

**BYLAWS OF
CANOPY ROADS BAPTIST CHURCH, Inc.**

**TALLAHASSEE, FLORIDA
(Revised January 2005)**

PREAMBLE

Canopy Roads Baptist Church, Inc., is affiliated with the Southern Baptist Convention and generally accepts the statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention. However, God’s Word as revealed in the Holy Bible is the sole authority in matters of faith and practice. This church is subject to the control of no other ecclesiastical body, but recognizes the stewardship of mutual counsel and cooperation with Southern Baptist churches and other churches of the Christian faith.

**ARTICLE I
PURPOSE STATEMENT**

The purpose of Canopy Roads Baptist Church is to honor God by helping unchurched people become fully devoted followers of Christ.

**ARTICLE II
MEMBERSHIP**

1. **QUALIFICATIONS AND PROCEDURES.** A person shall become a member upon his profession of faith in Jesus Christ as Savior, upon expressing his commitment of his life to the Lordship of Jesus Christ, upon subsequent baptism by immersion, and upon expressing his acceptance of the membership covenant.

2. **CANDIDATE FOR MEMBERSHIP.** A person shall be received as a candidate for membership in one of the following ways:
 - A. By an initial profession of faith in and commitment to Jesus Christ as Savior and Lord followed by baptism by immersion.
 - B. By request for believers’ baptism upon reaffirmation of faith in and commitment to Jesus Christ as Savior and Lord followed by baptism by immersion.
 - C. By letter of transfer from another Southern Baptist church upon reaffirmation of faith in and commitment to Jesus Christ as Savior and Lord.
 - D. By statement of believer’s baptism (baptism by immersion after profession of faith) upon reaffirmation of faith in and commitment to Jesus Christ as Savior and Lord.

3. FULL MEMBERSHIP
 - A. A candidate for membership shall become a member by:
 - 1) Completing the membership class
 - 2) Signing the membership covenant
 - B. Members age 15 and above shall be entitled to vote in all matters of the church.

4. TERMINATION OF MEMBERSHIP. Membership will be terminated in one of the following ways:
 - A. By letter of transfer upon the request of another Southern Baptist Church.
 - B. Upon a member's personal request.
 - C. By death.
 - D. Upon a member uniting with a church of another faith and order.
 - E. By exclusion as an act of discipline.

5. INACTIVATION OF MEMBERSHIP
 - A. A member shall be considered inactive when he fails to attend a worship service for a period of one year unless providentially hindered.
 - B. Inactive members shall be ineligible to vote on matters of church business.
 - C. When a member's record becomes inactive the church shall notify him in writing informing him of the change of status and encouraging him to become active once again.
 - D. Inactive members shall be reinstated to active status by reaffirmation of the church covenant and regular worship attendance for at least one month.

6. DISCIPLINE OF A MEMBER
 - A. Reconciliation. The procedure for reconciliation taught by Jesus in Matthew 18:15-17 and by Paul in Galatians 6:1-2 shall be followed before the church can exclude a member.
 - B. Exclusion. If reconciliation fails, the administrative ministries team may elect to exclude a member from the fellowship of the church. The Administrative Ministries Team in writing shall promptly notify a member excluded from the fellowship.
 - C. Restoration. The excluded member may make a request for restoration to membership to the administrative ministries team. The administrative ministries team may restore the excluded member after receiving a confession of his error, evidence of his repentance, reaffirmation of his faith in and commitment to Jesus Christ as Savior and Lord, and recommitment to the church membership covenant.
 - D. Members Right of Appeal. In the event that a member disagrees with the judgment of the Administrative Ministries Team, they have the right to appeal to active church members in a church conference, at their discretion.

ARTICLE III CHURCH OFFICERS

1. **ADMINISTRATIVE MINISTRIES TEAM**
 - A. Composition. The administrative ministries team (AMT), also known as the church elders, shall be composed of seven (7) members including the senior pastor and associate/executive pastor, who will be permanent team members. Five rotating members shall be selected from the laity of the church.
 - B. Qualifications. Members of the AMT shall meet and maintain during their term of service the following qualifications:
 - 1) Shall meet the moral and spiritual qualifications for church leaders found in Acts 6:3 and 1 Timothy 3:1-12.
 - 2) Shall tithe (giving a minimum of 10% of their annual income to the church).
 - 3) Shall have a regular quiet time of prayer and Bible study.
 - 4) Shall be active members of a small group in the church.
 - 5) Shall have been active members of the church for at least one year prior to serving.
 - 6) Shall be fully supportive of the vision of the church as defined in the membership class and church covenant.
 - C. Selection
 - 1) Rotating members of the AMT shall be nominated by the existing AMT.
 - 2) Once nominated, prospective new members shall be vetted by the AMT officers prior to being interviewed by the full AMT to verify that they meet the qualifications for team membership.
 - 3) Nominees who meet the qualifications for team membership must be affirmed by a majority vote of the active church members at a duly called church conference.
 - 4) Normal selection shall take place each fall.
 - 5) If a vacancy of the AMT occurs during the year, the AMT may elect not to fill the position until the normal selection in the fall or may fill it immediately by going through the normal selection process.
 - 6) Rotating members serve a five (5) year term with a one (1) year minimum gap in service between terms.
 - D. Officers. The officers of the administrative ministries team shall be the Senior Pastor, who serves as permanent team leader plus an associate team leader and secretary, which are elected annually by the AMT from the rotating members.
 - E. Authorities and responsibilities. The AMT, as the governing body of the church, delegates to the senior pastor the authority for the implementation of the church's vision. Specific duties of the AMT also include the following:

