



OLIVET

BAPTIST CHURCH

Constitution and Bylaws

Revised on December 6, 2015

**The Constitution and Bylaws
Olivet Southern Baptist Church
Wichita, KS**

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The Constitution

I. Introduction

We, the followers of Jesus Christ who make up the part of God's family and Christ's body known as Olivet Southern Baptist Church (hereafter, known as "Olivet"), adopt this formal document which reflects the heart, spirit, and intent of our body; establishes the structure, functions, and purposes we embrace; and sets forth the guidelines and parameters by which we will seek to accomplish our stated mission and purpose.

II. Name and Location

This body is known as Olivet Southern Baptist Church of Wichita, Kansas, located at 3440 W. 13th Street, Wichita, Kansas, 67203. Olivet was constituted on July 14, 1951 and incorporated under the laws of the State of Kansas in March 1955.

III. Vision

Our vision, taken from Isaiah 61:1-3 and Luke 4:17-21, is to be a church of: proclamation of the good news of Jesus Christ; restoration of lives and hope; transformation from brokenness to wholeness; and celebration through Christ-honoring praise and worship.

IV. Mission Statement

Olivet Southern Baptist Church exists to develop devoted disciples of Jesus among all people.

V. Statement of Faith

Our foundational beliefs include but are not limited to:

- The Bible is the infallible and inspired Word of God. God is its author and it is truth without any mixture of error. Its intended purpose is to reveal God's plan of redemption and salvation for mankind through His Son, Jesus Christ.
- God is the supreme Creator, Redeemer, and Ruler of the universe. He is the eternal, triune God-God the Father, God the Son, and God the Holy Spirit.
- Jesus Christ is God's Son and God the Son; He is fully God and fully man; was born of a virgin; lived a perfect, sinless life; died on a cross for the sins of mankind; rose from the dead on the third day; and ascended to heaven where He lives to make intercession for His bride, the Church.
- The Holy Spirit is the invisible presence of God who convicts of sin and calls people to Christ. He lives in every true believer and gives power to live the

victorious Christian life.

- Salvation for every person is found only in trusting the person of Jesus Christ and His finished work on the cross. One day, Christ will return for all who belong to Him. Salvation is the grace-filled work of God to completely save a person for Himself. It involves turning from sin to God and faith in Christ. Salvation includes the process of conversion, sanctification, and glorification.
- The Church universal includes all the redeemed of all ages. The local church is an autonomous, self-governing body of believers operating under the lordship of Christ. The membership selects the lead pastor and elders, as overseers and leaders of Olivet. The pastoral staff, deacons, and elders are elected by Olivet's membership; ministry staff, and teams are nominated by the elders and directly accountable to them. These nominations must be affirmed by a vote of Olivet's membership.
- Olivet Southern Baptist Church considers the Bible as the ultimate document of faith and practice. Olivet agrees with the doctrinal statements in the Baptist Faith and Message as adopted by the Southern Baptist Convention on June 14, 2000, with the restatement of Article VI, The Church: Each congregation operates under the Lordship of Christ. Its Scriptural offices are elders and deacons.

VI. Ordinances

Olivet recognizes two ordinances: Baptism and the Lord's Supper. Every member of Olivet may participate in the ordinances of the Church as administered by Olivet.

VII. Relationships and Affiliations

Jesus Christ is the head of the church and of Olivet. We have committed our lives to follow Him and to be Christ-like in our relationships with others. We are committed to the truth of Scripture and to healthy, loving relationships within the body. When conflicts or differences occur, we will seek reconciliation through biblical principles and conduct, and in a Christ-like spirit.

Olivet is autonomous, but not independent. We value the biblical principle of cooperation with other Christians, churches, para-church organizations, charitable organizations, associations, and conventions, as long as it advances and strengthens the kingdom of God and does not compromise our integrity, values, or mission. In so far as possible, Olivet cooperates with the Heart of Kansas Southern Baptist Association, the Kansas/Nebraska Convention of Southern Baptists, and the Southern Baptist Convention.

VIII. Church Covenant

Having been led by the Spirit of God to repent of our sins and believe in the Lord Jesus Christ, and on the profession of our faith, having been baptized in the name of the Father, the Son, and the Holy Spirit; we do now solemnly and joyfully make this covenant with one another.

With the help of the Holy Spirit:

We will submit to the authority of the Bible as the final word on all matters of life and doctrine (2 *Tim.* 3:14-17).

We will seek to grow in godliness through regular Bible intake and prayer (1 *Tim.* 4:7; *Josh.* 1:8; *Ps.* 1:2; *Ps.* 119:1-176; *Matt.* 4:4; *John* 17:17; *Col.* 3:16; 1 *Thess.* 5:17; *Eph.* 6:18; *Col.* 4:2).

We will regularly gather together to worship God and build one another up in Christ (*Heb.* 10:24-25).

We will walk together in brotherly love and maintain the unity of the Spirit. We will work together for the building up of this church in knowledge, love, and holiness. We will use our spiritual gifts for the common good of the church (*John* 13:34-35; *Rom.* 14:19; *Eph.* 4:2-3; 1 *Cor.* 1:10; 1 *Cor.* 14:12, 26; *Heb.* 12:14; 1 *Pet.* 1:14-16; 1 *Cor.* 12:4-7).

We will work together to promote a faithful gospel ministry in this church, as we sustain its worship, ordinances, doctrine, and discipline. We will contribute cheerfully, generously, and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel to all nations (*Mal.* 3:8-12; *Phil.* 1:27; 1 *Cor.* 16:1-2; 2 *Cor.* 8:1-7; 2 *Cor.* 9:6-7).

