



# LEGACY BAPTIST CHURCH

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# LEGACY BAPTIST CHURCH BYLAWS

## PREAMBLE

We declare and establish these Bylaws for the preservation of our faith and for the orderly government of this body called LEGACY BAPTIST CHURCH.

### Section 1.01 NAME

This church is to be incorporated under the name of Legacy Baptist Church, Inc., d/b/a Legacy Baptist Church.

### Section 1.02 MEMBERSHIP

The membership of Legacy Baptist Church retains unto itself the right of self-government in all phases of the spiritual and temporal life of this church.

#### 1. ADMISSION TO MEMBERSHIP

Any person interested in membership at Legacy Baptist Church will be invited to participate in a member orientation class entitled Legacy 101. This class will be offered throughout the year as needed. The curriculum and outline will be structured in the Policy and Procedures Manual. The purpose of Legacy 101 is to guide candidates for membership in the beliefs and ministries of Legacy Baptist Church

The church will accept for membership those who have completed one or more of the following and Legacy 101:

- (a) Those who make an initial profession of personal faith in Jesus Christ as Lord and Savior and come for baptism;
- (b) Those who transfer their letter from another Southern Baptist Church;
- (c) Those Christians who have experienced believer's baptism by immersion, and come by statement of their Christian experience;
- (d) Those Christians from another denomination who come for baptism by immersion as a witness to their understanding and adherence to Baptist beliefs and doctrines; and
- (e) Those who make a profession of faith but for whom baptism might prove physically harmful.

A member may serve in any ministry of the Church, provided they meet the legal and/or church requirements for the ministries in which they wish to serve.

Any person desiring a temporary relationship with the church but not wishing to offer themselves as a candidate for membership may serve under the watch-care of the church.

#### 2. DUTIES OF MEMBERS

Members will subscribe to the covenants of this church and the statement of faith.

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

Each active member of the church age 16 or older is entitled to vote on all questions submitted to the church in business session. All questions will be determined by a two-thirds vote of those present and voting except as otherwise specified in these Bylaws. No proxy or absentee voting will be permitted. All members are required to follow the procedures set forth in these Bylaws and in the Policies and Procedures Manual. Any member has the right to address the church in conference on any subject or transaction that he/she feels affects this church, provided that the issue has been placed on the agenda. Any matter brought forth will be discussed and referred, if necessary, by the moderator to the appropriate Stewardship or Ministry Team and/or the Elder Body for action. The team and/or the Elder Body will resolve the matter in consultation with the person who brought the matter to the Church by a report or a recommendation for a vote.

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

Membership will be terminated by the Church Clerk upon approval of the elder body for the following reasons:

- (a) Death
- (b) Transfer of letter to another Baptist Church
- (c) Removal from the roll by individual written request
- (d) Removal from the roll due to affiliation with a Church of another faith or denomination
- (e) Exclusion by discipline of the Church
- (f) If a Church family or member stops participating in the ministries of Legacy Baptist Church for reasons other than health related issues, educational pursuits, military service, and/or their address becomes unknown, the Deacon Body will work with the ministerial staff, the Elder Body, and the other organizational ministries in making a diligent effort to reestablish a ministry relationship with these individuals. If these ministry organizations fail to reestablish a ministry relationship within one year with these individuals and/or families, these individuals will be moved from the membership roll by the Elder Body to a non-participating roll at the recommendation of the Deacon Chairman. Those whose names have been placed on the non-participating roll will have no membership rights, including, but not limited to, voting.

Legacy Baptist Church seeks to ensure that a full measure of Christian charity and understanding be extended to its members in all circumstances. Using Matthew 5:23-24; 18:15-22 for guidance, the Senior Pastor, other staff members, Lay Elders, or Deacons will be available for counsel, assistance, and possible reproof.

The purpose of this process is reconciliation and restoration of the member. Any person posing a threat to the church, whether physical, financial, or criminal will be immediately removed from any church position. Said person may be removed from the church campus immediately at the discretion of the Senior Pastor and Lay Elders.

If there is no progress in resolving the issues involved, the Senior Pastor may choose, in consultation with the Lay Elders, to appoint a Fellowship Restoration Team to attempt to redeem, reconcile and restore the individual involved. During this process, and until the issues are resolved, the name of the person will be

placed on the non-participating membership roll. On rare occasions will the person be excluded from membership in Legacy Baptist Church. If this action should become necessary, the Elder Body will recommend to the Church, in a regular business meeting, that this member be officially and indefinitely excluded from the membership of Legacy Baptist Church. The Elder Body may determine that sharing the information regarding an incident would hinder reconciliation and may choose to keep the information private.

Any person who has been excluded by action of the Church may, upon demonstration of genuine repentance and by favorable recommendation of the Elder Body, be restored to church membership by an affirmative vote of the congregation.

## **5. NON-ATTENDING MEMBERS**

When a member moves to a community beyond the ministry of this Church and establishes a non-resident address, the member and his family are encouraged to unite with a Church in their new community. Persons who relocate due to military service, health related reasons, educational purposes, or otherwise outside of Legacy Baptist Church's ministry area will retain their membership so long as their relocation remains temporary.

### **Section 1.03 MISSION STATEMENT**

The Mission Statement of Legacy Baptist Church is the basis and purpose for which all activities, programs and decisions are made. That statement is as follows:

"To lift up the name of the Lord Jesus Christ in order to bring people to Jesus and membership in His family, develop them to Christ-like maturity, and equip them for their ministry in the Church and life-mission in the world."

### **Section 1.04 CHURCH COVENANT**

Having been led by the Spirit of God to accept Jesus Christ as our Savior and Lord, and having entered into the fellowship of His Church, we prayerfully and joyfully make this covenant with one another and with Him.

In order to love God and worship Him as we reach and disciple others for Christ, we pledge with His help to:

- (a) Endeavor to live holy, sanctified lives in accordance to Biblical teachings (1 Peter 1:14-16)
- (b) Uphold the doctrines and ordinances of this Church
- (c) Minister to the members of this Church in Christian love
- (d) Offer training in Christian discipleship and Biblical insight
- (e) Lead other Christians into the fellowship of this Church and to participate actively in its ministries
- (f) Lead the lost to a saving knowledge of Jesus Christ
- (g) Cheerfully contribute to the financial support of this Church
- (h) Faithfully attend the services of this Church and to participate actively in its ministries

(i) Emphasize and support this Church's caring ministry, associational, national and international missions

Furthermore, believing that the Bible is the authoritative, infallible Word of God for faith and practice, and recognizing Jesus Christ as the head of the Church, we further purpose to:

(a) Place Christ at the center of our lives

(b) Follow Christ's example in our dealings with others

(c) Commit ourselves to personal, family and corporate Bible study and prayer

### **Section 1.05 GOVERNMENT**

The government of this Church is vested in the body of believers (members) who compose it. This is an autonomous and democratic Baptist Church operating under the Lordship of Jesus Christ. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the importance of mutual counsel and cooperation that are common among Baptist Churches.

