

**BYLAWS  
OF  
BIG CREEK BAPTIST CHURCH  
PLEASANT HILL, MISSOURI  
11 April 2007**

**Article I- Membership**

Section 1: General

This is a sovereign and congregational-minded Southern Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of spiritual and temporal life of this church. The membership reserves the right to determine who shall be members of this church and the conditions of each membership.

Section 1A: In accordance with the Southern Baptist Faith & Message 2000, paragraph VI, “Each congregation operates under the Lordship of Christ through democratic processes. Its scriptural officers are pastors and deacons.”

Section 1B: In accordance with the Southern Baptist Faith & Message 2000 paragraphs IV and VI, the church is an autonomous local congregation of baptized believers which affirms salvation “is offered freely to all [emphasis added] who accept Jesus Christ as Lord and Saviour”.

Section 2: Candidacy

Any person professing faith in Jesus Christ as Savior and desiring to live in keeping with the spirit of the Covenant, policies, faith, and practices of this church may, by affirmative vote of the church, be admitted in full membership. Candidates for membership shall present themselves before the church and be received in accordance with the following conditions and regulations:

- A. By profession of faith in Jesus Christ as Lord and Savior and receiving a believer’s baptism by immersion.
- B. By promise of letter of recommendation from another Southern Baptist church or church of like faith and order.
- C. By statement of faith if the person has been saved and scripturally baptized by immersion in a church of like faith and order.
- D. Any exception to the above due to extenuating circumstances shall be considered by the pastor and the deacons for recommendation to the church.

Section 3: Duties of Members

- A. Members are expected to honor Christ by being faithful in all duties essential to the Christian life.
- B. Members are considered to be in good standing if they faithfully attend the services of the church, give regularly for the financial support of its work, share in its organized activities, support each other in Christian love, and be a Christian example to others in our daily walk.

#### Section 4: Rights of Members

- A. Only members who are in accordance with Article I Section 3 shall be qualified to vote.
- B. Members must be 18 years or older to vote in a regular or special called business meeting.

#### Section 5: Termination of Membership

- A. Upon death of a member.
- B. By request of transfer of letter to another Baptist church.
- C. By erasure upon request of proof of membership in a church of another denomination, or when expressed during a visit by a member of the staff or members of the deacon body.
- D. By request of the member.
- E. By discipline as recommended by the pastor and deacon body.

#### Section 6: Definition of Marriage

- A. We believe the term ‘marriage’ has only one meaning and that is marriage is sanctioned by God which joins one genetic man and one genetic woman in a single, exclusive union, as delineated in Scripture.
- B. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and woman.
- C. 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.
- D. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement of Marriage and Sexuality and conduct themselves accordingly.
- E. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
- F. 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 the church.

### **Article II – Ordinances**

#### Section 1: Baptism

A person who received Jesus Christ as Savior by personal repentance and faith; who professes Him publicly at any worship service, who indicates a commitment to follow

Christ as his or her Lord; and who indicates a desire to join the membership of this church, shall be received for baptism by immersion in water. The pastor or an ordained man shall administer baptism.

#### Section 2: The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church and all like believers through partaking of the bread and fruit of the vine commemorate the death, burial, and resurrection of Jesus Christ, anticipating His second coming.

### **Article III – MINISTRY LEADERS**

#### Section 1: Church Ministry Leaders

- A. The ministerial team shall be called and/or employed as the church determines the need for such offices. A job description shall be prepared by the personnel committee and approved by the church when the need for a team member is determined, but before a search for the team member is initiated. Those members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the personnel committee and called by church vote of no less than three-fourths (3/4) majority of a quorum vote.
- B. It shall be the duty of each ministry leader, under the counsel and guidance of the pastor to plan, direct, and coordinate his field or fields of service with that of the total church program. Each ministry leader shall be an associate to the pastor in his respective field(s) of service.
- C. At the time of resignation at least two weeks notice shall be given to the church. The church may vote to vacate the position upon recommendation of the personnel committee. The personnel committee shall prepare with church approval a vacation, sick leave, and leave of absence policy.
- D. All ministry leaders must be of sound Biblical doctrine and must subscribe to Article III Statement of Faith in the constitution.

