**Guidebook of Church Operating Procedures**

First Southern Baptist Church of Scottsdale

**April 7, 2002**

Part I - CHURCH PURPOSE AND CHARACTER

Section 1 – PURPOSE

The purpose of this church is to glorify God by fulfilling the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:18-20). We will lead people to pursue the Truth (John 14:6, 17:17) so that we may enjoy and deepen a relationship with Him (Ephesians 1:17; 2 Peter 3:18) and be on mission with Him (John 20:21).

1. EVANGELISM AND MISSIONS

To share the Good News of Jesus Christ with as many people as possible in our community and throughout the world (Matthew 28:18-20, Acts 1:8, 2 Peter 3:9).

B. EDUCATION

To help members develop toward full Christian maturity and train them for effective ministry; to promote personal growth and discipleship through Bible teaching (Ephesians 4: 11-13, 2 Timothy 2:2).

C. WORSHIP

To participate in public worship services together and to maintain personal daily devotions (Matthew 18:20, John 4:24).

D. MINISTRY/SERVICE

To serve unselfishly in Jesus’ name, meeting the physical, emotional, and spiritual needs of those in our church, our community, and in the world (1 Peter 4:10-11, Matthew 25:34-40, 1 Thessalonians 5:11, Galatians 5:13).

E. FELLOWSHIP

To encourage, support, and pray for each other as members of the family of God; to share our lives together (1 John 1:7, Acts 2:44-47, Hebrews 10:23-25, John 13:34-35).

Section 2 - CHURCH CHARACTER

This church is composed of a body of believers in the Lord Jesus Christ who have each been Scripturally baptized in the name of the Father, the Son, and the Holy Spirit. This Church receives Scripture as its sole authority in all matters of faith and practice. We believe that there are only two Christ-given church ordinances: baptism by immersion (as Baptists understand the ordinance) and the Lord's Supper.

The Head of this church is the Lord Jesus Christ. This congregation is subject to the control of no ecclesiastical body other than its membership, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Southern Baptist churches through organized bodies. For this reason, this church cooperates with the Central Association of Southern Baptists, the Arizona Southern Baptist Convention, and the Southern Baptist Convention.

This church honors Sunday as the Lord’s Day.

The local church, as an organized group of redeemed followers of Christ dedicated to the worship of God, is the primary agency through which a Christian should express stewardship. The church has the obligation to provide and maintain Scripturally-founded ministries of worship, evangelism, missions, Biblical education, and others that will provide worthy and challenging opportunities for personal stewardship. Tithes, offerings, gifts, and grants should be given to the church or through the church and should be made only for the purpose of honoring and glorifying Jesus Christ.

Therefore, this church shall teach, encourage, and assist the members in the practice of Christian stewardship, including tithing, as taught in the Bible. Ministries of the church shall be supported through a unified budget plan by which members may participate with tithes and offerings.

Tithes and offerings by the members and friends of the congregation are the encouraged means of financial support of this church. The offer of any gift, donation, or grant (or the proposal of any fund raising event) that involves conditions or responsibilities of the church not clearly covered herein shall be referred for review and consideration to the Senior Pastor and the Council of Deacons who may bring recommendations regarding the matters.

Part II - CHURCH BUSINESS

Section 1 - BUSINESS AND AUTHORITY

Final authority for church business and administration is vested in the members assembled in scheduled business meetings.

In case of a conflict between provisions in the Articles of Incorporation, the provisions of the Bylaws, and the provisions in this Guidebook, the Articles of Incorporation shall prevail, followed by the Bylaws. All officers, deacons, staff, committees, groups, and other church officials shall be answerable to the church. They shall comply with the provision of the Articles of Incorporation, the Bylaws, and this Guidebook.

A majority vote of the members present at a special business meeting shall be required to amend or revise this Guidebook of Church Operating Procedures.

Section 2 - CHURCH MODERATOR

The church Moderator shall be the Senior Pastor (or other person elected by a majority of the members present at any business meeting). The Moderator shall preside at all church business meetings unless absent or temporarily relinquishing the position. If necessary, the Church Clerk may call a business meeting to order and a Moderator Pro Tem shall be elected.

