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Constitution & Bylaws of
Grace Baptist Church of Deerfield Beach, Inc.
501 NE 48th Street, Pompano Beach, FL 33064
Phone: (954)421-0190  Fax: (954)421-0285

- Article I
  PREAMBLE

The purpose of the Constitution and Bylaws is to specify who we are, why we exist and how we operate. It is not intended to be an exhaustive Procedures Manual, but is designed to be a general overview of how Grace Baptist Church intends to carry out its scriptural mandates.

Grace Baptist Church operates as an autonomous, New Testament church, subject only to Jesus Christ, the Head of the Church (Col. 1:18). We hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that the one and only superintendent is Christ through the Holy Spirit. It is Scriptural for churches to cooperate with each other in contending for the faith and the furtherance of the gospel. Each church is the sole judge of the measure and methods of its cooperation and on all matters of membership, of policy, of government, of discipline, and of benevolence. Grace Baptist Church embraces the freedom to worship, fellowship and associate, in an inclusive manner, with other churches, fellowships, associations and individual believers who adhere to the essential and fundamental doctrines of the Christian faith. Grace Baptist Church receives the Scriptures as its final authority in all matters of faith and practice.

While these Bylaws should be adhered to under normal circumstances and on most occasions, it is not to be administered in any way as an authority above Scripture. It is simply a tool to aid the church in staying focused on our goals; it is not an end in itself.

- Article II
  NAME AND PURPOSE

The name of this corporation shall be Grace Baptist Church of Deerfield Beach, Inc.; also known as Grace Church.

The purpose of these By-Laws is to govern the Church body in an orderly manner consistent with the biblical principles upon which the Church is founded and with the laws of Florida relating to nonprofit, religious corporations. This is a religious corporation.

Grace Baptist Church (hereinafter referred to as the “Church”) is hereby organized upon the foundation of the Christian faith and principles set forth in the Holy Bible. Grace Baptist Church by this instrument declares itself an autonomous, evangelistic, missionary-minded, Bible Baptist body adopting the Articles of Faith as set forth in Article III. These Articles of Faith will define our doctrinal position as Baptists. As an autonomous church, we are self-governing; but free to worship, fellowship and associate, in an inclusive manner, with other churches, fellowships, associations and individual believers who hold fast to the essential and fundamental doctrines of the Christian faith.
This corporation is organized as a Church exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law), including, but not limited to such purposes as establishing and maintaining of religious worship; the building and/or operation of churches, schools, chapels, radio stations, television stations, rescue missions, print shops, child care centers, and camps; the evangelizing of the unsaved by the proclaiming of the Gospel of the Lord Jesus Christ; the education of believers in a manner consistent with the requirements of the Holy Scripture, both in Sunday and weekday schools of Christian education; and, the maintaining of missionary activities in the United States and any foreign country.

ARTICLE III
CONSTITUTION

The Constitution of the Church, which is subordinate to the Scriptures of the Old and New Testaments, consists of the Articles of Faith as set forth in this Article. Whenever possible, these Bylaws shall be interpreted so as to be consistent with the Constitution. Should any Bylaw be found to contradict a provision of the Constitution, the Constitution shall take authority and prevail.

ARTICLES OF FAITH
“THE BAPTIST FAITH AND MESSAGE” (2000 VERSION)

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.


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


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.


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.


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.


IV. SALVATION

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, 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 Saviour.

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.


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.


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 offices of pastor and deacon are 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.


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 Saviour, 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.

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.


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.


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.


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.

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.


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.


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;
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.


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.


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.
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.

We define marriage as 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.

The Statement of Faith shown above does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of church doctrine, practice, policy, and discipline; the Senior Pastor has the final interpretive authority on the Bible’s meaning and application for Grace Baptist Church and/or Highlands Christian Academy.

ARTICLE IV
MARRIAGE AND SEXUALITY

Grace Baptist Church believes the term “marriage” has only one meaning and that is marriage sanctioned by God, which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity should be engaged in outside of the marriage relationship between the male and female, husband and wife.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God.
Grace Baptist Church believes that a person’s sex is either male or female and is determined before birth. Participation in any program or activity that is limited to individuals of one sex is exclusively limited to individuals who are persons of that sex.

As it pertains to couples, Grace Baptist Church will only allow heterosexual couples to participate in Church activities designed for couples (i.e. – classes, counseling, seminars, Sunday School, etc.); and only heterosexual married couples may participate in any overnight activities. (i.e. – camps, retreats, etc.)

Church ministers, employees, members, and/or volunteers shall not use their title, position, or ordination in a way that contradicts or undermines the teachings of the Grace Baptist Church and the Holy Bible by, including but not limited to, officiating over or solemnizing weddings or ceremonies joining more than two people, two people of the same-sex, or any transgendered person.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that any and all persons who desire membership with or are employed by Grace Baptist Church and/or Highlands Christian Academy, and/or those who serve as volunteers, must abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of this church.

ARTICLE V
MISSION

Mission Statement: Grace Baptist Church exists to Exalt the Lord, Equip Believers and Evangelize the World.

The purpose and mission of the Church shall be to strive, by the help of God and by the power of the Holy Spirit, to carry out the Great Commission of our Lord Jesus Christ as stated in Matthew 28:18-20 and throughout the New Testament by the following specific functions:

A. WORSHIP.
   The Church will assemble to worship Almighty God.

B. EVANGELISM.
   The Church will strive to communicate the Gospel of salvation and it will be the responsibility of every member to personally proclaim the message of salvation to the lost.

C. DISCIPLESHIP.
   Church members shall be instructed and taught in matters of Bible study, including but not limited to: Christian conduct, church attendance, personal evangelism, tithes and offerings to support the
ministries of the Church, missions giving, and prayer. We will also assist members in training their children through congregational worship, children’s ministries, and our Christian Day School in accordance with Acts 5:42.

D. FELLOWSHIP.
The Church will encourage all who believe in the Lord Jesus Christ as their personal Savior and with satisfactory evidence that such is true, to be baptized by immersion. Upon such act, those persons will become members of the Church. We will also provide a fellowship for born-again Christians based upon a thoroughly biblical and historical Baptist foundation.

E. MINISTRY.
Realizing that every member is a minister and every person is important, we will strive to meet the spiritual needs of others in Jesus name (John 13:35).

ARTICLE VI
MEMBERSHIP

While some think church “membership” is simply having their name added to a church roll; at Grace Baptist Church, our desire is for each member to become an “active participant” and to have the mentality of “ownership” in this ministry. While membership implies rights, an attitude of ownership should motivate members toward responsibility. As members of the local church, we are committed to its success and must take personal responsibility for things such as making repairs, paying bills, expanding our services, marketing to those outside the church, serving guests, and ministering to our membership. In essence, it is our responsibility to do what it necessary to keep the ministry going for the sake of reaching more people with the message of the Gospel.

Section 1: QUALIFICATIONS FOR MEMBERSHIP

Any person desiring to become a member of Grace Baptist Church must attest to his/her personal faith in Jesus Christ as their Savior, have been baptized by immersion since receiving Christ, be in good faith agreement with the Church’s Articles of Faith / Constitution, and be willing to abide by the Bylaws of Grace Baptist Church.

A person may come as a candidate for membership in the following ways:

A. BY BAPTISM
Any person publicly professing faith in the Lord Jesus Christ as his/her personal Savior and declaring it his/her purpose to follow Him as His disciple, may be received into full fellowship of the Church, subject to baptism by immersion.

B. BY TRANSFER OF LETTER
Members in good standing of other churches of like faith and order may be received into full membership of the church upon receipt of a letter of recommendation from the former church.

C. BY STATEMENT
Admission into membership may be made by personal statement after giving evidence of their
Christian experience, satisfactory to the Church, that the person has publicly professed his/her faith in the Lord Jesus Christ and has previously been baptized by immersion, or now agrees to follow the example set by Jesus Christ in His baptism by immersion.

D. RESTORATION
Any person whose membership has been terminated, may be restored upon interview with the Senior Pastor, approval of the Deacons, and affirmation of the majority of the Church membership present at a regular church service.

Section 2: MEMBERSHIP PROCESS

Those desiring membership will be expected to complete a New Members’ class, be interviewed by a Pastor or Deacon, and be affirmed by the majority of church membership present at a regular church service.

Section 3: AGREEMENT AND ADHERENCE

By joining the membership of Grace Baptist Church, individuals are affirming their agreement with and adherence to the Grace Baptist Church Constitution and Bylaws, and offer evidence, by their confession and conduct that they are living in accord with their affirmations as they actively pursue a growing relationship with the Lord Jesus Christ.

Persons who are actively and unrepentantly engaged in any egregious sinful behavior or practice that contradicts or undermines the doctrines of Grace Baptist Church are not eligible for membership with the Church. Similarly, active and unrepentant engagement in any sinful practice or a practice that contradicts or undermines the doctrine of Grace Baptist Church is grounds for church discipline, up to and including removal from fellowship or revocation of membership. Grace Baptist Church considers a practice to be “sinful” when it is contrary to the teachings of the Holy Bible as interpreted by this Church.

Section 4: COVENANT OF MEMBERS

Having received Christ as my Lord and Savior and been baptized, and being in agreement with the Grace statements, strategy, and structure, I now feel led by the Holy Spirit to unite with the Grace Baptist Church family. In doing so, I commit myself to God and to the other members to do the following:

1. I will protect the unity of my church:
   a. by acting in love towards other members
   b. by refusing to gossip
   c. by following the leaders

   Romans 15:5 “Now the God of patience and consolation grant you to be likeminded one toward another according to Christ Jesus.”
   I Peter 1:22 “…See that ye love one another with a pure heart…”
   Ephesians 4:29 “Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying…”
Hebrews 13:17 “Obey them that have the rule over you, and submit yourselves; for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief; for that is unprofitable for you.”

2. I will share the responsibility of my church:
   a. by praying for its growth
   b. by inviting the unchurched to attend
   c. by warmly welcoming those who visit
   d. by sharing my faith

I Thessalonians 1:2 “We give thanks to God always for you all, making mention of you in our prayers.”

