

Central Baptist Church Bylaws

Adopted by the Congregation on June 21, 2023

This document contains the Central Baptist Church of NYC Bylaws.

1. BYLAWS : ARTICLES I - VI (*Approximately 24 Pages*)
2. Table of Contents (*Approximately 2 Pages*)

CONSTITUTION

The Central Baptist Church Constitution is a separate document.

Available Online

This document is available online at: <https://www.centralbaptistnyc.org/printed-material>



Revision 2 : May 21, 2023

BYLAWS

ARTICLE I. MEMBERSHIP

SECTION 1. MEMBERS

The membership of this church shall consist of persons who have received the Lord Jesus Christ as their personal Savior, have been baptized by immersion, believe the Holy Bible to be the Word of God, and seek to conform to its teachings in all matters of faith and practice.

SECTION 2. ADMISSION TO MEMBERSHIP

A. Qualifications for Membership

Any person may offer themselves as a candidate for membership to Central Baptist Church.

1. By profession of faith and baptism by immersion.
2. By transfer of membership letter from another evangelical church of like faith, doctrine, and practice.
3. By christian experience, satisfactory to the church, that the candidate comes from another Christian church and was baptized by immersion as a believer, has a personal commitment of faith in Jesus Christ for salvation.
4. By restoration, after church discipline.
5. Should there be any questions as to the suitability of a candidate, such questions will be referred to the Pastor and Elders for investigation and a decision of qualification will be made within thirty (30) days.

B. Membership requirements

An individual shall be considered a candidate for membership once they have met the aforementioned qualifications and completed the following requirements:

1. Completion of a membership class or set of classes as defined by the church.
2. Present a testimony to an Elder or Pastor of personal faith in Jesus Christ as their Lord and Savior evidenced by a changed life and a growing desire for intimacy and holiness before God.
3. A commitment to abide by the church's Statement of Faith and Covenant.

4. Voted in by the congregation at any regular church service subject to Receiving New Members Meetings ([Article III §5](#))

SECTION 3. FUNCTION OF MEMBERS

A. Responsibilities of Members

Membership expectations are outlined in the church covenant and summarized below:

1. Be present during worship and prayer services.
2. Be present during Members' Meetings.
3. Be involved with ministry as individually gifted and called.
4. Provide financially for the ministries of the church through regular giving of tithes and offerings.

B. Rights of Members

1. Decision-making: Every active member of voting age is entitled to vote. The congregation should vote on matters as outlined in [Article III §1](#).
2. Office-holding: Every active member is eligible for consideration for office in Central Baptist Church; subject to scriptural qualifications, written Church policy, and other qualifications as noted in the Bylaws.

SECTION 4. DISMISSAL FROM MEMBERSHIP

Dismissal from Membership shall be upon recommendation of the Deacons and the vote of the church.

A. By Letter of Transfer

Any member may be dismissed by letter of transfer to the fellowship of another evangelical church. Their name shall then be removed from the church roll.

B. By Erasure

A member who does not participate in the life of the church for one (1) year is placed on a list of Inactive Members. If, after having been contacted by a Deacon and/or Elder about their inactivity, the member continues to be inactive for an additional three (3) months, the congregation shall vote on their removal from membership. Exceptions to this will be made for the aged, homebound, and those serving in the military.

C. By Discipline

1. Purpose

The purpose of church discipline is to glorify God by maintaining purity in the church (Ephesians 5:27, 1 Corinthians 5:6), protecting believers by deterring sin, and promoting the spiritual welfare of the offending believer by calling him or her to return to biblical standards of doctrine and conduct (Galatians 6:1).

2. Process

Members that err in biblical doctrine or conduct shall be subject to discipline according to Matthew 18 and elsewhere in scripture.

- a. An initial, private one-on-one admonition by a congregation member who has personal knowledge of ongoing improper Christian conduct.
- b. If one-on-one, does not reveal the accusation false, or result in repentance and restoration, a second admonition in the presence of one or two additional members will be given.
 - i. A reasonable effort must be made to secure a private resolution of personal offense in the hope that public censure by the church will not be required.
 - ii. If the member remains unrepentant, the confronting members will refer the matter to the Elders.
- c. Upon referral to the Elders, the Elders will directly or through designees, suitable to the sensitivities of the situation, again seek the repentance of the member.
- d. If the aforementioned steps (a - c) do not result in repentance, the Elders shall bring the matter to the congregation for a vote on removal from membership of the unrepentant member ([Article III §1.F](#)) . It will be the responsibility of the Elders to oversee the action of Church Discipline.