Section 3 - CHURCH MEETINGS

A. WORSHIP SERVICES

The church shall meet regularly on Sunday mornings, Sunday evenings, and Wednesday evenings for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for visitors and guests and shall be conducted under the direction of the Senior Pastor or his appointee.

B. SPECIAL SERVICES

Special services, conferences, or other meetings essential in the promotion of the objectives of the church shall be at the discretion of the Senior Pastor. These services shall be conducted under the direction of the Senior Pastor.

C. REGULARLY SCHEDULED BUSINESS MEETINGS

Regularly scheduled business meetings shall be held monthly on the third Wednesday night in each calendar month.

1. SPECIAL BUSINESS MEETINGS

 Special business meetings, as specified in the Bylaws, may be called by the Senior Pastor or the Chairman of the Council of Deacons.

E. PARLIAMENTARY RULES

Robert’s Rules of Order, Revised (always the most current edition) is the authority for parliamentary rules of procedure for all business meetings of the church, unless there is a conflict with the Bylaws or this Guidebook, in which case the Bylaws and this Guidebook shall take precedence. The church may by majority vote adopts specific exceptions to Robert's Rules of Order.

Part III - DEACONS

Section 1. DEACONS GENERALLY

The deacons are a body of spiritual servants chosen by the church to assist the pastoral staff in ministering to the spiritual, emotional and physical well being of the members of the church. They have no authority except that which is conferred in these Bylaws and Guidelines, or otherwise granted by specific action of the church. In keeping with the New Testament, the name of the deacon means "servant."

A. QUALIFICATIONS

This church adopts the qualifications for deacons established by the New Testament, as specified in Acts 6 and 1 Timothy 3.

The qualifications shall include:

1) Full of the Holy Spirit, full of wisdom, full of faith;

2) Moral, right in regard to speech, abstaining from any substance abuse and/or abuse process, such as pornography and gambling;

3) Sound in doctrine and right in family relationships;

4) Cooperative with the objectives of the church and loyal to all its services;

5) Active member of this church for eighteen (18) months prior to his election as an active deacon; and

6) Believe in and practice Biblical stewardship in time, talents, and possessions (be a tither).

Section 2 - DEACON BODY

All ordained deacons ordained by this or another New Testament church of like faith and order, who are currently members of this congregation, and who meet the qualifications listed above (excluding item 5) will constitute the Deacon Body. Members of the Deacon Body should be especially concerned with promoting the church and its ministries and should be on call at all times to aid the pastoral staff in promoting the Lord’s work. Any member of the Deacon Body may attend meetings of the Council of Deacons, but voting privileges shall be reserved for active members of the Council of Deacons.

Section 3 - COUNCIL OF DEACONS

A. NUMBER

The number of positions on the Council of Deacons shall be determined by the number of individuals in the active church membership. The number of Deacons shall be no less than twelve and no more than the number corresponding to one position for every ten Resident Members. The Council of Deacons shall have the discretion to increase or decrease the number of positions on the Council consistent with the provisions of these Guidelines.

B. SELECTION

Members of the Council of Deacons shall be selected using the procedures outlined in this section. Implementing this procedure shall be the joint responsibility of the Senior Pastor and Chairman of the Council of Deacons.

A rotational system shall be established whereby approximately one third of the positions on the Council of Deacons shall be vacated each year, if feasible. Each member shall serve a term of three years; except that members elected to fill newly created positions may serve shorter terms if necessary to preserve a balanced rotational system. Assignment of any term shorter than three (3) years shall be made by the Chairman of the Council of Deacons. The term of all members of the Council shall run from the January 1 following election until the December 31, which will end a three-year term. Rotation of the Council member shall occur at the end of a three-year term of service. At the end of a three-year term, a deacon shall be ineligible for reelection or for filling vacancies on the Council for one year.

Members of the Council of Deacons shall be selected by the church in a Sunday morning service. The selection date shall be chosen by the Chairman of the Council of Deacons and the Senior Pastor. Unless extraordinary circumstances exist, the date chosen shall provide ample time for completing the process described herein to allow newly elected members to begin serving terms on January 1.