### **Section 1.06 AFFILIATION**

This Church will be a cooperating member of the Noonday Baptist Association, the Georgia Baptist Mission Board, and the Southern Baptist Convention.

### **Section 1.07 STATEMENT OF FAITH**

The Statement of Faith of Legacy Baptist Church reflects our belief in scripture and scripture alone. These tenets are the basis for fulfilling the mission of the church but do not necessarily exhaust the extent of our belief through scripture. The senior pastor along with the duly elected lay elders are the final authority in interpreting matters concerning our faith, doctrine, practice, policy and discipline.

God the Father – We believe, love and worship the one and only unchanging, sovereign, and loving god, the Creator and Ruler of all things in heaven and earth. God is manifest in three persons: Father, Son, and Holy Spirit. Genesis 1:1,26; Exodus 20:2-3; Deuteronomy 6:4; 1 Chronicles 29:11,12; Job 38-41; Psalm 90:2; Matthew 6:9; 1 Peter 1:2

Jesus Christ (Son) – Jesus Christ, our Lord, is God in the flesh. He is the Son of God, conceived by the Holy Spirit, born of a virgin, fully God, fully man, sinless. He died on the cross in our place for our sins, was buried, resurrected from the dead, ascended into heaven, and now sits at the right hand of God the Father, as our Advocate, and will return to judge the living and the dead. Matthew 1:18-23; Luke 1:31-33; John 1:1-18; Acts 1:9-11; Acts 2:22-24; 1 Corinthians 15; Hebrews 1:1-3; Revelation 5:9-14

Holy Spirit – The Holy Spirit is the third person of the Trinity, exalting Christ and convicting us of our sin and need for Jesus Christ. He fully lives in every believer from the moment of salvation. He comforts, teaches and empowers us to live in righteousness. He equips every believer with spiritual gifts for service in the Body of Christ. Matthew 1:18; John 14:16-17; John 14:26; John 15:26; John 16:7-14; Acts 1:8; 1 Corinthians 3:16; 1 Peter 4:10

Bible – The Bible is the divinely inspired Word of God to reveal God and His will to man. The Bible has God as its author, salvation for its end, and truth without any mixture of error. The Bible is the sole authority for

Christian Living. Deuteronomy 4:1-2; Psalm 12:6; Psalm 19:7-10; Psalm 119:105, 160; Hebrews 4:12; 2 Timothy 3:16; 2 Peter 1:20-21

Man – Man is made in the image of God – male and female were created to worship God, to glorify Him and to have dominion over the earth. Sin separates man from God and man is eternally doomed unless he receives salvation in Jesus Christ. Genesis 1:26; Psalm 8:3-6; Acts 17:26-31; Romans 3:10-18, 23

Salvation – Since all persons are separated from God by sin and are in need of forgiveness, God offers the free gift of salvation. Each person must individually accept this gift, repent of sin, and place faith in Jesus Christ as Savior and Lord. Exodus 6:2-8; Matthew 16:21-26; John 3:15-16; John 17:3; Romans 3:23; Romans 5:1; Romans 6:23; Ephesians 2:8-9

Eternal Security of the Believer – We believe our true salvation, provided by the grace of God through faith in Jesus Christ alone, is eternally secure. It is imperishable and no man or circumstance can snatch us out of the powerful hand of God because Jesus Christ has made an everlasting covenant with us. 2 Samuel 23:5; John 3:36; John 5:24; John 10:28; John 14:6; 2 Timothy 1:12; Hebrews 7:25; 1 Peter 1:4; 1 John 5:11-13

Priesthood of the Believer – Every believer is a minister and has direct access to God through the high priest, Jesus Christ. Ephesians 3:7; Ephesians 4:11-16; Hebrews 4:14-16; Hebrews 10:19-22

Family - The family, composed of persons related by blood, marriage or adoption, is ordained by God as the foundational institution of human society. Marriage is a lifetime covenant commitment of one biological man and one biological woman reflecting the union of Christ and His Church. The framework of marriage provides for the intimate expression of companionship and sexual relationship, including procreation, according to Biblical standards. Children, from the moment of conception, are to be protected, preserved and valued as a gift of life from God Almighty. Parents are to love, teach, discipline and model Biblical truth before their children; children are to honor and obey their parents. Genesis 2:18-22; Exodus 20:12; Leviticus 20:13; Deuteronomy 6:6-7; Psalm 127:3-5; Psalm 139:13-16; Proverbs 22:6; Mark 10:6-9; 1 Corinthians 7:1-16; Ephesians 5:21-33

The Church – Jesus Christ is the head of His Body, the Church. The Body of Christ is composed of believers. The purpose of the Church is to carry out His mission in the world and is best lived out in local, autonomous churches. Matthew 16:15-19; Acts 2:41-42, 47; Romans 12:4-8; 1 Corinthians 12; Ephesians 4:10-16; Revelation 2 & 3

Church Leadership – God calls individuals, whose lives best exemplify the Biblical qualifications of the position of pastor, overseer/Lay Elder, ministerial staff and deacon, to lead the local body. They are selected and affirmed by the local body after prayerful consideration. Leaders are called by God to uphold church doctrine and to live lives worthy of respect. The local church is called to submit to their authority. Acts 6:1-8; Acts 20:28; Philippians 1:1; 1 Timothy 5:17-22; Titus 1:5-9; Hebrews 13:7,17

Baptism and the Lord's Supper – Baptism by immersion follows Christ's example, symbolizing death, burial and resurrection to new life in Christ. It serves as a testimony of faith after accepting Christ as personal Savior and Lord. The Lord's Supper is an act of obedience and a testimony of faith. It symbolically memorializes the death of Jesus Christ. Self-examination and confession of sins should precede participation in the Lord's Supper. Matthew 3:13-17; Matthew 26:26-30; Matthew 28:19; Acts 16:30-33; Romans 6:3-5; Colossians 2:12



Church Discipline – We believe that the Bible teaches church discipline. God disciplines those He loves (Hebrews 12). He uses the leadership of the church to prayerfully administer His discipline (Galatians 6:1) according to scripture (Matthew 18:15-18 and 1 Corinthians 5:1-13). Discipline is administered in hope of restoring the one who has fallen into sin back to a right relationship with God and the church. Matthew 18:15-18; 1 Corinthians 5:1-13; Galatians 6:1; Hebrews 12

A more definitive explanation of our faith can be found in the Southern Baptist “Baptist Faith & Message 2000” document.