3. Reinstatement

If such a dismissed member heeds the warning, demonstrates repentance and their actions are judged to be in accordance with the Membership Commitment, and requests reinstatement, he or she shall be publicly restored to membership. Dismissed members may be required to repeat the membership admissions ([Article I § 2](#)).

ARTICLE II. LEADERSHIP

SECTION 1. GOVERNMENT

The head of the church is our Lord Jesus Christ (Eph. 1:22; Col. 1:18). Under Christ, this local congregation is a self governing organization that adheres to a congregational form of government.

A. General Qualifications

All who wish to serve as a Pastor, Elder, Deacon, or Trustee at Central Baptist Church, must meet these qualifications. There may be additional qualifications for a given role.

1. Must be a member of Central Baptist Church for at least 1 year, with the exception of pastoral candidates ([Article II § 2.A](#)).
2. Both men and women are eligible to serve as Pastor, Elder, Deacon, or Trustee.
3. Must be of proven character and affirm the Central Baptist Church Constitution's Statement of Faith (Constitution: Article III).
4. Have an active prayer life and be a demonstrated student of the Bible.
5. Demonstrate humility, a willingness to serve, and prioritize the needs of others above their own.

B. Nomination of Leaders

- i. The Nominating Committee ([Article IV § D](#)) shall annually select and identify nominees who possess the qualities desired for Deacons and Trustees. They shall also select and identify nominees who possess the qualities desired for Elders.
- ii. The nomination process shall proceed as follows:
 - a. **Identify Candidates:** The nominating committee directly identifies candidates for

consideration. Simultaneously, they will solicit written recommendations from the congregation. This should occur at least two (2) months prior to the meeting where elections are intended.

- b. **Leadership Feedback:** Prior to informing the nominees or the congregation of the nominees, the Nominating Committee presents the nominees to the Pastors, Elders, and Deacons at a meeting to solicit feedback. It is incumbent on those leaders informed to provide timely feedback.

When nominating Elders, the Elder board may veto a nomination, causing the Nominating Committee to identify a new candidate for nomination. If the number of Elders is below the minimum required, the Elder's may only provide feedback, they may not veto the Nominating Committee's nominee.

- c. **Candidate Interviews:** After leadership feedback is received, the Nominating Committee informs the nominees of their selection, and conducts interviews of the nominees.
- d. **Nomination Acceptance:** Nominees should be given at least one (1) week to consider accepting their nomination upon successful completion of interviews.
- e. **Post Nominations:** The Nominating Committee posts the names of the accepted nominees to inform the congregation. This must occur at least two weeks prior to the meeting where elections are intended.

- iii. A vacancy occurs when a serving, Elder, Deacon, or Trustee departs their office prior to the end of their term. The respective leadership body then determines if a replacement is desired and informs the Nominating Committee of their decision.
- iv. If desired by the leadership body, the Nominating Committee begins the nomination process to fill the vacant seat for the remainder of the term.
- v. Elders, Deacons, or Trustees that fill a vacancy may go on to serve full consecutive terms at the conclusion of their partial term consistent with term limits.

C. Election of Leaders

- i. Leaders may be elected at any congregational meeting provided the required nomination process has been previously completed.

- ii. The election of Deacons and Trustees requires a simple majority vote of members present at a congregational meeting.
- iii. The election of Elders and the calling of a Senior Pastor require a Super-Quorum Super-Majority ([Article II §1.C.iv](#)).
- iv. Super-Quorum Super-Majority: Twenty five percent (25%) or more of the active membership must be present to form a quorum, and an eighty percent (80%) majority vote of those present is required to vote in favor of the motion to carry.

D. Removal of Elders or Deacons or Trustees

- i. The Elders, Deacons, or Trustees may vote amongst themselves to recommend the removal of one of their own.
- ii. The Elder, Deacon, or Trustee recommended for removal shall be given the opportunity to resign, thus concluding the matter. The resulting vacancy is to be filled by nomination and election process outlined in the bylaws ([Article II §1.C](#)).
- iii. If the Deacon or Elder or Trustee recommended for removal chooses not to resign, the relevant leadership body proposes the removal to the congregation.
- iv. The proposed removal shall be posted two weeks prior to the next congregational meeting, at which the congregation shall vote on the leader's removal.
- v. Removal of a Deacon or Trustee requires a simple majority. Removal of an Elder requires a Super-Quorum Super-Majority ([Article II §1.C.iv](#)) vote to remove.

