



CONSTITUTION & BYLAWS

Adopted on
January 21, 2024



GLOSSARY

Constitution – A document defining a church’s structures of authority and fundamental principles.¹

Bylaws – A governing document which sets forth the operational rules to support the constitution.²

Elders – A group of both paid and unpaid men who hold the responsibility of shepherding and leading the church under Jesus Christ (See Article 3, Section 2 of BBC’s Bylaws).

Pastors – The term pastor is reserved for paid elders.

Deacons – A group of servants who assist the Elders in meeting the various ministry needs of the church (See Article 3, Section 3 of BBC’s Bylaws).

Corporate Directors – Directors have general management authority over the corporation.³ In their capacity as Directors, they shall have the duties and responsibilities attendant to being Directors, subject however to the limitations set forth in BBC’s Constitution and Bylaws. Per BBC’s Bylaws, one non-staff elder will serve as the President, the Chairman of the Deacons will serve as Vice President, the church clerk will serve as the Secretary, and the church treasurer will serve as the Treasurer of the Corporation.

Committees – Groups responsible for setting BBC policy. Per BBC’s Bylaws, these consist of the Personnel and Finance Committees.

Teams – Groups established for the purpose of serving BBC in a specific manner. Teams may be permitted to set procedure (operations that affect the team) but may not set policy (operations that affect the church body). Per BBC’s Bylaws, teams can be established and dissolved by the Elders and Deacons as needed.

¹ <https://www.9marks.org/article/your-constitution-is-a-theological-document/>

² <https://www.baptistpress.com/resource-library/bpttoolbox/the-big-warning-signs-your-church-bylaws-are-working-against-you-and-not-for-you/>

³ [https://uschurchlaw.com/church-corporations-part-3/#:~:text=Directors%20\(often%20referred%20to%20as,as%20officers%20of%20the%20corporation](https://uschurchlaw.com/church-corporations-part-3/#:~:text=Directors%20(often%20referred%20to%20as,as%20officers%20of%20the%20corporation)



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CONSTITUTION

Preamble

We, the congregation of Brookwood Baptist Church, declare and establish this Constitution to preserve and secure the principles of our faith, and to govern this body in an orderly manner. The Bylaws will preserve the liberties of each individual church member and the freedom of action in this body in its relation to other churches.

Article 1. Name

This body shall be known as Brookwood Baptist Church of Jacksonville, Inc., Onslow County, North Carolina, hereafter, referred to as BBC (A Non-Profit Corp.). This church became incorporated according to the laws of North Carolina on October 19, 1992. The church office is located at 903 Henderson Drive, Jacksonville, North Carolina 28540.

Article 2. Purpose

The purpose of this body shall be:

1. to provide regular opportunities for public worship
2. to sustain the ordinances, doctrines, and ethics as set forth in the New Testament for the Church of our Lord Jesus Christ
3. to nurture its members through a program of Christian discipleship
4. to channel its offerings to the support of the objectives of the Redeemer's kingdom
5. to preach and propagate among all people the gospel of the revelation of God through Jesus Christ as Savior and Lord

Article 3. Statement of Faith and Church Covenant

Section 1 - Statement of Faith

The Holy Bible is the inspired Word of God and is 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 on June 14, 2000.

Section 2 - Church Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body of Christ.

We will seek, therefore, by the aid of the Holy Spirit, to strive for the advancement of this church, in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We will seek to maintain family and private devotions; raise our children in the nurture and admonition of the Lord; and by a pure and loving example to seek the salvation of our family and friends.

We will seek, by Divine aid, to live carefully in the world, denying ungodliness and worldly lusts, and remembering that, as we have been voluntarily buried by baptism and raised again from the symbolic grave, we have a special obligation now to lead a new and holy life.

We will seek to watch over each other in love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We will, when we move from this place, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

Article 4. Church Governance and Relationships

Under Christ, the government of this church shall be congregational in nature, with final authority in all matters being vested in the membership of the church. This authority is normally exercised through the election of officers to govern the church. BBC 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 Baptist churches. Insofar as it is practical, this church will cooperate with and support networks, associations, and conventions that share our common doctrine and goals.