We will exercise an affectionate care and watchfulness over one another. We will rejoice with those who rejoice and weep with those who weep, helping to bear each other's burdens and sorrows. We will confess our sins to one another, pray for one another, and provide help to those who are in need. We will speak the truth in love as we faithfully warn, rebuke, admonish, and forgive one another with all gentleness and humility. We will be slow to take offense and quick to pursue reconciliation (*Rom.* 12:10-15; *Gal.* 6:2; *James* 5:16; *Eph.* 4:15; 2 *Tim.* 2:15; 1 *Cor.* 5:1-2; *Heb.* 3:12-14; *Prov.* 19:11; *Col.* 3:13; 1 *Pet.* 4:8).

We will use our words to build up and bless each other rather than engaging in gossip or speaking ill of others (*Rom.* 14:19; 1 *Thess.* 5:11; *Eph.* 4:29-32).

We will respect the spiritual leadership of the pastors/elders/overseers as those who will give an account for our souls (1 *Tim.* 3:1-7; 1 *Tim.* 5:17-19; *Heb.* 13:17; 1 *Pet.* 5:5).

We will seek to live carefully in this world, denying ungodliness and worldly

passions. We will strive to live self-controlled, upright, and godly lives in this present age, as we wait for our blessed hope, the appearing of the glory of our great God and Savior Jesus Christ (*Titus 2:11-13; 1 Pet. 1:14-16*).

We will bring up those under our care in the discipline and instruction of the Lord (*Deut. 6:4-7; Eph. 6:4*).

We will seek to proclaim the gospel and make disciples in our homes, communities, and to the ends of the earth in whatever way the Lord enables us (*Matt. 28:18-20; Acts 1:8; 2 Cor. 5:16-21*).

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all. Amen (*2 Cor. 13:14*).

The Bylaws

I. Introduction

These bylaws, adopted by the membership of Olivet Southern Baptist Church (Olivet), are policies governing how church business affairs will be conducted and administered.

Olivet Southern Baptist Church seeks to be a New Testament church committed to the teachings of the Bible. No other authority or tradition is given to guide the means, faith, or structure of the church of the Lord Jesus Christ. The administrative and pastoral structure for a New Testament church is to utilize a plurality of leadership. Olivet will follow this Scriptural example.

To achieve this model, Olivet requires qualified leaders to serve as elders who must meet specific moral and spiritual qualifications before they serve as outlined in: 1 Timothy 3:1-7; Titus 1:6-16; 1 Peter 5:1-3. They must be publicly installed into office (1 Timothy 5:22, Acts 14:23). They must be motivated and empowered by the Holy Spirit to do their work (Acts 20:28).¹

The elders will oversee adherence to Olivet's Constitution, Bylaws, and Ministry Team Operation Manuals. Any member of Olivet may request a revision of the Constitution, Bylaws, or Ministry Team Manuals by submitting the request in writing to the elders. The elders will review the request and discuss the request with the individual. After a review and discussion with the elders, the individual may then request the proposed revision be submitted to Olivet's membership for a vote. The elders shall submit the proposed revision to Olivet's membership for consideration during the next business meeting of Olivet. A 2/3 or more vote will be required for the proposed revision to pass.

¹Paragraphs 2 & 3 of the introduction adapted from Article IV, Section 1 of Deltona Lakes Baptist Church Constitution and Bylaws. <<http://deltonalakes.org/bylaws.pdf>>

II. Church Membership

Olivet Southern Baptist Church is a self-governing New Testament church under the lordship of Jesus Christ affiliated with the Southern Baptist Convention with exclusive rights to determine the criteria for membership and exclusion.

Section 1. Candidacy for Membership

Those who profess faith in the Lord Jesus Christ and desire membership with Olivet Baptist Church may present themselves as a candidate for membership at any church service. To become a member of Olivet, each prospective member must agree with and accept the statement of faith; the church covenant; complete the membership class; and have been baptized by immersion. We receive members in one of the following ways:

- Profession of faith and as a candidate for baptism.
- Promise of letter or recommendation from another Baptist church of like faith.
- Statement of prior conversion experience and baptism by immersion in a Baptist church of like faith when no letter is obtainable.
- Statement of prior conversion and baptism by immersion in a church having the same doctrine concerning salvation and baptism as Olivet.

Having met the criteria listed above, membership becomes effective immediately following affirmation by Olivet's membership. Individuals who profess faith in Jesus Christ and desire baptism may be baptized without becoming a member of Olivet.

Children under the age of 16 years must have the permission of their parents before being presented as a candidate for baptism. The lead pastor, an elder, or a pastoral staff member, will meet with the child and parent to obtain parental permission.

Section 2. Rights and Responsibilities of Membership

Every member of Olivet, 16 years of age or older, is entitled to vote on the issues submitted to Olivet for consideration by the elders. To ensure an effective and efficient process, two categories of votes will be used:

- 1) Church-wide secret ballot vote of the Olivet membership during a regular business meeting (see page 28, section 4 for definition). Those members in attendance or absent are eligible to vote (see Addendum A for absentee ballot procedure).
 - a. Capital projects
 - b. Acquiring and disposing of property

- c. Calling of lead pastor and full-time pastoral staff
 - d. Election of elders and deacons
 - e. Amendments to Constitution, Bylaws, and Ministry Team Operation Manuals
- 2) Congregational vote of the Olivet membership in attendance during a special business meeting (see page 28, section 5 for definition). These votes may be a voice, show-of-hands, or ballot vote.
- a. Annual church budget
 - b. Election of deacons
 - c. Issues of church discipline
 - d. Other matters brought to Olivet by the elders

Section 3. The Role of Membership Voting

Membership voting is important for the following reasons:

1. Voting binds Olivet to decisions made by the church body as a whole as outlined above in Section 2.
2. Voting provides accountability for the elders' leadership.
3. Voting engages Olivet membership in responding to the elders' leadership.
4. Voting tangibly demonstrates the importance of every member taking an active part in the life and ministry of Olivet.
5. Voting assists the elders in determining communication and implementation of vision.
6. Voting serves as an indicator of unity within the congregation.
7. Voting protects Olivet in the event that leadership deviates from the parameters of Scripture.