## **Section 1.08 CHURCH STAFF**

### **A. SENIOR PASTOR**

The Senior Pastor is responsible for leading the Church to function as a New Testament Church. As spiritual leader of the Church, he will lead the congregation and Church organizations to perform their tasks

#### **1. QUALIFICATIONS**

The Church guided by 1 Timothy 3:1-7, 1 Timothy 5:17-22, and Titus 1:5-9, will elect a Senior Pastor who exemplifies the following characteristics:

- (a) A man who loves the Lord Jesus Christ, the Church and its ministries, and supports it with his time, tithes, and offerings.
- (b) A man who senses a definite call to Christian ministry and has prepared himself to fulfill his call.
- (c) A man who is committed to grow and develop his skills through prayer, study, education, and application of those skills in ministry.
- (d) A man who is committed to his wife and children and is a good manager of his family. (See Appendix 1: Pastor, Lay Elders, Deacons, and Divorce)
- (e) A man whose life is a testimony of self-control, respectable behavior, wisdom, generosity, and hospitality.
- (f) A man whose disposition is marked by sobriety, gentleness, peacefulness, and kindness.
- (g) A man who is mature in his Christian experience and not a recent convert.
- (h) A man who has a good reputation in the Church and the community.
- (i) A man who is committed to the teaching of the Bible and biblical doctrine according to doctrinal statements adopted by the Church.

#### **2. MINISTRIES**

The senior pastor will be expected to:

- (a) Lead the Church in biblical and spiritual growth through the preaching and teaching of God’s Word.
- (b) Lead pastoral ministries in the Church in cooperation with the Lay Elders, Deacons, and the Church staff.

- (c) Lead the Church to engage in a fellowship of worship, education, ministry, and application.
- (d) Lead the Church to proclaim the gospel to believers and unbelievers.
- (e) Lead the Church in caring for its members and other persons in the community.
- (f) Lead as the Chief Administrator of the Church ministerial and support staff. The Senior Pastor will serve as ex-officio, non-voting member of all Church Stewardship and Ministry Teams. He may appoint another member of the Church staff to share his administrative responsibilities.
- (g) Serve as the ministerial elder amongst the body of lay elders. He will be expected to work with the body of lay elders, teaching, training, guiding, and helping them to fulfill their responsibilities according to the bylaws of Legacy Baptist Church. He will serve in this capacity for the duration of his term as senior pastor. The Senior Pastor and Lay Elders together will be the Elder Body.
- (h) Serve as Chief Executive Officer of Legacy Baptist Church. He will be guided by and subject to the Bylaws of Legacy Baptist Church. He will serve in this capacity for the duration of his term as senior pastor, unless the lay elders and church deem otherwise (see 1.11, Corporate Officers).

### **3. CALLING A SENIOR PASTOR**

When the need arises to select a Senior Pastor, the Elder Body will lead in the nomination of a Senior Pastor Search Team.

During a Sunday morning worship service, the elder body will provide a Senior Pastor Search Team nomination form. Each Church member can nominate up to three (3) persons to serve on this team. From the nominations received, the Elder Body will select a minimum of five (5) persons they believe the best qualified to serve on the Senior Pastor Search Team. The Elder Body may select others if they believe it is in the best interest of the Church. The Elder Body will present their selections to the Church for affirmation in a called business meeting on a Sunday morning.

The Senior Pastor Search Team will recommend to the church their choice of one nominee to serve as Senior Pastor. Voting will be by ballot during a Sunday morning worship service and will require an affirmative vote of three-fourths majority of members present and voting.

If the nominee presented by the Senior Pastor Search Team is not affirmed by the Church, the Search Team will follow the same process until a Senior Pastor is affirmed.

The new Senior Pastor will be provided with an updated "Terms of Call."

### **4. SENIOR PASTOR TERMINATION POLICY**

The Senior Pastor should agree when called to become Senior Pastor, that if any intractable disagreements occur between the Senior Pastor and the Lay Elders, he and the Lay Elders will invite the Deacon Body to join them in resolving the issue(s). Prior to meeting with the Deacon Body, the Senior Pastor and the Lay Elders will produce a written document signed by the Senior Pastor and the Lay Elders listing the disagreements and issues involved. In the spirit of prayer and love with redemption and reconciliation as the primary purpose, the Lay Elders and the Deacons will review and discuss the disagreements and issues and seek to resolve them for the glory of God and the ministry of the Church of the Lord Jesus Christ. If it is possible for the Senior

Pastor and these two groups of godly men to move forward in resolving the issues, they will develop a written plan of action that the Senior Pastor, each Lay Elder and each Deacons will sign. If it is the majority decision of the Lay Elders and the Deacons that these issues are not going to be resolved, the Senior Pastor should resign his position without causing further disunity in the fellowship. Proven ungodly, immoral, unethical, and illegal conduct will be cause for the immediate dismissal of the Senior Pastor by agreement of the Lay Elders and Deacons. If agreed upon by the Lay Elders, Deacons and the Senior Pastor, the lay elders may enlist other pastors and/or denomination leaders to serve as a "Mediation Team". If the Senior Pastor does not agree with the decision, the Elders and Deacons will have the power to terminate his services. The Lay Elders may deem it necessary to seek legal counsel on behalf of the Church at any time during this process.

## **5. INTERIM PASTOR**

If the Senior Pastor position is vacated, the lay Elders will select and recommend to the Church Body in a called or regular business meeting an Interim Pastor Search Team. This team will immediately begin the process of searching for an Interim Pastor. Once they have selected the person for this position, they will introduce him to the church in a Sunday morning worship service. After an affirmative vote of the congregation, he will begin his service as Senior Interim Pastor and will assume the responsibilities of the Senior Pastor.

### **A. MINISTERIAL STAFF**

When the need arises for additional ordained ministerial staff, the Elder Body will determine a tentative job description, and cost analysis. They will consult with the Budget and Finance Team and determine the amount to be included in the budget. The Elder Body will then recommend to the Church in a business meeting that this position be added to the ministerial staff along with additional budget considerations. Once the position has been approved by the Church, the Senior Pastor and the Personnel Team will fill this position according to the guidelines set forth in these Bylaws and the Policies and Procedures Manual. When the Senior Pastor and Personal Team have selected the person to fill this position, they will recommend the candidate to the Elder Body along with a job description and salary package. Following the approval of the Elder body, they will plan a proper introduction to the Church body and a possible date he/she may begin service. After an affirmative vote of two-thirds (2/3) of those members present and voting, the Personnel Team and Elder Body will begin preparations for the beginning of his/her ministry. Specific procedures for call and terminating ministerial staff members, individual job descriptions, and a list of general employee benefits are found in the Policies and Procedures Manual.

#### **1. PROGRAM DIRECTORS**

Under the direction of the Senior Pastor and the Elder Body, the Personnel Team may recruit program directors who do not require ordination but are responsible to lead ongoing ministries in the Church, such as preschool and children's ministries. The Personnel Team will present their selection along with a job description to the Elder Body for approval. The Elder body along with the Finance Team will develop a salary package. The Elder Body and the Personnel Team will introduce them to the Church and employ them. Job descriptions and procedures for hiring and terminating are found in the Policies and Procedures Manual.

#### **2. SUPPORT STAFF**

The Elder Body may employ additional support staff, such as secretaries and custodians, during the fiscal year as the Senior Pastor responds to specific personnel needs and as approved budget funds are available. Job

descriptions should be provided to the applicant and the Church. Job descriptions and procedures for hiring and terminating are found in the Policies and Procedures Manual.

## **Section 1.09 CHURCH OFFICERS**

### **LAY ELDERS**

The Church, guided by 1 Timothy 3:1-7, 1 Timothy 5:17-22, and Titus 1:5-9, will elect Lay Elders from its membership.

