

CONSTITUTION  
Oakland Baptist Church

PREAMBLE

The purpose of the Constitution of Oakland Baptist Church shall be to preserve the principles of our spiritual organization and heritage, divinely instituted for the propagation of the gospel, according to the teachings of our Lord Jesus Christ as set forth in the New Testament; to recognize the corporate and individual liberties inherent in the Body of Believers; and to assure that this Body be governed in an orderly manner, consistent with the accepted tenets of Oakland Baptist Church.

ARTICLE I. NAME

The name of this Body of Believers shall be Oakland Baptist Church, which is incorporated and exists in the City of Rock Hill, County of York, State of South Carolina, and shall be hereinafter referred to as "Body" or "Church."

ARTICLE II. DECLARATION OF PURPOSE

We declare and affirm that the purpose of this Body shall be as follows:

To propagate the Gospel of our Lord Jesus Christ through service to our local community as well as to the "uttermost parts" of the world, depending always on the leadership of the Holy Spirit;

To provide regular opportunities for Bible study and other forms of Christian education, public worship, service, and fellowship;

To sustain the ordinances, doctrines, and ethics set forth in the teachings of our Lord Jesus Christ;

To channel our talents and material gifts to the advancement of the Kingdom of God; and

To serve our Lord Jesus Christ in all areas of life.

ARTICLE III. GOVERNING RELATIONSHIPS

This Body shall be self-governing, independent, and autonomous, not subject to the control of any other ecclesiastical organization. This Body will voluntarily affiliate with, and will support insofar as is practical, the Cooperative Baptist Fellowship and other like-minded organizations which the Church may choose and are in alignment with Church ministries, functions, and mission.

## ARTICLE IV. MEMBERSHIP

The membership of this Body (the Membership) is composed of believers who have made a public declaration of faith in the Lord Jesus Christ as their personal Savior, who recognize God as the Supreme Lawgiver and the Bible as the standard by which we shall judge matters of faith, and who have been received by affirmation of the Body.

### Section 4.01 The candidate for membership

The candidate shall be presented by the presiding Minister to the Church after the invitation for membership is given at any regular Church meeting. The candidate will be received by affirmation of members present in one of the following ways:

#### A. Profession of Faith and Baptism

The candidate will be received by public profession of faith in the Lord Jesus Christ and upon baptism by immersion. If in the judgment of the presiding Minister, baptism by immersion would be physically unwise for the candidate, then the Church may waive the immersion requirement until such time as health permits.

#### B. Transfer of membership from a Baptist church

##### 1. Letter

The candidate will be received upon the transfer of a letter from another Baptist church.

##### 2. Statement

Should a church letter prove unobtainable from another Baptist church; the candidate will be received by personal statement of faith and previous baptism.

#### C. Transfer of membership from a church of Another Denomination

The Candidate will be received from a church other than Baptist upon public profession of Christian faith and previous baptism. The ordinance of baptism by immersion as a meaningful symbol of fellowship with Christ and consecration to the service of God is available to all candidates for membership.

#### D. Restoration

An individual excluded from membership may request to be restored by affirmative action of the Membership upon presentation of evidence of repentance and reformation.

### Section 4.02 Membership may be terminated in any one of the following ways:

#### A. Letter

Membership may be terminated by request for letter from another Baptist church.

#### B. Transferal

Membership may be terminated by request for letter from a church other than Baptist.

**C. Resignation**

Membership may be terminated by request of any member of the Church to be released from his or her obligations to the Church.

**D. Death**

Membership may be terminated upon notification to the Church of a member's death.

**E. Exclusion**

Any member who becomes a liability to the general welfare of the Church by persistent breach of the covenant may be excluded from membership. Every reasonable effort should be made by the Senior Minister and the Fellowship of Deacons to resolve the problem before bringing the matter before the Church. The Fellowship of Deacons must make an investigation, report, and recommendation to the Church in a special business meeting before any vote be taken. A two-thirds (2/3) majority vote of voting members to exclude is required for termination.

