

THE GUIDING  
DOCUMENTS  
OF  
STITHTON  
BAPTIST  
CHURCH

The Guiding Documents  
Of  
Stithton Baptist Church

What we believe, or “theology” is the foundation of our **CONSTITUTION**. Therefore, it has basically, remained the same throughout the history of our church. The **BYLAWS** describe organization and how we operate. Therefore, they need to be updated periodically. A **POLICY MANUAL** goes into even greater detail concerning procedures for various aspects of church life such as personnel, facility use, financial guidelines, etc.

The advantages of these documents are that they:

- Furnish members a written statement of their church’s theological beliefs, organization, and fundamental guidelines.
- Aid in preserving democratic harmony since the church has already established guidelines.
- Provide orderly procedures for guiding transaction of church business.

Historically, the constitution and bylaws of our church have been updated about every decade. As a matter of information, bylaws were adopted Aug. 7, 1963. These presented by a committee comprised of Pastor Gene Waggoner and deacons, Allen Bell and Marion Logsdon.

A committee comprised of Pastor, Gene Waggoner and deacons, Allen Bell and Marion Logsdon were asked to revise the bylaws again 10 years later. That revision was adopted Nov. 7, 1973.

In 1990 the church appointed Associate Pastor Brian Voelker and deacons, David Gray and Bob Schaffner to revise the bylaws. That revision was adopted Feb. 13, 1991.

Another revision was presented May 13, 2001 and approved on June 27, 2001. That committee included; Lib Schaffner, Youlanda Washington, Associate Pastors Brian Voelker and Edward Foskey, and deacon Tony Shafer (Team Chairperson).

On July 13, 2005, a revision of the by-laws and policy manual was approved. This committee was made up of Gary Davis, Tim Drushal, Bruce McGee, Ron Cox, Shirley Blehar, Charlie Rice, and Sallie Potts.

The latest revision of the constitution and by-laws was presented and approved on 6/11/2017. The team consisted of Jim Wetzel-Chair, Allen Duncan-Co Chair, Pastor Denver Copeland-Ex-Officio (Nov. 2016), Wayne Shaffer-Deacon Chair, Charlotte Oiler-secretary, David White, Debbie Brooks, and Ruth Downey (resigned Oct. 25, 2016).

# **Constitution of Stithton Baptist Church**

## **ARTICLE 1 – GENERAL**

Because it is the desire of this assembly to be constituted a Christian church, and to have all its matters of worship, belief, and business to be conducted in an orderly manner and in agreement with Holy Scripture, the members of Stithton Baptist Church, do agree to and adopt the following Constitution and Bylaws, as a replacement to any previous such documents, effective \_\_\_\_\_.

### **Section 1.1 - Legal Name**

The name of this corporation is Stithton Baptist Church, Inc. ["the church"]. This church was organized January 9, 1887 and incorporated January 23, 1964.

### **Section 1.2 - Autonomy**

The church is autonomous, maintains the right to govern its own affairs independent of denominational control, and is subject to the control of no other ecclesiastical body. The church may, in its sole discretion, voluntarily affiliate with other churches, conventions, and/or groups. Insofar as it is practical, this church will cooperate and support Severns Valley Association of Baptists, the Kentucky Baptist Convention, and the Southern Baptist Convention.

### **Section 1.3 - Non-Profit Status**

The church is a non-profit corporation organized under Kentucky law.

### **Section 1.4 - Dissolution**

In the event of a voluntary dissolution of the church, the church's net assets shall be distributed to one or more non-profit organizations.

### **Section 1.5 - First Amendment**

The church has a spiritual and faith-based purpose as guided by the Holy Spirit and the Scriptures and is entitled, in all matters, including, but not limited to, doctrine, governance, church discipline, conduct and morality, to the protections of the free exercise of religion clause of the First Amendment of the United States Constitution and any similar provisions or protections of the Kentucky Constitution.

### **Section 1.6 - No Contractual Obligation**

Nothing contained in this Constitution, the church By-laws, church policies, or other documents shall be construed to create any contractual obligations, express or implied, between the church and any of its members, employees, volunteers, or other persons.

