

# SHOAL CREEK

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## *Baptist Church*

### THE CONSTITUTION AND BYLAWS

**2014 Revision**

**Shoal Creek Baptist Church  
1077 Shoal Creek Road  
Decatur, Alabama 35603**

**Rev. Gary W. Linville, Senior Pastor**

Adoption of the Bylaws Revision of Shoal Creek Baptist Church  
May 4<sup>th</sup>, 2014  
6:30 PM

Presented by the Constitution and Bylaws Revision Committee:  
John Easley, Chairman; Gary Linville, Senior Pastor; Gary Taylor, Consultant;  
Susan Wallace, Ronald Wallace, Ronnie Cornhill, Lynn Mouser, Debbie Blevins, Wesley Stover, and Dwight Brown.

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Revised 2014

# **CONSTITUTION**

## **ARTICLE I. PREAMBLE**

### **Section 1. NAME**

This organization shall be known as the Shoal Creek Baptist Church of Decatur, Alabama, which is located at 1077 Shoal Creek Road.

### **Section 2. STATEMENT OF BASIC BELIEFS**

Shoal Creek Baptist Church believes the Bible is the inspired and inerrant Word of God without any mixture of error. We believe it is the sole authority for faith and practice, and acknowledge its adherence to all the teachings of Jesus Christ. The church subscribes to the doctrinal statement of THE BAPTIST FAITH AND MESSAGE adopted by the Southern Baptist Convention in 1963 (revised 2000). We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism by immersion and the Lord's Supper.

### **VISION & MISSION STATEMENT**

**Sharing the Living Water of Jesus and making disciples that change the world.**

### **OBJECTIVES**

1. To maintain regular services, both devotional and for public worship. To exalt Christ in everything we do while fulfilling the Great Commission.
2. To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
3. To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
4. To experience an increasingly meaningful fellowship with God and fellow believers.
5. To help people experience a growing knowledge of God and man through the person of Jesus Christ.
6. To be a church which ministers unselfishly to persons in the community and the world in Jesus Christ.
7. 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.

### **Section 3. AFFILIATION**

Shoal Creek Baptist Church shall be affiliated with the Southern Baptist Convention, the Alabama Baptist State Convention and be a member of the Morgan Baptist Association for the purpose of promoting missionary work through these organizations.

## **ARTICLE II. 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 Ghost, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit: to walk together in Christian love, 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 doctrine; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage: to maintain family and personal devotion; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to abstain from the sale and use of intoxicating drinks as a beverage and to be zealous in our efforts to advance the Kingdom of our Savior.

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

We moreover engage: when we remove from this place, we will as soon as possible, unite with some other church of like faith and order, where we can carry out the spirit of this covenant and the principles of God's Word.

## **ARTICLE III. POLITY AND RELATIONSHIPS**

The government of Shoal Creek Baptist Church is vested in the body of believers who compose it. Persons duly received by the members shall constitute membership.

All internal groups created and empowered by the church shall report and be accountable only to the church, unless otherwise specified by church action. No independent group will be recognized that has not been duly elected and empowered by the church.

## **BYLAWS**

### **ARTICLE I. CHURCH MEMBERSHIP**

#### **Section 1. GENERAL QUALIFICATIONS OF MEMBERSHIP:**

This is a sovereign and democratic Southern 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 reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

The membership of the church shall consist of: individuals who have made a public profession of their faith in Christ as their Savior and Lord, individuals who desire to be numbered among Christ's disciples, and individuals who are in sympathy with and subscribe to the faith and practices of this church.

The membership of the church shall provide satisfactory proof of their conversion to the Christian faith as set forth in the New Testament. It will consist of persons who have petitioned the church for membership and have been accepted by a vote of the membership present at the time of the reception. It will consist of persons who have received the ordinance of believer's baptism in accordance with the New Testament teachings.

#### **Section 2. RECEPTION OF MEMBERS**

Any person may offer himself/herself as a candidate for membership in this church. All candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- (1) By profession of faith and for baptism by immersion according to the policies of the church.

