

Bylaws for Fairview Baptist Church, Incorporated
A South Carolina Baptist Nonprofit Religious Corporation
Adopted: September 29, 2013

Preamble to the Bylaws

We declare and establish these *Bylaws* to preserve and secure the principles of our faith and to govern the body in an orderly manner. These *Bylaws* will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

Name

This body shall be known as Fairview Baptist Church, Incorporated located at 1300 Locust Hill Road, Greer, South Carolina, 29651.

Polity and Relationships

This church is a sovereign and theocratic Baptist church under the lordship of Jesus Christ. A theocracy is a government in which God himself is the Head of the Church. It is from the Greek word meaning "rule of God."

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church actions.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist churches. Insofar as is practical, this church will cooperate with and support the association, the state convention, and the Southern Baptist Convention.

Objectives

- To be a dynamic spiritual body empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and through the world.
- To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
- To experience an increasingly meaningful fellowship with God and fellow believers.
- To help everyone experience a growing knowledge of God and people.
- To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.
- To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

Amended August 18th, 2024 by Fairview Baptist Church

Revised Designation of Membership, Clarified Church Ministries Planning Team Roles and Responsibilities, and Streamlined Pastoral Staff Termination Process.

The Mission of Fairview Baptist Church: Our purpose is to make disciples.

A disciple is a devoted and a developing follower of Jesus.

Our Core Values:

- We Value Scripture. James 1:22, 2 Timothy 3:16
- We Value Celebrative Worship. John 4:24, Colossians. 3:16
- We Value Relational Evangelism and Discipleship. Matthew 28:18-20

The way that Fairview accomplishes its mission statement is through the functions of the church. The

Functions of Fairview as identified by Scripture are:

- Administration
- Discipleship
- Evangelism
- Fellowship
- Ministry
- Prayer
- Worship

ARTICLE ONE

Principal Office

Name: Fairview Baptist Church, Incorporated

Organized: July 17, 1885

Constituted: February 8, 1953

Articles of Incorporation dated: April 18, 1953

Location Address: 1300 Locust Hill Road, Greer, South Carolina 29651

Phone: 864.877.1881

Mailing Address: 1300 Locust Hill Road, Greer, South Carolina 29651

Church web site: www.fairviewgreer.org

Associational Affiliation: Three Rivers Baptist Association

ARTICLE TWO

Statement of Faith

SECTION 1 – STATEMENT OF FAITH

Fairview Baptist Church affirms the statement of doctrine and practice known as *The Baptist Faith and Message*, adopted by the Southern Baptist Convention in 1963, enlarged in 2000, and incorporated here by reference.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with scripture nor the doctrines of Fairview Baptist Church.

A summary of the basic and most crucial doctrinal teachings of *The Baptist Faith and Message* which we believe are true are as follows:

• SCRIPTURE

The Holy Bible was written by men divinely inspired and are God's revelation of Himself to man. The Bible is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter.

Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 2 Peter 1:19-21.

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• GOD

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

Deuteronomy 6:4; Matthew 28:19; John 1:1-3; 4:24; Acts 5:3-4.

• MAN AND SIN

Man was created by the special act of God, in His own image, and is the crowning work of His creation. In the beginning man was innocent of sin. By his free choice man sinned against God and brought sin into the human race. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God.

Genesis 2:4-7, 18-22; Acts 17:26-31; Romans 1:19-32; 3:10-18, 23; Ephesians 2:1-22

• SALVATION

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. Repentance and faith are inseparable experiences of grace. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

John 1:11-14, 3:3-21, 36; Acts 4:12, 16:30-31; Romans 6:1-23; Philippians 2:12-13; Revelation 21:1-27.

• THE CHURCH

A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ; committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word; and seeking to extend the gospel to the ends of the earth.

Matthew 16:15-19; 18:15-20; Ephesians 1:22-23; 2:19-22; 3:8-11, 21; 5:22-32; 1 Peter 5:1-4

• THE ORDINANCES

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16, 21; 11:23-29; Colossians 2:12.

• LAST THINGS

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised first; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in heaven with the Lord.

Mark 8:38; 9:43-48; John 14:1-3; Acts 1:11; 1 Thessalonians 4:14-18; 5:1ff.; Revelation 20:1-22:13.

• **EVANGELISM AND MISSIONS**

It is the duty and privilege of every follower of Christ and of every Church of the Lord Jesus Christ to endeavor to make disciples of all nations.

Matthew 28:18-20; Acts 1:8; Romans 10:13-15

• **GENDER**

God wonderfully and immutably creates each person as either male or female. God created man (genetic male) and woman (genetic female) as unique biological persons. These two distinct, complementary sexes together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

Genesis 1:26-27

• **STATEMENT ON MARRIAGE AND SEXUALITY**

God's plan for human sexuality is to be expressed only within the context of marriage. God instituted monogamous marriage between man (genetic male) and woman (genetic female) as the foundation of the family and the basic structure of human society. For this reason, we believe marriage is exclusively the union of one man (genetic male) and one woman (genetic female).

Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9

• **SANCTITY OF HUMAN LIFE**

Children, from the moment of conception, are a blessing and heritage from the Lord and we are called to speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death.

Psalms 139:13; Jeremiah 1:4-5;

• **REDEMPTION AND RESTORATION**

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

Matthew 18:15-17

ARTICLE THREE

Membership

Section 1 – Membership Authority

Biblical Reference: 1 Corinthians 12:12-14

This church is a sovereign and theocratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership may delegate responsibilities and authorities as they see fit for the efficient governance of His church by these *Bylaws*.

