

SPEEGLEVILLE BAPTIST CHURCH BY-LAWS
VERSION 1D - APPROVED IN GENERAL MEMBERSHIP MEETING ON MAY 5, 2024

ARTICLE I: MEMBERSHIP

SECTION 1: GENERAL

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership of this church shall consist of persons who have made a public profession of their faith in Christ as Savior and Lord; who are in sympathy with and subscribe to our "Articles of Faith" and the practices of this church; who have experienced believer's baptism in this church or in a Baptist church of like faith and order; and who shall have been received into this fellowship by vote of the congregation in open meeting.

SECTION 2: CANDIDACY

Any person may offer themselves as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- A. By profession of faith and for baptism by immersion.
Any person professing faith in and acceptance of the Lord Jesus Christ as his personal Savior and declaring it as his avowed purpose to follow Him as His disciple, may, by vote of the congregation at any regularly scheduled service be received as a candidate for believer's baptism and afterward into full fellowship in the church.

- B. By promise of a letter of recommendation from another Baptist church.
 - a. On promise of letter

Members of other churches of like faith and order, who have been baptized according to the New Testament, may present themselves on "promise of letter." The church clerk will then take necessary steps to secure their letter. The applicant is received under the "watch care" of the church, but not as a member, pending the arrival of the letter. On the arrival of the letter, that person shall be received into full membership of this church. In case the letter fails to arrive in a reasonable period of time, the clerk will again seek to obtain the promised letter. If after another reasonable period of time the letter fails to arrive, the clerk shall notify the individual involved and his application for membership shall be changed to a statement of faith instead of promise of letter.

b. Letter in hand

Should an individual make application for membership with letter in hand from a Baptist church of like faith and order, such letters shall be accepted by vote of the congregation, and that person shall be received into full membership of this church.

C. By personal statement

Any person who has at some time been a member of a Baptist church of like faith and order, and who has been baptized according to the New Testament, but whose letter is unobtainable; upon statement of the facts and the affirmation of his personal faith in and loyalty to Jesus Christ as Savior and Lord, and upon agreement with our "Articles of Faith," shall be received into the membership by a vote of the church in the previously prescribed manner.

SECTION 3: RIGHTS OF MEMBERS

Every member of the church, 18 and over, is entitled to vote at all elections and on all questions submitted to the church at a regular or special business meeting, provided the member is present.

Every member of the church may participate in the ordinances of the church as administered by the church.

SECTION 4: TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

1. Death
2. Granting a letter to another Baptist church
3. Erasure (upon request in writing or proof of membership in a church of another denomination)
4. Exclusion by action of this church.

SECTION 5: WATCH CARE

Those Christians who wish to enter into the love and fellowship of the church and will support the objectives of the church but cannot qualify, or choose not to qualify, for membership will be designated as coming under the "watch care" of the church. These Christians are to be encompassed in all the life and love of the church. They may serve as a volunteer under the guidance and supervision of a member.

SECTION 6: DISCIPLINE

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. Restoration, rather than punishment, shall be the objective.

Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, every reasonable measure should be taken by the pastor and the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Should it be determined that the welfare of the church will be best served by the exclusion of a member, the church may exclude such member by a three-fourths (3/4) vote of the voting members present at a properly called special business meeting called for this purpose. A vote of acclamation shall not replace the ballot vote.

Any person whose membership has been terminated for any reason, which has made it necessary for the church to exclude that person, may upon that person's request be restored to membership by a vote of the church upon evidence of that person's repentance and reformation.

ARTICLE II: CHURCH OFFICERS AND STAFF

SECTION 1: GENERAL

All church officers must be members of the church. The officers of this church shall be the pastor, a moderator, a clerk, a treasurer, an assistant treasurer, the deacons, Sunday school director, the trustees as well as the volunteer position of a registered agent. The staff of this church shall be those persons employed by this church, i.e., the Pastor, Director of Music, Children's Ministry Director, Director of Youth, Sunday School Director, secretarial, and custodial employees. The person or persons serving as pastor, church treasurer, assistant treasurer, church clerk and the ministerial staff positions at the time these Constitution and Bylaws are adopted shall be considered as selected by the church pursuant to the appropriate provisions of these By-laws. Reference of church officers and staff shall follow the most current employment conditions, policies, procedures, and all other applicable guidance documents as listed in Appendix A.

SECTION 2: PASTOR

A. Role of the Pastor

The pastor is responsible for leading the church to function as a New Testament Church. The pastor will lead the church, the church officers, staff, and organizations to accomplish the mission of the church.