## **ARTICLE 2 - ARTICLES OF FAITH**

**Section 2.1 - Purpose and Mission** - The church exists to proclaim and share the gospel of Jesus Christ. The church's mission is to love God, love people, and make disciples through evangelism, discipleship, and worship.

## Section 2.2 - Statement of Basic Beliefs

**2.2.1 - The Scriptures** - We believe that the Bible, composed of the Old and New Testaments, is God's inspired and infallible Word, and that it is the supreme standard and final authority for all conduct, faith, and doctrine. All Scripture is a testimony to Jesus Christ, who is Himself the focus of divine revelation.

(Ps 19:7-10; 119; Rom 15:4; 2 Tim 3:16-17; Heb 4:12; 2 Pet 1:19-21)

**2.2.2 - God** - We believe that there is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all-powerful and all-knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

**God the Father** - We believe that God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

(Gen 1:1; 2:7; Ex 3:14; 6:2-3; 15:11; 20:1; Lev 22:2; Deut 6:4; 32:6; 1 Chr 29:10; Ps 19:1-3; Is 43:3,15; 64:8; Jer 10:10; 17:13; Matt 6:9; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Rom 8:14-15; 1 Cor 8:6; Gal 4:6; Eph 4:6; Col 1:15; 1 Tim 1:17; Heb 11:6; 12:9; 1 Pet 1:17; 1 John 5:7).

**God the Son** - We believe that Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

(Gen 18:1; Ps 2:7; 110:1; Is 7:14; 53; Matt 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16, 27; 17:5; 27; 28:1-6, 19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18, 29; 10:30, 38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20, 28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5, 20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3, 34; 10:4; 1 Cor 1:30; 2:2; 8:6; 15:1-8, 24-28; 2 Cor 5:19-21; 8:9; Gal 4:4-5; Eph 1:20; 3:11; 4:7-10; Phil 2:5-11; Col 1:13-22; 2:9; 1 Thess 4:14-18; 1 Tim 2:5-6; 3:16; Titus 2:13-14; Heb 1:1-3; 4:14-15; 7:14-28; 9:12-15, 24-28; 12:2; 13:8; 1 Pet 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Rev 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16).

**God the Holy Spirit** - We believe that the Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts

### **Section 2.2.2 - God the Holy Spirit continued:**

believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

(Gen 1:2; Jud 14:6; Job 26:13; Ps 51:11; 139:7; Is 61:1-3; Joel 2:28-32; Matt 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17, 26; 15:26; 16:7-14; Acts 1:8; 2:1-4, 38; 4:31; 5:3; 6:3; 7:55; 8:17, 39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Rom 8:9-11, 14-16, 26-27; 1 Cor 2:10-14; 3:16; 12:3-11,13; Gal 4:6; Eph 1:13-14; 4:30; 5:18; 1 Thes 5:19; 1 Tim 3:16; 4:1; 2 Tim 1:14; 3:16; Heb 9:8,14; 2 Pet 1:21; 1 John 4:13; 5:6-7; Rev 1:10; 22:17).

**2.2.3 - Man** – There is no man so morally destitute that the Savior cannot reach him. We believe that human beings are created in the image of God as His supreme work, and as such have infinite worth and dignity; but by willful transgression became sinful and justly under the condemnation and wrath of almighty God.

(Gen 1:26-30; 2:7-25; 3:1-24; Jer 17:9; Rom 1:19-32; 3:23; I Cor 1:21-31; Eph 2:1-10).

**2.2.4 - Salvation** - We believe that the only salvation from sin's guilt and condemnation is through repentance and faith in the righteousness and atonement of the Lord Jesus Christ, and that this salvation is the free gift of God's love and grace.

(John 1:12; 3:16; Acts 3:19; 14:6; Rom 3:20-28; 5:1-2; 6:1-23; 8:1-18; 10:9-13; I Cor 6:19-20; 2 Cor 5:1-11; Gal 5:22-25; Eph 2:8-10).

**2.2.5 - Eternal Security** - We believe that because the believer is secure, kept by the power of God and not by self-effort. Salvation grants eternal life. The true believer is secure in that salvation is for eternity and can never be lost again.