Publicly stating your faith in Christ and accepting Him as Lord and Savior of your life is the first step in becoming a member of a Baptist church. This is followed by believer's baptism by immersion, an act that serves as a visible symbol of what Christ has done in a person's heart. Believer's baptism is a prerequisite for church membership.

- (2) By promise of a letter of recommendation from another Baptist Church.

If you are a member of another Baptist church, you might choose to transfer membership from that church to Shoal Creek Baptist Church. You do this by coming forward and expressing your wish to the pastor or his representative.

- (3) By a statement of faith that the individual has had a prior conversion experience and baptism by immersion.

If you are presently a member of another denomination, but have professed faith and experienced baptism by immersion, you may choose to join by statement. This may be done by coming forward and expressing your wish to the pastor or his representative.

- (4) By Proxy.

A candidate may present themselves for membership by proxy, provided that health or a grave circumstance prevents them from being present.

### **Section 3. RIGHTS OF MEMBERS**

- (1) Every member of the church is entitled to vote at all elections and on all questions submitted to the church in business meetings, provided the member is present.
- (2) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church according to the policies of this church.
- (3) Every member of the church may participate in the ordinances of the church as administered by the church according to the policy of this church.

### **Section 4. TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

- (1) Death of a member
- (2) Dismissal to another Baptist church
- (3) Exclusion by action of the church
- (4) Erasure upon request or proof of membership in a church of another denomination

### **Section 5. DISCIPLINE**

- (1) Reconciliation: 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 pastor, ministerial staff, and deacons will be responsible for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.
- (2) Exclusion: Should some serious condition exist which causes a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a three-fourths vote of the voting 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.
- (3) Restoration: The church may restore to membership any person previously excluded, upon request of the excluded person, and by three-fourths vote of the members present upon evidence of the excluded person's repentance and reformation.

## **ARTICLE II. CONDUCT OF BUSINESS**

### **Section 1. CONTROL OF CHURCH AFFAIRS**

All authority over the affairs of the church is vested in the church conference. The church in conference, by its bylaws or otherwise, may delegate its officers of organizations such authority as it sees fit. The church shall cooperate with Morgan Baptist Association, the Alabama Baptist State Convention, and the Southern Baptist Convention. It may cooperate with other groups from time to time for the purpose of charitable, missionary, or Christian service as the church in conference may direct.

## **Section 2. BUSINESS MEETINGS**

The regular business meeting shall be quarterly on the first Wednesday after the first Sunday. These business meetings are to be conducted at the House of Worship, Shoal Creek Baptist Church, 1077 Shoal Creek Road, Decatur, Alabama. Such times may be changed by church action or by the pastor, or deacons, upon approval of three-fourths of the congregation present at any regular business meeting or special business meeting or worship service held prior to the meeting in question. Any action taken in such meetings without the expressed vote of the church in conference will not be considered as an official church action.

## **Section 3. SPECIAL BUSINESS 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. There must be a minimum of two announcements made at regular church assemblies. There will be a written notice given prior to the special called meeting. This written notice can be in the weekly bulletin or a special mailing from the church office. The notice shall include the subject, the date, the time and place. Every attempt must be given in order that all resident members have opportunity to know of the meeting. It must be understood that Shoal Creek Baptist Church is not responsible for lost mail, faulty telecommunications, etc...

## **Section 4. QUORUM**

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called at the location duly recognized in this document.

## **Section 5. ORDER OF BUSINESS**

Business of a regular nature can be acted upon by those present at the regular business meeting. The pastor shall act as moderator. In the absence of the pastor or when the pastor vacates the chair, the Chairman of the Deacons shall act as moderator. In the absence of both, the Church Clerk or an officer of the church shall call the church into conference and elect a moderator for that conference. The most recent edition of "Roberts Rules of Order" is the authority for parliamentary rules of procedure for all business meetings of the church.