#### Section 2: Support Staff/Contract Labor

The personnel committee shall employ support staff such as secretary and/or contract labor, such as custodian, etc., as the church determines the need for their services. A job description shall be prepared by the personnel committee and approved by the church prior to employment. The job description shall include staff/contract labor classification. Termination procedures will be set forth in the job description as approved by the church. Should termination be required, the personnel committee will present the action for approval by the church in conjunction with the procedures in the job description. The personnel committee shall prepare, with church approval, a vacation, sick leave, and leave of absence policy for support staff positions.

#### Section 3: Church Offices

- A. Church Clerk
  1. Will be nominated by the nominating committee.
  2. Will be elected to a one year term.

3. Shall keep the minutes of regular and special called business meetings. The clerk shall provide a copy of the minutes and business related documentation to the church secretary. They will be kept in the church office.
4. Shall keep minutes of Church Council meetings and provide a copy of the agenda and minutes to the church secretary. They will be kept in the church office.
5. Will be active in Sunday school and worship services prior to nomination as determined by the nominating committee.
6. Must have been a member of this church for at least one year unless vetted by the pastor and deacon body.

B. Assistant Church Clerk

1. Will be nominated by the nominating committee.
2. Will be elected to a one year term.
3. Will fulfill the duties of the clerk in his or her absence.
4. Will be active in Sunday school and worship services prior to nomination as determined by the nominating committee.
5. Must have been a member of this church for at least one year unless vetted by the pastor and deacon body.

C. Treasurer

1. Will be nominated by the nominating committee.
2. Will be elected to a one year term.
3. Shall be the custodian of all funds contributed to the church for general and special purposes.
4. Shall be bonded as part of church's insurance policy.
5. Shall present a written monthly report to the church of all receipts and disbursements and the balances on hand in bank and savings institutions.
6. Shall present the books and records to the finance committee and independent church accountant.
7. Shall pay only the bills that are budgeted items or items that are authorized by the finance committee. All checks require two signatures. Those with authority to sign checks are the treasurer, assistant treasurer, representative of the deacons, and/or the representative of the finance committee.
8. Will be active in Sunday school and worship services prior to nomination as determined by the nominating committee.
9. Must have been a member of this church for at least one year unless vetted by the pastor and deacon body.

D. Assistant Treasurer

1. Will be nominated by the nominating committee.
2. Will be elected to a one year term.
3. Shall be bonded as part of church's insurance

policy.

4. Will fulfill the duties of the treasurer in his or her absence.
5. Will be active in Sunday school and worship services prior to nomination as determined by the nominating committee.
6. Must have been a member of this church for at least one year unless vetted by the pastor and deacon body.

#### E. Moderator

1. Will be nominated by the nominating committee.
2. Will be elected to a one year term.
3. In the absence of the moderator, the chairman of the deacons will preside, or in absence of both, the clerk will call the business meeting to order, and an acting moderator will be elected.
4. Will be acquainted with and follow Article XII in these Bylaws and the constitution.
5. Will be active in Sunday school and worship services prior to nomination as determined by the nominating committee.
6. Must have been a member of this church for at least one year unless vetted by the pastor and deacon body.
7. Will have voting powers in regular and/or special called business meetings.

### **Article IV – Deacons**

#### Section 1: Deacons

The scriptural requirements for serving as a deacon are found in Acts 6:1-8 and 1 Timothy 3:8-13 as literally interpreted. Empowered by the Spirit of God and instructed by the example of Jesus Christ, deacons embody a spirit and lifestyle of servanthood. Deacons serve alongside the pastor, committed to the authority and inspiration of the Word of God, the principles contained in the Baptist Faith and Message, and the church constitution and bylaws.

#### Section 2: Deacon Election

Men meeting the above scriptural qualifications (ordained and non-ordained) must have been a member of this church for at least one year and have exhibited the lifestyle of a servant to be an eligible candidate. The deacon body will determine the number of deacons needed to fulfill the church's needs on an annual basis. A list of men who meet the qualifications will be presented to the church body for a vote as prospective candidates. The vote will be turned over to the deacon body for tabulation and will remain confidential. The deacon body will prayerfully consider the qualifications for the office of deacon as expressed in the New Testament, the church constitution, and the church vote. The deacons will vote to select the required number of names to fill the existing vacancies. The pastor, deacon chairman, and deacon vice chairman will visit each individual elected to secure the required number of deacons. When the required number of deacons has been secured, their names will be presented at a regular or special called business meeting for the church's final approval by simple majority of a quorum vote.

