

2ND BAPTIST BYLAWS

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2ND Baptist Bylaws

ARTICLE I

Membership

Section 1.01 Requirements

Membership within Second Baptist Church of Conway, Arkansas (Church¹) depends first upon one becoming a genuine follower of Jesus Christ through having responded by faith by the drawing of the Spirit to the message of the gospel and being baptized by immersion. In addition:

- A. Members will have completed the new member class or age-appropriate discipleship, have affirmed the Faith Statement, and have affirmed the Membership Expectations.
- B. Members of another church of like faith and order, as determined by the Pastors, may be received by Second Baptist Church upon a letter of transfer from that church.
- C. Members of a Baptist church with no letter of transfer may be received by Second Baptist Church upon a satisfactory statement of faith as determined by the Pastors.

Section 1.02 Membership Expectations

Members of the Church should:

- A. Grow Personally - be committed to regular Bible study, prayer, and evangelism (Phil 1:6; 2 Pet 3:18; Eph 4:11-16; Col 3:1-10)
- B. Walk in Holiness - take seriously the responsibility of Christian freedom, not presenting a stumbling block to others (Eph 4:1-3; Gal 5:22-26)
- C. Value Unity - make every effort to relate to other members of the Church in a manner consistent with scriptural teachings (Rom 12:9-10, 14:19; 1 Cor 12:15-26)
- D. Attend Regularly - participate in corporate worship gatherings, Small Groups, and business meetings (Psalm 122:1; Acts 2:42; Heb 10:24-25)
- E. Give Generously and Cheerfully - financially support the mission and ministry of the Church (2 Cor 9:7; Acts 4:32; Mal 3:10)
- F. Serve Selflessly - volunteer in some manner within the ministries of the Church. (Mark 10:45; John 13:14-15; Phil. 2:5-8)
- G. Pray Intentionally - intercede for the pastors, the staff, and for each other (James 5:16; Eph 6:18; 1 Tim 2:1; Col 4:2-3)

¹ The term Church used in this document refers to all campuses of Second Baptist Church of Conway, Arkansas.

Section 1.03 Inactive Membership

All members who have neglected worship gatherings, small group participation, and financial contributions for one year, unless good cause² for such neglect is shown, will be placed on the inactive roll.³ Inactive members may not vote, nominate, or serve in any leadership capacity, including, but not limited to, Deacons, Small Group leaders, staff, or committees.

Inactive members may be reinstated as active members after they have reaffirmed a commitment to the Membership Expectations as determined by the Pastors.

Section 1.04 Removal

Members of the church will be removed from membership for the following reasons:

- A. the member's death
- B. the member's request for removal
- C. a letter of transfer request indicating membership with another church of like faith and order
- D. notification that the member has joined a church of different faith and order
- E. failure to substantially uphold the membership expectations, after repeated admonishment, for one year or longer
- F. unrepentant sin leading to the process of Church Discipline as outlined in Article VI of these Bylaws

Section 1.05 Watchcare Membership

Any person who is a member of a church of like faith and order in another community and is a temporary resident in this community who does not wish to move his/her membership may become a Watchcare member.⁴ He/she must have membership in another church that has similar requirements, as determined by the Pastors, for membership. Watchcare membership allows a person to retain membership in his/her church. Anyone establishing permanent residence in this community is urged to seek full church membership.

The Watchcare member should meet the Membership Expectations while in our care. They will not vote in Church business meetings or hold elected Church offices.

² Examples of good cause include, but are not limited to, being physically unable to attend for a season, military service, and missionary work.

³ The process as of this writing is the Church Clerk regularly reviews the membership database by searching for people who have not had any measurable activity in at least 6 months. Measurable activity includes giving, Small Group attendance, checking in children, and attending midweek classes. Those people are placed in a group called Inactive Individuals. That group is reviewed prior to the database audit in July, and people with no measurable activity after one year are removed from the online database after their information is downloaded into a file to be archived. An attempt will be made to notify them of this change in their status.

⁴ At the time of this writing, Watchcare membership is referred to as "2ND Home membership."

