

GRAVESTON BAPTIST CHURCH, INC.
CORRYTON, TENNESSEE
CONSTITUTION AND BYLAWS
Revised May 25, 2014

CONSTITUTION

In order that the principles of our faith and the basic rights of individuals united together in this local body may be preserved, and in order that this body may have a guide in establishing policies and implementing programs in an orderly manner to win the lost and provide spiritual growth for the saved; we do hereby declare and establish this Constitution.

I. NAME

This body shall be known as Graveston Baptist Church, Inc., Corryton, Tennessee, organized June 11, 1869. Hereinafter Graveston Baptist Church, Inc., shall be referred to as "Graveston Baptist Church" or "the Church".

II. PURPOSE

- A.** To worship the almighty God in accordance with the teachings of His Word. John 4:23-24
- B.** To win the lost in keeping with God's plan. Matthew 28: 19-20
- C.** To teach the Word of God to bring about Christian growth, and to seek the spiritual and moral uplift of its members and of the community at large by teaching the Word of God. II Timothy 3:15-17
- D.** To minister to and witness in our church, community, and the outermost part of the earth in Jesus' name. Matthew 25: 35-40; Acts 1:8

III. ARTICLES OF FAITH

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in

the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1

Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

IV. CHURCH COVENANT

This historical document uses the King James Bible language.

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 Spirit, we do now, in the presence of God 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 spiritually; 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.

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 of, and use of, destructive drugs or intoxicating drinks as a beverage; to shun pornography; 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 one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian 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 can carry out the spirit of this covenant and the principles of God's Word.

V. CHARACTER

A. 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 of the Southern Baptist Convention.

B. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Church in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and any special rules of order the Church may adopt.

C. DOCTRINE

The Bible is the sole basis for the principles of our faith. Its teachings, we believe, are essential to guide us in ways of truth. The interpretation and application of this revealed truth must be in harmony with good conscience and intellectual honesty.

D. COOPERATION

This Church voluntarily cooperates with Midland Baptist Association and the Tennessee and Southern Baptist Convention and subscribes to the June 2000 revised, "Baptist Faith and Message".

GRAVESTON BAPTIST CHURCH, INC.
BYLAWS

ARTICLE I
OFFICES

- 1.1 Registered Office: The registered office shall be maintained at 8319 Clapps Chapel Road, Corryton, Tennessee 37721.

ARTICLE II
DIRECTORS

- 2.1 Board of Directors: The Board of Directors shall be composed of the members of the Board of Deacons, Church Trustees, and Elected Officers of Graveston Baptist Church. Each Deacon and Officer of Graveston Baptist Church shall be a member of the Board of Directors of Graveston Baptist Church, Inc.
- 2.2 Meetings of the Board of Directors: A regular Annual Meeting of the Board of Directors shall be held in September concurrently with the monthly meeting of the Board of Deacons. All other meetings shall be held at such time and place as shall be fixed by the Board of Directors from time to time.
- 2.3 Special Meetings of the Board of Directors: Special meetings shall be held in accordance with the Constitution and Bylaws of Graveston Baptist Church, adopted on September 10, 1980, and revised on October 7, 2007, February 11, 2009, and May 25, 2014.
- 2.4 Action by the Board of Directors: The vote of a majority of the Directors present at any meeting or special meeting shall constitute an act of the Board of Directors.
- 2.5 Presiding Officer and Secretary of the Meeting: The President, or in his or her absence a member of the Board of Directors selected by the members present, shall preside at meetings of the Board. The Secretary shall act as secretary of the meeting, but in his or her absence, the presiding Officer may appoint a secretary of the meeting.
- 2.6 Committees: The Board of Directors shall, by resolution or resolutions passed by a majority of the Board of Directors, designate one or more committees, each of such committees to consist of one or more Directors of the Corporation, for such purposes as the Board shall determine. The Board may designate one or more Directors as alternate members of any committee, who may replace any absent or disqualified member at any meetings of such committee.

ARTICLE III
OFFICERS

- 3.1 Elected Officers: The elected officers of the corporation shall be a President, Treasurer, and a Secretary, and such other officers as the Board of Directors may deem advisable. The Officers shall be elected by the Board at its annual meeting, to serve at the pleasure of the Board or otherwise as shall be specified by the Board at the time of such election and until their successors are elected and qualified.

3.2 Duties:

- (a) President: The President shall be the principal executive Officer of the Corporation and, subject to the control of the Board of Directors, shall supervise and control all the business affairs of the corporation. He or she shall, when present, preside over all meetings and see that all orders and resolutions are carried into effect, and in general shall perform all duties incident to the office of the president and such other duties as may be prescribed by the Board of Directors from time to time.
- (b) Treasurer: The Treasurer shall have charge and custody and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the Corporation; deposit all such funds in the name of the Corporation in depositories selected by the Board of Directors; and in general perform all duties incident of the office of Treasurer and other such duties as from time to time may be assigned by the President or the Board of Directors.
- (c) Secretary: The Secretary shall keep the minutes of the meetings of the Board of Directors; see that all notices are given in accordance with these bylaws and as required by law; be custodian of the corporate records and of the seal of the corporation; and in general perform all duties incident to the office of secretary and other such duties as from time to time may be assigned by the President or the Board of Directors.

ARTICLE IV MISCELLANEOUS

- 4.1 Signatories: All checks, drafts or other orders for the payment of money issued in the name of the Corporation shall be signed by the Treasurer/Assistant Treasurer. All notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such Officer or Officers or other such person as the Board of Directors may from time to time designate.
- 4.2 Seal: The seal of the Corporation shall be in such form and shall have such content as the Board of Directors shall from time to time determine.
- 4.3 Indemnity: The Corporation shall indemnify its Directors, Officers, and employees to the fullest extent allowed by law, provided that it shall be within the discretion of the Board of Directors whether to advance any funds in advance of disposition of any action, suit proceeding, and provided further that the Board of Directors may make a determination that indemnification of the Director, Officer, or employee is improper because he or she failed to act in good faith and in the best interests of the Corporation, or with respect to any criminal action or proceeding, had reasonable cause to believe his or her conduct was unlawful.
- 4.4 Fiscal Year: Except from time to time otherwise determined by the Board of Directors, the fiscal year of the Corporation shall end on September 30.
- 4.5 Purpose: This organization is organized exclusively for religious purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986.
- 4.6 Dissolution: Upon dissolution of this Corporation, its assets shall be distributed (a) for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of

any further tax code), or (b) shall be distributed to the federal government, or (c) to a state or local government for a public purpose. If any assets are not so disposed of above, final distribution of remaining assets shall be by the Chancery Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine.