Order of Regular Business shall be as follows:

- (1) Call to Order
- (2) Read and Acceptance of the Minutes
- (3) Read and Acceptance of the Financial Report
- (4) Organizational / Church Staff Reports
- (5) Old Business
- (6) New Business
  - (1) Recommendations from Standing Committees
  - (2) Miscellaneous Business from the Floor
  - (3) Request and Granting of Church Membership letters
- (7) Motion to Adjourn

## **ARTICLE III. PUBLIC WORSHIP**

### **Section 1. REGULAR WORSHIP SERVICES**

The regular worship services of the church shall be on Sunday morning, Sunday evening, and Wednesday evenings. This is subject to change by the church in conference.

### **Section 2. SPECIAL SERVICES**

Revival services and any other church conferences or meetings essential to the advancement of the church may be held as directed by the church in conference, or by the Senior Pastor.

## **ARTICLE IV. LEADERSHIP**

### **Section 1. CHURCH OFFICERS**

The officers of the church shall be the Senior Pastor, and all Ministerial Staff, Active Deacons, Trustees, Clerk, Sunday School Director, and Discipleship Training Director.

### **Section 2. CHURCH STAFF**

- A. The church staff shall be composed of the Senior Pastor and any ministerial/non-ministerial staff that may be added at the direction of the Senior Pastor. The ministerial staff shall function as specified by their job description as identified in the Employee Handbook.
- B. The ministerial staff shall be called by the church for an indefinite period, and they shall be at liberty to resign the care of the church on giving a notice of their intention to do so. Their salary and allowance shall terminate no later than 30 days following the date of their notice. They shall be entitled to accrued vacation pay and allowances. All ministerial staff must vacate the church office within ten days of resignation.
- C. The non-ministerial staff shall be composed of the instrumentalists, church secretaries, maintenance personnel, and any other paid employee of the church.

### **Section 3. THE SENIOR PASTOR**

- A. CALL – The Senior Pastor shall be called by the church for an indefinite period, and he shall be at liberty to resign the care of the church on giving a notice of his intention to do so. His salary and allowances shall terminate no later than 30 days following the date of his notice. He shall be entitled to accrued vacation pay and allowances. The Senior Pastor must vacate the church office within ten days of resignation or as determined and agreed upon by the pastor and the personnel committee.
- B. DUTIES – The Senior Pastor is responsible for leading the church to function as a New Testament church as outlined in Ephesians 4:11-12 – “And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ...”

The Senior Pastor shall be the spiritual and administrative leader of the church. He will lead the congregation, the organizations, and the church staff to perform their tasks.

The Senior Pastor is leader of pastoral ministries in the church. As such, the deacons and church staff works with the pastor to:

- (1) Lead the church in achievement of its mission.

(2) Proclaim the gospel to believers and unbelievers.

(3) Lead in training and discipling of the membership

(4) Build a caring ministry for the congregation.

- C. The Senior Pastor shall have absolute authority over and in the pulpit. This includes individuals who publicly stand to speak, sing, or give testimony. This authority shall also include the content and context of his sermons unless heresy or intentional misdirection is proven.
- D. As The Chief Executive Officer of the Staff, The Senior Pastor shall also have authority, with the consent and approval of the personnel committee, to hire and terminate the ministerial and non-ministerial staff.
- E. ELECTION- A Senior Pastor shall be chosen and hired by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

A Senior Pastor selection committee shall be elected by the church to seek out a suitable Senior Pastor, and its recommendations will constitute a nomination. Any church member has the privilege of making a recommendation to the selection committee to be considered. The committee shall bring to the church for consideration for Senior Pastor only one name at a time.

The Senior Pastor's election will be by secret ballot with a minimum of fifty percent of the active membership voting, and his election shall require an affirmative vote of three-fourths of those members present and voting. It shall be the responsibility of the Active Deacons to set up and be in charge of the balloting.

- F. DISMISSAL – A motion to dismiss the Senior Pastor for any reason other than voluntary resignation may be made at a regular church conference or at a special conference called for that purpose. The motion must be tabled for a period of two weeks before a vote can be taken in order that all members can be duly notified of such action by publishing, at a minimum, the notice in the regular bulletin or other official publication of the church, at least one week prior to the conference at which the vote is to be taken. The vote shall be by secret ballot with a minimum of fifty percent of the active membership present and voting.