ARTICLE II

Pastors, Ministers, Staff, Deacons, and Officers

The Church is to be recognized as a Christ-ruled, Pastor-led, Deacon-served, and member-authorized church following the principles laid down in the New Testament (Eph. 1:22-23; Acts 20:28; Acts 6:1-7).⁵

Section 2.01 Pastors⁶

Pastors are men who have received a calling from God for their task (Acts 20:24). Pastors should feel an inward desire for the work of ministry (1 Timothy 3:1), and the Church should affirm the pastor's calling to this particular Church (Acts 14:23).⁷

Pastors must satisfy the qualifications set forth in 1 Timothy 3:1-7 and Titus 1:6-9. Each must also be a giving and serving member of the Church. No pastor will hold the office of Deacon during his tenure.

Pastors are the directional leaders of the Church. Subject to the confirmation of the members, the pastors will oversee the ministry and resources of the Church. In keeping with the principles set forth in Acts 6:1-6 and 1 Peter 5:1-4, the Pastors will devote their time to prayer, the ministry of the Word (by teaching and encouraging sound doctrine), and shepherding God's flock.

Pastors will take particular responsibility for caring for and leading the Church through the following services:

- A. general oversight of the Church with support and accountability as outlined in these Bylaws (Acts 11:29-30; Acts 15:16-4; Acts 20:28; Hebrews 13:17; 1 Thess. 5:12)
- B. teaching the Church (Acts 20:20,27; 1 Tim. 3:2, 5:17; 1 Thess. 5:12; Titus 1:9)
- C. protecting the Church (Acts 20:28; Hebrews 13:17)
- D. praying for the Church (James 5:14, Acts 6:4)
- E. equipping the Church (Ephesians 4:11-16)
- F. modeling godliness to the Church (1 Tim. 3:1-7; Titus 1:5-9)

2.01.a Lead Pastor

The Lead Pastor will be recognized by the Church as particularly gifted and called to the full-time ministry of preaching and teaching.

⁵ As stated in the Constitution Section 4.01

⁶ At Second Baptist, the title of Pastor refers to men who are biblically qualified and maintain overarching church authority and leadership.

⁷ The term Pastors refers to the staff members called and elected by the Church with the title of Pastor and positions such as the Executive Director of Operations (or similar position overseeing Finance and Facilities). The term Lead Pastor is one specific person with that title.

He is responsible for overseeing the preaching ministry, overseeing the administration of the ordinances (the Lord's Supper and Baptism), and performing other duties pertaining to that office or as outlined in the governing documents. Paid staff members and Deacons are an extension of his leadership and ministry at the Church.

Lead Pastor Accountability

The Lead Pastor will serve as the direct supervisor for the other pastors, conduct their annual evaluations, make bonus or salary recommendations to the Personnel Committee, and take appropriate measures as needed to correct sub-standard performance.

The Lead Pastor's annual evaluation will be conducted by the Personnel Committee. Corrective measures (should they be needed) are detailed in the Personnel Committee Policy.

The Lead Pastor is expected to conduct himself according to the standards set in Section 2.01. If a staff or Church member believes the Lead Pastor has violated any of these qualifications, the member should approach the Lead Pastor about the concerns, in accordance with Matthew 18. If this doesn't resolve the situation, the member should approach the Lead Pastor again with one or two other Church members about the concerns.

If these actions fail to correct the issue, the staff or Church member should bring the matter to the Personnel Committee. The Personnel Committee is authorized by the Church to take action as outlined in the Personnel Committee Policy.

EXCEPTION: If the matter involves a violation of local, state, or Federal law, the offended party should report the matter directly to law enforcement and then to the Personnel Committee. Allegations of sexual harassment can be reported to the Personnel Committee and do not require the alleged victim to confront the offender directly.

Lead Pastor Dismissal

The Lead Pastor will serve indefinitely until his resignation or removal in accordance with the procedures set forth in this document. The tenure of the Lead Pastor may be voluntarily terminated by the Lead Pastor or involuntarily by the Church for the following reasons: failure to meet the qualifications of a pastor that are outlined in 1 Timothy 3:1-7 and Titus 1:6-9, teaching doctrines inconsistent with the Church's Faith Statement, or neglecting duties.

Termination procedure:

1. Any credible charge for termination brought against the Lead Pastor shall first be reviewed by the Personnel Committee, excluding the Lead Pastor.

2. If circumstances warrant, the Personnel Committee may immediately suspend the Lead Pastor and remove his access to all systems of the Church.
3. With a two-thirds majority affirmation for termination, the Personnel Committee shall present their decision with their findings to the Pastors' Council.⁸
4. If the Pastors' Council affirms the decision to terminate with a two-thirds majority vote, then the matter is brought before the members in a Special Business Meeting.⁹
5. The termination of the Lead Pastor shall require a two-thirds majority vote of the active voting members present.