E. Leadership Practices

1. Minutes

- a. All leadership bodies, Elders, Deacons, Trustees, Committees, and Ministries, shall keep minutes of all of their meetings.
- b. These minutes shall, at minimum, record decisions made at the meetings.
- c. The congregation may request to see the minutes for a particular meeting or relating to a particular topic or decision.
- d. These minutes should be released to the congregation, in whole or in part, to reasonably satisfy the request.

- e. Minutes shall be made available to the congregation no later than 14 days after the meeting at which they were requested.

2. Recusal

- a. All leaders, including but not limited to Pastors, Elders, Deacons, and Trustees, shall voluntarily recuse themselves from discussion and transactions of business that involve them personally or members of their family.
- b. Alternatively, they may be ordered to recuse themselves by the majority of those present.

3. Annual Assessment and Report

- a. At the February meeting, the Pastors, Elders, Deacons, Ministries and Committees shall provide a written report of the preceding year's performance of their respective group.
- b. Annually the aforementioned shall publish written goals for the upcoming year. They will also report the performance against the prior year's goals.
- c. All written reports shall be included in the annual booklet that should be available to the congregation in February of that year.

SECTION 2. PASTORS

The word Pastor means Shepherd of the Flock. Just as the shepherd leads their flock, the Pastor in church leads Christ's Flock. Their goal is to equip the saints for their work of ministry ([Eph. 4:11-12](#)) through loving, caring leadership and discipleship. Helping to make every believer mature in Christ (Col. 1:28).

A. Qualifications

Pastors shall meet the General Qualifications ([Article II § 1.A](#)), with the exception of church membership. Pastors shall also meet these additional qualifications:

- 1. Those enumerated in I Timothy 3: 1 - 8, I Timothy 5 : 17, Titus 1:6-9, Hebrews 13:7, and I Peter 5:2-3.
- 2. Pastors shall possess the character, gifts and leadership experience sufficient to lead the flock.

3. Pastors should be ordained by a church with similar theological beliefs as Central Baptist Church.
4. Both married and unmarried persons are eligible to be pastors.
5. It is preferred that Senior Pastors have completed a masters degree in theology.

B. Senior Pastor

The Church shall regard the position of Pastor as a divine appointment. Such association shall not be lightly formed nor rudely severed.

1. Function

- a. Ministering the Word.
- b. Coordinate and participate in pastoral care of the congregation, including but not limited to visitation of the sick.
- c. The Senior Pastor shall serve as a full voting member of the Elders.
- d. Devoting themselves to prayer and the study of the Word.
- e. Organizing and determining the content of church services and ordinances in consensus with the Elders.
- f. Acting as moderator of all Congregational Meetings and joint Elders and Deacons meetings, or designating an alternate.
- g. The Senior Pastor may attend any and all church committee meetings.
- h. Oversees the church staff: Conducting, at least annually, salary and written performance reviews of staff, in coordination with the Personnel Committee.

2. Dismissal of the Senior Pastor

If it is ever necessary to dismiss a Senior Pastor, the Elders would vote to request the resignation of the pastor. If the resignation is not provided, they then call a Congregational Meeting to vote on dismissal. A Super-Quorum Super-Majority ([Article II §1.C.iv](#)) is required to dismiss.

3. Compensation

Upon completion of annual performance reviews, the Personnel Committee coordinates the evaluation of the Senior Pastor's compensation. They invite the Elder and Deacon Boards to each designate a representative to form a Compensation Committee, a sub-committee of the Personnel Committee, for the purpose of compensation review. The Committee and the representatives make a compensation increase recommendation if warranted based on the Pastor's performance review. If any change, they then provide their recommendation to the Trustees, who report budget feasibility back to the compensation sub-committee. If feasible and indicated by the compensation sub-committee, the Trustees inform the Pastor of any change.

