

Lizella Baptist Church
Constitution and Bylaws

TABLE OF CONTENTS

CONSTITUTION

Preamble and Articles	Page 3, 4
-----------------------------	--------------

BYLAWS

PREAMBLE.....	5
I - CONGREGATIONAL POLITY	5
II - MEMBERSHIP	5
Spiritual Expectations	5
Candidacy for Membership	5
Rights and Privileges.....	6
Reconciliation and Discipline	6
Termination of Membership	7
III - CHURCH LEADERSHIP	7
Terms.....	7
Church Staff	7
Administrative Officers	7
Ministry Directors.....	8
Standing Committees	8
Deacons	9
Serve Teams	9
IV - MEETINGS	9
Worship Services	9
Ordinances	10
Business Conferences	10
Procedures	10
Special Meetings	10
Voting	11
Outside Organizations / Activities	11
Unauthorized Activities	11
V - PROPERTY	11
Community Service.....	11
Private Use	11
Control.....	12
Furnishing / Painting.....	12
Smoking	12
Intoxicating Beverages / Abusive Use of Drugs	12
VI - DISCIPLINE AND GRIEVANCE.....	12
Disciplinary Action	12

Lizella Baptist Church
Constitution and Bylaws
TABLE OF CONTENTS (continued)

Suitability.....	13
Grievance.....	13
Pastor	13
Staff Member	13
VII - GENERAL AND MISCELLANEOUS.....	13
Memorial Gifts	13
Bequests	13
Love Offerings	14
Fiduciary Controls.....	14
Scope	14
Petitions.....	14
VIII - STAFFING POLICY.....	14
General	14
Search for Senior Pastor.....	15
Other Ministerial Staff Members.....	15
Non-Ministerial Staff	15
Non-Voluntary Separation	15
IX - CONSTITUTION / BYLAWS	15
Rescission.....	15
Amend, Revise, Repeal	15
Maintaining and Distributing	16
Appendix 1 - Voting Guidelines	17
Appendix 2 - Tenures, Terms & Selection Guidelines.....	18

Lizella Baptist Church
Constitution and Bylaws

CONSTITUTION

Preamble

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution is intended to preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

Article I. Name

This body shall be known as Lizella Baptist Church, Incorporated, of Lizella, Georgia, herein referred to as the "Church."

Article II. Affiliation

The Lizella Baptist Church is an autonomous entity and maintains the right to govern its own affairs, independent of any denominational control. The benefits of cooperating with other churches in missions and otherwise are nonetheless recognized. This Church voluntarily affiliates with the Southern Baptist Convention, the Georgia Baptist Convention, and the Rehoboth Baptist Association.

Article III. Articles of Faith

This Church accepts as its authority the Holy Scriptures. As an autonomous church, we accept the Baptist Faith and Message as revised in 2000 as a general statement of our beliefs.

Article IV Core Values

1. Biblical Preaching

We value the Word of God as the authority over our daily lives because the Word of God is: the breath of God, it is truth without error, and it is necessary for Godly teaching and training.

2. Reaching/Evangelism

We value reaching the unsaved and the unchurched by sharing the Gospel with people of all ages.

3. Fellowship

We value fellowship, the coming together of God's people to share in praise and worship, prayer, celebration, and care giving.

4. Missions

We value serving the needs of others both in our Church and in our community, and around the world by using our spiritual gifts to share the Gospel of Jesus.

5. Stewardship

We value the temporary management of God's resources which includes His money, His talents, and His time.

Lizella Baptist Church
Constitution and Bylaws

6. Unity

We value unity and make every effort to have all things in common and to share together as the family of God. We reject discord and divisiveness and will do all that is necessary to promote togetherness.

7. Encouragement

We value encouragement, intentionally choosing to make a positive investment in the lives of others through our words and through our actions.

8. Transformation

We value spiritual transformation, the continued spiritual growth in the life of the believer through Bible study, discipleship, and ministry participation.