The Pastors' Council determines whether a financial accommodation is appropriate.

Lead Pastor Replacement

When a vacancy arises in the Lead Pastor position, the Deacon officers will select a leader of the staff and the church for the interim period. The Church will select a Lead Pastor Search Committee consisting of seven members. Each Church member may submit up to seven names to the Pastors' Council.¹⁰ The Pastors' Council will use the names submitted through the nominating process to propose a Lead Pastor Search Committee to the Church. In order to serve on the Lead Pastor Search Committee, a person must meet the same qualifications as for Standing Committees in Article III of these Bylaws. The Pastors' Council will take into consideration the number of times an individual's name appears on the nomination list from the Church and will work to assemble a Lead Pastor Search Committee that is representative of the people and ministry areas of the Church. The proposed Lead Pastor Search Committee will be presented to the Church for a final vote of approval by a two-thirds majority of members attending the business meeting.

The Lead Pastor Search Committee will be charged with the responsibility of securing a permanent Lead Pastor for the Church. The Lead Pastor Search Committee will bring only one name at a time for consideration by the Church. The call of the Lead Pastor will take place at a meeting especially set for that purpose with at least two weeks' notice by the remaining pastors and Lead Pastor Search Committee.

⁸ See Section 3.05 for Pastors' Council

⁹ See Section 5.03 for Special Business Meetings

¹⁰ The intent is to allow church members to submit names over the course of several days or weeks, as determined by the Nominating Committee, to allow all church members to participate in the nomination process.

The election will require an affirmative vote of two-thirds of active members present and voting to constitute a call. Should the candidate recommended by the Lead Pastor Search Committee fail to receive a two-thirds vote, the Committee will be instructed to seek out another candidate, and the meeting will be adjourned without debate.

2.01.b Additional Pastors

The church may call additional pastors to work alongside the Lead Pastor to carry out the mission and ministries of the church. These pastors may carry any number of titles, such as Executive, Associate, or Campus Pastor. They will work with the Lead Pastor in the performance of his regular duties and will perform any other duties usually pertaining to the office of pastor or as outlined in the governing documents, or which may be specifically assigned to him by the active members.

Pastors will be employed by the Church with a recommendation of the Lead Pastor, the Personnel Committee, and a majority vote of the church.

Termination/Removal of Additional Pastors

Pastors other than the Lead Pastor may be voluntarily terminated by the Pastor or involuntarily by the Church for the following reasons: failure to meet the qualifications of a pastor that are outlined in 1 Timothy 3:1-7 and Titus 1:6-9, teaching doctrines inconsistent with the Church's Faith Statement, or neglecting duties.

Termination procedure:

1. Any credible charge for termination that is brought against the Pastor shall first be reviewed by the Personnel Committee, excluding the Pastor in question.
2. If circumstances warrant, the Personnel Committee may immediately suspend the Pastor and remove his access to all systems of the church.
3. With a two-thirds majority affirmation for termination, the Personnel Committee shall present their decision with their findings to the Pastors' Council.
4. If the Pastors' Council affirms the decision to terminate with a two-thirds majority vote, the pastor in question is terminated immediately.

The Pastors' Council determines whether a financial accommodation is appropriate.

Section 2.02 Ministers¹¹

The Church is served by ministers who are men and women spiritually qualified to aid the pastors in practical service to the Church body (Acts 6:1-6; Philippians 1:1; 1 Timothy 3:13-18). Ministers are servants employed by the Church.

The Lead Pastor, in conjunction with the other pastors and the Personnel Committee, will assign the responsibilities of the ministers.

2.02.a Qualifications

All ministers must meet the qualifications as presented in 1 Timothy 3:8-13. Each must also be a giving and serving member of the Church.

2.02.b Responsibilities

- A. Ministers' responsibilities will be determined by the Pastors and specified in a written job description approved by the Personnel Committee. Each minister is responsible to the Pastors and may have another supervising staff member to whom he/she answers.
- B. Ministers will submit to the specifications of the Personnel Policy as issued by the Pastors and Personnel Committee.

2.02.c Selection

Ministers may be called, hired, and set apart for specific services upon the recommendation of the Pastors. Ministers will be employed by the Church with a recommendation of the Pastors, the Personnel Committee, and a majority vote of the Church.

Ministers will serve indefinitely following the specifications of the Personnel Policy.