Approximately three months before the annual meeting of the church members, the church administrative staff, at the direction of the Chairman of the Council of Deacons, shall compile a list of all active male church members who are eligible for election to the Council of Deacons. Eligible members for the Council of Deacons shall be all male church members who are 25 years of age or older and who have been an active members of this church for at least the past 18 months. Current members of the Council of Deacons, unless temporarily filling a Council vacancy, shall not be included on the list, because they are either serving an ongoing term or, if rotating off, are ineligible for one year.

The church administrative staff shall mail to each eligible individual a letter informing them that they are a potential candidate for election to the Council of Deacons, summarizing the deacon qualifications, and requesting that if they do not desire to be considered a candidate they should notify the church office within two weeks.

Two weeks after this mailing, the church staff shall revise the list of eligible individuals to remove the names of those individuals who have indicated that they do not wish to be considered candidates. The current Council of Deacons shall contact each person whose name remains on the list of potential candidates and ask such candidate whether he is qualified and willing to serve as a member of the Council if selected. If such candidate is uncertain, the deacon making the contact shall encourage the candidate to seek God’s will and request a response by a deadline established by the Chairman of the Council of Deacons and the Senior Pastor. After the established deadline, the church administrative staff, with information from the current Council of Deacons, shall revise the list of potential candidates to remove the names of those individuals who responded negatively.

The Council of Deacons shall interview each remaining candidate to determine whether he is qualified to serve on the Council of Deacons. Those candidates found qualified shall have their names placed in nomination before the church.

Approximately two weeks before the Sunday morning designated for selecting deacons, the list of deacon candidates and an announcement of a vote of church members shall be publicized.

In the Sunday morning worship service designated for selecting deacons, each active member in attendance shall be given a list of deacon candidates and be requested to vote for up to the number of names needed to fill positions on the Council of Deacons. The list shall include blank spaces for write-in candidates. After the vote, ballots shall be collected and given to the current deacon officers for tabulating the votes. The Council of Deacons shall determine the candidates receiving enough votes to serve. Beginning with the candidate receiving the most votes and progressing toward the candidate receiving the least votes, open positions shall be filled in the order of highest votes received.

It shall be the responsibility of the Chairman of the Council of Deacons and the Senior Pastor to publicize the new members of the Council.

C. ORDINATION

All men chosen by the church to serve on the Council of Deacons shall, unless already ordained in a Baptist church of like faith and order, be ordained and thereafter listed as a member of the Deacon Body.

D. VACANCIES

Vacancies on the Council of Deacons may be temporarily filled to complete the remaining terms of deacons leaving the Council for any reason. Vacancies shall be filled with former members of the Council of Deacons who are recommended by the Council and approved by the church in a regularly scheduled business meeting. Deacons who have not been off the current Council of Deacons for a minimum of twelve months are not eligible to fill a vacancy.

E. DEACON EMERITUS

A deacon no longer able to perform his responsibility and who has served the church faithfully may be elected by the church as Deacon Emeritus. The Deacon Emeritus shall be entitled to attend all meetings of the Council of Deacons, but shall not have voting privileges in these meetings. The election of a Deacon Emeritus is for life.

F. EX-OFFICIO MEMBERS

The Senior Pastor, Associate Pastors, members of the Deacon Body, and any deacon elected Deacon Emeritus shall be ex-officio members of the Council of Deacons. Ex-officio members shall be entitled to attend all meetings of the Council of Deacons, but shall not have voting privileges in the meetings.

G. MEETINGS AND ORGANIZATIONS

The Council of Deacons shall meet once per month prior to each monthly church business meeting at a regular time and place established by the Council. They may meet at another time or place as the Senior Pastor or the Chairman, Vice Chairman, or Secretary of the Council of Deacons shall direct, with due notice. No special meeting may be called without agreement of at least two of these individuals. A majority of the Council of Deacons is a quorum and must be present to conduct business.

Part IV. CHURCH MINISTERIAL STAFF

Section 1 - GENERALLY

All church ministerial staff shall be active members of this church and shall serve at the pleasure of the church. Their selection or call by the church shall be in the manner set forth in the Bylaws and this Guidebook. Any church ministerial staff member may be dismissed or recalled from his position in the same manner as an officer of the church corporation. The church ministerial staff shall consist of a Senior Pastor and any other ministry-related staff that the church shall choose. Ministerial responsibilities shall be detailed in a separate Personnel Policy Manual. The Personnel Policy Manual shall be designed and maintained by the Personnel Committee and presented annually to the church. This manual shall be part of the church records available to all members.