4.7 Alteration or Repeal of By-Laws: All by-laws of the Corporation shall be subject to alteration or repeal and new by-laws may be made by a majority vote of the members entitled to vote in the election of directors at a special meeting called for such purpose. However, the provisions contained in the Constitution and Bylaws of Graveston Baptist Church, adopted on September 10, 1980, and revised on October 10, 2007, and February 11, 2009, may at any regular business meeting be amended by a 2/3 majority vote as provided for on page 30 of the Constitution and Bylaws of Graveston Baptist Church.

4.8 Adoption of Constitution and Bylaws of Graveston Baptist Church: The Constitution and Bylaws of Graveston Baptist Church, adopted on September 10, 1980, and revised on October 10, 2007, and February 11, 2009, are herein adopted as in fully set forth herein.

ARTICLE V

CEMETERY BYLAWS

5.1 Name: The name of this cemetery shall be Graveston Baptist Church, Inc., Cemetery and shall hereinafter be referred to as "the cemetery".

5.2 Location: The cemetery herein referenced shall be understood to be all that property currently employed as cemetery plots and any fixture property designated for use as cemetery plots on said property of Graveston Baptist Church, Inc., located at 8715 Tazewell Pike, Corryton, Tennessee 37721.

5.3 Cemetery Committee: The Cemetery Committee shall consist of those nominated yearly by the Nominating Committee and voted on at business meeting each October. The Cemetery Committee shall have full authority over the distribution of plots located within the cemetery and shall keep a true and accurate record of a master cemetery plat that displays location of all occupied and non-occupied plots and future plot sites.

Any and all problems or disagreements concerning the cemetery that may arise shall be settled by the Cemetery Committee. In the event a disagreement cannot be satisfactorily settled by the Cemetery Committee, the matter shall be referred to the Graveston Baptist Church Board of Directors who will have final authority over the settlement of the matter.

5.4 Cemetery Plots:

(a) Within this document, the term plot shall generally be understood to refer to a burial site with dimensions of 10 feet by 4 feet.

(b) Any and all cemetery plots shall be positioned within the cemetery as per the master plat. Location of individual plots shall be agreed upon by the procuring party and the Cemetery Committee. No plots will be established without the Cemetery Committee's approval.

(c) No plot shall be opened without the authority of the Cemetery Committee.

- (d) As a condition of procurement of a plot, the procuring party agrees to mark the plot as quickly as possible with four- countersunk corner markers flush with ground level.
- (e) The intentional growth of flowers, shrubs, and other live plants within existing and future plots is prohibited. Also, the intentional growth of plants, flowers, shrubs, and trees within the cemetery is prohibited and they will be removed as per the instructions of the Cemetery Committee.
- (f) Lots will be \$200 per grave. Purchase of said grave(s) is administered by the Cemetery Committee.
- (g) New burial plots shall be restricted to members of Graveston Baptist Church, Inc., who have been active and participating for at least one calendar year. To be considered active one must participate in church services and/or financial support within each three-month period. In the case of plots established prior to adoption of this policy, permission can be granted for burial of family and/or friends. Permission must be agreed upon by Cemetery Committee and family in writing.
- (h) New burial plots in existing cemetery shall be restricted to two gravesites. New plots shall be assigned on an alternating basis (i.e., reserved). Reserved sites could then be used for family members in special cases. When children of assignees establish families of their own, they may apply for burial plots subject to stated rules. Reserved plots then become available to other church members.

5.5 Transfer of Cemetery Plots: A cemetery plot must be used by the party for which it is initially procured. No cemetery plot may be transferred by the procuring party to another party without the consent of the Cemetery Committee.

ADDENDUM: All grave plots purchased prior to November 20, 2012, shall be grandfathered and shall not be held to abide by the cemetery bylaws, with the exception of abiding by Article 5.4, Section (e).

ARTICLE VI **MEMBERSHIP**

6.1 Qualifications: The membership of this Church shall consist of such persons as confess Jesus Christ to be their Savior and Lord, who join and are voted in to the fellowship of the Church in the following ways:

- (a) Upon public profession of faith and baptism as a new convert.
- (b) By transfer of letter from another Southern Baptist Church.
- (c) By statement of a previous membership with a Southern Baptist Church or a Baptist Church of like faith and order.
- (d) By statement of personal conversion experience in the past, and then baptism into this Church.
- (e) By statement of a previous conversion and New Testament baptism (see III. Articles of Faith, VII) in a Church of like faith and order.

6.2 Duties: Members are expected first of all, to be faithful in all duties essential to Christian life, to attend faithfully the services of this Church, to give regularly for its support and its causes, and to share in its organized work.

6.3 Rights: Every member in good standing of our Church present at any business meeting has the right to vote and all votes are of equal value.

6.4 Discipline:

- (a) Church discipline shall be in keeping with the following Scripture passages: Matthew 18; I Corinthians 9-11.
- (b) Restoration. Any person whose membership has been terminated for any offense may be restored by vote of the Church upon evidence of repentance and reformation.

6.5 Termination:

- (a) By death.
- (b) By granting a letter of transfer or dismissal. Regular letters of transfer shall be granted only to another Southern Baptist Church. Statements of dismissal shall be given for persons removing to other Churches or denominations.
- (c) If any member requests to be released from their covenant obligations to the Church for any reasons which the Church may deem satisfactory after it patiently and kindly endeavors to secure their continuance in its fellowship, such requests shall be granted and their membership terminated.
- (d) By exclusion. A member shall be excluded only for most grievous offenses. No action may be taken until every effort has been made in Christian love, according to Matthew 18, to secure the repentance and restoration of the member. In order to exclude a member and erase their name from the Church roll, the decision must be reached by a majority vote at a Church business meeting.