2.02.d Termination/Removal

Ministers may be voluntarily terminated by the Minister or involuntarily by the Church for the following reasons: failure to meet the qualifications that are outlined in 1 Timothy 3:8-13, teaching doctrines inconsistent with the Church's Faith Statement, or neglecting duties.

Termination procedure:

1. A recommendation by the Pastors shall first be reviewed by the Personnel Committee.

¹¹ At Second Baptist, the title of Minister refers to men or women who lead specific areas of our church but do not have overarching church authority.

2. If circumstances warrant, the Personnel Committee may immediately suspend the Minister and remove his access to all systems of the church.
3. The Personnel Committee may terminate the Minister with a two-thirds majority affirmation for termination.

The Personnel Committee determines whether a financial accommodation is appropriate.

Section 2.03 Staff

The pastors may hire staff to assist with the mission and function of the Church to fill preapproved vacant positions as allotted by the Personnel Committee.¹² These staff members will not be pastors or ministers, though they provide support through administration and ministry assistance. Staff may include administrative directors, financial staff, assistants, ministry assistants, associates, and housekeeping personnel.

The Lead Pastor, in conjunction with the other pastors and the Personnel Committee, will assign the responsibilities of the general staff.

2.03.a Termination/Removal

Staff may be terminated or removed at the request of the person serving in such a position or dismissed by the Pastors with the approval of the Personnel Committee for grounds of spiritual or moral disqualification or neglect of duties.

The Personnel Committee determines whether a financial accommodation is appropriate.

Section 2.04 Deacons

The church is served by Deacons who are spiritually qualified to aid the pastors in service to the church body (Acts 6:1-6; Philippians 1:1; 1 Timothy 3:8-13). The office of Deacon is not an office of authority but of service.¹³

2.04.a Qualifications

All Deacons must meet the qualifications of the Deacon as presented in 1 Timothy 3:8-13. Each must also be a giving and serving member of the Church for a minimum of two years.

¹² New positions must be approved and budgeted by the Personnel Committee.

¹³ While the Deacon body is not a decision-making body, our Deacons are well-respected members of the Church and, as such, are often nominated to serve on standing committees which are decision-making bodies.

2.04.b Responsibilities¹⁴

- A. Identify and meet tangible needs
- B. Protect and promote church unity
- C. Serve and support the ministry of the Church

2.04.c Selection

Deacon candidates will be nominated by members of the Church.¹⁵ From the nominations, the Pastors and Deacon officers will select individuals to serve and train for one year as Deacon Apprentices. Upon one year of successful apprenticeship and the approval of the Pastors and Deacon officers, they will be commissioned¹⁶ by the Church as Deacons. Prior service as a deacon in another church does not automatically qualify an individual for service as a Deacon.

2.04.d Active and Inactive Status

Once a Deacon is commissioned by the Church, they are placed on the Active Deacon roster for an indefinite period.

A Deacon may be moved to the Inactive Deacon roster by:

- A. a request in writing by the Deacon in question
- B. failure to attend half of the Deacons' meetings for one year
- C. failure to regularly attend Church worship services
- D. a recommendation of the Pastors and Deacon officers followed by a majority vote of the active deacon body

A Deacon on the Inactive Deacon roster may regain active status by invitation from the Pastors and Deacon officers and after serving one year with provisional status.

2.04.e Removal

Deacons may be removed at the request of the person serving or dismissed by unanimous vote of the deacon officers and the approval of the Pastors for grounds of spiritual or moral disqualification, failure to meet the qualifications of 1 Timothy 3:8-13, neglect of the duties of a Deacon, or failure to agree with the Faith Statement.

¹⁴ A more complete explanation and description of Deacon roles, responsibilities, and selection is provided in the Deacon Policy.

¹⁵ The Church is given the opportunity to make nominations for potential Deacons in the spring. The intent is to allow church members to submit names over the course of several days or weeks, as determined by the Deacon officers, to allow all church members to participate in the nomination process.

¹⁶ Specifics of the commissioning process are outlined in the Deacon Policy.

Section 2.05 Trustees, Treasurer, and Clerk

2.05.a Trustees

The church will elect five Trustees, nominated by the Pastors, for indefinite terms. The signature of a majority of the Trustees will be required on all legal documents. They will hold the Church property in trust. Upon a specific vote of the Church authorizing such action, they will have the power to buy, sell, mortgage, lease, or transfer any Church property. When the signatures of trustees are required, they will sign legal documents involving the sale, mortgage, purchase, insurance, or rental of property or other legal documents related to Church-approved matters.