Luke 14:23 “…Go ye into the highways and hedges, and compel them to come in, that my house may be filled.”

3. I will seek to grow spiritually:
   a. by discovering my developing gifts and talents
   b. by having a daily quiet time with God
   c. by attending faithfully

I Peter 4:10 “As every man hath received the gift, even so minister the same one to another…”

Psalm 1:1-2 “Blessed is the man that walketh not in the counsel of the ungodly, nor standeth in the way of sinners, nor sitteth in the seat of the scornful. But his delight is in the law of the Lord; and in His law doth he meditate day and night.”

Hebrews 10:25 “Not forsaking the assembling of ourselves together…but exhorting one another…”

Section 5: DUTIES, RESPONSIBILITIES, & PRIVILEGES OF MEMBERSHIP

A. This congregation does not function as a pure democracy, and not all issues will be brought to the Church for approval. This Church will function as a body under the headship of the Lord Jesus Christ and the direction of the Senior Pastor as the undershepherd with the counsel of the Deacons. Membership in this church does not afford individuals with any property, contract, or civil rights based on principles of democratic government. Determination of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the Church’s own rules and procedures. The Senior Pastor shall oversee and/or conduct all aspects of the Church. The Deacons shall give counsel and assistance to the Pastor as requested by him. The membership of the Church has certain limited areas of exercising a vote. Members may not vote to initiate any church action, but rather the vote of a member is solely to confirm and ratify the direction of the Church as determined by the Senior Pastor with the counsel of the Deacons.

B. The Church Body shall approve all debt involving property (real estate) whether loan or lease. They shall approve the disposal of any church property or real estate. There is no limit to the amount of debt or value of assets the Church may approve.
C. Members are to live a Christian life in a fashion that affirms the beliefs and practices of the Church thereby honoring Jesus Christ and His Church.

D. Members are to support the ministries and mission of the Church by their prayers, attendance, and participation with a consistent pattern of biblical giving; including tithes, offerings, and missions giving. When both Old and New Testament principles are taken as a whole, we find that giving includes a tithe (10% of gross income) and then love offerings above the tithe. Scripture admonishes believers to give liberally from a cheerful heart. (2 Cor. 9; Matt. 6:21).

E. Every member is expected to serve in one of the various ministries of the church. Just as all the members of a physical family are expected to help with chores around the house; we view the members of the local church as a family of believers pitching-in to care for both the family of God and the House of God.

F. Members are to covenant together to love, honor, and highly esteem the Senior Pastor and Staff Pastors; to pray for them; to recognize their authority in spiritual affairs of the Church; to cherish with a brotherly love all members of the Church. Every member must strive to protect the unity of the church, because it reflects upon the church’s public testimony, as well as the Lord Himself. The Bible states that God hates those who sow discord. (Prov. 6:19; Eph. 4:3; 1 Cor. 10:10)

G. Only Church members are eligible for election or appointment to any office, leadership position, church teaching position, or any area of service to children/teens under college-age within the Church. Involvement of a non-member in an area of service is at the discretion of the Senior Pastor and Deacons.

H. A member, upon five (5) business days’ prior written request made upon the Church, may inspect or copy the prepared financial statements of the Church and/or the prepared minutes of the proceedings of congregational meetings. (Article 9, Section 2, A-B)

1. A member may not, under any circumstances, inspect or copy any records relating to individual contributions to the Church, individual salaries, the list of names and addresses of the Church members or the accounting books and financial records of the Church or its ministries.

2. The Church may impose a reasonable charge, covering the costs of labor and material for copies of any documents provided to the member.

I. Although the general public is invited to all of the Church's worship services, the Church property remains private property. Any Pastor, Deacon, or their designee(s) have the authority to suspend or revoke the right of any person or persons, including a member, from entering or remaining on Church property. If after being notified (verbally or otherwise) of such a suspension or revocation, the person or persons enter or remain on Church property, the person or persons may, in the discretion of the Pastor(s), Deacons, or their designee(s), be treated as a trespasser and the Pastor(s), Deacons, or their designee(s) may request that law enforcement remove them from the property.
Section 6: **TERMINATION OF MEMBERSHIP**

Any one of the following will terminate a person's membership in the Church:

A. Death of the member.
B. Upon the member’s joining another church and the request of said church for a letter of transfer.
C. Upon a member joining a church of another faith.
D. Request of the member in good-standing for a letter of dismissal, either with or without reason.
E. Any person who has not attended the services of the Church or financially supported the Church for a period of one (1) year shall be removed from membership. Such individuals shall forfeit all privileges of membership immediately. (Exceptions will be made for the homebound, military personnel away serving, and students away at college.)
F. Church Discipline – Charges of unrepentant sin made against a Church member, Church officer, staff member or Pastor shall follow the scriptural principles as set forth in Matthew 18:15-18. The process of Church discipline is explained in further detail in the Church Discipline Policy. (Article VII)

**ARTICLE VII**

**ORDINANCES**

Section 1: **BAPTISM**

The Ordinance of Baptism by immersion in water shall be administered to those professing faith in the Lord Jesus Christ as Savior and giving evidence of genuine conversion. This shall be administered by the Senior Pastor or his appointed representative.

Section 2: **LORD’S SUPPER**

The Ordinance of the Lord’s Supper shall periodically be served to the assembled Church by the Pastor(s) and the Deacons at times prescribed by the Church. The Pastor(s) and/or Deacons may also choose to go and serve the Lord’s Supper to the shut-ins and/or hospitalized of the Church. This Ordinance shall be observed by the Church upon occasion as determined by the Senior Pastor. (1 Cor. 11:17-30)

**ARTICLE VIII**

**CHURCH DISCIPLINE**

The Church Constitution and By-Laws of Grace Baptist Church states the following in regards to church discipline:

Charges of an unrepentant spirit related to immoral behavior, illegal activity, or heretical deviation from doctrines as set forth in the Articles of Faith shall be submitted in writing at an official meeting of the Deacons. This includes accusations of such behavior made against a church member, church officer, staff member or pastor. The goal will be repentance, restoration, and reconciliation; and the process
shall follow the scriptural principles as set forth in Matthew 18:15-18. An offended (accusing) member shall meet privately with the offender (accused) and seek to comply with the principles of Matthew 18:15. If the offender is not repentant, the offended member shall take with him/her one (1) or two (2) witnesses as stated in Matthew 18:16. If the offender is still not repentant, the Senior Pastor and Deacon Body, with a minimum of six (6) in attendance, shall represent the church in complying with Matthew 18:17-18 and I Timothy 5:20-22, 24. A majority vote is required to establish whether the matter should be brought to the Church Body. A majority vote of the Church Body by secret ballot is required of the eligible voting members present to approve the motion, unless the Senior Pastor is the subject of the charge and discipline. In such a case involving the Senior Pastor, the vote would require a two-thirds approval by the eligible voting members present in a special business meeting held during a regular Sunday morning service. The process of church discipline is explained in further detail in Article VIII.

The purpose of this policy is to further clarify procedures for church discipline based upon the biblical instruction for such action. It will also address some of the reasons for which discipline can be exercised and methods of discipline that can be employed.

Section 1: PURPOSE FOR CHURCH DISCIPLINE

The purpose for which Grace Baptist church engages in the process that can lead to church discipline is to obey the Scriptural directive to do so. This process is designed to bring a church member who is living as “an offense to the Church and its testimony by reason of un-Christian conduct” to the place of repentance and restoration of fellowship with the Lord and other believers. (Matthew 18:15-17; Galatians 6:1) The Scriptures give specific reasons why church discipline will be necessary when a sinning individual fails to respond to “the counsel of the Senior Pastor and the Deacon Body”:

A. Ideally it will cause a sinning individual to confess his or her sin, forsake it and be restored to full fellowship with the Lord and with fellow believers – I John 1:6-9
B. It is a means by which our love for a sinning brother or sister in Christ can be made manifest as they find mercy through confessing and forsaking their sin - Proverbs 28:13
C. It is a means by which the church can protect itself from the spreading influence and corruption of sin - I Corinthians 5:6-9
D. It is a way to express to the church family the need for followers of Christ to live pure lives according to the standards of God’s Word - Philippians 2:15; I Timothy 5:22; Hebrews 12:5-11; Revelation 3:19.

Section 2: REASONS FOR CHURCH DISCIPLINE

The Word of God clearly enumerates behavior that warrants church discipline.

A. Sexual immorality, greed, idolatry, slander, drunkenness, and swindling – I Cor. 5:1-5; 9-11.
B. Divisiveness and obstructing the Christian walk of others – Romans 16:17-18; Titus 3:10-11

A member of Grace Baptist Church whose behavior violates these or other portions of Scripture is subject to action taken by the Pastor and Deacon Body that can ultimately lead to church discipline.

Section 3: PROCEDURES FOR CHURCH DISCIPLINE

In the event that the process leading to church discipline must be initiated, it will be the goal of the Deacon Body to follow the procedures outlined in Matthew 18:15-17.
A. An offended individual, in the case of personal offense, or a Deacon member will approach the offender privately detailing the matters of concern. If the offender responds with repentance the matter will be settled at that point. If the matter requires additional response or restitution, it will be necessary for the appropriate action to occur before the matter is settled.

B. If there is no repentance or appropriate additional response, the one offended or the Deacon will be accompanied by two other Deacons to confront the offender again. If the conditions outlined in “A” are met the matter will be settled.

C. If there is still no repentance or appropriate additional response, the Deacon Body will follow the procedure outlined in the church’s By-Laws and stated in this policy. With the church’s vote of approval the offender will be removed from church membership or the appropriate disciplinary steps assigned.

Section 4: METHODS OF CHURCH DISCIPLINE

There are times when the behavior of an individual may not be of a nature to warrant dismissal from membership. The Deacon Body may make that determination at any point in the disciplinary process. At the Deacons’ discretion they may choose to impose any of the following methods of discipline on a church member:

A. Private rebuke
B. Probation period in which a member’s voting rights and ministry opportunities are withheld. Probation can be applied to a penitent in order to provide opportunity for him or her to demonstrate the genuineness of their repentance – Luke 3:8; Acts 26:20

The Deacon Body shall strive to be consistent in the application of all methods of discipline.