9. Excellence

We value excellence in everything we do as we strive to honor our Lord by giving Him our best.

Article V. Governance and Relationships

The government of this Church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by Church action.

This Church is subject to the control of no other ecclesiastical body, but it recognizes and supports the obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this Church will cooperate with and support the local association, the state convention, and the Southern Baptist Convention.

All Church ministries shall operate under the same bylaws, guidelines and tenets of Lizella Baptist Church.

Lizella Baptist Church
Constitution and Bylaws
BYLAWS

PREAMBLE

We, the members of Lizella Baptist Church, recognizing that God’s Word sets forth the basis of the local church, hereby ordain and establish the following articles to which we voluntarily submit ourselves. These articles shall in no way contradict the sovereignty of Holy Scripture or the leadership of the Holy Spirit among the membership. The purpose is to provide guidance for orderly and consistent implementation of leadership, ministries, and operations of the Church within Biblical direction and precepts, and which are conducted with attitudes and behavior consistent with the teachings of Jesus Christ.

I. CONGREGATIONAL POLITY

- A. GENERAL - The Church body has ultimate authority in all actions of Lizella Baptist Church. All significant items of business shall come before the Church body at a regularly scheduled or called Church conference for a vote before being enacted. Church conferences shall be conducted in accordance with Article IV C. All Church conference votes shall be conducted in accordance with Appendix 1.

II. MEMBERSHIP

A. GENERAL

1. Spiritual Expectations - The membership of Lizella Baptist Church (Church) shall be comprised of persons who:

- (a.) Profess faith in Jesus Christ as personal Savior, and
- (b.) Express agreement with the purposes and beliefs of the Church as described in its Constitution and Core Values, and
- (c.) Commit themselves to faithful discipleship to Christ as Lord, and
- (d.) Receive orientation classes presenting expectations and responsibilities of members of the Church.

B. CANDIDACY FOR MEMBERSHIP

1. Applicants for membership shall be presented to the Church during such service that the application is expressed, or, if not expressed during a service, he/she shall be presented as soon as practical. Profession of Jesus Christ as Lord, for the purpose of membership, may be evidenced by the following:

- (a.) By Baptism: Any person publicly professing faith in the Lord Jesus Christ and seeking baptism by immersion according to the beliefs and practices of this Church;
- (b.) By Letter: Any member of another evangelistic church of similar faith who has been baptized by immersion after their salvation experience and presents himself/herself for membership to the Church.
- (c.) By Statement: Any person who is not a member of an evangelistic church of similar faith who states previous Christian conversion experience and prior baptism by immersion after their salvation.

Lizella Baptist Church
Constitution and Bylaws

2. Upon such application of a candidate for membership of the Church, the candidate shall receive new member orientation prior to becoming an official member. Fulfillment of the membership orientation requirement shall be satisfied by one of the following as determined by the senior pastor:
 - (a.) Attend and complete an age appropriate membership orientation class, or
 - (b.) Participate in membership orientation session/s conducted by the senior pastor or his designee.
3. After the successful completion of such orientation, the candidate will be presented to the Church for formal membership by acclamation at the earliest practical regular worship service.
4. A candidate who chooses to become a member of the Church thereby accepts and affirms the beliefs of the Church as defined in the Constitution and Core Values of the Church.

C. RIGHTS AND PRIVILEGES OF MEMBERSHIP

1. Every member of the Church over 18 years of age is eligible for consideration by the membership as candidates for elective offices in the Church, unless otherwise stated.
2. Church officers, directors, deacons, regular teachers and members of committees shall be members of the Church. A nonmember may temporarily teach a discipleship class on an exception basis if approved by the senior pastor.
3. A member may view the Procedures Manual for Committees and the Personnel Manual in the Church office at their pleasure and upon five days prior written request, may inspect or copy the prepared financial statements of the Church, and the minutes of the proceedings of Church meetings. The Church may impose a reasonable charge for copies to the member.
4. Membership does not constitute the right to inspect or copy any record relating to individual members contributions.

