

# **CONSTITUTION AND BY-LAWS**



**Shirley Hills Baptist Church  
615 Corder Road  
Warner Robins, GA 31088**

**Incorporated  
May 7, 1971**

**By Laws Proposed Update, Fall 2022**

## Table of Contents

<b><u>Constitution</u></b> .....	1
<b><u>By-Laws</u></b>	
Article I – Definitions .....	3
Section 1 – Definitions .....	3
Article II – Scriptural Authority.....	3
Article III – Membership .....	3
Section 1 – Becoming a Member .....	4
Section 2 - Duties .....	4
Section 3 – Rights and Privileges .....	5
Section 4 – Church Discipline .....	5
Section 5 - Termination .....	6
Section 6 - Restoration .....	7
Article IV – Church Governance.....	8
Section 1 – Summary .....	8
Section 2- Elders .....	8
Section 3 - Deacons .....	9
Section 4 – Administrative Offices.....	10
Article V - Staff.....	11
Section 1 – Lead Pastor.....	11
Section 2 – Pastoral Staff .....	12
Section 3 – Directorial Staff .....	12
Section 4 - Support Staff .....	12
Section 4 - Salaries.....	12
Section 5 – Personnel Policies .....	12
Article VI - Committees.....	13
Section 1 – Number of Committees .....	13
Section 2 – Leadership Search Committee .....	13
Section 3 – Committee Handbook.....	13
Section 4 – Quorum Required .....	13
Article VII – Church Conferences .....	13
Section 1 – Place of Meetings.....	13
Section 2 – Church Conferences .....	13
Section 3 – Called Church Conferences .....	13
Section 4 – Emergency Church Conferences .....	14
Section 5 – Moderator .....	14
Section 6 – Quorum Required .....	14
Section 7 – Voting.....	14
Section 8 – Issues Requiring Church Vote.....	14

Article VIII - Amendments.....	15
Certification by Corporate Secretary .....	15

**CONSTITUTION OF  
SHIRLEY HILLS BAPTIST CHURCH OF WARNER ROBINS, INC.  
615 Corder Road  
Warner Robins, Georgia  
(A Georgia Not For Profit Corporation)**

Shirley Hills Baptist Church, constituted Jan. 23, 1966, is a body of Christian believers that seeks to love God in corporate worship, grow together in Christian community, and send disciples of Jesus Christ into our world. This constitution is established to preserve and secure the principles of our faith; to govern the body in an orderly manner; to preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches; and to assist the church in the task of biblically organizing and conducting its ministries, which have been entrusted to us by our Head, Jesus Christ. We acknowledge that this document, despite its usefulness and precision, will avail nothing apart from the grace of God, Jesus' work of building His Church, and the Spirit's presence in our Church body. With this keen awareness of our absolute dependence upon our great God, this Constitution is set forth.

Shirley Hills Baptist Church organizes itself and adopts this Constitution as its articles of governance, to be interpreted at all times with intent to reflect the character of Jesus Christ and bring glory to Him, as revealed in the Holy Bible and articulated in the Statement of Faith of this church.

This church voluntarily affiliates with the Southern Baptist Convention; however, the government of this Church is vested in the body of believers who compose its membership. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation common among Southern Baptist Churches for the propagation of the gospel and the overall mission of the church in the world. To this end, appropriate By-Laws are provided in definitive form to implement the Baptist doctrine of local, autonomous church government.

**BY-LAWS OF  
SHIRLEY HILLS BAPTIST CHURCH OF WARNER ROBINS, INC.  
615 Corder Road  
Warner Robins, Georgia 31088  
(A Georgia Not For Profit Corporation)**

**Article I  
Definitions**

Section 1 - Definitions - Unless the context clearly requires otherwise, in these By-laws:

- a. "the Church" means the membership of SHIRLEY HILLS BAPTIST CHURCH OF WARNER ROBINS, INC., Warner Robins, Georgia.
- b. "the Corporation" means SHIRLEY HILLS BAPTIST CHURCH OF WARNER ROBINS, INC., Warner Robins, Georgia.

**Article II  
Scriptural Authority**

Shirley Hills Baptist Church accepts the Scriptures ("The Holy Bible") as the authority in matters of faith and practice. Our understanding of Christian truth as contained therein is in essential accord with the belief of Baptist Churches as indicated in "The Baptist Faith and Message" adopted by the Southern Baptist Convention in 2000. The full SHBC statement of faith is appended to this document (Appendix A).