Section 4. Termination of Membership

Membership with Olivet may be terminated in any of the following ways:

- Death of the member
- Transfer to another Baptist church
- By request or upon proof of membership in a church of another denomination
- Exclusion by action of Olivet, following recommendation of the elders
- Individual's stated desire to be removed from membership
- Olivet may choose to periodically remove inactive members from the membership roll after three (3) unsuccessful attempts to contact the inactive member at the last known address

Section 5. Discipline and Restoration of Members

It is the practice of Olivet to emphasize that every reasonable measure will be taken to assist any member. The attitude of members toward one another is guided by a desire for redemption, not punishment.

Should a member become involved in sinful behavior that presents a liability to the general welfare and witness of Olivet, the elders will take every reasonable measure to provide immediate guidance and counsel. The biblical principles of Matthew 18:15-17 (cf. 1 Corinthians 5:1) will be followed in these efforts. These actions should proceed in a timely manner to seek repentance, reformation, and restoration as soon as possible before further harm is done to the member and to Olivet:

- Any church member witnessing sinful behavior of another member has the obligation to first go to the individual privately.
- If the member who has been approached privately refuses to accept counsel and shows no desire for repentance and reformation, two or three additional members will accompany the first member to provide another opportunity for repentance and reformation.
- If the offending member still refuses to repent and reform, the behavior shall be brought to the attention of the Elders. The Elders shall request a private meeting with the members witnessing the sinful behavior and the offending member.
- Should the offending member still refuse to repent or reform, and the elders agree the behavior is harmful to both the member and the mission and purpose of Olivet, the elders will recommend church discipline before Olivet's membership in a called meeting.
- The offending member will be afforded due process, including reasonable notice of the called meeting, opportunity to attend, and the right to speak on their own behalf.
- Refusal to attend the meeting and defend oneself is to be considered as an admission of guilt.
- An affirmative vote of two-thirds (2/3) or more of the members present and voting will be required to exclude the member from Olivet.
- All of these proceedings will be conducted in a spirit of Christian kindness and desire for repentance, reformation, and reconciliation.

Restoration of an excluded member will require:

- Request for reinstatement of membership
- Evidence of repentance and reformation by a public statement
- Recommendation for reinstatement by the elders
- Affirmation by Olivet's membership

III. Elders

Section 1. Preface

The spiritual leaders of Olivet are the elders. Elders are men as defined by Scripture. The lead pastor will be an elder of Olivet. Elders shall meet monthly and hold additional meetings, as they deem necessary. These meetings will be chaired by the lead pastor, or in the absence of the lead pastor, the elders will appoint an elder to chair the meeting. All elders must be members of Olivet.

Section 2. Introduction

The New Testament clearly teaches that the church is to be led by a plurality of godly leaders called elders: accountable to both God and the local church (Titus 1:5; 1 Timothy 3:1; Acts 11:30; 20:17). Elders are qualified to lead based on their godly life in accordance with the character qualifications and competencies outlined in 1 Timothy 3:1-7 and Titus 1:5-9. An example of this is that each elder will model accountability to Olivet through faithful giving, attendance, and personal ministry.

Their assignment clearly falls into four categories as Paul outlined in Acts 20:17ff in his farewell address to the Ephesian elders. First, these men are given both the responsibility and authority to skillfully and lovingly lead the flock. Next, they are to feed the flock, offering accurate and insightful teaching of the Scripture. Third, they are to care for the flock. This care is shown in the love, concern, prayer, ministry, and adept management of church resources. Finally, they are to protect the flock from harmful persons, influences, and teachings.

It is important to note that within the New Testament model of church polity, authority for leadership is not granted to just one individual, nor is it given as democratic rule by the congregation. Instead Scripture states that authority for leadership is conducted by a plurality of elders who are recognized by the local church and accountable to God. The Scripture further teaches that when the elders are supported by the local church, both the church body as a whole and individual Christians will flourish (Hebrews 13:17, 1 Thessalonians 5:12-13, 1 Peter 5:1-3, Acts 20:28). The elders, some of whom fill church vocational roles and others with non-church vocational roles, are one with the people, always seeking God's best for the members of the church (Acts 14:23, Titus 1:5, 2 Corinthians 8:19).

At Olivet we recognize the elders as an official Scriptural office (1 Timothy 3:1; Titus 1:5) through ordination. Each elder, after extensive examination and affirmation by Olivet's members, will automatically qualify for ordination. This ordination will qualify the elder to perform the same duties as pastors (e.g. counseling, baptism, preaching, teaching, officiating at funerals or memorial services, and performing marriages). Note: to perform marriages the elder must also have his credentials registered with the state of Kansas.

Section 3. The Elders

A. Equality of Leadership

- There shall be no established hierarchy among the elders.