Section 5: TERMINATION OF CHURCH DISCIPLINE

If one is removed from church membership by the process of church discipline, his or her membership can be reinstated only after he or she expresses repentance and fulfills whatever other response or restitution the Deacon Body determined is necessary. (2 Corinthians 2:5-11; 7:9-11)

The church membership shall vote upon reinstating the one seeking restoration to membership after a public statement concerning his or her repentance is read to the congregation by the Senior Pastor or Chairman of the Deacons.

If the discipline involved probation, the discipline is terminated at the end of the probationary period if the individual has manifested repentance through spirit and behavior. If there is no evidence of repentance, the Deacon Body shall continue the probationary period for a length of time that the Deacon Body shall determine.

Section 6: LIMITATIONS OF CHURCH DISCIPLINE

Scripture makes it clear that the local church has the responsibility to oversee the spiritual welfare of its members (Matthew 18:15-17; I Corinthians 5:1-5). In matters regarding church discipline it is only the membership that falls under the church’s authority. The church is deeply concerned for the spiritual welfare of the friends and regular attendees of Grace Baptist Church, but recognizes that its authority extends no farther than that of moral persuasion over those individuals. If a friend or regular attendee is living in such a manner as to warrant disciplinary action, it is within the authority
of the Pastors and the Deacon Body to consult with the friend or regular attendee in order elicit repentance and a change in behavior. If such consultation is ignored or rejected, the Deacon Body may, at their discretion, unanimously vote to request that the friend or regular attendee cease his or her affiliation with and attendance at church services and events.

If a church member attempts to escape disciplinary action by the church by removing his or her membership, such a withdrawal shall be honored if the Deacon Body has not begun to take formal disciplinary action. Formal disciplinary action means that a member of the Deacon Body has confronted the member about un-Christian behavior. A request for withdrawal of membership shall be honored if disciplinary action has begun, but the church records shall indicate that the individual withdrawing membership did so under church disciplinary action, and the church membership shall be notified that the withdrawal of membership was done under disciplinary action. Any further disciplinary action by the church shall cease at that point.

By joining Grace Baptist Church, members acknowledge their understanding of this policy and their agreement with its provisions.

**ARTICLE IX**

**MEETINGS**

Section 1: **WORSHIP SERVICES**

Public services for worship shall be held on Sunday morning and on such other occasions as deemed best for the advancement of the cause of Christ at the discretion and determination of the Senior Pastor and the Deacon Body.

Section 2: **BUSINESS MEETINGS**

A. **ANNUAL CHURCH BUSINESS MEETING.**

The annual church business meeting shall be held in June of each year. The purpose of the meeting may include, but not necessarily be limited to, electing of officers, approval of the budget for the succeeding year, and the addressing of any other matters that might concern the Church at that time. At least fourteen (14) days written notice of the date and time of the meeting shall be given to the members by publication of such notice in the Church bulletin. The Senior Pastor, with the approval of the Deacons, may make an exception to the June date at their discretion.

B. **SPECIAL BUSINESS MEETINGS.**

A specially called business meeting may be held. The meeting may only be called at the request of the Senior Pastor. In the event the Senior Pastor is incapacitated or the pulpit is vacant, a majority of the Deacons of the Church may call such a meeting. At least seven (7) days written notice of the subject, date, time, and location must be given by publication of such notice in the church bulletin, unless extreme urgency renders such notice in the Church bulletin impractical.

C. **QUORUM**

Twenty-five (25) percent of the active adult voting membership shall constitute a quorum to transact business. In matters pertaining to the borrowing of money, or
mortgaging or selling of church property, fifty (50) percent of the active adult voting membership shall constitute a quorum. In matters pertaining to the Senior Pastor or changing of the Bylaws, seventy-five (75) percent of the active adult voting membership shall constitute a quorum. In the event a quorum cannot be reached at a scheduled meeting, the meeting may be rescheduled at that meeting for one (1) week from that date. A quorum shall be reduced to the voting members present at the second meeting.

D. ADULT VOTING MEMBER
"Adult voting member" means a person, whether male or female, who has reached their eighteenth (18) birthday and meets the qualifications stated in (Article VI) Membership. There shall be no proxy or absentee voting. Members may not vote to initiate any Church action, rather the vote of the membership is to ratify or void (annul) motions presented to the Church by the Senior Pastor and the Deacon Body.

E. PRESIDING OFFICER / MODERATOR
The Senior Pastor will serve as the moderator for all Church meetings, unless he assigns a designee to moderate. The only exceptions to this will be if the church is without a Senior Pastor or when the Senior Pastor is incapacitated. At such time, special meetings will be called by the Chairman of the Deacons as the need is determined by the Deacons. A special meeting called by anyone other than the Senior Pastor (or Chairman of Deacons in the situations as stated above) will be considered unlawful and will not be recognized.

The Senior Pastor shall determine the rules of procedure according to his sense of fairness and common sense, giving all members a reasonable opportunity to be heard. The moderator is the final authority on questions of procedure, and his decision is final and controlling.

For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require non-members to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. The moderator shall have full authority to order the removal of all children (ages to be determined by the moderator) if the moderator determines, in his sole discretion, that circumstances so warrant. If the moderator determines that compliance with his order of removal is unsatisfactory, the moderator may, in his sole discretion, revoke the disruptive person's right to remain on the premises and treat him/her as a trespasser; authorizing removal by law enforcement if necessary.

F. AGENDA ITEMS
The Senior Pastor, with the counsel of the Deacons, will approve all agenda items for Church meetings prior to the meeting. No items will be placed on the agenda, unless the Senior Pastor and Deacons agree that the items are in the best interest of the Church at large. Items not on the agenda will not be discussed. Discussion of such items will render them illegitimate and possibly illegal and may result in church discipline of the person(s) who initiated and participated in the discussion of such items.
G. RULES OF PROCEDURE and THE MANNER OF CONDUCTING BUSINESS
1. Every business meeting shall be opened and closed with prayer.
2. All matters of business to be presented to the congregation shall come by way of recommendation from the Senior Pastor, with the counsel of the Deacons.
3. A member’s attendance at a meeting waives the member’s right to object to lack of notice or defective notice of the meeting, unless the member, at the beginning of the meeting, objects to holding the meeting or transacting business at the meeting; and waives the member’s right to object to consideration of a particular matter at the meeting that is not within the purpose or purposes described in the meeting.
4. No second motion shall be entertained until the one under consideration has been disposed of, except a motion of amendment, adjournment, or tables the motion.
5. Any speaker who introduces any matter foreign to the subject under discussion shall be ruled out of order.
6. Discourteous language or remarks adapted to injure the reputation or feelings of any member shall be ruled out of order and shall forfeit the speakers’ right to the floor.
7. The moderator may speak upon any subject under discussion.
8. Every active member wishing to speak shall arise and respectfully address the moderator.
9. Every proposition presented for action by the Church must be introduced by motion of one member and seconded by another. The exception is that recommendations brought by Committees sanctioned by the Senior Pastor or Church do not need a second.
10. No member shall speak more than twice upon the same subject.
11. All questions shall be decided by a greater than fifty percent (50%) majority vote, except those requiring a larger percentage as outlined in these Bylaws.
12. The election of the Senior Pastor and other elected personnel shall be by secret ballot. All other voting may be done by the method called for by the presiding officer.

Section 4: FISCAL YEAR
The Church fiscal year shall begin on July 1 and end on June 30.

ARTICLE X
OFFICERS / TRUSTEES

Section 1: THE OFFICERS / TRUSTEES OF THE CORPORATION SHALL BE:
A. The President, who shall be the Pastor of the Church.
B. The Chairman, who shall be the Chairman of the Deacon Body.
C. The Vice-Chairman, who shall be the Chairman of the Finance Committee.
D. The Treasurer who shall be the Executive Pastor/Business Administrator of the Church.
E. The Secretary, who shall be the recording Secretary of the Deacons.
F. All other officers or employees shall be appointed by the Pastor subject to the provisions contained herein.
G. Only Church members are eligible for election or appointment to any Church office or any of the above positions.
Section 2: **DUTIES OF THE OFFICERS / TRUSTEES:**

A. The President will have duties as set forth in Article XI, entitled “Duties of the Senior Pastor”.

B. The Chairman shall preside over meetings of the Deacons and the Church in the absence of the Senior Pastor as set forth in Article IX, 2, E: and shall meet with the various Deacons’ committees regularly to see that their work is done and reports made.

C. The Vice-Chairman shall work with the Treasurer and the committees handling the financial affairs of the Church and/or School to ensure that all financial reports are accurate and delivered in a timely manner. The Vice-Chairman will serve as an assistant to the Treasurer as needed.

D. The Treasurer shall be responsible to oversee:
   1. Deposit all funds in the name of the Church in banks, trust companies, or other depositories as shall be selected by the Senior Pastor and the Trustees.
   2. Receive, and give receipt for all contributions, gifts, and donations to the Church.
   3. Disburse, or cause to be disbursed, the funds of the Church as may be directed by the Senior Pastor or the budget adopted by the members of the Church.
   4. Keep and maintain adequate and correct accounts of the church’s properties and business transactions including account of its assets, liabilities, receipts, disbursements, and capital expenditures.
   5. The only disbursements with actual cash shall be for miscellaneous “petty cash”.
   6. When and as requested, render to the Senior Pastor and the Finance Committee accounts of all his transactions as Treasurer and of the financial condition of the Church.
   7. Present a written monthly summary report of income and expenses to the Finance Committee, and make a general year-end summary report for the Church and School at the annual Church business meeting.
   8. Keep all Church financial records at the office of the Church and deliver them to any successor upon leaving office.
   9. Obtain an annual audit of the overall financial records of the corporation by an independent certified public accounting firm.