(John 1:12-13; 5:24; 6:44-45; 10:27-29; 15:16; Rom 8:28-30; 11:26-36; Eph 1:3-14).

**2.2.6 - The Church** - We believe that a New Testament church is a body of believers committed to the New Testament teachings of Christ, associated for evangelism, worship, fellowship, discipleship, and ministry. Its ordinances are baptism and communion. Its two Biblical offices are pastor and deacon.

(Matt 16:15-19; 28:19-20; Acts 2:41-47; 6:3-6; Eph 1:22-23; 2:19-22; 5:22-32; I Tim 3:1-15).

**2.2.7 - Baptism and the Lord's Supper** - We believe that baptism is only to be administered upon profession of faith in Christ, by immersion, thereby declaring faith in a crucified, buried, and risen Lord; that the Lord's Supper (communion) is only for believers, and is in remembrance of the Lord's death until He comes.

(Matt 3:13-17; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; Acts 2:41-42; 8:35-39; Rom 6:3-5; I Cor 10:16-21; 11:23-29; Col 2:12).

**2.2.8 - Family** - We believe that God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the

### **2.2.8 - Family continued:**

human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband, even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

(Gen 1:26-28; 2:15-25; 3:1-20; Ex 20:12; Deut 6:4-9; Jos 24:15; 1 Sam 1:26-28; Ps 51:5; 78:1-8; 127; 128; 139:13-16; Pro 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6, 15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecc 4:9-12; 9:9; Mal 2:14-16; Matt 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Rom 1:18-32; 1 Cor 7:1-16; Eph 5:21-33; 6:1-4; Col 3:18-21; 1 Tim 5:8,14; 2 Tim 1:3-5; Titus 2:3-5; Heb 13:4; 1 Pet 3:1-7).

**2.2.9 - Marriage and Sexuality** - We believe that every person must be afforded compassion, love, kindness, respect and dignity in accordance with biblical teachings. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that marriage is sanctioned by God and that the term 'marriage' has only one meaning given to us through Scripture. We believe that marriage is the uniting of one man and one woman in a covenant commitment for a lifetime. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, incest, pornography or attempts to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to church members and to the community, it is imperative that all persons employed by the church in any capacity, all members of the church, and that all who serve as volunteers should abide by and agree to this statement on Marriage and Sexuality and conduct themselves accordingly.

(Gen 1:26-28; 2:18-25; 3:1-20; Lev 18:1-30; Deut 6:1-25; Jos 24:1-28; Ps 51:1-6; 78:1-8; 127; 128; 139:13-16; Pro 5:1-23; 6:20-35; 12:4; 14:1-2; 18:22; 24:3-4; 31:10-31; 4:9-12; 9:9; Mal 2:14-16; Matt 5:27-32; 19:3-9; Luke 5:29-32; John 13:34-35; Acts 2:38-41; Rom 1:18-32; 10:9-13; 1 Cor 6:9-20; 13:1-13; 5:17-21; Gal 5:13-26; Eph 5:1-33; Titus 2:1-15; Heb 13:1-4).

## **ARTICLE 3 - GOVERNANCE AND AUTHORITY**

### **Section 3.1 - Members**

Jesus Christ is the head of the church. Governance of the church is vested in the members that compose it in a congregational form of church governance. The members retain authority to govern in the following matters:

### **Section 3.1 - Members continued:**

- Calling and dismissing the senior pastor.
- Calling pastoral staff.
- Approving persons for membership.
- Approving at-large laypersons serving on the Church Council.
- Electing deacons, officers, and leadership team members.
- Adopting the church's constitution or bylaws.
- Approving the church's annual budget.
- Purchasing, selling or encumbering real property.
- Borrowing money other than consistent with the church budget.
- Establishing a mission church or other church campuses.
- Adopting the procedure for establishing a senior pastor and search team.

The members have chosen to delegate authority to govern to the Church Council. The members authorize the Church Council to govern on behalf of the church in all matters not specifically listed above.

(Matt 16:18; Acts 2:42-47; 11:19-24; 15; 1 Cor 3:11; Eph 1:19-23; 2:19-20; 5:23-24; Rev 2-3).