Section 2 – Candidacy of Membership

Candidates can be received for membership in the church by any of these means:

- Presented at any regular service of this church.
- Request membership at a New Member/Prospect Class conducted by a Minister on staff of Fairview Baptist Church.
- After consultation with a Minister or Director on staff at Fairview Baptist Church.

These decisions for membership will be read into the church minutes at quarterly church conference.

Every believer in Jesus Christ may participate in the ordinances of the church as administered by the church.

The Fairview Orientation for New and Potential Members or others as desired: Each of the new members of this church is highly encouraged to participate. The Fairview Orientation will be offered at least quarterly.

Section 3 – Designation of Membership

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- Active members are all members who are currently involved in the church's activities, functions, and worship services, demonstrating their active status by being present a minimum of 12 times and giving financially to the church at least once in a 12-month period.
- Inactive members are members who have become inactive due to moving from the Church's ministry area and not having joined another church, or members who have been inactive for twelve (12) months. Inactive members may be designated as such in church membership records. The decision to move a member from active to inactive status shall be confirmed by their family deacon and a member of the pastoral staff. Inactive members may be reinstated by personal request to a Deacon or member of the Pastoral Staff and resume their attendance. Voting privileges are suspended for those on the inactive roll.
- Homebound members, or other members who are physically unable to attend, shall be considered exempt from the attendance requirement.
- Resident Members are those who live within commuting distance of the church and its worship and activities.
- Non-resident Members are those who live outside the state and/or Greenville and Spartanburg counties.
- A Watchcare Member represents a short-term relationship one may have with a church. This is encouraged for those who are professing believers. A Watchcare Member shall not be entitled to hold elected office or vote in church matters.

Section 4 – Responsibilities of Membership

To promote the objectives of the church as stated in the Constitutional Objectives of this document through active involvement, discipleship, and stewardship of tithes and offerings.

Section 5 – Voting Rights of Membership

Active Members of the church are entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting. An Active Member, his or her relative, or the member's Deacon may come to the church office and pick up an absentee ballot.

Absentee ballots must be received back in the church office prior to the church business meeting. Active Members of the church are eligible for consideration by the membership as a candidate for elective offices in the church.

Secret ballots will be used as directed by Robert's Rules of Order most current edition.

Types of general votes can be oral or show of hands as determined by the Moderator.

All votes with secret ballots will be restricted to active members.

Multiple worship service voting arrangements will be made as necessary as determined by the Moderator with the assistance of the Lead Pastor.

Votes requiring prior discussion will be described in *The Church Operations Manual*.

Churches elect "messengers," not delegates, to be sent by the local churches to annual associational, state, and national meetings. Messengers are uninstructed representatives from their churches. Each is chosen for their ability to discern and cooperate as well as by their spirit of Christian service, church loyalty, and biblical beliefs.

Voting rights for personnel issues, contract issues, banking issues, large purchases (land, buses, etc.), and amending the *Bylaws* are directly linked to state statutes and require ages 18 or older to vote. These issues should be two-thirds majority vote and, if necessary, secret ballot due to their nature and complexity.

Governance of the church is ultimately vested in the members in a congregational form of church governance. The members retain sole authority with regard to each of the following matters as provided in the *Bylaws*:

- Calling and dismissing the Lead Pastor
- Electing Deacons
- Approving persons for membership

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- Approving the church's mission, objective, values, statement of faith, and ordinances
- Adopting and amending the church's *Bylaws*
- Approving the church's annual budget
- Purchasing, selling, or encumbering real property
- Relocating the principal office of the church
- Borrowing money other than consistent with the approved annual church budget
- Establishing a mission church or other church campuses
- Approving affiliations of the church with other conventions, associations, or groups
- Approving the annual Church Leadership Report

Section 6 – Termination of Membership

Membership shall be terminated in the following ways:

- Death of the member
- Transfer to another Baptist church
- Exclusion by action of this church
- Erasure upon written request or proof of membership in a church of another denomination

Section 7 – Discipline of Membership

The Biblical Purpose and Process for Christian Discipline is taken from: 1 Corinthians 5:6, 1 Timothy 5:20-21, and Matthew 18:15-18.

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Lead Pastor, other members of the church staff, and Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Lead Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with 1 Corinthians 5:6, 1 Timothy 5:20-21, and Matthew 18:15-18. If it becomes necessary for the church to take action to exclude a member, a simple majority vote of the members present is required, and the church may proceed to declare the person to be no longer in the membership of the church.

All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. After examination and upon the recommendation of the Lead Pastor and Deacon Body, the church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

ARTICLE FOUR

Meetings/Business Conference

Section 1 – Place

The church shall hold regular business meetings on the main campus of the church buildings.

Section 2 – Ordinances

Baptism:

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

Baptism shall be by:

- Immersion in water
- The Lead Pastor, or his designate, shall administer baptism.
- Baptism shall be administered as an act of worship during any worship service of the church.

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- A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Lead Pastor and/or staff or Deacons. If negative interest is ascertained on the part of the candidate, the person shall be deleted from those awaiting baptism.

Lord's Supper:

The church shall observe the Lord's Supper quarterly, unless otherwise scheduled by the church. The observance may be alternated between the morning and the evening worship services. The Lead Pastor, or his designate, and Deacons shall administer the Lord's Supper.