E. The Corporate Secretary shall be responsible to:
   1. The Secretary shall take the minutes of all Deacons’ meetings and church business meetings, and maintain an archive to be kept in the Business Office. These records should include: Date, location, start time, members present, copy of agenda, results of votes/decisions (must include members name and which way he voted, if the decision is not unanimous), end time, etc.
   2. The Secretary shall certify and keep in the business office, the original By-Laws or a copy, including all amendments or alterations to the By-Laws.
   3. Ensure that all meeting notices are duly given in accordance with the provisions of these By-Laws.
   4. See that the reports, statements, certificates, and all other documents and records required by law are properly kept and filed.
   5. The Corporate Secretary shall work with the Church Secretary to ensure that all Church membership records are accurate and properly maintained.
6. He shall deliver all records to any successor upon leaving office.

Vacancies of the above offices within the year of service shall be filled by the Senior Pastor and Deacons and confirmed by simple majority vote of the Deacon body.

Section 3: DUTIES OF THE TRUSTEES

A. General Powers. The Trustees, as defined in Article X, Section 1, are the governing board (Board of Directors) of the Church. The Trustees shall have the power and authority to make rules and regulations consistent with the laws of the state of Florida for the corporation as required by Florida Statutes Chapter 617, Corporations, Not for Profit; the Constitution; and these Bylaws. The Trustees shall manage the business affairs of the Corporation, including, but not limited to, acquiring, holding, managing and disposing of its properties. The Trustees shall hold in trust the property of the Church and shall execute all deeds, debentures, mortgages, liens, transfers, leases and other documents of a legal nature for and on behalf of the Church, but shall have no power to buy, sell, mortgage, lease, transfer or encumber any real property without a specific vote of the members of the Church authorizing such action.

The Trustees shall exercise all powers necessary for the dissolution of the Church Corporation, if such action is mandated by a vote of the Church membership.

B. Number, Tenure and Qualification. The number of Trustees shall be a minimum of four (4) as set forth in Article X, Section 1. Each Trustee shall hold office so long as he serves in the position, which qualified him for the office of Trustee, or until his successor is elected.

Section 5: ANNUAL MEETING

The annual meeting of the Trustees shall only be held with notice as provided in this Article. The annual meeting shall be held immediately after, and at the same street address as, the annual meeting of members.

Section 6: SPECIAL MEETINGS

Special meetings of the Trustees may be called at the request of the Senior Pastor. The Senior Pastor may fix any place, either within or without the State of Florida, as the place for holding any special meeting of the Trustees.

Section 7: NOTICE

Notice of any special meeting of the Trustees shall be given at least ten days prior thereto by written notice delivered personally or sent by mail to each Trustee at his address as shown by the records of the Church. Any Trustee may waive notice of any meeting. The attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting, except where a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Trustees needs to be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these By-Laws.

Section 8: QUORUM
A majority of the Trustees shall constitute a quorum for the transaction of business at any meeting of the trustees; but, if less than a majority of the trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting from time to time without further notice.

Section 9: MANNER OF ACTING
The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Trustees, unless the act of a greater number is required by law or by these By-Laws.

Section 10: VACANCIES
If a vacancy occurs in the Trustees, the Senior Pastor shall appoint a replacement from among the current Deacons serving at the time in which the vacancy occurs.

Section 11: COMPENSATION
Trustees, as such, shall not receive any salaries for their services as a Trustee, but by resolution of the Trustees, a Trustee may be reimbursed for expenses incurred in the process of carrying out his duties as Trustee.

Section 12: INFORMAL ACTION BY TRUSTEES
Any action required by law to be taken at a meeting of Trustees, or any action which may be taken at a meeting of Trustees, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the Trustees.

ARTICLE XI
OFFICE OF THE SENIOR PASTOR

Section 1: DUTIES OF THE SENIOR PASTOR

A. PREACHER - The Senior Pastor shall consider prayer and preaching of the Word of God to be his primary responsibility. He shall preach regularly at the church services and administer the ordinances. He shall have complete charge of the use of the pulpit in this Church (Acts 6:4).

B. PASTOR – The Senior Pastor is the under-shepherd of this local body of believers and is under the leadership of our Shepherd, the Lord Jesus Christ. He shall tenderly watch over the spiritual interests of the congregation and as such shall give prominent attention to matters that protect and guide them (Acts 20:28, I Peter 5:2-3).

C. ELDER - The Senior Pastor shall provide spiritual leadership, vision and purpose to all activities and functions of the Church. He shall be an ex-officio member of all boards and committees, except the Pulpit Committee. He will call for and act as moderator of church business meetings and be an ex officio member of the Deacon Body and all committees. The Senior Pastor is entitled to attend all meetings and has all rights of committee members, including voting rights. (1 Tim. 5:17-20); (Heb. 13:7, 17).

D. BISHOP / OVERSEER – The Senior Pastor shall have the oversight of the entire work of the
Church and shall perform the duties common to his office including; but not limited to the responsibility to oversee the Christian School, and the development and management of the Church/School budgets, while relying on the School Committee and Deacon Body for assistance. He shall appoint the Chairmen for the Deacon Body, Finance Committee, School Governance Committee, and Missions Committee; as well as, the Sunday School Superintendent, Sunday School teachers, Head Usher, ministerial positions, etc. and they shall fulfill their duties under his direction. These appointments shall be valid as long as their lives are honoring to the Lord and the individual has a willingness to serve in the respective capacity. Appointments will be made from those candidates presented by the Nominating Committee.

E. All employees of the Church, including the Pastoral Staff, Business Administrator and employees of its subsidiary operations (including HCA) shall be selected, hired, and discharged with the knowledge and approval of the Senior Pastor.

Section 2: OVERSIGHT OF THE SCHOOL MINISTRY

The Senior Pastor will also serve as President of Highlands Christian Academy. The Senior Pastor will work closely with the Headmaster to maintain the health, stability, fiscal responsibility, and spiritual direction of Highlands Christian Academy; since it is a direct ministry of Grace Baptist Church. The Senior Pastor shall also have direct oversight of all areas pertaining to the Bible Department of the school.

Section 3: CALLING OF A SENIOR PASTOR

A. No later than 30 days after the office of Senior Pastor is vacant, a Pulpit Committee shall be formed. This committee shall consist of the Chairman and Vice-Chairman of the Deacon Body, the Chairman and Vice-Chairman of the Finance Committee, and one member of the Church body at large. The latter is to be recommended by the other members to the Nominating Committee. The Pulpit Committee should consist of at least one female. If any member is unable or unwilling to serve at any time, the Deacon Body shall select a replacement member as required (i.e.- a Deacon, Finance Committee member, or member at large).

B. The Pulpit Committee shall immediately assume its responsibility of assembling a list of prospective candidates, evaluating, screening, and interviewing prospects, and of recommending to the Deacons the man whom they feel should be the candidate.

C. All candidates must be ordained and in full accord with the doctrine, practices and philosophy of this Church. He must be fundamental and evangelical in his doctrine. No one adhering to Calvinistic or Reformed theology will be considered. Candidates must meet the scriptural qualifications stated in I Timothy 3:1-7 and Titus 1:6-9, and must conscientiously subscribe without mental reservation to the doctrinal statement as presented in the Articles of Faith and the Constitution of the Church. No candidate may be recommended who does not meet all of these qualifications.

D. The Pulpit Committee will recommend to the Deacons one candidate at a time. A unanimous vote by the entire Deacon Body shall be required to present a candidate to
the Church Body. The Pulpit Committee shall arrange for the candidate to visit and minister in a church service or services.

E. Prior to presenting the candidate to the Church; the compensation/benefits package and method of paying for moving expenses shall be determined by mutual agreement between the prospective Senior Pastor and Finance Committee. The compensation agreement should be presented in writing and signed by the candidate and the Chairman of the Deacons as a binding agreement, should the Church choose to extend the call to the candidate and should he choose to accept it.

F. Members of the Church shall be given the opportunity to question the candidate in a separate public meeting or meetings of the Church membership. A formal call shall be extended after a secret ballot approval of eighty (80%) percent of the eligible Church membership present. The Pulpit Committee shall be responsible for notifying the candidate of the vote, extending a call if the vote so warrants.

G. Since only one candidate shall be considered at a time, no more than one week (7 days) shall pass from the time the candidate has preached and ministered until he has been notified of the Church’s decision. After being notified by the Church, the candidate will be expected to notify the church of his decision to accept or decline the call within two weeks (14 days). If the candidate fails to notify the church within that time, the Pulpit Committee and Deacons will be responsible to make the decision whether to extend the time or move on to the next candidate.

H. The Pulpit Committee will be responsible to confirm the call and acceptance in writing. The Pulpit Committee will also be responsible to arrange for moving and relocation of the candidate as needed.

I. The Pulpit Committee shall be dissolved upon election of a Senior Pastor by the Church.

Section 4: TERM OF OFFICE OF THE SENIOR PASTOR

The Senior Pastor shall serve for an indefinite period of time.

Section 5: FORMAL ACCUSATIONS AGAINST THE SENIOR PASTOR

Charges of immoral behavior, illegal activity, financial impropriety, or heretical deviation from doctrines as set forth in the Articles of Faith shall be submitted in writing at an official meeting of the Deacon Body. Such accusations must be supported by testimony of two or more witnesses providing solid evidence supporting such charges.

The charges will be heard and the Senior Pastor will have opportunity to explain or rebut the accusations. The Senior Pastor may call for a panel of other Senior Pastors to hear the charges and offer biblical counsel and guidance on the matter. If the pastoral panel and Deacon Body find the charges to be true, it shall be the responsibility of the Deacon Body to bring a recommendation to the Church outlining the recommended action. This shall be
done at a special Church business meeting during or after a Sunday morning service. Notification of such Church business meeting shall be made in compliance with Article IX, and at least two Sundays prior to the date of the meeting. A 75% majority of votes cast by qualified members shall be required for the dismissal of the Senior Pastor.

If the Senior Pastor is dismissed, he shall vacate the pulpit and other pastoral and corporate duties immediately. In this event, the Finance Committee will make arrangements for compensation and other matters related to such dismissal in keeping with the severance policy. (Article XI, Section 9)

If accusations are made against the Senior Pastor and the procedures outlined herein are not followed, the accusers will be subject to church discipline.