C. Auxiliary Pastors

Other Pastors shall be called by the Senior Pastor and agreed upon by the Elders to be accountable in one or more special areas or ministries. The Senior Pastor will coordinate with the Personnel Committee for sourcing and vetting of pastoral candidates. Their specific tasks shall be delineated in a mutually agreed upon title and job description. Notice of resignation or dismissal shall be as identified in their job description. Other Pastors may attend all joint Elders and Deacons meetings.

SECTION 3. ELDERS

The Elders shall serve in conjunction with the Senior Pastor as general overseers of the ministries and theology of the church.

A. Function

They are responsible to seek the mind of Christ through the guidance of the Holy Spirit and the Word of God. Their responsibilities shall include:

1. Policy-making authority for theological and ministerial matters.
2. Provide guidance for the Deacons regarding the theological foundations for their work.
3. The ministry of church restoration as delineated in Matthew 18:15-17: Investigate and administer church discipline with the aim of repentance and reconciliation
4. In conjunction with the Senior Pastor, oversight of the ministry of the church.

5. Be an example of what a mature believer should be.
6. Ministering the Word.
7. Conflict resolution within the body of the church.
8. Coordinate and participate in Pastoral care of the congregation, such as visitation of the sick.

B. Qualifications

Elders must meet the General Qualifications ([Article II § 1.A](#)) as well as must have served at least one term as a Deacon, or serve as Pastor at Central Baptist Church. It is preferred that Elders have completed an advanced bible study program.

Since being an elder is such a very high calling, and since God holds those who “rule” more accountable than others ([James 3:1](#)), the Scriptures enumerate several qualities for leadership. These qualities are to be modeled for others ([Heb. 13: 7, 17](#)) in their personal lives ([1 Pet. 5:1-3](#)) both within and outside their homes. The specific list is given in [1 Timothy 3:1-7](#).

C. Term

Service shall be for a five (5) year term. Elders may not serve a consecutive term. After a one-year period of ineligibility, they may again be reelected as an Elder.

D. Number of Elders

The minimum number of Elders is three (3), including the Senior Pastor. The Board of Elders may recommend to the congregation the number of Elders be increased. Such increases shall be approved by the congregation at a Congregational Meeting. If approved, additional Elders shall be elected in accordance with [Article II §1.B](#) and [Article II §1.C](#).

E. Meetings

All Elders are expected to be present at each Elders meeting. Special meetings may be called by the Senior Pastor or a majority of Elders. Unanimity shall be the goal in all decisions. The Senior Pastor or their designee shall chair the meetings.

SECTION 4. DEACONS

The Deacons shall in every way assist the Pastors and Elders in their work. The Deacons are the extension of care and service of the Church. They shall seek to live worthy Christian lives and be active in visitation, caring for the sick and needy, and promoting regular and faithful church attendance. The specific list is given in 1 Timothy 3:8 - 13.

A. Function

Their responsibilities shall include, but not be limited to the following:

1. In subjection to Elders, oversight of the ministry of the church.
2. Welcome potential members. Inform them about, and guide them on the path to membership.
3. Contact people who request prayer and pray with them.
4. Conduct visitation of the sick, elderly, and those requiring assistance—and administer to them the Lord's Table as appropriate.
5. Administer to them the Lord's Table during communion worship services.
6. Responsible for the collection and routing of congregational feedback. And, as needed, holding those accountable for providing an appropriate response.
7. Maintain the membership rolls with administrative support from the Staff.

B. Qualifications

Deacons must meet the General Qualifications ([Article II. §1.A](#)).

C. Term

The elections of Deacons shall be held at the Annual Congregational Meeting. Service shall be for a three-year term. Deacons may serve up to two (2) consecutive terms. Then, after a one-year period of ineligibility, they may again serve as a Deacon. Consideration for a consecutive term of service will be determined by the Nominating Committee. These Deacons must be reelected by the congregation.

D. Number of Deacons

The minimum number of Deacons shall be eight (8). After consulting with the Elders, the Deacons may recommend to the congregation the minimum number of Deacons be increased to meet the

needs of the congregation. Such increases shall be approved by the congregation at a Congregational Meeting. If approved, additional Deacons shall be elected in accordance with [Article II §1.B](#) and [Article II §1.C](#).

E. Officers and Operation

The Deacons elect their own officers, and must minimally have a Head Deacon.

