

CONSTITUTION
AND
BYLAWS

Belle Aire Baptist Church
1307 North Rutherford Boulevard
Murfreesboro, Tennessee 37130

December 7, 2014

Table of Contents

CONSTITUTION	1
PREAMBLE	1
I. NAME	1
II. PURPOSE	1
III. ARTICLES OF FAITH	1
IV. CHURCH COVENANT	1
V. POLITY AND AFFILIATION	2
VI. ORDINANCES	2
VII. PROPERTY AND DISSOLUTION	3
BYLAWS	4
ARTICLE I. MEMBERSHIP	4
Section 1. Qualifications	4
Section 2. Duties	4
Section 3. Rights	4
Section 4. Termination	5
Section 5. Restoration	5
ARTICLE II. BOARDS	5
Section 1. Trustees	5
Section 2. Weekday Preschool Advisory Board	6
ARTICLE III. CORPORATE OFFICERS	7
ARTICLE IV. CHURCH OFFICERS	8
Section 1. Pastor	8
Section 2. Minister	9
Section 3. Teacher	9
Section 4. Deacon	10
Section 5. Moderator	14
Section 6. Clerk	14
Section 7. Treasurer	15
ARTICLE V. CHURCH ORGANIZATIONS/MINISTRIES	16
Section 1. Types of Committees	16
Section 2. Committee Elections	16
Section 3. Standing Committees	16
ARTICLE VI. CHURCH FINANCE	18

Section 1. Budget.....	18
Section 2. Accounting Procedures.....	19
Section 3. Offerings and Fundraisers	19
Section 4. Fiscal Year	19
ARTICLE VII. CONFLICT OF INTEREST	19
ARTICLE VIII. MEETINGS	19
Section 1. Worship Services.....	19
Section 2. Special Services.....	20
Section 3. Business Meetings	20
ARTICLE IX. ORDINATION AND LICENSING	20
Section 1. Ordination.....	20
Section 2. Licensing	20
ARTICLE X. AMENDMENTS	21

CONSTITUTION

PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, and for the purpose of preserving the liberties of each member of this church and the freedom of action with respect to the church's relation to other churches of the same faith, we do declare and establish this constitution.

I. NAME

This body shall be known as the BELLE AIRE BAPTIST CHURCH of Murfreesboro, Tennessee.

II. PURPOSE

We, the Belle Aire Baptist Church, declare as our purpose Matthew 28:19-20;
“Go ye therefore, and teach all nations baptizing them in the name of the Father, and the Son and of the Holy Ghost; Teaching them to observe all things whatsoever I have commanded you; and lo, I am with you always, even until the end of the world.”

We further declare as our purpose:

- To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
- To cultivate a growing fellowship with God and fellow believers.
- To help people grow in the knowledge of God and man through Bible study.
- To minister unselfishly to persons in the community and the world in Jesus' name.
- To be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

Belle Aire Baptist Church is organized exclusively for charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States revenue law).

III. ARTICLES OF FAITH

Belle Aire Baptist Church accepts “The Baptist Faith and Message, June 14, 2000” as a general statement of our faith. The Articles of Faith do not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. It is our authority in matters of faith and practice. We do believe, however, that The Baptist Faith and Message accurately represents the teaching of the Bible and, therefore, is binding upon all members.

Marriage. We believe the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:24; Rom. 7:2-3; 1 Cor. 7:10-11; Eph. 5:22-25).

IV. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior,

And on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost,

We do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into the covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort;

To promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines;

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

To engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances;

To walk daily with Christ; to be just in our dealings, faithful in our engagements, and to be an example in our conduct;

To avoid all gossip and excessive anger;

To be ever mindful that our bodies are a temple of the Holy Spirit and are to be presented a living sacrifice, wholly acceptable to God.

We will forsake all unrighteousness, even the appearance of evil. We will abstain from all questionable pursuits and pleasures; we will forgo all hurtful habits; we will avoid all evil associations; and we will touch not, taste not, handle not, any unclean thing.

We further engage to watch over one another in brotherly love;

To remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech;

To be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church, where we may carry out the spirit of this covenant and the principles of God's Word.

V. POLITY AND AFFILIATION

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body but it recognizes the benefits of mutual counsel and cooperation which are common among Baptist churches.

So far as may be consistent with the principles and teachings of God's Word, the church shall continue to be affiliated with and have representation in the Southern Baptist Convention, the Tennessee Baptist Convention, and the Concord Baptist Association.

VI. ORDINANCES

(A) **The Lord's Supper.** This church shall observe the ordinance of the Lord's Supper at least four times per year.

- (B) **Baptism.** This church shall observe the ordinance of baptism as soon as it is practical following the receiving of a person as a candidate for baptism.

VII. PROPERTY AND DISSOLUTION

All property of this church is to be held for the use and benefit of the membership, even though they be a minority.