Non-ordained men will be placed in the Deacon-in-Training program for a period of one year with a designated mentor deacon. Upon completion of this program, the deacon body will recommend to the church to proceed with ordination.

### Section 3: Deacon Emeritus

The church shall grant the honor of deacon emeritus to deacons who have served the congregation faithfully and honorably but are no longer able to fulfill their responsibilities due to age or health. Deacons who choose emeritus status may participate as desired in meetings and activities.

### Section 4: Deacon Officers

The chairman, vice chairman, and secretary will be nominated and elected each year by the deacon body. Officers are limited to two consecutive terms to the same office. The chairman of the deacons shall also serve as the vice-moderator for the church.

## **ARTICLE V - Pastor**

### Section 1: Pastor Search Committee

A pastoral search committee shall be formed when the office of pastor is vacated. The deacons shall ask the church council to nominate a total of seven members of the church. Members of the pastoral search committee shall be at least eighteen years of age and members of the congregation for at least three years. The Pastor Search Committee shall be defined as follows:

- A. The deacons shall nominate one member from the deacon body.
- B. The personnel committee shall nominate one member from the personnel committee.
- C. The finance committee shall nominate one member from the finance committee.
- D. The church body shall nominate four members at large after those nominated in paragraphs A, B, and C above are identified.
  1. These nominations shall be by ballot from a vetted list to ensure all meet the requirements above by the Church Council.
  2. Nothing precludes remaining deacons or committee members from being considered for these four at large positions.
  3. The votes will be tallied by the Church Council.

### Section 2: Calling and Election

- A. The pastor search committee's recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one man at a time, upon which they have unanimously agreed. Election shall be by secret ballot at a special called business meeting, an affirmation vote of three-fourths (3/4) majority of a quorum vote being necessary for a calling.
- B. Only those meeting the qualifications to vote as defined in Article I Section 4 shall be allowed to participate in the vote for pastor. In addition to the qualifications defined above, only members that have been a member of the congregation for at least one year will be eligible to participate in the pastoral selection.

- C. The votes will be tallied by the deacon body. The results shall be presented to the church by the deacon body.
- D. Upon the calling and election of the candidate, the new pastor must present himself for membership before the church and be received in accordance with the conditions and regulations set forth in Article 1 Section 2.

#### Section 3: Qualifications

- A. The pastoral candidate must meet the qualifications set forth in 1 Timothy 3:1-16, with particular emphasis to be given to the manner in which he demonstrates spiritual leadership and fellowship in his own home.
- B. The pastoral candidate must be of sound Bible doctrine and must subscribe to our Article III - Statement of Faith in the constitution.
- C. While recognizing the importance of adequate educational preparation for the ministry, possession of a college degree shall not be considered a prerequisite to becoming pastor of this church. There shall be satisfactory evidence that he is a Spirit-led Bible believing man of God.

#### Section 4: Duties

The pastor is responsible for leading the church, the organizations, and the church staff to perform their tasks. The pastor is leader of pastoral ministries in the church. As such, he:

- A. Proclaims or preaches the gospel to believers and non-believers.
- B. Leads the church to engage in a fellowship of worship, witness, missions, education ministry and application.
- C. Leads the church in performing its ministries.
- D. Cares for the church's membership and other persons in the community.
- E. Supervises the ministries of the church staff and employees.
- F. Is an ex-officio member of all committees and will vote only in case of a tie.

#### Section 5: Salary and Benefits

The pastor's salary and benefits shall be set by the deacon body and recommended to the finance committee yearly at the same time the church budget is planned and shall be subject to a simple majority of a quorum vote at any regular or special called business meeting. The proposed benefits package will be determined in conjunction with an annual performance review of the pastor by the deacon body.

#### Section 6: Vacation

After one year of service the pastor shall receive two weeks paid vacation, after five years, three weeks, and after twelve years, four weeks with no carry over from the previous year. The pastor shall be granted two weeks leave for revivals and one week for conferences. Leave and vacation shall be related to the deacon body in a reasonable amount of time prior to the date(s) of the absence.

### Section 7: Sabbatical

After each five years of service, the pastor may be offered a two week period of rest and reflection without having to maintain his typical duties as defined in Article V Section 4 Paragraph A 1-6. This sabbatical is independent of vacation benefits listed above and shall be coordinated in advance with the deacon body in order to ensure a smooth transition for ongoing calendar events.