The pastor is the leader of the pastoral ministries of the church. As such, the pastor will work with the deacons and staff to:

1. Lead the church to engage in fellowship of worship, witness, education, ministry, and application.

2. Proclaim the gospel to believers and unbelievers.
3. Care for the church's members and other persons in the community.

The pastor must be an ordained minister.

The pastor shall preside at business meetings of the church. In his absence, he may designate a member of the church to preside. If this is not possible, the chair of the deacons shall preside.

The pastor shall be an ex-officio member of all committees and councils of the church.

B. Pastor Selection Committee

Upon the office of pastor becoming vacant, the nominating committee shall nominate church members to serve on the Pastor Selection Committee. The church, by a majority vote of those voting members present, shall elect the members of the Pastor Selection Committee.

The Pastor Selection Committee shall seek out a suitable candidate for pastor. Any church member may make recommendations to the Pastor Selection Committee. The Pastor Selection Committee's recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one candidate at a time. The congregation shall hear no less than two sermons by the candidate before an election shall take place. The election shall take place at a church meeting called for that purpose, of which at least one week's notice to the church has been given. The election shall be by secret ballot and a vote of no less than nine-tenths (9/10) of those voting members present shall be necessary to extend a call to a candidate for pastor. A vote of acclamation shall not replace the ballot vote. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

Only one member of a household shall be represented on the Pastor Selection Committee.

C. Termination of Pastor

The pastor may be terminated by the church at a church meeting called for that purpose, of which at least two weeks' notice to the church has been given. The termination vote shall be by secret ballot and vote of no less than three-fourths (3/4) of the voting members present shall be necessary to terminate the pastor at which time the office of pastor shall be declared vacant. A vote of acclamation shall not replace the ballot vote.

A termination meeting may be called by a written petition signed by not less than one-fourth (1/4) of the resident voting members. The moderator for this termination meeting shall be the church clerk, or in the clerk's absence or refusal to serve, the Diaconate chair shall call the church to order and preside over the election of an acting moderator. The pastor will not serve as the moderator for this meeting. In the event the pastor is terminated, termination will be immediate and the church may provide severance pay to the pastor of not more than one-twelfth (1/12) of his total annual compensation, such severance pay being payable within thirty (30) days of termination. In the event the pastor is terminated for gross misconduct, as may be solely determined by the voting members of the church, then such severance pay shall be considered forfeited.

D. Pastor Resignation

If the pastor wishes to resign from this position at Speegleville Baptist Church, it is requested that the pastor give at least two weeks' notice.

E. Pulpit Supply Pastor

The pastor or deacon chair shall be responsible for obtaining pulpit supply pastor (person to fulfill the preaching ministry of the church).

F. Selection of Interim Pastor

The Personnel Committee may offer in nomination to the church a person to be named to the position of "interim pastor."

SECTION 3: CHURCH STAFF

This church shall call or employ only such staff members as the church shall need. When the need for staff members is determined, the personnel committee shall prepare a job description for each staff position. Upon recommendations by the personnel committee, such staff positions will be created after being approved by the church. The staff shall operate under the supervision and auspices of the pastor. During any such time as the church is without a pastor, the personnel committee shall designate a staff member to assume the personnel responsibilities ordinarily assumed by the pastor.

A. Ministerial Director Staff Positions

Director staff members shall be employed by majority vote of those voting members present at a church meeting called for that purpose, upon recommendation of the personnel committee and pastor. Director staff positions may include but are not limited to Children's Ministry Director, Director of Music, Director of Youth, Associate Pastors, etc. These staff members may be terminated by a majority vote of the voting members present at a church meeting called for that purpose, or upon recommendation by the personnel committee and pastor.

B. Non-Directorial Staff Positions

Non-Directorial Staff Members may be employed and terminated by the personnel committee upon recommendation of the pastor. Non-Directorial staff positions may include but are not limited to nursery, secretarial and custodial positions.

SECTION 4: MODERATOR

The moderator shall be the pastor except when otherwise specified in these bylaws. In the absence of the Pastor, the Deacon Chair shall serve as the Moderator. In the absence of both, an available deacon shall call the church to order and preside over the election of an acting moderator.