**Article III  
Membership/"Gospel Partnership"**

While we understand that anyone genuinely professing saving faith in Jesus Christ is a part of the universal, organic Church, SHBC believes there is intrinsic value in being a part of the membership of a specific, localized body of believers.

- It promotes mutual commitment to and ownership of the mission and vision of the Church (*Acts 2:42-46*)
- It encourages support, care, exhortation, and accountability in authentic relationships that move us toward spiritual growth, Christian maturity, and discipleship (*Romans 12:1-13*)
- It signifies a submission to the governance and discipline of the Church body for the purpose of individual and corporate holiness (*Matthew 18:15-19*)
- It promotes unity of mind and purpose for propagating the gospel and the kingdom of God (*Phil 2:1-11*)

Based on this belief, we prefer in our common Church vocabulary the term "Gospel Partner" to "Church member," for the latter can often lead primarily to thoughts of privileges and rights while the former connotes the responsibility of a mission-focused life for each individual in the community. For purposes of these by-laws, these terms will be considered synonymous for their usage herein.

Section 1 – Becoming a Member/Gospel Partner - The gospel partnership of the Church shall consist of persons who have accepted and publicly professed Jesus Christ to be their Savior and Lord; who have followed Him in the scriptural ordinance of baptism by immersion, professing a desire to follow Christ in faithful discipleship; and who have completed the SHBC Connect Class. Any person, regardless of color, ethnicity, or national origin, professing faith in the Lord Jesus Christ as Savior and publicly declaring a purpose to follow Him as His disciple, may be received as a gospel partner of the Church.

Fellow believers in Jesus Christ may join Shirley Hills Baptist Church by:

- a) Making a profession of faith in Jesus as Savior, and desiring believer's baptism by immersion. Church membership is contingent on baptism, unless the prospective member has a medical reason to not be baptized;
- b) Coming to us from another Southern Baptist church, having already been baptized as a believer, by immersion, in Jesus Christ;
- c) Coming from a church of like faith and beliefs, having been baptized as a believer, by immersion, in Jesus Christ;
- d) Coming from a non-Southern Baptist church as a professing believer in Jesus, desiring believer's baptism by immersion at Shirley Hills;
- e) In rare cases, by proxy. An example of a proxy membership is someone too ill to physically attend church services. In such cases, a family member or friend would share the person's desire to join the church. An elder or deacon would then visit the person and confirm their salvation experience and desire for church membership.

Candidates for gospel partnership in category "b" will be accepted upon their personal statements of faith and a letter of recommendation and endorsement from a staff member of their former home church and completion of membership process delineated below. Candidates for gospel partnership in categories a, c, d and e will be requested to complete the following:

1. Attend a prospective new member class ("Connect Class") led by a staff member from the Church. The class must be completed for membership unless there are extenuating circumstances approved by pastoral staff. In such a case, a personal meeting with someone from the pastoral staff would be necessary to communicate membership class information.
2. If not previously baptized by immersion, being so baptized.

Prospective gospel partners may present themselves for membership at any given invitation to join and will begin and/or complete the membership process outlined above. Upon completion of this process, they will be presented to the congregation and affirmed as gospel partners in good standing during a regular Sunday worship service or in a regular conference of the Church.

Section 2 - Duties – Gospel Partners are expected to always pursue faithfulness in duties and disciplines essential to the Christian faith - both in their personal life and the corporate church life. We believe these duties to be the building blocks for the spiritual life and health of the Church, and, therefore, we desire and encourage every member to grow in their participation of each of these areas as contained within the Church's stated mission:

1. Love God in Corporate Worship – (*Matthew 22:37-39*) regularly attend and participate in the worship services of the Church (*Hebrews 10:24-25*); and cheerfully, generously, and sacrificially provide financial support for the Church’s ministries and mission (*2 Corinthians 9:6-11*)
2. Grow Together in Community – faithfully participate in a Discipleship Group in which the gospel is taught and applied, in which community and fellowship is cultivated for mutual growth, and from which missional living is encouraged, expressed, and experienced together (*Acts 2:42-47*); and seek out opportunities to serve, faithfully using our gifts within the church and its ministries (*1 Corinthians 4:4-12*)
3. Send Disciples Into the World – live out the faith in the surrounding community and world to bring glory to God and the propagation of the gospel through acts of compassion, intentional relationship building, and gospel conversations (*Acts 5:42*)

Section 3 – Rights and Privileges - All members as defined above are afforded all rights and privileges normally attributed to membership, including, but not necessarily limited to, voting in Church transactions and service on Church committees.

