

Bylaws

Article I – Membership

Section 1. General

The membership of this church shall consist of persons who have made a public profession of their faith in Christ as Savior and Lord, who desire to be numbered among His disciples, who are in agreement with and subscribe to the faith and practices of this church, who have experienced baptism in the church or in a church of like faith and order; and who shall have been received into its fellowship by vote of the congregation.

The church has the sole right to determine qualifications for membership and to discipline its members by reproof, rebuke, or exclusion from fellowship.

Section 2. Candidacy

Any person may apply for membership in this church in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist church of like faith and order.
3. By statement of prior conversion experience and baptism in a church of like faith and order when no letter is obtainable.
4. By Watchcare. A person may join by Watchcare who is a member of another church of like faith and order. Watchcare membership is intended for those who are in the area temporarily (college, work, etc.) It allows them to retain membership in their home church and also allows them to serve at Second Baptist Church as we watch and care for them while they are in the area. Watchcare members may serve on ministry teams and may assist in other church activities. They may not serve on the Church's operating committees, nor may they vote during business meetings.

Candidates who complete current requirements for membership shall be presented to the church for vote at any regular business meeting. Should there be any dissenting vote as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those church members present and voting shall be required to elect such candidates to membership.

Section 3. New Member Orientation

The church shall offer a class covering the church's mission, beliefs, ministries, organization, and the expectations of its members. Each candidate for membership shall complete this class before being voted on for membership. Others may attend this class if they desire.

Section 4. Voting Rights of Members

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided this member is present.

Section 5. Termination of Membership

Membership shall be terminated in the following ways: (1) death, (2) transfer of membership to another Baptist church of like faith and order, (3) removal from membership in the event the member unites with a church of another denomination or faith, (4) removal from membership by the person's written request, (5) exclusion by action of this church for conduct not in keeping with its spirit and order, and such action only after faithful efforts have been taken to restore the offending member.

Section 6. Discipline

- A. Second Baptist Church shall emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff and deacons are available for counsel and guidance. Redemption rather than punishment should be the guidelines which govern the attitude of one member toward another.
- B. Should any member become an offense to the church or its good name by reason of immoral conduct, unchristian acts, persistent breach of the church's covenant or advocating doctrine out of harmony with the church, then faithful efforts shall be made to bring such member to repentance and restoration. In the event these are not obtained, the member may be dismissed from the church. Finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a three-fourths vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer a member of the church.
- C. Any person whose membership has been terminated by church exclusion may request to be restored to membership by a three-fourths vote of the church upon evidence of repentance and reformation.

Article II – Scriptural Officers

All church officers must be members of the church. The officers of this church shall be as follows:

Section 1. Senior Pastor

This section applies only to the one person designated as the pastor of the church.

- A. Duties. The duties of the pastor shall be to give special attention to the spiritual needs of the members; to strive to win the lost; to preach at regular worship services; to administer the ordinances of the New Testament. He may participate as a non-voting member of all committees and teams of the church.
- B. Qualification. The pastor shall be a minister of sound faith and good report. He shall be a person who feels a definite call to the ministry and has demonstrated leadership ability. The pastor shall believe in and practice Biblical stewardship through the local church.
- C. Term of Office. When a pastor is called, he shall serve continuously until the relationship is terminated by mutual consent, by his request or by the church's request. Both the pastor and the church shall seek at all times to follow the will of God and the leadership of the Holy Spirit.

D. Pastoral Absences.

1. Vacation and revivals. The pastor shall be authorized to be away from the church field for a minimum of two weeks per year for vacation/ In addition he shall have two weeks per year for revivals. He shall be paid his normal salary during these periods. All vacation and revival leaves for the pastor will require church action and may be combined provided that the pastor will not be away from the church field for more than two Sundays at one time.
2. Other absences. All other absences shall be authorized by current church policy or shall require church action and approval.

E. Supply. In the absence of the pastor due to illness, the deacons with consent of the pastor shall supply a replacement until his recovery. When the pastor is absent for vacation or for up to two weeks of revivals, the pastor shall arrange for supply at the expense of the church. When the pastor is away from the church for more than two weeks of revivals he shall provide his own replacements at his own expense. Any supply provided will be a member in good standing of a Southern Baptist church of like faith and order.