SECTION 5: CHURCH CLERK

The church shall elect annually a clerk as its clerical officer. The clerk shall keep an accurate record of the proceedings of each business meeting of the church; shall give required notice of all meetings where notice is necessary as prescribed in these By-laws; shall prepare the annual church letter

to the association; shall keep a register of the names of members with dates of admission, baptism, dismissal, and death; shall issue letters of dismissal voted by the church; shall preserve on file all official written communications and reports; shall perform any other duties assigned by the church. The church may delegate some of the clerical duties to a church secretary. All records of the church are considered church property and shall be filed in the church office.

SECTION 6: CHURCH TREASURER

The church shall elect annually a Church Treasurer and assistant treasurer as its Financial Officers. The Treasurer and assistant treasurer shall be bonded, the amount of which shall be defined by the finance committee. The church will be paying for a bond, a copy of which shall be filed with the church. No member of the finance committee can be related to any staff member due to it being a conflict of interest.

Church financial records shall generally be maintained to the maximum extent practical in accordance with Generally Accepted Accounting Principles (GAAP). Segregation of financial duties to the maximum extent practical to ensure good internal control over church finances is an integral part of the accounting system. Financial Policies and Procedures will reflect legal compliance with statute and regulation and will specify the operation and oversight of all church fiscal matters.

The Treasurer and Pastor jointly may assign clerical duties of the Treasurer to non-ministerial staff (or church member volunteer) to help ensure maximum safeguards of the church finances. The Finance Committee should review the procedures on an ongoing basis to ensure such procedures are at all times adequate for the church size and growth.

The following finance functions are the overall responsibility of the Treasurer (or his/her delegates):

1. Deposit of all church receipts.
2. Payment of all authorized church expenses.
3. Maintenance of accounting records to support all receipts and disbursements.
4. Preparation of all financial reports.
5. Presentation of financial reports at regular business meetings for church approval.
6. Preservation of all financial reports and records as a part of the permanent church records.
7. Making all records available annually for audit (either by the Audit Committee and/or outside independent auditors).

SECTION 7: DIACONATE

In accordance with the meaning of the practice of the New Testament, deacons are to be servants of the church. The task of the deacons is to serve with the pastor and staff in performing pastoral ministries; proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry, and application; and lead the church in performing its tasks.

A. Qualifications of Deacons

Before consideration, the person must have been a member of Speegleville Baptist Church for at least one year. Before ordination and at all times thereafter, deacons of Speegleville Baptist **Church shall meet the qualifications of Acts 6:1-6 and 1 Timothy 3:8-13.** If married, their spouse should meet the scriptural qualifications.

B. Election of Deacons

The deacon body shall consider the need for new deacons at least once every year. If new deacons are needed the following procedure shall be used.

- a. The deacon body shall present to the church at a regular business meeting a request for names of nominees to be considered for election as deacons. These names are to be submitted in writing to the deacon body within twenty-eight (28) days.
- b. The deacon body shall meet within twenty-eight (28) days after the business meeting in which the request was presented. It will review the qualifications of deacons and the names submitted. Names of nominees not meeting the biblical qualifications will be deleted from the list. All parts of the review shall be kept confidential.
- c. Qualified candidates will be examined by the deacons to review their conversion experience, their support of the church, their family lives, and their doctrinal beliefs. This examination will be kept confidential by the deacons.
- d. Each candidate approved by the deacons will be interviewed by the pastor and the chair of the deacons to determine if the candidate is willing to serve, then be asked to participate in a three-month study of the work of a deacon. This study will include the review of a deacon study course book, attendance at deacon's meetings, and questioning of deacons. It is understood that participation in this program in no way obligates either the deacon body or the deacon candidate concerning future election of deacons. The deacon candidate may withdraw from the program at any time. When a deacon candidate begins the three-month study program, the church will be informed of the deacon's participation in it.

At the first regular deacon's meeting after the three-month study program is completed, the deacon body will consider the ordination of the deacon candidate(s). The candidate(s) shall not be present at this meeting. Should ordination be desired, the deacon body will notify the church of its intention before the next regular business meeting. At that time, the church will consider the deacons' recommendation that the candidate(s) be ordained as deacon(s). The church will vote on ordaining each individual deacon candidate by secret ballot. If there is an affirmative vote of nine-tenths (9/10) majority ordination will then be scheduled. A vote of acclamation shall not replace the ballot vote.

C. Active and Inactive Deacons

There will be an active and inactive roll. The active roll shall consist of those deacons who attend six or more regular monthly meetings per year.

