

VALLEY CREEK BAPTIST CHURCH

Revised 12-13-23

Approved Components:

CONSTITUTION — Adopted 10-16-02

I. MEMBERSHIP — Adopted 11-13-02; Revised 12-13-23

II. CHURCH OFFICERS – Adopted 11-19-03

III. TeamS –Adopted 11-19-03

IV. OTHER ORGANIZATIONAL LEADERSHIP –Adopted

11-19-03 V. CHURCH MEETINGS –Adopted 11-19-03; Revised

05-18-05 VI. AMENDMENTS –Adopted 11-19-03

CEMETERY POLICY

Team:

Joy Carroll Miller, Chair

Tracy Bush

David Gray

Gilbert LaRue

Danny Puckett

Rev. Scott Kerr, Ex Officio

CONSTITUTION

Preamble

We declare and establish this constitution for the preservation and security of the principles of our faith, and so that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

NAME

This body shall be known as the Valley Creek Baptist Church, Inc. of Elizabethtown, Kentucky.

STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in June 2000. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind and helping to mature those won into the fullness of Christ. The ordinances of the church are baptism by immersion of believers and the Lord's Supper.

CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, 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 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; and 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.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive

anger; to abstain from the sale and use of intoxicating drinks as a beverage; and to be zealous in our efforts to advance the kingdom of our Savior.

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; and 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 can carry out the spirit of this covenant and the principles of God's Word.

CHARACTER

Section 1. Polity

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 and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the Severns Valley Association of Baptists, the Kentucky Baptist Convention, and the Southern Baptist Convention.

Section 2. Doctrine

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of other Southern Baptist Churches.

ADOPTED October 16, 2002
Valley Creek Baptist Church

Section 3. Marriage and Sexuality

1. We believe that marriage is sanctioned by God and the term 'marriage' has only one meaning given to us through Scripture. We believe that Marriage is the uniting of one man and one woman in a covenant commitment for a lifetime.
2. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex is sinful and offensive to God.

4. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity or are members of the church, or who serve as volunteers, should abide by and agree to the Statement of Marriage and Sexuality and conduct themselves accordingly.
5. We believe that every person must be afforded compassion, love, kindness, respect, and dignity in accordance with biblical teachings.
6. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

Gen 1:26-28; 2:18-25; 3:1-20; Lev 18:22; Deut 6; Joshua 24:15; Ps 51:5; 78:1-8; 128; 139:13-16; Prov 5:15-20; 6:20-22; 12:4; 14:1; 18:22; 24:3; 31:10-31; Ecc 4:9-12; 9:9; Mal 2:14-16; Matt 5:31-32; 19:3-9; Mark 10:6-12; Rom 1:18-32; 1 Cor 6:9-20; Eph 5:21-33; Titus 2:3-8; Heb 13:4

ADOPTED April 2, 2014
Valley Creek Baptist Church

BY-LAWS

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 right of exclusive self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Candidacy

Any person may offer him/herself as a candidate for membership at any service of the church. All candidates shall be presented to the church at any regular worship service for membership in any of the following ways, after due examination by the church as to their Christian experience:

- 1) By profession of faith and for baptism according to the policies of this church.
- 2) By promise of a letter from another Baptist church which practices baptism by immersion and is doctrinally in accord with *The Baptist Faith and Message*
- 3) By statement of prior conversion experience and subsequent baptism by immersion when no letter is obtainable.

Should there be any question of the sincerity of the candidate, such question shall be referred to the pastor and deacons for investigation. They shall bring a

recommendation to the church at the next scheduled business meeting. A three-fourths (3/4) vote of those members present and voting shall be required to elect such candidates to membership.

New church members will be encouraged to participate in the church's new member orientation program.

Section 3. Rights and Responsibilities of Members

Every member of the church, subject to the restrictions in the following bylaws, is eligible for consideration by the membership as candidates for elective offices in the church.

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

On all matters that come before the church for action, every member present is entitled to one vote.

Every member of the church should understand the responsibilities of their membership to include:

- 1) Attend church services and activities
- 2) Participate in the church mission and ministries
- 3) Give faithfully by tithing to the church and its missions
- 4) Live a faithful Christian lifestyle

*Extenuating circumstances regarding the rights and responsibilities of members (such as physical disability) will be considered by pastoral staff and deacons.