#### **1. QUALIFICATIONS**

A Lay Elder will be:

- (a) A man who is committed to Jesus Christ.
- (b) A man who is committed to his wife and children and is a good manager of his family. (See Appendix 1: Pastor, Lay Elders, Deacons, and Divorce).
- (c) A man whose life is a testimony of self-control, respectable behavior, wisdom, generosity, and hospitality.
- (d) A man whose disposition is marked by sobriety, gentleness, peacefulness, and kindness.
- (e) A man who loves the Lord Jesus Christ, the Church and its ministries, and supports it with his time, tithes, and offerings.
- (f) A man who is mature in his Christian experience and not a recent convert.
- (g) A man who has a good reputation in the Church and the community.
- (h) A man who is committed to the teaching of the Bible and biblical doctrine according to doctrinal statements adopted by the Church.
- (i) A man committed to the support of the Senior Pastor and ministerial staff in their leadership.

#### **2. NUMBER AND TERM OF SERVICE**

There will be four Lay Elders, and the Senior Pastor, for a total of five. Four Lay Elders will be elected to serve a three-year rotating term of service. The number of active Lay Elders may be changed upon the recommendation of that body and approval by the Church. The rotating terms of service will be three years. A term of service will begin on January 1st unless otherwise determined by the Church. A Lay Elder who has completed a term will, after one year, be eligible for re-election to the active body. The term "Elder Body" in these bylaws refers to the Lay Elders and the Senior Pastor.

#### **3. SELECTION**

Lay Elders can be men selected from those ordained as Deacons, Lay Elders, or men ordained as ministers, but the Holy Spirit may lead the Church to nominate and affirm others.

They may be nominated by anyone in the congregation

- (a) A Lay Elder nomination form will be provided that must be filled out and signed by the individual making the nomination. The nomination form will include a questionnaire about the individual and/or a spiritual maturity quotient. Only active, resident members can participate.
- (b) The completed nomination forms will be collected by the Lay Elder Selection Team, made up of the Senior pastor and three others appointed by the Deacon Body. If a person on the Lay Elder Selection Team is nominated as a candidate for Lay Elder and wishes to be considered for that position, he cannot continue to serve on the Lay Elder Selection Team. The Deacon Body will appoint his successor.
- (c) The Lay Elder Selection Team will collect the signed nomination forms and make a list of all nominees. They will pray over each nominee received and study the characteristics of each person's spiritual maturity. The Lay Elder Selection Team will contact and interview each nominee and select the most qualified persons to serve as Lay Elders.
- (d) Upon the unanimous recommendation of the Lay Elder Selection Team and the Elder Body, the names of those selected will be presented to the Church in a business meeting for election. An affirmative vote of two thirds (2/3) of those members present and voting will be required for election.
- (e) Should a nominee not be affirmed, the Lay Elder Selection Team will recommend another nominee in a succeeding business meeting to be approved by the church.

#### **4. ORDINATION**

As soon as practical newly-elected Lay Elders who have not been ordained will be ordained. Working with the Senior Pastor, the Deacon Chairman will make arrangements for the ordination service.

#### **5. UNEXPECTED VACANCY**

Should any unexpected vacancy occur, the position will be filled by a man recommended by the Elder Body as the most qualified nominee from the immediately preceding Lay Elder Selection Team list of nominees. These nominations will be presented to the Church by the Elders Body for affirmation by a two-thirds vote of the Church membership present and voting.

#### **6. OFFICERS**

The Elder Body will have a chairman, vice-chairman, a secretary, and other such officers as the Elder Body deems necessary. The officers will be elected by the Elder Body. The chairman's duties will include leading the Elder Body to perform their tasks, preparing an agenda for each regularly-scheduled meeting, notifying members of the time and place of each meeting, and presiding over plans and actions suggested to the Elder Body.

#### **7. MEETINGS**

Meetings of the Elder Body will normally be held once a month. A quorum of the Elder Body is required. The chairperson, being mindful of the Elder Body's obligation to the Church membership to fulfill their tasks in a timely and efficient manner, will have the option of canceling, rescheduling, or adding a meeting for sufficient cause.

## 8. RESPONSIBILITIES

The Lay Elders, along with the Senior Pastor, will be known as the Elder Body. They will assume the following duties:

- (a) Assist the Senior Pastor and ministerial staff in clarifying the Church's mission and priorities, overseeing the administrative and teaching functions of the Church, and ensuring that the doctrines of the church are being upheld.
- (b) Review and evaluate studies of major Church expansion plans.
- (c) Review ministry plans and programs as appropriate, and see that the spiritual, biblical, and ministry needs of members of the congregation are being met.
- (d) Knowing that the Church is to be Senior Pastor led, Lay Elder supported and Deacon served, the Elder Body will review ministerial staff requirements and make recommendations to the church to add, re-assign, or eliminate ministerial, program directors and support staff positions.
- (e) Convey items of interest from any member to the appropriate staff person, Stewardship Team, or Ministry Team for consideration.
- (f) Interpret the Bylaws, and written policies of the Church and to review these documents, making recommendations to the Church for any revisions, adjustments, or amendments necessary to the Bylaws and Policies and Procedures to maintain their effectiveness.
- (g) Ensure that all Stewardship and Ministry Teams are operating in compliance with the Bylaws, and written Policies and Procedures of the Church.
- (h) Approve the annual Church budget before its presentation to the Church in order to ensure that the goals and philosophy of the ministries of the Church are being reflected by the budget, and to review regularly the ongoing financial status of the Church.
- (i) Act as the decision-making arm of the Church when the Church is not in conference. [Major decisions (see Section 1.18 ¶3) will be brought before the Church in a business meeting, along with decisions that need to be addressed according to Church policy.]
- (j) Participate as shepherds of the flock in Church discipline.
- (k) Pray for the sick and be prayer warriors with the staff.

## 9. RELATIONSHIPS

*With Stewardship Teams:* The Elder Body will work to enhance the effectiveness of the Stewardship Teams. Items of Team business to be brought before the Church will first be channeled through the Elder Body and upon their recommendation, taken to the Church for a vote.

*With Ministry Teams:* The Elder Body will serve to support the work of the ministry teams, and will entertain recommendations from team leadership concerning the ministry of these teams. In some instances, ministry teams may be under the direct supervision of one or more lay elders.

*With Deacons:* The emphasis of the Deacon is on ministry, caring, and service. With the assistance of the Senior Pastor, they will develop a plan of ministry to meet the spiritual, emotional, and physical needs of the Church body. They may use other persons and ministry teams to accomplish their goals. The Elder Body will support and encourage the Deacons. The Deacons may request monies to be included in the budget for their ministries. They may make recommendations to the Elder Body and the Elder Body may make recommendations to them.