ARTICLE VII CHURCH OFFICERS

7.1 Scriptural Officers

1. Senior Pastor

(a) Biblical Qualifications

- (i) I Timothy 3:1-7 - "This is a true saying, If a man desire the office of a bishop, he desireth a good work. A bishop then must be blameless, the husband of one wife, vigilant, sober of good behavior, given to hospitality, apt to teach; Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous; One that ruleth well his own house, having his children in subjection with all gravity; (For if a man know not how to rule his own house, how shall he take care of the church of God?); Not a novice, lest being puffed up with pride he fall into the condemnation of the devil. Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil."
- (ii) Titus 1:5-9 - "For this cause left I thee in Crete, that thou shouldest set in order the things that are wanting, and ordain elders in every city, as I had appointed thee: if any be blameless, the husband of one wife, have faithful children not accused of riot or unruly. For a bishop must be blameless, as a steward of God; not selfwilled, not soon angry, not given to wine, no striker, not given to filthy lucre; But a lover of hospitality, a lover of good men, sober, just, holy, temperate; Holding fast the faithful word as he hath been taught, that he may be able by sound doctrine both to exhort and to convince the gainsayers."

(b) Required Attributes of the Senior Pastor

- (i) Demonstrate a vital and growing personal relationship with Jesus Christ. II Peter 3:18
- (ii) Believe that the Bible is the infallible Word of God. John 17:17
- (iii) Believe that it is every Christians' responsibility to be a personal soul-winner and lead by example. Mark 8:36-37; Proverbs 11:30; Mark 1:17
- (iv) Believe that it is the obligation of every Christian to obey the "Great Commission". Matthew 28:19-20
- (v) Be a good steward who believes in and practices at least a tithe, as a minimum expression of his love of God, through the Church. Malachi 3:8-12
- (vi) Must be a man. Neither the senior pastor nor his wife shall have previously been a party to a marriage which terminates for reasons other than death. The senior pastor's home and life shall honor God through an exercise of love and discipline. He should manage his household well. I Timothy 3:2, 4; Matthew 19:6
- (vii) The senior pastor shall exercise prudence and sound judgment in all his financial affairs, avoiding any form of gambling, which, unlike wise investing is dependent on "luck" instead of wise decision-making and long-term planning, also avoiding the appearance of greed, or love of money. I Timothy 3:3; I Timothy 6:10; Matthew 25:14-27
- (viii) Should not indulge in drinking alcoholic beverages and /or use illegal drugs or misuse prescription drugs. He should not serve nor allow alcoholic beverages and/or illegal drugs to be served in his home. I Timothy 3:3; Proverbs 20:1; Proverbs 23: 29-35
- (ix) Be a cooperating Southern Baptist who has been ordained to the gospel ministry by a Baptist church.
- (x) Possess a strong call from God to serve Graveston Baptist Church as senior pastor and to minister to the people of the surrounding communities. Acts 16:9-10
- (xi) Support and commit to the Graveston Baptist Church Constitution and Bylaws, which includes the Statement of Faith of Graveston Baptist Church.
- (xii) Possess strong preaching, teaching, leadership, and discipleship skills. Ephesians 4:11-16; Hebrews 13:17
- (xiii) Demonstrate the ability to lead in a multi-ministerial-staff environment.
- (xiv) The above qualifications and attributes represent the character to be embodied in a senior pastor and if there ever were to be any question about him, our Lord's procedure found in Matthew 18:15-18 would be followed.

(c) Calling Process

The call of a senior pastor to Graveston Baptist Church shall be in accordance with the following procedure:

(i) Election of Senior Pastor Search Committee

When the need for a senior pastor is announced, a special committee of five (5) members of the Church in good standing shall be elected. The Search Committee shall consist of a representative chosen by the Deacon Council, the chairman of the Personnel Committee or designee and three (3) members elected as follows:

- 1) The Church shall be notified two (2) weeks in advance that names of Church members may be submitted to the Nominating Committee for a Senior Pastor Search Committee election.
- 2) The Nominating Committee will contact each person whose name is submitted to confirm that he/she is willing to serve and within two (2) weeks shall submit a list of nominees to the Church.
- 3) Two (2) weeks after the nominees have been provided to the Church, a special business meeting shall be called at the regular Sunday morning services and three (3) members shall be elected by a majority vote.

- (ii) The Senior Pastor Search Committee will work with the Personnel Committee and Finance Committee to establish written terms of agreement with a candidate, stipulating the salary, housing allowance, other allowances, vacation, fringe benefits, etc.

(iii) Calling the Senior Pastor

- 1) The Senior Pastor Search Committee shall bring to the consideration of the Church only one candidate at a time for approval to extend an employment offer in accordance with Church personnel policies.
- 2) The Senior Pastor Search Committee shall give at least one (1) week public notice in a Sunday bulletin and/or newsletter that a special business meeting will be called for the purpose of calling a senior pastor.
- 3) Election shall be by secret ballot and affirmation vote of at least 75% of members present, in good standing, and voting necessary to a choice.

(d) Resignation or Termination Process

- (i) The Senior Pastor shall give at least thirty (30) days notice of resignation prior to the termination of his services.
- (ii) In the event consideration should be given to the resignation or termination of the services of the Senior Pastor, it shall be brought to the attention of the Personnel Committee and the Deacon Council.
- (iii) The Personnel Committee and the Deacon Council will consider and review all available information. Recommendations for the resignation or termination shall be approved by the Personnel Committee and the Deacon Council before presentation to the Church. If termination is

to be recommended to the Church, the chairman of the Deacon Council will give notice of a special business meeting for this purpose.

- (iv) Thirty (30) days notice of the Church's desire as evidenced by a majority vote by those members in attendance and voting to terminate this relationship shall be given by the Church.
- (v) Ministerial/Professional staff members terminated for especially egregious reasons may be asked to stop work and vacate the Church premises at once; whereupon, the Personnel Committee will recommend severance compensation to the Deacons for review and the Church for approval.

2. Deacons

(a) Biblical Qualifications

- (i) Acts 6:3 - "Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business."
- (ii) I Timothy 3:8-13 - "Likewise must the deacons be grave, not doubletongued, not given to much wine, not greedy of filthy lucre; Holding the mystery of the faith in a pure conscience. And let these also first be proved; then let them use the office of a deacon, being found blameless. Even so must their wives be grave, not slanderers, sober, faithful in all things. Let the deacons be the husbands of one wife, ruling their children and their own houses well. For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus."