When a deacon fails to attend six or more meetings a year, the deacon will be placed on the inactive roll with the following exceptions:

- a. The deacon is working at the meeting time.
- b. The deacon is on vacation.
- c. The deacon has a serious illness or death in his family.
- d. The deacon has impaired health.

If a deacon is absent for any of the above reasons that deacon's absence will not count against the deacon. It is recognized that all of our deacons, who having served faithfully for many years, cannot attend regularly due to advanced age and the infirmities that accompany such age. These deacons shall be carried on the active roll with the designation, "inactive due to health." They should be encouraged to attend any meeting they can with all the privileges of an active deacon.

Any deacon on the inactive roll who desires to become active again should make it known to the deacon officers. A recommendation to serve shall be at the discretion of the deacon body. A three-fourths (3/4) vote of the church shall be required for approval. A vote of acclamation shall not replace the ballot vote.

D. Deacons from Another Baptist Church

There is no obligation to constitute as an active deacon a person who comes to Speegleville Baptist Church from another Baptist Church where the deacon has served. Anyone who wishes to become an active deacon at Speegleville Baptist Church shall be an active member at least one year and then notify the deacon body of their desire to serve as an active deacon. A recommendation to serve shall be at the discretion of the deacon body. A nine-tenths (9/10) vote of the church shall be required for approval. A vote of acclamation shall not replace the ballot vote.

SECTION 8: TRUSTEES

A. Duties

Three (3) or more trustees, elected by the church, will serve as legal officers of the church. They shall hold in trust the church property and shall serve as directors of Speegleville Baptist Church. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents on behalf of Speegleville Baptist Church involving the purchase,

sale, mortgage, rental, or transfer of property, or to other legal documents where the signatures of trustees or directors are required.

B. Selection of Trustees

The nominating committee shall place and church members may place at an appropriately held church business meetings names in nomination for office of trustee. Duly elected trustees shall serve 3-year terms on a rotating basis with one-third (1/3) of the trustees being elected each operational year beginning September 1, 2024.

Upon adoption of this Constitution and By-Laws, the current trustees shall continue to serve in that capacity until such time as the nominating committee has nominated and the church has elected its new church trustees. The first Board of Trustees shall rotate off the board alphabetically, by the last name, at the end of the first, second and third year. A trustee can be reconsidered for consecutive terms.

ARTICLE III: COMMITTEES

The committees of this church will consist of standing and non-standing committees. Standing committees shall be created to serve specific ongoing needs of the church. A standing committee may be dissolved by a majority vote of church members at a properly called business meeting when the church decides that its services are no longer warranted. A non-standing committee may be created by the church to serve a specific temporary need of the church. A non-standing committee shall be dissolved by a majority vote of church members at a properly called business meeting when the committee's original purpose has been accomplished. A list of all standing and non-standing committees shall be maintained by the church clerk.

Members of all church committees will be chosen from the membership of the church. No committee, standing or non-standing, shall consist of less than three (3) members. Members of the church may only serve on two active committees at a time.

Only the committee chair, or temporary committee appointee, shall be allowed to directly address the church council. The committee chair, or temporary committee appointee, shall be allowed to bring forth committee submissions to the council and will be the primary point of contact with the church for the committee. All committee recommendations shall be presented to the church council for their consideration and action. Reference document "Church Council and Committee Job Descriptions" for a listing of church committees.

ARTICLE IV: CHURCH COUNCIL

SECTION 1: PURPOSE

The church council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations. Council will review committee recommendations. The primary functions of the church council shall be to:

1. Help the church define its mission and define its priorities.
2. Coordinate studies of church and community needs.
3. Recommend to the church coordinated plans for ministry.
4. Coordinate the church's schedule of activities and calendar.
5. Evaluate progress in terms of church objectives and goals.

Any decision, recommendation or policy adopted by the Church Council will be presented to the members of the church, and may be adopted by a majority vote of church members present at a regular business meeting. A vote of acclamation shall not replace the ballot vote.

SECTION 2: MEMBERS

The Church Council shall be composed of the pastor and staff and other church officers and program directors and committee chair as voted by the church.

ARTICLE V: CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; church member training, church leader training, new member orientation; mission education, mission action, and mission support; and music education, training and performance. All organizations of the church shall be under church control, and shall report regularly to the church. The church shall elect annually from its membership persons to fill the various offices and places of leadership and instruction within the church organizations.

ARTICLE VI: CHURCH ORDINANCES

SECTION 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, shall be received for baptism. Baptism shall be by immersion in water; shall be administered by the pastor or whomever the church shall authorize; and shall be administered as an act of worship during any worship service.