SECTION 5. TRUSTEE

The trustees are the fiduciary for the church. They manage the finances and property, real or otherwise, of the church. They advise the congregation on matters relating to finance and assets.

A. Function

The Trustees perform the functions below. This is not an exhaustive list. Any function discovered or required by the congregation that relates to the transaction of church business or the stewardship of church property is the function of the Trustees.

1. Legal Obligations

- a. Are the sole officers able to enter into any and all contractual obligations on behalf of the church consistent with the congregation's approved budget and policies.
- b. Must be directly a party to all financial, asset, or real estate negotiations.
- c. Shall ensure that the church adheres to all laws and regulations required to maintain status and operate as a 501(c)(3) nonprofit.
- d. Dutifully execute the plans and expressed will of the congregation for all financial matters of church business.
- e. Prevent the church or themselves from taking any action that violates any laws.
- f. Only transact real estate when given explicit approval of the congregation.
- g. Receive and administer trusts, wills, and monetary gifts given to the congregation by its membership or other outside entity.

2. Budget

- a. Present an Annual Operating Budget to the congregation for their approval at the December Business Meeting.
- b. Present a report of the church's current financial status to the congregation at quarterly meetings that details income, expense, investment, and savings.
- c. Present a comprehensive report of the previous year's activities to the congregation at the February Business Meeting.
- d. Review and approve any out of plan expenditures ensuring they are consistent with policies approved by the congregation.

3. Advise

- a. Provide non-vocational verification that the Church is operating with financial transparency, through regular communication to the congregation.
- b. Respond to reasonable member requests for more detail about the financial business of the church.
- c. Engage necessary professionals. Oversee their execution, ensuring it adheres to the Trustees instructions.
- d. Engage independent auditors for annual external review of finances.

4. Oversee Business Policies

- a. Write and get approved by the congregation any and all financial and/or business policies.
- b. Write, maintain, and adhere to a congregation approved Conflict of Interest Policy for the church.

B. Qualifications

Trustees must meet the General Qualifications ([Article II § 1.A](#)) as well as the following:

1. Be of the highest integrity and honesty.
2. Possess sound financial judgment and reasonable knowledge of investment principles.
3. Meet any additional requirements of 501(c)(3) or relevant non-profit laws and regulations the church is subject to.
4. Be willing to pursue education in financial and legal matters pertinent to the church.

C. Term

Those serving as Trustees shall be elected and serve terms consistent with the Religious Corporations Law of the State of New York – Baptist Churches. Service shall be for a three (3) year term. Trustees may serve up to two (2) consecutive terms. Then, after a one-year period of ineligibility, they may again serve as a Trustee. Consideration for a consecutive term of service will be determined by the Nominating Committee. These Trustees must be reelected by the congregation.

D. Number of Trustees

The minimum number of Trustees is three (3). The Trustee Board may recommend to the congregation the number of Trustees be increased. Such increases shall be approved by the congregation at a Congregational Meeting. If approved, additional Trustees shall be elected in accordance with [Article II §1.B](#) and [Article II §1.C](#).

E. Officers and Operation

The Trustees elect their own officers, but must adhere to the following:

1. One of the Trustees shall serve as Treasurer.
2. One of the Trustees shall serve as chair who will coordinate the operations of the Trustees.

ARTICLE III. CONGREGATION

- A. The head of the church is our Lord Jesus Christ (Eph. 1:22; Col. 1:18).
- B. The government of this church shall be congregational in nature, and the final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership of the corporation. This authority shall be exercised in the manner set forth in these Bylaws.
- C. This church is an independent, autonomous church with full and final authority to determine solely within itself all matters related to the life of this church, including, but not limited to its financial affairs, affiliations, ownership and uses of property, and pastoral leadership.

SECTION 1. CONGREGATIONAL RESPONSIBILITIES

The congregation shall vote on the following matters:

- A. Election of Elders, Deacons and Trustees as recommended by the Nominating Committee ([Article II §1.C](#)).
- B. Selection of the Senior Pastor ([Article IV §1.E](#)).
- C. Approve the annual budget and any increases that exceed 10% of the total budget.
- D. Any indebtedness that is greater than or exceeds 10% of the churches annual budgeted income.
- E. Approve any withdrawal of principal from any investment account, trust, or endowment.
- F. Approve any real estate to be purchased or sold.
- G. The reception or dismissal of members ([Article I §2](#), [Article I §4](#)).
- H. Other policy or business matters presented at any congregational meeting.
- I. Amendments to the constitution or bylaws ([Article V](#)).