(b) Required Attributes of a Deacon

- (i) Believe that the Bible is the infallible Word of God. John 17:17
- (ii) Believe that it is every Christians' responsibility to be a personal soul-winner and do his best to be a soul winner. Mark 8:36-37; Proverbs 11:30; Mark 1:17
- (iii) Believe that it is the obligation of every Christian to obey the "Great Commission".
Matthew 28:19-20
- (iv) A good steward who believes in and practices at least a tithe, as a minimum expression of his love of God, through the Church. Malachi 3:8-12
- (v) Deacons must be men. Neither the man nor his wife shall have previously been a party to a marriage which terminated for reasons other than death. The deacon's home and life shall honor God through an exercise of love and discipline. Deacons should manage their households well.
I Timothy 3:12; Matthew 19:6
- (vi) He and his wife must know how to hold their tongues against spreading gossip or talking critically about others. I Timothy 3:8, 11
- (vii) The deacon's wife is obligated to meet scriptural qualifications. She should be consecrated, guard her tongue, of good temperament, and personal habits should be that which is becoming of godliness. I Timothy 3:11
- (viii) The deacon shall exercise prudence and sound judgment in all his financial affairs, avoiding any form of gambling, which, unlike wise investing is dependent on "luck" instead of wise decision-making and long-term planning, also avoiding the appearance of greed, or love of money.
I Timothy 3:3; I Timothy 6:10; Matthew 25: 14-27
- (ix) The deacon should handle his business affairs in a way that is above reproach. I Timothy 3:8

- (x) The deacon should not indulge in drinking alcoholic beverages and/or use illegal drugs or misuse prescription drugs. He should not serve nor allow alcoholic beverages and/or illegal drugs to be served in his home. Proverbs 20:1; Proverbs 23: 29-35
- (xi) To be eligible for ordination a man must be at least twenty-five (25) years old, an active member of Graveston Baptist Church for at least one year and a member in good standing.
- (xii) A man previously ordained in another Baptist Church must have the above attributes and be a member of Graveston Baptist Church for at least one (1) year to be eligible to serve on the Deacon Council.
- (xiii) The above qualifications and attributes represent the character to be embodied in a deacon, and if there ever were to be any question about him, our Lord's procedure found in Matthew 18:15-18 would be followed.

(c) Church Responsibilities

- (i) The deacon should be in good fellowship with his Church, its members, his brother deacons, staff and senior pastor, and will work with them on the basis of frank brotherly love, confidence, and cooperation.
- (ii) The deacon will try to settle all difficulties in a quiet and Christian manner, facing them frankly, and dealing with them promptly.
- (iii) The deacon shall be a loyal supporter of the Church and its program.
- (iv) The deacon will make a conscious effort to attend the regular services of his church, unless providentially hindered, supporting them with his goodwill, presence, prayers, and contributions.
- (v) The deacon will keep the observance of the Lord's Day above reproach.
- (vi) The deacon will work for the enlistment and active advancement in the work of the Church.
- (vii) The deacons will administer and prepare the Lord's Supper.
- (viii) Should the need arise, deacons should be willing to take part in the process of Biblical church discipline. Matthew 18:15-19

(d) Resignation or Termination from the Deacon Office

- (i) If a deacon fails to meet the Biblical Qualifications and Required Attributes of a Deacon in 2(a) and 2(b) above, he should voluntarily resign the Office of Deacon.
- (ii) If a deacon fails to meet the Biblical Qualifications and Required Attributes of a Deacon in 2(a) and 2(b) above, but will not resign, the Deacon Council, senior pastor, or staff ministers will counsel with him with the intent to bring him back into compliance. If this fails, the Deacon Council will take appropriate action up to and including requesting the Church to terminate his deacon status. A deacon being considered for termination will receive a letter of notification from the Deacon Council and has the right to appear before the Deacon Council and present his case if he so desires. Upon Church approval, a letter will be given to the deacon explaining the Church's action.

(e) Deacon Council

- (i) The Deacon Council will consist of ordained deacons called and approved by the Church to serve on the Council in order to serve the ministry needs of the Church. Acts 6:3
- (ii) Officers. The Deacon Council shall have as officers a chairman, a chairman-elect, and a secretary-treasurer.
- (iii) Service. A deacon's calling into the deacon ministry is a life-long responsibility. A deacon shall serve on the Deacon Council until leave-of-absence, resignation, or termination from the board.

- (iv) Ministry. The Deacon Council ministry responsibilities are as follows: (1) the deacon ministry plan, (2) visitation, (3) deacon widow/widower assignments, and (4) the Lord's Supper ministry. He should be willing to work these ministry assigned tasks in a diligent manner.
- (v) Election
 - 1) Acts 6:3 - "Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom whom we may appoint over this business."
 - 2) The designated deacon selection committee of the Deacon Council may receive nominations for deacon candidate from the Church body at any time.
 - 3) There shall be an emphasis annually in April to explain the function of the Deacon Council to the congregation and extend an opportunity for qualified men to join the Deacon Council.
 - 4) The Deacon Selection Committee of the Deacon Council will be in charge of taking nominations and working with those men called into the deacon ministry and those previously ordained deacons willing to serve on the Council.
 - 5) The Selection Committee will counsel with prospective Deacon Council members as to the Church's selection, their call, and meeting the Biblical requirements, qualifications, and attributes of a deacon.
 - 6) The Selection Committee will work with the staff to plan the ordination service for men not previously ordained.
 - 7) All candidates are to be selected by Church vote of at least 75% of members present, in good standing, and voting during a regular business meeting and shall serve on the Deacon Council as per (e)(iii) above. The deacon candidate or list of deacon candidates shall be made available to the Church membership two (2) weeks prior to the date of the Church vote.
- (vi) Duties
 - 1) The Deacon Council shall serve as a council of advice and confer with the Senior Pastor in matters pertaining to the welfare and work of the church including, but not limited to, major changes to Church programs and ministries, activities, schedules, etc. Under the leadership of the senior pastor, they are to consider and formulate plans for constant effort 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.
 - 2) A member of the Deacon Board will serve on the following committees:
 - (a) Personnel
 - (b) Finance
 - (c) Constitution and Bylaws
 - (d) Nominating
 - 3) A least one member of the Deacon Council will also serve as Church Trustee.
 - 4) The Deacon Council shall meet regularly at a time which shall be selected by them, but no less than each quarter.
 - 5) Deacon Council members will regularly attend the Deacon Council meetings. In order to be involved in the deacon ministry, understand the current work, and to give needed spiritual and practical input, deacons should attend all Deacon Council meetings unless providentially hindered. If a deacon cannot or will not attend all regular and called meetings, they should resign from the Deacon Council until they are able and/or willing to attend the meetings.
 - 6) The Deacon Council shall choose a ministry plan to meet the spiritual and physical needs of the church members, including planned visits, prayer, and consultation when applicable.
 - 7) Act as Benevolence Committee.