If there is no minority to make adequate use of said property, then the title to same shall revert to or become vested in the Tennessee Baptist Foundation, as trustees, an agency of the Tennessee Baptist Convention, to hold and use said property or the proceeds there from, to advance and propagate the Baptist cause and denomination in Tennessee. (This statement is also contained in the deed to the property.)

BYLAWS

ARTICLE I. MEMBERSHIP

Section 1. Qualifications

- (A) The membership of this church shall consist of such persons as confess Jesus Christ to be their Savior and Lord and as present themselves for membership by:
- (1) Public profession of faith in Jesus Christ as Savior and Lord and baptism by immersion.
 - (2) Letter of transfer from another Southern Baptist church.
 - (3) Statement of both prior conversion experience and baptism by immersion when no letter is obtainable.
- (B) All prospective members will be officially received into the fellowship of this church once they:
- (1) Have publically presented themselves for membership and;
 - (2) Have been interviewed by a decision counselor and are recommended to the church for membership and;
 - (3) Have attended and completed either the New Member Orientation Class (ages 7th grade-adult) or Now That I'm a Christian Class (1st – 6th grade) and;
 - (4) Have been received by a majority vote of those members present in a business meeting.
- (C) A person can request to be considered for watchcare membership. Watchcare members voluntarily place themselves within the membership care of Belle Aire Baptist Church while they are temporarily away from their "home church." (The most common example is a college student who desires accountability to a local church while away at school.) A watchcare member must meet all membership qualifications and is responsible to fulfill all the duties of membership. A watchcare member receives all the rights of membership except voting rights.

Section 2. Duties

The duties of the membership shall be in accordance with those expressed in the Church Covenant.

Section 3. Rights

(A) Voting Rights

- (1) Only members who are physically present at a duly called business meeting of the church shall be entitled to vote.
 - (2) There shall be no proxy or absentee voting.
- (B) **Property Rights.** Members do not have any property rights in the church building or its assets. Any decision about control of church property shall be decided by a majority vote of the church.

- (C) **Information Rights.** Member rights concerning the inspection and copying of church records shall be in accordance with the Tennessee Nonprofit Corporation Act, Tennessee Code Annotated § 48-66-102.

Section 4. Termination

- (A) The church shall terminate membership under the following conditions:
 - (1) Removal from the roll upon death of the member.
 - (2) A Letter of Transfer
 - (a) Letters of Recommendation shall be granted to Southern Baptist churches only, not to individuals.
 - (b) It shall be the responsibility of all members moving to another church to request letters as soon as possible.
 - (3) At the written request of the member.
 - (4) Discipline for reasons set forth in and according to principles of the New Testament.

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. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

- (B) The membership of no person shall be terminated except by letter, at the meeting when recommendation for such action is made, unless other provisions have been made herein.

Section 5. Restoration

Any person whose membership has been terminated for any offense may be restored by a majority vote of members present at a business meeting, upon evidence of his/her repentance and reformation.

ARTICLE II. BOARDS

Section 1. Trustees

The trustees serve as the Board of Directors for Belle Aire Baptist Church.

- (A) **Eligibility.** Trustees must be members of Belle Aire Baptist Church.
- (B) **Duties.** The trustees have ultimate responsibility for overseeing the business, financial, and legal affairs of the church. They will hold in trust the property of the

church, but shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing such action. The trustees act as stewards and have the following fiduciary responsibilities:

- (1) The Duty of Loyalty. The trustee shall always act in the best interests of Belle Aire Baptist Church and shall not seek to benefit personally from the business activities of the church.
- (2) The Duty of Care. The trustee shall act reasonably, making good faith and informed decisions, ensuring that the church is faithfully carrying out its religious and charitable purpose without extravagance or waste.
- (C) **Election.** Each year the Nominating Committee will nominate five persons to be elected by a simple majority of the church at the December business meeting. Vacancies shall be filled as soon as possible with the recommendation of the Nominating Committee at a membership meeting called for that purpose.
- (D) **Term of Service.** The term of service for a trustee is one year--from January 1 through December 31. Trustees may be elected for successive terms.
- (E) **Removal.** A trustee may resign at any time by providing written notice to the trustees, the pastor, and the chairman of the Nominating Committee. A trustee may be removed at recommendation of the pastor and the chairman of the deacons with a simple majority vote at a member meeting called for that purpose.
- (F) **Meetings.** The Board of Trustees shall hold an annual meeting on the third Tuesday of February, unless the date of such meeting is changed by the board. Regular meetings shall be held to address business in a timely fashion. A yearly schedule of regular meetings will be set at the annual meeting. However, this schedule may be changed during the year, if necessary, by the chairman with board approval. Special meetings may be called at any time with at least two days notice.