*With the Senior Pastor and Staff:* As the chief administrator of the Church staff, the Senior Pastor will represent the staff on the lay elder body. The lay elders will assist the Senior Pastor with administrative and Stewardship Team responsibilities as they help him to oversee the ministry of the church. The senior pastor will have the responsibility of administering the day-to-day operation of the church through the church staff. The ministerial staff, in cooperation with the Senior Pastor, will seek to enlist, train, and coordinate teams of volunteers (Ministry Teams) so that ministry can happen. The Church Lay Elders will serve as a sounding board for the Senior Pastor, pray with him, and encourage him in being God's man. They will provide a spiritual accountability group for the Senior Pastor.

## **Section 1.10 DEACONS**

The Church, guided by I Timothy 3:8-13 and Acts 6:3-8, will elect Deacons from its membership. Deacons will be servants of Jesus Christ, the Church and its acknowledged spiritual leaders who extend the Senior Pastor's ministry and provide service to the members and the community.

### **1. QUALIFICATIONS**

Characteristics of a Deacon will be the same as those of the lay elders:

- (a) A man who is committed to Jesus Christ.
- (b) A man who is committed to his wife and children and manages his family well. (See Appendix 1: Pastor, Lay Elders, Deacons, and Divorce)
- (c) A man whose life is a testimony of self-control, respectable behavior, wisdom, generosity and hospitality.
- (d) A man whose disposition is marked by sobriety, gentleness, peacefulness, and kindness.
- (e) A man who loves the Lord Jesus Christ, the Church and its ministries, and supports it with his time, tithes and offerings.
- (f) A man who is mature in his Christian experience and not a recent convert.
- (g) A man who has a good reputation in the Church and the community.
- (h) A man who is committed to the teaching of the Bible and biblical doctrine according to doctrinal statements adopted by the Church.
- (i) A man committed to the support of the Senior Pastor and ministerial staff in their leadership.

## **2. NUMBER AND TERM OF OFFICE**

The Deacon Body will determine on an annual basis the number of Deacons needed to accomplish its ministry. The Deacons will serve on a rotational basis. A regular term of office will be three years, with one third (1/3) of the Deacons rotating off each year. When a Deacon rotates off, the newest Deacon coming on would pick up his families. The term will begin January 1 of each year. A Deacon who has completed a term will, after one year, be eligible for re-election to the active body. Upon sufficient grounds, the call for a Deacon's resignation prior to the completion of his term will be resolved upon the unanimous decision of the other members of the active Deacon body.

There will be a Deacon Selection Team that will consist of the Senior Pastor and three lay persons appointed by the Elder Body. This team will solicit nominations from the Church. The Church will publish the names of the Deacons who are ineligible for re-election because they are rotating off.

## **3. ELECTION**

- (a) They may be nominated by anyone in the congregation.
- (b) A Deacon Nomination Form will be provided that must be filled out and signed by the individual making the nomination. The nomination form will include a spiritual maturity questionnaire. Only active members can participate.
- (c) The completed nomination forms will be collected by the Deacon Selection Team.
- (d) The Deacon Selection Team will collect the signed nomination forms and make a list of all nominees. They will pray over each nominee received and study the characteristics of each person's spiritual maturity. The Deacon Selection Team will then contact and interview each nominee and select the most qualified persons to serve as Deacons.
- (e) Upon the recommendation of the Deacon Selection Team and the present Deacons, the names of those selected will be presented to the Church for affirmation.
- (f) Should a nominee not be affirmed by two-thirds of the membership present and voting, the Deacon Selection Team will present another name to be considered by the Church in a succeeding business meeting. If a suitable candidate cannot be found, the Church will function without the position being filled.
- (g) Any unexpected vacancies or unexpired terms that may occur will be filled upon the recommendation of the Deacon Body from the previous year's list of nominees. If they are unable to find a qualified and willing candidate from that list, they may seek other nominations. These nominations will also be affirmed by the Church according to the above rules.

## **4. RESPONSIBILITIES**

As set forth in the New Testament, the Deacons are to be servants of the Church. Their primary focus is to develop and maintain a ministry in which the needs of the Church body are identified and addressed. As such, they are to join with the Senior Pastor and other staff members in the following:

- (a) Being devoted to and united in prayer with the Senior Pastor and staff for the ministry of the Church.



- (b) Faithfulness in attendance and active participation in all Deacons' meetings and annual deacons' retreat.
- (c) Assisting the pastor(s) in conducting church ordinances including inventory, preparation, service, and clean-up of the Lord's Supper and baptism.
- (d) They will serve the body at Legacy Baptist Church by developing and maintaining a ministry to identify and address the spiritual, emotional, and physical needs of the membership. Each deacon is expected to have an area of service/ministry and to model the biblical understanding of "servant leadership".
- (e) Other duties as assigned and determined by Deacon leadership.

In order to carry out these responsibilities, the Deacon chairperson may form various Deacon ministry teams.

## **5. DEACON OFFICERS**

The Deacon Body will elect each year such officers as they deem necessary to carry out their ministries. The chairperson of the Deacon Body will be appointed by the Elder Body.

## **6. ORDINATION**

As soon as practical, newly elected Deacons who have not been ordained will be ordained. Working with the Senior Pastor, the Deacon chairperson will make arrangements for the ordination service.

## **7. UNEXPECTED VACANCY**

Should any unexpected vacancy occur, the position will be filled by a man recommended by the Deacons as the most qualified nominee from the immediately preceding Deacon Selection Team list of nominees. These nominations will be presented to the Church by the Deacons for affirmation by a two-thirds vote of the membership.

## **Section 1.11 CORPORATE OFFICERS**

The Corporate Officers of Legacy Baptist Church will be chosen by the Elder Body except for the Senior Pastor who serves as CEO for the duration of his time as Senior Pastor.

### **1. IDENTITY**

- (a) The senior pastor will be the Chief Executive Officer (CEO).
- (b) The Chief Financial Officer will be a lay elder named to that position by the elder body
- (c) The Corporate Secretary will be a lay elder selected by the elder body to keep written records of all decisions of the elder body.

### **2. DUTIES**

The Corporate Officers represent the Church in a legal capacity as directed by the Church through the Elder Body. It is the duty of Corporate Officers to affix their signatures on behalf of the Church to legal documents involving the sale, mortgage and purchase of land, borrowing capital, and any other document that represents the Church as a corporate entity.

When required to sign or attest a particular matter and all the Corporate Officers are unable to be present, one Corporate Officer may represent the whole as long as the decision is consistent with Church policy and/or the authority of the Elder Body, and as long as the absent Corporate Officers have signed a written proxy agreeing to the action.

Gifts-in-kind including stocks, bonds, real estate, or other property, may be sold or liquidated by the Corporate Officers, and applied to that area of Church ministry specified by the donor, or the need they deem advisable.

In addition, the Corporate Officers will have supervision over all the deeds, bonds, insurance policies, and important papers of the Church. They are authorized to receive and disburse monies in accordance with the terms of wills, bequests, and special instruments in which the Church is named beneficiary. If the Church is named beneficiary through any of these documents and there is no designation as to a particular program, the Corporate Officers may determine where the proceeds are to be applied

The Corporate Officers must receive instruction by a two-thirds majority vote of those present and voting in a business meeting of Legacy Baptist Church to indent the church or dispose of real property. The recommendation to indent the church or dispose of real property must be announced in time for the Elder Body to announce a discussion time at least one week before the vote.