Section 4. Discipline

Should any unhappy differences arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew. In all cases, a spirit of Christian kindness and forbearance shall pervade the proceedings. Since the church has the right to accept individuals for membership, it must also have the freedom to discipline. Therefore, in cases of grave difficulty, the church may proceed to admonish or declare the offender to be no longer in its membership.

Section 5. Termination of Membership

Membership may be terminated in any of the following ways:

1. Personal request of the member.
2. Transfer of letter to another church.
3. When it is verified that the person has united with another church.

4. Members who for one year or longer do not contribute to the church's support or participate in a small group or other ministry opportunities shall be contacted to determine the reason for their lack of participation in the life of the church. Unless good cause for such neglect can be shown, they shall be removed from church membership. If said members are unable to be contacted by phone, mail, or email, or they fail to respond to contact attempts for a period of 90 days, they shall be removed from membership.
5. Removal for cause on Biblical grounds as a result of church discipline.
6. Death of a member.

Section 6. Membership Committee

The church shall maintain a membership committee. The duties of this are as follows:

1. Review church membership
2. Change membership status as indicated in the bylaws above
3. Refer members to the deacon body for outreach as needed

ADOPTED November 13, 2002
Valley Creek Baptist Church
REVISED December 19, 2023

II. CHURCH OFFICERS

All church officers and those who serve on church Teams shall be members of the church. The officers of this church shall be as follows:

Section 1. Pastor

The pastor is responsible for leading the church in functioning as a New Testament church. The pastor shall lead the congregation, the organizations, and the church staff in performing their tasks. A major concern of the pastor is to perform pastoral responsibilities. The pastor is the leader of worship, proclamation, education, and pastoral ministry.

The Calling of a Pastor

When the church is without a pastor/associate pastor, the following guidelines shall be followed in the calling of a pastor or associate pastor to Valley Creek Baptist Church:

1. The Nominating Team shall nominate, for church approval, a Search Team, with a minimum of five (5) members, to include a representative of the deacons and a representative of the Finance Team. The duly elected Search Team shall recommend the candidate.

2. The Search Team, shall, before recommending any candidate, thoroughly investigate the candidate as to
 - a. The Scriptural attributes found in I Timothy 3:1-7
 - b. Character
 - c. Ability
 - d. Denominational cooperationFurther, they shall accompany this investigation with earnest prayer.
3. No candidate shall be considered who is not ordained by, or is willing to submit to ordination by, a Southern Baptist Church.
4. The church shall consider and vote on only one candidate at any one time.
5. A call meeting shall take place at any time after the Search Team has presented the candidate's credentials and is prepared to make a recommendation. A two-thirds (2/3) majority affirmative vote of the church, taken by secret ballot, shall be necessary to call a pastor/associate pastor and a public announcement is made to the church at least ten (10) days in advance.
6. The pastor/associate pastor shall be called for an indefinite period of time. A pastor/associate pastor may relinquish his office by giving at least two (2) weeks' notice of his resignation to the church.
7. The church may declare a pastoral position vacant in the following sequential manner:
 - a. Upon recommendation of the deacon body to the church.
 - b. At a meeting called for that purpose, of which at least a ten-day (10) written notice has been given.
 - c. By secret ballot, determined by two-thirds (2/3) vote of the members present and voting.

Except in instances of gross misconduct by the pastor/associate pastor excluded from office, the church shall compensate the pastor/associate pastor with not less than one-twelfth (1/12) of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty (30) days.

Section 2. Church Staff

The church shall call or employ such staff members, including ministerial staff, as the church shall need. A job description shall be written when the need for staff members is determined. Staff members shall be under the general direction of the pastor, aided by the Personnel Team. Those staff members of whom the church requires evidence of a personal call of God to minister (e.g., Youth Minister, Minister of Music, Minister of Education) shall be recommended by a duly elected search Team. At the time of resignation, at least two (2) week's notice shall be given to the church.

Non-ministerial staff members shall be employed as the church determines the need for their services. The Personnel Team shall recommend to employ and to terminate services of non-ministerial staff members except custodian staff. Such

employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related Teams of the church. Recommendations will be voted upon at the next business meeting.

