



Constitution And Church Bylaws



7171 Oak Ridge Highway
Knoxville, TN 37931

CONSTITUTION

Adopted August 31, 1994

(Revised March 6, 2016)

PREAMBLE

We declare and establish this Constitution for the preservation and security of the traditional Baptist principles of democracy, religious liberty, and the absolute Lordship of Jesus Christ, and so that this body of believers may conduct itself “decently and in order.” (I Corinthians 14:40).

This Constitution takes precedence over and supersedes all prior actions, policies, and governing instruments.

ARTICLE I—NAME

This body of believers shall be known as the Grace Baptist Church of Knoxville, Tennessee located at 7171 Oak Ridge Highway, Knoxville, Tennessee. Originally organized on December 17, 1916, as Grassy Creek Baptist Church and renamed Grace Baptist Church of Grassy Creek on November 4, 1923, this church became Grace Baptist Church in 1925. Grace Baptist Church is a nonprofit corporation having been chartered on August 20, 1956 by the Secretary of the State of Tennessee.

ARTICLE II—PURPOSE

Our mission is “Changing Lives that Change the World.”

Our vision is “developing disciples that develop disciples.”

In order to accomplish our mission and vision we rely upon our core values, which are: that we embrace and extend God’s love, healing, and word; that we are relational in authentic community and in reproducing disciples, and that we are serving by using our spiritual gifts and sending disciples to our community and the world.

ARTICLE III—STATEMENT OF FAITH

We believe Jesus Christ, the risen Son of God, is the only source of eternal life. We believe the Holy Bible is the inspired and infallible Word of God. We subscribe to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in Kansas City, Missouri in 1963 as well as the June 14, 2000 revised summary which can be viewed on line at www.sbc.net.

ARTICLE IV—MEMBERSHIP

The membership of the church shall consist of individuals:

- a. Who Believe on the Lord Jesus Christ as their personal Savior;
- b. Who have publicly professed Him as their Lord;
- c. Who have been publicly baptized by immersion after conversion at Grace Baptist Church or in a church of like faith and order;
- d. Who have been accepted into membership by vote of the Church.

ARTICLE V—CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, and this assembly, most solemnly and joyfully enter into a covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this Church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the gospel through all the nations.

We also engage to maintain family and private devotions; to spiritually educate our children; to seek the salvation of our family and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our conduct; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of illegal drugs; and to use our influence to combat the use of alcohol, illegal drugs, and the spread of pornography.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always be ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we leave this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE VI—CHURCH MEETINGS

Section 1. Worship Services

The Church shall gather each Sunday morning unless providentially hindered or upon rare occasions by decision by the Pastor and Ministerial Staff for worship of God through praise, prayer, fellowship, evangelism, and instruction and proclamation from the Word of God.

The ordinances of baptism and the Lord's Supper shall further be incorporated into worship as often as deemed appropriate by the Pastor and Ministerial Staff.

Other special worship services essential to and supportive of the mission of the Church shall be held as deemed appropriate by the Pastor and Ministerial Staff.

Section 2. Annual Business Meeting

The church shall convene annually to address the business needs of the Church for congregational information and decision-making. Prior notice of this Annual Business Meeting shall be provided at least two (2) weeks prior to the Annual Business Meeting.

Generally, this Annual Business Meeting will be held on the last Wednesday night of the Church's fiscal year in the worship center for the purpose of approving the annual budget, voting on all membership decisions, updating work in various ministry areas, electing messengers to the Knox County Association of Baptists annual meeting and the Tennessee Baptist annual meeting, electing church officers (Budget and Finance Team, Trustees, Personnel Team, Nominating Team, Grace Christian Academy School Board and any other team as is appropriate), and voting on the elected deacons who need to be ordained (pending the approval of the ordaining council), and any other business as is deemed appropriate from the pastor, ministerial staff, ministry teams or from the floor of the business meeting. Note: Because the Business Conference (next paragraph) provides the opportunity for questions and/or comments regarding the budget, there will be no questions and/or comments from the floor regarding the budget at the Annual Business Meeting.