F. Calling the Pastor

1. Election of a Pastor Search Team. Upon the vacancy of the position of the pastor, the church in business session shall elect a Pastor Search Team. This team shall be balanced with men and women, 18 years and up who represent all the ages of the congregation. Nominations for this team shall come from the church members during a designated period of time. Ministerial staff and their immediate families (husband, wife and children) and support staff shall be exempt from the Pastor Search Team. At most one person from an immediate family group shall serve on the team. The Nominating Committee shall verify candidates and publish the slate of those willing to serve within one week after nominations close. The church shall have at least one week to review the slate before an election, which shall be by written ballot.
2. General Guidelines. In seeking a pastor, the team will follow the leadership of the Holy Spirit and the guidelines found in 1 Timothy 3:1-7 and Titus 1:1-9. The team will give a progress report to the church at each regular business meeting. Ideally, the team will personally hear the candidate preach and the team will interview him before recommending him to the church. Proposed salary and benefits shall be made in consultation with the Stewardship Committee and shall be made available to church members at least one week in advance of any voting.

G. Voting Procedure. The team will bring for consideration to the church only one candidate at a time, and their recommendation shall constitute a nomination. The nomination shall include his proposed salary and all benefits. After the prospective pastor has been heard by the church, the church shall vote on the following Sunday morning by secret ballot. An affirmative vote of 90% of the members present and voting is required to call a pastor. Absentee voting is not permitted.

H. Interim Pastor. When the position of pastor is vacant the church may choose to call an interim pastor to serve until a senior pastor can be called. The Personnel Committee shall select and recommend to the church a suitable candidate. Salary and responsibilities shall be determined by joint action of the Personnel Committee in consultation with the Stewardship Committee and the approval of the church. Proposed salary and benefits shall be made in consultation with the Stewardship Committee and shall be made available to church members at least one week in advance of any voting. The vote to call an interim pastor shall be made at a regular or special business meeting. The vote shall be by secret ballot. An affirmative vote of more than 70% of the members present and voting shall constitute the call. When an interim pastor is deemed

unnecessary, the Personnel Committee shall be responsible for supplying the pulpit vacancy each Sunday.

I. Termination of the Pastor:

The pastor may be terminated in any of the following ways.

1. By death or by a mental or physical disability which prohibits the pastor from carrying out his responsibilities.
2. By resignation with a written notice presented to the church at least two weeks in advance. The church may, but it is not obligated to, provide a severance package.
3. By vote of the congregation. No proposal to terminate the pastor shall be considered by the congregation without first a written petition signed by no less than 60 resident church members requesting the pastor's termination be presented to the church clerk during a regular business meeting. A special business meeting to discuss and vote on the petition four weeks from the date the petition is presented and will be held on a Sunday. A two-week public notice must be given before the special business meeting is held. The moderator of this meeting shall be the chairman of the deacons or the vice chairman of the deacons in his absence. If both are absent the church clerk will call the meeting to order and the church will elect a moderator. The vote to terminate the pastor shall be by secret ballot with an affirmative vote of two-thirds of the members present and voting necessary to approve the petition. Except in instances of gross misconduct, the church will compensate the pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate. The Pastor shall be paid his regular salary according to his regular pay schedule until any agreed obligation by the church is met.

Section 2. Deacons

Deacons shall serve in a rotational system. Each year the term of one-third of the deacons shall expire, and the church shall hold an election to fill vacancies. Additional deacons may be elected as the church size warrants. In case of death or removal or incapacity to serve, the church may elect a deacon to fill the unexpired term. After completing a three-year term, a deacon shall be eligible for reelection only after the lapse of at least one year. There shall be no obligation to activate one who has been a deacon in another church, but if elected to serve as a deacon, previous ordination by another church of like faith and order shall suffice for this church.

A. Duties (Acts 6:1-7, 1 Timothy 3:8-13)

1. Support the pastor. A deacon is expected to pray for, encourage, support, and help the pastor in every way. The deacon is an extension of the pastor, serving the church and community, freeing the pastor to study, pray and minister the Word.
2. Help meet physical needs. A deacon is expected to help with physical needs that arise from within the congregation and the community.
3. Help meet spiritual needs. A deacon is expected to be evangelistic in word and deed.
4. Support the church. A deacon is expected to set a good example in stewardship and attendance.
5. Assist in serving the Lord's Supper.