Section 3. Deacons

Responsibilities of a Deacon

In accordance with the meaning of the word of the New Testament, deacons are to recognize their roles as ministering servants of the church. They are to be members of this church whose character and qualifications shall be as specified in I Timothy 3:8-13, Acts 6:1-6, and Titus 1:6-9.

The deacon body shall serve under the leadership of the pastor and assist him in performing duties in order to free him for the ministry of the Word. The deacons will support and work with the pastor as follows:

1. To lead the church in the achievement of its mission;
2. To minister the gospel to believers and unbelievers;
3. To care for the church's members and others in the community;
4. To have a consistent commitment to stewardship shall be attested by the example of tithing to the church;
5. To demonstrate Christ-like consecration, loyalty, prayer support, and faithfulness to the local church program;
6. To visit the sick, needy, and indifferent of the church;
7. To encourage and strengthen new converts and the spiritually weak; and
8. To attend deacons' meetings regularly.

Selection of a Deacon

Scriptural Standards

A deacon shall meet, to the best of his ability, the qualifications and standards in Acts 6:3-8 and I Timothy 3:8-13.

Non-Scriptural Standards

A deacon must meet the following:

1. He shall be at least twenty-one (21) years of age.
2. He shall be a member of Valley Creek Baptist Church for at least one year and during that time have demonstrated his willingness to serve the church in accordance with the above Scriptural standards.

The church shall strive to have at a minimum one active deacon per one hundred (100) members. They shall be elected at the regular business meeting prior to the beginning of the new church year. The term of office shall begin at the start of the new church year and shall continue for three (3) years. Each year the term of office of one-third (1/3) of the number of deacons shall expire. After serving a complete term of three (3) years or a partial term greater than twelve (12)

months, no deacon shall be eligible for reelection until after at least one (1) year.

The following provisions shall serve as guidelines for nominations for church election:

1. During the spring of each year, the active deacons will form a Deacon Election Team. The Deacon Election Team will seek replacements, along with additional deacons needed as a result of new growth and church needs. This Team will interview the new candidates for deacon. Church members may submit names for new deacons to the Team for consideration. A candidate cannot nominate himself for service.
2. The pastor and Deacon Election Team will meet with candidates who are being considered by the church and outline Biblical qualifications for becoming a deacon. The Deacon Questionnaire will be given to the candidates at this time.
3. A Deacon Questionnaire must be filled out and returned to the pastor's office for one's name to be considered for election and service.
4. The Deacon Election Team will review the questionnaires and meet with each candidate personally.
5. A Deacon Confirmation Team, consisting of the pastor and the body of active deacons will select candidates from the list of names approved by the Deacon Election Team.
6. After the candidates have met with the Confirmation Team and have agreed to serve, their names will be published. Any church member with an objection to a candidate may so do in writing to the pastor. The pastor will meet with the candidate privately to review the objection. If necessary, the pastor will reconvene the Deacon Confirmation Team to review the objection.
7. Candidates who have not been previously ordained as deacons will be presented to the church for ordination.
8. The church will not be obligated to constitute as an active deacon a person who comes as a deacon from another church without approval from the Deacon Election Team.
9. The membership will be asked to approve or disapprove those men who have been nominated, determined to be qualified, and needed to serve as deacons. A two-third (2/3) vote will be needed for approval.

Section 4. Moderator

The moderator, elected annually, shall be a layman, nominated by the Nominating Team. The moderator shall preside at all business meetings of the church and perform other duties as assigned by the church. In the absence of the moderator, the chairman of the deacons shall preside; in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.

Section 5. Clerk

The clerk, elected annually, shall be nominated by the Nominating Team. The clerk shall keep, in a suitable book, the record of all official actions of the church. The clerk is responsible for keeping a register of the names of members, with the dates of admission, dismissal, transfer, death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communication and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the Annual Church Profile of the church to the association.

Section 6. Treasurer

The church shall elect annually a church treasurer as its financial officer. The Nominating Team shall nominate the treasurer. The treasurer shall be a member of the Finance Team. The treasurer shall co-sign all checks and certify that the church properly authorizes all payments. It shall be the duty of the treasurer to receive, deposit in a bank approved by the church, and pay out, upon receipt of vouchers approved and signed by the authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. A non-affiliated auditing Team shall audit the treasurer's report and records annually, in the month of January and/or upon the termination of a treasurer's service. The treasurer shall be bonded, the church paying for the bond.