Section 6: TERMINATION BY SENIOR PASTOR

The pastoral relationship may be terminated by the Senior Pastor by giving a minimum of sixty (60) days written notice to the Church. This sixty days’ notice may be waived by the Church by a majority vote of the Deacons voting to approve such waiver.

Section 7: VACANCY OF THE OFFICE OF THE SENIOR PASTOR

When the Church is without a Senior Pastor, the Pulpit Committee shall be responsible to supply the pulpit until such time as a new Senior Pastor assumes the office.

The Pastoral Staff shall decide whether or not to fill the pulpit or recommend an interim pastor to serve for a period not to exceed six months. If an interim pastor is recommended, the individual must be approved by a 75% majority vote of the Deacons, and they shall then recommend him to the Church. If such a person is approved by a majority of Church votes cast, he shall assume the duties of interim pastor for a period not to exceed six months. His duties shall be specified in his call and restricted to such specifications. His compensation and expenses shall be established by the Finance Committee. Any pulpit supply or interim pastor must be in agreement with the Articles of Faith of Grace Baptist Church. The interim pastor shall not function as President of the Corporation. The interim pastor may not be considered or called to serve as the next Senior Pastor.

Dismissal of an interim pastor shall be upon a two-thirds majority vote of the Deacons.

If an interim pastor is not chosen to perform these pastoral duties, the Deacons shall recommend to the congregation for a majority approval, a member of the pastoral staff (who is not being considered and will not be considered as a candidate to serve as the next Senior Pastor) to coordinate pastoral ministries and be the chief administrator of the Church and Highlands Christian Academy until a new Senior Pastor is in the office.

Section 8: THE MINISTERIAL STAFF

A. HIRING
According to the needs of the Church and within the limits of the approved budget, the
Senior Pastor may search for and hire additional pastoral staff members to assist in various
aspects of the Church’s ministry.

B. REPORTING
The pastoral staff shall be responsible directly to the Senior Pastor; and, he shall have the
full liberty to assign their duties and responsibilities; as well as, to define their expectations. Pastoral staff members shall hold the doctrinal position of the Church, shall meet the same
scriptural requirements for service, and shall evidence godliness of life. All pastoral staff
members and their spouses shall be members of and participate regularly in the services of
Grace Baptist Church.

C. RESIGNATION
Associate pastors and ministerial staff members shall give the Church no less than thirty
(30) days’ notice of resignation. The resignation process is to be as follows: 1) Staff
member first discusses his resignation verbally with the Senior Pastor, 2) Submits a
written resignation letter to the Senior Pastor, 3) The Senior Pastor presents the letter
of resignation to the Deacon Body, and 4) The Senior Pastor will notify the Church.
These steps should be followed prior to discussing the resignation with anyone else.
Following this pattern will allow for discussion, possible negotiation, or the staff
member’s change of plans. To announce prematurely often eliminates these
possibilities by making the staff member look uncommitted.

D. DISMISSAL
The dismissal of ministerial staff members shall be at the discretion of the Senior Pastor.

Section 9: SEVERANCE PAY FOR THE SENIOR PASTOR AND MINISTERIAL STAFF

This severance policy has been established in the best interest and for the protection of the
church and its ministers. The difference in severance pay between the Senior Pastor and staff
pastors is due to the extended time it takes for a Senior Pastor to find a new position vs. the
time it takes for a staff pastor to find a new position. (i.e. – Churches usually take 6-12
months to call a Senior Pastor.)

A. Severance compensation shall be provided for the Senior Pastor as follows:
   Equivalent of 1 month’s salary/benefits after 6 months.
   Equivalent of 1 month’s salary/benefits in each consecutive year (i.e. – 2nd year = 2 mos).
   Maximum benefit is the equivalent of 6 months’ salary and benefits.

B. Severance compensation shall be provided for ministerial staff as follows:
   Equivalent of 2 weeks salary/benefits after year 1 and through year 3.
   Equivalent of 4 weeks salary/benefits after year 3 and through year 6.
   Equivalent of 6 weeks salary/benefits after year 7 and through year 9.
   Maximum benefit of 8 weeks salary/benefits is reached in year 10 and caps at the
equivalent of 2 months’ salary/benefits.

C. Conditions of non-payment of severance to ministerial staff:
   i. Termination for any reason other than staff restructuring or downsizing.
(i.e. – Insubordination, incompetence, illegal activity, moral failure, or any other egregious type of sin.)

ii. If an associate leaves Grace Baptist Church to pursue another employment opportunity and/or begins receiving compensation from another ministry or employer in a full-time capacity.

iii. Administration of severance benefits:
   a. Payments shall be made in the normal pay cycle, and only for the number of weeks in the pay cycle.
   b. Severance shall be subject to the tax withholding, insurance deductions, and other deductions normally experienced by the employee.
   c. A lump sum payment may be made only if the Deacons or Church Finance Committee feel it is in the best interest of the Church.
   d. In the event of the Senior Pastor’s or staff pastor’s death, their widow would be entitled to the severance amount determined by this policy.

ARTICLE XII
OFFICE OF THE DEACON

Section 1: GENERAL REQUIREMENTS

Any man desiring to serve as a Deacon shall be at least 25 years of age and have been a member of Grace Baptist Church for a minimum of two (2) years prior to being nominated. All persons must meet the biblical qualifications of I Timothy 3 and should have been regularly attending, serving and supporting Grace Baptist Church with his tithes and offerings for that same period. All Deacons shall be in complete agreement with the Constitution / Statement of Faith of Grace Baptist Church. Deacons shall faithfully attend meetings and be willing to be an active participant in the decision making process. They shall resolve before God and the Church Body to maintain these qualifications throughout their tenure. By agreeing to serve as a Deacon, the person is also agreeing to voluntarily withdraw from serving in that role if he cannot uphold and conform to these standards as stated, has a change in his theological position, or cannot fully support the leadership of the Church. In order to promote and hold high spiritual standards of the Church, it shall be the duty of the Deacons to faithfully attend the spiritual services of the Church.

Section 2: SELECTION

The Deacon Body shall consist of a minimum of seven (7) Church members elected by the Church Body, plus the Senior Pastor. Deacons shall meet the qualifications outlined in I Timothy 3:1-7 and Titus 1:6-9. Prior to the annual business meeting, the Deacons shall work in conjunction with the Senior Pastor and Nominating Committee to select candidates to serve as Deacons for the next business year. The candidates shall be presented to the Church body for affirmation and require a two-thirds (2/3) vote of the eligible voting members present. Vacancies may be filled by the Nominating Committee and confirmed by a simple majority vote of the Deacons. No more than 50 percent of the Deacons may be employees of GBC or its affiliates.
Section 3: **TERM LIMITS**

Deacons shall serve for a term of three (3) years with the possibility of a one (1) year extension if the need arises. There shall be at least one (1) year between terms for anyone serving as a Deacon.

Service as Deacons shall be determined in such a way as to have approximately one-third (1/3) of the lay members' terms end each year. Deacons shall serve in their respective offices until the Church Body duly affirms their successors. Within one (1) month of the annual business meeting, the Senior Pastor will appoint the Chairman and the committee members will select a Vice-Chairman and Secretary to serve as officers for one year. The officers may be reelected. No employee of Grace Baptist Church or affiliates may serve as a Deacon, if their spouse is serving simultaneously on the Finance Committee. A Deacon will be required to recuse himself (or may be removed from the meeting) when matters are voted on that could affect him or his family directly.

Section 4: **LEADERSHIP AND DIRECTION**

The Deacon Body shall work with the Senior Pastor to provide leadership for the direction of the Church, School, and all related committees. The quorum required for the Deacons to conduct business shall include the Senior Pastor and a majority of the elected members. They shall be responsible for the preparation of all business to be brought before the Church Body at regular and special business meetings. The Deacon Body shall make all recommendations to the Church Body in the form of a motion.

Section 5: **MEETINGS**

The Deacon Body shall meet at least ten (10) times per year and more often if necessary, for the purpose of prayer and attendance to Church matters. A majority quorum is required for the Deacons or Finance Committee to conduct business. All members of the Deacon Body and Church Finance Committee shall be notified in advance of any meetings in which their respective group will be discussing or conducting Church business.

To provide necessary and timely communication and representation between Deacons, Finance Committee and School Committee, the following cross representation is used:

1. One elected voting member of the Deacon Body shall serve as an elected voting member of the Finance Committee.
2. One elected voting member of the Deacon Body shall serve as a voting member of the School Governance Committee.
3. One elected voting member of the Deacon Body shall serve as a voting member of the Missions Committee.

Section 6: **ROLE AND DUTIES OF DEACONS**

It shall be the duty of the Deacons to visit the widows, sick and needy. They shall help
the Pastor(s) in the general spiritual work of the Church, prepare and distribute the Lord's Supper, and assist the Pastor(s) in the performance of their duties. It shall also be their duty to help the Senior Pastor in the oversight of the membership, including discipline.

ARTICLE XIII
FINANCE COMMITTEE

Section 1: GENERAL REQUIREMENTS

Any man or woman desiring to serve on the Church Finance Committee shall be at least 25 years of age and have been a member of Grace Baptist Church for a minimum of two (2) years prior to being nominated. All persons should have been actively serving and giving financially according to biblical principles for that same period. They shall be in complete agreement with the Constitution / Statement of Faith of Grace Baptist Church. They shall faithfully attend meetings and be willing to be an active participant in the decision making process. They shall resolve before God and the Church Body to maintain these qualifications throughout their tenure.

By agreeing to serve on the Finance Committee, the person is also agreeing to voluntarily withdraw from serving in that role if he/she cannot uphold and conform to these standards as stated, has a change in their theological position, or cannot fully support the leadership of the Church. In order to promote and hold high spiritual standards of the Church, it shall be the expectation that Finance Committee Members will faithfully attend the spiritual services of the Church and support the ministries of the Church through their tithes and offerings.