Article 5. Disposition of Church Property

Being organized and incorporated, BBC operates as a non-profit, tax-exempt organization under the United States Internal Revenue Code and in accordance with the Secretary of State of North Carolina.

Section 1 - Division

In the case of organic division of this church, all assets shall belong to those members who abide by this Constitution and Bylaws.

Section 2 - Dissolution

In the event of dissolution of BBC, the assets thereof shall be liquidated and distributed for payment of all outstanding debts and obligations. Remaining assets shall be distributed as recommended by the corporate directors. No assets of the church shall be distributed to any member, officer, or staff of BBC or to any other individual.

Section 3 - Consolidation

Should conditions arise where a consolidation with another church of similar biblical faith is advisable, the Elders shall be authorized by a Three-Fourths Majority Vote of voting members present at a special called Members' Meeting to negotiate the terms of such a consolidation. Should the terms of the negotiation be acceptable, the congregation shall approve the consolidation by a Three-Fourths Majority Vote of voting members present at a Members' Meeting.



BYLAWS

Article 1. Membership

We desire to protect and preserve the purity of the Bride of Christ and uphold scriptural principles of commitment to Christ and to His Church. The following sections define the process for membership at BBC.

Section 1 - Membership Candidates

- A. *Qualifications* - Candidates for membership at BBC should be believers in Jesus Christ and provide evidence of true repentance and regeneration. They must have experienced believer's baptism by immersion (except under special circumstances as determined by the Elders) and must affirm BBC's Statement of Faith and Church Covenant (See Constitution, Article 3). The Elders shall be responsible for determining each person's qualification for membership.
- B. *Dual Membership* - Those who meet the above-mentioned qualifications for membership and express the need to maintain dual membership at another church, may be allowed to serve as fully functioning members of this fellowship upon the recommendation of the Elders. The termination of dual membership as a disciplinary measure shall be as it is for other members (See Article 1, Section 4), with the exception that the Elders shall notify the pastor or elders of the individual's home church of the termination. This membership shall be normally terminated immediately upon the individual moving away from the area.

Section 2 - Membership Process

The following steps shall be necessary for candidates to become members of BBC:

- A. *Membership Class* - Candidates shall be required to attend one of our regularly offered membership classes. These classes shall provide teaching on: (1) BBC's mission, values, and Statement of Faith, (2) the scriptural principles of commitment to the body of Christ, and (3) BBC's principles of government and ministry.

- B. *Elder Interview* - After completing the membership class, candidates shall be interviewed by at least two of the elders to assess the candidates' personal testimonies, determine the integrity of their faith, and discuss their desire to be committed to BBC. As part of this process, they shall also be required to affirm BBC's Statement of Faith, Constitution, and Bylaws. If a member leaves BBC in good standing and later wishes to return to membership at BBC, the process shall begin with an elder interview.
- C. *Church Vote* - Upon completion of a membership class and elder interview, qualified candidates shall be recommended to the church for membership during a Members' Meeting. The Elders shall make this recommendation and the church shall vote to receive the candidates into membership by a Two-Thirds Majority Vote of voting members present at the meeting.
- D. *Public Recognition of New Members* - New members shall be presented to the church.

Section 3 - Membership Responsibilities

Each member shall be expected to fulfill the following responsibilities:

1. to participate in and contribute to the ministry and life of the church, and to do so in a manner consistent with God's leading and with the time, gifts, and material resources each has received
2. to abide by the BBC Covenant, Constitution, and Bylaws
3. to attend regular Members' Meetings
4. to vote (limited to those 18 years old or older) on the annual church budget, the disposition of all (or substantially all) of the assets of the church, property acquisition, amendments to the Constitution, Bylaws, and Church Covenant, church membership additions/removals, and the election of church officers

Section 4 - Membership Termination

Members shall be removed from the church roll:

1. upon their death
2. through membership transfer to another church
3. by their own request, when they are in good standing
4. by a Two-Thirds Majority Vote of voting members present at a Members' Meeting upon the recommendation of the Elders for church discipline when a member's conduct or confession is inconsistent with being a follower of Jesus Christ as defined by the Scriptures and Church Covenant (Article 1, Section 5 explains the purpose and process of church discipline)
5. by a Two-Thirds Majority Vote of voting members present at a Members' Meeting upon the recommendation of the Elders after a member has moved from the area (at the discretion of the Elders, exceptions may be made for extenuating circumstances, such as military service)