The proposed annual budget shall be printed and distributed throughout the Church building for member's consideration at least two weeks prior to the Annual Business Meeting. There will be a Conference Meeting at least one week prior to the Annual Business Meeting so that the members may ask questions and offer other ideas regarding the proposed budget. This business meeting is the appropriate public forum in which members may ask questions regarding the proposed budget. Members may contact the Director of Budget and Finance or **members of the Budget and Finance Team for other discussion as well.**

Section 3. Special Business Meetings

Special Business Meetings shall be called as warranted by the needs of the Church. Notice of the subjects, date, time, and location shall be announced at all services on the weekend prior to the Special Business Meeting. This notice may be given verbally by announcing from the Pulpit. A Special Business Meeting may be called by the Pastor or the Executive Team.

ARTICLE VII—CHURCH GOVERNMENT

The government of this Church is vested in the body of believers who compose it.

The organizations of the Church shall be those which are deemed necessary for the work of the church.

Scripturally, the church is a theocracy, meaning that God is the sole leader of our church. In practice, scripture gives the responsibility of leadership to the pastor, and we believe also, his ministerial staff. Governmentally, the church is ordered by democracy, allowing the church body to vote on appropriate issues, specifically the calling of ministerial staff, the annual budget, the elected ministry teams, the church membership, any church building programs, and any other issues of importance to the ministry of the Church.

The general leadership of the Church shall be provided by the pastor and the ministerial staff. They are encouraged to confer with other officers, ministry team leaders and church members as would be appropriate for effective communication and leadership for the overall good of the church body.

ARTICLE VIII—AFFILIATION

This church is a free, autonomous, independent body, congregational in nature with full authority for self-determination in the manner consistent with this Constitution and Bylaws, free of any outside control, authority or power.

This church will voluntarily be affiliated with the Knox County Association of Baptists, Tennessee Baptist Convention and the Southern Baptist Convention and, through duly elected messengers, will participate in their deliberative assemblies.

ARTICLE IX—ADOPTION

This Constitution shall be considered adopted and in immediate effect if and when approved by a two-thirds vote of the members present and voting at the appropriate Business Meeting. This vote shall be taken no less than thirty (30) days after formal presentation of the Constitution to the Church.

The proposed Constitution shall be printed and distributed throughout the church building for member's consideration one month prior to the Business Meeting. The time and place of the Business Meeting to adopt a constitution must be appropriately announced to the congregation.

The adoption of this Constitution, shall repeal all previously adopted Constitutions, Bylaws, rules, regulations, policies, and/or procedures.

ARTICLE X—METHOD OF AMENDING

This Constitution may be amended by a two-thirds vote of the members present and voting at any business meeting, provided that the proposed amendment in writing has been given to the church clerk, and that the proposed change has been presented to the Church by announcing from the Pulpit that there are amendments to be made to the Constitution, and providing copies of the proposed amendment(s) to the members by making copies available not less than thirty (30) days prior to any vote.

All amendments shall, after passage by vote of the church, be prepared by the church clerk and/or the church office and included in the Constitution and made available to church members who would want a printed or electronic copy.



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CHURCH BYLAWS

ARTICLE 1—MEMBERSHIP

Section 1. Reception

Members shall be received by presenting themselves for membership in any worship service. A person shall be considered a member upon affirmative vote of the church membership. However, since there is only one Annual Business Meeting at which time these persons may be voted on, these persons may assume membership status immediately upon compliance with the methods of membership listed next. If a person, for some reason, is not voted into membership, the Pastor and ministerial staff shall be charged with resolving that person's membership or non-membership.

One may be received into church membership in the following ways:

a. By profession of faith.

A person publicly professing personal faith in the Lord Jesus Christ, giving evidence of a regenerated heart shall, upon baptism by immersion by Grace Baptist Church, be admitted into the fellowship of the church.

b. By letter.

Any person whom, after profession of faith in the Lord Jesus Christ, has been baptized by immersion in another Baptist church or another evangelical church of like faith and order may be received into membership upon receipt of letter of transfer from that respective church.

c. By statement.