The Church Finance Committee shall ensure that the Church and School are following all Florida Statutes and, on an annual basis, the Finance Committee shall make themselves thoroughly familiar with the Church Bylaws.

Section 2: SELECTION

The Finance Committee will consist of seven (7) Church members elected by the Church body, plus the Senior Pastor, a Deacon, and the Executive Pastor/Business Administrator (non-voting member). No more than three (3) members of the Finance Committee may be employees of GBC/HCA or immediate family members of stated employees. No husband and wife may serve simultaneously. Members will be required to recuse themselves (or may be removed from the meeting) when matters are voted on that could affect them or their family members directly.

Prior to the annual business meeting, the Finance Committee shall work in conjunction with the Senior Pastor and Nominating Committee to select candidates to serve on the Finance Committee for the next business year. The candidates shall be presented to the Church body for affirmation and require a two-thirds (2/3) vote of the eligible voting members present. Vacancies may be filled by the Nominating Committee and confirmed by a simple majority vote of the Deacons.
Section 3: TERM LIMITS

Those elected to the Finance Committee shall serve for a term of three (3) years with the possibility of a one (1) year extension if the need arises. There shall be at least one (1) year between terms for anyone serving on the Finance Committee. Within one (1) month of the annual business meeting, the Senior Pastor will appoint the Chairman and the committee members will select a Vice-Chairman and Secretary to serve as officers for one year. No employee of Grace Baptist Church or affiliates may serve on the Finance Committee, if their spouse is serving simultaneously as a Deacon.

Section 4: PURPOSE

The purpose of the Finance Committee will be to ensure that the Church and its affiliates are complying with all proper financial practices, to provide counsel, to sustain the public integrity of the finances of the Church (II Cor. 8:19-21), and to provide for the participation of lay counsel in the financial affairs of the Church.

Section 5: RESPONSIBILITIES

The responsibilities of this Committee shall include, but not be limited, inspecting the financial practices of the Church and School to ensure that all financial policies are being properly followed, to participate in the design and development of the Church’s stewardship program, to review the proposed Church budget prior to its presentation to the Church for approval, to review the monthly financial statements prepared by the Business Office, and to meet with the auditor to review the financial audit report and management letter. The Finance Committee is to function in a financial advisory role to the Senior Pastor, Deacons, Trustees and Church Membership. The Finance Committee shall have no authority to take any action, which has been reserved to those entities.

The Deacons will work with the Finance Committee will establish the Senior Pastor’s compensation. The Finance Committee will assist the Senior Pastor in determining compensation for pastoral staff. The Finance Committee will approve the overall compensation for all employees of the School and support personnel.

Finance Committee shall work with the Senior Pastor annually to develop all operating and capital budgets for the Church and affiliates and present them to the Deacon Body. The Finance Committee shall manage the Church budget under the leadership of the Senior Pastor and in conjunction with the Deacons. They shall develop and manage the school’s budget under the leadership of the Headmaster and in conjunction with the School Committee. The Executive Pastor/Business Administrator shall assist in the management of both budgets.

The Finance Committee shall review financial statements monthly to assure that the operations remain within approved budgets. They shall establish procedures for monitoring the counting, deposit, and disbursement of all tithes and offerings collected by the Church and affiliates. They shall review and establish all salaries, salary increases and
tuition levels. They have the authority to engage the services of an outside auditor at any time.

Section 6: CHECK SIGNERS

Two signatures are required on checks for the Church and its affiliates. Only the Executive Pastor/Business Administrator and members of the Finance Committee are eligible to sign checks.

Section 7: MEETINGS

A. FINANCE COMMITTEE
The Finance Committee shall meet at least ten (10) times per year with no more than sixty (60) days lapse between meetings.

B. JOINT MEETINGS
The Deacons and Finance Committee shall meet as a group at least quarterly and more often if requested by the Senior Pastor. The purpose of this meeting shall be for the Senior Pastor to cast vision for the church leadership, to report on Church business, to celebrate spiritual victories, to fellowship together and to pray for the Church and its ministries.

C. GENERAL
A majority quorum is required for the Finance Committee to conduct business. All members of the Church Finance Committee shall be notified in advance of all meetings in which their respective group will be discussing or conducting Church business.

Section 8: NON-BUDGETED ITEMS / AUTHORIZED SPENDING

Items included in the annual budget will not need further approval, beyond the normal purchase order system to ensure availability of funds prior to purchase. Non-budgeted expenditures shall be administered according to the following guidelines:

A. Senior Pastor or Executive Pastor/Business Administrator: Authorized to approve single purchases up to $5,000.
B. Senior Pastor together with the Executive Pastor (jointly): Authorized to approve single purchases up to $10,000.
C. Finance Committee: Authorized to approve single purchases up to $50,000.
D. Finance Committee and Deacons together: Authorized to approve single purchases up to $100,000.
E. Church Body: Must approve purchases of more than $100,000.

Section 9: PHYSICAL PROPERTY

The Finance Committee shall also have the responsibility to assure that the physical property is well maintained and secure by directing the activities of the Property Committee through the leadership of the Executive Pastor/Business Administrator. (See ARTICLE XVI)
ARTICLE XIV
SCHOOL GOVERNANCE COMMITTEE

Section 1: MINISTRY OF GRACE BAPTIST CHURCH

Highlands Christian Academy is a ministry of Grace Baptist Church and all governance, functions, and activities of HCA come under the authority and oversight of the Church. Highlands Christian Academy does not own any property, neither does the School exist for any purpose outside of providing a high academic and Christian based education to those it serves.

The School Committee shall function under the direct and final authority of the Senior Pastor and Deacon Body. Duties of School Governance Committee are listed in the Committee manual and will be evaluated and adjusted by the Deacons as deemed necessary.

Section 2: SELECTION

The School Governance Committee shall consist of a minimum of five (5) members, and a maximum of seven (7) members, plus the Senior Pastor and a Deacon of Grace Baptist Church. A maximum of one-third (1/3) of the School Committee members may be non-members of Grace Baptist Church. The Headmaster and Executive Pastor/Business Administrator shall be ex-officio, non-voting members of the School Committee. The Senior Pastor and Deacons may also select a teacher to serve a (1) one-year term, as a non-voting faculty representative/liaison.

All members of the School Governance Committee shall be appointed by the Senior Pastor and Deacons with a simple majority vote. The Senior Pastor will appoint the Chairman and the committee members will select a Vice-Chairman and Secretary to serve as officers for one year. All members shall be in full agreement with the Church’s Statement of Faith and Bylaws. Members of Grace Baptist Church must have completed at least one (1) full year of membership at GBC prior to being eligible to serve on the School Governance Committee.

When a vacancy occurs within the School Governance Committee, the Nominating Committee shall make recommendations to the Senior Pastor and Deacons for a replacement and they may appoint the recommended replacement or appoint another member as they see fit. Membership may be male or female, and may include immediate family members of HCA employees; but members will be required to recuse themselves (or may be removed) when matters are voted on that could affect them or their family members directly. (i.e. – Compensation, employee expectations, etc.) No husband and wife may serve simultaneously on the School Governance Committee. The School Governance Committee may, if they so desire, select additional School staff/faculty members to serve on sub-committees.

The Senior Pastor and Deacons have the authority to remove a School Governance Committee member, whether a member of Grace Baptist Church or not, who in their opinion has demonstrated conduct and/or a lifestyle that is inconsistent with the Church’s philosophy.
Section 3: TERM LIMITS

Members shall serve a three (3) year term and may be re-appointed by the Senior Pastor and Deacons (with the recommendation of the School Governance Committee) for a second consecutive term. After serving two consecutive terms, the member must rotate off the committee for at least one year.

When a vacancy occurs within a sub-committee of the School Governance Committee, the sub-committee shall make recommendations to the School Governance Committee for a replacement and the School Governance Committee may appoint the recommended replacement or appoint another member as they see fit. The new member shall be appointed by a simple majority vote.

The Senior Pastor, Deacons, or the School Committee itself, has the authority to remove a committee member, who in their opinion has demonstrated conduct and/or a lifestyle that is inconsistent with the Church/School's philosophy.

Section 4: GENERAL RESPONSIBILITIES

The School Governance Committee of Highlands Christian Academy shall have the responsibility work with the Headmaster in matters related to the school's operation, and shall provide direction related to school policy, strategic planning, current and new staffing positions, student recruitment, fundraising, and the like.

Section 5: SPECIFIC DUTIES

A. Confirm the school's achievement of the Mission and Vision Statements while maintaining its core values and alignment with the doctrines and philosophy of the Church.
B. Confirm and/or establish policies, set goals, and develop short and long-range plans.
C. Oversee the management, direction, staffing, student recruiting, and overall growth of the school.
D. Search for and recommend to the Senior Pastor and Deacons a candidate(s) for Headmaster.
E. Evaluate the performance of the Headmaster, and provide a written evaluation annually to the Headmaster, Senior Pastor and Deacon Body.
F. Work in conjunction with the Senior Pastor, Headmaster, Deacons, Church Finance Committee, and the Executive Pastor/Business Administrator in monitoring the school's accounts/finances to ensure financial stability and development.
G. Evaluate, monitor, and ensure enforcement of the established policies.
H. Evaluate student test scores and other measurable indicators to ensure academic excellence.
I. Represent the School to the community.
J. Serve as a court of appeals for school staff and parents.

Section 6: ANNUAL BUDGET

The Senior Pastor, Headmaster, and Executive Pastor/Business Administrator shall have the responsibility to develop the annual budget for Highlands Christian Academy, relying on assistance from the School Governance Committee, and with final approval of the Church Finance Committee.
Section 7: MEETINGS

The School Governance Committee shall meet a minimum of six (6) times per year. Additional meetings may be called by the Senior Pastor, Headmaster, and/or School Governance Committee as deemed necessary.

A majority quorum is required for the School Governance Committee to conduct business. All members of the School Governance Committee shall be notified in advance of any and all meetings in which the group will be discussing or conducting School business.

Section 8: SUB-COMMITTEES

The School Governance Committee may choose to use sub-committees to help accomplish the work or to help accomplish a specific purpose. Any sub-committee will serve as an ad-hoc committee and will disband after its specific task is complete, or at the request of the Senior Pastor and Deacons.