The Senior Pastor has overall responsibilities for the ministerial and support staff and shall delegate such responsibilities as described in the Personnel Policy Manual.

The Senior Pastor shall be called and approved according to the procedure specified in the Bylaws and this Guidebook. All other ministerial staff members shall be called and elected by the church upon the recommendation of the Senior Pastor and the Personnel Committee.

The Senior Pastor and all Associate Pastors shall be ex-officio members of all church committees, groups, teams, and councils, except the Pastor Search Committee.

Section 2. SENIOR PASTOR

The Senior Pastor shall be chosen and called by the church whenever a vacancy occurs. His qualifications shall be those set forth in 1 Timothy 3. The procedure for his election shall be that set forth in this Guidebook under the Pastor Search Committee. The Senior Pastor shall be called for an indefinite period of time.

The Senior Pastor shall give himself to the ministry and study of God's Word and to the spiritual leadership of the church. He shall be responsible for conducting all church services. He shall supply counsel and leadership for all leaders of church ministries. He shall supervise the work of all church staff (ministerial and administrative). The Senior Pastor shall ensure that the administrative staff fulfills its responsibilities. The Pastor shall serve as an ex-officio member of the Council of Deacons. He or his designee shall examine all candidates for baptism concerning their conversion and shall instruct new members in their duties, privileges, and responsibilities.

The Senior Pastor shall recommend ministries and events in harmony with and in furtherance of the mission and policies of this church. The Senior Pastor, or other ministerial staff at his direction, shall keep the members informed of the activities of the other ministries (associations, conventions, etc.) with which this church cooperates.

The Senior Pastor may, in consultation with the appropriate chairman or leader, call a special meeting of any committee or ministry group. The Senior Pastor may, in consultation with the Chairman of the Council of Deacons, call special meetings of the Council of Deacons. The Senior Pastor may call a special business meeting of the church body in accordance with the Bylaws.

In the absence of the Senior Pastor, the church shall by majority vote designate an individual to assume the responsibilities of that positionwhich are needing to be accomplished during the interim period as specified in these Guidelines*.*

Any situation potentially requiring the termination of the Senior Pastor must be considered by the Council of Deacons, who shall make a recommendation to the church in a special business meeting. This shall be done only after consultation with the Personnel Committee and meeting with the Senior Pastor in accordance with Matthew 18:15-17 and after faithful efforts have been made to resolve the particular circumstances.

Part V. CHURCH ADMINISTRATIVE STAFF

This church shall employ such staff members as needed. The responsibilities and duties of all other paid church employees shall be established by the Personnel Committee. A job description shall be written when the need for administrative staff members is determined. This description shall be included in the Personnel Policy Manual.

Part VI. ORDINATION OF MEMBERS

 This church believes that any member who, in the judgment of the members, gives evidence of his piety, zeal, and fitness to preach, and who believes that God has called him to the work of the ministry, and who has been examined and recommended by the Senior Pastor and Council of Deacons, may be licensed to preach the Gospel.

Upon request from his own membership or another Southern Baptist congregation, a member of this church who has met the qualifications for licensing outlined above, may be ordained to the Gospel ministry by this church, provided the action is duly recommended by a properly constituted ordaining council of ministers and/or deacons.

Part VII. CHURCH MINISTRIES

Section 1. GENERALLY

All ministries of the church shall be under church control, with all ministry leaders being presented to the church and reporting to the church. No person shall lead any ministry unless he or she is an active member of this church. Each individual ministry shall be structured with an identified ministry leader, function through an appropriate leadership group identified by that ministry, and utilize ministry workers who are active members of this church. Non-members who regularly attend the church or ministry partners from other churches may assist with church ministries when appropriate.

Section 2. SPECIFIC MINISTRIES

The church shall provide a Sunday morning Bible study ministry, which includes classes for all ages. The church shall also endeavor to provide ongoing discipleship, women’s, men’s, music, and missions’ ministries.

Section 3. OTHER MINISTRIES

The church shall provide other ongoing ministries as it decides necessary.