### **Section 3.2 - Church Council**

The affairs of the church are managed by the Church Council which serves as the church's board of directors. In matters of the church's faith, doctrine, practice, policy, and discipline, the Church Council is the church's interpretive authority on the Bible's meaning and application.

(Ex 18:17-23; Deut 1:9-13; Pro 24:3, 6; Matt 18:15-20; Acts 6:1-6; 13:1-3; 16:4; 1 Cor 5:1-13; 2 Cor 2:5-8; 1 Tim 3; Titus 1; 1 Pet 5:1:1-4).



# **Bylaws of Stithton Baptist Church**

## ARTICLE 1 – GENERAL

### Section 1.1 - Non-profit Status

Stithton Baptist Church (hereinafter “church”), is a Southern Baptist church and a Kentucky nonprofit, non-stock corporation.

### Section 1.2 - Purpose and Autonomy

The church exists to proclaim and share the gospel of Jesus Christ. Its mission is to love God, love people and to make disciples of Jesus Christ. It is a sovereign and democratic Southern Baptist church under the Lordship of Jesus Christ. The membership retains the right of self-government in all phases of the spiritual and temporal life of this church, but delegates authority, as set out in its Constitution, these Bylaws and church policies to its Church Council, Pastoral Staff, Deacons, Officers and Leadership Teams.

## ARTICLE 2 – MEMBERSHIP

### Section 2.1 - Membership Approval

The membership of the church reserves the exclusive right to approve persons for membership.

### Section 2.2 - Membership Limitations

Membership in the church is a privilege and a responsibility. Membership in the church conveys no civil, property or contractual obligation upon any member. Membership in the church does not create a shareholder relationship or ownership right in the church. Each member of the church agrees that membership confers authority in the church, its pastoral staff, Church Council, deacons, officers and Leadership Teams to engage in efforts toward a member to repent which may include counseling, confrontation, and discipline and each member hereby expressly consents to such action and accepts it as a condition of membership.

### Section 2.3 - Requests for Membership

**Section 2.3.1 - Candidacy:** Persons may present themselves as candidates for membership by one of the following means: (1) profession of faith in Christ as the only Savior and Lord, requesting believer’s baptism by immersion; (2) promise of a letter from another Baptist church which practices believer’s baptism by immersion and is doctrinally in accord with the church’s Articles of Faith; or (3) upon a statement of prior conversion experience to Christ as the only Savior and Lord and previous believer’s baptism by immersion. Should there be any question as to the sincerity of any candidate, this question shall be referred to the Church Council and Pastoral Staff for investigation.

**Section 2.3.2 - Orientation:** Candidates for membership must successfully complete the church’s new member orientation program, when available, under the direction of the pastoral staff.

**Section 2.3.3 – Associate Membership:** Fellow believers are worshipping with us temporarily (due to military duty assignments or school, etc.) The church shall grant Associate Membership in order that they may be fully active while serving here and not required to terminate their home membership upon their presentation and vote during a Church Business Meeting.

**Section 2.3.4 - Acceptance:** Recommendations for new membership shall be brought by the Church Administrative Assistant to the church in a Church Business Meeting.

## **Section 2.4 - Responsibilities of Membership**

**2.4.1 - Spiritual Growth (2 Tim 2:15):** Members are expected to discover, develop, and use their spiritual gifts and personal passion in the ministry of Christ toward others through this local congregation. Members are expected to cultivate an inner life of active prayer, personal Bible study, and quiet listening for God's Spirit. Members are also expected to engage regularly in corporate worship and small group discipleship, learning, and training opportunities, as well as to demonstrate spiritual growth through a love for lost people, a dedication to congregational unity, the exercise of personal stewardship, and the acceptance of administrative responsibility.

**2.4.2 - Loving the Lost (Matt 28:19; Lk 15; Acts 1:8):** Members are expected to exercise a lifestyle in which loving the lost is an integral aspect of daily living. Members are expected also to participate regularly in the outreach strategies of this congregation.