Section 4 – Church Discipline – Because SHBC believes that church membership/gospel partnership is a mutual commitment of faith and practice among disciples of Jesus, we therefore believe church discipline is an important Biblical practice to exercise in the interest of maintaining the sanctity and purity of the church as ambassadors of the kingdom of God, bearers of the name of Christ, and products of the transforming power of the gospel. Discipline of any sort can seem unpleasant in the moment, but it is a fruitful practice for the development of righteousness and holiness in us (*Hebrews 12:5-11*). The primary aim of church discipline is not then to remove a person from the fellowship of the Church, but to restore, reconcile, and redeem toward the spiritual growth of both the individual and the Church community (*Matthew 18: 15-19, James 5:19-20*).

The majority of church discipline should be conducted and practiced in individual, accountable relationships within the Church body. This is the natural and ongoing process of discipleship and, when faithfully practiced, will often prevent the need for formal church discipline (*Proverbs 27:17, Ecclesiastes 4:9-10, Galatians 6:1-3*).

- a. Occasion for formal church discipline – Formal church discipline is required in cases of outward, serious, and unrepentant sin. These are sins of such significance that the Church no longer feels able to affirm the person’s profession of faith.
- b. Process of Church Discipline –
  1. The first step of discipline should be conducted in one-on-one, private, loving, discipleship-oriented conversation between fellow members (*Matthew 18:15*). If repentance is professed and evident, no further steps need be taken.

2. If no repentance is offered or evident, then a small group of two or three members should go in an effort to win the person back (*Matt. 18:16*). Again, if repentance results, then no further steps need be taken.
3. If after step 2 there continues to be no repentance, the small group of members involved should go the pastoral staff with their concern, who will present the matter to the Elder Board for consideration of formal church discipline action. This would involve presenting the matter and the person before the Church to corporately call the person to repentance. If repentance is still not professed and evident, then the Church will consider termination of membership (see Section 5e below)

Section 5 - Termination - The continuance of membership shall be subject to the principles generally held by Baptist churches. Membership shall be terminated in the following cases:

- a. Death of the member.
- b. Any member in good and regular standing who desires a letter of transfer and recommendation to any other Baptist Church is entitled to receive it upon request. If the member moves to another community he should promptly cause such request to be made.
- c. Any member may, upon his/her written request, terminate his membership and covenant obligations to the Church.
- d. Any member of the Church who joins another church (of a different denomination or of a different religion) forfeits his standing with the Church and shall be considered as having withdrawn fellowship from us.  
At such time their names shall be removed from the church rolls after notifying them by letter of our intention to remove their names and giving them at least fifteen days to respond. If a letter is received by the church requesting transfer of membership to another church or informing this church of a member's intentions to join another fellowship, then no letter shall be sent to the member.
- e. Should a member cause offense by participating in outward, serious, and unrepentant sin and reject the restorative church discipline of the church (see section 4 above), the Church may consider termination of membership. (*1 Corinthians 5:1-5*) Such termination will require a three-fourths ( $\frac{3}{4}$ ) vote of those present at a meeting called for this purpose. This can only be after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and reformation.



(1) All actions regarding involuntary membership termination shall be referred to the Elder Board, and only they may make a dismissal recommendation to the Church. All actions undertaken by the Elder Board shall be consistent with New Testament teachings and focused on restoring the person to full membership. If a decision to bring a termination of membership vote to the Church is made, the individual shall be given written notification of the vote and the notification shall be made at least fifteen days before the vote is taken.

(2) The membership of no person shall be terminated at the meeting when the recommendation for such action is first made.