SECTION 2. CONGREGATIONAL MEETINGS

This section outlines the various meetings of the congregation; the timing and notice; how such meetings are conducted; and the responsibilities incumbent upon attendees.

A. MEETING MODERATION

The Senior Pastor or an Elder may moderate or designate a moderator for meetings. Meetings

shall follow Robert's Rules of Order insofar as they align with the scriptures.

B. QUORUM

1. A meeting will have a quorum when ten percent (10%) of active members, 16 years of age or older, at least three of which shall be Elders or Deacons, are in attendance.
2. The Moderator, before any vote, shall make a reasonable effort to verify the presence of a quorum.
 - a. In the absence of a quorum, the moderator may move to adjourn the meeting without handling voting business.
 - b. Alternatively, updates and non-voting business may continue.
3. Reasonable effort shall be made to record attendance at Business Meetings for the purposes of documenting the presence of a quorum.
4. A RECEPTION OF NEW MEMBERS ([Article III §5](#)) meeting does not require a quorum to be present to conduct a vote to receive new members. No other business may be conducted at a RECEPTION OF NEW MEMBERS meeting.

C. VOTING

1. Any active member, 16 years of age or older, is entitled to cast one vote for or against any motion or election before the congregation.
2. Elections of Senior Pastor, Elders, Deacons, Trustees, or any church office shall be determined by ballot.
3. All motions are decided pursuant to Robert's Rules of Order.
4. Voting methods should be countable and reasonably able to ensure the integrity of one vote per member is recorded.
5. The church shall provide reasonable virtual access to church meetings.

SECTION 3. MEETING SCHEDULES

A. Business Meetings

- i. There are four business meetings a year. They occur in the months of February, May, September, and December.

- ii. Business Meetings that are missed for any reason should be rescheduled as soon as possible while providing the congregation 2 weeks prior notice.
- B. The congregation shall be given 2 weeks prior notice to any meeting.
- C. Other Business Meetings may be convened at any time by the Senior Pastor or a majority of the Elders upon two weeks notice to the congregation.
- D. The Elders are obliged to call a meeting as soon as possible upon receiving a written request signed by a quorum of active members ([Article III §2.B](#)).

SECTION 4. BUSINESS MEETINGS

Business Meetings are the venue to discuss congregational business.

- A. Require a quorum of the congregation to be present.
- B. The congregation shall prayerfully review the Church's performance in real business: discipling believers, reaching the lost and ministering to the needy.
- C. The February Business Meeting is primarily for the purposes of
 - i. Electing new leaders, e.g. Elders, Deacons, and Trustees.
 - ii. Forming and/or appointing of committees.
 - iii. Presenting and reviewing of the previous year's financial reports.
- D. The December Business Meeting is primarily for the purpose of presentation and approval of the upcoming year's annual budget.

SECTION 5. RECEIVING NEW MEMBERS MEETING

- A. A receiving New Members Meeting is an ad hoc meeting called during a service by Pastor or Elders.
- B. Sole purpose and only allowable action is receiving members by congregational vote. The meeting automatically adjourns upon conclusion of the vote to receive members.
- A. Names of candidates meeting membership requirements are presented to the congregation for a vote. The candidates are received into church membership by an affirmative vote of the church members present, and receive the Right Hand of Fellowship.

ARTICLE IV. COMMITTEES AND PROCEDURES

The Standing Committees are foundational committees of the church that are permanent.

Chairpersons of these Standing Committees are selected by the committee members. The Standing Committees and their responsibilities, qualifications, composition, and term are listed below. The Elders, with congregational approval, may establish and dissolve additional committees, as they deem necessary for the length of their effectiveness. All committees function under the policies established by the Elders, Deacons or Trustees as appropriate.

A. BUILDINGS AND GROUNDS COMMITTEE

1. Purpose/Function

This committee shall provide for (i) maintenance and care of all church property, (ii) authorize the use of facilities by any outside organizations in accordance with the policies established by the Elders, Deacons or Trustees as appropriate, and (iii) shall seek to maximize its use in accordance with the church's purpose, values, and policies.