### Section 8: Termination

No time limit shall be put on the services of the pastor. If a situation arises that suggests grounds for termination exists, the deacon body shall immediately suspend the pastor from all duties. The deacon body will bring a motion to a regular or special called business meeting to terminate the pastor. Grounds for termination shall be immorality, insubordination, or heresy. The pastor shall give fourteen (14) days notice if he wishes to terminate his services, unless mutual agreement for a lesser time can be agreed upon by the pastor and the church. The pastor's services are to be terminated effective with 60% of a quorum vote at a special called business meeting, immediately following a Sunday morning worship service. For this purpose, a quorum shall consist of twenty-five percent (25%) of the average weekly worship service attendance for the time period reported in the most recent business report. The quorum must maintain adherence to the qualifications as set forth in Article 1 Sections 3 and 4 of the Bylaws. In case of dismissal or termination, severance pay will be determined on a case-by-case basis.

## **Article VI – Standing Committees**

### Section 1: Requirements to be on a standing committee:

- A. Must be members in good standing as vetted by the nominating committee.
- B. All standing committee workers shall have been a member of this church for at least one year unless vetted by the pastor and deacon body.
- C. If a committee member is inactive as considered by their respective committee, the committee will suggest removal/replacement to the nominating committee.
- D. All church committee members shall be recommended by the church nominating committee and elected by church vote in a regular business meeting, unless otherwise specified in the Bylaws.
- E. Will be composed of six members, unless otherwise specified in the Bylaws.
- F. Term of service will be three years monitored by the nominating committee by end of each calendar year with the committee list updated, posted, and filed with the church secretary at that time.
- G. May only serve two consecutive terms, monitored by the nominating committee by the end of each calendar year.
- H. A church member will be limited to serving on two standing committees, monitored by the nominating committee by the end of each calendar year.

### Section 2: Building & Grounds Committee

- A. Responsible for general upkeep of the grounds and building.
- B. Supervise/coordinate painting, building repairs, maintenance, etc. on the church grounds, including solicitation for quotes, proposals, and/or contracting required services.



- C. The custodian, a contract labor position, is accountable to the building and grounds committee for the routine tasks related to the position.
- D. Responsible along with the personnel committee for custodial job description and yearly reviews.

Section-3: Finance Committee

- A. Shall prepare a proposed budget to be voted on at a business meeting for approval on an annual basis.
- B. Shall present the financial report(s) at regular scheduled business meetings.
- C. Responsible for monitoring budget expenditures throughout the year.
- D. Responsible for monitoring the money flow.
- E. Responsible for matters concerning finances, income and expenditures, etc.
- F. Expenditures exceeding \$500.00 must be approved by the finance committee prior to the expense occurring with the exception of reoccurring annual and monthly expenses previously approved in the budget.
- G. Will establish the policies and guidelines concerning financial activities.

Section 4: Nominating Committee

- A. Prayerfully and thoughtfully consider the qualifications and abilities of church members for service.
- B. Present recommendations for filling various offices, committees, teaching positions, and other places of responsibility to a business meeting for approval.
- C. Prepare a list of standing committee members and their tenure dates to the church secretary for record-keeping and posting on an annual basis or earlier as applicable.

Section 5: Personnel Committee

- A. Prepare job descriptions to be voted on at a business meeting.
- B. Will interview candidates for ministerial positions and make recommendations for hiring at a business meeting. (excludes pastor)
- C. Interview and make recommendations at a business meeting concerning the hiring of support staff.
- D. Review all paid ministerial/support staff salaries and benefits annually in consultation with the finance committee.
- E. Responsible for matters concerning personnel issues (excludes pastor).

Section 6: Safety Committee

- A. Responsible for preparing and maintaining a safety program/process(s) and associated procedures for the facility to include but not limited to:
  - a. Severe Weather
  - b. Fire/Evacuation
  - c. Medical Emergency
  - d. Active Shooter/Aggressive Intruder
- B. Coordinate with the Safety Team, Building & Grounds Committee, and other groups as applicable regarding security processes and procedures.

- C. Interact with applicable law enforcement, fire protection personnel, and medical first responders as applicable.
- D. Provide and/or coordinate required training for Safety Team members.
- E. Maintain training records of Safety Team members, equipment statuses, inspections, etc. as applicable.
- F. Responsible for timely and accurate reporting of any security issues. Such reports shall include all pertinent details related to the incident.
- G. Provide written reports to the church secretary for filing/archival in the church office.
- H. Provide regular updates to the Church Council and other applicable entities regarding security concerns, incidences, and resource requirements.