B. Requirements of the Elders

1. The elders will meet monthly to prayerfully give spiritual oversight and leadership to Olivet.
2. The elders may consist of full-time, paid pastoral staff and non-staff members.
3. The majority of elders will be non-staff members.
4. All elders must meet qualifications as outlined in 1 Timothy 3:2-7; Titus 1:6-9; 1 Peter 5:1-3.
5. Olivet will not put a limit on the number of elders necessary to meet the needs of the body. However, as the need grows, we will seek to maintain a minimum ratio of 1 elder/100 members.
6. Olivet must have a minimum of five elders including the lead pastor to function under elder leadership with the exception of an approved request by an elder for a temporary leave of absence (see III. Section 3. E. 3.).
7. In the event that the number drops below the minimum of five elders: the chairman of the deacons or another deacon (approved by the elders and Olivet) may occupy a temporary role for no longer than six months.
 - a. The term may be extended by recommendation of the elders and with the approval of Olivet for up to an additional three months.
 - b. In the event that an additional or subsequent temporary replacement is needed, the empty elder position may be filled by a member of the pastoral staff as determined by the elders and Olivet unless this results in no longer meeting the requirement stated in III. Section 3. B. 3.
8. If it is not possible to achieve the minimum number of five elders after these actions, Olivet's membership will assume full responsibility in all matters explicitly outlined as falling under the purview of elder responsibilities until that minimum number can be met.

C. Responsibilities of Elders

In keeping with the mission of Olivet, the elders will lead the way as disciple makers through: proclamation, shepherding, and administration. They will exercise spiritual leadership in the following areas:

- Maintaining biblical integrity, doctrinal distinctiveness, and teaching at Olivet

- Insuring the integrity of a redeemed church membership
- Casting vision for Olivet and its ministries
- Shepherding and caring for the spiritual needs of Olivet
- Providing direct oversight of the deacons, pastoral staff, and ministry teams
 - The Elders will maintain a Personnel and Operations Manual outlining the job descriptions and functions for all pastoral staff and ministry teams. These will be kept on file with Olivet's secretary.
- Providing oversight of all administrative and organizational processes
- Providing staff and ministry leader evaluation
- Maintaining integrity and providing leadership in all financial and capital matters
 - Working in cooperation with the finance team, the elders will present the annual ministry budget to Olivet for final affirmation.
 - The elders will oversee and present to Olivet any capital projects.
- Insuring compliance with the Constitution, Bylaws, and Operations Manuals
- Serve as nominating committee and/or delegate this function
- Serving as the legal officers of Olivet

D. Process of Selection and Installation

The following process will be used to select and install new elders:

- At the request of the elders, candidates shall be nominated by Olivet's membership.
- Each nominee and his spouse (if applicable) will be interviewed by the elders to outline the requirements and expectations of being an elder.
- If the nominee and his spouse prayerfully agree to proceed, the nominee will undergo a subsequent extensive interview process by the elders including a review of the biblical qualifications and competencies as outlined in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-3.
- Qualified candidates will be presented to the membership for examination.
- Examination by all church membership will take place for a period of three to six months as determined by the elders.
- Affirmation of the candidate requires no less than 80% approval by those voting.
- The subsequent ordination process completes appointment and installation of the candidate as an elder.

Should the elders need to fill an elder position when a sabbatical or temporary leave of absence has been granted or resignation, the elders will prayerfully present men to Olivet for affirmation during a special business meeting.

E. Terms of Service and Accountability for Elders

1. Length of Service

With the exception of the lead pastor (who will serve as an elder as long as he holds this position), an elder is elected to a term of three years. The term begins the day his ordination is complete.

- He may be affirmed by Olivet to serve an additional three-year term, during a special business meeting.
- At the conclusion of a second consecutive three-year term an elder must leave the role of active elder for at least one year.
- He may serve additional terms but must be nominated to the office.

2. Sabbatical

Any non-vocational elder is entitled to a sabbatical for any of the following reasons:

- At the elder's request for personal reasons
- At the recommendation of the elders

The length of time will be determined by the elders and presented to Olivet in an official gathering.

3. Temporary Leave of Absence

A temporary leave of absence is defined as a period of time not to exceed three months (90 days consecutive days). In the event an elder takes a temporary leave of absence, the Olivet membership shall be notified. A temporary leave of absence may be taken for the following reasons:

- As needed by personal request and with approval from elders
- As needed by recommendation by elders
- Length of time to be determined and agreed upon by elders

4. Resignation

With the exception of the lead pastor, the resignation of an elder may be considered immediate. In cases where church discipline has been utilized to instruct the elder to resign, the elder must relinquish his ordination credentials back to Olivet. An elder may resign in one of the following ways:

- Personal reasons
- Under direction of the elders
- Church discipline process (see III. Section 3. E. 6.)

5. Accountability

An evaluation shall take place annually for each elder, given by at least two other elders and the chair and/or vice chairman of the deacons. The review shall consist of the following:

- Review of biblical qualifications
- Review of performance
- Review of personal discipleship and relationships

6. The Discipline and Removal of an Elder

In the event that un-confessed and unrepentant sin is present in the life of an elder, and the life and ministry of Olivet is affected by the actions of the elder, the following process must be taken:

- Follow the process as outlined in Matthew 18:15-17 and 1 Timothy 5:19-22:
 - Personal confrontation over sin. Note: Two to three witnesses are required to bring a charge against an elder.
 - A public rebuke of the elder before Olivet's membership.
 - Removal (if necessary) can be done in one of two ways: initiated by the elders or initiated by members of Olivet. The following steps outline the process:
- Removal process
 - By elders
 1. The concern must first be taken to the elder. If no repentance and reformation is made, proceed to the next step.
 2. Then the concern is taken before the elders. The charge must be made by two or three witnesses according to 1 Timothy 5:19.
 3. If elders determine guilt, and after the process of confrontation has been exhausted, the elders may proceed to remove an unrepentant and rebellious elder.
 4. Elders must present recommendation to remove the elder in question to Olivet's members.
 5. After the recommendation is taken to the Olivet's members, a 2/3 or more vote is required to remove an elder from his office.
 - By congregation
 1. The concern must first be taken to the elder. If no repentance and reformation is made, proceed to the next step.
 2. Then the concern is taken before the elders. The charge must be made by two or three witnesses according to 1

Timothy 5:19.