This subject of indebtedness does not apply to regular accounts set up by the elder body for the regular operations of the church, such as, but not limited to, utility accounts, insurance. All such accounts must have the approval of the Elder Body.

### **3. TERM AND ELECTION**

The Corporate Officers will be selected annually by the Elder Body and affirmed by the Church in a semi-annual business meeting, or a business meeting called for that purpose, with the exception of the Senior Pastor who serves as CEO. His term of office is for as long as he serves as Senior Pastor. The term of service for the other officers will be from January 1 - December 31.

#### **Section 1.12 MODERATOR**

The Lay Elder Chairperson will serve as the moderator. The moderator is responsible for conducting all business meetings of the Church. In his absence, he will appoint another Lay Elder as a designee who will preside. Specifically, the moderator will be responsible for the following:

- (a) Preparing agendas for Church business meetings in consultation with the Senior Pastor's office as necessary.
- (b) Calling the meeting to order at the appointed time.
- (c) Presiding at such meetings and preserving order and decorum.
- (d) Presenting business in proper order.
- (e) Stating and putting all questions properly brought before the meeting.
- (f) Deciding on all questions of order in consultation with the parliamentarian.

### **Section 1.13 CHURCH CLERK**

The Church will elect a Church Clerk for a term of one year, beginning January 1. This person may serve successive terms if re-nominated by the Volunteer Recruitment Team. The clerk, with assistance from the secretarial staff, will ensure the following:

- (a) To keep a record of all actions/decisions of the Church.
- (b) To keep a register of the names of members with pertinent contact information, dates of admissions, dismissals, or deaths, together with a record of baptisms and marriages.
- (c) Upon approval of the Elder Body, issue letters of dismissal and request letters from other Churches.
- (d) To preserve on file all communications and official written reports.
- (e) To give legal notice of all meetings where such notice is necessary, as indicated by these Bylaws.

All Church records, both paper and electronic are Church property and are to be filed in the possession of the person and place determined by the Elder Body. Also, a copy of all Church records, whether paper or electronic, should be maintained on the Church premises. If there is a dispute as to the accuracy of the documents, the documents maintained on the Church property will be deemed accurate.

### **Section 1.14 PARLIAMENTARIAN**

The Lay Elder chairman, who serves as moderator, will appoint a parliamentarian for a term of one year, beginning January 1. The parliamentarian may serve successive terms. His duties will be to attend all Church business meetings and to assist and advise the moderator on points of parliamentary law, the Bylaws, and amendments, when requested to do so. As a member of the Church, the parliamentarian has a right to make motions and vote in conference.

### **Section 1.15 CHURCH TREASURER OR FINANCIAL SECRETARY**

The Elder Body will select a treasurer and/or financial secretary for an unspecified term. The Elder Body, can replace these individuals as the need may indicate. The Church Treasurer and/or financial secretary will be a signatory authority on all depository accounts with financial institutions and will be an ex-officio member of the Budget Management Team.

### **Section 1.16 CHURCH STEWARDSHIP & MINISTRY TEAMS**

A Church Team is a small group of Church members selected to perform certain specific tasks that cannot be done as effectively or efficiently by the Church membership meeting as a congregation. There are two types of Church teams: Stewardship and Ministry.

#### **A. STEWARDSHIP TEAMS**

Stewardship Teams are basic, standing teams that are essential for the effective, on-going operation of the Church and/or require budgeted funds to accomplish the purpose of each team.

## **1. MEMBERSHIP**

The number of members on a Stewardship and Ministry Team will be an odd number with approximately one-third (1/3) rotating off each year, and approximately one-third (1/3) being nominated and elected each year. Stewardship and Ministry team members can serve successive terms provided they are nominated by the Volunteer Recruitment Team. The Stewardship and Ministry Team members must be active, faithful members of the Church. All standing Stewardship and Ministry Teams will be presented to the Church in the first semi-annual business session for affirmation.

The Elder Body will nominate the Personnel Team and the Volunteer Recruitment Team. The Volunteer Recruitment Team will nominate all other Stewardship and Permanent Ministry Teams. Stewardship Teams will consist of a minimum of five (5) persons. Standing Ministry Teams will require a minimum of three (3) members. The Senior Pastor will work with the Personnel Team in relation to the Church staff. The associate pastor (assigned by the Senior Pastor) will work with the Volunteer Recruitment Team in relation to recruitment of volunteers. The Senior Pastor will appoint a ministerial staff representative for each Stewardship Team. The Elder Body will determine the need to establish additional Stewardship Teams by May 1 of each year.

All changes in the Stewardship and Permanent Ministry Teams operating procedures or duties require approval of the Elder Body. A list of Stewardship Teams and procedures to be followed are set forth in the Church Policy Manual. The Senior Pastor, or the minister assigned by the Senior Pastor that leads in the ministry of said team, will be an ex-officio (non-voting) member. The present Stewardship Teams are: Budget and Finance, Personnel, Volunteer Recruitment, Building Maintenance and Grounds, and Policies and Procedures.

All Stewardship Teams are required to submit an annual budget request to the Budget and Finance Team.

## **2. ELECTION AND TERM OF OFFICE**

After prayerful consideration of the qualifications and willingness to serve of each nominee, the Volunteer Recruitment Team will present their nominations for the stewardship and standing ministry teams to the Elder Body for approval. Upon said approval, the Elder Body will, in the first semi-annual business meeting, inform the Church of these teams. At the same time the Elder Body will present the names of the Upcoming Personnel Team and Volunteer Recruitment Team. The members will serve, beginning June 1, on a three-year rotating system. Unexpected vacancies of Stewardship Teams will be filled as they occur by the Volunteer Recruitment Team, selecting nominees who, after being approved by the elder body, will serve out the term of the person being replaced.

## **3. STEWARDSHIP TEAM ORGANIZATION**

Stewardship Teams will be organized with a chairperson, vice-chairperson, and secretary to be elected by the team. The Volunteer Recruitment Team, consulting with each Stewardship Team Chairperson and staff liaison, will nominate new members for each team to the Elder Body. The Elder Body will approve the selection of all Stewardship Teams and present them to the church for affirmation.

#### **4. MEETINGS**

The Stewardship Team Chairperson or his/her designee will, prior to a Stewardship Team meeting, notify other members of the team the time, purpose, and place of the meeting. The chairperson will be responsible for planning the meeting agenda, assigning responsibilities to the team members, and ensure that minutes of all meetings are kept.

#### **5. BUDGET SUBMISSION**

Each Stewardship Team Chairperson is expected to work with his/her team and staff liaison in the preparation of an annual budget request covering the work assigned to that Stewardship Team and submitting same as the annual budget request to the Budget/Finance Team. The Chairperson is also expected to sign all requests for ministry expenditures.