Section 6 - Restoration - Any person whose membership has been terminated as a result of the church discipline process delineated above may be restored by a three-fourths ( $\frac{3}{4}$ ) vote of those present at a meeting called for this purpose, upon presenting evidence of his/her repentance and reformation to the Elder Board and upon their recommendation to the Church. Such restoration will return the member to good standing and full rights, privileges, duties, and responsibilities of membership. (2 *Corinthians 2:6-8*)

## Article IV Church Governance

### Section 1 – Summary

Jesus Christ is the Lord and head of the Church (Colossians 1:18; Ephesians 1:22-23, 5:23; 1 Corinthians 11:3), and He rules primarily through the Scriptures. The Biblical offices of the Church are elders/pastors and deacons. Scripture indicates that the responsibility for shepherding and leading the Church under Jesus Christ belongs to the elders/pastors. As necessary, the Scriptures also provide for the appointment of deacons to serve the Church, particularly in areas of ministry that would cause the elders/pastors to neglect their Biblical responsibilities. The Church, for incorporation purposes alone, recognizes the administrative offices of President, Vice-President, Clerk, and Treasurer. All officers of the Church delineated above must be members of the Church prior to assuming those responsibilities.

### Section 2 – Elders

#### a. Elder Board

As used in Scripture, the term “elder” is synonymous with “pastor” and “overseer.” The Elder Board will be responsible for overseeing the Church and its ministries. They will meet regularly for prayer, personal accountability, and the fulfillment of their ministry responsibilities. The Elder Board is responsible for leading the Church to function as a New Testament church. The Elder Board will be comprised of selected “staff elders” and “lay elders,” where staff denotes those employed by the church on a full-time basis, and lay denotes those employed on a part-time basis or not employed by the church. All Pastoral staff will be considered for the Elder Board but not required to serve on the Elder Board at all times. The number of lay elders on the board shall be one more than the number of staff elders on the board. The staff and lay elders shall have equal authority but differing responsibilities as determined by the Elder Board. Staff elders will meet more often than the whole Elder Board as necessary for administration of the church. Lay Elders would not be eligible to serve on any standing committees during their term of service.

The Elder Board shall serve as Directors of the Corporation.

#### b. Elder Responsibilities

1. Manage or administrate the local church before Almighty God. (Tit 1:7)
2. Be a guardian to the truth and to care for the welfare of the members of the local church in every area (I Tim 3:1-2; Tit 1:7), responsible to God. (Heb 13:17)
3. Exercise leadership and authority in the local church as a member of board of elders. (I Tim 3:4-5)
4. Hold fast to the Scriptures and to be able to apply them to life situations. (Tit 1:9)
5. Reprove, rebuke, and exhort according to the principles of Scripture as necessary. (Tit. 1:9, 13; 2 Tim. 3:16)
6. “Feed the flock,” by ministering the Word of God whether publicly or privately. (I Tim 3:2, I Pet 5:2-3; Acts 20:28)
7. Be an example to the membership of the church. (I Pet 5:3)
8. “Shepherd” (pastor) the members of the local church. (Acts 20:28)

c. Elder Qualifications

Elders will be men of prayer and the Word. Their qualifications are defined in specific Scriptural passages (1 Timothy 3:1-7, Titus 1:5-9, Ephesians 4:11-12, 1 Timothy 5:17, and 1 Peter 5:1-4), and these must be the only qualifications considered in selection of elders, both staff and layperson. If at any time an elder is not fulfilling his role, fails to meet the biblical qualifications, or no longer desires to serve, the other elders will evaluate the situation for steps to be taken, will recommend those steps to the membership, and will ask the membership for affirmation. The membership may provide input to a member of the Elder Board about an elder's lifestyle and performance according to biblical qualifications at any time in accordance with 1 Timothy 5:19-20. This process should be undertaken by all in the spirit of redemption, edification, and unity.

d. Elder Selection

The Lead Pastor will be the Lead Elder of the Elder Board. Selection to the position of Lead Pastor by the Church is delineated in Article 5 of these by-laws. Other staff pastors will be considered and approved for selection to the Elder Board by the elders and affirmed by the congregation.

Should the need for additional lay elders arise, there will be an active search initiated by the elders for men who meet the biblical qualifications. The elders will examine each candidate to determine if they meet the biblical qualifications. The number of candidates presented to the Church for approval by vote will depend upon the needs of the Church. There is neither a preset number of elders, nor a preset term of service. All votes by the congregation to call elders (both lay or staff) will follow the procedures for calling pastoral staff, as delineated in Article V of these by-laws.

e. Elder Term of Service

An elder's term of service will be considered indefinite and may be terminated at any time by resignation or by dismissal.

f. Dismissal of an Elder

The process for the dismissal of an elder, including the Lead Pastor, shall be as follows:

1. The dismissal of an elder, including the Lead Pastor, requires the unanimous consent of the remaining elders.
2. Following the unanimous consent of the remaining elders a congregational vote shall be held at a duly called business meeting. The dismissal of an elder requires a three-quarters majority vote in order to be dismissed.