Any person whom has been baptized by immersion after profession of faith in the Lord Jesus Christ in another Baptist church or another evangelical church of like faith and order but who, because of lost records or similar unavoidable or reasonable circumstance, has no regular letter of dismissal, may be received into membership.

d. By baptism from another denomination.

Any person whom professes a personal faith and belief in the Lord Jesus Christ as personal Savior but has been baptized by any method other than immersion in another evangelical church of like faith and order must be baptized by immersion by Grace Baptist Church to become a member.

Section 2. Termination

The discontinuances of membership shall be as follows:

a. Transfer by letter

Any member in good and regular standing who determines to join another Baptist church or church of like faith and order may have that church request his or her letter. Upon receipt of such request, a letter will be sent to the receiving church. No letter shall be given to individual members. All letters of dismissal shall be made to the Baptist church where such member wishes to become an active member. The Clerk will report this at the Annual Business Meeting.

b. By request

Membership shall be terminated should a member request that his or her membership be terminated. This request, preferably, should be made in written format with the person's own signature. If this is not feasible, other verified forms of communication will be accepted as determined by the Pastor and/or ministerial staff on a case by case basis.

c. By Exclusion

Membership may be terminated upon exclusion by action of the church in regular business session. The Scriptural guidelines for this are found in Matthew 18: 15-17 and James 5:19.

d. By Death

Section 3. Rights

Every member may act and vote in the transactions of the church. Every member is eligible for consideration by the membership as candidates for the elected ministry teams of the church, except as precluded by the qualifications of that ministry team. Every member of the church may participate in the ordinances of the church.

Section 4. Responsibilities

Members are expected to be faithful in all the duties essential to the Christian life, attend habitually the services of the church, to be involved in a Discipleship Group, to be involved in at least one ministry in or related to the church; to give regularly to the church for its support and its causes, and to share in its organized work. Further, every member is expected to uphold the model of Christian living as set forth in Scripture in every aspect of life – family, work, school, play and church.

Section 5. Discipline and Restoration

It shall be the desire and practice of this church that every member be accountable to one another in fellowship and discipleship. It is expected that, should a member become an offense to the church and her mission for Christ, such member shall be approached personally and

confidentially by the appropriate person or persons under scriptural guidelines as found in Matthew 18: 15-17 and James 5:19. Our goal is restoration to full and fruitful fellowship and discipleship of the offending member.

ARTICLE II—MEETINGS

When in business session, the Pastor shall serve as moderator. In the Pastor's absence one of the Executive Team shall serve as moderator. If this level of ministerial staff is absent, the chairman of the deacons shall serve as moderator, and in his absence the Church Clerk shall serve as moderator.

Throughout these Bylaws, any reference to the "Pastor" shall be understood to mean the Senior Pastor of the church.

Ten (10%) percent of the average adult worship attendance for the preceding church year shall constitute a quorum. The quorum for the call or termination of Pastor shall be twenty-five (25%) percent of the average adult worship attendance for the preceding church year. Adult worship attendance is defined for this purpose as the worship services that regularly occur in the worship center as primary weekend services. Not included in this definition are the following kinds of numbers: preschool and children's worship; Wednesday night youth services; weeknight services that are rallies, revivals, etc.

It shall be the duty of the moderator to state clearly every motion and resolution that is made and seconded to the church and take the vote thereon. In case the count should be equally divided, he may cast the deciding vote or abstain. If the moderator abstains, the motion fails.

The moderator shall not address the meeting except on question of order, unless he calls another person to the chair for the time or he has been asked specifically to answer a question or give an explanation of an issue. The moderator shall decide all questions of order subject to an appeal to the church.

ROBERT'S RULES OF ORDER NEWLY REVISED shall be the authority for parliamentary procedure.

ARTICLE III—CHURCH ORDINANCES

Section 1. Baptism

Baptism is a symbolic act of obedience. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- a. Baptism shall be by immersion in water
- b. Baptism shall be administered by the Pastor or any person as approved by the Pastor
- c. Baptism shall be administered as an act of worship during any worship service or at other times as circumstances warrant
- d. Baptism shall be as soon as possible after the public profession of faith

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ.