2.05.b Treasurer

- A. The office of the Treasurer will be filled by a staff member or lay Church member designated by the Personnel Committee.
- B. It will be the duty of the Treasurer to oversee receiving, preserving, and paying out, upon submission of receipts approved by authorized personnel, money or things of value paid or given to the church, keeping an itemized account of receipts and disbursements. It will be the duty of the Treasurer to render to the Finance Committee and/or the Church a report of the receipts and disbursements of the preceding time that has elapsed since the last church conference. The Treasurer's reports and records will be audited periodically by a public accountant.¹⁷
- C. The financial records are the property of the Church and will be retained by the Church. The Pastors may delegate some of the Treasurer's responsibilities to a staff member.

2.05.c Clerk

- A. The Clerk will be appointed by the Personnel Committee.
- B. The Clerk will be responsible for keeping a suitable record of all official actions of the Church. The Clerk will be responsible for maintaining a register of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The Clerk will issue letters of dismissal, preserve on file all communications and official written reports, and give required notice of all meetings where notice is necessary, as indicated in these Bylaws. The Clerk will be responsible for preparing the annual church profile and submitting it to the association.¹⁸
- C. The Clerk may delegate some of the clerical responsibilities to a staff member. All Church records are Church property and will be retained by the Church.

¹⁷ At the time of this writing the Church is audited annually by a third party.

¹⁸ This could include the Faulkner Baptist Association, the Arkansas Baptist State Convention, the Southern Baptist Convention, or any other entities the Church chooses to partner with.

2.05.d Removal

Trustees, the Treasurer, or the Clerk may be removed by the request of the person serving in such a position or a recommendation of the Pastors with the approval of the Pastors' Council for grounds of spiritual or moral disqualification or the neglect of duties.

Article III

Standing Committees

Standing Committees exist to support the vision and ministry of the Church and are representative of all members of all campuses of 2ND Baptist. As such, they work with the Pastors to provide direction and oversight of the various ministries of the Church. The Nominating Committee presents candidates for Standing Committees to the Church for a vote at a business meeting. The Nominating Committee will make an effort to build Standing Committees of men and women who represent all members in life stage, campus attendance, and membership tenure.

Standing Committees will include Finance, Personnel, Property, and Nominating and are comprised of 5 to 9 members. Special Committees may be formed by the Pastors' Council for specific tasks or projects as defined by a Project Charter¹⁹ so long as said task or project does not conflict with the responsibility of another Standing Committee or body.

In order to qualify for service on a Standing Committee, one must:

- A. be a member of the church for at least two years
- B. attend worship services regularly
- C. be actively engaged in a small group
- D. consistently give
- E. serve in some manner within the ministries of the Church
- F. not have served on a Standing Committee within one year
- G. commit to attend 75% of meetings

These qualifications will be verified by the Church Clerk.

No individual will serve on more than one Standing Committee at any time. No more than one member of a household may serve concurrently on Standing Committees. Family members of

¹⁹ A Project Charter is a form created and maintained by the Pastors' Council outlining the purpose, scope, timing, and other details about the work of the Special Committee. The Project Charter form will be completed by the Pastors' Council, and a written copy will be provided to the members of the newly created Special Committee.

staff may not serve on the Personnel Committee.²⁰ Unless otherwise provided herein, committee positions will be of three-year duration but may be less to facilitate the goal of one-third of the committee rotating off each year. Only church members may serve on any committee except in an ex-officio or advisory capacity. Committees will elect their own officers.

The Committees will make decisions in accordance with the purpose of the Church in their respective areas in consultation with the Lead Pastor and/or other appropriate staff liaisons. The Lead Pastor, or his designee, shall be a non-voting, ex-officio member of each Standing Committee.

Standing Committees function according to each Committee's Policy. The Committee Policy can be amended by the Pastors and the committee to which the policy applies with the approval of the Pastor's Council. All policy amendments must be communicated in writing to the Pastor's Council no less than 14 days before the Pastor's Council meets and requires two-thirds approval of the Pastor's Council before they go into effect. The 14-day notice may be waived with a unanimous Pastor's Council vote.

A member of a Standing Committee may be removed by the request of the person serving in such a position or a recommendation of the Pastors with the approval of the Pastors' Council for grounds of spiritual or moral disqualification or the neglect of duties.