Section 2. Weekday Preschool Advisory Board

- (A) **Eligibility.** Members of the Weekday Preschool Advisory Board (“Advisory Board”) must be members of Belle Aire Baptist Church.
- (B) **Membership Composition.** The Advisory Board shall consist of five (5) members and the weekday preschool director (“director”) as an ex-officio member. The composition shall be as follows:
 - Belle Aire Baptist Church (BABC) preschool minister;
 - Two (2) members of the BABC Personnel Committee elected by the Personnel Committee each year;
 - One (1) parent of a student in the program; and
 - One (1) BABC member at large.
- (C) **Duties.** The Advisory Board shall:
 - (1) Review and approve the proposed annual preschool program budget. The director shall submit the budget approved by the Advisory Board to the Personnel Committee for their approval by June 1.
 - (2) Review the proposed tuition schedule for preschool program.

- (3) Review the proposed curriculum for preschool program.
 - (4) Approve the hiring, disciplinary action and dismissal of teachers at the recommendation of the director.
 - (5) Approve the pay rates for weekday preschool teachers and the director at the recommendation of the director. The director will then present these as part of the budget to the Personnel Committee for final approval.
 - (6) Review preschool program policies and procedures as appropriate.
 - (7) Assist the director in resolving any program issues as deemed appropriate.
- (D) **Election.** Each year the Nominating Committee will nominate the Advisory Board members to be elected by a simple majority of the church at the June business meeting. Vacancies shall be filled as soon as possible with the recommendation of the Nominating Committee at a membership meeting called for that purpose. With the exception of the Personnel Committee members, the director will work with the Nominating Committee to identify individuals to participate on the Advisory Board. The Chair of the Advisory Board will be recommended by the preschool minister and approved by the Nominating Committee
- (E) **Term of Service.** The term of service for Advisory Board members shall be as follows:
- Belle Aire Baptist Church (BABC) preschool minister – indefinite
 - Members of the Personnel Committee – up to three years
 - Parent of a student in the program – up to three years
 - BABC member at large – up to three years
- Members, with the exception of the preschool minister, may not serve consecutive terms (more than three consecutive years).
- The service year will begin July 1 and conclude the following June 30.
- (F) **Removal.** An Advisory Board member may resign at any time by providing written notice to the chair or the director. A member may be removed by the Personnel Committee at the recommendation of the preschool minister if it is deemed necessary for the effective functioning of the Advisory Board.
- (G) **Meetings.** The Advisory Board will meet as soon as is possible after the annual elections (typically in July) and as requested by the director, preschool minister or Advisory Board chair.

ARTICLE III. CORPORATE OFFICERS

As an accommodation to legal relationships outside the church, the pastor shall serve as the president of the corporation, the associate pastor as vice president, the clerk as secretary, and the minister of administration as treasurer and registered agent.

ARTICLE IV. CHURCH OFFICERS

The officers of this church shall be the pastor, the ministers, the teachers, the deacons, a moderator, a clerk, and a treasurer. Other necessary officers shall be nominated by the Nominating Committee and elected by simple majority vote of the church.

Section 1. Pastor

- (A) **Eligibility.** The pastor shall satisfy the qualifications of an elder as specified in 1 Timothy 3:2-7, Titus 1:6-9, and 1 Peter 5:1-3. The pastor shall hold membership in the church during his term of service. Additional qualifications shall be determined by the Pastor Search Committee. The church will not retain a pastor who fails to adhere to or expresses disagreement with the Church Covenant and Articles of Faith. The pastor shall have been ordained to the Gospel ministry.
- (B) **Duties.** The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks. He will be charged with the welfare and oversight of the church.

The pastor is leader of pastoral ministries in the church. As such he works with the deacons and church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church's members and other persons in the community.

The pastor shall, in his absence, provide a substitute minister subject to advice from and in conference with the deacons.

- (C) **Election.** A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week public notice shall be given. A Pastor Search Committee shall be recommended by the deacons for approval by the church to seek out a suitable pastor, and their recommendation will constitute a nomination.

After the Pastor Search Committee has agreed on a nomination and prior to his call, an agreement shall stipulate the amount of salary, vacation, sick leave, number of revival meetings he may have annually in other churches, arrangements and agreements for those who supply the pulpit in absence of the pastor, and other duties and obligations of the contracting parties.

The committee shall bring to the consideration of the church only one man at a time. Election shall be by ballot, an affirmative vote of three-fourths of members present and voting at a special business meeting called for that purpose.

- (D) **Term of Service.** The pastor's term of service will be for an indefinite period of time.
- (E) **Removal.** The pastor will be called by this church with the understanding that the church will give him a two-week notice of the expiration of his services as pastor of the church, and that he will give the church a two-week notice of his resignation. Earlier termination may be granted upon agreement of both parties. The dismissal of the pastor shall be by recommendation of the Personnel Committee and a two-

thirds majority vote at a duly constituted special business meeting. Disciplinary removal of the pastor from the office automatically terminates his membership.