3. If still unresolved, the church members may present the concern to the deacons to determine if further action needs to be taken by Olivet's membership.
4. If the deacons determine by vote of 80% or more that the elder is innocent of the accusations, then no further action is necessary. At this point, the matter will be concluded and no charge will be held against the elder.
5. If the deacons determine by a vote of 80% or more that further action is necessary, then the issue is taken before arbitration.
6. Third party arbitration will be used. The arbiter will be selected from local or state convention leadership. "Convention leadership" is defined as "a senior staff member who has been trained and qualified in conflict resolution through the Kansas/Nebraska Convention of Southern Baptists."
 - i. Note: The role of the arbiter is to mediate between the elders and the deacons.
 - o If the elder agrees to the charges brought before the deacons and with their decision to proceed forward with church discipline, and steps down from his position, then no further action is necessary. If the elder removes himself from the office for this reason, he must undergo the same examination process to be reinstated as an elder as stated in III. Section 3. D. Process of Selection and Installation.
7. Church trial:
 - i. In the event that the elder in question, the elders, the deacons, and the arbiter cannot resolve the matter, the issue will be taken to Olivet's membership to proceed with a church trial.
 - ii. The deacons and the arbiter will call for a church trial; it must follow the guidelines for a called special business meeting as outlined in IX. Section 4 Special Business Meetings.
 - o Note: The arbiter shall not be considered a witness at the trial; the arbiter need not be present at the trial.
 - iii. A different arbiter will be appointed by the chairman of the deacons to preside at the church trial to ensure a fair hearing.
 - iv. Witnesses shall be brought forward and the case will be made for or against the elder in question.

- v. The elder will be afforded the opportunity to speak on his own behalf. Note: If the elder fails to attend the church trial, it will be understood to be an admission of guilt.
 - vi. Then Olivet will move to vote regarding the guilt or innocence of the elder.
 - vii. A vote of 2/3 or more in the affirmative is required to remove an elder from his role.
 - viii. If the elder in question is removed by congregational vote, he must relinquish his ordination credentials to Olivet.
8. Note: The elder has the opportunity and right for public repentance and resignation at any point during the process up until Olivet votes to remove him.

7. Restoration and Reinstatement

Restoration to church membership shall require the following action:

- Public repentance must be made to regain fellowship in the body as well as a vote of affirmation and reinstatement by Olivet's members.
- If, in the future, the individual seeks to be reinstated as an elder he must undergo the following:
 - Reinstatement shall be under the discretion of the elders.
 - He will also be required to follow the same process as stated in III Section 3. D. Process of Selection and Installation.

Section 4. Lead Pastor

A. Overview

The lead pastor, along with the elders, is responsible for oversight and leading Olivet to function as a New Testament church. The lead pastor, along with the elders, will lead the congregation, pastoral staff, and support staff to accomplish the vision and the mission of Olivet. He will preside at meetings of Olivet, chair elder meetings, and will serve as moderator in all business meetings following Robert's Rules of Order.

B. Calling the Lead Pastor

The lead pastor will be presented to Olivet as an approved candidate by the elders, and thereafter called and affirmed by Olivet whenever a vacancy occurs. The election will take place at a meeting called for that purpose following the Sunday morning worship service. At least two weeks public notice must be given to Olivet's membership prior to this meeting. The process replacing the lead

pastor shall be as follows:

1. A lead pastor search team will be selected by the elders.
2. Any church member has the privilege of making recommendations to the search team.
3. The search team will be appointed by the elders, chaired by an elder, make reports to the elders, and Olivet's membership as necessary.
4. The search team will recommend a candidate to the elders, who at their discretion, may present him to Olivet.
5. The elders will bring only one name at a time for consideration by Olivet's members.
6. Election will be by secret ballot.
7. An affirmative vote of 80% or more of those voting will be necessary to call the recommended candidate.

C. Lead Pastor Sabbatical

The lead pastor will be eligible for a paid sabbatical every five years of service. The requirements for the sabbatical shall be as follows:

- The sabbatical length will equal one month for every five years but will not exceed five months.
 - For example, after the first five years of service, the lead pastor is eligible for a one-month sabbatical.
 - After ten years of service, he is eligible for an additional two months of sabbatical.
- Sabbatical leave must be taken during the year that it is earned and at one time unless specifically approved by the elders.
- The sabbatical is for the purpose of continuing education, writing, spiritual renewal, ministerial experience, or missions, and as such should be thoughtfully and prayerfully planned.
- The plan must be presented for approval to the elders before it is taken.
- The timing of the sabbatical must also be approved by the elders.
- The lead pastor will be required to give a report to Olivet upon return.

D. Resignation or Termination of the Lead Pastor

Once elected, the lead pastor will serve until the relationship is terminated by his request or by one of the following:

- Initiated by the elders: A 2/3 or more vote of the elders followed by 2/3 vote or more from Olivet's members.
- Initiated by church: Follow the discipline and removal procedure as stated above under the elder in Section 3-6.

The lead pastor may relinquish his office by giving at least 30 days notice to elders at the time of resignation. The elders can suspend the minimum number of days until resignation if needed. Elders may then accept the resignation of the lead pastor.

IV. Pastoral Staff

Section 1. Definition and Overview

Olivet defines pastoral staff as men called to serve Olivet vocationally as ordained ministers of the gospel. Such staff positions may include the following: Associate Pastor, Discipleship and Outreach Pastor, Youth Pastor, Worship Pastor, or any pastoral position as called, and appointed, by the elders and Olivet's members. All pastoral staff are directly accountable to the elders.