Section 3.01 Finance Committee

3.01.a Finance Committee Purpose

The ministry purpose of the Finance Committee will be to counsel and guide the pastors, staff, and church in the careful use and management of all financial resources of the Church and all of its integrated auxiliary ministries. The Finance Committee will communicate the Church's financial position and circumstances to the Church, ensure that adequate internal financial controls are in place to safeguard the Church's financial resources, and protect the reputation of Church staff, leadership, and members. Maintaining the integrity of the Church's finances is the ultimate mission of the Finance Committee.

3.01.b Finance Committee Responsibilities

- A. present an annual budget provided by the staff and vetted by the Finance Committee to the Church for a vote
- B. review monthly expenditures, approve special spending requests, and oversee the dispersal of funds

²⁰ For this policy, a family member is a spouse, child, stepchild, grandchild, parent, stepparent, parent-in-law, sibling, grandparent, aunt/uncle, niece/nephew, son/daughter-in-law. The term "family" shall also include others living within the same household or otherwise so closely identified with each other as to create the appearance of a conflict of interest.

- C. provide a total amount to be allocated by the Personnel Committee to the church staff

The processes for the Finance Committee are detailed in the Committee Policy.

Section 3.02 Personnel Committee

3.02.a Personnel Committee Purpose

The ministry purpose of the Personnel Committee will be to assist the pastors in matters related to personnel administration and management. Ensuring adequate staff are hired and fairly compensated so that they can work with the church to further the Gospel and disciple members is the primary objective of the Personnel Committee.

3.02.b Personnel Committee Responsibilities

- A. staff recruitment, job descriptions, and organizational charts
- B. salary and benefits
- C. personnel policies and procedures
- D. performance appraisal reviews
- E. disciplinary actions and terminations
- F. legal and governmental requirements

The processes for the Personnel Committee are detailed in the Committee Policy.

Section 3.03 Property Committee

3.03.a Property Committee Purpose

The ministry purpose of the Property Committee will be to counsel and guide the pastors, staff, and church in the careful use and management of all physical property owned and leased by the Church to advance the gospel.

3.03.b Property Committee Responsibilities

- A. maintain the Church's properties
- B. ensure that the buildings, grounds, equipment, and vehicles are kept in proper functioning order
- C. oversee contracts and lease agreements related to Church properties

The processes for the Property Committee are detailed in the Committee Policy.

Section 3.04 Nominating Committee

3.04.a Nominating Committee Purpose

The ministry purpose of the Nominating Committee will be to recruit Church members to serve on Standing Committees whenever a vacancy occurs. All nominees will be affirmed by a vote of the Church at a business meeting and will retain the right to vote on all matters related to the scope of the committee on which they serve.

3.04.b Nominating Committee Responsibilities

- A. recruit members to serve on Standing Committees except for the Nominating Committee.
- B. work to ensure the Committee members are representative of the Church
- C. count ballots when a vote is taken
- D. assemble and present the Pastor Search Committee

The processes for the Nominating Committee are detailed in the Committee Policy.

Section 3.05 The Pastors' Council

3.05.a Pastors' Council Purpose and Composition

The ministry purpose of the Pastors' Council is to maintain unity and harmony in the church by ensuring that all Standing Committees work in tandem with one another. The Pastors' Council is comprised of the church members holding the following offices:

- A. Deacon officers (Chair, Vice Chair, Secretary)
- B. Finance, Personnel, and Property Team Officers (Chair and Vice Chair)
- C. All Pastors²¹

3.05.b Pastors' Council Responsibilities

- A. maintain and communicate a kingdom-focused vision for the Church
- B. advise the church on matters that may extend beyond the scope of the standing committees' work, such as property acquisition, campus launch, and large-scale building projects
- C. recruit members to serve on the Nominating Committee
- D. meet regularly and assemble at the discretion of the Lead Pastor

The processes for the Pastors' Council are detailed in the Pastors' Council Policy.

²¹The term Pastors refers to the staff members called and elected by the Church with the title of Pastor and positions such as the Executive Director of Operations (or similar position overseeing Finance and Facilities).

ARTICLE IV

Ordinances

Section 4.01 Baptism

The ordinance of Baptism will be observed as often as necessary in accordance with the Church's Faith Statement Article VII.

Section 4.02 The Lord's Supper

The Lord's Supper will be observed at least annually as determined by the Pastors in accordance with the Church's Faith Statement Article VII.