Section 3 – Regular Business Meetings

The church shall hold regular business meetings quarterly on the main campus of the church buildings. Any business meeting in this church is a private session for the membership exclusively; guests should be dismissed for the discussions and the votes. The agenda can include old business, new business, membership reports, financial reports, staff reports, and Deacon Body recommendations as needed. The Lead Pastor and the Deacon Chairman are responsible for the agenda. All agenda items must be submitted in writing to the church office for consideration with one week's notice.

Section 4 – Special Called Meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one week notice must be given for the special called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, time, and place. Special called business sessions will have a two-thirds majority vote and may use a ballot. An absentee ballot can only be used if the member cannot attend the special called meeting. A relative of a member or the member's Deacon may come to the church office and pick up the absentee ballot. The absentee ballot must be returned before the date of the vote to the church office. If it is submitted at the time of the special called meeting, it will not be counted. An absentee ballot will be supplied with the date of the vote and the church name. The ballot will state that it is an absentee ballot.

If ballots are needed, they will be created in the church office and given to the ushers prior to the special called meeting. Ballots will be supplied with the date of the vote and the church name. Guests may be dismissed for any discussion and vote. The Moderator will review eligibility to vote criteria prior to each vote. The ushers, then, will proceed to distribute the ballots. The ballots will be cast and picked up for counting immediately. The results of the vote will be given as soon as possible.

Special called business meetings on Sunday morning during worship are usually avoided. Exceptions would be to cast votes without discussion.

Section 5 – Official Notices

The notice of church conferences and special called meeting shall include the subject, the date, time and place. A one week notice shall be given of the conference or special called meeting. Announcements in worship services, newsletters, worship guides, and electronic communications will be used to communicate the meetings. Only items specified on the notice will be discussed.

Section 6 – Quorum

The quorum consists of those Active Members who attend the business meeting (and qualified absentee ballots), provided it is a stated meeting or one that has been properly called. Section 6, Parliamentary Rules, Roberts Rules of Order, most current edition, is the guide for parliamentary rules of procedure for all business meetings of the church.

Upon the request of any church member, the Moderator shall appoint a Parliamentarian whose responsibility will be to assure compliance with Robert's Rules of Order, most current edition, and the *Bylaws*.

Section 7 – Voting

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All meetings will be conducted with simple majority vote by oral or show of hands voting on all business presented. Special called meetings will use the recommendations as listed above except as required by *Article Three, Section Five*.

The vote will remove/dismiss/supersede any previous vote, calling, documents, or staffing.

Section 8 – Rules of Order

Robert's Rules of Order, most current edition, is the guide for parliamentary rules of procedure for all business meetings of the church.

The Moderator may enlist/elect or appoint a Parliamentarian who would assist the Moderator in conducting church business. The Parliamentarian is to rule on items of parliamentary procedure.

ARTICLE FIVE

Church Ministries Planning Team

Section 1 – Responsibilities

The Church Ministries Planning Team is to guide the church to accomplish the Mission Statement: Our purpose is to make disciples. The Lead Pastor or his designate will lead this group as they accomplish the church mission statement. The members of the team are the seven (7) lay leaders along with their assigned pastors, as shown in the Church Leadership Report. The lay leaders are the Chairpersons of the seven (7) functional areas of the church. The functional areas are: Administration, Discipleship, Evangelism, Fellowship, Ministry, Prayer, and Worship.

The responsibilities and functions assigned to each team are listed in *The Church Team Organizational Manual*. This manual is maintained by the Pastoral Staff with the support of the appropriate teams as required and approval of the Church Ministries Planning Team.

The lay leaders and pastors assigned to the Church Ministries Planning Team are listed in the annual Church Leadership Report.

Section 2 – Qualifications

The Church Ministries Planning Team needs to be men and women of integrity, open minded, and visionary, that can administer the mission of the church while up-holding the vision, goals, and objectives of the congregation for Kingdom work.

1 Timothy 3:1-7 is the Biblical guide for selection of these leaders.

Section 3 – Duties

The Church Ministries Planning Team, under the direction of the Lead Pastor, with the support of the Church Staff, exists to bring coordination and collaboration to the planning and implementation of church activities. The Church Ministries Planning Team serves as a forum for sharing information between the various ministries of the church.

Section 4 – Election & Terms of Service

Each elected team lay leader shall serve three (3) years before rotating out of the position. The only exception is the Ministry Team Leader who is the current Deacon Chairman. This position rotates annually as elected by the Deacon Body.

The remaining six (6) team leaders will be enlisted and nominated by the Nominating Team with the assistance of the Pastoral Staff. Spiritual gifts and passion for service should be considered when enlisting persons to serve. Church confirmation will come through the approval of the Church Leadership Report.

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Section 5 – Vacancies

Unexpired terms shall be filled by the Nominating Team as soon as possible and elected by the church. The individual is eligible to be nominated for a three (3) year term after the current term has ended.

Section 6 – Meetings & Quorum

The Church Ministries Planning Team will meet at least quarterly for prayer and coordination among the various ministries of the church.

ARTICLE SIX

Professional Ministerial Leadership Staff

Section 1 – Professional Staff Overview

The Church Staff is responsible for leading the church to function as a New Testament Church. They are to lead the congregation, the organizations, and the programs to perform its tasks in Kingdom Growth. The ministerial staff is listed in *The Church Team Organizational Manual*. All employees are expected to live Godly lives and be active in their local church.

