

**Rock Island Press**  **Houston, Texas**



**The Original 'Bell Tower' Sign**

# **SHADYCREST BAPTIST CHURCH**

## **CONSTITUTION and BYLAWS**

**As Amended**

**2014**

**Copyright ©2013**

Book format copyright – Rock Island Press

Book content – Public Domain

Published by Rock Island Press  
as a ministry for  
Shadycrest Baptist Church

Printed in U.S.A.  
by  
Lulu.com

**Rock Island Press**  
**Houston, Texas**

## *Acknowledgments*

The current version of the Constitution and Bylaws, as amended by the church at regular business meetings, is the result of months of work by the ad-hoc Constitution and Bylaws Review Committee.

Our thanks to the:

### **2009 Constitution and Bylaws Review Committee**

Phil Frame

Tammy Netherland

Jan DeAlmeida

Joe McHugh

Jim Skipper, Chair

With additional amendments approved by the church in 2013



OFFICE OF THE SECRETARY OF STATE

CERTIFICATE OF INCORPORATION  
OF

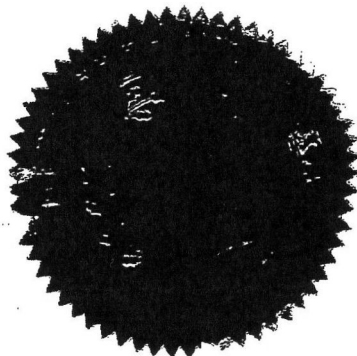
SHALYCREST BAPTIST CHURCH  
CHARTER NO. 316043

The undersigned, as Secretary of State of the State of Texas, hereby certifies that duplicate originals of Articles of Incorporation for the above corporation duly signed and verified pursuant to the provisions of the Texas Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

Dated December 1, 1972

  
Secretary of State



# Constitution





# **SHADYCREST BAPTIST CHURCH CONSTITUTION**

## **ARTICLE I. NAME**

This body shall be known as the Shadycrest Baptist Church of Pearland, Texas, the building and facilities are located at 3214 Hamm Road.

## **ARTICLE II. OBJECTIVES**

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church that ministers unselfishly to persons in the community and world in Jesus' name.

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

## **ARTICLE III. STATEMENT OF FAITH**

The Holy Bible is the inspired word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000.<sup>(11)</sup> We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism by immersion and the Lord's Supper.

## **ARTICLE IV. RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains 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 association and state convention affiliated with the Southern Baptist Convention.

## **ARTICLE V. CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour 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 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; and to contribute cheerfully and regularly to the support of the ministry, the expenses of the church and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; and to be zealous in our efforts to advance the kingdom of our Saviour.

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 ready for reconciliation and mindful of the teachings of our Saviour to secure it without delay.

We moreover engage that when we remove from 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 PROPERTY<sup>(8)</sup>**

### **Section 1. Purpose of Church Property**

The church may secure, maintain, and dispose of real property, buildings, and equipment for the express purpose of providing facilities for public worship and for the missional, educational, benevolent, and social interests and goals of this church.

### **Section 2. Retention of Church Property**

The property of Shadycrest Baptist Church of Pearland, Texas, shall remain property of that church. If at any time any group within the church should alter its beliefs and practices so as to differ fundamentally from those expressed in this constitution and should desire to separate from the rest of the body of the Shadycrest Baptist Church of Pearland, Texas, the real property shall inhere in that part of the congregation which retains the name, covenant, and beliefs of the present church as stated in this constitution, or as amended, even though the remaining part of the body should be a minority.

### **Section 3. Dissolution of Church Property**

1. The Church may vote to dissolve itself. This vote shall require the approval of three-fourths of the members present at a business meeting legally called for this purpose.
2. In the event of dissolution of the Shadycrest Baptist Church, the property belonging to the Church shall be transferred free of all debt of any kind to the Gulf Coast Baptist Association to be used for the furtherance of God's Kingdom.

## **ARTICLE VII. AMENDMENT<sup>(8)</sup>**

Changes to the Constitution may be made at any regular business meeting provided that the proposed amendment(s) shall be presented at any regular meeting of the church at least one month prior to the regular business meeting at which the amendment is to be considered. Copies of the amendment shall be made available to all members through print or electronic media. The proposed amendment(s) must be read from the pulpit on the next Lord's day following the meeting at which the proposal is first announced. Approval of amendments to the Constitution shall be by three-fourths majority vote of the members of the church present and entitled to vote.