(vii) Leave-of-Absence, Resignation, or Termination from the Deacon Council

- 1) Each elected deacon shall serve on the Deacon Council unless he cannot or will not carry out the deacon ministry responsibilities. In such cases, either the elected deacon of the Deacon Council as necessary and appropriate shall prepare a written statement of resignation from the Deacon Council.
- 2) Resignations shall be effective immediately.
- 3) Terminations shall be approved by the Deacon Council and then presented by a Deacon Council officer to the Church for approval at the next Church business meeting. A deacon being considered for termination will receive a letter of notification from the Deacon Council and has the right to appear before the Deacon Council and present his case if he so desire. Upon Church approval the deacon will be removed from the Deacon Council and a letter will be given to the deacon explaining the Church's action.

(viii) Reinstatement to the Deacon Council

- 1) When a deacon chooses to return to the Deacon Council after a personal leave-of-absence, he shall request reinstatement by notifying any officer of the Council. There must be a majority vote of the Deacon Council for such reinstatement.
- 2) When a deacon chooses to return to the Deacon Council after resignation or termination, he shall request reinstatement by notifying any officer of the Deacon Council. There must be a majority vote of both the Deacon Council and the Church members in good standing for such reinstatement.

7.2 General Officers

1. Moderator

A moderator should be present at all Church business meetings. The moderator will be the Senior Pastor, or his designee, or in the absence of both, the clerk will call the meeting to order to immediately elect a moderator *pro tem*.

2. Church Clerk

The clerk shall be nominated by the Nominating Committee and elected by the Church annually and will be responsible for maintaining accurate records of business meetings, filing in proper Church files, taking charge of all the records, and keeping a record of all members of the Church. All Church records are Church property and shall be kept in the Church Office.

3. Treasurer and Associate Treasurer (*also pertains to the Corporation, Article III, Officers, 3.2(b).)

- (a) The treasurer and associate treasurer shall be nominated by the Nominating Committee, elected by the Church annually, shall be responsible to the Church for keeping accurate records of the Church, and sign authorized checks.
- (b) The Finance Committee will have oversight of the treasurer and associate treasurer and have the responsibility to maintain the treasurer and associate treasurer's policy and procedures.

4. Church Trustee

(a) Selection

There shall be a committee of trustees nominated annually by the Nominating Committee and elected by the Church. There shall be five (5) trustees, one of whom will be a Deacon Council member, with one trustee rotating off duty each year.

(b) Duties

- i) The trustees shall hold in trust for the Church all real property of any value and any personal property exceeding \$1,000 in value. They shall have no power to buy, sell, mortgage, lease, transfer, or dispose of such property without a specific vote of the Church authorizing such action, excepting that the trustees shall be responsible for selling donated stock, bonds, jewelry, and so forth, and place the money in the appropriate line-items of the budget or designated fund as designated by the giver.
- ii) All sales, leases, or mortgages concerning real estate shall be approved at two (2) consecutive business meetings of the church by at least 75% of the members in attendance and voting, and the same shall be signed by the trustees.
- iii) The trustees shall be responsible for maintaining an adequate insurance program covering all buildings, Church-owned contents, Church-owned vehicles, and public responsibilities.
- iv) The trustees shall have charge of all legal records and business papers of the Church, and as applicable, the documents shall be placed in a Church approved fireproof file cabinet in the Church office, which is under the trustees' supervision. The chairman, secretary of the trustees, and church clerk shall be responsible for the keys to the fireproof cabinet.
- v) The trustees and Finance Committee are responsible for the evaluation and follow-up of any Church audit recommendations.

ARTICLE VIII

CHURCH STAFF

8.1 Ministerial Staff

Includes positions such as: lay pastor, associate pastor, worship leader, minister of music, minister of youth, youth leader, minister of children, children ministry leader, minister of adults, adult ministry leaders, and other ministers as established by the Personal Committee and Finance Committee and approved by the Church.

1. Selection Process

- (a) Ministerial staff shall be chosen and called by the Church when the need arises or whenever a vacancy occurs. If there is no existing job description, the Personnel Committee will be responsible for writing one and presenting it to the Church for approval before a search is made.
- (b) The Personnel Committee will work with the Finance Committee to establish written terms of agreement with a candidate, stipulating the salary, housing allowance, other allowances, vacation, fringe benefits, etc.
- (c) A motion will be made in a regular or special called business meeting for the Personnel Committee to search for qualified individuals that will meet qualifications specified in a particular job description to fill the position. The Personnel Committee may recommend that a special committee be established by the Nominating Committee and approved by the Church.
- (d) Recommendations may come from resumes submitted, Church members, senior pastor, staff members or any other means. The Personnel Committee should give priority to ministerial staff recommendations made by the senior pastor.

- (e) Each individual considered will be voted by the Personnel Committee to the extent possible to ensure that they meet all qualifications and that their background investigation meets Church standards.
- (f) The Personnel Committee, including *ex-officio* members, and senior pastor will select one candidate at a time and reach a unanimous agreement before the candidate is presented to the Church.

2. Calling Process

- (a) The Personnel Committee shall bring forward for the consideration of the Church only one (1) candidate at a time for approval to extend an employment offer in accordance with Church personnel policies.
- (b) The Personnel Committee shall give at least one (1) week public notice in a Sunday bulletin and/or newsletter that a special business meeting will be called for purpose of calling a staff minister.
- (c) Election shall be by secret ballot and affirmative vote of at least 75% of members present, in good standing, and voting necessary to a choice.

3. Resignation or Termination Process

- (a) The ministerial staff person shall give at least thirty (30) days notice of resignation prior to termination of his services.
- (b) In the event consideration should be given to the resignation or termination of the services of any member of the ministerial staff, it shall be brought to the attention of the Personal Committee and the Deacon Council.
- (c) The Personnel Committee and Deacon Council will consider and review all available information. Recommendations for the resignation or termination shall be approved by the Personnel Committee and the Deacon Council before presentation to the Church. If termination is to be recommended to the Church, the chairman of the Deacon Council will give notice of a special business meeting for this purpose.
- (d) Thirty (30) days notice of the Church's desire, as evidenced by a majority vote by those members in attendance and voting to terminate this relationship, shall be given by the Church.
- (e) Ministerial staff members terminated for especially egregious reasons may be asked to stop work and vacate the Church premises at once, whereupon the Personnel Committee will recommend severance compensation, if any, to the Deacon Council for approval.