D. RECONCILIATION AND DISCIPLINE

1. General policy - Every reasonable effort to assist troubled members shall be the policy and practice of the Church. The attitude of members toward one another should be guided by a concern for redemption rather than punishment.
2. Serious disobedience - The pastor and deacons shall make every reasonable attempt to Scripturally correct any member's behavior or doctrine contrary to these Constitution and Bylaws which poses liability to the general welfare of the Church (Matthew 18:15-17 and Galatians 6:1-2).
3. Termination - If reconciliation fails, the deacon chairman, upon majority vote of the deacons shall bring to the Church a recommendation for expulsion of the offending member. The Church shall then act upon the recommendation to resolve the matter by ballot vote as prescribed in Appendix 1. The member shall be promptly informed in writing of the results of the vote. Such proceedings shall be conducted in a spirit of Christian kindness.
4. Restoration - The Church may restore to membership any person previously excluded, upon recommendation of the senior pastor to the active body of deacons after the person has completed appropriate counseling, recanted offending behavior or doctrine, and reaffirmed the policies and beliefs of the Church as presented in the Constitution and Bylaws. The deacons shall act on behalf of the Church to restore the member by majority vote of the active body of deacons.

Lizella Baptist Church
Constitution and Bylaws

5. The senior pastor and his designees shall have the authority to suspend or revoke the right of any person, including a member of the Church, to enter or remain on Church property. If after being notified of such a suspension or revocation, the person enters or remains on Church property, the person shall be treated as a trespasser. Such action and surrounding reasons will be reported to the chairman of deacons, who shall so inform all active deacons.

E. TERMINATION OF MEMBERSHIP - Membership may be terminated in one of the following ways:

1. Death of the member;
2. Transfer of letter to another church;
3. Exclusion by disciplinary action as outlined in these bylaws;
4. Proof of current membership in another church;
5. Written request by the member asking to be removed from membership.

III. CHURCH LEADERSHIP

A. GENERAL – Officers, directors, committee and serve team members, and deacons are approved by the Church body at the annual Church conference. Membership, tenures, and selection procedures are prescribed in Appendix 2.

B. DUTIES - The succinct description of duties and responsibilities listed in this section shall be expanded to include position descriptions and functional statements which shall be maintained in the Church Personnel Manual (staff) or Guidelines for Officers, Directors, and Committees.

C. CHURCH STAFF

1. Senior Pastor- The pastor, as the Under Shepherd of the Church as defined in the New Testament shall:
 - (a.) Preach God’s Word in worship services, except as he may occasionally delegate;
 - (b.) Lead the Church to embrace and apply the principles of scripture in daily living, witnessing, ministering and Church growth;
 - (c.) Encourage members to fulfill the commission of Christ upon the Church to proclaim the gospel, disciple the saints, and win the lost; (Matt. 28:18-20)
 - (d.) Coordinate with the deacons, staff and other elected leaders in performing assigned missions and ministries;
 - (e.) Serve as ex-officio member of all standing committees.
2. Ministerial / Pastoral Staff
 - (a.) Lead pastoral functions respective to their position.
3. Non-Ministerial Staff –Duties as appropriate for their position.

D. ADMINISTRATIVE OFFICERS -

1. Treasurer: Serves as the custodian of all monies of the Church and disburses these monies by checks as authorized by the Church.
2. Assistant Treasurer: Assists treasurer as required.