**Section 4.03 Inactive status**

Members who fail to keep the Church advised of change of name or address and who have no contact with the Church for three years shall have their membership removed to inactive status.

**Section 4.04 Positions of responsibility for members**

Only those persons who are resident members shall be eligible for election to a position of responsibility within the Church. Positions of responsibility include Deacon and Church Officers. Church Officers include Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, and Trustee.

**ARTICLE V. WATCHCARE AFFILIATION**

An individual living in the Rock Hill area whose church membership remains in another church may come under watchcare affiliation. A person under watchcare affiliation shall not hold the right of vote or office in the Church but shall be nurtured and cared for through the various ministries of the Church and encouraged to participate in the life of the Church. As soon as the person moves from the Rock Hill area, his or her name will be automatically removed from watchcare affiliation.

**ARTICLE VI. MEETING**

**Section 6.01 Regular meetings**

Regular meetings of the Church shall be held for the purpose of public worship, Christian education, and fellowship. Typically, these meetings shall be on Sunday mornings, Sunday evenings, and Wednesday evenings. These meetings shall be open to the public and shall be conducted under the direction of the Senior Minister.

**Section 6.02 Regular business meetings**

Regular business meetings of the Church shall be held annually.

## Section 6.03 Special business meetings

Special business meetings of the Church shall be called to consider matters of significant nature. These meetings shall be called by the Senior Minister or the Chair of the Fellowship of Deacons or a majority of the Fellowship of Deacons or a petition of twenty-five (25) Church members. Verbal notice shall be given to the Membership, announcing the purpose, time, and location of any business meeting one week prior to any scheduled vote, and notice shall be distributed to the Membership during the week before scheduled action. An opportunity for discussion of any proposed action shall be made available during the week before the scheduled vote. Results of all votes shall be published in the newsletter the following week.

## Section 6.04 Protocol

### A. Quorum

A quorum for all business meetings shall be fifty (50) members. For business meetings requiring ballot votes, the total count of absentee votes plus all members present in one or more Worship Service meetings on a given Sunday will determine a quorum.

### B. Parliamentary Rules

The Moderator shall preside at all business meetings. The latest edition of *Robert's Rules of Order Newly Revised* is the authority for parliamentary rules of procedure for all business meetings of the Church unless in conflict with the Constitution and Bylaws.

### C. Voting

#### 1. Method

In all elections, only persons who are members of Oakland Baptist Church shall be entitled to vote. The method of voting shall be by secret ballot. However, it is recognized there are matters which lend themselves to voice vote. Therefore, the Fellowship of Deacons may direct a voice vote, or the Church at its discretion may approve a voice vote on any item of business.

#### 2. Absentee

Absentee voting is permitted, provided the Church member votes in the presence of any Church staff member or any active Deacon.

#### 3. Count

The absentee votes plus votes from one or more Worship services shall be combined and counted as the total votes recorded. A majority will be calculated based upon the total votes recorded.

## ARTICLE VII. AMENDMENTS

Amendments to this Constitution shall be reviewed by the Fellowship of Deacons. A special business meeting to consider these amendments will be held during any regular Sunday morning meeting of the Church. Notice will be given in the manner set forth in Article VI of this Constitution. All amendments to this Constitution shall be approved by two-thirds (2/3) majority vote of the voting members.