**Section 7: Technology Committee**

- A. Responsible for guiding the purchase, acquisition, and use of audio/visual and information technologies including physical devices, systems, software, and online platforms.
- B. The Technology Committee will initiate and/or respond to consultation requests from technology stakeholders including the pastor, worship leader, office staff, other committees, and other stakeholders with regard to A/V and IT technologies.
- C. The committee will review for approval the purchase of A/V and IT devices, systems, software, or online platforms for which the costs exceeds \$500 prior to the expense occurring and prior to the request for that purchase being forwarded to the Finance Committee for their approval, with the exception of recurring annual and monthly expenses previously approved in the budget, in accordance with Article VI, Section 3:F of the bylaws.
- D. The committee shall review for approval the purchase, acquisition, and/or use of A/V or IT devices, systems, software, or online platforms for which there are recurring annual and monthly, or other periodic subscriptions, usage, or licensing fees or charges, with the exception of recurring annual and monthly expenses previously approved in the budget. Requests for approval of such purchases, acquisitions, or uses for which the annual cost exceeds \$500 will be forwarded to the Finance Committee after approval by the Technology Committee, in accordance with Article VI, Section 3:F of the bylaws.

**ARTICLE VII– Temporary Committees (Ad Hoc)**

Due to the dynamic nature of the church’s ministry, temporary committees may be established in order to satisfy the needs of particular issues. Temporary committees shall not be listed in these bylaws due to the limited duration of their existence.

**Section 1: Selection**

- A. The request for a temporary committee shall be made by the church council as noted in Article VIII Section 1.G or by vote in regular business meeting.
- B. Appointments to temporary committees shall be selected in accordance with

Article VI of these bylaws, with exception given to any restriction in terms of service.

C. If the nature of the committee is such to warrant any other exception to Article VI of these bylaws, (i.e. required number of members on committees), special consideration may be proposed by the nominating committee or church council for church vote in a regular or special called business meeting.

Section 2: Duties:

- A. The duties of a temporary committee shall be to perform a specific task, assignment, and/or function related to an issue with a finite timeline.
- B. The temporary committee may be called upon to work in conjunction with other standing committees, temporary committees, Outreach Teams, councils, or other organizational bodies within the church in order to complete its task, assignment, or function.
- C. The temporary committee shall report to its parent standing committee, if one exists. In the event the temporary committee is not directly linked to a standing committee, the temporary committee shall present a report during the regular business meeting.

Section 3: Duration:

The temporary committee shall exist until fulfillment of its task, assignment, function, or until conditions no longer warrant the committee's existence, at which time the committee shall be disbanded as reported to the church at the first available business meeting following the temporary committee's completion of assigned task(s).

**Article VIII- Church Council and Sunday School Council**

Section 1: Church Council

- A. The purpose of the Church Council will be to unify and coordinate the church programs, schedule, calendar, and communications.
- B. Will be composed only of the pastor, ministry leader(s), chairman of the deacons, chairpersons of standing committees and Corporate Board, and Sunday School Director unless invited by the Church Council chairman.
- C. The pastor shall serve as chairman with the chairman of the deacons, or his representative, as a backup should the pastor be unavailable.
- D. The council will meet monthly or by call of the Council chairman or representative.
- E. The chairman or his representative will establish an agenda prior to the meeting. Items for inclusion to the agenda must be submitted to the chairman a week in advance of the scheduled meeting.
- F. Will recommend members for the nominating committee for approval by the church in a regular business meeting.
- G. Initiate additional committees as deemed necessary.
- H. Recommend to the congregation suggested objectives, goals, programs and any other such matters as are pertinent.
- I. All matters agreed upon by the council calling for action not already

authorized shall be referred to the church for approval at a regular or special called business meeting.

- J. All Outreach Teams as defined in Article XI shall coordinate their efforts with the Church Council chairman.