### Section 3 – Deacons

In keeping with work and practice of the New Testament church in Acts 6:1-6, Deacons are to be selected from among church members to serve the body through congregational care and other ministry needs as they arise and are determined by the Elder Board. Deacons need to be spiritually qualified by the Scriptural standards of 1 Timothy 3:8-13.

When the need for new or additional deacons is determined by the Elder Board, they will initiate a process for selection. Any newly selected deacon, who has not been previously ordained, shall be ordained according to scriptures by the Church. Each member selected shall serve according to his acceptance as a deacon and a servant of the Church. The Deacon Body shall each year elect from its number a Chairman and a Vice-Chairman. Meetings of the Deacon Body shall be held as needed and may be called by the Elder Board, Chairman of the Deacon Body, or a majority of the Deacons.

Section 4 – Administrative Offices – For purposes of incorporation, the Church will have four administrative officers – President, Vice-President, Secretary, and Treasurer. The President of the Corporation shall be the Lead Pastor. The Vice President of the Corporation shall be the Executive Pastor. The elder board shall designate the clerk and the treasurer and fill vacancies as needed. All such Church Officers, upon selection as provided by the By-Laws of the Church, shall be conclusively considered as having been duly elected as a Church Officer by the membership of the Corporation.

A vacancy in the Church Officers shall be deemed to exist in case of the death, resignation, or removal of any officer from the membership rolls of the Church.

The Church Officers of the Corporation shall have no power to act or to obligate the Corporation nor to encumber any of its assets except under the power and authority granted by the Elder Board or the vote of its active members as appropriately delineated in these by-laws. The failure of the Church Officers or any member thereof to promptly and cooperatively carry out the policy and direction of the Elder Board or the Church under these By-Laws shall be cause for removal from the office.

- a. President, Powers and Duties - The President shall be the Executive Officer of the Corporation. The President shall affix the signature of the Corporation to all contracts, certificates, deeds, conveyances, mortgages, leases, obligations, bonds and other papers and instruments in writing that may require the same.
- b. Vice President, Powers and Duties – In case of the absence, disability, or death of the President, the Vice President shall perform all duties of the President. In order to fulfill these duties, the Vice President shall also have the ability to affix the signature of the Corporation to all contracts, certificates, deeds, conveyances, mortgages, leases, obligations, bonds and other papers and instruments in writing that may require the same.
- c. Secretary, Powers and Duties – The Secretary for the Corporation shall keep and prepare minutes of Church business meetings and any other corporate records that may be assigned by the President or Elder Board. The Secretary shall keep the seal of the Corporation and affix the same to all instruments which may require it and shall attest the signature of either the President or the Vice President where required and shall further perform all such particular duties as are incident to the office of the Corporate Secretary. In the absence of the Secretary, the Assistant Secretary shall exercise any or all of his or her functions.

- d. Treasurer, Powers and Duties – The Treasurer shall be authorized to sign or countersign all instruments as require the signature of the Treasurer, including, but not limited to, payables by check, corporate documents, and bank resolutions. The Treasurer may serve as either a voting member or an ex-officio member of the Finance Committee. In the absence of the Treasurer, the Assistant Treasurer shall exercise any or all of his or her functions.

## **ARTICLE V**

### **Staff**

Section 1 – Lead Pastor - It is the duty of the Lead Pastor to serve as Shepherd over the Church, giving special attention to its spiritual needs, administering the ordinances of the New Testament, and displaying care for the people of God. He will serve as the head of the Elder Board and, as such, will be primarily responsible to lead the Church in worship, Bible study, ministry vision and mission, establish Church priorities, and direct the staff. He is to maintain an exemplary private life. The Lead Pastor is, by position, the President of the Corporation and an ex-officio member of all committees and organizations of the Church. Specific duties of the Lead Pastor will be detailed under the Lead Pastor's position description as set forth by the personnel committee.

The Lead Pastor of the Church shall be called by a vote of the Church upon the recommendation of a duly elected search committee. The Elder Board and Leadership Search Committee shall recommend to the church the members of the Lead Pastor Search Committee at a called business meeting. The Lead Pastor shall serve at the pleasure of the Church with the privilege of resigning the pastorate at any time he deems in the best interest of himself or the Church.