8.2 Support Staff

Includes positions such as ministry assistants, secretaries, custodial staff, nursery coordinator, and other support staff established by the Personnel Committee and Finance Committee, and approved by the Church.

1. Selection Process

- (a) Support staff positions shall be presented to and approved by the Personnel Committee for employment.
- (b) The Church body shall be notified by Sunday bulletin and/or newsletter of vacant positions and be given two (2) weeks to submit nominees or resumes prior to positions being filled.
- (c) The immediate supervisor of a vacant position shall seek and recommend to the Personnel Committee for approval of a suitable candidate from applications submitted to the supervisor or Church office.

- (d) In the event certain positions at the Church are needed on a short-term basis or require additional assistance for special occasions or routinely, the Personnel Committee, in cooperation with the supervisor, will seek and select the suitable candidate for employment.
- (e) The Personnel Committee shall establish job descriptions, wages or salary, and other conditions of employment in accordance with budgeted availability of funds and sound personnel management practices.

2. Resignation or Termination Process

- (a) Support staff should provide at least a two (2) week notice of resignation prior to termination of services.
- (b) In the event consideration should be given to the termination of a support staff position, it shall be brought to the attention of the Personnel Committee for appropriate action.
- (c) Employees subject to termination of employment because of a reduction in work force will receive notification of such action at least two (2) weeks prior to the effective date.
- (d) Support staff members terminated for egregious reasons may be asked to stop work and vacate the Church premises at once and severance compensation, if any, will be determined by the Personnel Committee.

8.3 Interim Senior Pastor or Ministerial Staff

1. Interim Senior Pastor

- (a) The Personnel Committee and the Deacon Council shall evaluate the need for an interim senior pastor position and the Personnel Committee will present such need to the Church for approval.
- (b) Should it be determined and approved by the Church that such a position would be beneficial and appropriate to maintain ministry needs, the Personnel Committee and the Chairman of the Deacons shall seek and recommend a suitable candidate to the Deacon Council for approval.
- (c) The Deacon Council and the Personnel Committee will then recommend the candidate to the Church for approval.
- (d) Only one candidate shall be presented to the Church at a time.
- (e) At least a one (1) week public notice shall be given in writing, either in the Sunday bulletin and/or newsletter, notifying the Church body of the date of the called business meeting for the purpose of voting for Church approval to fill the interim pastor position.
- (f) Voting shall be by secret ballot and a majority of those members present, in good standing, and voting shall be required for approval to call the candidate for interim employment.

2. Interim Ministerial Staff

- (a) The senior pastor, the Personnel Committee, and the Deacon Council shall evaluate the need for any temporary interim ministerial staff position and present such need to the Church for approval.
- (b) Should it be determined and approved by the Church that an interim ministerial staff position would be beneficial to maintain ministry needs, the Personnel Committee working with the senior pastor shall recommend to the Deacon Council and Church a suitable candidate from applications submitted.
- (c) Advisory committees (e.g., music, youth, children, etc.) should be consulted for guidance and leadership and/or nominees for the interim position.
- (d) Only one (1) candidate shall be presented to the Church at a time.

- (e) At least a one (1) week public notice shall be given in writing, either in the Sunday bulletin and/or newsletter, notifying the Church body of the date of the called Business Meeting for the purpose of voting for Church approval to fill the interim position.
- (f) Voting shall be by secret ballot and a majority of those members present, in good standing, and voting shall be required for approval to call the candidate for interim employment.

8.4 Miscellaneous Short-Term or Part-Time Positions

In the event certain jobs of the church (custodian, secretary, etc.) require assistance for special occasions or routinely, the Personnel Committee in cooperation with those to be assisted will seek and select the suitable person. The Personnel Committee shall set the salary and other conditions of employment in accordance with budgeted availability of funds.

8.5 Future Positions

If the need for other paid, full-time Church ministerial staff or Church support staff shall arise, the Personnel Committee shall:

1. Recommend the position and job title to the Church. Upon approval by the Church, this position will be added to the Church staff.
2. The Personnel Committee will prepare a job description to be placed in the Personnel Manual after approval by the Church in regular business session.
3. The Finance Committee will approve funding for any new position.
4. The appropriate selection and calling procedure in Article VIII will be used.

ARTICLE IX

CHURCH COMMITTEES

9.1 Committees

1. The necessary committee and their duties for the work of the Church shall be recommended by the Nominating Committee and approved by the Church. Membership on all committees shall be on a rotating basis. With Church approval, members may be elected for another term. Committee members may continue their duties until their successors are chosen. The senior pastor is an *ex-officio* member of all committees.
2. Minutes of all committee meetings shall be recorded and a copy from each meeting shall be sent to the Church office for permanent filing.
3. Newly approved committees, except special committees, shall be formed by nominating one-third (1/3) of the designated number of members for a one(1)-year term, one-third (1/3) for a two (2)-year term, and one-third (1/3) for a three (3)-year term.
4. A member from the Deacon Council will serve on the following committees:
 - (a) Personnel
 - (b) Finance
 - (c) Constitution and Bylaws
 - (d) Nominating
5. *Ex-officio* committee members, by virtue of their office position, have voting rights unless "non-voting member" is stated in the committee, trustees, team, or organization statement. *Ex-officio* members have the right but not the obligation to participate in the proceedings of the committees, and he/she is not counted in the quorum.

9.2 Nominating Committee

1. This committee shall consist of five (5) members nominated by the Deacon Council and Senior Pastor and elected by the Church. They shall recommend to the Church for approval, the following:
 - (a) Church General Officers
 - (b) Committee members
 - (c) Church organization or ministry team directors/leaders
2. The committee will present a slate of nominees for all vacancies at a business meeting two months prior to the beginning of their service year. The committee may also present nominees throughout the year to fill vacancies. Nominations shall also be open to the floor.
3. All committee members shall be resident members of Graveston Baptist Church, in good standing, faithful, and regular in attendance.
4. The committee will be responsible for establishing, maintaining, and updating committee job descriptions for all approved standing committees, special committees, and teams.
5. The Committee shall be responsible for maintaining Church approved committee policies.