### **2.4.3 - Responsible Stewardship (Mal 3:10; Matt 25:14-30; Lk 12:42-48; 1 Cor 4:2):**

Members are expected to contribute freely, cheerfully, and regularly to the support of this congregation, the expenses of the ministries, the relief of the poor and oppressed, and the spread of the gospel to all peoples, all races, all nations, and all generations. Members are also expected to demonstrate the appropriate and responsible use of all physical resources entrusted to this congregation (e.g., buildings, transportation, equipment, materials, technology, instruments, money, land, etc.).

**2.4.4 - Community Discernment (Jn 10:27; Rm 12:3-5; 1 Cor 14:40):** Members are expected to be accurately informed on matters of congregational policy, operation, and decision-making. Members are expected also to participate in Church Business Meetings in a healthy, constructive manner.

**2.4.5 - Congregational Unity (Rom 15:6; Eph 4:1-6):** Members are expected to live together as an authentic Christian community, understanding that unity does not require uniformity but does require humility, patience, honesty, respect, accountability, and love. Should any unhappy differences arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew. In all cases the proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

## **Section 2.5 - Church Discipline**

Since the church has the right to accept individuals for membership, the church must also have the freedom to discipline in cases involving a member engaging in immoral or unchristian conduct, breach of covenant vows, disregard for the responsibilities of membership or disloyalty to the church. The church refers all matters of discipline to the Church Council. Faithful efforts, guided by Matthew 18, shall be made to bring any such member to repentance and reconciliation through Biblical counseling, confrontation and encouragement. In cases of members who fail to respond in repentance, the Church Council may admonish the member, remove the person from any position of church leadership or terminate the member's membership, and may advise the church of any such action.

## **Section 2.6 - Termination of Membership**

Membership shall be terminated in the following ways: (1) death, (2) transfer of letter to another Baptist church, (3) affiliation with a church of another faith or denomination, (4) personal request, or (5) action of the Church Council set out in Section 2.5 of these Bylaws.

### **Section 2.6.1 – Inactive Membership**

If a member has not attended church services in the previous year or has moved from the local area and all written and verbal efforts to discuss his or her membership status have been unsuccessful, that member will be moved to an inactive member status for an additional year. When all efforts have proved unsuccessful, inactive members who have been on the inactive list for more than one year may be removed from membership upon recommendation of the Church Council or Deacon Team to the church body for a vote.

### **Section 2.7 - Restoration of Membership**

Upon evidence of repentance, reconciliation, and reformation, or lack of attendance, any person whose membership has been terminated may be restored by a recommendation of the Church Council followed by a majority vote of members in Church Business Meeting.

## **Article 3 - CHURCH LEADERSHIP**

### **Section 3.1 - Senior Pastor (1 Timothy 3, Titus 1, 1 Peter 5)**

The Senior Pastor is responsible for preaching the Word of God and leading the church in functioning as a New Testament church. He is the leader of the pastoral staff to guide the congregation in ministries of worship, proclamation, education and pastoral care. When the church is without a Senior Pastor, a Search Team shall be established by the procedure adopted by the church. Any church member may make a recommendation for Senior Pastor to the Search Team. The Search Team shall bring to the church only one (1) man at a time for consideration. Election shall be by ballot at a meeting called at least two (2) weeks in advance. An affirmative vote of 80% of the members present shall be necessary for a call. Thus elected, and upon his acceptance of the call, the Senior Pastor shall serve until the relationship is terminated at his request or at the church's request.

### **Section 3.2 - Other pastoral staff (1 Timothy 3, Titus 1, 1 Peter 5)**

The Personnel Team shall be responsible for bringing recommendations for calling other pastoral staff as needed to lead the congregation in achieving the church's mission. The Team shall bring to the church only one (1) person at a time for each position under consideration. Official action shall be by ballot vote at a meeting called at least two (2) weeks in advance. Pastoral staff members shall be under the general direction of the Senior Pastor, aided by the Personnel Team and the Church Council.