At least one sermon shall be preached to the congregation by a prospective pastor at each of the Sunday morning services before any vote to call is made. Notice of the trial sermon shall be sent to all Church members a minimum of one week in advance. The vote to call the Senior Pastor shall be taken during the morning service(s) on the Sunday of the trial sermon and shall be by secret ballot. A recommendation to call a Pastor shall require an affirmative vote of three-fourths ( $\frac{3}{4}$ ) of those members present.

During the week preceding the Sunday morning vote, the Elder Board, the Lead Pastor search committee, the Finance Committee, and the Personnel committee will make a joint recommendation to call the Lead Pastor candidate, disclosing the conditions of employment, including all expenses involved to relocate, the stipulated salary, and all other related benefits pertinent to the call. After the joint recommendation has been made, the floor will be open to any and all questions from the membership of the Church. The Sunday morning of the vote will be without further discussion and will be by secret ballot.

The relationship between the Pastor and the Church may be dissolved by either party by giving written notice or otherwise by mutual consent. A motion to dismiss the Pastor requires a three-fourths ( $\frac{3}{4}$ ) vote of those Church members present at a special called business meeting. A vote to dismiss a Pastor may only take place upon a recommendation of dismissal by the Elder Board and Personnel Committee at a called meeting in like manner to that for consideration of calling a Pastor.

Section 2 – Pastoral Staff - In addition to the Lead Pastor, the Church may call others to become a part of the Pastoral Staff as the need arises and is determined by the Elder Board in cooperation with the Personnel Committee. The process for calling pastoral staff members will follow the same steps and schedule as delineated above for the Lead Pastor search, including the preaching of a trial sermon.

All pastoral staff members shall be called for an indefinite period of time by the Church upon an affirmative vote of three-fourths ( $\frac{3}{4}$ ) of those active members present at the Sunday services of the trial sermon. The vote will be by secret ballot. The relationship between a member of the pastoral staff and the Church may be dissolved by either party by giving written notice or otherwise by mutual consent. A vote to dismiss an Associate Pastor may only take place upon a recommendation of dismissal by the Elder Board and Personnel Committee at a called business meeting, requiring a three-fourths ( $\frac{3}{4}$ ) vote of those Church members present.

Section 3 - Directorial Staff - The Church shall employ ministry and administrative staff as is required to adequately execute the ministry vision and mission of the Church. Such staff positions will be categorized as Directorial staff, and, as such, will be given specific ministry responsibility and benefits as delineated in respective job descriptions and the SHBC Employee handbook. These positions may include worship ministry, age-group ministries, financial ministries, and facility ministries. The Personnel Committee, in cooperation with the Elder Board, is responsible for handling all routine personnel actions concerning the directorial staff, including the search and hiring process.

Section 3 - Support Staff - The Church shall employ such other staff as is required to adequately support the work of the Church. Support staff positions may include administrative assistant, audio-visual technician, custodial, maintenance, child-care and any others deemed necessary by the Church. The Personnel Committee, in cooperation with the Elder Board, is responsible for handling all routine personnel actions concerning the support staff, including the search and hiring process.

Section 4 - Salaries - All actions regarding salaries for all persons employed by the Church, shall be originated by the Personnel Committee, in coordination with the Finance Committee and the Elder Board. Total personnel salary and benefit costs will be presented to the congregation as part of the annual budget process, and the Church will affirm these costs as part of the vote to approve the annual Church budget.

Section 5 – Personnel Policies – All personnel procedures shall be in accordance with the Shirley Hills Baptist Church Personnel Policy Manual. The manual shall be the responsibility of the Personnel Committee to keep current.

## **ARTICLE VI**

### **Committees**

Section 1 – Number of Committees - The Church shall maintain as many standing committees as is necessary to carry on the mission and ministries of the Church. From time to time, temporary committees may be appointed to accomplish specifically assigned tasks. All members of all committees of the Church shall have been a member of the Church for a minimum of one year prior to being eligible to serve on the committee.

Section 2 – Leadership Search Committee - The Leadership Search Committee shall, in cooperation with the Elder Board, review, correlate, and evaluate the needs of the Church as relating to Standing Committees. The Leadership Search Committee shall bring recommendations to the Church for official action.