Section 5. Church Discipline and Restoration

- A. *Purpose* - The purpose of church discipline at BBC is to glorify God:
1. by maintaining purity in the church (1 Corinthians 5:6)
 2. by protecting believers by deterring sin (1 Timothy 5:20)
 3. by promoting the spiritual welfare of the offending believer by calling him to be reconciled to God and to the church (Galatians 6:1)
- B. *Process* - Members of the church who stray from biblical doctrine or conduct shall be subject to the process of church discipline and restoration found in Matthew 18:15-17. It shall be the responsibility of the Elders to follow through on the action of church discipline and to bring any recommendations concerning individual members before the church. The process shall be as follows:
1. An initial, private, one-on-one admonition shall be provided by another member of the congregation who has personal knowledge of ongoing improper Christian conduct.
 2. If the initial admonition does not reveal the accusation to be false, or does not result in repentance and restoration, a second admonition in the presence of one or more elders shall take place.
 3. If both the initial and second admonitions do not result in repentance and restoration, there shall be a call for public correction before the gathered church at a Members' Meeting. If this also fails, then the member shall be (1) publicly admonished, (2) removed from leadership positions, and/or (3) expelled from fellowship with his membership being terminated by a Two-Thirds Majority Vote of voting members present at a Members' Meeting.
 4. A reasonable effort shall be made to secure a private resolution of personal offense in the hope that such public censure by the church will not be required.
 5. If, along the way, the accused repents and makes any appropriate restitution, restoration will be considered accomplished.
 6. If, after having been dismissed through church discipline, an individual becomes repentant, publicly confesses his previous wrongdoing, and makes any appropriate restitution, the church shall consider the sin to be dealt with, the offense removed, and the disciplinary process ended. Afterwards, the individual may request to have his membership reinstated, upon the recommendation of the Elders and congregational approval by a Two-Thirds Majority Vote of voting members present at a Members' Meeting.

Section 6 - Mediation

Members of BBC believe the scriptures teach in Matthew 18:15-17 and in 1 Corinthians 6:1-8 that every effort must be made to live in peace with one another and to privately resolve disputes, disagreements, and conflicts among church members and/or staff. Mediation could be a means to resolve a dispute. Only as a last resort shall a dispute be made public to the church.

Article 2. Meetings

Section 1 - Corporate Worship

This church shall meet every Sunday (the Lord's Day).

Section 2 - Members' Meetings

Members' Meetings shall be held in the times, in the manner, and with the purposes set forth below:

1. In every meeting, members shall act in a spirit of mutual trust, openness, and loving consideration, which is appropriate within the body of our Lord and Savior Jesus Christ.
2. The church shall hold Quarterly Members' Meetings (normally in February, May, August, and November) for the purpose of conducting church business.
3. An annual Members' Meeting shall be held in August, prior to the start of the fiscal year, for the church to adopt an annual budget for the following year and to conduct any other business deemed appropriate by the Elders.
4. Notification of Members' Meetings shall be provided by one or more of the following methods:
 - a. Written materials distributed at corporate worship gatherings
 - b. Verbal announcement at corporate worship gatherings
 - c. Electronic communication via phone call, email, or text messaging
 - d. First-Class letter to members
5. Members shall be notified no less than two weeks prior to a Members' Meeting.
6. No business except routine reports from the various organizations of the church shall be conducted without a quorum of no less than 40 bona fide members of the church present.
7. On any matter that is brought to a vote, a Two-Thirds Majority Vote of voting members present is needed unless otherwise specified in these Bylaws.
8. A non-elder member shall be appointed by the Elders to serve as moderator and preside over all Members' Meetings of the church.

Section 3 - Special Called Members' Meetings

A special Members' Meeting of the church may be called at any time by the Elders, or at the written request of at least 5 percent of the church's membership. In the event of a satisfactorily written request from the members of the church, the Elders shall call a special Members' Meeting to be held within one month of receiving the request.