Sub-committees shall appoint within themselves a Chairman, Vice-Chairman, and Secretary. The Secretary shall take minutes of all meetings. Copies of the Minutes should be given to the School Governance Committee, and a permanent record maintained and archived in the Business Office.

ARTICLE XV

CHURCH COMMITTEES

Section 1: GENERAL INFORMATION FOR STANDING COMMITTEES

In addition to the Trustees, Deacons, Finance Committee and School Committee; Grace Baptist Church utilizes other standing committees including, but not limited to: the Missions Committee, Nominating Committee, and Property Committee. Members shall serve a one (1) year term and may be re-appointed by the Senior Pastor and Deacon Body for consecutive terms. They must be members in good standing of Grace Baptist Church. When a vacancy occurs within a committee, the Nominating Committee shall make recommendations to the Senior Pastor and Deacon Body for approval by (2/3 vote). Other committees such as the Building Committee, Bylaws Committee, etc. may be formed as deemed necessary by the Senior Pastor and Deacon Body. Each standing committee will select a Chairman, Vice-Chairman and Secretary to serve as officers for one year. Officers may continue to serve from year to year, unless the Senior Pastor and Deacons feel that a change is necessary or in the best interest of the Church. The secretary shall take minutes of all meetings and maintain an archive to be kept in the Business Office. Members shall be faithfully attending the spiritual services of the Church.

Section 2: MISSIONS COMMITTEE

We believe that God has given the Church the Great Commission to proclaim the Gospel to all
nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ, we must use all available means to go to the foreign nations and not to wait for them to come to us (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor. 5:20).

The missions program of the Church shall be financed through the Faith Promise missions offerings of the Church or such funding program as determined by the Pastor and Deacons.

It shall be the policy of this Church to support those missionaries and projects which are seeking to carry out the Great Commission of Matthew 28:18-20 in its evangelistic effort. It is essential that the missions’ doctrinal statement be in hearty agreement with our Articles of Faith, both in doctrine and practice.

The Missions Committee shall consist of a minimum of five (5) individuals appointed by the Deacon Body, and the Chairman being appointed by the Senior Pastor. They shall meet at least six (6) times per year. They shall oversee all missionaries and mission’s projects supported by this Church. They shall interview missionaries as they return from furlough to determine their current needs and past progress on the field. They are responsible for interviewing all missionary candidates and then recommending whom the Church will support and the level of support. In addition, they shall review annually the support level of present missionaries and suggest any adjustments that should be made including the termination of support. They shall work with the Senior Pastor to coordinate and oversee all aspects of the Church’s missions conferences. They shall work with the Pastor and Finance Committee to recommend the annual missions budget to the church for approval.

Section 3: NOMINATING COMMITTEE

The Nominating Committee will consist of three (3) Deacons appointed by the Senior Pastor and members of the Pastoral Staff who work with adults in the Church. The Senior Pastor will serve as chairman of this committee. It shall be the duty of the Nominating Committee to work with the Senior Pastor to prepare a list of men who are qualified and prepared to serve as Deacons and both men and women qualified and prepared to serve on Finance Committee and School Committee.

Their sole responsibility is to seek out and qualify nominees to fill vacancies within the Deacon Body, Finance Committee, and School Committee. They shall submit nominees to the Senior Pastor and Deacons for review and approval. Approval of a nominee shall require a two-thirds (2/3) vote by the Deacon Body.

Section 4: PROPERTY COMMITTEE

The Property Committee shall have a minimum of ten (10) members appointed by the Deacon Body. They shall have the responsibility of maintaining and securing the physical property. The Church Finance Committee shall direct the activities of the Property Committee through the leadership of the Executive Pastor or the designated Property Administrator. The Chairman of the Property Committee shall meet with the Property Manager at least once a month to discuss needs and provide support as required. The
Property Manager shall provide direction and the Church Finance Committee shall approve financial resources for the Property Committee's projects. (See Article XVI, Section 1)

Section 5:  **PULPIT COMMITTEE**

The Pulpit Committee is an ad hoc committee and shall consist of the Chairman and Vice-Chairman of the Deacon Body, the Chairman and Vice-Chairman of the Finance Committee and one member of the Church at large. The Pulpit Committee should consist of at least one lady. The member at large is to be recommended by the other members to the Nominating Committee. If any member is unable or unwilling to serve at any time, the Deacon Body shall select a replacement member as required (i.e.- a Deacon, Finance Committee member, or member at large). This committee shall be dissolved upon the election of a Senior Pastor by the Church.

Section 6:  **BUILDING COMMITTEE**

The Building Committee is an ad hoc committee and shall consist of four (4) or more individuals (depending upon the scope of the project) appointed by the Senior Pastor and Deacon Body. A minimum of two (2) members of the Finance Committee shall serve on the Building Committee. The Nominating Committee shall recommend the remaining members. The Executive Pastor/Business Administrator shall be a non-voting member of this committee. Members shall serve until the completion of the project or projects it was commissioned to oversee.

**ARTICLE XVI**

**PROPERTY AND BUILDINGS**

Section 1:  **FINANCE COMMITTEE**

The Finance Committee shall have the responsibility to assure that the physical property of the Church is well maintained and secure by directing the activities of the Property Committee through the leadership of the Executive Pastor/Business Administrator or the designated Property Manager.

Section 2:  **PROPERTY AND BUILDING COMMITTEES** (See ARTICLE XV, Sections 2, 4)

Section 3:  **PURCHASE AND SALE OF PROPERTY**

The purchase or sale of property and buildings, the erection of buildings, or the borrowing of money for such purpose must be presented to the Church in a regular or special called business meeting and passed by the majority present and voting.

Section 4:  **FACILITY USAGE**

Neither property nor facilities owned or controlled by Grace Baptist Church (or used with permission obtained by the Church) shall be used or permitted to be used for any activity or
speech that is contrary to any stated or implied doctrine or religious belief or practice of the Church.

Access to facilities that are designated for use by only one sex (i.e. – restrooms) is exclusively limited to individuals who are born of that sex. Individuals should not intentionally present their physical features or dress to be that of the opposite sex.

The Church reserves the right to charge a fee(s) to use our facilities, to have a representative at any event held on our campus, and to address any group that meets on our campus.

**ARTICLE XVII**

**CHURCH RECORDS**

The following church records shall be kept in the Church Business office:

A. Rolls of the members in the congregation with the dates of their reception and dismissal;
B. Minutes of meetings and resolutions;
C. Appropriate accounting records;
D. Articles or restated Articles of Incorporation and all amendments to them currently in effect;
E. Current Constitution, By-Laws and all amendments currently in effect.

A member shall be entitled to inspect at a reasonable time and location any of the Church records described above, provided the member has a proper purpose and is acting in good faith as determined by and at the discretion of the Senior Pastor and Deacons. However, access to any records that contain confidential information about a particular person or persons may be limited.

**ARTICLE XVIII**

**FINANCES**

Section 1: **OPERATING EXPENSES**

The expenses of the Church, including salaries, and all expenses of the Sunday School, shall be raised by voluntary, free-will tithes and offerings of God's people. Subordinate ministries may generate funds by means other than free-will offerings with the consent of the Deacon Body.

Section 2: **RECEIVING OF FUNDS**

As a Church, we adopt the Biblical pattern of tithes and offerings. All funds contributed to the Church by members or others shall be deposited to the credit of the Church. All designated funds shall be sacredly applied according to the will of the donors.

Section 3: **DISPURSING OF FUNDS**

The Treasurer shall pay out money only as it is authorized in the budget; within approval limits as outlined in Article XIII, Section 9; or appropriated by vote of the Church at any business meeting. All checks shall bear the signature or facsimile signature of at least two
authorized representatives of the Church as outlined in Article XIII, Section 6.

Section 4: **ANNUAL BUDGET**

Prior to the beginning of each calendar year, the Senior Pastor and Finance Committee will develop a budget proposal to be presented to the Deacons for majority approval. The approved budget shall then be presented to the Church for approval for the coming year.

Section 6: **DEPOSITS**

All funds of the Church shall be deposited from time to time to the credit of the Church in such banks, trust companies or other depositories as the Trustees may select.

Section 7: **GIFTS**

The Finance Committee may accept on behalf of the Church any contribution, gift, bequest or devise for any purpose of the Church. Non-cash gifts are to be received and receipted to the donor in a manner consistent with existing laws and with IRS regulations concerning such property. Non-cash gifts are not to be recorded on a donor’s record as a cash gift. Should the Church receive a donation of a non-cash gift such as but not limited to securities, land or buildings conditioned on its sale, it will not be necessary to receive approval from the members of the congregation to sell it.

**ARTICLE XIX**

**TAX EXEMPT PROVISIONS**

Section 1: **PRIVATE INUREMENT**

No part of the net earnings, properties, or assets of the Church shall inure to the benefit of, or be distributable to, any member, trustee, officer, or other private person on dissolution or otherwise, except that the Church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

Section 2: **POLITICAL INVOLVEMENT**

No substantial part of the activities of the Church shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This does not restrict any member of the Church exercising a citizen’s right to participate in any political activities.

Section 3: **DISTRIBUTION OF ASSETS UPON DISSOLUTION**

A. The Church shall hold, own, and enjoy its own personal and real property, without any right of reversion to another entity, except as provided in these By-Laws.
B. Dissolution can occur only when:
   F. It is initiated and approved by a majority of the Trustees, then
   G. Approved by a two-thirds majority vote of the Deacons, then
   H. Approved by greater than fifty percent (50%) majority vote of Church members voting.

C. In the event of the dissolution of Grace Baptist Church, or in the event it shall cease to carry out the object and purposes herein set forth, all the business, property, and assets of the corporation shall go and be distributed to another church of like faith, organized and existing within the meaning of Section 501 (c) (3) of the Internal Revenue Code and compatible with this Church in faith and practice as set forth and defined in the Articles of Faith of these By-Laws so that the business properties and assets of Grace Baptist Church shall then be used for, and devoted to, the purpose as stated herein. In no way shall any of the assets or property of this corporation, or the proceeds of any of the assets or property, in the event of dissolution, go or be distributed to members, either for the reimbursement of any sums described, donated, or contributed by such members, or for any other such purpose. Any assets not disposed of shall be disposed by a Court of competent jurisdiction in Broward County, exclusively for such purposes or to such organizations, as said Court shall determine.