#### **6. TEAM PARLIAMENTARY RULES**

All team members must be present or in contact with a form of conference communication

##### **A. MINISTRY TEAMS**

Ministry Teams are teams formed so the mission of the Church (Matthew 28:18-20) can be accomplished. These Ministry Teams will be divided into two types: Permanent and Temporary.

Permanent Ministry Teams include, but are not limited to, Global Missions, Men's Ministry, Women's Ministry, Recreational Ministry, etc. Permanent Ministries Teams are nominated by the Volunteer Recruitment Team and require a minimum of three (3) members. Ministry Teams may serve successive terms provided they are nominated for each term by the Volunteer Recruitment Team.

Temporary Missions Teams can be formed on an as-needed basis by the various ministry areas of the church under staff leadership. These non-elected teams are specific to the ministry and are not limited by size, tenure or membership. Their action is subject to the authority of the staff leadership, senior pastor, and/or Elder Body. They can be disbanded when no ministry is being accomplished. They must follow the same procedures in organization as the Stewardship Teams (except for the numbers on the team) and in developing and submitting a budget request to the Finance Team.

#### **Section 1.17 CHURCH YEAR**

##### **1. CHURCH FISCIAL YEAR**

The Church fiscal year will begin January 1 and end December 31. The annual Church budget will be on this fiscal year basis.

##### **2. CHURCH ORGANIZATIONAL YEAR**

The Church organizational year will begin June 1 and end May 31.

## **Section 1.18 CHURCH MEETINGS**

### **1. WORSHIP SERVICES**

The Church will meet regularly for worship each Sunday morning. The Church will meet at other times/days best suited to the program at hand on a schedule approved by the staff and Elder Body. These meetings will be conducted under the direction of the Senior Pastor or the staff person responsible for the type of ministry planned.

Upon recommendation of the Elder Body, the Church may authorize the discontinuance or change in meeting time of a Church worship service. The Senior Pastor or Lay Elders may cancel any service in case of emergency circumstances.

### **2. SPECIAL SERVICES**

Revival services and any other Church services essential for the promotion of the objectives of the church will, upon recommendation of the Senior Pastor and ministerial staff, be placed on the Church calendar.

### **3. BUSINESS MEETINGS**

Regular business meetings will be scheduled on a semi-annual basis around May 1 and November 1. The Elder Body will set the actual date for the meeting. Major items to be voted on will be:

- (a) The annual budget and amendments to the budget
- (b) Amendments to the Bylaws
- (c) The election of Deacons, Lay elders and Corporate Officers
- (d) Items referred by the Elder Body
  - 1) The Elder Body is the decision making body of the Church when the Church is not in a business session. If they consider the nature of an issue to be urgent for the Church to address that cannot wait until a semi-annual business meeting to be resolved, they can call for a called business meeting on a Sunday or Wednesday evening.
  - 2) If a Church member has an urgent concern, he/she can request the chairman of Lay Elders to meet with the Elder Body to discuss the issue and seek to resolve it. If the Elder Body determines that the issue is of an urgent nature that requires Church-wide action that cannot wait until one of the semi-annual meetings, they can call a special or urgent meeting on a Sunday or Wednesday evening.

The following guidelines must be followed for all called business meetings:

- (e) An announcement as to the time and purpose of the meetings must be made a week before the meeting via the Church bulletin and pulpit announcement unless extreme urgency renders such a notice impractical.

- (f) Discussion at these special or called meetings will be limited to the urgent purpose for which the meeting was called or to that purpose which was specified in the announcement.
- (g) The Senior Pastor or moderator will have the prerogative of canceling or rescheduling any special or called meeting because of extraordinary circumstances.

### **Section 1.19 PARLIAMENTARY RULES FOR CHURCH BUSINESS MEETINGS**

Voting will be by voice vote or show of hands; but the moderator may determine if vote by written ballot is more appropriate, with no proxy or absentee voting permissible. Unless otherwise specified in these Bylaws, all matters of business will be carried by a two-thirds vote of the members present and voting. Most of the Parliamentary Rules for guiding a Church business meeting are incorporated in these Bylaws.

The Constitution and Bylaws Study Team is recommending that the Policies and Procedures Team develop a simplified guide to Parliamentary Rules of Order. Until this guide is completed, we will continue to refer to Roberts Rules of Order as needed. The Holy Scripture are and will be the ultimate authority. These procedures can be changed as recommended by the Elder Body in a semi-annual Business Meeting and adopted by a two-thirds (2/3) vote.

### **Section 1.20 CHURCH MESSENGERS**

The Elder Body will enlist and approve messengers to represent the Church at the meetings of the Noonday Baptist Association, the Georgia Baptist Convention, the Southern Baptist Convention, and any other denominational meetings at which messengers are required.

### **Section 1.21 ORDINANCES**

#### **1. BAPTISM**

A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord will be received for baptism.

- (a) Baptism will be in water by immersion.
- (b) Baptism will be by the Senior Pastor or whomever he will authorize.
- (c) Baptism will be administered as an act of worship during any worship service.
- (d) Baptism will be assisted by the Baptismal Ministry Team.

#### **2. THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience. By partaking of the bread and fruit of the vine, Christians commemorate the death of Jesus Christ and anticipate His second coming.

- (a) The Lord's Supper will be observed at least quarterly.
- (b) The Lord's Supper will be observed as an act of worship during any worship service.

(c) The senior pastor, or ministerial staff, and deacons will be responsible for the administration of the Lord's Supper.

(d) The deacons will be responsible for the physical preparation of the Lord's Supper.

## **Section 1.22 CHURCH FINANCES**

### **1. BUDGET**

The Finance and Budget Team, after the presentation and recommendation of the Church staff and the appropriate Stewardship or Ministry Team chairpersons, will prepare and submit to the Elder Body for approval an inclusive budget indicating by line-items the amount needed and sought for all expenses. Upon Elder Body approval, the general budget, which will include major cost-center proposed expenses, will be presented to the Church in conference. If a member of the Church desires to see a line item, he/she may request that information, in private, from the Finance Team or Elder Body. The annual budget will be presented to the Church during the fourth quarter semi-annual meeting. A time for a budget discussion will be announced at least one week before the Church is to vote in conference. The Church will be asked to vote on the Sunday following the final budget discussion during the Morning Worship Service(s) without further discussion. A two-thirds majority of those present and voting is required for adoption.

### **2. ACCOUNTING**

Providing for the accounting of all funds will be the responsibility of the Church Treasurer and/or Financial Secretary, with assistance from the Budget and Finance Team and Elder Body. This accounting will include the proper recording of all financial transactions on the books of the Church and the proper maintaining of an itemized account of all receipts and disbursements.

### **3. FINANCIAL REPORTING & AUDITS**

A summarized financial report will be rendered to the Church semi-annually at regular business meetings and otherwise made available upon request.

The Budget and Finance Team will make a monthly examination of financial reports, and will enlist an independent accounting firm to conduct an annual audit to be paid for out of the general fund. Subsequently, the Budget and Finance Team will make note of the audit findings to the Elder Body, and to the church in a subsequent conference.