Section 2. Minister

- (A) **Eligibility.** All ministers shall hold membership in the church during their term of service. Additional qualifications shall be determined by the pastor and Personnel Committee. The church will not retain a minister who fails to adhere to or expresses disagreement with the Church Covenant and Articles of Faith.
- (B) **Duties.** The duties of ministers shall be specified in a job description prepared by the Personnel Committee.
- (C) **Election.** The ministerial staff shall be called and employed as the church determines the need for such offices. All ministerial staff positions shall be nominated to the church by a special committee composed of three members of the Personnel Committee, 2 members from the specific program area, and 2 members at large. Salary, vacation, and other obligations and duties of the church to the employee and the employee to the church shall be stipulated in writing at the time of employment. Election shall be by ballot, an affirmative vote of three-fourths of the members present and voting, at a special business meeting called for that purpose.
- (D) **Term of Service.** The minister's term of service will be for an indefinite period of time.
- (E) **Removal.** A minister will be called by the church with the understanding that the church will give him a two week notice of expiration of his services, and that he will give the church a two week notice of his resignation. Earlier termination may be granted upon agreement of both parties. The dismissal of a minister shall be by recommendation of the Personnel Committee and a two-thirds majority vote at a duly constituted business meeting. Disciplinary removal of a minister from office automatically terminates his membership.

Section 3. Teacher

- (A) **Eligibility.** Teachers must be members in good standing. The church will not retain a teacher who fails to adhere to or expresses disagreement with the Church Covenant and Statement of Faith.

Teacher's assistants must meet the qualifications of membership even if they have not officially requested membership. This provision does not apply to invited guest teachers, missionaries, evangelists, or preachers engaged in the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.
- (B) **Election.** Teachers and their assistants shall be recommended by the appropriate age group minister and approved by the minister of education.
- (C) **Term of Service.** The term of service for teachers shall be one year.
- (D) **Removal.** Teachers shall be removed from office at the request of the pastor and the minister of education.

- (E) **Duties.** Teachers shall follow lesson plans approved by the minister of education. All educational programs or courses of instruction shall be taught and presented in full accord with the Articles of Faith of the church. It is the responsibility of every teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

Section 4. Deacon

(A) Qualifications of a Deacon

- (1) A man of honest (good) report (Acts 6:3), a good reputation among those in the church as well as outside the church.
- (2) Full of the Holy Spirit (Acts 6:3), bigness of character, in spiritual outlook and personal dedication.
- (3) Full of wisdom (Acts 6:3), wisdom is born in a relationship with the Holy Spirit.
- (4) Full of faith (Acts 6:5), like Stephen, a deacon's power depends on faith.
- (5) Grave (1Tim. 3:8), one who possesses Christian purpose, who has great reverence for spiritual matters.
- (6) Not double-tongued (1Tim. 3:8), dependable and responsible, in control of his tongue.
- (7) Not given to too much wine (1Tim. 3:8), temperate in living, stewards of good influence, doing all to the glory of God.
- (8) Not greedy of filthy lucre (1Tim. 3:8), a right attitude toward material possessions, not eager to exploit others for his own gain or profit.
- (9) A holder of faith (1Tim. 3:9), a man who gives strength to the church fellowship and one who possesses spiritual integrity beyond reproach.
- (10) Tested and proved (1Tim. 3:10), a man who demonstrates his spiritual qualifications before being elected to serve as deacon, tested and found true.
- (11) Blameless (1 Tim. 3:10), a man against whom no charge of wrongdoing can be brought with success.
- (12) Christian family life (1Tim. 3:11-12), a man whose family is well cared for; whose family relationships are healthy and growing.
- (13) Husband of one wife (1Tim. 3:12), model of faithful devotion to one spouse, committed to sanctity of the marriage bond.
- (14) Ruling their children and their own houses well (1Tim. 3:12), manages his own home well, loved and respected by his wife and children, firm, but with the compassion and tenderness of Christ.
- (15) Mature and bold in the faith (1Tim. 3:13), strong and effective because he uses his office as a deacon in the right way, for the right purpose.
- (16) Must be a Christian for at least three years and must be a member of Belle

Aire (i.e. one who has been officially received into the fellowship of Belle Aire as outlined in the bylaws that were in effect at the time he became a member) for at least 12 consecutive months prior to the deacon election date for that particular year's deacon election. There is no obligation to constitute as a deacon a brother who joins this church where he has served as a deacon at another church.

(B) **Number of Deacons.** There will be six deacons for the first two hundred members on the roll of the church and one additional active deacon for each fifty members thereafter. The total number of deacons to serve in the upcoming year will be determined by the church membership count as of the last Sunday of the deacon nomination period as outlined in Section (D) below.

(C) **Deacon Election Team (DET).** No later than the end of February of each year, the currently serving chairman of the deacons shall appoint members to the Deacon Election Team (DET). The DET shall be comprised of a minimum of three Belle Aire deacons who are in active service for the duration of the entire deacon election process for the particular year in which they are serving on the DET.