9.3 Personnel Committee

1. This committee of five (5) will work with the senior pastor in the matter of personnel management.
2. With consultation of the respective supervisor they shall prescribe in writing, the duties of all staff members.
3. They shall handle all grievances of the paid personnel.
4. If a grievance with exempt staff members cannot be resolved by the Personnel Committee, the Deacon Council will be informed of the problem and the efforts made to resolve the issue.
5. Any recommendation to terminate exempt staff will be brought to the Church.
6. The Committee shall work closely with elected Senior Pastor Search Committee and the Finance Committee to establish starting salary for senior pastor, all staff starting salaries, and all other policies pertinent to their particular staff position.
7. Total personnel budget with details will be presented to the Finance Committee each fiscal year for approval.
8. All the endeavors of the committee shall be under-girded with these principles: Christ-understanding, the dignity of the individual, and the will of God concerning His purpose for the Church.
9. Because of the tremendous responsibility and trust placed upon this committee, the members should be chosen with much prayer and good judgment.

9.4 Finance Committee

This committee shall consist of five (5) members. The treasure and assistant treasure will serve as *ex officio* committee members of the Finance Committee. This committee shall maintain and supervise a sound financial program of the Church. The Committee shall:

1. Formulate and administer a realistic and challenging budget after examining detailed budget requests submitted by the various ministries, committees, and organizations.
2. Present a proposed budget to the Church for consideration and approval using the following procedure:
 - (a) Make available the proposed budget in line-item format to all members.
 - (b) During a regular business meeting, prior to a vote, provide the proposed annual budget for information and discussion. Line-item details will be available to any member upon request. This information is to be kept in the Church office throughout the year and made available to any member upon request.
3. Have the chairman or another member of the Finance Committee designee present the monthly budget report at each regular business meeting reporting on any abnormalities.

4. Advise the Church monthly of any changes or alterations to checking and/or savings accounts, type of investments, and accounting procedures.
5. Have oversight of the Counting Committee and the responsibility to maintain and update the Church approved securing, counting, and depositing policy and procedures.
6. Have oversight of the treasurer and assistant treasurer and have the responsibility to maintain the treasurer and assistant treasurer's policy and procedures.
7. Plan and implement stewardship emphasis.
8. Follow the financial policies defined.
9. Review, prior to a Church vote, all proposals, motions, and recommendations which include expenditures of funds not already in the approved budget and reporting on these at the appropriate business meeting along with recommendations concerning the stewardship of the items.

9.5 Constitution and Bylaws Committee

This committee shall consist of five (5) members.

1. The committee as requested by any Church member or on its own initiative will meet concerning the following:
 - (a) Study issues concerning the Church's Constitution and Bylaws
 - (b) Answer Constitution and Bylaws questions
 - (c) Draft possible amendments or suggested amendments to the Constitution and Bylaws
 - (d) Recommend solutions to Constitution and Bylaws related problems
2. The committee shall review all policies for adoption or amendment for conflict or inconsistency with the Constitution and Bylaws and existing policies, and shall advise members on means of resolving conflicts among the documents.
3. The committee shall maintain an official text of the Constitution and Bylaws incorporating all changes as adopted by the Church and shall verify as correct all published texts of the Constitution and Bylaws.

9.6 Missions Committee

1. This committee shall consist of six (6) members plus the senior pastor as an *ex officio* member. The committee consists of the following:
 - (a) Local Missions Director
 - (b) North American Missions Director
 - (c) International Missions Director
 - (d) Disaster Relief Director
 - (e) Special Mission Offerings Director
 - (f) Senior Pastor as an *ex officio*, voting committee member
2. Members should be mission-oriented, spiritually-minded, concerned for people, capable of gathering and analyzing data, willing to work, and be optimistic in spirit.
3. The intention of the committee is to strengthen and enhance mission activities of the Church.
4. Primary responsibility shall be for coordinating and facilitating Church mission trips. Therefore, all Church mission trips must be approved by the Missions Committee.
5. Any public request made to the Church for funding of mission trips, both Church-sponsored trips and non-Church sponsored trips, must first be approved by the Missions Committee.
6. General responsibilities of the committee will include, but not be limited to, supporting the offerings of Annie Armstrong Missions, Lottie Moon Missions, Tennessee Children's Home Missions, Tennessee Baptist Adult Home Missions, studies of existing and new mission activities, recommend plans for accomplishing these respective activities, and administer work that may be assigned to the committee.
7. The mission budget for the Church shall be formulated by this committee for approval by the Church and administered by approved Church procedures.

9.7 Counting Committee

This committee shall consist of eleven (11) members and is responsible for securing, counting, and depositing all offerings taken for general, designated, and mission purposes, in accordance with Church approved policies and procedures. The Finance Committee will have oversight of this committee and responsibility to maintain and update the Church approved securing, counting, and depositing policy and procedures.

9.8 Vehicle Coordinator

This person will coordinate the maintenance, upkeep, and purchase of Church owned, over-the-road vehicles in cooperation with the "Bus Ministry Team" of Graveston Baptist Church.

ARTICLE X

CHURCH MINISTRY TEAMS

Church Ministry Teams coordinate ministry to meet specific needs in the Church and community. They may include the following: Audio-Visual, Baptismal, Bus, Children, First Impressions, Flower, Fellowship, House and Grounds, Kitchen, Men, Music, Publicity, Senior Adults, Women, Young Adults, Youth, and any other ministry team established.

- 10.1 All Church ministry teams require a Church-approved team director/leader and must report to the Senior Pastor and Nominating Committee.
- 10.2 Upon receiving input from each Church ministry team, the Nominating Committee will recommend ministry team directors/leaders for Church approval. They shall take office immediately upon their election. Vacancies during the year will be filled in the same manner, with the elected team leader to fulfill the remaining term of the previous team director/leader.
- 10.3 Team directors/leaders are elected to one (1)-year terms, but are eligible for immediate re-election if recommended by the Nominating Committee.
- 10.4 Members of the Church ministry team shall begin serving immediately upon selection by the team director/leader.
- 10.5 The size of each team is contingent on the number needed and available to serve. An effort should be made to enlist and use as many interested individuals as possible.
- 10.6 Church ministry teams should meet regularly with copies of minutes/reports of the meeting given to the Church office for permanent filing.
- 10.7 Church ministry team directors/leaders or designee may report to the Church when necessary.
- 10.8 Each Church ministry team, team directors/leaders, and team member must comply with the policies and procedures as defined in the Church Policies and Procedures Manual.
- 10.9 A description of the duties and responsibilities of each Church ministry team will be contained in the manual.
- 10.10 All Church Ministry teams must operate in accordance with the Church's statements of mission, vision, and beliefs.
- 10.11 If the area of ministry requires a budget appropriation, the Church ministry team should submit the request to the Finance Committee for review and approval.