Lizella Baptist Church
Constitution and Bylaws

3. Clerk - Records, maintains and preserves accurate and complete records of all Church business meetings, proceedings; reads minutes as requested; maintains Church membership records.
4. Associate Clerk: Assists clerk as required and stands in absence of clerk.
5. Trustees:
 - (a.) Duties - Trustees shall serve as the officers of the corporation, hold in trust the property of the Church, and serve as signatories of legal Church documents.
 - (b.) Trustee Officers - The trustees shall select from among themselves a President, a Vice President and a Secretary.
 - (c.) Limitations - Although the trustees represent the Church in legal matters, they shall have no authority to buy, sell, mortgage, lease, or transfer any Church property, or enter into contracts or obligations without prior approval of the Church body.
6. Cemetery Trustees - All matters relative to the Church cemetery shall be the responsibility of the Cemetery Trustees. Cemetery Trustees have fiduciary responsibility for the Church's Cemetery Perpetual Care Fund and shall report the status of that fund to the Church at quarterly conferences.
7. Rehoboth Association Executive Committee - Members represent the Church at association meetings. The senior pastor shall automatically be recognized and appointed as a messenger to all conventions and associational meetings.

E. MINISTRY DIRECTORS

1. Sunday School Director and Associate
2. Golden Fellowship Director
3. Missions Director
4. Men's Ministry Director
5. Women's Ministry Director

F. STANDING COMMITTEES:

1. General - Each committee is responsible for conducting Church ministries within the scope of its particular job description as prescribed in Appendix 3, Guidelines for Committees, which shall be established and maintained by the Nominating Committee.
2. Finance Committee
 - (a.) Develops a proposed annual budget to be approved by the Church
 - (b.) Monitors and administers Church's finances
3. Personnel Committee:
 - (a.) Sets staff compensation and benefits in coordination with Finance Committee to assure adherence with approved budget
 - (b.) Establishes and maintains position descriptions for all compensated staff
4. Nominating Committee
 - (a.) In accordance with Appendix 2, Tenures, Terms & Selection Guidelines, the Nominating Committee shall be responsible for nominating candidates to fill the following leadership positions:

Lizella Baptist Church
Constitution and Bylaws

- (i) Church administrative officers
- (ii) Church ministry directors
- (iii) At-large standing committee members, with the exception of the Nominating Committee, including the respective chairpersons
- (iv) Serve team members, including serve team leaders

(b.) The Nominating Committee shall be responsible to develop and maintain the following guidelines:

- (i) Guidelines for Officers, Appendix 3
- (ii) Guidelines for Standing Committees, Appendix 4
- (iii) Guidelines for Directors, Appendix 5
- (iv) Guidelines for Serve Teams, Appendix 6

(c.) Except for vacancies of Church staff positions, the Nominating Committee shall select replacement candidates to be presented to the Church for confirmation at the earliest practical conference.

5. Constitution and Bylaws Committee:

(a.) Reviews Constitution and Bylaws annually and recommends any needed changes to the Church for approval;

(b.) Establishes and maintains:

- (i) Voting Guidelines, Appendix 1
- (ii) Tenures, Terms & Selection Guidelines, Appendix 2

6. Long Range Planning Committee

(a.) Evaluates the long-term effectiveness of Church programs

(b.) Recommends changes for long-range goals and strategies to the Church for approval

7. Committee Voting Policy- Ex officio committee members of all committees shall have voting privileges in committees.

G. DEACONS - Selection procedures and general guidelines for deacons and deacon helpers can be found in Guidelines for Deacons, Appendix 7.

1. Function: In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the Church. The task of the deacon is to:

- (a.) Care for Church members under deacon family ministry;
- (b.) By witness, Christian attitude, and personal example, encourage the adherence to Core Values and support the ministries of the Church;
- (c.) Serve with the pastor and staff in performing ministry tasks.

H. SERVE TEAMS – Serve teams will be selected and serve duties in accordance with Appendix 6, Guidelines for Serve Teams, which shall be established and maintained by the Nominating Committee.