#### Section 2: Sunday School Council

- A. Will be composed of the Sunday School director, minister of education (if available) and Sunday School teachers.
- B. Sunday School director or minister of education shall serve as chairman.
- C. Will plan, publicize, coordinate, and promote the Sunday school activities.
- D. The Sunday School director shall gather and maintain Sunday School attendance records and provide a copy to the church secretary. They will be kept in the church office. The Sunday School director may delegate this task to others as appropriate.
- E. Make schedule requests or recommendations to the church council as it pertains to Sunday School activities.
- F. Will make recommendations to the nominating committee for Sunday School teachers based on the five principles listed below:
  - 1. Know your possibilities
  - 2. Enlist and train your workers
  - 3. Enlarge the organization
  - 4. Provide space and age-appropriate resources
  - 5. Go after the people

#### **Article IX** - Sunday School Teachers, Workers, and Assistants

- 1. Teachers, workers, and assistants will be active in Sunday School and worship services prior to nomination as determined by the nominating committee.
- 2. Teachers must have been a member of this church for at least one year unless vetted by the pastor and deacon body
- 3. Teachers and assistants must pass a background check prior to working with children and/or youth groups.
- 4. Assuming acceptable performance and behavior, there will be no limits placed on the duration one can serve as a teacher or assistant.
- 5. Assistants will be solicited by the Sunday School Director in conjunction with associated teacher.
- 6. Potential conflicts and/or concerns, perceived or real, must be taken into consideration prior to assigning family members to the same class or activity.

#### **Article X**– Corporate Board

- 1. Requirements to be on the corporate board:
  - A. Must be members in good standing as vetted by the nominating committee.
  - B. All corporate board members shall have been a member of this church for at least one year unless vetted by the pastor and deacon body.

- C. If a corporate board member is inactive as considered by the remainder of the board, the board will suggest removal/replacement to the nominating committee.
- D. All corporate board members shall be recommended by the church nominating committee and elected by church vote in a regular business meeting, unless otherwise specified in the Bylaws.
- E. Will be composed of six members, unless otherwise specified in the Bylaws.
- F. Term of service will be three years monitored by the nominating committee by end of each calendar year with the board list updated, posted, and filed with the church secretary at that time.
- G. May only serve two consecutive terms, monitored by the nominating committee by the end of each calendar year.
- 2. Will serve as the legal officers of Big Creek Baptist Church and shall hold in trust the church property.
- 3. Upon a specific vote of the church authorizing each action, shall have the power to buy, sell, mortgage, lease or transfer any church property.
- 4. When the signatures of the corporate board are required, shall sign legal documents involving the sale, mortgage, insurance, purchase, or rental of property or other legal documents related to church approved matters.
- 5. Shall be responsible for routine/annual/renewable documents, such as, incorporation certification, not-for-profit documents, etc.
- 6. The chairman and secretary shall serve a ten year term to provide continuity in processes in addition to minimize the effort involved with revising official documents to amend listed signatories for various legal transactions.
- 7. Will be active in Sunday school and worship services prior to nomination as determined by the nominating committee.
- 8. Must have been a member of this church for at least one year unless vetted by the pastor and deacon body.

**Article XI – Outreach Teams (Examples of, but not limited to)**

Section 1:

- A. Hostess Team
- B. Greeter/Usher Team
- C. Lay Clergy Team
- D. Nursing Home Team
- E. Children and Youth Teams
- F. Counting Team
  - i. Responsible for counting monies and depositing them as directed by the finance committee.
  - ii. Each week the committee will present an accurate accounting of the weekly offering to the church secretary. The church secretary will provide a yearly accounting to each church member.

## Section 2: Description

- A. Outreach Teams are intended as a supplement to standing committees with particular focus on their namesake group/function.
- B. As Outreach Teams are not standing committees, they do not provide a representative to the Church Council. They are expected to coordinate their efforts with the Church Council chairman as described in Article VIII Section 1.J.

## Section 3: Selection

- A. Outreach Teams members shall be recommended by the church nominating committee and elected by church vote in a regular business meeting.
- B. Team members will serve a one year term with no limitations on number of consecutive terms.

## **Article XII**– Services and Meeting

### Section 1: Regular Services

The Church shall meet regularly each Sunday morning for preaching, instruction, evangelism, and the worship of Almighty God, and on Wednesday evening or other days throughout the week for activities such as Bible study, prayer, and the worship of Almighty God. All church services will be open for the entire membership of the church and for all people.

Section 2: Special events such as revivals, banquets, conferences, concerts, etc. shall be held occasionally to further the mission and objectives of the church and shall be placed on the church calendar.