## BYLAWS

### Oakland Baptist Church

#### ARTICLE I. CHURCH OFFICERS AND STAFF

##### Section 1.01 Senior Minister

###### A. Qualifications, Roles and Duties

The Senior Minister shall have the following qualifications, roles and duties:

1. shall be an Ordained Minister of the Baptist Faith called by the Church to serve as its Senior Minister for an indefinite period
2. shall be the spiritual leader of the Church
3. shall provide overall guidance to all aspects of the Church's corporate life
4. shall shepherd the Church as it carries out its purpose
5. shall collaborate with the Fellowship of Deacons, Church Officers, and committees as they pursue their tasks
6. shall be an ex-officio member of all organizations and committees of the Church
7. shall supervise and coordinate the work of the Associate Ministers and staff of the Church
8. shall be responsible for the worship services and the administering of the ordinances
9. shall serve in whatever ways agreed upon by the Church and the Minister to be in the best interests of Christ's Kingdom
10. shall lead the Church in accomplishing its work with God's help and guidance

###### B. Calling by the Church

The Senior Minister shall be called by the Church upon recommendation of the Pastor Search Committee to serve until the relationship is dissolved by the Senior Minister or the Church.

###### C. Election

The Senior Minister's election shall take place at a meeting called for this purpose, with notice given to the Membership in accordance with established procedure as set forth in Article III of these Bylaws. A two-thirds (2/3) majority vote of the voting members shall constitute a call.

###### D. Terminating relationship

The relationship may be terminated with 30 days' notice:

1. by the Senior Minister's resignation
2. by two-thirds (2/3) majority vote of voting members at a special business meeting of the Church. Notice will be given in the manner set forth in Article VI of the Constitution.

#### Section 1.02 Associate Ministers

The Church shall call additional Ministers as needed to carry out its purpose. Upon the recommendation of the Associate Minister Search Committee, a detailed job description shall be prepared by the Personnel Committee for each position prior to the calling. Procedures for calling and terminating the relationship for Associate Ministers shall follow those for the Senior Minister as stated above.

#### Section 1.03 Office personnel, support staff, and contract workers

Office personnel and support staff shall be employed by the Personnel Committee. A detailed job description shall be prepared by the Personnel Committee prior to employment.

Contract workers shall be employed by the appropriate committee within approved budget and guidelines.

#### Section 1.04 Deacons

##### A. Purpose

According to the New Testament understanding the purpose of the Deacon is:

1. to care for all Church members and other persons in the community
2. to proclaim the Gospel of Jesus Christ
3. to lead the Church in concert with the Senior Minister in a spirit of fellowship, worship, witnessing, education, peacemaking, and service

##### B. Qualifications (See also I Timothy 3:8-12)

Deacons shall have the qualifications that follow:

1. be full of the Holy Spirit
2. have compassionate concern for the work of Jesus Christ and His Church
3. be continually given to prayer and to the ministry of the Word
4. be of honest report, trustworthy, steadfast in convictions and responsible in speech
5. maintain a Christian home
6. be faithful in the attendance and support of worship services and programs of the Church

7. support the Church financially through offerings as led by the Holy Spirit
8. be a member of the Church for at least one (1) year and be at least eighteen (18) years of age by the time their active term would begin

#### C. Classifications

1. Active Deacons shall
  - a. be duly elected by the Membership
  - b. be ordained
  - c. serve for a three (3) year term on the Fellowship of Deacons unless filling a vacancy
2. Reserve Deacon shall
  - a. be a Deacon who has previously been elected by the Membership to serve as active Deacon
  - b. serve at the discretion of the Fellowship of Deacons
3. Deacon Emeritus shall
  - a. be a Deacon who has previously been elected by the Membership to serve as an active Deacon
  - b. be nominated by the Fellowship of Deacons and confirmed by a majority vote of the voting members in recognition for a long and honored career of Christian service

#### D. Fellowship of Deacons

1. Purpose  
The Fellowship of Deacons
  - a. shall minister in concert with the Senior Minister to the spiritual and religious needs of the Church
  - b. shall give advice in their collective wisdom to all Committees or other interested groups of the Church seeking to make recommendations or proposals to the Membership
  - c. may choose to endorse, provide guidance, or otherwise react to such recommendations or proposals
  - d. may choose to take other actions in the absence of endorsement