IV. MEETINGS

A. WORSHIP SERVICES

Lizella Baptist Church
Constitution and Bylaws

1. Services of worship will be conducted morning and evening of each Lord's Day (Sunday), except when suspension or alternate scheduling is deemed appropriate by the ministry staff. Non-traditional times of worship, other than Sunday AM & PM, may be approved at the option of the ministry staff.
2. Prayer Meetings - The Church will meet on Wednesday evenings for prayer, Bible study, worship, and other Christian activities, except when special circumstances warrant suspension/change as determined by the Church ministry staff.

B. ORDINANCES

1. The Ordinance of the Lord's Supper will be observed at least quarterly.
2. The Ordinance of Baptism will be observed as needed.

C. BUSINESS CONFERENCES

1. Regular Church Conference/Business Meetings. The Church shall convene in quarterly conference on the last Sunday evening in January, April, and July.
2. Annual Church Conference/Business Meeting. The annual business meeting for the election of general officers and adoption of the Church budget shall be held on the last Sunday evening in October of each year. Other requisite business may also be conducted in this meeting.
3. Called Conference/Business Meetings. The Church may be called into a special conference at the discretion of the pastor and/or the chair of the deacons. Special meetings or called conferences shall be announced as far in advance and by as many means practical; at minimum, announced at all services during the week preceding such meeting or conference. Special or called conferences shall be for the announced purpose only and other matters of business shall not be conducted.
4. Quorums - No matters of business shall be conducted in any conference or meeting at which the number of attendees is less than prescribed in Voting Requirements contained in Appendix 1.

D. PROCEDURES - The moderator shall preside at business meetings of the Church, following the guidelines in Parliamentary Procedures of Robert's Rules of Order, revised.

1. The pastor shall be the official moderator of the Church and shall ordinarily preside during the consideration of major business events of the Church. However, at the pastor's option, the chair or vice-chair of deacons, or a member of the Church familiar with parliamentary proceedings may serve as moderator. When a moderator other than the pastor presides, the pastor shall be privileged to present motions, speak to issues and exercise voting privileges as other members of the Church. In the absence of the pastor and chair of deacons, the Church clerk may call the Church to order to conduct business and shall by vote of those assembled, select a moderator pro tem. Such selection shall only be for the duration of the conference as announced.
2. All motions presented in Church conference, except those originating from the floor during that conference, shall be in writing, signed by the initiator or committee of origin, and a copy furnished to the Church clerk for record.
3. The moderator, at his discretion, may refer for consideration motions to the committee holding jurisdiction over the matter and assign them a date to report deliberations to the Church body.

E. SPECIAL MEETINGS - Meetings, such as revivals, Bible conferences, associational schools for missions, etc., shall be planned at the discretion of the pastor/ministry staff.

Lizella Baptist Church
Constitution and Bylaws

- F. VOTING - Voting provisions are contained in Appendix 1 to this document.

- G. OUTSIDE ORGANIZATIONS OR ACTIVITIES – All meetings of outside organizations or activities unrelated to usual functions of the Church that involve the use of any Church facilities, whether secular or religious, must be first approved by the pastor and the Building Maintenance Team and shall not coincide nor interfere with worship services or activities of the Church. A responsible representative of such organization shall sign a disclaimer, relieving the Church of liability and also acknowledge in writing the assumed responsibility for any damage to the Church property. In the absence of such signatory by a representative acting in behalf of that group or organization, the Church will deny use of the facility to that entity. Top priority is given to the regular and special programs of the Church. Church programs, when regularly scheduled, shall not be interceded by extracurricular or non- church related/sponsored activities or events.

- H. UNAUTHORIZED ACTIVITIES – If any person or persons engage in any meeting, ministry, event or activity that are purported to be under the auspices of Lizella Baptist Church but are beyond and outside the usual functions of the Church as covered by these bylaws and not sponsored by any of the Church’s organizations, such activities may be disavowed and repudiated by the Church at the discretion of the deacons.

V. PROPERTY

- A. COMMUNITY SERVICE
 - 1. The Church is directly responsible to evangelize and serve the community. Thus its facilities will be available to acceptable community service which involves the membership of this Church; such as blood pressure screening and service during natural disaster, etc.