Section 4 - Voting

- A. *Voting Rights* - Every member (18 years or older) of the church is entitled to vote in all elections and on all questions submitted to the church at Members' Meetings, provided the member is present at the meeting. There shall be no provision for absentee or proxy ballots.
- B. *Voting Procedure* - Unless a member requests a ballot or roll call vote during a Members' Meeting or unless it has been established prior to the meeting having been called to order, votes shall be taken by the raising of hands, and the final decision of the vote shall be determined by the moderator. This decision shall be announced to the members assembled and recorded in the meeting notes.

Article 3. Church Officers

Section 1 - Summary

The biblical offices of the church are elders and deacons. Scripture indicates that the responsibility for shepherding and leading the church under Jesus Christ belongs to the Elders. In this fashion, it is best to understand BBC as an elder-led church and not an elder-ruled church. Deacons are servants and help assist the Elders in meeting the various ministry needs of the church. In addition, our church recognizes the administrative positions of clerk and treasurer as stated in these Bylaws. All officers must be members of this church prior to assuming their responsibilities.

Section 2 - Elders

A. Elder Qualifications

Elders and nominees for elders shall meet the qualifications and standards prescribed for their office. They shall endeavor, by God's grace, to live and serve in full conformity to the standards found in 1 Timothy 3:1-7; Hebrews 13:17; 1 Peter 5:1-3; and Titus 1:5-9.

B. Elder Responsibilities

The Elders shall take particular responsibility:

1. to examine and instruct prospective members
2. to examine and recommend all prospective candidates for offices and positions
3. to oversee the work of the Deacons and appointed church agents, committees, and teams
4. to conduct worship services
5. to administer the ordinances of baptism and communion
6. to equip the membership for the work of the ministry
7. to encourage sound doctrine and practice
8. to admonish and correct error
9. to oversee the process of church discipline

10. to coordinate and promote the ministries of the church
11. to mobilize the church for world missions and the establishment of new churches
12. to ensure that all who minister the Word to the congregation (including guest speakers) share BBC's fundamental convictions

C. *Elder Organization*

1. The Elders shall normally be comprised of no less than two men who meet the biblical qualifications and shall include both staff and non-staff elders.
2. Those who serve as elders shall be equal in authority but may be specialized in function.
3. Only men shall serve as elders. (1 Timothy 2:11-15).
4. No elder shall hold the office of deacon during his tenure.
5. Elders' Meetings shall be held at least once a month.
6. The senior pastor shall serve as chairman of the Elders' Meetings and will annually elect a vice-chairman from among the non-staff elders.
7. In compliance with the nonprofit corporation laws of North Carolina, the Elders shall elect one of the non-staff elders to serve as the president of the corporation and as a corporate director.
8. There must be consensus among the Elders before submitting matters to a congregational vote.
9. The Elders may establish ministry positions (paid and non-paid), committees, and teams to assist them in fulfilling their responsibilities.
10. The senior pastor shall serve as the supervisor for the staff.
11. The Elders shall have primary responsibility for the employment, supervision, and evaluation of staff members. The outworking of this responsibility may, on a case-by-case basis, be delegated to the Personnel Committee.
12. Should a church member desire to add an item to the agenda of an Elders' Meeting, he or she shall make that request in writing at least two weeks prior to the meeting.

D. *Elder Selection*

The elder selection process shall be as follows:

1. The current elders shall provide the congregation with biblical teaching concerning the tasks and qualifications of elders.
2. The congregation shall submit to the current elders a list of those who they believe meet the biblical qualifications for such an office.
3. The nominees shall perform extensive self-evaluation based upon the scriptural teaching concerning elders.
4. The Elders shall interview those nominees who remain in the process following the self-evaluation.
5. The nominees shall complete a doctrinal evaluation and interview with the current elders.
6. After reaching a unanimous consensus, the Elders shall recommend to the congregation the nominees who they feel best fulfill the biblical requirements for elders.
7. The congregation shall then evaluate the recommended nominees. Any concerns shall be taken up first with the nominee in question, and then with the current elders.

8. The congregation shall then vote on the nominees, who may be elected to the office of elder by a Three-Fourths Majority Vote of voting members present at a Members' Meeting.