- 1) Safeguard the doctrinal integrity of the teaching ministry of the church using the Bible as the standard and the Baptist Faith and Message as adopted by the Southern Baptist Convention as a guide.
- 2) Work under the leadership of the senior pastor to develop the long-range vision of the church (church vision) in keeping with the church purpose statement.
- 3) Actively encourage ministerial staff, ministry leaders and church members to stay focused on accomplishing the implementation of the church vision.
- 4) Encourage and prayerfully support the ministerial staff and other leaders.
- 5) Help mediate church leaders and other members through difficulties when disagreements arise.
- 6) Approve calling equipping ministers as the need arises by:
 - a) Informing the church body of the need for additional staff
 - b) Asking the senior pastor to locate and recommend a prospective equipping minister.
 - c) Approving the recommendation of the senior pastor to call the individual.
- 7) Approve the church budget prior to submission to the church membership.
- 8) Evaluate AMT members to assure that each member is actively and spiritually discharging his assigned responsibilities. If a member is not performing his responsibilities, the team leader and associate team leader will counsel with the individual. When difficulties cannot be resolved satisfactorily, the member may be removed from the AMT by majority vote.
- 9) The rotating AMT members shall evaluate the performance and effectiveness of the senior pastor annually.
- 10) Purchase and/or sell real property, either presently owned by the church or deemed necessary and desirable for acquisition by the church to further the church's vision. All such actions shall be subject to and contingent upon the approval of the members of the church.
- 11) Authorize the sale of any and all real property and/or tangible or intangible personal property, other than cash, received by the church as a contribution, donation or any other form of lifetime gift, or by devise or bequest under will, at such price as the administrative ministries team deems in the best interest of the church, provided however, that all such sales shall be for cash, and placed in the church's building fund unless otherwise designated by the donor.
- 12) Take appropriate emergency action to preserve and maintain property or fiscal interest.

- 13) Represent the church in any litigation brought by or against the church.
- 14) Delegate any of its authorities to a selected ministry team(s) or staff member.
- 15) Officers of the AMT are empowered to execute legal documents on behalf of the church as authorized by the AMT.

F. Meetings. The administrative ministries team shall hold quarterly meetings. Special meetings may be called at any time by the senior pastor (team leader) or one-third (1/3) of the members of the team with good faith effort and reasonable effort made to give prior personal notice to all members of the team.

2. MODERATOR

- A. Selection. The team leader of the administrative ministries team shall be the moderator. In the absence of the team leader the associate team leader shall be the moderator. In the absence of both the team leader and the associate team leader, the AMT shall elect a moderator.
- B. Responsibilities. The moderator shall preside at church conferences.

3. CHURCH CLERK

- A. Selection. The AMT shall elect a member in good standing to serve as church clerk.
- B. Responsibilities
 - 1) Keep complete and accurate minutes of each church conference and have a copy of the minutes available for reading at the next conference.
 - 2) Make necessary certifications of actions of the church sitting in conference.
 - 3) Perform other such duties as the church may designate.

**ARTICLE IV
CHURCH STAFF**

1. PURPOSE AND RESPONSIBILITY. The church staff under the leadership of the senior pastor is authorized to implement the church vision, lead the ministries of the church and oversee the day to day administrative functions of the church in accordance with policies established by the AMT and within the financial limitations prescribed in the church budget. Each member of the staff is ultimately responsible to the church for all of his actions.

2. COMPOSITION. The church staff shall be composed of the senior pastor, equipping ministers, and support staff.

A. Senior Pastor

- 1) Definition. The Senior Pastor is the primary spiritual and administrative leader of the church.

- 2) Tasks
 - a) Lead and guide the church in accordance with a job description approved by the AMT. He is responsible for providing the day-to-day leadership toward the accomplishment of the church vision, including the hiring, supervision and removal of support staff.
 - b) He shall be an equipping minister in accordance with the biblical guidelines given in Ephesians 4:11-13 and as such shall equip church staff and other church members to lead and perform the various ministries of the church. He shall meet the same moral and spiritual qualifications established for AMT members.