The DET will be responsible for setting the deacon election date and coordinating and implementing all of the procedures and actions necessary to conduct the deacon election as outlined in these bylaws.

(D) **Deacon Nomination Process.** The nomination period shall include a minimum of three successive Sundays during the months of July and/or August during which church members may nominate potentially qualified men to serve. The DET shall prepare and make available a nomination form to be completed and returned by offering plate, special collection boxes, at the church office, or other means during the specified period. Forms must (1) list the qualifications of a deacon outlined in Section A above, (2) allow members to write names of nominees, and (3) require validation by the nominating member's signature. Self-nominations must list another member's name as a reference. Unsigned forms and self-nominations with no reference will be disregarded.

(E) **Member Awareness and Education Efforts.** Church-wide awareness and education is a critical factor in implementing a Spirit led deacon election process. Awareness and education efforts should be conducted prior to or concurrently with the deacon nomination period in an effort to inform the church body of: (1) how the election process is conducted, (2) the scriptural qualifications of a deacon, and (3) Belle Aire Baptist Church's expectations of the ministry of the active deacon.

The DET is responsible for the specific strategies/initiatives to be conducted that will meet the three objectives of the awareness and education efforts described in the above paragraph. Generally, awareness and education strategies/initiatives may include announcements in the bulletin, newsletter, and on projector screens; printed inserts placed in the Sunday School class role books; prayer initiatives (i.e. seeking congregational wisdom and discernment on the selection of qualified men); informational videos; and pulpit sermons or in-service announcements and/or testimonies.

- (F) **Evaluation of Deacon Nominees.** At the end of the nomination period, the DET along with ordained ministerial staff members (as designated by the pastor) shall review the list of submitted nominations for the purpose of initial screening with regards to the qualifications outlined in Section (A) above.

Nominees approved through the initial screening will be contacted to determine their willingness to serve. The DET and the designated ministerial staff will conduct secondary screening for nominees indicating they are willing to serve. Specific secondary screening measures will be determined by the DET and the designated ministerial staff, and will generally include an in-depth questionnaire along with a personal interview conducted by the DET and designated ministerial staff. Nominees not deemed qualified as a result of the secondary screening shall be notified and provided a reason for the disqualification.

All nominees deemed qualified after the secondary screening will be included on the deacon election ballot for that particular year's deacon election.

The full evaluation and screening of deacon nominees shall be completed no later than three weeks prior to the date of the church-wide deacon election.

- (G) **Deacon Election Process.** The number of deacon positions to be filled for a given election cycle will be such that vacancies resulting from expiring terms of service, death, removal, resignation, or relocation will be filled such that the total number of actively serving deacons for the upcoming year will meet the requirement outlined in Section (B) above. Additionally, any deacon positions that are added due to an increase in church membership shall be filled as well.

If the number of qualified nominees is less than the positions that are to be filled, the deacon body would serve with less than the full complement.

Once evaluation and screening of nominated deacons has been completed the DET will formally present the qualified nominees to the church in the form of a paper ballot for the purposes of conducting a church-wide deacon election.

For at least the two Sundays immediately prior to the date of the deacon election, the DET is responsible for informing the church body of the upcoming deacon election, which may include an announcement in the bulletin, an announcement during regular Sunday morning services, and inserts placed in the Sunday School class roll books.

Each church member may submit only one ballot. Ballots should be issued and then submitted during regular Sunday morning services. The DET will be responsible for collecting and counting the submitted ballots. The results of the election will be announced to and/or published for the congregation prior to the Ordination Service.

The deacon election date will be held for one Sunday and should occur no later than the last Sunday in October.

- (H) **Deacon Ordination and Installation.** After nominated men have been elected by the church body an Ordination Council meeting shall be conducted. The Ordination

Council is made up of all active and non-active ordained deacons, ordained ministerial staff as well as any other ordained member of Belle Aire. The purpose of the Ordination Council meeting is to provide the opportunity for a larger body of examiners to assess the doctrine of previously un-ordained candidates, their Christian character and their call to service.

All un-ordained nominees (nominees who have not previously been ordained by a Southern Baptist Congregation) who were elected by the church body must attend the Ordination Council meeting. Two weeks notice will be given to elected nominees. Each elected deacon must be affirmed by the Ordination Council and if any one person is disqualified from ordination the chairman of the deacons and an ordained ministerial staff member shall provide a reason for disqualification to the disqualified nominee.

Following the affirmation of the Deacon Ordination Council a church-wide deacon ordination service shall be conducted. The ordination service should be planned by the pastor and chairman of deacons and is generally conducted during a Sunday evening service followed by a church-wide reception.

The ordination service should be completed no later than the first weekend of December.

- (I) **Term of Service.** After serving a term of three years, no deacon shall be eligible for re-election to a full term until the lapse of at least one year. Generally, the terms of service of one third of the number of actively serving deacons shall expire annually. For deacons whose terms are expiring, the effective end date of the expiring term will be December 31st of each year. For incoming deacons who have been elected to serve in the most recent deacon election, their term of service will effectively commence on January 1st of each year.