- a. The Lord's Supper shall be observed as often as deemed appropriate by the Pastor and/or ministerial staff.
- b. The elements shall be some type of unleavened bread and grape juice.

ARTICLE IV—PASTOR AND CHURCH STAFF

A. Pastor

Section 1. Pastoral Duties

The Pastor shall be in charge of the welfare and oversight of the church; he shall conduct religious services at the regular meetings and at the time of special meetings or occasions; he shall minister to the spiritual needs of the members of the church; he shall administer the ordinances; he shall, through prayer and study, render effective preaching; he shall have special charge of the pulpit ministry of the church; through the effective use of the pulpit, he shall win the lost to Christ; he shall be head of all program organizations and a nonvoting member of all ministry teams.

As deemed appropriate by him, the Pastor may give authority to an Associate Pastor or staff member to represent him in ministry teams and their meetings.

The Pastor, with assistance from the Executive Team, ministerial staff, department/program directors and, as appropriate, the Personnel team, shall be responsible for the selection and termination of all church employees. The hiring of all ministerial level staff must be voted on by the Church.

Section 2. Choosing a Pastor

Whenever a vacancy occurs, a Pastor Search Team shall be elected by the church. This team shall be composed of at least 5 people, but not to exceed 9 people. This ministry team shall work in cooperation with the Executive Team. The Executive Team will select a designated member of the Ministerial Staff to work with this team. In the event there is not an Executive Team, a staff person to work with this team shall be determined by the Ministerial Staff.

The qualifications for persons to serve on the Pastor Search team shall be as follows:

- a. No less than 25 years of age
- b. A member in good standing of Grace Baptist church for no less than 3 years
- c. A tither [gives a minimum of 10% of total income] to Grace Baptist church
- d. Involved in a Grace Baptist Church discipleship program
- e. Involved in at least one ministry supported by Grace Baptist Church

- f. Nominated on no less than 5% of the nomination ballots cast
- g. Completion of a qualification questionnaire, and an interview by the Nominating Team
- h. Only one member of a family (spouse, children, and parents) may serve on this team
- i. No staff members, staff spouses or staff children may serve on this team

The process for selecting the Pastor Search Team shall be as follows:

- a. Before the nomination process begins, the Nominating Team in cooperation with the Executive Team designate (see above – Section 2 – Choosing a Pastor, Paragraph 1) will create the job description and any further qualifications for the Pastor Search Team. In the event there is not an Executive Team, a staff person to work with the Nominating Team shall be determined by the Ministerial Staff.
- b. After the job description and qualifications are complete, they are to be distributed to the church by either printed or electronic means at least two weeks prior to the Special Called Business Meeting in which nominations will be taken.
- c. Nominations will be taken by paper ballot only at a Special Called Business Meeting during each regular worship service on one designated weekend. The nominations will be collected by the ushers and counted by the Nominating Team.
- d. Those nominated on no less than 5% of the nomination ballots cast will be given a qualification questionnaire to pray over and complete in a reasonable time frame. Those who complete the questionnaire and return it to the Nominating Team will then be interviewed by the Nominating Team.
- e. After this entire process is completed, the Nominating Team will then present to the Church the list of candidates for the Pastor Search team by either printed or electronic means at least two weeks prior to the Special Called Business Meeting in which election of the Pastor Search team will occur.
- f. The vote to determine the Pastor Search team will be taken by paper ballot at a special called business meeting during each regular worship service on one designated weekend. There will not be open discussion regarding the names and only paper ballots taken in those services will be allowed. The ballots will be collected by the ushers and counted by the Nominating Team. The Pastor Search Team will consist of those people receiving the top five (5) number of votes.
- g. Upon completion of the election process, the task of the Nomination Team regarding this matter is complete and the Pastor Search Team begins its work.
- h. If in the event a member of the Pastor Search Team, for whatever reason, leaves the team, the person who received the next highest number of votes on the election ballot will be asked to step into the Pastor Search Team by the Nominating Team. This process will continue until the vacancy is filled and the Church duly informed of the change in team membership.