Section 2. Calling Pastoral Staff

- All pastoral staff positions will be filled by appointment of a search team, selected by the elders and affirmed by Olivet.
- Any church member has the privilege of making recommendations to the search team.
- Potential candidates will be presented to the elders by the search team.
- The elders will bring only one name at a time for consideration by Olivet.
- Election will be by secret ballot.
- An affirmative vote of two-thirds (2/3) or more of those members present and voting will be necessary to call the recommended candidate.

Section 3. Pastoral Staff Job Descriptions

The elders will maintain a Personnel Manual outlining the job descriptions for all pastoral staff. These will be kept on file with Olivet's secretary.

Section 4. Pastoral Staff Sabbatical

Pastor staff will be eligible for a paid sabbatical every five years of service. The requirements for the sabbatical shall be as follows:

- The Sabbatical length will equal one month for every five years but will not exceed three months.
 - For example, after the first five years of service, the pastoral staff member is eligible for a one-month sabbatical.
 - After ten years of service, he is eligible for an additional two months of sabbatical.
- Sabbatical leave must be taken during the year that it is earned and at one time unless specifically approved by the elders.
- The sabbatical is for the purpose of continuing education, writing, spiritual renewal, ministerial experience, or missions, and as such should be thoughtfully and prayerfully planned.
- The plan must be presented for approval to the elders before it is taken.

- The timing of the sabbatical must also be approved by the elders.
- All pastoral staff members will be required to give a report to Olivet upon return.

Section 5. Resignation or Termination of Pastoral Staff

Once called, pastoral staff will serve until the relationship is terminated in one of the following ways:

- By request of the staff member
 - A pastoral staff member may relinquish his ministry appointment by giving at least 30 days notice to the elders at the time of resignation.
 - The elders may suspend the minimum number of days and accept his resignation immediately.
- Termination by the elders, which becomes immediate.
- As a result of a request by Olivet's members to the elders in accordance with the Personnel Manual.

V. Legal Officers of Olivet

Olivet shall appoint officers as required to conduct legal business under state and federal guidelines or as defined by the articles of incorporation. These responsibilities include the following:

- Elders will be empowered in all legal matters of Olivet as trustees; make business contracts for Olivet; and perform other duties as approved by Olivet.
- This empowerment includes the receipt, purchase, holding, investment, trading, disposal, and mortgage of any and all real and other properties as needed by Olivet.
- This empowerment is vested in the elders on a case-by-case basis.
- In order to facilitate effective and efficient operations of Olivet, the elders shall establish an Operations Manual that includes limited transactions. This Operations Manual will of file in the church secretary's office.
- No individual elder can contractually bind Olivet whether verbally or in writing without the consent of the elders collectively and Olivet when such actions require vote of the membership.

VI. Operational Roles

Section 1. Clerk

The clerk will be appointed by the elders. The clerk will serve on a year-to-year basis. The term of office will coincide with Olivet's calendar year. The clerk will be responsible for keeping a suitable record, including minutes of Olivet's business meetings and of all official actions of Olivet. The clerk will be responsible for keeping a record of baptisms and a register of names of members with dates of membership, dismissal, death, or erasure. The clerk will issue letters of dismissal, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary as indicated in these bylaws. The clerk will be responsible for preparing and submitting the annual letter of Olivet to the Heart of Kansas Southern Baptist Association. All church records are Olivet's property and will be kept on file at Olivet.

Section 2. Treasurer/Co-Treasurer

The duties of the treasurer will include overseeing the preparation of financial statements; initiating the annual review of financial records; supervising investments, accounts payable, payroll, general ledger and other accounting procedures, tax returns, and contribution statements according to the Internal Revenue Service guidelines; working with the designated staff member and supervising Olivet's financial secretary. The treasurer will have signature authority on all accounts. The treasurer and co-treasurer will be bonded; Olivet paying for the bond.

Olivet's treasurer and co-treasurer will be appointed by the elders. They will serve a three-year term (two years as Treasurer and one year as Co-Treasurer). The co-treasurer will assist the treasurer in the performance of responsibilities. The co-treasurer will succeed the treasurer at end of the treasurer's second year. Upon completion of two years of service, the treasurer will rotate out of the position. Should the treasurer become unable to complete the term of office, the co-treasurer will immediately become treasurer, which could result in serving longer than two years as treasurer.

The treasurer and co-treasurer will work with the finance team to maintain a Financial Operations Manual that defines the policies and procedures for all financial activities of Olivet. The Financial Operations Manual will include, but is not limited to, the following areas; handling of tithes and offerings; record keeping; auditing of transactions and procedures; disbursements, and signature levels of authority for disbursement by dollar amounts; financial reporting to Olivet; budget preparation and controls. The Financial Operations Manual will be reviewed and revised as necessary every two years and co-signed by the treasurer and the chairperson of the finance team.

VII. Ministry Teams

Section 1. Introduction and Overview

Ministry teams fulfill specific administrative and ministry responsibilities. Ministry team members will be members of Olivet, unless otherwise exempted by the elders. Under the leadership and approval of the elders, each ministry team at Olivet will have the responsibility and authority to oversee its own area of administration or ministry. Ministry team members will be appointed by the elders and serve on a year-to-year basis unless otherwise stated. All ministry teams will be staffed by the end of December. Each ministry team will include a minimum of five members and may include one or more pastoral staff as an ex-officio member(s). Team members and the designated staff member assigned to that team (if applicable) will work together to accomplish the vision and ministry of Olivet. Each ministry team will report their activities to the elders and, when necessary, to Olivet in business meetings. On issues requiring a vote of Olivet's membership, recommendations will come from that team in each team's area of responsibility. Any action taken by a team must be approved by a majority vote of team members and by the elders. The elders reserve the right and authority to create or eliminate any ministry team as they may deem necessary with the exception of the **deacons**. The elders must present their rationale to Olivet.