It shall be pertinent for the church to promote to honorary life membership any deacon who by reason of age or infirmities shall, after honorable service, be no longer able to render active service.

- (J) **Deacon Removal and Resignation.** A deacon who has not maintained the standards of godliness and service outlined herein may be dismissed from active service by a three-fourths (3/4) vote of the active deacon body. The recommendation for dismissal shall come from the chairman of the deacons and the pastor and should occur only after sufficient warning and counsel have been provided to the deacon in question.

A deacon may resign at any time.

- (K) **Duties of Deacons.** In accordance with the meaning of the Word and the practice of the New Testament, deacons are to be servants of the church.
- (1) They are to be zealous to promote and guard the unity of the spirit within the church.
 - (2) They shall serve as a council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church. They are to consider and formulate plans with the pastor for the constant efforts and

progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.

- (3) By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with, and inspiring oversight of, all membership of the church.
- (4) The whole body of deacons shall be organized to fulfill their duties. They will elect officers and organize themselves into such committees as their wisdom may direct for efficiency in service.
- (5) In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church. They are to be guided always by the principles set forth in Matthew 18:15-17 and 1 Thessalonians 5:12-14. The deacon shall be free to call upon any member of the church to aid in disciplinary action.
- (6) The deacons shall secure an interim pastor as needed.
- (7) The deacons will recommend a Pastor Search Committee for approval by the church.
- (8) The deacons will be expected to meet at least monthly and as needed.
- (9) The deacons shall be responsible for the administration of the ordinances of the Lord's Supper and baptism.

Section 5. Moderator

- (A) **Eligibility.** The moderator shall be a member in good standing.
- (B) **Election.** The pastor shall serve as moderator. If he chooses not to serve or is unable to do so, a moderator shall be elected by a simple majority vote of the church. In the absence of the moderator, the chairman of the deacons shall preside; or, in the absence of both, the clerk shall call the church to order and a moderator pro tem shall be elected.
- (C) **Term of Service.** The term of service of the moderator shall be indefinite.
- (D) **Removal.** The moderator may resign at any time or be dismissed with a simple majority vote of the church.
- (E) **Duties.** In guarding and maintaining the fellowship of the church, the aim of the moderator is to bring about unity among people of different views, ideas, and convictions. The objectives of the moderator should be to maintain the spirit of Christian love while presiding, to be fair and courteous to all members, to help members understand parliamentary procedures, and to ensure that those procedures are followed.

Section 6. Clerk

- (A) **Eligibility.** The clerk shall be a member in good standing.

- (B) **Election.** The clerk shall be nominated by the Nominating Committee and elected by a simple majority vote of the church.
- (C) **Term of Service.** The term of service for the clerk shall be indefinite.
- (D) **Removal.** The clerk shall be elected by the church with the understanding that he/she will give the church a thirty day notice of resignation. Earlier termination may be granted upon agreement of both parties. The clerk may be dismissed at the recommendation of the minister of administration with a simple majority vote of the church.
- (E) **Duties.** The clerk of the church shall:
 - (1) Keep in suitable book a record of all the actions of the church, except as otherwise herein provided;
 - (2) Keep a register of the names of members, with dates of admission, demission, or death, together with a record of baptisms, certificates of ordinations, licenses and commissions;
 - (3) Request letter of admission and issue letters of demission voted by the church;
 - (4) Preserve on file all communications and written official reports;
 - (5) Give proper notice to all meetings where such is necessary as indicated in these by-laws;
 - (6) Prepare the annual letter of the church to the local association;
 - (7) Certify and keep at the office of the church, an up-to-date copy of the Constitution and Bylaws;
 - (8) Sign, certify, or attest documents as may be required by law;
 - (9) See that reports, statements, certificates, and all other documents and records required by law are properly kept and filed;
 - (10) Serve as secretary of the corporation.

Section 7. Treasurer

- (A) **Eligibility.** The minister of administration shall serve as the church treasurer.
- (B) **Election.** See Section 2.
- (C) **Term of Service.** See Section 2.
- (D) **Removal.** See Section 2.
- (E) **Duties.** The church treasurer shall:
 - (1) Disburse, or cause to be disbursed, the funds of the church as may be directed by the Finance Committee or the budget adopted by the members of the church, taking proper vouchers for the disbursements;
 - (2) Receive and give receipt for all contributions, gifts, and donations to the church. All funds received for denominational or other causes shall be remitted at least monthly by check;

- (3) Render to the Finance Committee at each regular monthly meeting a summary report of receipts and disbursements for the preceding month (this report shall also be provided to the church at its regular quarterly business meeting);
- (4) Within thirty days after the end of each fiscal year, the treasurer shall render to the Finance Committee and to the church an annual financial report. Prior to the presentation of this annual report to the church, the report shall be approved by the trustees and signed by the chairman of the trustees.
- (5) Keep and maintain adequate and correct accounts of the church's properties and business transactions including account of its assets, liabilities, receipts, disbursements, and capital;
- (6) Keep the church financial records at the church office;
- (7) Have charge and custody of, and be responsible for, all funds of the corporation, and deposit all funds in the name of the church in banks or other depositories as shall be selected by the Finance Committee.