In all hiring decisions, Terms of Call supersedes the Personnel Manual. The Terms of Call are determined by those individuals directly involved in the hiring process. For all staff positions voted on by the congregation, all Terms of Call shall be communicated to the congregation at least verbally before the vote is taken.

This team shall seek out and nominate a Pastor to fill the vacancy, bringing before the church for consideration only one candidate's name at a time. Recommendations to the Pastor Search Team may be made by any church member, but only the ministry team may nominate a

candidate to fill the vacancy. No candidates may be nominated from the floor at business meetings.

The vote upon a candidate duly nominated shall take place at a special business meeting called for that purpose. At least one week advance notice of the time and purpose of this meeting shall have been appropriately announced. The rules of Special Business Meetings found in the Constitution section of this document shall be followed. Voting shall be by written ballot.

The candidate nominated shall be elected as Pastor if two-thirds of those members present and voting cast their votes in favor of the candidate being elected provided the quorum as specified in Article II, Paragraph 3 is met. Only one vote shall be taken. Should the candidate fail to receive the requisite number of votes, the meeting shall be adjourned and the search for a Pastor shall continue.

Section 3. Termination of Pastor

The Pastor shall serve until the relationship is dissolved at the request of either the Pastor or upon affirmative vote of the church that the Pastor be relieved of his duties.

In the latter case, such a vote shall be taken at a Special Called Business Meeting, which may be called by the Executive Team, the Deacons or the Personnel Ministry Team. The requirements of notice and publication for such a meeting shall be the same as for a meeting of the purpose of installing a candidate as Pastor, and a vote to dismiss the Pastor shall succeed only where two-thirds of those members present and voting cast their votes in favor of dismissal provided a quorum as specified in Article II, Paragraph 3 is met. Voting shall be by written ballot. The parameters for such a meeting shall in all respects compare with those of a meeting for the election of a Pastor.

In the event that the relationship is terminated at the request of the Pastor and in absence of some agreement to the contrary, the Pastor shall continue his service to the church for a period of thirty (30) days.

Section 4. Employment Terms

The Personnel Policies and Procedures Manual and the Terms of Call shall control the employment terms, benefits, and responsibilities of the Pastor. Terms of Call supersede the Personnel Policies and Procedures. The Terms of Call are determined by those individuals directly involved in the hiring process. Where any conflict exists, these Bylaws shall control.

Section 5. Interim Pastor

The roles and responsibilities of an Interim Pastor shall be the responsibility of the Executive Team, or in lieu thereof, the Ministerial Staff of Grace Baptist Church.

The pulpit shall be filled by the Ministerial Staff of Grace Baptist Church or others determined by the Executive Team. No person interested in becoming the next Pastor of Grace Baptist Church shall be allowed to fill the pulpit until his standing with the Pastor Search Team is clarified so as to not give unfair advantage to any one possible candidate.

If, for some reason, the Executive team and the Ministerial Staff of Grace Baptist Church are not available nor able to fulfill the roles and responsibilities of the Interim Pastor, the Deacons shall assume the responsibility to find an Interim Pastor and, until an interim is chosen, find all pulpit supply speakers.

B. Church Staff

Section 1. Ministerial Pastoral Positions and Director Positions

The Pastor, with assistance from the Executive Team, ministerial staff and the Personnel team shall be responsible for the selection and termination of all church employees. All ministerial level selections must be elected by the majority vote of members present at a regular or specially called meeting. In either event, at least one week's advance notice of the time and purpose of the meeting shall have been provided to members in accordance with the requirements of notice of a meeting for the purpose of electing a Pastor.

The Pastor, Executive Team, ministerial staff and Personnel Team shall be in agreement insofar as recommending for election all of the ministerial pastoral positions.

The Personnel Policies and Procedures and the Terms of Call shall control the employment terms, benefits and responsibilities of the ministerial pastoral positions. Terms of Call supersede the Personnel Policies and Procedures. Where any conflict exists, these Bylaws shall control.

Termination of a minister may be recommended by the Pastor, the Personnel Team, the Executive Team or the person's supervisor, and, with the agreement of these parties and the completion of Personnel Policy requirements, the terminating action may be made by the Pastor, the Executive Pastor or the person's supervisor.