### **Section 3.3 – Deacons (1 Timothy 3:8-10;12)**

In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to assist the pastoral staff in performing pastoral responsibilities. They shall be zealous to guard the unity of the spirit within the church and in the bonds of peace. In consultation with the pastoral staff and leadership teams, they are to consider plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth

### **Section 3.3 – Deacons continued:**

of the Kingdom of God. The deacons shall be persons qualified for service as set out in 1 Timothy 3.

The church shall have up to nine (9) active deacons or more for the first two hundred (200) members, plus three (3) or more elected deacons for up to one hundred (100) additional members. They shall be elected at the any regular Church Business Meeting. If nominated and elected for service, there is no obligation to newly ordain a deacon who was previously ordained and transfers his membership from another church of like faith.

The Deacons shall be responsible for presenting recommended nominees. The congregation will also have the opportunity to make recommendations for Deacons. Recommendations from the Deacon body and church are taken into consideration by the Deacons when compiling the final slate of candidates. This list shall be published to the congregation at least two (2) weeks prior to the next Church Business Meeting, at which time the nominees will be presented and approved by a majority vote.

### **Section 3.4 - Church Council**

The Church Council shall serve as the board of directors of the church, and shall be so identified with the Kentucky Secretary of State. The Church Council is authorized to act on behalf of the church in all matters not specifically retained by the members in Section 3.01 of the Constitution.

The Church Council shall be comprised of the following nine (9) persons: Senior Pastor(chairman), the head of evangelism, discipleship, worship, ministry/care, and organizational ministries as well as three at large members. These three are to be nominated by the Leadership Selection Team and approved by the Church. The three (3) at-large members of the Church Council shall strive to serve staggered three-year terms when possible. At the end of the term of an at-large member of the Church Council, the Leadership Selection Team shall nominate any new at large members of the Church Council in the Church Business Meeting in which the slate of officers and leadership teams is approved by the church. Additional staff members may serve as ex-officio members of the Church Council. In the event of a vacancy of an at-large member of the Church Council, the Leadership Selection Team shall immediately nominate a replacement to complete the term vacated, which shall be approved by the church at next regular business meeting. In the event of the resignation or termination of the Senior Pastor, a transitional Pastor shall serve.

### **Section 3.5 - Church Officers**

All officers shall be elected by the church and report regularly to the Church Council and the Senior Pastor.

#### **Section 3.5.1 – Moderator/Assistant Moderator**

The moderator and assistant moderator shall be laypersons nominated by the Leadership Selection Team, each elected by the church and shall strive to serve for three-year terms. The moderator shall preside at Church Business Meetings. In the moderator's absence, the assistant moderator shall preside.

### **Section 3.5.2 – Assistant Clerk**

The Assistant Clerk shall be a layperson nominated by the Leadership Selection Team and elected by the church. In the absence of the of the Church Administrative Assistant, the Assistant Clerk shall keep the minutes of Church Business Meetings and bring to the church recommendations for additions to membership and report other changes in membership when taking the minutes.

### **Section 3.5.3 - Treasurer /Assistant Treasurer**

Upon recommendation of the Leadership Selection Team, the church shall elect a treasurer and an assistant treasurer. These officers shall be laypersons, each elected by the church and each serving a minimum of three-year terms when possible. The treasurer shall exercise oversight of all financial transactions and certify that all payments are properly authorized by the church. The assistant treasurer shall fulfil these responsibilities in the absence of the treasurer. The treasurer and assistant treasurer shall report and be responsible to the Church Council and the church.

### **Section 3.5.4 - Trustees**

The church shall elect three (3) or more trustees, who shall be responsible to insure the maintenance and care of all church property and equipment. The Trustees are selected by the Personnel Team and their recommendations shall be published to the congregation at least two (2) weeks prior to the next Church Business Meeting at which the nominations will be presented and approved by a majority vote.

### **Section 3.6 - Leadership Teams**

The church may authorize and establish standing leadership teams as needed to carry out the mission of the church by providing guidance and leadership to the congregation at large. Leadership team members may be elected by and accountable to the congregation and serve a 3-year rotation term when possible. The term of office of the teams will be voted on in October and will serve January 1 to December 31. Leadership teams shall meet regularly and may assist in establishing policies. They report to the Church Council, deacons, and congregation, as necessary, during Church Business Meetings. The teams shall meet regularly and provide minutes of those meeting to the church office for filing.