- B. PRIVATE USE
 - 1. Private use of these facilities, such as the use of the barbeque pit, fellowship hall and kitchen, shall be approved and coordinated by the Church office at least two weeks in advance on a cost recovery basis, providing they are available and the event does not interfere with the regular schedule of service or previously scheduled private activities.
 - 2. Private use is interpreted as an event which is not open to the general membership of this Church or the majority of its members and unrelated to official Church functions.
 - 3. Non-Member Fee: \$100 fee to cover custodial services and unlocking and securing the facilities shall be remitted one week in advance to the Church office. This fee does not include kitchen fees which are prescribed in Appendix 7, Kitchen Guidelines. Members are encouraged to voluntarily contribute for use of facilities.
 - 4. Any damage of property must be restored by the using person or organization.
 - 5. It is understood that the usage will be in a Christ-honoring manner, and the event shall be of the nature of: weddings, family reunions, parties, receptions, and showers. Exceptions must be cleared through the Building Maintenance Team.

Lizella Baptist Church
Constitution and Bylaws

6. If these facilities are dedicated to the service and glory of God and are not OPEN for RENT, but SERVICE!
7. Weddings – Only weddings between one man and one woman shall be conducted on the premises of Lizella Baptist Church. This provision shall also be specified in the Church’s Wedding Policy.

C. CONTROL

1. No Church organization, group or class may appropriate Church rooms, space or facilities for use other than assigned by the Building Maintenance Team. All room assignments shall be made by the committee in conjunction with the minister of education and other leaders who will make all space and utilization assignments. No vacant rooms shall be occupied without approval of the committee. No locks shall be installed except by persons acting on behalf of the committee. This committee shall issue and control all keys as deemed necessary.

D. FURNISHING / PAINTING

1. All painting, refurbishing, decoration, furnishings, drapes, and carpets shall be approved by the Building Maintenance Team. Organizations desiring such services may contribute to the cost of same, however, the purchase of such services or items, color selection and installation shall be done by, or by approval of, the committee. No internal signs, bulletin boards, shelves, etc., shall be installed in hallways, foyers, building exteriors, or ancillary structures without approval of the Building Maintenance Team.

E. NO-SMOKING AREAS

1. In order to preserve a smoke-free environment, all indoor and covered areas of the Church facilities and areas in proximity to entrances are designed as no-smoking areas.
2. Smoking elsewhere on Church property is discouraged.

F. INTOXICATING BEVERAGES AND ABUSIVE USE OF DRUGS

1. To preserve the safe, tranquil, and orderly environment conducive and appropriate to the worship of our Lord, any person showing evidence of intoxication or abusive drug use may be denied access to or asked to leave the Church facilities as deemed necessary by the ushers. Such cases will be dealt with in a non-judgmental, Christian, and non-embarrassing manner to the extent possible. Unless judged unsafe, such persons should be offered a ride home and encouraged to return when not under the influence of the substance. If safety is in doubt, law enforcement involvement should be sought.

VI. DISCIPLINE AND GRIEVANCE

- A. **DISCIPLINARY ACTION** - If the need for disciplinary action is indicated against a member of the Church, a discipline committee shall be appointed to investigate and bring a report to the pastor and then, if necessary, to the Church. The committee shall be composed of three members appointed by the chairman of the deacons in consultation with the pastor.