The church may elect an assistant treasurer, nominated by the Nominating Team. The assistant shall be under the direction of the treasurer, shall assist the treasurer in carrying out the will of the church in all financial matters, and shall be a member of the Finance Team. The assistant treasurer shall be bonded, the church paying for the bond.

Section 7. Trustees

The church shall elect nine (9) trustees, one-third (1/3) of whom shall be elected annually to serve for three (3) years. The trustees, nominated by the Nominating Team, shall serve as legal officers for the church. They shall hold in trust the church property and shall be responsible for the maintenance and care of all church property and equipment. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church approved matters.

Section 8. Other Officers

Other officers shall be added as needed to carry out the work of the

church. **Section 9. The Church Council**

The Church Council shall be comprised of the pastor, staff members, moderator, clerk, chairman of deacons, and the directors of all church organizations. The primary functions of the Council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans by church officers, organizations, and Teams; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives. All matters agreed upon by the council, calling for action not already provided for, shall be referred to the church for approval.

III. Teams

The Teams of this church shall be a Nominating Team, a Personnel Team, and a Finance Team. Additional regular and special Teams may be named to meet the needs of the church. All Team members shall be members of the church, shall be recommended by the church Nominating Team, and elected by the church unless otherwise specified. All Teams shall consist of at least three (3) members, who shall serve on a three (3)-year rotation basis with one-third (1/3) to be elected each year. The church office shall maintain an up-to-date listing of all Teams and terms of service of members. The Senior Pastor or his pastoral designate is an ex-officio member of all Teams.

Section 1. Nominating Team

The Nominating Team shall coordinate the staffing of all church leadership positions filled by volunteer workers, taking into consideration the availability of leadership resources and priority needs of the church. The Nominating Team shall first approve persons considered for any position before they are approached for recruitment. The Nominating Team shall present to the church for election all that accept the invitation to serve.

The Nominating Team shall propose program organization directors for election at the business meeting three months prior to the new church year. After the church has selected program organizational directors, they shall serve with the Nominating Team in staffing their respective organizations, with all positions being filled by the business meeting a month before the new church year. New Nominating Team positions are to be selected by the Nominating Team each year and approved by the church.

The Nominating Team shall nominate members for temporary Teams if directed to do so by the church. In addition, when a vacancy occurs in a position or on a Team during the year, the Nominating Team shall nominate a replacement for election as soon as possible, to fill the unexpired term.

Section 2. Personnel Team

The Personnel Team shall assist the pastor and church in matters related to employed personnel administration, including those called by church action. The Personnel Team shall consider (determine) staff needs, salaries, benefits, other compensation, policies, job descriptions, personnel services, and any other matters related to employees of the church unless otherwise specified.

Section 3. Finance Team

The Finance Team shall attend to the financial affairs of the church. It shall be the duty of the Finance Team to attend to the disbursing of all the funds for current expenses of the church.

The Finance Team shall develop and recommend an overall stewardship development plan, a unified church budget, and a budget subscription plan. The Team will advise and recommend in the administration of gifts of church members and others, using sound principles of financial management. The Finance Team, working with the treasurer, will assist in the preparation and presentation to the church of required financial reports regarding the financial affairs of the church. The Team will accept, consider, and act upon requests and recommendations from Teams, organizations, and staff members concerning budget needs, determining the priorities for using available funds to maximize the church's mission.

IV. OTHER ORGANIZATIONAL LEADERSHIP

Section 1. Ministry Teams: The church may authorize and establish standing ministry teams as needed to carry out the mission of the church. The church office shall maintain an up-to-date listing of the duties and terms of service of members of these ministry teams. It is understood that the Senior Pastor or his pastoral designee is an ex-officio member of all ministry teams and his leadership is to be recognized in them.

Section 2. Organizations: The church may organize as deemed necessary to carry out the mission of the church. All organizations of the church shall be under church control. All officers shall be elected by the church and report regularly to the church. It is understood that the Senior Pastor or his pastoral designee is an ex-officio member of all organizations and his leadership is to be recognized in them.

V. CHURCH MEETINGS

Section 1. Worship Services

The church shall meet regularly on Sunday and on Wednesday for preaching, prayer, instruction, evangelism, and for worship of the Almighty Good.

Section 2. Lord's Supper

The Lord's Supper shall be duly observed quarterly or at other times and for special services as determined by the pastor.