#### **Section 3.6.1 - Leadership Selection Team**

The Leadership Selection Team shall bring to the congregation for approval their recommendations for church officers and vacancies on all leadership teams at the spring Church Business Meeting or as soon as possible after that meeting. This team shall also make nominations for vacancies as they occur. The Leadership Selection Team may be a group of up to seven (7) laypersons, including Directors of Ministries, as applicable, and members of the congregation at large. Each member shall serve for up to three (3) years when possible. The chairperson of the Leadership Selection Team shall be determined during their first meeting.

### **Section 3.6.2 – Finance Stewardship Team**

The Finance Stewardship Team is and shall continue as a standing leadership team, comprised of no less than (5) and not more than (10) members nominated by the Leadership Selection Team and approved by the church. Members of the Finance Stewardship Team shall serve three (3) year terms when possible. At least one member of the Finance Stewardship Team must be an active deacon. The Finance Stewardship Team monitors and oversees the financial health of the church and provides guidance and reporting to the Church Council and the church on significant resource issues. The Finance Stewardship Team, working together with the Pastoral Staff and the Church Council, prepares the yearly budget and presents it to the church for approval. The Finance Stewardship Team shall notify the church council of available funds in order to adjust spending. The Finance Stewardship Team shall initiate an audit be conducted every two (2) years under the direction of the Kentucky Baptist Convention Stewardship Department. Every five (5) years or as often as needed, an outside audit agency will perform a complete audit of the church records to assure continued compliance with current Federal, State, and local regulations. The Finance Stewardship Team shall coordinate, with the church treasurer, a group of tellers who will count, deposit, and record all receipts as directed by the policy manual.

### **Section 3.6.3 - Personnel Team**

The Personnel Team is and shall continue as a standing leadership team that shall consist of four (4) to seven (7) members nominated by the Leadership Selection Team and approved by the church. Members of the Personnel Team shall serve three (3) year terms when possible. The Personnel Team shall recommend to the Church Council the creation and dissolution of staff positions other than the Senior Pastor. The Personnel Team shall recommend to the Church Council the creation, revision, and maintenance of job descriptions for all staff positions other than the Senior Pastor. The Personnel Team shall prepare annual budget recommendations to the Finance Stewardship Team regarding staff salaries. The Personnel Team will recommend policies and procedures for the management of personnel issues related to the mission of the church. The Personnel Team will evaluate all staff and lay person's performance with all Personnel policies and procedures. The Personnel Team may make recommendations to the Church Council as needed to address deficiencies.

### **Section 3.6.4 - Properties Team**

The Properties Team will consist of four (4) to eight (8) members recommended by the Leadership Selection Team, approved by the congregation and serve three (3) year terms when possible. The Properties Team will be responsible for oversight of the maintenance and upkeep of the church facilities, grounds, property, and equipment. The Properties Team will be responsible for the physical needs of the church; adopt, amend, and maintain a 5-year plan and make recommendations for action to the church council.

### **Section 3.6.5 - Ad Hoc Leadership Teams**

The Church Council may establish ad hoc teams, which can be formed for specific purposes. Ad hoc teams shall meet and report to the Church Council, the deacons, congregation, and as necessary, during Church Business Meetings. Once the purpose of the ad hoc team is completed, it shall automatically disband.

### **Section 3.7 - Ministry Teams**

Ministry teams provide guidance and hands-on leadership to the various ministries of the church. Each ministry team must be directly related to the church's current purpose, and vision. Each ministry team will be assigned to a pastoral staff member who will be the contact for materials, communication, promotion, and moral support to the leader and the ministry team. The ministry team's specific purpose must be approved by the pastoral leadership team. A ministry team may request or recommend policies to the appropriate leadership.

## **ARTICLE 4 - CHURCH MEETINGS**

### **Section 4.1 - Worship Services**

The church shall meet regularly on Sunday and Wednesday for preaching, prayer, instruction, evangelism, and for worship of God. Occasional meetings may be scheduled by any one of the pastoral staff, the Church Council, or by vote of the church.