B. Equipping Ministers

- 1) Definition. Equipping Ministers are licensed professional ministerial staff.
- 2) Tasks
 - a) Lead, coordinate and direct ministries, programs and ministry teams in accordance with their AMT approved job descriptions and with other specific areas of responsibilities as assigned by the senior pastor.
 - b) Like the senior pastor, they too shall be equipping ministers in accordance with the biblical guidelines given in Ephesians 4:11-13 and as such shall equip other church staff and members to lead and perform the various ministries of the church for which they are responsible. He shall meet the same moral and spiritual qualifications established for church AMT members.

C. Support Staff. The support staff shall be composed of all other employees of the church.

3. CALL AND TERMINATION OF THE SENIOR PASTOR

A. Call

- 1) Whenever a vacancy occurs in the position of senior pastor or is anticipated, the AMT will serve as the search team.
- 2) The AMT shall be responsible for filling the pulpit during the interim period before a new senior pastor is on the church field.

- 3) Upon recommendation of the search team, the call of a senior pastor shall be by the active church members at a church conference called for that purpose. General notification of the conference shall be given at the end of a regular worship service and announced in the church bulletin at least two (2) weeks immediately before the conference.
 - 4) The call of a senior pastor shall be by written ballot requiring an affirmative vote of two-thirds (2/3) of those active members present and voting.
- B. Resignation. The senior pastor shall give at least a two (2) week written notice of his resignation.
- C. Termination
- 1) Upon recommendation of the AMT, termination of the senior pastor shall be by the active church members at a church conference called for that purpose. Notification of the conference shall be given in writing at least one (1) week immediately before the date of said meeting, which is to be at the end of a regularly schedule worship service.
 - 2) Termination shall be by written ballot requiring an affirmative vote of two-thirds (2/3) of those active members present and voting.
4. CALL AND TERMINATION OF EQUIPPING MINISTERS (EXCEPT THE SENIOR PASTOR)
- A. Call. The AMT shall call equipping ministers upon recommendation of the senior pastor.
 - B. Resignation. Equipping ministers shall give a two (2) week written notice of their resignation.
 - C. Termination. The AMT shall terminate equipping ministers upon the recommendation of the senior pastor.

ARTICLE V MINISTRY TEAMS

1. ESTABLISHMENT. Ministry teams may be established by the senior pastor to lead ministries that facilitate the accomplishment of the church vision. The senior pastor or his designee shall serve as an exofficio member of all teams
2. COMPOSITION
 - A. Team Leader. This individual must be an active church member.
 - B. Assistant Team Leader. Each team shall be encouraged to have an assistant team leader who leads in the absence of the team leader. This individual shall be an active church member.

3. **RESPONSIBILITIES AND AUTHORITIES**
 - A. Each ministry team shall have a clearly defined purpose statement.
 - B. Ministry teams will work cooperatively with the senior pastor and/or appropriately assigned equipping ministers to accomplish their purpose.
 - C. Authority for conducting ministry shall be given to each team.
4. **DISOLVING.** Ministry teams may be dissolved by the senior pastor and reported to the AMT.

ARTICLE VI AMENDMENTS

1. Changes in these Bylaws or in the Articles of Incorporation shall be made by a two-thirds (2/3) vote of the church members at a church conference with the following provisions:
 - A. The proposed change shall be made available to the church body at least ten (10) days before the conference in which it is presented for approval.
 - B. Amendments shall be presented at a church conference for a vote.

ARTICLE VII SETTING AND CONDUCTING CHURCH CONFERENCES

1. **ANNUAL.** An annual church conference shall be held each fall for the purpose of approving the annual church budget and transacting other church business as needed. Notification of the conference shall be by mail sent out early enough to permit three carrier days for delivery prior to the conference.
2. **SPECIAL CALLED**
 - A. Conferences for transacting special business may be called for any regularly scheduled worship or mid-week service by the senior pastor or the AMT.
 - B. Action on special business shall be limited to the purpose for which the conference was called.
3. **QUORUM.** A quorum for the transaction of church business shall consist of a number not less than 10 percent of active church members eligible to vote. A quorum of the AMT shall be 50% + one (1) when there are an even number of persons on the team, or 50% + one-half (1/2) when there are an odd number of persons on the team.
4. **CHURCH ACTION.** Church action shall be by concurrence of a majority of members present and voting except as stated otherwise in these Bylaws.
5. **RULES OF ORDER.** Except where these Bylaws state otherwise, Robert's Rules of Order, Revised shall be the accepted pattern for the transaction of all church business.