Part VIII. CHURCH COMMITTEES AND OTHER GROUPS

The church shall maintain certain committees, teams, or other groups made up of its members for the purpose of aiding the body in serving Christ, one another, and the community for Christ. Each church committee, ministry, or team shall be responsible for accomplishing the purpose for which it was established. Each such group shall choose its own leader unless the Bylaws direct otherwise. The leader or his or her designee shall act as the official representative for the group. Each group shall present to the church at least annually its statement of purpose and procedures.

No person shall serve concurrently on more than one of the following groups nor shall the Chairman of the Council of Deacons serve as the chairperson of the following groups: Ministry Placement Team, Personnel Committee or Stewardship Committee. Any committee member may be recalled from any position by a majority vote of the church members upon recommendation of the Senior Pastor or the Council of Deacons.

Section 1. MINISTRY PLACEMENT TEAM

The Ministry Placement Team shall be composed of six (6) members, three (3) who are recommended by the Council of Deacons in consultation with the Senior Pastor. The team shall enlist three additional members as needed and shall elect its own Chairperson. New team members shall be approved by the church at the annual business meeting and shall be elected for a three-year term with two (2) members rotating off the committee each year. Each year, the Council of Deacons shall recommend to the church one of the two new members of the Ministry Placement Team.

The basic responsibility of the Ministry Placement Team is to enlist, equip, and enable qualified persons for positions that involve volunteer leaders. This team shall be responsible for knowing the church membership and learning the callings, gifts, talents, skills, and willingness to serve in various church positions, committees, ministries, and teams.

The Senior Pastor and other appropriate staff members should work closely with this team to provide guidance for new ministry proposals and to provide oversight to the ministries involved. This team should always consult with appropriate persons at all levels of the ministries relating to newly enlisted leaders. This team shall present to the church at least annually a current list of all volunteer ministry personnel in the church.

Section 2 - PERSONNEL COMMITTEE

The Personnel Committee shall be composed of a Chairperson and five (5) other members. The Chairperson and new members of the committee shall be recommended by the Ministry Placement Team and elected by the church at the annual business meeting. Committee members shall be elected for a three-year term with two (2) members rotating off the committee each year.

The basic responsibility of the Personnel Committee shall be to assist the congregation and the Senior Pastor in matters related to personnel administration and management. This committee shall be responsible for establishing and making available to the church, procedures and general policy in the areas of employment, salaries, benefits, job descriptions, and personnel services for all church paid staff members.

The Personnel Committee shall oversee the Senior Pastor who will oversee other staff members.

Major responsibilities of the committee are:

1) Upon recommendation of the Senior Pastor, the Personnel Committee shall recruit, interview, make recommendation to the church for employment, and place on the job any applicant following official action by the church. This applies to all ministerial staff members except the Senior Pastor. Other staff filling open positions need not be recommended to the church. Before taking such action, the Senior Pastor and the Personnel Committee shall confer with the Stewardship Committee to assure that funds are available within the approved church budget.

2) To initiate and maintain the church approved salary, vacation, and holiday program for all church paid ministerial and administrative staff personnel and other employees of the church.

3) To evaluate the salary structure at least once each year and to make recommendation to the Stewardship Committee concerning adjustment relating to personnel in the new budget.

4) To prepare and furnish each church paid ministerial and administrative staff personnel and other employee with a written job description approved by the church.

5) To arbitrate questions of benefits, responsibilities, performance, absences from duty, etc., as may arise.

6) To create and maintain the church approved Personnel Policy Manual, which will include personnel policies and job descriptions of all paid staff personnel.

Section 3 - STEWARDSHIP COMMITTEE

The Stewardship Committee shall be composed of the Church Treasurer, a Chairperson, and five (5) other members. The Chairperson and new committee members shall be recommended by the Ministry Placement Team and elected by the church at the annual business meeting. Committee members other than the Treasurer shall be elected for a three-year term with two (2) members rotating off the committee each year.

The Stewardship Committee shall be responsible for the development and implementation of stewardship programs, the promotion of stewardship education, the establishment of procedures for the accounting and expenditure of General Fund receipts, and the maintenance of a balanced church budget throughout the year. The Stewardship Committee shall also be responsible for preparing an annual General Fund budget, which shall be approved by the church in the annual meeting and which details the budgeted amounts by established budget line codes.