Lizella Baptist Church
Constitution and Bylaws

- B. **SUITABILITY FOR MEMBERSHIP - Challenge of Suitability** - Any member of the Church who has knowledge of any reason that a candidate for membership to the Church should not be accepted into full and permanent fellowship of the Church should immediately and privately bring that information to the attention of the pastor or the deacon chairman. The pastor and deacon chairman will bring that information before the active deacons who will, if deemed necessary, meet with the candidate and/or otherwise investigate the matter and render a determination of eligibility. If found suitable for membership, the deacons will merely do nothing and the candidate will proceed with new member orientation (Article I, Section B.) followed by the full fellowship of the Church. If the deacons find substantial reason for non-suitability, the senior pastor and deacon chairman will offer the candidate spiritual guidance and/or the option to withdraw the application for membership. Otherwise, the deacon chairman will bring the recommendation from the active deacons to the Church for a vote at the earliest practical time to resolve the matter, in accordance with Voting Requirements contained in Appendix 1.

- C. **GRIEVANCE – Church member against another Church member** - If said grievance has been unsuccessfully resolved by scriptural admonition, it may be brought to the attention of the pastor and the deacon chairman. If the pastor and deacon chairman feel such grievance warrants further investigation and consideration, then a grievance committee consisting of three members will be appointed by the pastor and deacon chairman to investigate and bring a full report to the pastor and deacon chairman for necessary disposition of grievance.

- D. **PASTOR-** If the pastor is the subject of a grievance, the deacons and the Personnel Committee shall seek a harmonious (Biblical) solution. If the deacons and Personnel Committee are unable to resolve the grievance, such grievance and the recommended action shall be presented to the Church by the deacon chairman for appropriate disposition.

- E. **STAFF MEMBER** - Any grievance against a staff member should be brought to the Personnel Committee to investigate and make disposition of the grievance as deemed appropriate.

VII. GENERAL AND MISCELLANEOUS

- A. **MEMORIAL GIFTS**
 - 1. The Church welcomes useful memorial gifts. All gifts donated shall bear no stipulations of use or restrictions thereto by the donor. Once donated, the item(s) becomes Church property, falling under the jurisdiction of the Building Maintenance Team. As needs demand, such items may be moved or disposed of as other Church property by the Building Maintenance Team. As gifts are contemplated, donors are encouraged to consult the committee for needed items and in keeping with the Church décor.

- B. **BEQUESTS**
 - 1. The Church welcomes bequests and will make every effort to honor the wishes of the donor as stated in his/her will. However, no bequests shall be accepted which are not:
 - (a.) Commensurate with Biblical principles and practice, or

Lizella Baptist Church
Constitution and Bylaws

(b.) In the best interests of the Church's mission or public image.

2. Funds bequeathed to the Church and not designated for a specific purpose by the donor shall be placed in the general fund, unless otherwise designated by vote of the congregation.

C. LOVE OFFERINGS - Church wide love offerings shall be approved by the Finance Committee.

D. FIDUCIARY CONTROLS

1. Audits - Audit of the Church's financial records and accounts shall be conducted annually by qualified persons non-affiliated with the Church.

2. Bonding of Church's Financial Officials - The treasurer and associate treasurer shall be bonded in the amount of \$50,000. The bonding premium will be paid by the Church.

E. SCOPE - All Appendices of these Bylaws shall be considered as a part of these Bylaws.

F. PETITIONS - Any member desiring to bring before the Church a petition for signatures must first submit the petition to the Church office, to be considered by the ministerial staff, after which the member will be notified of the decision to approve or disapprove. No debate concerning a petition shall take place in any worship service. Requests for placing a petition in the Church will only be accepted from Church members.

VIII. STAFFING POLICY

A. GENERAL

1. All compensated positions, and changes thereto, will be first recommended by the Personnel Committee and then approved by the Church in accordance with Voting Requirements contained in Appendix 1. No compensated positions will be staffed that have not been approved by the Church.

2. Prospective ministerial staff candidate shall be exposed to the maximum extent practical to a broad spectrum of Church members before the candidate is presented to the Church for a vote to approve the call to the candidate.