ARTICLE V

Gatherings

Section 5.01 Worship Gathering

The church will gather²² for the expressed purpose of worshipping Christ corporately, encouraging one another, and studying the Bible.

All groups and classes will use teaching material that aligns with our Faith Statement and is approved by the Pastors.

Section 5.02 Business Meetings

A business meeting will be held a minimum of once a year with prior notice of the date and time, an outline of the items to be presented at the meeting, and a preview of any votes that will be taken given to the church at least two weeks in advance.²³ Only active Church members aged 16 and older present at any business meeting may act and vote on the transactions of the Church. No proxy or absentee voting will be allowed. When there are extraordinary circumstances (e.g., natural disaster, pandemic) that prevent an in-person meeting, the Pastors'

²² Worship gatherings should be attended in person except in extraordinary circumstances such as natural disasters, pandemics, or physical/medical inability to attend.

²³ At the time of this writing the Church holds a Church Conference in both the late spring and early fall. The spring meeting is a smaller occasion, more of an update and the time to elect new members to the Standing Committees. The fall meeting is larger and more of a celebration with a focus on the upcoming year's budget. Each Church Conference includes a business meeting along with other elements such as fellowship time, Q&A, etc.

Council may make decisions on matters that are necessary and time-sensitive. Any such decision will be communicated to the Church in a timely manner.

Section 5.03 Special Business Meeting

A special business meeting may be called at any time by the Pastors or Pastors' Council after notice has been given at least seven days before the meeting. In unusual circumstances or matters of great urgency, this notice provision will be waived by unopposed action of the Church assembled at any regular worship gathering.

Section 5.04 Quorum

A quorum for voting purposes will consist of any active members present at a called business meeting. Unless otherwise specified in the Bylaws, a majority vote is required to make decisions at a business meeting.

Section 5.05 Congregational Votes

The active members (age 16 and older) of the Church may vote on the matters of:

- A. the annual operating budget
- B. indebtedness associated with the purchase or construction of real estate
- C. non-budgeted single expenditures that exceed five percent (5%) of the annual Church budget
- D. acceptance of an amended or restated constitution, bylaws, and faith statement;
- E. disposition of substantially all of the Church's assets
- F. merger or dissolution of the Church
- G. confirmation of Pastors and Ministers
- H. affirmation of Committee members
- I. other actions deemed significant and extraordinary by the Pastors

All items above will be communicated to the church no less than fourteen days prior to the vote. Members must be present to vote; no proxy or absentee voting will be allowed.

Section 5.06 Procedure

Church business meetings will strive to follow the standards of the latest version of Robert's Rules of Order in matters of motions, discussion, and voting.

5.06a Moderator

One of the Pastors, or a designee, will preside as moderator at all business meetings. The moderator will preserve order, state all questions, and take the vote.

5.06b Decorum

As a body of believers, we work to represent Christ in all areas, including the conducting of Church business. Members attending a business meeting will show respect to leaders and fellow congregants in word and action. Members are expected to assume the best of each other and treat each other with kindness even when they disagree.

Section 5.07 Campuses and Multiple Services

In pursuit of its purpose, the Church may use multiple campuses and venues (c/v):

- A. All c/v will be governed under the Bylaws of Second Baptist Church.
- B. All c/v are under the leadership of the Pastors, Staff, and Standing Committees.
- C. The Lead Pastor may employ and utilize additional ministers and ministries to best serve the people of a particular c/v according to the governing documents of the Church.
- D. All funds will be collected and administered through one overall budget.
- E. When a called business meeting is held, voting may take place at multiple campuses following the guidelines and procedure outlined in Sections 5.02-5.06.

ARTICLE VI

Church Discipline

Section 6.01 Definition

Any member who does not follow the membership expectations outlined in Section 1.02 or is guilty of conduct by which the name of our Lord Jesus Christ may be dishonored and so opposing the welfare of the Church will be subject to the admonition of the Pastors and the discipline of the Church, according to the instructions of our Lord in Matthew 18:15-17 and the example of Scripture. Church discipline should ordinarily be contemplated after individual private admonition has failed.

Church discipline can include admonition by the Pastors or members, suspension from roles and responsibilities for a definite period, deposition from office, and excommunication (Matthew 18:15-17; 2 Thessalonians 3:14-15; 1 Timothy 5:19-20 20; 1 Corinthians 5:4-5). The Pastors may report to the members the names of those who have lost membership because of Church discipline and the reason for that discipline, as described in Matthew 18:15-20.