The dismissal shall require an affirmative vote of three-fourths of those present and voting. A vote to dismiss the Senior Pastor will terminate the services of the Senior Pastor effective on the date of the vote; however, his allowances shall continue for thirty days following the vote to dismiss, unless termination is due to proven misconduct. In that instance, services and pay are immediately terminated. It shall be the responsibility of the Active Deacons to set up and be in charge of the balloting.

#### **Section 4. DEACONS**

##### **A. Office**

The office of Deacon is recognized as a high and holy office, but its honor is acquired from service rather than position. All members who serve as Active Deacons must be ordained in a Southern Baptist Church. There should be nine deacons as called and qualified and one deacon for each additional fifty active members or part thereof after the first two hundred members. Deacons will be elected to serve a term of three years under the rotating system, when they retire from their three year term new deacons will be elected to replace them. A period of one year must elapse from the time a deacon retires from the active office until he is eligible for re-election. Terms of office will begin on the first Sunday in January if he has been previously ordained; otherwise, on the date of his ordination. Any man selected to be a deacon who has not been previously ordained will be ordained soon after his election at the direction of the Senior Pastor.

## B. Qualifications

The following deacon qualifications are based on biblical principles, including but not limited to those stated in 1 Timothy, Scriptural requirements, the Shoal Creek Baptist Church Constitution, Church Covenant, and Shoal Creek Baptist Church traditions.

A deacon is a man who has a personal relationship with God through faith in Jesus Christ, a personal testimony of his conversion, and is prepared to share it with others. He is a faithful, active member of Shoal Creek Baptist Church who is willing to serve the congregation. A deacon is to be a role model for other members in every aspect of his life. While certainly not perfect, deacons should continue in their spiritual growth.

### (1) Personal

A deacon's life should demonstrate the fruit of the Spirit and he should be growing spiritually. Deacons are men of integrity and you can depend on what they say.

A deacon should abstain from the sale and/or use of intoxicating drink as a beverage. This also applies to the abuse of any drug and certainly to the use of illegal drugs.

Deacons are expected to be men of prayer who are doctrinally sound and have a firm foundation in God's Word.

Deacons shall tithe to God's Kingdom through Shoal Creek Baptist Church. Not only are deacons to practice tithing of income, but are expected to be good stewards of all resources including time and talents.

A deacon should not be a new Christian but one who has lived a Christian life and found to be faithful. A deacon must be at least twenty-five (25) years old and have been a member of Shoal Creek Baptist Church for at least one (1) year prior to the year he is to begin serving.

### (2) At Home

A deacon should be the spiritual leader of his home. If married, his wife is to be a Christian and support his ministry as a deacon. If he has children, his children should obey and respect him. He is to be a good father and provider for his family.

### (3) Church

A deacon has a good standing before God and men and can be used of God to build the church. He willingly uses his God-given gifts, talents, and abilities to serve God in his church. A deacon should be willing to work in harmony with the pastor, other church staff, fellow deacons, and church members toward the mission of the church. He must be regular in attendance and faithful to the programs of the church.

He should also support the Southern Baptist Convention and the Cooperative Program.

## C. Definitions

(1) Active Deacons: Those presently serving on the Active Deacon Body

(2) Reserve Deacons: All others not presently serving on the Active Deacon Body

(3) Deacon Emeritus: Those elected by the church to this honor

#### D. Responsibilities and Duties of Active Deacons

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministry tasks of:

- (1) Participate conscientiously in the meetings and activities of the church and deacons.
- (2) He should attend church services regularly every Sunday morning and Sunday night, every Wednesday night and all special church meetings unless hindered by some good reason which is approved by a good conscience.
- (3) He should be evangelistic and missionary in spirit, deeply interested in the salvation of souls at home and abroad.
- (4) He should be a man who refrains from destructive criticism of his church, willing to settle all difficulties in a quiet and Christian manner without hurting the cause of Christ and his church.
- (5) He should be able to keep in confidentiality those things which should not be discussed with others.
- (6) Cooperate with the pastor and staff in helping fulfill the functions of worship, witness, education, and ministry of Shoal Creek Baptist Church.
- (7) Accept the responsibility to serve in the Deacon Ministry to support the pastoral ministry of the church.
- (8) He should be active in the various activities of the church: Sunday School, Discipleship Training, and other programs adopted and promoted by the church.
- (9) He should live a consecrated Christian life, bringing no reproach by his conduct on the church or the cause of Christ.
- (10) Assist the Senior Pastor in observing the two ordinances of the church, Baptism and the Lord's Supper.
- (11) To make ministry recommendations to the church as they deem necessary.

#### E. Selection Process of Active Deacons

Deacon nominations and elections will be conducted between September and December. Active church members will nominate men who meet the above qualifications to fill vacancies in the deacon body. The Senior Pastor and Active Deacons will select potential candidates from those nominated. Selected candidates will be contacted by the Senior Pastor and/or Active Deacons to determine their willingness to serve and their qualifications. This contact may take the form of written questionnaires or personal interviews. Qualified candidates will be presented to the church for election during a special called business meeting on a Sunday morning before the end of the year. Active Deacons shall be in charge of the election.

#### F. Deacon Emeritus

The office of Deacon Emeritus is for a deacon who by reason of age or physical difficulties feel it inadvisable to assume the responsibilities of an active deacon. The honor of the office of Deacon Emeritus will be by the recommendation of the Senior Pastor and the Active Deacons.

## G. Replacement

In case a vacancy should occur in the active deacons with a period of nine months or longer yet remaining to the term of office, a special election will be called by the deacons within thirty days of occurrence of the vacancy. The same procedure as for regular elections of deacons will be used.

## H. Discipline

A deacon holding elected office shall be active and participate in all regular and special called meetings. They shall show interest in fulfilling their duties to the church. If a deacon fails to carry out these duties, he shall be counseled by the Senior Pastor and other Active Deacons and appropriate action taken.

## I. Chairman

The Chairman of Deacons shall be elected by the deacon body in their January deacons meeting. The chairman shall not be a newly ordained deacon. The Chairman will serve one year unless re-elected by the deacon body for a second term. No deacon shall serve as deacon chairman more than two years during their three year rotation.

### **Section 5. ELECTION OF OFFICERS**

The Nominating Committee shall submit to the church during the July Business Meeting all Sunday School Officers and Teachers, Discipleship Training Officers and Teachers, members of Standing Committees and any other church officers required by the church, as outlined in the bylaws. The committee shall also submit for approval of the church the officers and leaders of the Brotherhood and their auxiliary organizations and the WMU and their auxiliary organizations. It shall be the right of the Brotherhood and WMU to nominate and elect their own officers upon subsequent approval by the church in conference. The church in conference shall elect only church members to fill the positions of officers, teachers, leaders and standing or special committees. No non-church member may be elected to any office. The leaders of all departments and auxiliary organizations must be members of the church in order to hold official positions and be elected by the church.

### **Section 6. CLERK**

The Clerk is elected annually. The duties of the Clerk shall be:

1. To keep a correct record of the proceedings of the church in meetings for business.
2. To keep a register of the names of all members of the church.
3. To sign and forward letters of dismissal to the churches requesting transfer of membership within a period of two weeks after their grant by this church.
4. To be custodian of all records and papers belonging to the church with the exception of the financial records.
5. To submit a statement of the gains and losses in membership at quarterly business meetings.
6. To make annual index of the actions of the church.

### **Section 7. SUNDAY SCHOOL DIRECTOR**

The Sunday School Director shall be elected annually by the church. It shall be the duty of the Sunday School Director to assume the general direction of the school in all of its departments and to submit to the church, quarterly, a full written and oral report on the progress of the Sunday School. It will be their responsibility to see that the Sunday School maintains an evangelistic and care program in all of its departments and classes, and that it conducts its work in keeping with the missionary spirit of the Southern Baptist Convention.