SECTION 2: THE LORD'S SUPPER

The Lord's Supper is a symbolic act of obedience whereby members of the body of Christ, through partaking of the bread and the fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. The Lord's Supper shall normally be observed at least on the fifth Sunday of months having five Sundays. The deacons may recommend and the church may approve observances at other times. The Lord's Supper shall be administered by the pastor and deacons. The deacons shall be responsible for the physical preparations of the Lord's Supper.

ARTICLE VII: CHURCH MEETINGS

SECTION 1: WORSHIP SERVICES

The church shall meet regularly on Sunday morning, optional Sunday Evening, and Wednesday evening for preaching, prayer, instruction, evangelism, and for the worship of Almighty God. The meetings will be open for the entire congregation and membership of the church, and for all people, and shall be conducted under the direction of the pastor or as the church may direct under Article II, Section 2 (E) of these Bylaws. The pastor shall have the authority to cancel any services that are interrupted by emergency conditions.

SECTION 2: SPECIAL SERVICES

Revival services and any other meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar as desired.

SECTION 3: REGULAR BUSINESS MEETINGS

Regular business meetings shall be held monthly. An agenda may be published and distributed to the membership prior to each business meeting.

SECTION 4: SPECIAL BUSINESS MEETINGS

Special business meetings may be called and held to consider special matters of significant nature. A one-week notice to the church must be given concerning the subject, date, time, and location unless extreme urgency renders such notice impractical or unless otherwise specified by these By-laws.

SECTION 5: QUORUM

In all business meetings, the quorum shall consist of those voting members present who attend, provided it is a regular business meeting or a properly called special business meeting.

SECTION 6: PARLIAMENTARY RULES

Robert's Rules of Order, revised is the authority for parliamentary rules of procedure for all business meetings of the church.

SECTION 7: SELECTION OF COMMITTEE MEMBERS, OFFICERS, ETC.

Unless otherwise specified by these bylaws, all church officers, standing church committee members, trustees, officers of various places of leadership, etc., shall be presented by the nominating committee from volunteers or recommendations by the respective committee and shall be elected by the

majority vote of the voting members present at an appropriately held regular business or special business meeting. Member approaches should be made only from the nominating committee.

ARTICLE VIII: CHURCH FINANCES

SECTION 1: BUDGET

An annually elected finance committee, in consultation with the Church Council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all expenses. Offering envelopes will be provided for member's use. The annual budget is adopted by the church in an appropriately called business meeting.

Members are expected to support our church with their time, talents and service.

SECTION 2: HANDLING OF FUNDS

All funds for any and all purposes shall pass through the hands of the Church Finance Committee and shall be properly recorded on the books of the church. A system of accounting that will accurately provide for the handling of all funds shall be the responsibility of the Finance Committee.

The Treasurer shall account for all church receipts as set forth in Article II, Section 6.

All funds thus received will be subject to audit as set forth in Article II, Section 6.

SECTION 3: FISCAL YEAR

The fiscal year of the church on January 1 and ends on December 31.

SECTION 4: OPERATIONAL YEAR

The operational year of the church begins on September 1 and ends on August 31.

ARTICLE IX: DISSOLUTION

Upon discontinuance of this Church by dissolution or otherwise, any assets lawfully available for distribution are to be transferred to one or more organizations qualifying as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended, by a majority vote of members attending at a duly called business meeting.

ARTICLE X: AMENDMENTS

SECTION 1

The Constitution and these Bylaws may be amended, modified, or repealed only by three-fourths (3/4) affirmative vote of the voting members present at any duly convened business meeting of the church, provided the proposed amendment shall have been presented to the church in writing at any regular or duly called business meeting of the church at least thirty (30) days prior to the date established for voting on said amendment. The proposed amendment shall be printed and posted in the church office at least fifteen (15) days before the proposed amendment is to be acted upon and copies of the proposed amendment be furnished to each member present. When an amendment is proposed and has been rejected by the church, that amendment, or any amendment embodying the substance thereof, shall not be proposed again for at least six months from the date of the rejection of such amendment. A vote of acclamation shall not replace the ballot vote.

SECTION 2

Any amendments to the Constitution or Bylaws shall immediately go into full force and effect from and after their adoption.

SPEEGLVILLE BAPTIST CHURCH BY-LAWS

APPENDIX A

Reference of employment conditions, policies, procedures, and all other applicable guidance documents as adopted shall be listed here.