Section 2 – Professional Staff Functions

The Lead Pastor is responsible for leading the church to function as a New Testament Church. The Lead Pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The Lead Pastor is leader of pastoral ministries in the church and works with the Deacons and the church staff to:

- Lead the church in the achievement of its mission
- Proclaim the gospel to believers and unbelievers
- Care for the church's members and other persons in the community
- Function as the authoritative interpreter of Scripture

The Lead Pastor is accountable to the church congregation through the Deacon Body. The Deacon Officers, with input from the Deacon Body, will conduct an annual performance evaluation of the Lead Pastor.

All other staff, their functions, and accountability are listed in *The Church Team Organizational Manual*.

Section 3 – Professional Staff Search Process

Interim Pastor Search Process

The Deacon Body shall determine the need for and recommend to the Church Body an interim to serve in the Lead Pastor position. The interim selected shall not be considered for the Lead Pastor position.

Lead Pastor Search Team Process

The Deacon Body shall initiate the process of selecting a Lead Pastor Search Team.

Following the selection of an Interim Pastor, a Lead Pastor Search Team shall be elected by the church to seek out a suitable pastor, and its recommendations will constitute a nomination. The team shall bring to the consideration of the church only one name at a time.

Pastoral Staff Search Team Process

The Pastoral Staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the Personnel Team, after consultation with the Deacons, and called by church action.

Non-Pastoral Staff Search Team Process

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Non-Pastoral Staff members shall be employed as the church determines the need for their services. The church Personnel Team shall have the authority to employ and to terminate services of Non-Pastoral Staff members under the guidelines of *The Personnel Manual*. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related teams of the church.

Section 4 – Election of Professional Church Staff

Lead Pastor Election

The Lead Pastor Search Team shall bring to the consideration of the church only one name at a time. Vote shall be by ballot, with an affirmative vote of three-fourths of those casting ballots being necessary for a choice. The vote(s) shall be on a Sunday morning immediately after the trial sermon. In the case of multiple services, the count will be announced as soon as possible after the final service. A Deacon Team as assembled by the Deacon Chairman shall count the vote. The call will be extended to the Lead Pastor by the Pastor Search Team Chair on behalf of the church after the results of the vote are announced. The Lead Pastor shall serve until the relationship is terminated by the Lead Pastor's request or the church's request.

Pastoral Staff Election

The Personnel Team shall bring to the consideration of the church only one name at a time. Vote shall be by ballot, with an affirmative vote of three-fourths of those casting ballots being necessary for a choice. The Pastor shall serve until the relationship is terminated by the Pastor's request or the church's request.

Section 5 – Church Support Staff Overview

The positions are listed in *The Church Team Organizational Manual* and *The Personnel Manual*. The positions may be revisited according to the needs of the church.

Section 6 – Church Support Staff Functions and Duties

Each support staff function or description is to be written by the Personnel Team with the assistance of the Lead Pastor or Supervising Staff member to whom the support person may report. They are listed in *The Church Team Organizational Manual* and *The Personnel Manual*. The positions may be revisited and revised according to the needs of the church.

Section 7 – Hiring of Support Staff

All prospective support staff shall complete a Fairview Baptist Church application form. This application, along with a current resume, will be submitted to the Personnel Team for consideration. The Personnel Team shall review applications and the most qualified applicants shall receive a personal interview.

All results will be kept CONFIDENTIAL and will not be released to any parties other than designated Fairview Baptist Church Personnel. Other church leaders may be used to assist with the evaluation and selection of a candidate. All prospective candidates are expected to live godly lives and be active in their local church.

Section 8 – Terminations

The Lead Pastor may relinquish the office as pastor by giving at least two weeks' notice to the church at the time of resignation. The church may declare the office of Lead Pastor to be vacant. Such action shall take place at a church business meeting called for that purpose by the Deacons. At least one week's public notice shall be given.

The meeting may be called upon by the recommendation of a majority of the Deacons or by written petition signed by not less than one fourth of the active church members. The Moderator for this meeting shall be the Deacon Chairman.

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The vote by the church to declare the office vacant shall be by simple majority of members present to declare the office vacant. The church will compensate on a case by case basis the Lead Pastor except in instances of gross misconduct by the Lead Pastor. The Deacon Body and the Finance Team will recommend to the Church Body the exact compensation and schedule of payment of any severance. The termination shall be immediate.

A Pastoral Staff member may relinquish the office as pastor by giving at least two weeks' notice to the church at the time of resignation.

When the Personnel Team and the Lead Pastor determine that termination is necessary, they will notify the Deacon Officers of their recommendation. They shall advise the Pastoral Staff member in writing of their joint decision and may enlist voluntary resignation. Deadlines and date of pending church action shall be included in this report to the Pastoral Staff member. The Personnel Team and Finance Team will determine on a case by case basis the exact compensation and schedule of payment of any severance and notify the Deacon Body and Lead Pastor of their decision. The termination shall be immediate.

Section 9 – Staff Screening

All staff, Pastoral, Ministerial or Support staff will go through full screening procedures including: credit check, address verifications, criminal, sexual and academic background checks prior to hiring/calling. All potential new employees are required to sign a consent and disclosure authorization for release of information for a criminal background check, fingerprints, and drug test. The results of this verification process will be used to determine employment eligibility. Such policy should be followed for every hiring process – full time and part time.