E. *Elder Tenure*

1. The church shall recognize men gifted and willing to serve in this office in accordance with the provisions of the Bylaws. These men shall be received as gifts of Christ to His Church and set apart as elders. This recognition shall be reaffirmed by the church triennially. With exception to senior or staff pastor(s), after an elder has served two consecutive three-year terms, he must rotate off for at least one year before being re-elected to serve as an elder.
2. An elder's term of office may be terminated by resignation or dismissal.
3. Any member with reason to believe that an elder should be dismissed due to disqualifying sin should express such concern to the Elders and, if need be, only afterwards, to the congregation. Any such action shall be done in accordance with the instruction of Matthew 18:15-17 and 1 Timothy 5:17-21. Once it has been decided that the accusation is credible, the elder in question shall be suspended from fulfilling any church related responsibilities until the process of investigation and/or church discipline has been completed.
4. The dismissal of an elder requires the unanimous consent of the remaining, active elders.
5. Following the unanimous consent of the Elders, a congregational vote shall be held at a special called Members' Meeting. The dismissal of an elder requires a Three-Fourths Majority Vote of voting members present at the meeting.
6. Should an elder be dismissed for an issue related to unrepentant sin, the process for church discipline shall be pursued in accordance with these Bylaws.

Section 3 - Deacons

A. *Deacon Qualifications*

Deacons and nominees for deacons shall be men and women who are members in good standing, who demonstrate godly character, and who possess particular gifts of service. They shall exemplify the godly characteristics prescribed for their office found in 1 Timothy 3:8-12.

B. *Deacon Responsibilities*

The Deacons shall take particular responsibility:

1. to promote the unity of the body by assisting the Elders in tasks deemed necessary for advancing the mission of the local church
2. to maintain a list of members and provide care for the needs of widows/widowers, homebound members, and others needing special or specific care
3. to form and lead teams to assist in essential functions of the church, such as, maintaining facilities, caring for those experiencing death or loss, demonstrating hospitality, and gathering tithes and offerings
4. to administer the Benevolence Fund to assist the poor and needy and to provide aid in times of crises or distress

5. to assist in administering the ordinances of the Gospel
6. to maintain an up-to-date Operations Manual that provides policies for all matters related to the use of the church's property, facilities, and equipment

C. *Deacon Organization*

1. The number of deacons shall be determined by the needs of the church and the call and qualification of church members to the office. The goal should be to have at least 1 deacon for every 25 members of the church.
2. The Deacons shall appoint a chairman, vice-chairman, and secretary from among their members to keep a permanent record of their meetings. They shall report regularly to the church at Members' Meetings.
3. In compliance with the nonprofit corporation laws of North Carolina, the chairman of the Deacons shall serve as the vice-president of the corporation and as a corporate director.

D. *Deacon Selection*

The deacon selection process shall be as follows:

1. The congregation (including elders and deacons) shall recommend candidates for the office of deacon to the current elders and deacons.
2. The nominees shall perform extensive self-evaluation based upon the scriptural teaching concerning deacons.
3. The current elders and deacons shall interview those nominees who remain in the process following self-evaluation.
4. The Deacons shall come to a consensus on the deacon nominee(s) they feel best fulfill the biblical requirements and the present need.
5. Upon elder recommendation and a Two-Thirds Majority Vote of voting members present at a Members' Meeting, these candidates will be commissioned to the office of deacon through prayer and the laying on of hands.

E. *Deacon Tenure*

1. Deacons shall serve a three-year term, with an optional one-year term should the need arise and if the congregation approves. A mandatory year off will be required before consideration for a new three-year term.
2. Deacons can resign their office at any time if they find they are no longer able to discharge the duties of the office.
3. Should the Elders or the congregation find reason to believe that a deacon no longer meets the biblical qualifications for such office, he or she may be dismissed by recommendation of the Elders and a Two-Thirds Majority Vote of voting members present at a Members' Meeting.
4. Any member(s) with reason to believe that a deacon should be dismissed due to disqualifying sin shall express such concern first to the deacon in question, then to the Elders, and afterward, if need be, to the congregation. Any such action shall be done in accordance with the instruction of Matthew 18:15-17 and other relevant biblical texts.

5. Should a deacon be dismissed for an issue related to unrepentant sin, the process of church discipline would be pursued in accordance with these Bylaws.