## 2. Composition

The composition of the Fellowship of Deacons shall

- a. be at least thirty (30) active Deacons serving three (3) year staggered terms
- b. be three (3) additional active Deacons elected on a staggered basis for each 125 resident members over 1150 membership
- c. include the Treasurer of the Church who may attend all meetings with all privileges except the right to vote (unless the Treasurer is an active Deacon)

## 3. Election

- a. During the month of April, the Fellowship of Deacons shall receive from the Membership nominations for new Deacons. Any Church member may make written nominations which can be turned in to the Church office, put in the offering plate, or submitted by any other means approved by the Fellowship of Deacons. The Chair of the Fellowship of Deacons shall ensure that each person nominated will be contacted. The member shall be informed of the nomination and of the purpose and qualifications of a Deacon as stated in these Bylaws. Permission to present the nominee's name for election shall be obtained. Any eligible member receiving a nomination and expressing willingness to serve shall be included on the list of nominees to be presented to the Church.
- b. This list of nominees shall be compiled by the Fellowship of Deacons, distributed to the Membership, and then presented to the Church for election on the Sunday before the Memorial Day weekend during the morning worship services. Each member shall vote for no more than the number of Deacons to be elected. The nominees receiving the highest number of votes shall be declared active Deacons to serve, beginning September 1 of the current year. In the event of a tie vote, the Fellowship of Deacons shall resolve the tie vote.
- c. Should a vacancy occur, the Chair of the Fellowship of Deacons shall appoint, for the duration of the vacant term, the individual receiving the next highest number of votes in the preceding Deacon election.
- d. A Deacon who serves for more than an 18-month term shall be ineligible to serve as an active Deacon for a period of one year after the end of his/her term.

## 4. Procedures and Organization

- a. The latest edition of *Robert's Rules of Order Newly Revised* is the default guidelines for parliamentary rules of procedure for all meetings unless in conflict with the Constitution or By-laws.
- b. Fifty-one (51) percent of the active Deacons constitutes a quorum.

- c. The organization of the Fellowship of Deacons shall be determined by the active fellowship as it complies with the Constitution and these Bylaws.
- d. The Fellowship of Deacons shall serve as the counters of all written ballots of the Church.
- e. The Fellowship of Deacons shall develop/maintain a procedure for Trustee nomination.

## Section 1.05 Moderator

### A. Role

The Moderator shall preside at all business meetings of the Church and conduct all meetings of the Church in accordance with the established procedures of the Constitution and these Bylaws.

### B. Line of Succession

- 1. The Chair of the Fellowship of Deacons shall serve as the Moderator for Church Business Meetings.
- 2. In the event the Chair of the Fellowship of Deacons is unable or defers to serve as the Moderator, the Vice Chair of the Fellowship of Deacons shall serve as the Moderator.
- 3. In the event the Vice Chair of the Fellowship of Deacons is unable or defers to serve as the Moderator, the Senior Minister shall serve as the Moderator.
- 4. In the event the Senior Minister is unable or defers to serve as the Moderator, a Church Clerk shall call the Church into a business meeting to elect a Moderator.

## Section 1.06 Clerk

### A. Election

The Church Clerks and Assistant Clerks shall be nominated annually by the Nominating Committee and be elected by the Membership. They may serve successive terms.

### B. Duties

The duties of the Clerks are as follows:

- 1. to attend or be represented at all Church business meetings as defined in Constitution, Article VI-Meetings. These instances consist of regular business meetings and all special business meetings
- 2. to confirm that a quorum of members is present and advise the Moderator (minimum of 50 required at all business meetings for official actions such as elections, budget approval, motion approvals but not necessarily for discussions)