ARTICLE SEVEN

General Church Officers and Other Leadership

Section 1 – Overview of Church Officers and Leadership

A Baptist Church is ideally a Theocracy, seeking to know and do the will of God and not merely ascertain its own desires in the matter. It does use democratic processes in which each member is equal and of infinite worth in voting and rightful church participation. This system provides checks and balances so that no one particular person or segment will “run” the church. All members should seek God’s will that He might be in full charge of every decision and action.

Fairview Baptist Church reaffirms its governance and coordination polity towards the officers, Deacons and other major leadership. The church will deal fairly but firmly with any individual or group which seeks to assume a role of responsibility which belongs exclusively to the congregation. Ours is truly a congregational government.

The officers are: Lead Pastor, Treasurer, Trustees, Moderator, and Church Clerk.

Section 2 – Functions of Church Officers and Leadership

Treasurer:

The Treasurer is to sign checks in accordance with the church policies and procedures and verify the supporting data for each check request. The Treasurer is to make monthly and annual reports to the church. The Treasurer is to insure that internal controls are being followed. The Treasurer is to assist the Finance Team with the development of the annual church budget.

The Treasurer’s Report and records shall be audited annually by an auditing team of the Deacons or a certified public accountant. An external audit shall be conducted at least every four years by a professional auditing firm. The Treasurer shall be insured through bond or other coverage, with the church paying for such coverage. The church may delegate some of the clerical responsibilities to a church ministry assistant who will assist the elected Treasurer.

Trustees:

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The church shall elect Trustees to serve as legal officers for the church. They shall hold in trust the church property and represent Fairview Baptist Church in all legal matters. The church should retain legal council to assist in all legal matters that are beyond the abilities of the church. Upon specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of Trustees are required, they shall sign legal documents involving the sale, mortgage (including refinance), purchase, or rental of property, or other legal documents related to church approved matters. Property and Casualty Insurance for the church shall be reviewed annually by the Trustees. All church records are church property and shall be kept in the church office. The church may delegate some of the clerical responsibilities to a church ministry assistant who will assist the elected Trustees.

Moderator:

The Moderator is the presiding officer at all church business conferences with the task of maintaining fellowship, conducting orderly business, exercising business in a timely manner with an agenda, and speaking for the church in times of crisis. The current Deacon Chairman will serve as Moderator.

In the absence of the Moderator, the Deacon Vice-Chairman, or an active Deacon as appointed by the Deacon Chairman, shall serve as Moderator.

Church Clerk:

The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. In absence of the Church Clerk at a church meeting, the Moderator shall appoint a substitute.

The Church Clerk will present the membership report and recommend any changes needed at church business meetings.

All church records are church property and shall be kept in the church office.

Deacons:

Based on Scriptural reference of Acts 6:1-6, they are to proclaim, care, and lead. They are to be “servants”, a voice of guidance and encouragement, a helping hand amid human hurts, and are examples in the life of members. Deacons, along with the Lead Pastor, will serve by leading others who are dedicated in this mission and minister unselfishly to Fairview Baptist Church, the community, and the world in His name.

Section 3 – Enlistment, Election and Rotation of Church Officers and Leadership

Church Officers are elected annually and will serve a three (3) year term. They are recommended by the Church Nominating Team and will begin their term with the new church year. They cannot succeed themselves. An unexpired term shall be filled by the Nominating Team. The officers to be elected are Church Clerk, Treasurer, and Trustees. The Lead Pastor and current Deacon Chairman (Moderator) shall be considered church officers by virtue of their position.

Rotation will be such that a majority of the Trustees will not be replaced each year. Trustees will be three (3) in number and shall not succeed themselves. Terms for Church Clerk and Trustees will begin with the new church calendar year with the exception of the Treasurer who will maintain a calendar year. The Church Clerk and Treasurer shall not succeed themselves.

The Nominating Team shall consist of five (5) members. Members shall be recommended by the Deacons and approved by the Church. They will serve a two (2) year term. Rotation will be such that a majority of the team members will not be replaced each year. Team members shall not succeed themselves. Terms for each of these will begin with the new church calendar year.

Deacon Elections:

The church shall select Deacons annually through a Deacon Nominating Team (DNT). The DNT will be charged with the selection of godly, mature men to serve as Deacons of the church.

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The Deacon Nominating Team shall be in place approximately 6-8 months before the new church year begins. The DNT will be comprised of: the current year's Deacon Chairman, Vice-Chairman, Secretary/Treasurer; one Pastoral Staff member agreed upon by the Lead Pastor and Deacon Officers, and three at large members selected by the Nominating Team serving that year. The DNT will be chaired by the Deacon Chairman. The Lead Pastor will serve as a non-voting, ex-officio member of the team.

The non-Deacon members can be men or women and may include members who have not served as a Deacon before. The at large members would not be eligible to serve as Deacons that year to avoid any conflict of interest. They would not be eligible to serve on the following year's DNT.

The entire church membership will be encouraged to nominate men for approximately 60 days, with emphasis from the pulpit and all church publications. A nomination form will be provided with the qualifications for each nominee as outlined in Article 6, Section 4 – Qualifications of Officers and Leadership.

Ideally, the church member making the nomination will ask the nominee if he will be willing to serve. DNT members can also seek out qualified nominees. No person should ask to be nominated as a Deacon.