Section 4 - Clerk

- A. The church clerk and assistant clerk(s) shall be nominated annually by the Elders and approved by a Two-Thirds Majority Vote of voting members present at a Members' Meeting. In the absence or incapacity of the clerk, the assistant clerk shall perform the duties of the church clerk.
- B. The church clerk shall be responsible for:
 1. recording the minutes of all Members' Meetings of the church (the church minutes are the property of the church and must be kept at the church)
 2. preserving an accurate roll of the church's membership
 3. rendering reports as requested by the Elders or the church
 4. ensuring that copies of the most recent revision of this Constitution and Bylaws shall be available for all church members
 5. serving as the secretary of the corporation and as a corporate director, in compliance with the nonprofit corporation laws of the state of North Carolina

Section 5 - Treasurer

- A. The church treasurer and assistant treasurer(s) shall be nominated annually by the Elders and approved by a Two-Thirds Majority Vote of voting members present at a Members' Meeting. Nominees for these positions shall not be an active elder, an active deacon, or a paid church staff member. In the absence or incapacity of the treasurer, the assistant treasurer shall perform the duties of the church treasurer. The assistant treasurer may also assist the church treasurer as needed.
- B. The church treasurer shall be responsible for:
 1. giving oversight to the receiving and disbursement of monies
 2. examining supporting data for all check requests, electronic payments, and bank disbursements/withdrawals in accordance with financial policies and procedures and filing such requests with the church accountant/financial secretary until audited
 3. signing all banking documents
 4. serving as the treasurer of the corporation and as a corporate director, in compliance with the nonprofit corporation laws of the state of North Carolina

Article 4. Church Staff

Section 1 - Pastoral Staff

All pastoral staff shall serve as elders and meet the biblical qualifications (See Article 3, Section 2, A). The hiring of pastoral staff shall require the unanimous consent of the Elders (with assistance from the Personnel Committee) and shall be subject to congregational affirmation by a Three-Fourths Majority Vote of voting members present at a Members' Meeting. The dismissal of a pastoral staff member shall require the unanimous consent of all the remaining, active elders (with assistance from the Personnel Committee) and shall be subject to congregational affirmation by a Three-Fourths Majority Vote of voting members present at the next Members' Meeting (Article 3, Section 2, Part E).

Section 2 - Ministerial Staff

All ministerial staff shall meet the biblical qualifications for deacons (See Article 3, Section 3, A). The hiring of ministerial staff shall require the unanimous consent of the Elders (with assistance from the Personnel Committee) and be subject to congregational affirmation by a Two-Thirds Majority Vote of voting members present at a Members' Meeting. The dismissal of ministerial staff shall be the responsibility of the Elders (with assistance from the Personnel Committee).

Section 3 - Support Staff

All support staff shall meet the biblical qualifications for deacons (See Article 3, Section 3, A). The hiring and dismissal of support staff shall be the responsibility of the Elders (with assistance from the Personnel Committee).

Section 4 - Senior Pastor Search Process

In the event of a vacancy in the office of senior pastor, the Elders, after they have first requested and listened to input from the congregation, shall conduct a search for an acceptable candidate to present to the congregation. The Elders may choose to delegate some of the responsibility to the Personnel Committee. Should one of the existing elders be under consideration for the office, that elder shall excuse himself from the pastor search process for as long as he is under consideration. Once a candidate is chosen by unanimous consent of the Elders, they shall present him to the congregation for a vote. The extension of a call shall be made upon congregational affirmation by a Three-Fourths Majority Vote of voting members present at a Members' Meeting.

Article 5. Committees

Section 1 - Finance Committee

- A. The Finance Committee shall consist of five (5) members-at-large who are nominated by the Elders and affirmed by a Two-Thirds Majority Vote of voting members present at the August Members' Meeting. In addition, the treasurer and an elder shall serve as voting ex-officio members.
- B. The Finance Committee shall develop and oversee the Financial Policies that safeguard the financial resources of the church. All policies shall be approved by a majority vote of the Finance Committee and are subject to the oversight of the Elders. A copy of the Financial Policies will be made available to church members upon request and kept with the Financial Secretary.
- C. The Finance Committee shall be responsible for:
 - 1. giving oversight to the receiving and disbursement of monies
 - 2. planning, preparing, and presenting the annual budget to the Elders for initial approval (the Elders shall make the annual budget recommendation for final church approval)
 - 3. ensuring the proposed annual budget is presented to the congregation 14 days prior to the August Members' Meeting
 - 4. evaluating ongoing budget needs and making recommendations to the Elders
 - 5. performing and supervising all accounting functions necessary for the oversight and processing of all revenue and expenses from all sources and ministries of the church
 - 6. auditing the financial records of the church
 - 7. training the head teller
 - 8. signing and executing all vendor and service contracts according to the financial policies