B. Qualifications.

1. A deacon shall possess the spiritual qualities as set forth in the New Testament: I Timothy 3:8-13; Acts 6:3.
2. A deacon shall have been a member of this church for at least 12 months. A deacon should

support and promote the church's activities and be willing to assume the duties in paragraph A above.

C. Nomination and Election of Deacons

1. The church's Nominating Committee will request nominations for deacons from the congregation in April of each year.
2. The Nominating Committee shall contact nominees who have previously served this church as deacons to ascertain their willingness to have their name submitted for reelection.
3. Other nominees will be interviewed by a committee comprised of the pastor and two deacons. Names of nominees who are eligible and willing to serve as deacons will be given to the Nominating Committee.
4. The Nominating Committee in consultation with the pastor will present a list of candidates for election by the church. The election will be held in the October business meeting.

D. Ordination. The church shall ordain those elected as deacons who have not been previously ordained as deacons.

E. Deacon Resignation and Removal. A deacon vacancy occurs whenever a deacon chooses to vacate the position for health or other reasons, or the deacon is absent from six consecutive deacon's meetings, or the church votes to vacate the position. In the event of a deacon vacancy, the Nominating Committee shall consult with the chairman of the deacons as to whether or not the position can remain vacant until the following October. If not, the Nominating Committee shall identify appropriate candidates and present a list of candidates for election by the church.

F. Deacon Emeritus. Any deacon who has served faithfully, but is no longer able to serve because of age or health may be designated by church vote to be called a deacon emeritus.

Article III – Church Ministerial Staff

This church shall call or employ such staff members as the church shall need. A job description shall be written by the Personnel Committee when the need for staff members is determined. Vocational staff members other than the pastor shall be recommended to the church by the Personnel Committee and the pastor and employed by church action. In addition to the job descriptions which will be determined and made a part of the Church Operations Manual, all church staff position will work under the leadership of the pastor, in cooperation with the Personnel Committee, and will include general administrative duties as assigned .

Section 1. Minister of Education

The Minister of Education shall be responsible for the educational program of the church as it relates to the total church program through its organizations. When there is a paid staff member in charge of a particular program, he will work cooperatively to accomplish his job description.

Section 2. Minister of Youth

The Minister of Youth shall have primary responsibility for directing the ongoing youth programs (grades 7-12) of the church. Said programs, both spiritual and social, will be independent of the ongoing organizational programs with the understanding that the programs will work together cooperatively for the overall benefit of the youth of the church.

Section 3. Minister of Music

The Minister of Music shall be responsible for providing worshipful music for all services of the church, and shall have general supervision and direction of the music. He shall seek to develop an appreciation of music in the church membership and shall work with all departments of the church in

the development of musical talent. He shall direct the choir in its practices and in its public program and the order of the worship services.

Section 4. Children's Director

The Children's Director shall have primary responsibility for directing the ongoing children programs (birth-6th grade) of the church. Said programs, both spiritual and social, will be independent of the ongoing organizational programs with the understanding that the programs will work together cooperatively for the overall benefit of the children of the church.

Article IV – Non-Ministerial Church Staff

Non-ministerial staff members shall be employed as the church determines the need for their services. The Church Personnel Committee shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be, as appropriate, with the consultation of related committees and/or staff of the church.

Section 1. Office Manager/Financial Secretary

The office manager shall be responsible for all duties which relate to the efficient operation of the church office, and will work directly under the supervision of the pastor. In addition, the secretary will be responsible to the Stewardship Committee for posting the church member contributions, for payroll, and for financial accountability to the church. The Financial Secretary will work with the Stewardship Committee on all matters of the church's budget planning, expenditures, and reporting.

It shall be the duty of the Financial Secretary to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Financial Secretary to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The Financial Secretary shall keep records of contribution in accordance with current Internal Revenue Service code and church polity.

The Financial Secretary shall be bonded.

Section 2. Church Custodian

The church custodian is responsible for the general cleaning and care of the interior of all buildings, and shall be responsible to the pastor and Building & Grounds Committee.