Nomination forms that are turned in will be prayed over by the DNT and the Lead Pastor. Names will be given to the Business Manager to confidentially check that the nominee consistently gives to the church what appears to be a tithe. Other input will be sought as needed as to the leadership, servant heart, integrity, and spiritual maturity of the nominee.

The DNT will prayerfully rank the nominees and contact them as to their willingness to serve as a Deacon of the Church. Ultimately, whenever there is not complete agreement on a nominee, simple majority vote of the DNT shall determine.

When the list of nominees has been established, each nominee that has not served a prior term at Fairview Baptist Church shall be interviewed individually by the Lead Pastor, one other Minister, and one or more of the Deacon Officers (Chairman, Vice-Chairman, and Secretary/Treasurer).

When the DNT arrives at the number of men needed to serve, the nominees will be presented to the church for a vote of affirmation. New Deacons that have not been ordained will be ordained as soon as possible with guidance from the Lead Pastor and Deacon Chairman.

In the case of death, resignation, or incapacity to serve, the current DNT will be charged to fill the remainder of that Deacon's term from the prior year's list of nominees. However, if there is less than one year remaining in that Deacon's term, the Deacon Body will share ministry to those church members assigned to that particular Deacon for the remaining time.

Deacons shall serve on a rotation basis. Each year, the assigned term of office of approximately one-third of the number of Deacons shall expire. The number of Deacons to serve for a three (3) year term is determined by the needs and size of the church as determined by the Deacon Body and Pastoral Staff.

Deacons shall not be eligible to serve another term until the lapse of at least one year has passed.

The Deacon Body shall elect their officers and shall be organized to assist the Pastoral Staff in all matters pertaining to the welfare of the church. These officers shall include and not be limited to Chairman, Vice-Chairman, and Secretary/Treasurer and shall serve for one (1) year. The Deacon Chairman and/or Vice-Chairman may serve as ex-officio of any team of the church.

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Section 4 – Qualifications of Officers and Leadership

All Officers, Deacons, and other Leadership are individuals who are God called and Spirit empowered to lead. They are elected and affirmed by the church. Scripture leaves little doubt that God has a plan for Leadership in the church through called-out leaders. The call and character of a leader is clearly defined. Spiritual gifts should be considered as members are asked to serve.

Christ is the model leader:

- He was a servant leader (Luke 22:22)
- Followership is a function of service (John 12:26)
- We follow Christ as little children (Matthew 18:1-5)
- Leading is not lording over (Mark 10:42-45)
- We are to follow Christ's example in our leadership (1 Corinthians 11:1)
- We are to be servants of Christ (2 Corinthians 4:5)
- Our leadership considers those above us as well as the admonition for work (Titus 2:15 – 3:11)
- Leaders are to set an example for others (1 Peter 5:2-5)

Deacon qualifications:

The essential element needed is that of a godly character. 1 Timothy 3:8-13 and Acts 6:3 are Biblical references to these qualities. Deacons should be the lead example of how to serve the Church Body. Deacons must be willing to make the necessary time commitments to fulfill their responsibilities. Those willing to serve shall meet the following qualifications:

- Been a member of Fairview Baptist Church for at least 1 year
- Age 21 or older by the time the term starts
- Puts God and His Kingdom first
- Faithful in attendance and service
- Demonstrates support of church, Lead Pastor, and Leadership – a servant leader with Christ as an example
- Shares Jesus' mission
- Guards conversation and known for truthfulness and integrity in speech and behavior
- Practices tithing (10% of income) with integrity and without hypocrisy
- Trusts God for the future and known for his faith

Neither a Deacon nor the Deacon Body should ever overrule or attempt to subvert the majority will of the church. No one shall serve as a Deacon while serving as a church staff member.

Section 5 – Duties

- Shepherd the flock (Acts 20:35)
- Lead through example (1 Timothy 3:4-5; 5:17)
- Teach and exhort (1 Timothy 3:2; Titus 1:9-16; John 21:17)
- Refute those who contradict truth (Acts 20:17; 28:31; 1 Thessalonians 5:12)
- Manage the Church of God (1 Timothy 5:17)
- Pray for the sick (James 5:14-15)

All other specifics are listed in *The Personnel Manual* or the position ministry description in *The Church Team Organizational Manual*.

Section 6 – Termination of Duties

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Any Officer, Deacon, or Leader may resign by written notification to the Lead Pastor, Team Leader, or Pastoral Staff.

Any Officer, Deacon, or Leader may be removed from office for:

- 1) Physical incapacitation
- 2) Spiritual or moral issues
- 3) Doctrinal issues
- 4) Failure to fulfill responsibilities of the office

Use Matthew 18 and the above instances to implement dismissal by the Lead Pastor, Team Leaders, Pastoral Staff, and the Deacon Body.

ARTICLE EIGHT

Non-Rotating (Standing) Teams

Section 1 – General Overview

Under the direction of the Lead Pastor, each of the seven (7) functional areas of the church will have a number of teams assigned to their area of responsibility to assist in carrying out the mission of the church. The rotating or non-rotating status of these teams are noted as such in the Church Leadership Report. This article deals with Non-Rotating membership teams only.

Section 2 – General Responsibilities

Their general responsibilities are to carry out the mission of this church: Our purpose is to make disciples.

Section 3 – Enlistment and Election

Non-Rotating teams shall enlist leadership to fulfill their unique assignment as part of the church mission statement “to make disciples.” Each team, in the Church Leadership Report, shall be presented each August as a part of the Nominating Team Report. The team leaders and their assigned staff member may organize their team to suit the needs of the church and its ministry. Vacant positions shall be filled as required by the Nominating Team.