ARTICLE V. CHURCH ORGANIZATIONS/MINISTRIES

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is ex-officio member of all the organizations named, and his leadership is to be recognized in them all.

The ministerial staff shall oversee the planning, coordinating, conducting and evaluating of all ministries and programs of the church. All church sponsored ministries must contribute to the achievement of the church's mission statement and goals. New ministries proposed by the church body must be approved by the ministerial staff.

Section 1. Types of Committees

Committees shall be formed as needed to facilitate the work of the church. There shall be two types of committees: (1) standing committees and (2) special committees. Standing committees are permanent and exist to meet an ongoing ministry need. Special committees are temporary and exist to resolve a specific problem or to investigate an assigned issue.

Section 2. Committee Elections

The membership of all committees shall be nominated by the Nominating Committee and approved by majority vote at a business meeting of the church. All committees shall have a nonvoting ministerial staff liaison.

Section 3. Standing Committees

The standing committees of this church shall be composed of nine members. Each member of the committee shall serve a three-year rotating term. Each year one third (three members) shall rotate off the committee. After one year, those who rotate off are eligible for reappointment to any standing committee. No member can serve on more than one standing committee at a time. The chairperson shall be elected by the Nominating Committee after receiving recommendations from each committee and should be someone who served on the committee during the previous year. The chairperson shall serve in this capacity for one year and may be re-elected.

The term of service for all standing committees shall begin January 1st. Vacancies caused by member resignations during the year should be filled as soon as possible.

The deliberations of all committee meetings shall be fully documented. At the end of each year, a copy of the year's minutes shall be given to the church clerk for safekeeping.

The standing committees are as follows:

(A) Nominating Committee

Ex-Officio Members. Pastor and minister of education.

Duties. The Nominating Committee shall:

- (1) Coordinate the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein.
- (2) Nominate members to fill vacancies in standing committees or to fill the membership requirements of special committees. Designate committee chairpersons.
- (3) Present the full slate of leaders and committee members to the church for election.

(B) Finance Committee

Ex-Officio Members. Pastor and minister of administration.

Duties. The Finance Committee shall:

- (1) Supervise and promote the raising of all monies within the church; and have general supervision over the expenditure of same.
- (2) Provide general oversight of all financial activities of the church to ensure that:
 - (a) Sound procedures are instituted for collecting, counting, safeguarding, and disbursing funds,
 - (b) Accurate record-keeping and faithful reporting and auditing is being maintained.
- (3) Present a financial report to the church at each business meeting and an annual financial report to the trustees.
- (4) Submit to the church a proposed budget for the ensuing church year and monitor compliance with the approved budget.
- (5) Monitor the financial health of the church and implement managerial procedures and safeguards, as necessary, to protect the church from financial crisis.
- (6) Approve the ministers' housing allowance requests.

(C) Personnel Committee

Ex-Officio Members. Pastor and minister of administration

Duties. The Personnel Committee shall:

- (1) Approve requests for additional paid personnel;
- (2) Approve job descriptions for all church employees;
- (3) Approve the hiring and dismissal of staff support personnel at the recommendation of staff supervisors.
- (4) Develop and recommend salaries and benefits for all church employees;

- (5) Develop and maintain a Personnel Policies and Procedures Manual.
- (6) Recommend disciplinary action for or dismissal of ministerial staff.

(D) **Missions Committee**

Ex-Officio Members. Pastor and associate pastor

Duties. The Missions Committee shall:

- (1) Promote participation in associational, state, home and foreign missions offerings;
- (2) Investigate areas of mission needs with the purpose of establishing or helping support established mission projects locally, nationally, and world-wide;
- (3) Keep the church fully informed of all mission projects;
- (4) Recommend to the Finance Committee budgetary needs for missions involvement;
- (5) Manage the missions budget.
- (6) Obtain Finance Committee approval for any substantial changes to the approved (budgeted) allocation of missions funds.

(E) **Scholarship Committee**

Ex-Officio Members. Pastor and minister of education

Duties. The Scholarship Committee shall:

- (1) Develop guidelines for the selection of scholarship recipients;
- (2) Develop guidelines for the solicitation, collection, investment and administration of all scholarship funds;
- (3) Distribute scholarship funds according to the policies and procedures established;
- (4) Make a yearly accounting to the church membership as to funds, income, expenditures, balances and recipients.