The Senior Pastor or his designee shall be responsible for authorizing expenditures of General Fund receipts, subject to the limits of the church approved budget and to the availability of funds. The Stewardship Committee shall be responsible for establishing the general limits of expenditures that can be made in each month, and the Senior Pastor or his designee is responsible to see that these limits are not exceeded. Other than specifying and maintaining these expenditure limits, the Stewardship Committee shall not approve or disapprove specific ministry programs or expenditures unless so authorized by the church. The Stewardship Committee shall monitor and review all expenditures from the General Fund at least monthly and shall approve the signatories on the church bank accounts. Two signatures shall be required on each check.

On or before September 15th of each year, the Stewardship Committee shall begin preparation of the budget for the next year. The committee should receive budget information from responsible church staff, church officers, committee chairmen, and other church officials concerning their recommendations and budget needs for their ministries, activities or organizations. After consultation and consideration of these requests, the Stewardship Committee shall prepare and submit to the church for approval an inclusive budget for all church expenses, indicating by budget line item the amount believed needed during the next fiscal year. At least one week prior to the annual meeting, the Stewardship Committee shall distribute to the members of the church copies of the final draft of the proposed budget in detail.

In the annual meeting, the church shall adopt its annual budget. Approval of the budget by the church membership shall represent the church's authorization for the Stewardship Committee to approve payment of the designated amounts if, and only if, church receipts are adequate to afford the budgeted item.

After the church has adopted its budget, the Stewardship Committee shall be responsible for the direction of the promotion and pledging effort to underwrite it. Every member and friend of the Church should be invited to indicate the extent of his support.

The church’s Personnel Committee shall consult with the Stewardship Committee on availability of funds for the Personnel Committee's responsibility of maintaining the church's salary program for paid church staff, ministerial and administrative staff personnel, and other employees. The Stewardship Committee does not specifically approve or disapprove the church's salary program.

No one shall incur a financial obligation for the church, which is not included in the approved budget or which has not been authorized by church action. Persons responsible for budgeted items must receive approval of the Senior Pastor or his designee before incurring obligations in the name of the church.

The Stewardship Committee shall recommend to the church, as the need arises, adjustments of, additions to, or deletions from the amounts of the approved budget line items.

The Stewardship Committee shall have access to all financial records of the church, except individual financial giving records. The ministerial staff shall not have access to individual financial giving records.

The fiscal year of the church shall run from January 1st to December 31st.

Section 4. COUNTING COMMITTEE

The Counting Committee shall consist of a Chairperson and at least four other members. The Chairperson and members of the committee shall be recommended by the Ministry Placement Team and elected by the church at the annual business meeting.

The purpose of the Counting Committee is to aid the Treasurer in the orderly counting of all tithes, offerings, and other giving to the church. The committee shall also prepare bank deposit slips and sign receipt slips. The committee may also assist in the deposit of weekly receipts. The committee shall verify the amount shown on the giving envelopes with its contents. All giving envelopes and a listing of all checks not registered on an offering envelope shall be forwarded to the financial secretary for posting on individual contribution financial records. Receipts arising from revival meetings and other special services shall be handled in the same manner. A minimum of three committee members should be present when the committee performs its counting responsibility. Other than for the purpose of counting, the Counting Committee shall not have access to individual financial giving records.

Section 5. BUILDING AND GROUNDS COMMITTEE

The Building and Grounds Committee shall consist of a Chairperson and at least five other members. The Chairperson and members of the committee shall be recommended by the Ministry Placement Team and elected by the church at the annual business meeting.

The purpose of the Building and Grounds Committee shall be to assist the church in the care of its facilities, including buildings and grounds. The Senior Pastor or his designee will be the staff coordinator for the Building and Grounds Committee.

Section 6. PASTOR SEARCH COMMITTEE

The Pastor Search Committee shall be formed to bring recommendation to the church concerning the calling of a Senior Pastor when a vacancy exists and to assume the responsibilities of securing a supply preacher and/or interim pastor.

The Council of Deacons shall meet, if possible, within forty-eight (48) hours of the Senior Pastor's submitted resignation (or any other reason for vacating the office), prayerfully discuss the situation, and begin the process of selecting the Pastor Search Committee.