Section 4 – Rotation of Service

Team members shall serve until they sense a calling to another ministry or circumstances call for them to leave the ministry assignment.

Section 5 – Qualifications

Team members should be church members in good standing, who support the church with their physical and financial resources.

Section 6 – Termination of Duties

Team members may be removed for:

- Doctrinal issues
- Failure to fulfill responsibilities of the team
- Physical incapacitation
- Spiritual or moral issues

Pastors, with the consultation of the Deacon Officers, shall determine when a person or persons shall be removed from a Non-Rotating (Standing) Ministry Team.

Section 7 – Screening Leaders

Certain teams may require interview and background checks to provide for the safety and security of the church and its members. It is understood that volunteers shall abide by the doctrines and policies of Fairview Baptist Church. Documentation of the interview and the background check will be kept

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confidential and in a secure location. This documentation shall be secured by the Church Business Manager.

ARTICLE NINE

Indemnification of Church Staff, Officers and Employees

Section 1 – Definitions and Proceedings

Church “Agent” means any person who is an officer of Fairview Baptist Church. This person is the agent listed on the *Articles of Incorporation* and described in *Article Six, Section One*.

“Proceedings” means any threatened, pending or completed action or proceeding whether civil, criminal, administrative, or investigative. There will be reports presented to the congregation in keeping with pending legal obligations.

Section 2 – Successful Defense

The Agent of Fairview Baptist Church has been given the authority to speak for the church over any claims issues or matter therein as further described in their responsibilities. The Agent shall be indemnified against expenses actually and reasonably incurred by the Agent in connection with the claims.

Section 3 – Good Faith Conduct

The Agent will act in good faith, in a manner believed to be in the best interest of the church, and with such care, including reasonable inquiry as an ordinary, prudent person in a life position would use in similar circumstances.

Section 4 – Insurance

The Trustees may adopt authorization for the purchase and maintenance of insurance on behalf of any Agent of the Church against any liability asserted against or incurred by the Agent. However, Fairview Baptist Church should not have the power to purchase and maintain such insurance to indemnify an Agent of the Church for violation of State or Federal laws.

ARTICLE TEN

Mediation Disputes

Section 1 – Disputes

Members of Fairview Baptist Church believe the Scripture teaches in Matthew 18:15-20 and 1 Corinthians 6:1-8 that every effort must be made to live at peace and to resolve disputes or conflicts with church members in private or within the church.

Section 2 – Church Conflict

Members understand that the methods, Biblically or legally, shall be the sole remedy for any controversy or claim arising out of their church membership, and expressly waive their right to file any suit or claim against one another for such claims or disputes.

Section 3 – Agreement Procedures

Mediation, by a certified mediator, can help resolve the dispute as a neutral party to the dispute. The determination of the need of a mediator will be made by the Deacon Body.

ARTICLE ELEVEN

Ordaining, Licensing, and Commissioning

Section 1 – Ordaining and Licensing of Ministers

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Any present member of Fairview Baptist Church, or former member now serving in ministry, who by his calling to preach and teach gives evidence and publicly acknowledges that he is called of God to the work of the ministry, may, by a vote of a simple majority of members present at any church meeting, be ordained or licensed by the church to the ministry.

Careful examination by the Lead Pastor and Ordination Council needs to be exercised. A special service for the specific ordination of a Minister needs to be given to honor God's call on this individual.

Definition of ordained, licensed, and commissioned and the legal, and tax issues should be explained to the candidate during the interview process.

Specific action for this ordination ceremony needs to be described in detail.

A Certificate of License of Ordination needs to be signed and presented at the ceremony.

Section 2 – Ordaining Deacons

Ordination of Deacons is a spiritual ceremony conducted on all first time elected Deacons. Following the election process, multiple candidates can be ordained in the same service. The Lead Pastor shall consult the Deacon Officers in planning this ceremony.

Section 3 – Commissioning Missionaries

Any present member of Fairview Baptist Church that is encouraged by their leadings and convictions to follow a calling by God to the work of missionaries may be commissioned. The church may commission the person to long term or short term missionary related service with a simple majority vote. They will be supported with or without financial support.

ARTICLE TWELVE *Fiscal Responsibilities*

Section 1 – Calendar of Events

The financial year shall begin January 1 and end December 31 of each year.

The church year and membership records shall begin on September 1 and end on August 31 of each year.

Section 2 – Policy and Procedure Manuals

Any policy and procedure manual is a direct reference of the *Bylaws* – a continuation of practice and procedure to carry out the work of the church. A master copy of all manuals shall be kept in the church office and maintained by the Office Manager.

The church shall develop a church operations manual to include church policies and procedures and lines of responsibility in the administration of the church.

Section 3 – Inspection of Records

Every active, resident member shall have the absolute right, at any reasonable time, to inspect all records, reports, and documentation of every kind with exception of personnel records, contribution records, confidential counseling session records, and screened leadership reports.

Members are welcome to inspect all positions of the physical property owned by the church. The Administrative Teams may restrict and limit inspections or establish set timelines for such to be conducted. No records or copies of records (including electronic) should be allowed to leave the viewing area or office.

A copy of the *Articles of Incorporation, Bylaws, and Policies & Procedures* will be maintained in the Church Office for inspection by church members. A copy of the *Bylaws* will be made available to members upon request.