Section 3. Other Paid Staff

Other staff persons as needed to assist the ministries of Second Baptist Church will be elected by the church using established guidelines. Their titles and job descriptions will be written and revised by the Personnel Committee.

Article V – Church Officers

The Church Officers shall be those listed below. Their term of office shall be the calendar year. The church officers shall be nominated by the Nominating Committee, and elected by the church. Specific job descriptions are outlined in the Church Operations Manual.

Section 1. Church Moderator

The moderator shall be the pastor. In the absence of the pastor, the chairman of the deacons shall preside or, in his absence, the vice chairman of the deacons shall preside, or in the absence of both, the clerk shall call the church to order and an acting moderator shall be elected.

Section 2. Church Clerk

The clerk shall serve as recorder for all church business meetings, and shall arrange for legal notice of all meetings where such notice is needed. The clerk shall coordinate with the office manager to compile church records and prepare the annual church letter. They shall keep a register of all members, with dates of admission, dismissal, death and baptism, issuing and receiving correspondence in reference to all transfers of membership.

Section 3. Church Treasurer

The Church Treasurer shall review and approve all deposits and expenses monthly. In the absence of the Financial Secretary the Church Treasurer will present the financial report. The Church Treasurer shall cosign any check which requires dual signature by church policy.

All financial reports shall be audited every 2 years by an auditing committee or public accountant. The treasurer shall be bonded.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

Section 4. Church Media Center Librarian

The Media Center Librarian, with the assistance of the Library Committee, shall be responsible for purchasing, cataloging and checking out materials and for planning, promoting, and administering the use of the Church Library and Media Center.

Section 5. Church Trustees

Three or more Trustees elected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the Trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of Trustees are required. Trustees shall serve on a rotating basis for three years, with one new Trustee being elected each year.

Section 6. Associational Board Member

The Associational Board Member shall have the responsibility of representing the church in all matters of associational business.

Article VI – Program Organizations

Program Organizations are established in the church to aid it in the accomplishment of its objectives as outlined in Article II of the Constitution of the church, and no program will be established which does not meet this requirement.

All program organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is encouraged to participate in all organizations, and his leadership is to be recognized in them. Program policies, procedures, organizational structures, and specific job descriptions for all organizations will be outlined in the Church Operations Manual.

Section 1. Sunday School

There shall be a Sunday School, with classes for all ages and conducted under the direction of the Sunday School Director for the study of God's Word.

The tasks of the Sunday School shall be to teach the Biblical revelation; reach persons for Christ and church membership; promote the functions of the church; provide and interpret information regarding the work of the denomination.

Section 2. Discipleship Training

The training needs of the church shall be addressed by the Discipleship Training organization. The tasks of the organization shall be to orient new church members; train church members to perform the functions of the church; train church leaders; teach Christian theology, Christian ethics, Christian history, and church polity and organization; provide and interpret information regarding the work of the church and denomination.

Section 3. Woman's Missions

There shall be a Woman's Missions organization with such officers and organization as needed. The tasks of the organization shall be to teach missions; engage in mission action; support world missions through praying and giving; provide and interpret information regarding the work of the church and the denomination.

Section 4. Inreach/Outreach

The church shall maintain a program of visitation for prospects, retention of active members, and reclamation of inactive members.

Section 5. Church Music Program

There shall be a church music program under the direction of the Minister of Music. The music tasks shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community. The music program may include drama.

Article VII – Church Committees and Ministry Teams

The operating committees and ministry teams of this church shall be those which are enumerated below. The term of office for each shall be the fiscal year from January 1 through the following

December 31, unless otherwise noted. The number of members shall be determined by the nominating committee unless specified by these Bylaws, and they shall nominate members of all committees and ministry teams unless otherwise specified, and these shall be elected by the church. Specific job descriptions and procedures are outlined in the Church Operations Manual.

Additional operating committees and ministry teams may be added when needed per Article XII of the bylaws.

Operating Committees

Operating committees exist to ensure there is a consistent and functional environment for the ministry teams, church organizations and staff to accomplish their work.

Ministry Teams

The heart and core of the church is ministry performed by church members organized into ministry teams.