3. to document the timing and action taken to announce, discuss and conduct each instance of a Church business meeting. This includes but is not limited to the dates and types of announcements of the business meeting, a copy of the contents and dates of distributions to the Membership, the dates of discussion session(s) with copy of any handouts, and date and minutes of the business meeting including results of any voting, elections or conferences.
4. to ensure there is a completed membership card on each new member joining in a Worship Service and that a photo is taken
5. to provide a copy of the documentation in items 3 and 4, above, to the Administrative Assistant for archiving and to be kept available in the Church office
6. to call the Church into a business meeting and to elect a Moderator from those present if:
  - a. a business meeting of the Church is properly called for, scheduled, and announced and
  - b. the business meeting convenes and none of the choices, as outlined in the Bylaws, is able or willing to serve as the Moderator

Note: The Traditional Worship Service Clerk shall have primary responsibility for ensuring that materials are properly documented and archived and that the duties of the Clerk are covered at combined or single meeting sessions. An Assistant Clerk may act in the absence of the Clerk, performing duties as outlined.

## Section 1.07 Treasurer

### A. Election

The Church Treasurer and Assistant Treasurer shall be nominated annually by the Nominating Committee and be elected by the Membership. They may serve successive terms. The Treasurer, unless already an active member of the Finance Committee or the Fellowship of Deacons, may serve as an ex-officio member of either or both.

### B. Duties

The duties of the Treasurer are:

1. to use a lockable bank bag to store and secure funds collected at one or more services on a Sunday
2. to keep any/all special offerings collected in an envelope separated from the general offering
3. to secure and transport the locked bank bag to the bank of the Church

4. to sign checks for disbursal of funds after receiving properly signed vouchers and supporting documents.

Note: The Assistant Treasurer shall act in the absence of the Treasurer as outlined above. In the absence of both, the Chair of the Fellowship of Deacons, the Chair of the Finance Committee, or the Trustee shall act as designated above.

#### Section 1.08 Trustees

##### A. Election

There shall be three (3) Trustees. The individuals who serve as Trustees shall be nominated by the Fellowship of Deacons and elected by the Membership to serve a three (3) year term. Church action on this nomination shall coincide with the election of Church Committees.

##### B. Term

A Trustee may serve, when nominated and elected, consecutive terms without limits. Terms shall rotate with one of the Trustees being nominated each year.

##### C. Authority

The Trustees have the power and authority:

1. to sign any and all legal documents on behalf of the Church
2. to take any and all action necessary on all matters approved by the Membership
3. to sell and convey Church property or to borrow money on behalf of the Church when so authorized by the Membership
4. to execute, on behalf of the Church, all necessary or proper documents, including, but not limited to, deeds, promissory notes, and mortgages of real estate
5. to sign on behalf of the Church any and all documents that are necessary to be signed in conducting the business activities of the Church

Note: HOWEVER, the Trustees shall have no power to sell, mortgage, or otherwise encumber or dispose of Church property, unless specifically authorized and directed by the Membership to do so.

#### Section 1.09 Termination of Church Officer or Deacon

A Church Officer or Deacon may be terminated

##### A. by resignation

##### B. by two-thirds (2/3) majority vote of voting members at a special business meeting of the Church. Notice will be given in the manner set forth in Article VI of the Constitution.

## ARTICLE II. PROGRAM ORGANIZATIONS AND OFFICERS

The Program Organizations of the Church shall include, but shall not be limited to, the Sunday School, Student Ministries, Merry Makers, and the Church Music Program. Each of these organizations shall be under the guidance and control of the Church and function through its own structures.

Program officers may be nominated annually by the Nominating Committee and be elected by the Membership or may be selected by the organization. Program officers nominated by the Nominating Committee must be resident members of the Church. They may serve successive terms. The Senior Minister shall serve as an ex-officio member or appoint an ex-officio member to all organizations.

Each organization shall be responsible for its contribution to the total Church program, shall submit an annual report to the Church, and shall submit a proposed annual budget to the Finance Committee.

The Church may establish other organizations that may adopt constitutions, bylaws, and other rules that are not inconsistent with this Constitution and Bylaws.