### **Section 8. DISCIPLESHIP TRAINING DIRECTOR**

The Discipleship Training Director shall be elected annually by the church. It shall be the duty of the Discipleship Training Director to assume the general direction of the church training in all of its departments and to submit to the church, quarterly, a full written and oral report of the progress of the Discipleship Training programs. It will be the

director's responsibility to see that the church training department maintains a strong church membership training program in all of its departments, and that it conducts its work in keeping with the missionary spirit of the Southern Baptist Convention.

### **Section 9. BROTHERHOOD DIRECTOR (Men's Ministry)**

The Director of the Brotherhood shall be elected annually by the church upon the recommendation and approval of the Brotherhood. He shall have general oversight of the work of the Brotherhood and the auxiliary units. He shall promote gifts of members of the Brotherhood to missions through the unified budget of the church and he shall make quarterly and annual reports to the church on the progress of the Brotherhood.

### **Section 10. WMU DIRECTOR (Women's Ministry)**

The Director of the WMU shall be elected annually by the church upon the recommendation and approval of the WMU. She shall have general oversight of the work of the WMU and the auxiliary units. She shall promote gifts of members of the WMU to missions through the unified budget of the church, and she shall make quarterly and annual reports to the church on the progress of the WMU.

### **Section 11. TRUSTEES**

The church shall elect three trustees to serve as legal officers for the church. Each trustee shall serve on a three year rotating basis with one new trustee to be chosen by the nominating committee and elected by the church each year. Trustees can serve for three years, being ineligible for an additional term until one year has lapsed. Those terms may be extended upon recommendation of the nominating committee with affirmation from the church in conference. No trustee shall serve as trustee chairman more than two years during a three year term. They shall hold in trust the church property. Upon a 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, purchase, or rental of property or other legal documents related to church approved matters.

### **Section 12. CHURCH LEADERSHIP TEAM**

The Senior Pastor will call on the church officers and church leaders to assist the church staff as needed in the planning of the church calendar and church budget.

## **ARTICLE V. COMMITTEES**

### **Section 1. STANDING COMMITTEES**

Committees of this church shall be nominating committee, personnel committee, finance committee, counting committee, benevolence committee, hospitality committee, property and maintenance committee, special events committee, missions committee, bereavement committee, cemetery committee, and such other regular and special committees as the church shall authorize. Additional regular committees may be added by the amendment procedure prescribed within these bylaws. All church committee members shall be recommended by the church nominating committee in agreement with the Senior Pastor. These elected committee members will serve on a three-year rotation. Committees shall elect a chairman at the beginning of the church year. No chairman may serve more than two years during their three year rotation.

### **Section 2. NOMINATING COMMITTEE**

The Nominating Committee is a standing committee that shall consist of the Senior Pastor, the Church Staff Member responsible for Education, Sunday School Director, Discipleship Training Director, and at least three others as designated by the church.

### **Section 3. PERSONNEL COMMITTEE**

The personnel committee shall consist of the Senior Pastor, Chairman of Deacons, Chairman of Trustees, and three members elected by the church upon the recommendation of the nominating committee. At least one of the elected positions shall be filled by a woman. The personnel committee assists the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as working with the pastor and in cooperation with the finance committee in determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services.

### **Section 4. FINANCE COMMITTEE**

The finance committee shall consist of at least five members. They shall be over 25 years of age, tithers and fully supporting members of the total church programs. They should be familiar with money management. They will work with the church leadership to compile and present a budget to the church body for estimated yearly spending and to administer funding made after budget approval. They will meet regularly to review all receipts and disbursements. They will account for all monies deposited to the account of the church and/or that may be entrusted to them. At least two signatures shall be required on all church checks written. They shall also keep a true and fair book of accounts and shall render quarterly to the church a statement of all receipts and disbursements. They will operate under the most current Shoal Creek Baptist Church Financial Management Guide. They will submit a monthly budget sheet of current expenditures and deposits to the Senior Pastor. If the church's financial position is compromised, the committee will consult with the Senior Pastor and Active Deacons. The Senior Pastor and Active Deacons will make the recommendations for the finance committee members to the nominating committee.