Section 4. Special Committees. A special committee may be established, as needed, by the recommendation of the pastor with church approval. The purpose, desired product, and deadline of the committee's work shall be documented and attached to the minutes of the business meeting that establishes the committee. When the committee completes its assigned task, a written report shall be submitted to the church clerk and a report shall be made to the church at a regular or special business meeting. The committee shall have no authority to act on behalf of the corporation.

ARTICLE VI. CHURCH FINANCE

Section 1. Budget

The Finance Committee in consultation with the pastor, deacons, responsible leaders of various organizations, shall prepare and submit to the church for approval at a business meeting of the church an inclusive budget, indicating by accounts the amount needed and sought for all church expenses and purposes, and in like manner for all denominational or other approved purposes.

Section 2. Accounting Procedures

All funds received, for any and all purposes, shall pass through the hands of the treasurer and be properly recorded on the books of the church

Financial statements shall be prepared by the treasurer. Financial statements shall conform to business standards and be comprehensive in nature including the identification of receipts and disbursements by account for the period covered. Comparisons shall be made to the budget figure for those same accounts and period.

Section 3. Offerings and Fundraisers

Regular offerings shall be taken at Sunday services and other special meetings as determined by the Finance Committee. All undesignated money shall be applied to the annual budget unless specific authorization to do otherwise is granted by the Finance Committee. The church shall be notified of all exceptions.

Special offerings may be sought by the church or by any organization after first presenting to the Finance Committee prior to presenting the request to the church for approval. This does not preclude individuals making special offerings at any time as the Holy Spirit may move them.

Any onsite sales and/or fundraising efforts must receive prior approval from the Finance Committee. Such requests should be limited to projects, organizations, or individuals sponsored or supported by the church.

Section 4. Fiscal Year

The church fiscal year shall begin on January 1st and end on December 31st.

ARTICLE VII. CONFLICT OF INTEREST

Whenever a director, principal officer, or member of a committee with church delegated powers has a financial or personal interest in any matter coming before the trustees, the board shall ensure that:

- (1) The interest of such officer or director is fully disclosed to the board of directors.
- (2) No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such matter is voted upon.
- (3) Any transaction in which a director or officer has a financial or personal interest shall be duly approved by members of the board not so interested (or connected) as being in the best interests of the organization.
- (4) Payments to the interested officer or director shall be reasonable and shall not exceed fair market value.
- (5) The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

ARTICLE VIII. MEETINGS

Section 1. Worship Services

The church will meet regularly each Sunday for worship, and Wednesday evening for Bible study and prayer.

Section 2. Special Services

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

Section 3. Business Meetings

- (A) Regular Business Meetings. The church shall hold regular business meetings quarterly. The church shall be informed at least two weeks in advance of the meeting date.
- (B) Special Business Meetings. The church may conduct called business meetings to consider matters of special nature and significance. A one week notice must be given for the specially called business meeting unless extreme urgency (as declared by the pastor or chairperson of the trustees) renders such notice impractical. The notice shall include the subject, the date, time and place; and it must be given in such manner that all resident members have opportunity to know of the meeting. An announcement from the pulpit, in the bulletin, and on the website are required as a minimum when time permits. In an extreme emergency, email and text messages should be used. Special business meetings may be called by the pastor or chairperson of the trustees at their discretion or upon recommendation from the deacons or a standing committee.
- (C) Quorum. The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.
- (D) Parliamentary Rules. *Robert's Rules of Order, Newly Revised*, is the authority for parliamentary rules of procedure for all business meetings of the church with the exception that the pastor may present his position on all matters even when serving as the moderator.

ARTICLE IX. ORDINATION AND LICENSING

Section 1. Ordination

- (A) Qualifications. Any member of this church who gives evidence of a genuine call of God into the work of the ministry as a pastor or deacon and meets the biblical qualifications for the office may be ordained.
- (B) Procedure. Upon a conference with the pastor (or chairman of the deacons for deacon candidates) and after being approved as a candidate for ordination, a council shall be called to examine and pass on the qualification of the candidate. The ordination council shall consist of ordained men of like faith invited to participate in the examination of the candidate. If the candidate is found worthy of ordination, the council may ordain the candidate on behalf of the church.

Section 2. Licensing

- (A) Qualifications. Any member of this church who gives evidence of a genuine call of God into the work of the ministry but does not meet all the qualifications for ordination may receive the church's blessing by being licensed.
- (B) Procedure. Upon a conference with the pastor and after the pastor has approved the candidate for licensing, the pastor shall call a council to examine and pass on the qualification of the candidate. The licensing council shall consist of ordained

ministers of like faith invited to participate in the examination of the candidate. If the candidate is found worthy of licensing, the council may license the candidate on behalf of the church.

ARTICLE X. AMENDMENTS

Changes in the Constitution and Bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at the previous regular business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. All proposed amendments shall be made available to the members at least 30 days prior to the vote. Amendments to the constitution shall be by two-thirds vote of church members present. Amendments to the bylaws shall have a concurrence of a simple majority of the members present and voting.