Section 3 – Committee Handbook - The Leadership Search Committee shall maintain a handbook which enumerates the number of standing committees set forth to serve the Church. The handbook shall also give a detailed description of the duties and tenure of the Committees.

Section 4 - Quorum Required - In all meetings of committees of the Church, a quorum shall consist of not less than a majority (50% plus one) of the active membership of such deacons or committees, and the majority vote of those present and voting shall be effective to bind the deacons or committees. Minority reports may be made to the Church if the minority so desires.

## **ARTICLE VII**

### **Church Conferences**

Section 1 - Place of Meetings - Unless otherwise provided in the notices, all meetings shall be held at the Church.

Section 2 – Church Conferences – Semi-annual Church conferences for the purpose of communication and conducting necessary Church business shall be held. Additional conferences may be called by the Elder Board as designated in Section 3 and 4 below.

Section 3 – Called Church Conferences – Church conferences may be specially called when deemed necessary by the Elder Board. Petitions to call a conference may be submitted to the Elder Board by a committee or by a member of the Church, but all final decisions will be left to the Elder Board.

Special meetings will be held to a minimum. Notice of such a special meeting shall be given by oral announcement at two regularly scheduled worship services of the Church preceding the holding of such meeting. The first such announcement is to be no later than one week prior to the special meeting. Notice shall also be published in at least one issue of any Church-wide medium of information and shall be at least one week in advance. All such announcements shall state the time and place of the meeting and the nature of the business to be transacted.

Section 4 – Emergency Church Conferences - In an emergency, a special meeting may be called by the Elder Board. The announcement of the emergency meeting shall be at a regular church service preceding the time of such meeting, such announcement is to state the nature of the business to be transacted at the special meeting. The term "emergency", as mentioned herein, shall be construed to mean the existence of unexpected conditions or circumstances which would seriously and adversely affect the best interests of the Church, if action by the Church was delayed for a period of one week or longer. All special and emergency meetings of the Church shall be held at the hour of a regular worship service of the Church, or immediately following such service.

Section 5 – Moderator - The Moderator shall preside as moderator at all business meetings of the Church, except in matters in which he is personally involved. In his absence, the meeting will be moderated by the President or Vice President of the corporation, whichever is not the Moderator. In the event that all the above mentioned are absent, the Church Clerk shall call the Church into a business meeting and the congregation shall elect a moderator.

Section 6 - Quorum Required - A quorum shall consist of all active Church members assembled at a regular, special, or emergency business meeting to conduct Church business.

Section 7 – Voting - All voting in matters of the Church business must be done in person, not by any form of proxy. A majority vote of those present and voting shall be legal and binding. All members of the Church are equally entitled to vote in the Church Conferences with each member entitled to one vote. All votes for calling pastoral staff and lay elders shall be by secret ballot. A secret ballot may also be taken at any time when duly moved and seconded and the motion for a secret ballot is so carried.

Section 8 – Issues Requiring Church Vote

The following business matters will require a Church vote.

- 1) Annual Church Operating Budget
- 2) Calling of Pastoral Staff and Lay Elders (3/4 vote required)
- 3) Dismissal of Pastoral Staff and Lay Elders (3/4 vote required)
- 4) Real Property Transactions (3/4 vote required)
- 5) Church Discipline/Restoration Procedures (3/4 vote required)
- 6) Dissolution of the Corporation/Church (3/4 vote required)
- 7) Amendment of Constitution and By-Laws (3/4 vote required)
- 8) Any issues required by existing church policies
- 9) Any other issues as deemed necessary by Elder Board



**ARTICLE VIII**  
**Amendments**

These By-Laws may be periodically reviewed and updated in terminology or grammar and spelling errors under the supervision of the Elder Board without need for Church vote. However, no procedural or other significant amendments may be made to these by-laws without a three-fourths ( $\frac{3}{4}$ ) affirmative vote of all members present at any regular business meeting of the Church. Copies of all proposed changes shall be published and made available at least one month in advance of the business meeting.

**CERTIFICATION BY CORPORATE SECRETARY**

The undersigned hereby certifies that the foregoing constitutes a true and correct copy of the Bylaws as adopted by a  $\frac{3}{4}$  majority of the members present at the regular business meeting of the Church on \_\_\_\_\_, 2022.

Executed on \_\_\_\_\_, 2022.

[SEAL]

\_\_\_\_\_  
Jackie Humphrey  
Church Clerk & Corporate Secretary