## **Section 1.23 AMENDMENT PROCEDURES**

### **1. BYLAWS AMENDMENT PROCEDURES**

Changes in these Bylaws may be made at either of the semi-annual business meetings providing the following guidelines are followed:

(a) All Business will be announced at least the week before the meeting via the Church bulletin and pulpit announcements.

(b) A motion stating the reason for the change can be made in either semi-annual business meetings by any member of the Church.



- (c) The Elder Body will then evaluate the merits of the motion. They may invite the person making the motion to a private discussion of the issue as many times as they deem necessary.
- (d) The Elder Body will then present their final recommendation to the Church in the next semi-annual business meeting.
- (e) The moderator, in consultation with the Elder Body, will announce via the Church bulletin a Church-wide discussion time for the purpose of discussing the final motion made by the Elder Body.
- (f) A final vote will be taken in the Sunday morning worship service without discussion following the final discussion of the motion, unless deemed an inappropriate time by the Elder Body. An appropriate time will be announced by the Elder Body.
- (g) An affirmative vote of two-thirds vote of those members present and voting is required to change the Bylaws, unless the motion conflicts with the Bylaws. In such cases, the Bylaws will take precedence.

### **Section 1.24 CHURCH POLICIES AND PROCEDURES MANUAL**

Church Policies and Procedures describe what we do and the way we do it at Legacy Baptist Church. A great amount of these Policies and Procedures will come directly from these Bylaws. Much of it will come from the operational procedures from various ministries, teams, and organizations within the Church. A Policies and Procedures Team will work to assemble the Policies and Procedures Manual and make it available to the church body. This Team will also lead in the development of policies and procedures for areas not yet developed, such as wedding policies, uses of the Church buildings and properties, etc. These Policies and Procedures will be published to the Church as they are developed.

The initial Policies and Procedures will be approved by the Elder Body and then submitted to the Church for ratification. In the event of needed modification to the existing Policies and Procedures, the Elder Body may revise as needed and report any adjustments made to the Church body during a bi-annual business meeting.

If a Church member disagrees with any of the Policies and Procedures, he/she may follow the Bylaws in Section 1.18 and Section 1.23 in resolving these issues.

We have Personnel Policies and Financial Policies that have been in effect since the development of the first constitution. We will continue to use them until new ones are developed. Copies of these will be sent to you upon request via email or you can request a hard copy.

A Policies and Procedures Stewardship Team is being enlisted.

### **Section 1.25 BYLAWS RATIFICATION PROCEDURE**

The Bylaws ratification procedure will begin with a pulpit and Sunday bulletin announcement of the date and time at least one week prior to the first discussion. A copy of the proposed Bylaws will be made available at that time. Additional discussion times may be held if deemed necessary. The vote to ratify these Bylaws will be taken the Sunday following the final discussion. These Bylaws will be implemented and become effective when adopted.

## APPENDIX 1 — PASTOR, LAY ELDERS, DEACONS, & DIVORCE

The qualifications given for a pastor, lay elder, or a deacon in First Timothy and Titus require that a pastor, lay elder, or deacon be “the husband of one wife”. The primary focus of the phrase “the husband of one wife” in I Tim. 3:2 is a Godly commitment to one wife in the present marriage. The literal translation is “one-woman man”. Paul was prohibiting polygamy (being married to more than one woman at a time), sexual unfaithfulness to one’s spouse, or sexual promiscuity or laxity. A man married to more than one wife at the time, or one who is unfaithful to his wife and family, cannot serve as a pastor, lay elder or deacon. The Apostle Paul certainly knew the terms for divorce and remarriage but chose not to employ either in this situation. Paul never used the term for divorce and remarriage in any of his writings in reference to the qualifications for Christian service.

Even though Paul’s subject was not divorce and remarriage, it is good for us to understand what the Bible teaches about this subject, especially with reference to serving as a pastor, lay elder or deacon.

In summary, the Bible teaches that

- (a) When two believers divorce (except in the case of adultery) and remarry, it is to sin by committing the act of adultery. God hates divorce (Mal.2:16). According to Jesus, from the very beginning of creation, marriage was to be between one woman and one man (Matt.19:1-6). Divorce and remarriage is sin because it results in adultery.
- (b) Adultery is forgivable just as any other sin is forgivable. The Apostle Paul said that God would remember our sin no more (Heb.8:12). This does not limit any “one sin” from being forgiven. Adultery is a sin, not a state in which one lives after he/she has committed the act. If adultery was a state in which a person lived, it would be unforgivable unless the second marriage was dissolved. This is unscriptural, and would cause further confusion and hurt. All sin is forgivable, and once God forgives, He remembers none of it anymore.
- (c) A non-believer may divorce a believer (I Cor. 7:15). Under these circumstances the Christian man may remarry and may serve as a pastor, lay elder or deacon.
- (d) Both parties may be non-believers at the time of the divorce (1 Cor. 7:15). In this circumstance the non-believing man who becomes a believer has his sins forgiven and becomes, according to the scripture in II Cor. 5:17, "a new creature in Christ". He has a clean slate and a fresh start in Christ.
- (e) A believing man may divorce his spouse due to adultery (Matt. 5:31-32). The covenant relationship is dissolved by adultery, and the man is free to remarry and to serve as a pastor, lay elder or deacon, provided he has sought and received reconciliation with God and is fulfilling his responsibility as a Christian man.
- (f) The central theme in the New Testament is built around the death and resurrection of Jesus Christ. The purpose of the death and resurrection of Jesus Christ was/is the complete forgiveness of all our sin and to renew our relationship with God and to give each person a new start in life. It is referred to in the Bible as reconciliation, redemption, regeneration, and renewal.

The question inevitably arises, “Can a man serve as a pastor, lay elder or deacon if both he and his wife are Christians at the time of a divorce?” Once a marriage has been dissolved (rightly or wrongly) and a new marriage formed, the question becomes one of true repentance, forgiveness, and true commitment to God’s

plan for marriage. Very careful consideration must be given to all the circumstances of a divorced person's life if that person is to be considered as a pastor, lay elder, deacon or the spouse of a pastor, lay elder or deacon.

There are other biblical qualifications for pastors, lay elders and deacons. Each one is just as important as the other. There are other sins in the Bible. Each one is as sinful as the other. All cause the individual to "fall short" (Rom. 3:23) or miss the purpose of God in his/her life.

This does not mean that all men who have been divorced and remarried will be qualified to serve as pastor, lay elder or deacon, any more than it means that those who have not had this experience will be qualified. It should be the desire of the church to select men to serve as pastors, deacons and lay elders who have truly accepted Jesus Christ as both Lord and Savior, experienced true repentance and real forgiveness of all sin, have made a true commitment to marriage and family, and demonstrate their love for Jesus Christ and His church through their faithfulness to his church. Each and every biblical qualification will be applied equally to each and every man being considered for deacon or lay elder.

The church must select the godliest people possible for all positions of leadership in the church. May it be said by all of us, "...as for me and my house, we will serve the Lord" (Joshua 24:15).