The Chairman of the Council of Deacons shall assume responsibility for pulpit supply until the committee is elected.

Nominations for the Pastor Search Committee shall be obtained in the following manner:

1. The Council of Deacons shall present, in a regularly scheduled or special business meeting, nominations of at least ten (10) persons (not more than half to be deacons). These nominees will have been contacted concerning their willingness to serve if elected. No staff member of the church or member of a staff family shall be nominated.
2. Nominations from the floor will be accepted during the special business meeting.
3. At the next regularly scheduled or special business meeting, the name of all nominees shall be presented in writing to the congregation.
4. Voting will be by secret ballot. The moderator shall appoint three members who are not nominees as the tally committee.
5. Those five (5) receiving the highest vote will be elected with the next two (2) designated as alternates. In case of a tie, a second ballot will be taken among those tied.

The Pastor Search Committee shall organize itself by electing a chairperson, vice chairperson, and secretary.

If the Pastor Search Committee recommends an interim pastor, the committee shall bring only one recommendation at a time. The recommendation shall be presented at a regularly scheduled or special business meeting immediately following a Sunday service. No name shall be considered or nomination accepted by the church except that presented by the Pastor Search Committee. An interim pastor may be called for a maximum of ninety (90) days or until a permanent Senior Pastor is secured by the church. If at the end of ninety (90) days the church is without a Senior Pastor, the interim pastor’s tenure may be extended up to an additional ninety (90) day period by a vote of the church. The vote for interim pastor shall be by secret ballot. Three-fourths of the members who are present and voting are needed for approval.

The Pastor Search Committee shall bring for church consideration as Senior Pastor only one recommendation at a time. It shall arrange for this person to preach before the congregation during a Sunday morning service in view of a possible call. The congregation will be notified in two mailings of this service. If the Committee agrees to recommend an individual as Senior Pastor, a special business meeting will be held following a Sunday service to hear the nomination and recommendation of the Committee regarding condition of the call. The Pastor Search Committee is responsible for recommending the date for this special business meeting. At the meeting held for the purpose of issuing a call to a Senior Pastor, no name shall be considered or nomination proposed except that presented by the Pastor Search Committee.

The vote for Senior Pastor shall be taken by secret ballot after the report and recommendation of the committee. If three-fourths of the active members present and voting approve the recommendation, the Moderator shall declare that the church has issued a call. The Pastor Search Committee shall transmit the message to the man elected requesting that he reply within two weeks. If the church fails to adopt the Pastor Search Committee's report and recommendation, the Moderator shall declare that the church has not issued a call and shall instruct the committee to continue in its assignment.

When the church has called a Senior Pastor and the call has been accepted, the committee shall be dissolved.

Section 7. OTHER COMMITTEES

The church may provide other committees, teams, or groups for the purpose of serving Christ, the church body, and the community as needed. An appropriate committee or team shall be formulated by the Ministry Placement Team for each ministry-level staff position, according to the discretion of the Senior Pastor, to ensure assistance, prayer support, and accountability for such staff members. The establishment of these groups shall be according to policies related to the Ministry Placement Team.

Part IX – MEMBERSHIP COVENANT

Having received Christ as my Lord and Savior and been baptized, and being in agreement with this church’s purpose and character, I now believe to be led by the Holy Spirit to unite with this church family. In doing so, I commit myself to God and to the other members to do the following:

1. I will protect the unity of my church

… by acting in love toward other members (1 Peter 1:22)

… by refusing to gossip (Ephesians 4:29)

… by respecting the leadership (Hebrews 13:17)

1. I will share the responsibility of my church

… by praying for its growth (1 Thessalonians 1:1-2)

… by inviting the unchurched to attend (Luke 14:23)

… by warmly welcoming those who visit (Romans 15:7)

1. I will serve the ministry of my church

… by discovering my gifts and talents (1 Peter 4:10)

… by being equipped to serve (Ephesians 4:11-12)

… by developing a servant’s heart (Philippians 2:3-4,7)

1. I will support the testimony of my church

… by attending faithfully (Hebrews 10:25)

… by living a Godly life (Philippians 1:27)

… by giving regularly (1 Corinthians 16:2, Leviticus 27:30)