### Section 3: Business Meetings

- A. Regular business meetings will be held by the church. The date and time will be determined at regular or special called business meeting.
- B. A special called business meeting may be called by the pastor, moderator, or the chairman of the deacons to handle any pertinent matters that cannot wait for the regularly scheduled business meeting provided a public announcement has been made and posted the Sunday prior to the special called meeting.
- C. Quorum  
A quorum shall be required in order to conduct a regular or special called business meeting. The quorum shall consist of ten percent (10%) of the average weekly worship service attendance for the time period reported in the most recent business report. The quorum must maintain adherence to the qualifications as set forth in Article I Sections 3 and 4 of the Bylaws.
- D. Procedure of Business Meeting
  1. The moderator shall preside at all business meetings.
  2. The parliamentary procedure of all business meetings shall be regulated by the moderator in an orderly fashion in the spirit of Article 1 Section 3 of these bylaws, the Vision Statement in Article II of the associated constitution, and the Church Covenant as defined in Article IV of the associated constitution. This

procedure shall be similar to that defined in Robert's Rules of Order Newly Revised Edition in which they are consistent with these bylaws and any Special Rules the church may adopt. The resultant procedure shall serve as the Adopted Procedural Rules, which, upon church approval of these bylaws, shall become the Standing Rules of Order to be used in all subsequent business meetings. (Reference Article III Section 3.E.)

3. All votes called for at a regular or special called business meeting shall require approval by simple majority of a quorum vote unless designated otherwise within these bylaws. This shall be considered part of the Standing Rules of Orders as adopted per Article XII Section 3.D-2.

#### **Article XIII– Authority**

This document supersedes any and all previous versions of bylaws of Big Creek Baptist Church and will serve as its governing authority unless amended at some future date. The effective date of this document is 11 April 2007.

#### **Article XIV Amendment Procedures**

Section 1: Amendments to the Bylaws shall be submitted in writing to the deacon body. After review, the amendment(s) will be presented to the church after a public announcement has been made and posted on two consecutive Sundays. A vote will be taken at a subsequent regular or special called business meeting and shall require a three-fourths (3/4) majority of a quorum vote approval for adoption.

Section 2: The copy of record of this document shall be filed in both hard and soft (electronic copy in its native format) copy with the church secretary in the church office and placed in the church's safe deposit box with emphasis on configuration management/document control to ensure all usage of the document is executed with the current version and previous versions have been superseded as appropriate.

#### **Article XV – Procedure for Ordaining and Licensing**

##### **Section 1: General**

After counseling with the pastor and the deacons, a member feeling God's call may be granted a license to preach by a three-fourths (3/4) majority of a quorum vote of the church in a business meeting.

##### **Section 2: Candidacy**

The church may set aside by ordination a person called to any pastoral staff position of a church or one who has been called to full time evangelism. The request for ordination shall be directed to the deacon body for presentation to the church. When recommended by the deacons, a candidate for ordination will be examined to ascertain the qualifications of the candidate.

#### **Revision History**

<b>Version/ Release</b>	<b>BY</b>	<b>Date</b>	<b>Description</b>
Initial	Constitution & Bylaw Committee	4/11/2007	<ul style="list-style-type: none"> <li>• Original Document as Accepted</li> </ul>
Rev 1	Business Meeting Motion/Deacons	2011	<ul style="list-style-type: none"> <li>• Amended Article VI Section 1.C changed membership requirements to serve on committee from 3 months to 1 year</li> </ul>
Rev 2	Constitution & Bylaw Committee	4/10/2013	<ul style="list-style-type: none"> <li>• Amended Article I Added Section 6 Definition of Marriage &amp; added Revision History</li> </ul>
Rev 3	Business Meeting Motion/Deacons	11/6/2016	<ul style="list-style-type: none"> <li>• Amended Article XI Section 2.A Scheduling of regular business meetings</li> </ul>
Rev 4	Bylaw Committee	9/20/2020	<ul style="list-style-type: none"> <li>• Amended entire document to address issues with content, format, and application. Final mark up of Revision 3 filed in church office along with record copy of Revision 4.</li> </ul>
Rev 5	Bylaw Committee	08/14/2022	<ul style="list-style-type: none"> <li>• Amended various sections of the document to address issues with pastor/staff termination, corporate board qualifications, stances on salvation/doctrine and miscellaneous updates, moderator voting rights and Technology Standing Committee status vs Outreach Team</li> </ul>