Section 4 – Auditing Procedures

Financial and Child Protection

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See *Article Six, Section Two*, financial auditing schedule to conform to the procedures listed there. *The Auditing Guideline and Procedures Manual* shall be maintained in *The Church Operations Manual*. *The Financial Manual* shall be maintained in *The Church Operations Manual*.

All leadership of children under the age of 18 and employees are to be properly screened at time of enlistment and/or hiring. These records are to be constantly and accurately maintained and described by *The Child Protection Policy Manual*. This manual will be part of *The Church Operations Manual*.

ARTICLE THIRTEEN

Statement on Marriage and Sexuality

We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. Ceremonies that violate this principle shall not be condoned or conducted on any property of Fairview Baptist Church, nor should any such ceremony be conducted by our Pastoral Staff.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of Fairview Baptist Church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by this church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Fairview leaders and members will attempt to be tools of God’s restoration to those who seek God’s mercy and forgiveness.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of this church.

ARTICLE FOURTEEN

Article of Dissolution

If Fairview Baptist Church should ever cease to be a Southern Baptist Congregational-led body of believers and be dissolved, all of its assets remaining after payment of all outstanding debts and obligations, costs, and expenses of such dissolution shall be distributed to *Three Rivers Baptist Association*, a nonprofit organization, operating exclusively for religious purposes, as shall at the time qualify as an exempt organization under Section 501(c)(3) of IRC of 1986 or any regulations succeeding said section. Assets may be distributed only to organizations which agree with this church’s doctrinal statements in the *Articles of Incorporation*.

ARTICLE FIFTEEN

Amendments to the Bylaws

Section 1 – General Procedures

The *Bylaws* will be reviewed at least annually by the Deacon Bylaws Team as assigned yearly by the Deacon Chairman, responsible, in part or whole, for the documents. The team shall consist of at least five (5) members. Any amendments, modifications, or changes should receive unanimous approval by

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the Deacon Bylaws Team empowered to administrate the document and three-fourths approval by the Deacon Body prior to submission to the church congregation for affirmation.

Section 2 – Amendment Styles

Proposed changes to the *Bylaws* from the floor of the church during business meetings should be referred back to the Deacons Bylaws Team.

A “strike through” style of amendment should be followed by ALL CAPITAL LETTERING noting proper change/amendment.

All amended *Bylaws* should have a footnote on every page of the document noting date of last amendment.

Section 3 – Notifications and Review

Any proposed changes must be publically posted for a period of two (2) weeks for the purpose of affirmation by the congregation.

A questions and comments forum needs to be called for the document changes to be visually and audibly presented. Questions would be directed to the Deacon Bylaws Team and the team that is affected.

Section 4 – Amendment Presentation and Vote

A vote should be taken regarding the proposed changes. Amendments to the *Bylaws* shall be by two-thirds vote of church members present.

The voting regarding changes to the *Bylaws* can normally occur at regular business meetings if a proper Questions and Comments Presentation and “reading” have been addressed two (2) weeks prior. Documents are usually considered “active” after the vote for amendment has taken place.

Section 5 – Documentation Distribution

New documents as sections of amended documents need to be made available to the membership. They will be made available to members at the major entrances of the building and at the church office.

Deacon Bylaws Team Members 2023 – 2024:

Craig Burke, Chairman

Ben Caldwell

Tim McCullough

Bryan Sammet

Danny Terry

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Appendix One

Church Documents and Their Descriptions

BIBLE

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. The church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000.

BYLAWS

The purpose of this document is to preserve and secure the principles of our faith and to govern the body in an orderly manner. These *Bylaws* will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches. The Deacons are responsible for maintaining this document and presenting it to the church for approval of corrections and/or revisions as needed.

CHURCH OPERATIONS MANUAL

The purpose of this document is to include church policies and procedures and the lines of responsibility in the administration and ministry of the church.

Parts of the manual are but not limited to:

- Building Use Policy - the Church Staff is responsible for maintaining this document.
- Child Protection Policy - the Church Staff is responsible for maintaining this document with the assistance of the Church Team Leaders.
- Financial Policy - the Finance Team is responsible for maintaining this document.
- Audit Procedures - the Deacons are responsible for maintaining this document.

CHURCH TEAM ORGANIZATIONAL MANUAL

The purpose of this document is to identify and describe the work of the teams and ministries of Fairview Baptist Church. The principle document which lists the church officers, ministries, leaders, and structure is the Church Leadership Report. This document is presented annually to the church for approval. The Pastoral Team is responsible for maintaining this document with the support of the appropriate teams as required and the approval of the Church Team Leaders.

Parts of the manual are and not limited to:

- Nominating Team Guidelines, including Ministry Descriptions. The Church Team Leaders and the Pastoral Staff are responsible for the upkeep of this document.

DEACON MANUAL

The purpose of this document is to set out the procedures for officer election, the appointment of teams, and other procedures necessary for the orderly conduct of Deacon business. The Deacons, with the assistance of the Lead Pastor, are responsible for the upkeep of this document.

Parts of the manual are but not limited to:

- Pastor Search Team Guidelines. The Deacons are responsible for the upkeep of this document.

PERSONNEL MANUAL

The purpose of this document is to include matters related to the calling and employment of persons by Fairview Baptist Church. Job descriptions would be included also. The Personnel Team, with the assistance of the Lead Pastor, is responsible for maintaining this document.