In the event that the relationship is terminated at the request of the minister and in absence of some agreement to the contrary, the minister may be requested to continue his service to the church for a period of up to fourteen (14) days.

The ministerial pastoral positions will be generally supervised by the Pastor or the appropriate supervisor as directed by the Pastor or Executive Team.

Section 2. Associate Staff

The Pastor, and the Executive Team, shall be responsible for the selection and termination of all associate staff.

Associate staff shall be hired with the agreement of the Pastor and the Executive Team, without further action from the church.

The Personnel Policies and Procedures and the Terms of Call shall control the employment terms, benefits and responsibilities of the Associate Pastor. Terms of Call supersede the Personnel Policies and Procedures. Where any conflict exists, these Bylaws shall control.

Termination of an associate staff person may be recommended by the Pastor, the Executive Team or the person's supervisor, and, with the agreement of these parties and the completion of Personnel Policy requirements, the terminating action may be made by the Pastor, the Executive Team or the person's supervisor.

In the event that the relationship is terminated at the request of the ministerial staff person and in absence of some agreement to the contrary, the ministerial staff person may be requested to continue their service to the church for a period of up to fourteen (14) days.

The associate staff will be generally supervised by the appropriate supervisor as directed by the Pastor or Executive Team.

Section 3. Non-Pastoral Staff

The church shall employ sufficient staff to carry out the ministries of the church and to support the work of the Pastor and the ministerial staff.

The employment of the Non-Pastoral Church Staff shall be under the jurisdiction of the Pastor and the Executive Team for the specific employment task and shall be governed and controlled by the terms of the Personnel Policies and Procedures.

The Pastor and the Executive Team shall determine and operate the employee flow-chart for all employees and departments.

All employment is governed and controlled by the terms of the Personnel Policies and Procedures. Terms of Call supersede the Personnel Policies and Procedures.

Termination of Non-Pastoral Staff may be recommended by the Pastor, the Executive Team or the person's supervisor, and with the agreement of these parties and the completion of Personnel Policy requirements, the terminating action may be made by the Pastor, the Executive Pastor or the person's supervisor.

In the event that the relationship is terminated at the request of the employee, and in absence of some agreement to the contrary, the employee may be requested to continue their service to the church for a period of up to fourteen (14) days.

ARTICLE V—CHURCH OFFICERS

A. Deacons

Section 1. Number and Term

The number of deacons shall be determined by majority vote of church members present, but in no event, shall there be less than eighteen (18) active deacons. Each deacon shall serve a three (3) year term and those terms should be arranged so that the end of each year, the term of service for approximately one-third of the deacon body would expire with new deacons being

elected in their place. A deacon who has completed service of a three (3) year term shall not be eligible for re-election to the deacon body until one (1) year has elapsed.

Section 2. Requirements

The requirements for a deacon are set forth in scripture in Acts 6: 1-6 and I Timothy 3:8-13. These men are to be full of the Holy Spirit, full of wisdom, full of faith, men of good report, grave or sober-minded, clean and truthful in speech, abstain from the use of alcohol and illegal drugs, not covetous, and good family men. They should also be faithful in worship attendance, faithful in the discipleship program, and faithful in another ministry of the church or related to the church, faithful tithers, and faithful supporters of the church and Pastor.

Section 3. Nomination

Candidates for the ministry of Deacons shall be nominated in the following manner:

On the third and fourth Sundays of fourth month prior to the new church year, the church will be made aware that the deacon nominations are to be held in the third month prior to the new Church fiscal year. The number of men that may be nominated, the qualifications of deacons, the ministry of deacons and a list of the men who are not eligible to be nominated, specifically ministerial level staff and current deacons, will be published in some appropriate manner (church publications) and distributed to the church on the first three Sundays of the fourth month prior to the new church year.