Each ministry team of Olivet will maintain a written policy and procedural manual that will be reviewed at the discretion of the elders. Each team will keep written minutes of all meetings and will include written documentation of any action taken by the team outside of team meetings. All ministry team meeting minutes must be submitted to the elders in a reasonable time frame after the meeting. The procedural manuals and minutes of meetings will be available to members of Olivet as requested except for personnel issues where confidentiality must be maintained.

Section 2. Deacons

A. Overview

As a biblically recognized office and servants of Olivet, deacons will model servant hood, wisdom, responsibility, and Christ-like character (Acts 6:3; 1 Timothy 3:8-13).

The deacons, as servants of Olivet, will be directly accountable to the elders. Deacons will be vigilant in:

- Serving and ministering to the widows and orphans of Olivet.
- Supporting Olivet's elders and pastoral staff in ministering to hospitalized members, focusing on the needs of the families as well as

those of the patient.

- Assisting with weekly follow-up and contact of visitors to provide prospective members with a larger sense of Olivet's community.
- Praying for Olivet.
- Praying for the sick.
- Responding to opportunities for personal or corporate service to the members of Olivet.
- Modeling accountability to Olivet through faithful giving, attendance, and service in ministry.

The deacons will meet on a regular basis for prayer, discerning the needs of the body and communicating with the elders and pastoral staff to ensure unity within the fellowship.

B. Deacon Selection Process

1. With guidance from the Holy Spirit and considering Scriptural qualifications (1 Timothy 3:8-13; Acts 6:1-7), members of Olivet may nominate deacon candidates from adult males who have been members of Olivet for at least one year.
2. The elders, pastoral staff, and deacon leaders will prepare a list of and examine nominees from that group of candidates.
3. The nominee and his wife will be interviewed by the lead pastor, an elder, the chairman and vice-chairman of deacons.
4. At least one elder and one deacon will be present at each interview.
5. Those who are qualified and agree to serve will be presented to Olivet for affirmation.
6. A 2/3 or more vote will be required to affirm a member as deacon.
7. Once affirmed, deacons will serve without interruption.

Deacons will be elected as need is determined by the elders. Deacons will be free to request a sabbatical as necessary for times of rejuvenation or call to other areas of service, and will be placed on inactive status until their desire to return.

C. The Appointment and Responsibilities of the Chairman and Vice-Chairman of Deacons

Under the explicit approval of the elders, the deacons will select from their own number men to serve as chairman and vice-chairman of deacons through a simple majority vote. Their appointment will be on a year-to-year basis and be determined by early December for the subsequent year. The current chairman of deacons will present the new chairman and vice-chairman of deacons before Olivet in the month of December at a formal congregational gathering.

The chairman of the deacons will preside over all deacons meetings, and in his

absence, the vice-chair of deacons will fulfill the role. In the event the deacons are activated to assist in the discipline and the removal of an elder (see III. Section 3. E. 6.) the chairman or the vice-chairman of the deacons will contact the KNCSB requesting a senior staff member trained in conflict resolution to serve as an arbiter.

D. Discipline of Deacons

It is the requirement of Olivet that all deacons meet the Scriptural requirements to serve as a deacon. The requirements to continue to serve are never less than the requirements to be elected. The process for discipline of a deacon shall be the following:

1. Should a deacon's qualification be questioned, he will be counseled by the lead pastor, an elder, and the chairman or vice-chairman of the deacons.
2. Should he be found to not meet all the requirements, he will be asked to voluntarily remove himself from the deacon body.
3. Should he not elect this option, he will be asked to show cause to the deacon body why he should not be removed.
4. The deacon will be afforded due process which will include reasonable notice of the called deacon meeting and reasonable opportunity to attend and speak on his own behalf.
5. Failure of the deacon in question to attend and present information on his behalf will be an indication of his desire to voluntarily resign the office of deacon.
6. A two-thirds (2/3) vote of deacons body will be required to remove a deacon from the deacon body.
7. Once the deacon body has voted to remove a deacon, they will present their decision to the elders for final affirmation and approval.

Section 3. Nominating Team

The elders will preside as the Nominating Team and/or select members of the Nominating Team. The Nominating Team coordinates the staffing of all volunteer church ministry positions except for elders and deacons. All nominees for ministry team positions must be members of Olivet.

The responsibilities of the Nominating Team include:

- Identify prospective members for service.
- Contact prospective nominees and determine willingness to serve.
- Recommend team chairs to the elders and subsequently to Olivet for approval. Each team chair will serve on a year-to-year basis. There is no limit to the number of appointments an individual may receive.

- The Nominating Team will present the vetted team members and chairs to Olivet for final affirmation-
- Select substitutions and additions to elected positions as necessary during Olivet's year.

Section 4. Finance Team

The Finance Team assists Olivet's elders in all financial matters. The Finance Team exists as an advisory group to the elders in order to provide specialized expertise in matters of budgeting, taxes, payroll, insurance, capital projects, fundraising, and other related financial matters. The financial secretary will serve as an ex-officio member.

The responsibilities of the Finance Team include:

- Review budget recommendations from each ministry.
- Develop and submit the annual budget to the elders.
- Consider and recommend to the elders any amendments to the budget.
- Participate in any review of the financial records initiated by the treasurer.
- Assist the elders, treasurer, and co-treasurer in maintaining a Financial Operations Manual.

Section 5. Acts 1:8 Team

Missions are the heart of God's plan for His church (Acts 1:8). To facilitate obedience to God's mandate to take the gospel to the world, Olivet will emphasize, teach, promote, pray, give, plant churches, and participate in mission endeavors at home and around the world.

Each member will be encouraged to utilize their life resources to fulfill God's Great Commission—personally and in cooperation with others. Olivet's mission goal is to be an equipping and sending body so that the world may know Jesus Christ as Lord and Savior.