Any criminal activity discovered during the disciplinary action process will be reported to law enforcement for investigation.

Section 6.02 Purpose

The purpose of discipline should be:

- A. for the repentance, reconciliation, and spiritual growth of the individual disciplined (Proverbs 15: 5; 29: 15; I Corinthians 4: 14; Ephesians 6: 4; I Timothy 3:4–5; Hebrews 12:1–11; Psalm 119:115; 141:5; Proverbs 17:10; 25:12; 27: 5; Ecclesiastes 7:5; Matthew 7:26–27; 18:15–17; Luke 17:3; Acts 2:40; I Corinthians 5:5; Galatians 6:1–5; II Thessalonians 3:6, 14–15; I Timothy 1:20; Titus 1:13–14; James 1:22)
- B. for the instruction in righteousness and the good of other Christians, as an example to them (Proverbs 13:20; Romans 15:14; I Corinthians 5:11; 15:33; Colossians 3:16; I Thessalonians 5:14 [note this is written to the whole church, not just to leaders]; I Timothy 5:20; Titus 1:11; Hebrews 10:24–25)
- C. for the purity of the Church as a whole (I Corinthians 5:6–7; II Corinthians 13:10; Ephesians 5:27; II John 10; Jude 24; Revelation 21:2)
- D. for the good of our corporate witness to non-Christians (Proverbs 28:7; Matthew 5:13–16; John 13:35; Acts 5:1–14; Ephesians 5:11; I Timothy 3:7; II Peter 2:2; I John 3:10)
- E. for the glory of God by reflecting His holy character (Deuteronomy 5:11; I Kings 11:2; II Chronicles 19:2; Ezra 6:21; Nehemiah 9:2; Isaiah 52:11; Ezekiel 36:20; Matthew 5:16; John 15:8; 18: 17, 25; Romans 2:24; 15:5–6; II Corinthians 6:14–7: 1; Ephesians 1:4; 5:27; I Peter 2:12)

SECTION 6.03 Mediation

Members of the Church are encouraged to submit any legal dispute with the Church for mediation before a mutually agreed-upon mediator. Lawsuits between believers, or threats of lawsuits between believers, are a matter of grave concern for the Church and are contrary to biblical and Church teachings. Mediation is an effort to resolve disputes in a biblical fashion (1 Cor 6:1-7).

ARTICLE VII

Church Finances and Properties

Section 7.01 Financial Year

The Church's financial year runs from January 1 through December 31.

Section 7.02 Church Budget

A comprehensive annual budget will be proposed by the staff and the Pastors and approved by the Finance Committee before being submitted to the Church near the end of the financial year for approval by a simple majority vote.

Section 7.03 Solicitation

No person will solicit or sell to the public in the name of the Church or to the membership of the Church on Church property items not directly related to the Church ministries without the express consent of the Pastors.

Section 7.04 Church Properties

7.04.a Purpose

Securing and maintaining real, personal, and mixed property by this Church will be for the express purpose of providing facilities for public worship, the engagement of the missionary education, and benevolent interest of this Church in accordance with the character and the spirit of these Bylaws, Constitution, and Faith Statement.

7.04.b Rights

If at any time, this Church will determine to alter the quality of its beliefs, usages, and practices so as in any important respect to be at variance with the character described in the Faith Statement, if the decision is by less than a two-thirds majority vote of those present at any business meeting, it is understood and agreed that the title and all rights to the property of the Church will inhere in and remain vested in the part of the Church which will agree to continue in accordance with these Bylaws, Constitution, and Faith Statement.²⁴

7.04.c Amendments to this Article

This article will not be amended, altered, or repealed except by three-fourths' vote of the membership present at a regular business meeting and then only if such proposed amendment, alteration, or repeal has been given in writing to the Pastors and has lain on the table for a period of twelve months; no consideration of such proposal will be voted upon until the period aforementioned has elapsed and then at a regularly announced business meeting.

ARTICLE VIII

Amendments

These bylaws or any provision contained herein (with the exception of Section 7.04) may be altered, amended, or repealed, and new bylaws may be adopted by recommendation of the Pastors' Council and a vote of two-thirds of the members present at any business meeting with notice given at least 21 days prior to the business meeting in which the vote will be cast.

²⁴ It is intended that Second Baptist Church and all of her properties continually remain under the leadership and ownership of those who agree with the Faith Statement.