D. “Dissolution” means the complete disbanding of the Church so that it no longer functions as a congregation or as a corporate entity.

E. Any dissolution must be done in compliance with the notice provision of these By-Laws.

   Notice of intent to dissolve must be provided to the Florida Attorney General and all school records of Highlands Christian Academy will be delivered to the office of the Broward County School Superintendent.

Section 4: NONDISCRIMINATION

The Church shall have a racially nondiscriminatory policy and shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

Section 5: LIMITATION OF ACTIVITIES

Notwithstanding any other provision of these By-Laws, the Church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Article II.

ARTICLE XX
INDEMNIFICATION AND INSURANCE

A. INDEMNIFICATION.

In the event that any person who was or is a party to, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative
or investigative, seeks indemnification from the Church against expenses, including attorneys’ fees (and in the case of actions other than those by or in the right of the corporation, judgments, fines and amounts paid in settlement), actually and reasonably incurred by him or her in connection with such action, suit, or proceeding by reason of the fact that such person is or was a Trustee, officer, employee, director, or agent of the Church, or is or was serving at the request of the Church as a Trustee, officer, employee, director or agent of another corporation, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust or other enterprise, then, unless such indemnification is ordered by a court, the Church shall determine, or cause to be determined, in the manner provided under Florida law, whether or not indemnification is proper under the circumstances given the person claiming such indemnification has met the applicable standards of conduct set forth in Florida law; and, to the extent it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified to the fullest extent now or hereafter permitted by Florida law.

B. INDEMNIFICATION NOT EXCLUSIVE OF OTHER RIGHTS

The indemnification provided in the above paragraph shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the Articles of Incorporation or By-Laws, or any agreement, vote of members or disinterested officer, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Trustee, officer, employee, director, or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person.

C. INSURANCE

To the extent permitted by Florida law, the Church may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee, director, or agent of the Church, or is or was serving at the request of the Church as a Trustee, officer, employee, director, or agent of another corporation, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust or other enterprise.

**ARTICLE XXI**

**CONTRACTS**

The Trustees may authorize any officer or officers, agent or agents of the Church, in addition to the officers so authorized by these By-Laws, to enter into contract or execute and deliver instruments in the name of and on behalf of the Church, and such authority may be general or may be confined to specific instances. Anyone not included in the stipulations above, does not have authority to enter into a contractual agreement on behalf of the church (or its subsidiary ministries); unless they have obtained the written consent of the Senior Pastor, Trustees, or Finance Committee.

**ARTICLE XXII**

**BIBLICAL COUNSEL / INSTRUCTION**

A. All Christians struggle with sin and the effect it has on our lives and our relationships (see Rom. 3:23; 7:7-25). Whenever a Christian is unable to overcome sinful attitudes or behaviors through private efforts, God commands that he should seek assistance from other members, and especially from the
Pastor(s) and Deacons, who have the responsibility of providing pastoral guidance, instruction and oversight (see Rom. 15:14; Gal. 6:1-2; Col. 3:16; 2 Tim. 3:16-4:2; Heb. 10:24-25; 13:17; James 5:16). Therefore, the Church encourages and enjoins its members to make confession to and seek counsel from each other and especially from our pastoral staff and Deacons.

B. We believe that the Bible provides thorough guidance and instruction for faith and life. Therefore, our instruction shall be based on scriptural principles rather than those of secular psychology or psychiatry. Neither the pastoral staff nor the lay leaders of the Church are trained or licensed as psychotherapists or mental health professionals, nor should they be expected to follow the methods of such specialists.

C. Although some members of the Church may work in professional fields outside the Church, when serving as pastoral or lay encouragers within the Church, they do not provide the same kind of professional advice and services that they do when they are hired in their professional capacities.

Therefore, members who have significant legal, financial, medical, or other technical questions should seek advice from independent professionals. Our pastors and lay leaders shall be available to cooperate with such advisors and help members to consider their advice in the light of relevant scriptural principles.

ARTICLE XXIII
CONFIDENTIALITY

A. The Bible teaches that Christians should carefully guard any personal and private information that others reveal to them. Protecting confidences is a sign of Christian love and respect (see Matt. 7:12). It also discourages harmful gossip (Prov. 16:28; 26:20), invites confession (see Prov. 11:13; 28:13; James 5:16), and encourages people to seek needed counseling (see Prov. 20:19; Rom. 15:14). Since these goals are essential to the ministry of the gospel and the work of the Church, all members are expected to refrain from gossip and to respect the confidences of others. In particular, our Senior Pastor, Staff and Deacons shall carefully protect all information that they receive through pastoral counseling, subject to the following guidelines.

B. Although confidentiality is to be respected as much as possible, there are times when it is appropriate to reveal certain information to others. In particular, when the Pastor(s) and Deacons of the Church believe it is biblically necessary, they may disclose confidential information to appropriate people in the following circumstances:

1. When a Pastor or Deacon is uncertain of how to counsel a person about a particular problem and needs to seek advice from other pastors or Deacons in the church, or if the person attends another church, from the Pastor or Deacons of that Church (see Prov. 11:14; 13:10; 15:22; 19:20; 20:18; Matt. 18:15-17),

2. When the person who disclosed the information or any other person is in imminent danger of serious harm unless others intervene (see Prov. 24:11-12),

3. When a person refuses to repent of sin and it becomes necessary to institute disciplinary proceedings (see Matt. 18:15-20 and Article VIII) or seek the assistance of individuals or agencies outside this Church (see, e.g., Rom. 13:1-5); or

4. When required by law such as reporting suspected child abuse and/or spousal abuse.
5. When it is suspected that the individual is in the state of mind or has the potential to inflict harm to himself/herself or others.

C. Scripture commands that confidential information be shared with others only when a problem cannot be resolved through the efforts of a small group of people within the Church (Matt. 18:15-17). Therefore, except as provided in paragraph B of this article, a Pastor or Deacon may not disclose confidential information to anyone outside the Church without the approval of the Deacons or the consent of the person who originally disclosed the information. The Deacons may approve such disclosure only when it finds that all internal efforts to resolve a problem have been exhausted (see, e.g., 1 Cor. 6:1-8) and the problem cannot be satisfactorily resolved without the assistance of individuals or agencies outside this Church (see, e.g., Rom. 13:1-5). This limitation shall apply to, but is not limited to, the giving of testimony in a court of law and the reporting of abuse.

D. The Pastor, Staff and Deacons may; but are not required to, provide counselees with written notice of these confidentiality provisions; but, these provisions shall be in effect regardless of whether such notice is given.

ARTICLE XXIV
EMPLOYMENT

Employees, in various capacities and for the benefit of the Church/School, may be hired at the discretion of the Senior Pastor or his designees (i.e. – The HCA Headmaster may be designated to hire School employees.) A purpose of the Church is to teach and instill biblical values in attendees and members of the Church/School. Because every employee of the church is a representative of the Church/School, and is hired for that purpose, in order to be eligible for initial or continued employment at the Church/School, the applicant shall not be actively engaged in unrepentant sin and shall not be perceived to undermine or contradict, through his or her actions, behaviors, or speech (verbal, written, implied, or online) the tenets of the Bible or of the Doctrine of Grace Baptist Church.

ARTICLE XXV
ORDINATION

A member or former member of the Church or its mission churches, who gives evidence of a genuine call of God into the work of the ministry and possesses the qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9, may be ordained as a minister of the Gospel, subject to the following provisions:

A. Upon a conference with the Senior Pastor, and after the Senior Pastor has recommended the candidate for ordination, the Senior Pastor shall call a council to examine and pass on the qualification of the candidate. The ordination council shall consist of ordained ministers of like faith invited to participate in the examination of the candidate. Upon the recommendation of the ordination council, the Church will ordain the candidate.

B. The Senior Pastor shall arrange for the ordination service.

Grace Baptist Church will not ordain anyone (including ministerial staff), until such time that member is serving or leaving Grace Baptist Church to serve as a senior pastor, missionary, leader of a parachurch organization, military chaplain, etc. Until such time, the Church may choose (at its discretion) to license the individual.
AMENDMENTS

CHANGE OF CONSTITUTION, BY-LAWS, ARTICLES OF INCORPORATION, & CHURCH COVENANT

The Senior Pastor or a majority of current Deacons may recommend that these Bylaws be revised or amended if needed to better serve the needs of the Church. The recommended amendment must be approved by a seventy-five (75) percent vote of the Deacons present and voting at a duly called meeting of the Deacon Body in which a quorum is present. The recommended revision or amendment to the Bylaws shall then be presented to the voting members of the Church present at any regular business meeting of the Church, two weeks prior to the membership voting on such revision or amendment. Subject to a quorum of eligible voting members, a 75% majority vote of those present and voting will be required for adoption.

ADOPTION

Having been properly presented in the Annual Business Meeting and having satisfied the requirement of a quorum of eligible voting members; these By-Laws were adopted by the members of Grace Baptist Church of Deerfield Beach, FL, Inc. We do hereby ordain and establish the following Articles of Faith and Bylaws to which we voluntarily submit ourselves.

These By-Laws supersede any previous Constitution, Articles of Faith, and By-Laws of Grace Baptist Church of Deerfield Beach, Florida, do ordain and establish the following Articles of Faith and Bylaws. All previous constitutions and amendments are now replaced by this document to which we voluntarily submit ourselves.

GRACE BAPTIST CHURCH

BY: _________________________ _________________________ Date: ____________
Senior Pastor – Dr. Gary A. Colboch

WITNESS: _________________________ _________________________ Date: ____________
Elder Chairman - Dave Geyer

WITNESS: _________________________ _________________________ Date: ____________
Elder Secretary – Rick Mathisen