## ARTICLE III. COMMITTEES

### Section 3.01 Standing committees

The organization and responsibilities of all standing committees are presented in the Committee Manual as part of these Bylaws.

### Section 3.02 Special committees

#### A. Senior Minister Transition Committee

##### 1. Activation

Immediately upon determination that a Senior Minister vacancy will occur, the Chair of the Fellowship of Deacons will activate the Senior Minister Transition Committee.

##### 2. Composition and Organization

The Senior Minister Transition Committee will be comprised of the following:

a. the Chair of the Fellowship of Deacons (1)

b. all Members of the Personnel Committee (6)

c. the Chair of the Finance Committee (1)

d. the Chair of the Pulpit Supply Committee (1)

e. six additional Church Members (6) selected by the Chair of the Fellowship of Deacons and approved by the Fellowship of Deacons

The Senior Minister Transition Committee shall be organized as follows:

- f. The Chair of this Committee and other Committee officers shall be elected by this Committee.
- g. The Chair of the Fellowship of Deacons and all other members serving as the result of participation on other Church committees shall remain on the Senior Minister Transition Committee if and when their qualifying terms end. Their successors in such qualifying positions shall be added to the Senior Minister Transition Committee.

### 3. Functions

The Committee shall function as follows:

- a. to ensure communication, cooperation and collaboration between the Personnel Committee, the Finance Committee, the Pulpit Supply Committee and the Pastor Search Committee during the transition process
- b. to evaluate and engage outside resources, if deemed necessary, to assist with the transition to a new Senior Minister
- c. to assimilate and organize demographic information concerning the Church Membership (i.e., who we are and what we believe) for use by the Pastor Search Committee and for the benefit of prospective Senior Ministers
- d. to prepare a current description of the Church, including its organizational structure, its ministries and other pertinent information for use by the Pastor Search Committee and for the benefit of prospective Senior Ministers
- e. to monitor the progress of the transition to ensure that all required actions are completed in a timely manner
- f. to determine if the projected period of vacancy necessitates engagement of an interim Minister and to identify and engage an interim Minister as needed
- g. to ensure adequate preparation for the Senior Minister selection process and to initiate the Pastor Search Committee process
- h. to ensure the selected Senior Minister is received with charity into the new Church family

## B. Pastor Search Committee

### 1. Election

Upon the announcement of a Senior Minister vacancy, the Church shall elect a Pastor Search Committee. The election process shall be as follows:

- a. Notice of a special business meeting shall be provided to the Membership in the manner set forth for all business meetings (see Article VI of the Constitution).
- b. Each member present on the following Sunday morning shall nominate eight (8) members at least eighteen (18) years of age. Absentee ballots as defined in the Article VI of the Constitution shall be counted.
- c. All members receiving 10 or more nominations shall comprise a Listing of Nominees.
- d. The currently serving Nominating Committee shall then select a Pastor Search Committee of eight (8) members from the Listing of Nominees. The Nominating Committee shall work diligently to select a balanced Pastor Search Committee that fairly represents the various demographic components of the Church while acknowledging the support shown to each Nominee by the Membership. No two members selected shall reside in the same household or be closely related. The Nominating Committee shall verify the willingness of each selected party to serve and shall work with prospective nominees to offer temporary relief from other Church responsibilities as may be needed.
- e. The Nominating Committee shall present its Pastor Search Committee selections and its selection rationale to the Fellowship of Deacons for approval. Upon approval, the Pastor Search Committee shall be activated.
- f. The Chair and the Secretary shall be elected by the committee members, and all expenses of the committee shall be paid by the Church.
- g. Should a vacancy occur, the Nominating Committee shall fill the vacancy using the same criteria used in the original selection process.