2. Qualifications

A person who has some background in working in housing, real-estate, building maintenance, or space rental/contract negotiation experience is preferred.

3. Nomination & Selection

Chairperson and committee recruit volunteers to serve on the Buildings and Grounds Committee. The Nominating Committee shall nominate those Members who possess skills in the areas of housing, real-estate, or building maintenance and whom they otherwise deem qualified to serve as Buildings and Grounds Committee members.

4. Composition

The Buildings and Grounds Committee shall consist of at least three members plus a member of the staff responsible for the building. The Building and Grounds committee membership shall include at least one Trustee and Staff member. The staff member is an ex-officio member of the committee.

5. Term

Building and Grounds Committee members' terms will be three years in length. A Buildings and Grounds committee member may serve two consecutive terms, but after the second term may not serve on the Buildings and Grounds committee for at least one year. To preserve continuity of members, rotating off will be done in an orderly manner. The Staff member will not have a limit to the terms served.

B. MISSIONS COMMITTEE

1. Purpose/Function

The Missions Committee will promote an awareness of and commitment to Christ's Great Commission (Matthew 28:19-20; Acts 1:8). The Missions Committee is responsible for:

- a. Distributing funds and supporting the missionaries that we have agreed to support locally and worldwide.
- b. Be an effective training center for those who wish to know more about missions and how to support missionaries through workshop/seminar(s).
- c. Provide opportunities to participate in mission trips locally and internationally.
- d. Continue to financially assist those in seminary and Bible College to be further equipped for GOD's service.
- e. Operate in accordance with the policies established by the Elders, Deacons or Trustees as appropriate.

2. Qualifications

Volunteers who have the heart to serve and understand missions.

3. Nomination & Selection

Chairperson and committee recruit volunteers to serve on the missions Committee. The Nominating Committee shall nominate those Members who possess skills in mission work or have served on the Mission field and whom they otherwise deem qualified to serve as Missions Committee members.

4. Composition

An Elder shall be a member of this committee.

5. Term

Missions Committee members' terms will be three 3 years in length. A Missions Committee member may serve two consecutive terms, but after the second term may not serve on the Missions Committee for at least one year. To preserve continuity of members, rotating off will be done in an orderly manner.

C. PERSONNEL COMMITTEE

1. Purpose/Function

- a. This committee, in concert with the Senior Pastor, the head of staff, shall oversee personnel matters of the church staff. Paid members of the church are considered staff. This task shall include interviewing potential candidates for vacant positions and making recommendations to the hiring manager. This oversight shall include ensuring yearly performance reviews occur and writing job descriptions, as well as reviewing and approving the dismissal of staff pursuant to personnel policy when deemed necessary.
- b. This committee coordinates an annual performance review of the Elder Board based on their written goals for the year ([Article II §1.E.3](#)). They shall solicit feedback from the Elders, Deacons, Trustees, and Congregation, as well as any other parties they deem relevant.
- c. They coordinate an annual individual review of the Senior Pastor based on their job description, annual goals, and responsibilities that are apart from the role of Elder. They shall compile and summarize feedback from the Elders, Deacons, Trustees, and the Congregation, as well as any other parties they deem relevant.
- d. The committee summarizes these performance reviews and provides a summary to the reviewees and reports the summaries to the congregation. They maintain a history of these reviews.

2. Qualifications

Experience in Human resources and development or managerial background is preferred including spiritual maturity and good judgment.

3. Nomination & Selection

The chairperson and committee recruit Personnel Committee members. The Nominating Committee shall nominate those Members who possess skills in human resource and development work or have managerial/supervisory experience and whom they otherwise deem qualified to serve as Personnel Committee members.

4. Composition

The Committee shall include the Senior Pastor. The Senior Pastor shall recuse themselves when the Personnel Committee is handling the Senior Pastor Performance Review.

5. Term

The Personnel Committee members' terms will be three 3 years in length. A Personnel Committee member may serve two consecutive terms, but after the second term may not serve on the Personnel Committee for at least one year. To preserve continuity of members, rotating off will be done in an orderly manner. The Senior Pastor will not have a limit to the terms served.