Section 2 - Personnel Committee

- A. The Personnel Committee shall consist of four (4) members-at-large who are nominated by the Elders and affirmed by a Two-Thirds Majority Vote of voting members present at the August Members' Meeting. In addition, an elder shall serve as a voting ex-officio member.
- B. The Personnel Committee shall develop and oversee the Personnel Policies and Employment Handbook that establishes safe and fair treatment of staff. All policies approved by a majority vote of the Personnel Committee are subject to the oversight of the Elders. A copy of the Personnel Policies and Employment Handbook will be made available to members upon request.
- C. The Personnel Committee shall be responsible for:
 - 1. assisting the Elders in the hiring and dismissal of all church staff (See Article 4)

2. recommending to the Finance Committee any monetary adjustments in consultation with the Elders
3. recommending to the Elders any church staff recognitions
4. maintaining up-to-date job descriptions in compliance with Personnel Policies and Employment Handbook (the scope and approval of all job descriptions will reside with the Elders)

Article 6. Licensing, Ordination, and Commissioning

Section 1 - Licensing

When a member feels the call to the ministry, he should make that known to the Elders for consideration. Upon the recommendation of the Elders, the church, by a Two-Thirds Majority Vote of voting members present at a Members' Meeting, may license him as an acknowledgment of his call to the ministry and an encouragement for him to make preparation for a life of ministry. The Elders may furnish the member with a copy of the minutes or a certificate of license as his credentials. It is understood that the performance of civil duties by the member shall be governed by state law and he shall be recognized as a "minister for tax purposes" by the IRS.

Section 2 - Ordination

- A. If a church of like faith and order calls a member of this church as a minister of the gospel, and if he possesses the scriptural qualifications for gospel ministry, the church may, upon the request of the candidate and approval of the Elders, ordain him to the Gospel Ministry. It is understood that the performance of civil duties by the member shall be governed by state law and he shall be recognized as a "minister for tax purposes" by the IRS.
- B. If the church, by a Two-Thirds Majority Vote of voting members present at a Members' Meeting, chooses to ordain such a member, the Elders shall promptly arrange for an Ordaining Council. This Ordaining Council shall be made up of the Elders and may include up to three other ordained ministers of like faith and order. This Ordaining Council shall examine the candidate and report its findings to the church. If the candidate is approved by the Ordaining Council, the church shall endorse the council's actions and proceed with the ordination.

Section 3 - Commissioning

Any member of the church, who by his or her leadings and convictions of the Holy Spirit feels the call of God to the work of missions (either foreign or domestic), should communicate such convictions to the Elders for consideration. Upon the recommendation of the Elders and the approval of the church by a Two-Thirds Majority Vote of voting members present at a Members' Meeting, the member may be commissioned by the church to missionary related service.

Article 7. Adoption and Amendments

Section 1- Summary

The adoption of this Constitution and Bylaws shall affect a repeal of all previously adopted rules in conflict herewith.

Section 2 - General Procedures

This Constitution and Bylaws may be amended, altered, or repealed by the following process:

1. Any member may submit a written request to the Elders for review. The proposed amendments, changes, and/or alterations must state the Article(s), Section(s), and Item Number(s), along with the rationale for the request.
2. Each properly submitted request shall be reviewed by the Elders and, if agreed upon, the proposed changes shall be submitted to the congregation for consideration and vote.
3. The Elders may present proposed changes at a regularly scheduled or special called Members' Meeting, provided a written report of the proposed changes has been made available to the church at least thirty (30) days prior to the scheduled meeting.
4. A Two-Thirds Majority Vote of voting members present at the Members' Meeting is required to approve any proposed changes to the Constitution and Bylaws.