## 2. Recommendation

The Pastor Search Committee shall, after thorough and prayerful consideration and investigation, recommend their candidate for Senior Minister to the Church. The process shall be as follows:

- a. The Pastor Search Committee shall notify the Church during a Sunday morning service that a prospective candidate shall be recommended on the following Sunday.
- b. A notice of the announcement shall be distributed during the subsequent week to the Membership.
- c. On the following Sunday morning, the announcement of the prospective candidate's name and notification of a special business meeting shall be made.

- d. A biographical sketch of the prospective Minister and notification of the special business meeting shall be distributed to the Membership during the week prior to the vote.
- e. Discussion on the recommendation shall be held on the Wednesday prior to the vote.
- f. The prospective Minister and family shall meet the Church prior to the vote.
- g. The Membership shall vote during a special business meeting on the following Sunday morning. A two-thirds (2/3) majority vote of the voting members shall constitute a call.

**C. Pulpit Supply Committee**

While the Church is without a Senior Minister, the Chair of the Fellowship of Deacons shall appoint a committee of six (6) persons to obtain supply for the pulpit each Sunday and obtain speakers for the mid-week prayer service.

**D. Associate Minister Search Committee**

Upon the announcement of an Associate Minister vacancy the following shall take place.

**1. Review Job Description**

The Personnel Committee will review and make any necessary modifications.

**2. Election**

The Church shall elect an Associate Minister Search Committee using the same process for electing a search committee and its subsequent recommendation of a candidate as that of the Pastor Search Committee. The only exception is that the 18 year-of-age requirement is waived to be a member of the Associate Minister Search Committee.

**3. Reassignment of Duties**

While the Church is without an Associate Minister, the Senior Minister will reassign the duties to existing staff. In the absence of a Senior Minister, the Personnel Committee will temporarily reassign duties of the Associate Minister to the existing staff or engage interim support as necessary until the position is filled.

**E. Other Special Committees**

**1. Activation**

The Chair of the Fellowship of Deacons shall activate Other Special Committees of the Church as the need arises.

**2. Membership**

Members of Other Special Committees of the Church shall be nominated by the Nominating Committee. These nominations shall be approved by the Membership.

### 3. Duration

These committees are responsible to the Church and shall be dissolved either upon completion of their obligation or by the Church.

## ARTICLE IV. ORDINANCES

### Section 4.01 Baptism

Baptism is an ordinance established by Jesus Christ for perpetual observance by His people throughout history. The truths symbolized in baptism as historically recognized by Baptists are the following: remission of sins, fellowship or union with Christ in His death and resurrection, cleansing from all unrighteousness, and consecration to the service of God.

Baptism, *itself*, does not confer salvation. Baptism is simply the outward symbol of what has already taken place within the person.

Persons who publicly declare their faith in the Lord Jesus Christ at any of the worship services shall be received by the Church for baptism.

- A. Baptism shall be by immersion in water.
- B. Baptism shall be administered by an Ordained Minister.
- C. Baptism shall be administered as an act of worship primarily during one of the regularly scheduled worship services.

### Section 4.02 The Lord's Supper

The Lord's Supper is an ordinance established by Jesus Christ whereby members of the Church, through partaking of the bread and the cup, commemorate the death of Jesus Christ and anticipate His second coming.

- A. The Lord's Supper shall be observed at least twice quarterly.
- B. The Ministers and Fellowship of Deacons shall be responsible for the administration of the Lord's Supper.
- C. The Ministers and Fellowship of Deacons shall make the Lord's Supper available for members unable to attend Church services.
- D. All members of the body of Christ present during the observance of the Lord's Supper, whether members of this Church or not, are to be invited to participate in the observance.

## ARTICLE V. MESSENGERS AND REPRESENTATIVES

Messengers or representatives, as required, shall be chosen by the Church at a regular or special business meeting to attend the regular or special meetings of the organizations to which the Church may choose.

The number chosen shall be determined by the outside organization, and the messengers shall be chosen on the basis of their expressed interest in attending. Should more than the appropriate number express an interest in attending, those receiving the highest number of votes shall serve as messengers or representatives. The alternates shall be determined by the highest number of votes.