Nominations may be made by paper ballot in Sunday morning worship services on the first three Sundays in the third month prior to the new church fiscal year. Nominations may also be made via email to the appropriate staff person, to be specified on the ballot with the appropriate email address, beginning at 6:00 a.m. on the first Sunday in the same third month prior to the new church year and ending at 6:00 p.m. on the third Sunday in the same third month prior to the new church year. With this system of nomination, all paper nominations must be signed and all e-mail nominations must have a sending name listed on the email. A person may send in more than one nomination ballot, but the number of men nominated may not exceed the number of nominations allowed per person. Two or more nomination ballots from the same nominator shall be considered as one ballot for counting purposes. If the number of nominated men by a nominator exceeds the number allowed for that year's nomination ballot, all the names from that nominator will be considered invalid.

To be nominated, each man must appear on at least five (5%) percent of the number of the ballots received during the nominating process.

Section 4. Election

After the nominations are complete, the current deacons will go through their process of counting ballots and interviewing the nominees. Then the names of all scripturally qualified men nominated who have accepted their nomination shall appear on a paper ballot no later than the

last Sunday in the second month prior to the new church year and voted on by the congregation the following Sunday. The official nomination sheets and the election ballots shall include a statement of qualifications and duties of a deacon.

Section 5. Ordination and Installation

Newly elected deacons will begin serving their three year term on the first day of the church year. Those men needing to be ordained may begin their service on the first day of the church year but will be ordained on the first Sunday of the new church year (or in that time frame). At the Annual Business Meeting the church must vote to proceed with the ordination of each new deacon upon the approval of the ordaining council.

Prior to the ordination service, the ordainees will meet with the Ordaining Council which is made up of any ordained man in the church, current deacons, ordained church staff and ordained men connected with the ordainees. The purpose of this council is to interview the ordainees regarding their salvation experience, spiritual growth, call to the deacon ministry, and other issues pertinent to being a deacon. Upon the approval of the Ordaining Council, the ordination may proceed.

Anyone may attend a deacon ordination service and all are encouraged to attend. The main part of the ordination is the laying on of hands, which is done by the ordaining council in conjunction with the current policies and practices of the Pastor and deacons. Deacons are ordained for life, not needing to be ordained again.

Section 6. Duties

In accordance with the Biblical meaning of the word, deacons are to be servants of the church and its members. Deacons should be zealous to guard the unity of the spirit within the church and the bonds of peace. The deacons should serve as an advisory body to the Pastor in matters pertaining to the spiritual welfare and work of the church. As a body, they shall establish and maintain fraternal relations among themselves and seek to do so with all of the membership of the church.

The deacons shall meet regularly, generally on a monthly basis, and may organize themselves into such ministry teams as their wisdom may direct.

The principal duty of the Deacon body is to assist the Pastor in ministry to the church body. Specific duties will be determined by the Pastor and the deacon fellowship. These duties will be made clear to both the current deacon fellowship and any man who is a prospective deacon.

B. Trustees

At least six (6) trustees shall be elected for three-year terms with one-third of them being elected each year. Trustees shall be nominated by the Nominating Team and elected by the church.

In cooperation with the Pastor, Executive Team and Facility Manager, the Trustees act in all business matters as legal representatives of the church when authorized by a vote of the church

in a business meeting and shall sign all legal documents as appropriate. The Trustees shall serve as the Directors of the corporation. The Directors shall elect a President and Secretary who shall serve as officers of the corporation. The corporation shall own all real and personal property of the church, but shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing such action.

The Facility Manager shall be responsible for the supervision of the maintenance and custodial staff and for maintaining the buildings and grounds of the church. The Facility Manager may seek advice, counsel and/or assistance from the Trustees.

C. Clerk

The clerk shall be elected annually. The clerk shall be responsible for keeping a suitable record of all official actions of the church. The clerk shall prepare the minutes of business meetings. The notification of business meetings, preparing the annual church letter and maintaining an accurate membership register shall be cared for by church staff personnel.

All church records are church property and should be kept in the church office and/or by electronic copy kept by the Clerk and the Assistant Clerk.

An Assistant Clerk shall be elected annually to assist the Clerk.