B. SEARCH PROCESS FOR SENIOR PASTOR

1. Upon vacancy of the senior pastor, the Senior Pastor Nominating Committee shall nominate a Senior Pastor Search Committee to be elected by the Church in a conference called for that purpose. The Senior Pastor Nominating Committee shall consist of the following:

(a.) Chairman of Deacons, who shall serve as chairman;

(b.) Chairman of the Trustees, who shall serve as vice-chairman;

(c.) Chairman of the Finance Committee.

2. The Senior Pastor Nominating Committee shall endeavor to select candidates that represent a general cross section of the total Church ministry; however, the priority will be to elect qualified members to serve. Two alternates should be included in the event of the incapacity of a member on the Senior Pastor Search Committee. The Senior Pastor Search Committee shall be comprised of at least seven members plus two alternates and shall be approved by the Church in an up or down vote. No nominations will be accepted from the floor.

Lizella Baptist Church
Constitution and Bylaws

3. Senior Pastor Search Committee shall:

- (a.) Conduct the search for the senior pastor;
- (b.) Select and engage an interim pastor with coordination of the Finance Committee on compensation considerations;
- (c.) Select and recommend the candidate for senior pastor to the active deacon body.
- (d.) If the deacons approve the candidate, the deacon chairman will recommend the candidate to the Church, where a vote to consummate the call shall be conducted in accordance with voting requirements contained in Table 1 of Appendix 1.

4. Interim Operations: During vacancy of the Senior Pastor position, an Administrative Council comprised of all ordained ministerial staff and the deacon chairman shall conduct and oversee Church operations until a new Senior Pastor is called.

C. SEARCH PROCESS FOR MINISTERIAL STAFF OTHER THAN SENIOR PASTOR

- 1. Other than the senior pastor position, the Personnel Committee is responsible to search for and select a candidate when a ministry staff vacancy occurs or when a new ministry staff position is created. The Personnel Committee will recommend the candidate to the Church for approval, to be conducted in accordance with Voting Requirements contained in Appendix 1, to extend a call to a candidate. In the absence of a full-time pastor of worship, the Personnel Committee will be responsible for enlisting a supply worship leader and/or an interim worship leader. The Finance Committee will be responsible for the coordination of compensation considerations for all supply and interim needs.
- 2. The Personnel Committee is encouraged to call upon non-voting additional auxiliary members in the search process to represent specific ministry areas related to the ministry staff position being filled (i.e. music, education, youth, senior adults, etc.).
- 3. The recommended candidate shall receive as much exposure as possible to a broad spectrum of Church members prior to the Church vote to call the candidate.

D. STAFFING POLICY FOR NON-MINISTERIAL STAFF

- 1. The Personnel Committee is responsible to search for, select, hire, and dismiss non-ministerial staff.

E. NON-VOLUNTARY DISMISSAL OF MINISTERIAL STAFF

- 1. Ministerial staff will be dismissed only after such dismissal is recommended by both the Personnel Committee, active deacon body, and approved by the Church in accordance with Voting Requirements contained in Appendix 1.

IX. BYLAWS / CONSTITUTION AMENDMENTS

- A. RESCISSION - All previous constitutions and bylaws adopted by the Church are hereby repealed by the adoption of this Constitution and Bylaws.
- B. AMEND - Constitution or Bylaws may be amended, altered, or repealed at any quarterly business meeting of the Church or a special called meeting; provided, that:
 - 1. The meeting is announced in three or more prior worship services, and

Lizella Baptist Church
Constitution and Bylaws

2. Written copies are made available to members for review at least two weeks prior to the meeting, and
3. The Constitution /Bylaws Committee recommends the amendment to the Church for approval.
4. The Church shall vote in accordance with Voting Requirements contained in Appendix 1.

C. MAINTAINING AND DISTRIBUTING

1. The current Constitution and Bylaws document shall be maintained by the staff secretary, who will furnish copies to the Church clerk and the Media Center for review and check out to Church members upon request. All amendments, alterations, and repeals shall be identified with date of origin, signed for authenticity by the Church clerk and appended with a summary of the substantive changes incorporated in the latest revision.