## ARTICLE VI. FINANCE

The financial needs of the Church shall be met by voluntary gifts.

All monies shall be deposited into the treasury and disbursed as prescribed in these Bylaws and the Constitution.

The Church shall operate under an approved budget.

Financial records shall be maintained in a form that demonstrates appropriate accountability.

No debt, commitment or other financial obligation shall be created except by the authority of the Constitution, these Bylaws, or by the Church itself.

The Finance Committee or the Fellowship of Deacons may authorize up to one half of one percent (.005) of the current budget total when necessary for an unbudgeted item.

## ARTICLE VII. MINISTERIAL ORDINATION

### Section 7.01 Calling

On the occasion that a Church member or someone closely associated with the Church desires to serve our Lord as an Ordained Minister, that person can request the initiation of an ordination process.

### Section 7.02 Ordination Process

#### A. Calling

A person desiring ordination will make that desire known to a Church Minister or other Church leader such as the Fellowship of Deacons Chair. In doing so, the candidate for ordination will relate his or her Christian belief and the nature of the calling.

#### B. Qualifications

1. The candidate shall be known to the Church through membership or internship, other Christian work history, or service over a period of time.
2. The candidate shall show evidence of his or her faith, character, and calling during that period.
3. The candidate shall be presented by the Minister to the Church Membership at a regular meeting.

### C. Council

1. After endorsement by the Fellowship of Deacons, an Ordination Council should be formed collaboratively by Minister/Church leader(s) and candidate for ordination consisting of:
  - a. persons influential or important to the candidate (mentors, teachers, people in the Church or other congregations)
  - b. a Church Minister, Church leader(s) such as Deacon Chair, Moderator, etc.
  - c. at-large person(s) selected for their Christian character, discernment, and church experience/leadership
  - d. at least one leader from another church or Christian organization
2. The Council should examine the candidate for Christian experience, character, calling, and fitness for ministry. The process of examination should be thorough and probe the depth of the candidate's faith and calling to ministry but not adversarial.
3. If the Council supports the candidate, they will present their recommendation to the Church.
4. If the Council declines recommendation, the candidate may withdraw the request to pursue further training.

### D. Church

1. The member of the Ordination Council will present the approved candidate for Church affirmation.
2. A voice vote will be taken to affirm the candidate by simple majority.
3. With an affirmative vote by the Membership, a service of ordination will occur on a date suitable to the Church and candidate.
4. The ordination service will be developed by the candidate and the Senior Minister to fit the special occasion to the candidate.

## ARTICLE VIII. CHURCH POLICIES

### Section 8.01 General procedures

Certain general operating procedures shall be established as Church Policies. The policies may be proposed by the Fellowship of Deacons, Church Officers, Committees, or by individual members and shall be approved at the discretion of the Fellowship of

Deacons, or by the Church. The Fellowship of Deacons is responsible for the interpretation of the policies that shall be carried out by the appropriate committee.

#### Section 8.02 Ex-officio

All references to ex-officio in these Bylaws and Committee Manual shall be deemed to mean "without a vote."

#### Section 8.03 Distribution to the Membership

The master list for distribution to the Membership of announcements, formal motions, proposals and other notifications will be maintained by the Administrative Assistant in the Church office. These notifications will be written and communicated using printed and/or electronic methods.

### ARTICLE IX. AMENDMENTS

Amendments to the Bylaws shall be reviewed by the Fellowship of Deacons. A recommendation to adopt amendments shall be announced at a regular meeting of the Church. A special business meeting shall be called in accordance with Article VI of the Church Constitution for consideration for adoption. Amendments to these Bylaws shall be approved by simple majority of the voting members at a special business meeting held during any regular Sunday morning meeting of the Church. In cases where the amendment relates to the calling or termination of Ministerial staff a two-thirds (2/3) majority vote of the voting members is required.