### **Section 5. COUNTING COMMITTEE**

The counting committee shall consist of at least eight persons whose names shall be brought before the church by the nominating committee. Their duties include counting the offering after each service where an offering is taken and completing the bank deposit slip. There should be at least two members present for counting.

### **Section 6. BENEVOLENCE COMMITTEE**

The benevolence committee shall control all matters of benevolence. Any benevolence requests will be referred to them. The church will seek to help any individuals seeking assistance according to current church policies on benevolence.

### **Section 7. HOSPITALITY COMMITTEE**

The hospitality committee is responsible for planning and coordinating church-wide fellowships, seeing that the kitchen is clean and in order at the conclusion of such fellowships, and making sure that all kitchen supplies are purchased and maintained.

### **Section 8. PROPERTY AND MAINTENANCE COMMITTEE**

The property and maintenance committee is responsible to assist the trustees in administering a plan of overall maintenance and upkeep of all church structures, equipment, and grounds owned by Shoal Creek Baptist Church. The committee will annually develop and submit to the Finance Committee a budget request for the funding of its anticipated expenditures. The committee will meet monthly and submit a report to the Senior Pastor and the Chairman of the Trustees on the facilities of Shoal Creek Baptist Church.

### **Section 9. MISSIONS COMMITTEE**

The missions committee is responsible to assist the Senior Pastor and Ministerial Staff in planning, organizing, and administering The Great Commission of Christ to make disciples of all nations. The committee will seek to assist and promote the activities of the WMU, Brotherhood, and any other mission organizations of the Church. The Missions

Committee will be made up of the Brotherhood Director, WMU Director, and the Ministerial Staff. The Senior Pastor will be the chairman.

### **Section 10. SPECIAL EVENTS COMMITTEE**

The special events committee is responsible for church wide services and functions such as baccalaureate services, Christmas, Easter, Mother's Day, Father's Day, Grandparent's Day, baby dedications, staff recognition, weekly church décor, and any other special event or décor function as determined by the Church or the Senior Pastor.

### **Section 11. BEREAVEMENT COMMITTEE**

The bereavement committee will be directed by the Office Manager/Ministry Assistant to the Senior Pastor. The committee will provide flowers or memorials to church members and the following family members: spouses, children, parents, grandparents, grandchildren, and siblings. The amount of the gift will be determined by the committee at the time of their annual budget request. In addition to the giving of memorials the committee will work with families to provide information, schedule meals, and assist with other needs for families in their time of grief.

### **Section 12. CEMETERY COMMITTEE**

The cemetery committee will have the responsibility of overseeing the church cemetery. The committee will maintain a layout map showing burial locations – those already used, those reserved, and those available. The committee will be responsible for authorizing burial in the church cemetery. The committee will be made up of at least three members, one of which will be a trustee. The Office Manager/Ministry Assistant to the Senior Pastor will serve as the record keeper for the church cemetery.

### **Section 13. AD HOC COMMITTEE**

Members, including the chairperson, of *ad hoc* committees shall serve throughout the duration of the committee's existence, which shall be extinguished upon completion of the task for which the committee was created. An *ad hoc* committee may also be disbanded by a majority vote of the church in a church business meeting provided that proper notice is met under these bylaws. Ad hoc committees may be elected by the church, appointed by the Active Deacons, or appointed by the Senior Pastor.

## **ARTICLE VI. CHURCH PROCEDURES**

### **Section 1. FINANCIAL PLAN**

The finance committee shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Proposed budget meetings shall begin no later than July of each year. All ministerial staff, support staff, department heads, and committee chairmen shall be contacted and encouraged to submit their proposed budgets for the new church year. Failure to submit a request will result in the finance committee making a funding determination.

The Annual Church Budget shall serve as a guide for the expenditure of funds in all areas of the church's ministry, as is outlined in the Financial Management Guide. When the budget is approved by the church, it shall not be permissible to increase or exceed the total budget amount except as shall be authorized by the Church in conference. The expenditure of funds for budgeted items which exceed the individual budget allotment may be approved by the finance committee with the agreement of the Senior Pastor and Active Deacons.