D. NOMINATING COMMITTEE

1. Purpose/Function

The Nominating Committee is responsible for identifying and presenting potential candidates for the Standing Committees referenced in the Bylaws and candidates for Elders, Deacons, Trustees and the Pastoral Search Committee. The Nominating Committee is responsible for developing the pool of candidates for the church. Overseeing that the nomination process employed by the Elders, Deacons, Trustees, and Standing Committees is in compliance with these Bylaws. Reviewing the candidates with the Elders and Deacons including those nominated as Trustees for input regarding character and acumen. The Nominating Committee then presents the committee candidates for those Standing Committees to the relevant committee chairs. The leadership candidates are presented to the congregation for approval.

2. Qualifications

Individuals who possess the General Qualifications for Leadership ([Article II § 1.A](#)). Members of the nominating committee that are nominated must recuse themselves from the nomination process.

3. Nomination & Selection

The Pastors, Elders, and Deacons, every two years, shall select five persons and two alternates who meet the General Qualifications for Leadership ([Article II § 1.A](#)) to form a Nominating Committee . The members of this Committee shall be appointed at the Business Meeting held in February.

4. Composition

Two members of the nominating committee shall be Elders or Deacons.

5. Term

The Nominating Committee member's term is two years.

E. PASTORAL SEARCH COMMITTEE

1. Purpose/Function

- a. This Committee shall be established by the Elders when required.
- b. The Pastoral Search Committee will seek a pastoral nominee to be recommended to the congregation.
- c. The Pastoral Search Committee should report to the congregation at every congregational meeting.
- d. When they are nominating a Senior Pastor, the Pastoral Search Committee in conjunction with the Elders shall call a Congregational Meeting to vote on calling a nominee.
- e. The congregation shall be notified at least three weeks prior to such a meeting and vote.
- f. The vote to call a Senior Pastor shall be taken by ballot and require a Super-Quorum Super-Majority ([Article II §1.C.iv](#)).

2. Qualifications

Individuals who possess the qualifications outlined in the General Qualifications ([Article II § 1.A](#)).

3. Nomination & Selection

The Elders activate the Nominating Committee to select members for a Pastoral Search Committee.

4. Composition

An Elder shall chair this committee, and at least one Deacon shall be a member. The Pastoral Search Committee shall consist of at least seven members, and have an odd number of members. A minimum of half plus one the members coming from the congregation at large.

5. Term

This committee's term concludes when the Senior Pastor vacancy is filled.

ARTICLE V. REVISIONS AND AMENDMENTS

The Constitution (e. g. Article I Name; Article II Affiliation; Article III, Statement of Faith; and Article IV Objective) may be revised or amended only on the unanimous vote of the members who shall be present at any properly called business meeting, and that at least 25% of the voting membership of the church must be present at such meeting.

Amendments to the Bylaws may be proposed by any active member at any Members' Meeting of the church, regular or special, provided:

1. That each proposed amendment shall have been presented in writing at the previous Members' Meeting.
2. Elders will review amendments prior to the vote. They may offer a recommendation to the congregation.
3. That copies of the proposed amendment shall have been furnished to the members no less than two weeks prior to the one in which the amendment is to be voted on.
4. That the proposed amendment must pass by a two-thirds majority of the members present, and that at least 25% of the voting membership of the church be present at such a meeting.

The Bylaws should be reviewed if either the Elders or the Deacons or a majority vote of the congregation deem it necessary. Otherwise, a review must be conducted no less than every 10 years. The staff should provide a reminder to the Elders and Deacons one month prior to the start of the bylaws review date.

ARTICLE VI - DISSOLUTION

In the event of the dissolution of Central Baptist Church, the Senior Pastor, Elders, Deacons, and Trustees must adopt a plan of dissolution and submit it to the members for a vote. The plan must state whether our church has assets and liabilities at the time of the dissolution. If there are assets, the plan must include the value of the assets and whether any assets are required to be used for a particular purpose and how those assets will be distributed. This plan will require a two-thirds majority of the members present, and that at least 25% of the voting membership of the church be present at such a meeting. The properties, personal and real, of this church shall only be given to a church and or missionary societies believing unequivocally in our statement of faith as expressed in the Constitution, Article III Statement Of Faith. No member of the church shall financially benefit from the dissolution of the church.

REVISED AND ADOPTED: JUNE 2023

— — — END OF BYLAWS Any content beyond this is NOT part of the bylaws — — —

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The table of contents is provided as a convenience and is not 'officially' part of the bylaws.

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