walk before men and God.
- c.** Meetings are called bimonthly.
- d.** The team shall select a chairman who serves on a two year rotation.
- e.** Deacons serve until they request to no longer serve or they no longer meeting the qualifications of a deacon.
- f.** The deacons shall select a team of three to five men to serve as a nominating team. This team shall select nominees for the other church ministry teams to be elected by the church at the annual business conference. Ministry teams may send suggestions to the nominating team for this process.

1 **2. Personnel Ministry Team**

- 2 **a.** This team works with the Senior Pastor and the church body to help develop
3 and implement personnel policies of the church. The team may be consulted
4 on decisions related to hiring, realigning, and dismissing staff.
5 **b.** The team conducts yearly staff evaluations.
6 **c.** Meetings are called as needed.
7 **d.** This is a five-person team of standing members. New members are only
8 elected to fill vacancies on the team.
9

10 **3. Missions Ministry Team**

- 11 **a.** This team helps encourage and support the promotion and participation of the
12 church members in mission endeavors. They work with the church staff to
13 accomplish the objectives and goals of the Missions Ministry.
14 **b.** This team consists of nine members. Three new members are elected
15 annually.
16 **c.** Meetings are called as needed.
17 **d.** This team works directly under the leadership of the missions pastor provided
18 the church currently has a pastor in this role, otherwise they report to the
19 Senior Pastor.
20

21 **4. Finance Ministry Team**

- 22 **a.** This team is responsible for overseeing church spending in coordination with
23 the church staff accountant.
24 **b.** This team consists of twelve members that serve on a four year rotation. Three
25 new members are elected by the church annually.
26 **c.** Quarterly meetings are called.
27 **d.** The team will present to the church a projected ministry support plan for the
28 next year at the annual business conference.
29 **e.** The team assesses and approves budget changes between annual business
30 conferences.
31 **f.** The team annually approves housing allowances for the staff members
32 qualifying for it according to IRS standards.
33 **g.** The required waiting period to be reelected to the finance team may be waived
34 during times of extenuating financial circumstances. The Senior Pastor must
35 approve this waiver and the church must reelect the member.
36 **h.** A standing chair of the team may be elected by the church and must be
37 reaffirmed annually. This is not a requirement if neither the team nor church
38 desires.
39

40 **5. Women's Ministry Team**

- 41 **a.** This team plans and coordinates special services, conferences, retreats, and
42 events for the women of the church.
43 **b.** This team consists of nine members. Three new members are elected
44 annually.
45 **c.** Meetings are called as needed.

- 1 d. This team reports directly to the women's ministry director or to the designee
2 of the Senior Pastor or church.

3
4 **6. Men's Ministry Team**

- 5 a. This team plans and coordinates events and ministries to encourage men
6 in the church and outreach to men in the community.
7 b. This team consists of nine members. Three new members are elected
8 annually.
9 c. Meetings are called as needed.
10 d. A standing chair of the team may be elected by the church and must be
11 reaffirmed annually. This is not a requirement if the team nor church
12 desires.

13
14 **7. Food Pantry Ministry Team**

- 15 a. This team helps oversee and coordinate the church food pantry.
16 b. This team consists of nine members. Three new members are elected
17 annually.
18 c. Meetings are called as needed.

19
20 **8. Building and Grounds Ministry Team**

- 21 a. This team oversees church property and is responsible for the
22 maintenance and repairs.
23 b. Meetings are called as needed.
24 c. This team consists of nine members. Three new members are elected
25 annually
26 d. A standing chair of the team may be elected by the church and must be
27 reaffirmed annually. This is not a requirement if neither the team nor
28 church desires.

29
30 **9. Hospitality Ministry Team**

- 31 a. This team exists to enhance the fellowship ministries of the church. They
32 work alongside the staff as needed for ministry.
33 b. Meetings are called as needed.
34 c. The team is comprised of four divisions. Each division is comprised of
35 standing coordinators who help plan and recruit volunteers for their
36 respective events and ministry areas.
37 1. Bereavement
38 2. Gift Baskets
39 3. Decorations
40 4. Fellowships

41
42 **10. Security & Medical Team**

- 43 a. This team is responsible for the safety and medical concerns of the
44 church body during corporate meeting times.
45 b. Meetings are called as needed.

- c. The team consists of six members. Two new members are elected annually.
- d. The team reports to the Senior Pastor or his designee.

11. Other Teams as Needed

Short-term teams may be assembled and appointed by the pastoral staff as needed for planning, strategy, or specific ministry needs.