### **Section 4.2 - Lord's Supper**

The Lord's Supper shall be duly observed at least quarterly.

### **Section 4.3 - Church Business Meetings**

#### **4.3.1- Quarterly Business Meeting.**

The most recently revised edition of Robert's Rules of Order is the authority for parliamentary rules of procedure for all Church Business Meetings, the Church Council, the deacons, the trustees, and leadership teams. Each member age 18 or older present in the Church Business Meeting is entitled to one vote. Any time nominations are brought to the church by an elected team or the deacons, further nominations may be made from the floor. The person being nominated should have given permission before being nominated. A majority vote of the members present (no less than 30) constitutes approval. Regular Church Business Meetings shall be held quarterly, following morning worship services the third Sunday of the month of February, May, August and November, unless otherwise provided by the Church Council.

#### **4.3.2 – Special Called Business Meeting**

For any business of unusual interest, including but not limited to the buying, leasing, pledging of security, or selling of real estate, or the calling of a member of the pastoral staff, notice shall be given the membership at two (2) Sunday services prior to the date of the meeting. A special Church Business Meeting may be called by the Pastor, Deacon Chairman, or the Church Council with notice of the time and place having been announced at two (2) Sunday services preceding the date of the meeting, or upon other reasonable notice. Any five (5) church members may make a written request, clearly stating the purpose to meet, to the Deacon chair. Notification must be made at two (2) Sunday services prior to the date of the meeting.

## **ARTICLE 5 – CHURCH YEAR**

The fiscal year of the church shall be January 1 - December 31.



## **ARTICLE 6 - CHURCH RECORDS**

### **Section 6.1 – Membership Records**

All church records are the property of the church and shall be maintained and filed in the church office. Member records will be held in confidence and shall not be disclosed to any non-member or fellow member except as required by law. A member of the church staff shall be empowered by the Church Council and Senior Pastor with the discretion to refuse any request for member records if such request is deemed improper or outside the ordinary course and business of the church. The improper use or attempted improper use of member records may subject the member responsible for such use or attempted use to church discipline. The church office is responsible for keeping a register of the names of members with the dates of admission, transfer, or death, together with a record of baptisms. The church office shall issue letters of transfer.

## **ARTICLE 7 - INSURANCE, INDEMNIFICATION AND FIDUCIARY DUTIES**

### **Section 7.1 - Insurance**

The church will purchase and maintain liability insurance on behalf of any and all persons who are or were a director, officer, leader, employee, team member or volunteer of the church (while serving in their capacity as such). Such insurance will be purchased for the purpose of protecting such persons from covered loss resulting in liability asserted against the above individuals relating to their activities on behalf of the church.

### **Section 7.2 - Indemnification Requests**

Should any director, officer, leader, employee, team member or volunteer of the church incur any liability as a result of their affiliation with or service to the church that is not covered by the church's insurance policy, and should such liability result in any out-of-pocket cost to such individual, then such individual may request indemnification from the church. The granting of full or partial indemnification shall be at the discretion of the Church Council or the church as set forth in Section 6.3 herein.

### **Section 7.3 - Indemnification Decisions**

Requests made by an individual who is not currently serving on the Church Council, then the indemnification decision (whether to indemnify the requesting individual, and the dollar amount of such indemnification), will be made by the Church Council. Such decision of the Church Council will be final. If the indemnification request is being made by a person who is currently serving on the Church Council, then the indemnification decision (whether to indemnify the requesting party, and the dollar amount of such indemnification), will be made by the remaining disinterested members of the Church Council. A decision on the indemnification request by a majority of disinterested members of the Church Council will be final. If an indemnification request is made by four (4) or more members of the Church Council, the indemnification decision shall be made by a majority vote of the church membership.

## **ARTICLE 8 – AMENDMENTS**

### **Section 8.1 - Constitution and Bylaw Amendments**

Proposed amendments to the Constitution and Bylaws may be presented 30 days prior to any Church Business Meeting. The proposed amendment shall be presented in writing and copies furnished to each member present. These amendments to the constitution and/or by-laws shall be approved by a two-thirds (2/3) vote of all church members present entitled to vote.