Note: The names and descriptions for the committees and ministry teams will be presented by the Transition Team and will be voted on at a later date. Existing committees will continue to function until then.

Article VIII – Church Meetings

Section 1. The Lord’s Supper

The Lord’s Supper is a symbolic act of obedience whereby members of the church and those of like faith and practice, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. The Lord’s Supper shall be observed quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled. Upon request, the Lord's Supper will be made available to the shut-ins of our congregation.

- A. The pastor and the deacons shall be responsible for the administration of the Lord’s Supper.
- B. The deacons shall be responsible for the physical preparations of the Lord’s Supper.

Section 2. Regular Worship Services

The church shall meet regularly for Sunday and Wednesday worship services including Bible study, prayer, preaching, instruction, evangelism, singing, and praise, of the Almighty God. These meetings will be open for the entire membership of the church and for all people, and shall be conducted under the direction of the ministerial staff.

Section 3. Special Worship Services

Revival services and any other worship services which are essential in the promotion of the objectives of the church shall be scheduled and their dates placed on the church calendar.

Section 4. Regular Business Meetings

Regular business meetings shall be held monthly on the third Sunday of the month. All motions and matters of business to be considered must be submitted in writing to the church office a minimum of fourteen (14) days in advance of the meeting.

Section 5. Special Business Meetings

A special business meeting may be held to consider matters of significant nature. A one-week notice of the subject, date, time, and location shall be given for meeting, unless the urgency renders such notice impractical. The need will be determined by a majority decision of the chair of the deacons, the pastor, and a church trustee. Every effort will be made to inform all church members of the special meeting.

Section 6. Quorum

The quorum consists of at least 40 resident members in attendance at any regular or special business meeting, provided it is a regular meeting or one that has been properly called.

Section 7. Parliamentary Rules

The current revision of Robert's Rules of Order is the authority for parliamentary rules of procedure for all business, committee, and team meetings of the church unless otherwise stated in this Constitution and Bylaws.

Article IX – Church Finances

Section 1. Biblical Principles

Biblical principles regarding church finances indicate that the ministry of the church is to be supported by the regular and proportionate giving of tithes and offerings of its members. In keeping with the Biblical mandate, all programs and ministries, unless otherwise specifically stated in these Bylaws or church policies, will be supported by tithes and offerings, through the on-going budget of the church. Any fundraisers must be approved by the church and may not be promoted to the public.

Section 2. Budget

The Stewardship Committee shall develop an annual budget, taking into consideration church operating expenses and mission programs, along with the submitted needs of all program organizations, committees, and ministry teams. This budget shall be submitted for approval by the church in the November business meeting. Offering envelopes will be provided for members' use.

Section 3. Accounting

All funds for any and all purposes shall be properly recorded on the ongoing Financial Secretary's report and individual reports of contributions for each member. All disbursements of funds shall be handled by the Financial Secretary as approved by the church and described in the Financial Guidelines recorded in the Church Operations Manual.

The Financial Secretary shall be bonded and a representative of the Stewardship Committee will review the financial records monthly.

Section 4. Fiscal Year

The church finances shall be handled in connection with the budget which will run from January 1 through December 31.

Article X – Use of Church Property

The church property and equipment have been dedicated to the worship and work of the kingdom of God and should not be used for any personal or corporate purpose which does not meet this standard. Church organizations shall have first priority to use the buildings and equipment, coordinating with the church calendar. An outside/cooperating body desiring the use of the facilities will be required to obtain the approval of the church and meet any requirements that the church may deem necessary. The policies and procedures for the use of church property are set forth in the Church Operations Manual.

Article XI – Church Operations Manual

A special committee of the church shall develop a church operations manual to include church policies and procedures and organization charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and be made available for use by any member of the church. The church secretary shall maintain the manual. The Church Leadership Team or a special committee shall review the manual at least annually, with authority to recommend changes for the church to consider.

Article XII – Amendments

This constitution, covenant, and bylaws for Second Baptist Church supersede any other constitution and bylaws dated before August 21, 2011.

Changes in the bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been available to each member present at the earlier business meeting. Amendments to the bylaws shall have a concurrence of a majority of the members present and voting.

A revision of the bylaws is considered to be the same as an amendment and shall be treated as such.