### **Section 2. DEBTS**

No officer of the church, committee, organization, or member of the church shall have the power to create a debt or other obligation for the church outside of the budget, except as shall be authorized by the church in conference, and in conformity to the provisions of the church constitution and bylaws.

### **Section 3. COLLECTIONS**

No public collections shall be taken in the church for any purpose, unless the consent of the Active Deacons and Senior Pastor has been previously obtained.

### **Section 4. SPECIAL FUNDS**

The funds collected for convention, associations, missions, charities and other objects shall be held as belonging strictly to the objects for which collected and none of the same shall be taken from one such fund and used for a purpose other than for which same was collected, except by consent of the church upon recommendation by the finance committee.

### **Section 5. DESIGNATED GIFTS**

The church will not receive any designated gifts without the approval of the trustees acting under the authority of the church that such gifts will be of useful value to the church and will not circumvent the financial priorities of the church or unduly obligate the church into indebtedness that is not by the budget or authorized beyond the budget of the church. Such designated gifts shall become the sole property of the church and as such, the church has the authority to use or dispose of said gifts for the benefit of the church.

### **Section 6. BUILDINGS**

The Senior Pastor and Active Deacons in cooperation with the Trustees shall have full control of the use of the church buildings, except as herein provided under other articles and sections of this constitution and bylaws, and no use shall be made thereof for the purposes other than the program of the church except upon leave granted by the Senior Pastor and Active Deacons or on order of the church in conference.

The use of any facility of the church must first be approved by the Senior Pastor, Active Deacons and Trustees. The Trustees have final approval on all events and fees concerning church property. Persons requesting the use of the facilities will be notified upon approval of the request. Use of the facilities will be on a first come first serve basis.

All persons using the church facilities will be responsible for the following:

- (1) All furniture will be placed back in its original place and/or order.
- (2) The church shall expect that the user take proper care of all properties.
- (3) The user will be responsible for making sure that no one in their party partakes of ANY alcoholic beverages on church property. NO SMOKING is allowed within the confines of the church. We believe this is the House of God and it demands this respect.
- (4) All church users WILL BE RESPONSIBLE for any broken or damaged property. Replacement will be required.
- (5) No tacks or nails shall be driven into any woodwork or plaster, nor tape be applied to these surfaces. Only dripless candles may be used in any part of the building.
- (6) Arrangements for the use of Audio/Visual Equipment shall be made with the Church Office.

### **Section 7. DEEDS, TRACTS, AND CONTRACTS**

All deeds and contracts conveying an interest in real estate property of the church shall be executed by the trustees after the approval of the church in conference.

## **Section 8. AUDIT AND RECORDS**

If requested and approved by the church in conference the finance committee shall secure an audit of the financial affairs of the church. An independent auditing firm shall be procured by the church if such action is warranted.

## **Section 9. CHURCH POLICIES AND PROCEDURES MANUAL**

The church shall develop and maintain a Church Policies and Procedures 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 made available for use there by any member of the church. The Office Manager/Ministry Assistant to the Senior Pastor shall maintain the manual. Any church member or church organization may initiate suggested additions, revisions, or deletions in the manual. Such actions shall be approved by a majority vote at a regular quarterly or special called business meeting.

The Manual will contain the following:

1. EMPLOYEE HANDBOOK
2. FINANCIAL MANAGEMENT GUIDE
3. WEDDING POLICY
4. BENEVOLENCE POLICY

## **Section 10. AMENDMENTS**

The Bylaws supersede all other policies. Changes in the Bylaws may be made at any regular or special called 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 furnished to each member present at the earlier meeting and to each member requesting one at the church office. Amendments to the bylaws shall be a 3/4 vote of members present and voting.

## **Section 11. LICENSING AND ORDAINING**

Licensing and ordaining of ministers and ordaining of deacons shall be under the authority of the church and the leadership of the Senior Pastor.

*These Bylaws supersede all other policies and manuals of the Church.*