ARTICLE XI

CHURCH ORGANIZATIONS

All organizations shall be under Church control and the officers elected according to the will of the Church.

ARTICLE XII

CHURCH MEETINGS

12.1 Worship Services

1. Public services shall be held regularly on the Lord's Day and on some evenings of each week.
2. The Lord's Supper shall be observed at least once in each quarter of the year.
3. Occasional religious meetings may be scheduled by the senior pastor at his discretion or by vote of the Church.
4. The Church welcomes all people to worship with us in reverence and good order.

12.2 Business Meetings

1. Business meetings will be announced at least two (2) weeks in advance and will be held quarterly. Financial reports will be made available monthly to all members.
2. Special business meetings may be called by the senior pastor or chairman of the deacons specifying the reason for the meetings. Notice of the meetings shall be given one (1) week in advance.
3. All business may be conducted by members present and in good standing.

12.3 Other Meetings

The Church may have other meetings throughout the year in an effort to advance the kingdom of God, including but not limited to revivals, study courses, training clinics, etc., with the exception being the use of the Church and/or Church properties/buildings shall not be used for any political-based meetings.

ARTICLE XIII

GENERAL OR MISCELLANEOUS

13.1 Church Policies and Procedures Manual

The Church Policies and Procedures Manual is a separate manual with policies and procedures approved by the church containing rules and regulations for Church approved functions, organizations, and committees. Amendments or additional policies may be recommended by a Church member in good standing after consultation with the appropriate committee or organization, consultation with the Constitution and Bylaws Committee, and adopted by Church majority vote in a regular business meeting. Detailed operation of any committee or organization when approved by a majority vote of the Church becomes an official part of the Church Policies and Procedures Manual. These policies and procedures are subordinate to the Church Constitution and Bylaws and must not conflict with either.

13.2 Use of Buildings and Equipment

Use of the facilities shall be in accordance with a Church approved "Policy Statement" in the Church Policies and Procedures Manual.

13.3 Ordination Service

Ordination services for pastors and deacons shall be functions of the Church and shall be conducted in a way that will edify the office.

13.4 Financial Policies

We believe that God's plan for Church finances is for each Christian to bring his tithe and offering into God's storehouse. I Corinthians 16:2

1. Annual Budget

Undesignated receipts shall be incorporated into an annual budget prepared by the Finance Committee and approved by a majority vote of the Church. The budget shall include anticipated expenditures for missions, building and ground, personnel, Church ministers, utilities, and other general expense type areas as determined by the Finance Committee and approved by the Church in line-item form. A line-item is a single line in the annual budget that represents a general category of expense (e.g., Cooperative Program, Personnel, Youth Ministry, etc.). Any adjustments to or redistribution between such line-items must be approved by the Church.

2. Capital Expenditure

A capital expenditure (excludes emergency maintenance) is an expenditure that meets one of the following requirements:

- a) Becomes a permanent part of the Church facilities
- b) Has a life expectancy of five (5) years or more
- c) The purchase price exceeds \$5,000. All motions and/or budget line-items which include any purchase falling into the capital expenditure description presented to the Church, shall first be presented to the Finance Committee for approval and advisement.

3. Designated Accounts or Funds

Designated accounts or funds are first presented to the Finance Committee for approval and advisement and then may be adopted by the majority vote of the Church at a regular business meeting. Policies for the use of designated accounts or funds will be formulated by the Finance Committee.

4. Special Offerings and Fundraising Efforts

All special offerings and fundraising efforts (with the exception of those which involve missions, which must be approved by the Missions Committee) must be approved by the Finance Committee.

5. Acceptance of Gifts

All gifts of a material nature will be received by decision of the Finance Committee. The Finance Committee may, at its discretion, present those gifts to the Church for approval by a majority vote. Disposal of such gifts shall be the responsibility of the Church trustees (as necessary) to meet timely and optimum stewardship without requiring further action of the church.

6. Purchases

All purchases within budgeted areas must be approved by the chairperson of the particular committee, ministry team, organization, or staff person responsible for the budget. Purchases are to be within and according to the committee, ministry team, or organization budget breakdown accepted and approved by the Finance Committee as a line-item of the approved annual Church budget. Any minor adjustments or redistributions (those of less than \$1,000) in the line-item breakdown of any ministry budget during the fiscal year should be approved and reported to the Finance Committee. Any major adjustments or redistributions (those of more than \$1,000) should be approved by the Finance Committee and included in the monthly budget report to the Church.

7. Use of Emergency Reserve Funds:

Any use of the emergency maintenance or emergency reserve funds will be coordinated through the Finance Committee.

ARTICLE XIV
DISAGREEMENTS OR DISPUTES

In the event that a disagreement or dispute arises between members, staff, committees, teams, trustees, or any other individuals or groups of this Church, the matter shall be handled in accordance with the teaching of Jesus in Matthew 18:15-17.

- 14.1 The parties should meet together and seek to resolve the dispute themselves in a Christ-like manner.
- 14.2 If the parties are unable to come to an agreement, then they should involve Church leaders of their choosing in the process, including but not limited to, ministerial staff members, deacons, and others.
- 14.3 If the matter cannot still be resolved, then the matter shall be taken to the Deacon Council for resolution.
- 14.4 If the Deacon Council cannot settle the matter, then it shall be taken to the Church in a regular or special called business meeting for that purpose.
- 14.5 This procedure does not prohibit any Church member from bringing any issue before the Church body at a regular business meeting.

ARTICLE XV
AMENDMENTS

Amendments to this constitution and Bylaws shall be made in the following manner:

- 15.1 After consultation with the Constitution and Bylaws Committee, amendments may be introduced by any member at any regular business meeting.
- 15.2 The proposed amendment must receive a two-thirds majority vote of all members present, in good standing, and voting in two successive, regularly scheduled business meetings to become effective.
- 15.3 The adoption of the Constitution and Bylaws herewith supersedes any and all other constitutions, Church action, or precedence.