Section 3. Business Meetings

The most recently revised edition of *Robert's Rules of Order* is the authority for parliamentary rules of procedure for all business meetings of the church, the deacons, the trustees, Teams, and ministry teams. The quorum shall consist of the members present at any regular business session or one that has been properly called. On all matters that come before the church for action, each member present in the business session is entitled to one vote. Regular business meetings shall be held quarterly, during the months of September, December, March, and June, on the Wednesday night following the second Sunday unless otherwise ordered by vote of the church. For any business of unusual interest, including but not limited to the buying, leasing, pledging of security, or selling of real estate, or the calling of a member of the pastoral staff, notice shall be given the membership at least ten (10) days in advance of the meeting.

The Moderator or Chairman of Deacons may call a special business meeting, notice of the time and place having been announced at least ten (10) days preceding the meeting or upon other reasonable notice.

The first business meeting of the church year shall be considered the annual meeting, at which time the Annual Church Profile will be presented and approved.

Business Meetings REVISED May 18, 2005

Section 4. Church Year

The church year shall be from January 1-December 31.

Section 5. Fiscal Year

The fiscal year of the church shall be January 1– December 31.

VI. AMENDMENTS

Changes in this constitution and bylaws may be made at any business meeting of the church, regular or special-called, provided such proposed amendment shall have been presented in writing at a previous business meeting and copies of it furnished to each member present. Amendments to the constitution shall be by two-thirds (2/3) vote of all members of the church present and entitled to vote; amendments to the bylaws shall have an agreement of a majority of the members present and voting.

Sections II through VI ADOPTED 11-18-03

VALLEY CREEK BAPTIST CHURCH

CEMETERY POLICY

Section I. Valley Creek Baptist Church Cemetery

1. The policy will be part of Valley Creek Baptist Church's Constitution and By-Laws and become effective as of the date adopted by the church body.
2. This policy can be changed with a two-thirds majority vote. Any changes must be submitted in writing to the Cemetery Superintendent at least 30 days prior to the change being considered by Valley Creek Baptist Church.
3. The Cemetery Trustees shall have at least three (3) members present, which constitutes a Quorum, to conduct business.

Sections II. Valley Creek Baptist Church Cemetery

1. The care of Valley Creek Baptist Church Cemetery shall be entrusted to a Cemetery Board of Trustees. The Trustees shall be members of Valley Creek Baptist Church and hold the following offices: Church Treasurer; Chairman of the Deacons; Church Clerk; and a Cemetery Superintendent, selected by the Board of Trustees and approved by Valley Creek Baptist Church. A member shall be elected annually at large from Valley Creek Baptist Church, nominated by the Nominating Team. The Superintendent of the Cemetery shall serve an indefinite period of time, subject to the Cemetery Board of Trustees' approval. The pastor shall be an ex officio member of the Cemetery Board of Trustees.
2. The Church Treasurer shall serve as Treasurer of the Cemetery Board of Trustees. A second Board member's signature shall be necessary for dispersing cemetery funds. The Cemetery Board of Trustees shall have authority to maintain and develop the cemetery and to dispense money without church approval, subject to annual audit. As per Constitution of Valley Creek Baptist Church, Valley Creek Baptist Church Cemetery is separate from Valley Creek Baptist Church money and is to be used only for cemetery purposes.
3. The Valley Creek Baptist Church Cemetery Board of Trustees shall have the authority to issue Certificates of Ownership to those purchasing burial plots.
4. Valley Creek Baptist Church Cemetery shall maintain a bank account separate from Valley Creek Baptist Church. All money designated to Valley Creek Baptist Church Cemetery by gifts, sale of lots, or other contributions shall be used exclusively for the maintenance and upkeep of Valley Creek Baptist Church Cemetery.
5. The Cemetery Board of Trustees shall have the authority to establish the price of cemetery lots from members and non-members, subject to church approval. Cemetery lot prices shall be effective January 1st of the year following their determination.
6. Maintenance and care of the cemetery shall be the responsibility of the Cemetery Board of Trustees. Salary for and job descriptions of the responsibilities shall be developed by the Board, subject to church approval.
7. The Valley Creek Baptist Church Cemetery Board of Trustees shall have authority

to determine policies and guidelines pertaining to Valley Creek Baptist Church cemetery.