ARTICLE VI—CHURCH TEAMS

Section 1. Standing Teams

The church shall elect from the membership the number of standing ministry teams as deemed necessary. All teams shall operate on a rotating basis. Ministry team members shall be elected for three-year terms. A minimum of one year must elapse before a member can be re-elected to the same ministry team. The Nominating Ministry Team shall present to the church in a business meeting the name of members to serve on all standing ministry teams. All ministry teams elect their own chairman. The staff of the church shall not be asked to serve on ministry teams. Each ministry team will work in conjunction with the appropriate staff person.

a. Nominating Ministry Team

It shall be the duty of the Nominating Ministry team to present to the church in business session a slate of teams, clerk and assistant clerk for the ensuing year. This ministry team will make nominations to fill any vacancies which occur. The Pastor and Executive Pastor will determine which staff member will work with the Nominating Ministry team.

b. Budget and Finance Ministry Team

In cooperation with the Pastor, the Executive Team and the Director of Budget and Finance, the Budget and Finance Ministry team will consult with the leaders of the various organizations prior to preparing and submitting an annual budget on a fiscal year basis. The rules governing the adoption of the annual budget are specified in the Constitution.

The Director of Budget and Finance shall provide monthly a copy of the budgeted financial statement and balance sheet to the Budget and Finance Team for their review, consideration, question and recommendation.

c. Personnel Team

The responsibilities of this ministry team shall be to discuss with the Pastor and/or Executive Team any and all matters relating to the paid staff. The team also must approve by majority vote all hiring and end of employment of ministerial level employees. This team will also approve the Annual Compensation Budget.

d. Grace Christian Academy School Board

The Grace Christian Academy School Board shall, in cooperation with the Head Master, other appropriate school administration, and the Executive Team oversee the ministry of the academy.

e. Other Standing Teams

The Nominating Committee, working in conjunction with the Pastor and the Executive Team, may at any time recommend the creation of other teams for purposes not addressed in these by-laws. The recommendation shall be presented to the church for action in accord with this Section 1 above.

ARTICLE VII—CHURCH PROGRAM ORGANIZATIONS

The church shall provide, administer, and control all program organizations to aid in the fulfillment of her mission as stated in the Constitution and address the full scope of Christian growth and maturity for all ages. Program organizations may be initiated as deemed necessary and beneficial to the mission of the church.

ARTICLE VIII—MINISTERIAL LICENSE AND ORDINATION

When a member announces to the church that he feels the call to the ministry, the church by majority vote, may license him as an acknowledgment of his call to the ministry and as an encouragement to make preparation for it. The clerk of the church may furnish the member with a copy of the minutes, or a certificate of license as his credentials. It is understood that the performance of civil duties by the member shall be governed by the State Law.

In the event this church has been requested to ordain a member who has been called as a Pastor of a Baptist church or who is entering some other field which requires ordination, the following procedure shall be followed.

The Pastor with appropriate council from the Executive Team, the ministerial staff and the deacon fellowship will consider the qualifications of the candidate. If they express their approval, the deacon fellowship will recommend ordination to the church. The ordination must be approved by two-thirds of the members present and voting at any regular or called business meeting of the church provided a quorum as specified in Article II, Paragraph 3 is met. If two-thirds of the church members present and voting approve the ordination, the Pastor will be authorized to organize an Ordination Council to examine the candidate and report to the church. In the event the report of the council is favorable, the church will proceed with the ordination.

a. Approval of Members to Attend Educational Institutions

The church gives the ministerial staff the authority to approve any member applying for attendance to any religious educational institution.

ARTICLE IX—CHURCH BUILDINGS AND EQUIPMENT

The buildings and equipment of the church shall be used in accordance with the purpose stated in Article II of the Constitution. Use of church property, shall be governed by policies established by the ministerial staff, facility manager or appropriate ministry team.

ARTICLE X—METHOD OF AMENDING

These Bylaws may be amended by a two-thirds vote of the members present and voting at any business meeting provided a quorum as specified in Article II, Paragraph 3 is met, provided that the proposed amendment, in writing, has been given to the Church Clerk, and that the proposed change has been presented to the church in writing at least thirty (30) days prior to the vote.

All amendments shall, after passage by vote of the church, be prepared by the church clerk and included in the Bylaws and made available to the church members.

All amendments shall, after passage, be effective immediately, unless a time frame was established in or with the amendment.