Under the leadership of and in cooperation with the elders, the Acts 1:8 Team will coordinate the evangelism and mission activities of Olivet by:

- Planning and coordinating outreach activities to our community.
- Developing follow-up plans for new believers.
- Helping Olivet maintain evangelism as a priority in all ministries.
- Planning and coordinating mission projects locally, nationally, and internationally.
- Leading Olivet to minister to the needs of our own members who serve as missionaries across the nation and around the world.
- Promoting increased giving to mission activities.

Section 6. Discipleship Ministry

The teaching of God's Word to God's people is a primary ministry of the church. Olivet will demonstrate this commitment by the appointment of biblically adept teachers by the elders. Consequently, all Bible teachers at Olivet will be directly accountable to the elders. The Discipleship Ministry of Olivet includes but is not limited to the following:

- Classes
- Small Groups
- Preschool
- Children
- Students
- College/Career

All teachers will serve uninterrupted in their appointment at the discretion of the elders. If a teacher or group leader teaches something inconsistent with the intent of Scripture or the statement of faith, the elders have the responsibility and authority to correct and, if necessary, remove the individual from their appointed position.

Section 7. Special Teams

Short-term teams may be established for special projects or purposes as deemed necessary by the elders. Since ministry needs are ever changing, the types of ministry teams needed within Olivet will also change to meet those needs.

VIII. Church Ordinances

Section 1. Baptism

Baptism is the public acknowledgement of commitment of one's life to Jesus Christ and public profession of Jesus Christ as Lord and Savior.

- Scriptural baptism is total immersion in water of a believer after receiving Christ as Lord and Savior symbolizing the believer's faith in a crucified, buried, and risen Savior.
- According to the Lord Jesus' instruction, baptism shall be administered in the name of the Father, the Son, and the Holy Spirit (Matthew 28:19).
- Elders and pastoral staff may perform and/or authorize others to administer baptism.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of worship in which the members of the body of Christ, through partaking of the bread and the cup, commemorate the substitutionary death of Jesus Christ and His second coming.

- The Lord's Supper will be observed on a regular basis, as determined by Olivet's elders and pastoral staff and will be done in a manner that brings honor to our Lord.
- The elders, pastoral staff, and deacons will lead and administer the Lord's Supper, with the deacons being responsible for the physical preparation of the elements.
- Guests of like faith and order may participate in the Lord's Supper.

IX. Church Meetings

Section 1. Worship Services

Olivet will meet each Sunday morning for the worship of Almighty God. Other worship services will be conducted under the leadership of the elders and pastoral staff and may include prayer, praise, preaching, instruction, and evangelism.

Section 2. Special Services

Congregational gatherings and other church meetings essential to the advancement of Olivet's objectives and the worship of Almighty God will be placed on Olivet's calendar by the elders and pastoral staff as prompted by the leading of the Holy Spirit.

Section 3. Annual All-Church Meeting

The elders will call and conduct an Annual All-Church Meeting to communicate the vision, direction, goals, and actions of the elders, pastoral staff, and ministry teams of Olivet and present their proposed plan of ministry for the year ahead to the elders and at the annual meeting.

Section 4. Regular Business Meetings

Olivet will hold regular business meetings as deemed appropriate by the elders. Notice of business meetings will be given two weeks in advance, using all available means of communication and publicity. The notice will include the subject, date, time and place of the regular business meeting. Reports, whether written or verbal, from elders, staff members, officers, and ministry teams will be presented at these meetings. A quorum for a regular business meeting consists of Olivet's members casting votes by secret ballot.

Section 5. Special Business Meetings

Olivet may conduct called business meetings to consider matters of a special nature and significance. A minimum of one week's notice must be given for a called special business meeting unless extreme urgency renders such notice impractical. The notice will include the subject, date, time and place; it must be given in a manner so that all resident members of Olivet have a reasonable opportunity to be aware of the meeting. A quorum for a special business meeting consists of Olivet's members present and casting a vote.

X. Amendments

Changes to the Constitution and Bylaws may be made at any business meeting of Olivet at the discretion of the elders. A minimum of two weeks notice of regular business meeting must be given to Olivet, and a copy of the proposed changes must be furnished to each member present. Any member of Olivet may request a revision of the Constitution and Bylaws by submitting the request in writing to the elders. The elders will review the request and discuss the request with the individual. After a review and discussion with the elders, the individual may then request the proposed revision be submitted to Olivet's membership for a vote. The elders shall submit the proposed revision to Olivet's membership for consideration during a regular business meeting of Olivet. A 2/3 or more vote will be required for the proposed revision to pass.

Original operations manuals of all teams, officers, and leaders and subsequent changes to these manuals must be approved by the elders. Copies of these manuals must be maintained on file with Olivet's secretary. Changes to operations manuals must undergo the same procedure as changes to the Constitution and Bylaws, but may be presented at a special business meeting. A copy of the proposed changes must be furnished to each member present.

Addendum (A)

Absentee Ballot Procedure

- 1) Absentee ballot will be available at the church office once the regular business notice has been published.
- 2) Eligible Olivet members will be allowed to pick up an absentee ballot prior to the regular business meeting.
 - a. To receive an absentee ballot, a member must request an absentee ballot from the church clerk prior to the regular business meeting.
 - b. Member shall sign an affirmation form stating they will not be able to attend the meeting.
 - c. The absentee votes will be held by the church clerk until the call of the vote in the regular business meeting.
 - d. All absentee votes shall be maintained in an unidentifiable envelope until counted.
- 3) Deacons may pick up ballots for their assigned widows and members.
- 4) All absentee votes must be returned to the church prior to the call for the vote at the regular business meeting.
- 5) Any absentee votes received after the close of the business meeting shall not be opened or counted.