*Adopted by Shadycrest Baptist Church at regular business conference - September 10, 1975*

*Amended by Shadycrest Baptist Church at regular business conference - March 17, 2010*

*Amended by Shadycrest Baptist Church at regular business conference - November 20, 2013*

# *Bylaws*



---

Design Elements of the original custom-designed Shadycrest Logo – “Shadycrest” and the shadow are brown in the color version; the other elements are green. The brown “t” of “Shadycrest” represents the cross upon which our Savior paid the price for our sins; it also forms the trunk of the green tree shading the “crest” of the “green hill far away.” The cross represents the finished work that makes possible our eternal life with Him as we live and work “in the shadow of the cross.”

# *Outline*

<b>ARTICLE I</b>	<b>MEMBERSHIP</b> Section 1. General Section 2. Candidacy Section 3. Voting Rights of Members Section 4. Termination of Membership Section 5. Discipline	<b>B1</b>
<b>ARTICLE II</b>	<b>CHURCH OFFICERS</b> Section 1. Pastor Section 2. Deacon Chairman Section 3. Clerk Section 4. Treasurer Section 5. Trustees	<b>B2</b>
<b>ARTICLE III</b>	<b>CHURCH STAFF</b> Section 1. General Section 2. Ordained Staff other than Pastor Section 3. Interim Pastor Section 4. Office, Maintenance, Nursery, and Other Staff	<b>B5</b>
<b>ARTICLE IV</b>	<b>ACTIVE DEACON BODY</b> Section 1. Qualifications for Deacons Section 2. Responsibilities of Deacons Section 3. Selection and Ordination of Deacons Section 4. Deacon Officers Section 5. Deacon Rotation Section 6. Inactive Deacons Section 7. Deacons Ordained at Other Baptist Churches	<b>B8</b>
<b>ARTICLE V</b>	<b>COMMITTEES AND COORDINATING GROUPS</b> Section 1. General Section 2. Church Council Section 3. Committees Section 4. Ministry Teams Section 5. Other Committees and Ministry Teams	<b>B10</b>
<b>ARTICLE VI</b>	<b>PROGRAM ORGANIZATIONS</b> Section 1. General Section 2. Sunday School Section 3. Discipleship Training Section 4. Church Music Program	<b>B14</b>
<b>ARTICLE VII</b>	<b>USE OF CHURCH FACILITIES</b>	<b>B15</b>
<b>ARTICLE VIII</b>	<b>ORDINANCES</b> Section 1. Baptism Section 2. The Lord's Supper	<b>B16</b>
<b>ARTICLE IX</b>	<b>CHURCH MEETINGS</b> Section 1. Worship Services Section 2. Regular Business Meetings Section 3. Special Business Meetings Section 4. Quorum Section 5. Parliamentary Rules	<b>B16</b>
<b>ARTICLE X</b>	<b>CHURCH FINANCES</b> Section 1. Fiscal Year	<b>B17</b>
<b>ARTICLE XI</b>	<b>AMENDMENTS</b> <b>ADOPTED AMENDMENTS</b>	<b>B17</b> <b>B19</b>



# SHADYCREST BAPTIST CHURCH BYLAWS

## ARTICLE I. MEMBERSHIP

### Section 1. General

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### Section 2. Candidacy

Any person may offer himself/herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. by profession of faith and for baptism according to the policies of this church,
2. by promise of a letter of recommendation from another Baptist church,
3. upon a statement of a prior conversion experience and baptism in a Baptist church of like faith and practice, when no letter is obtainable, or
4. upon a statement of a prior conversion experience and scriptural baptism in accordance with *The Baptist Faith and Message* by another church that does not formally transfer membership.

A three-fourths vote of those church members present and voting shall be required to elect such candidates to membership. Should any candidate fail to receive three-fourths vote, the candidate should be referred to the pastor and deacons for counseling.

### Section 3. Voting Rights of Members

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.

### Section 4. Termination of Membership

Membership shall be terminated in the following ways:

1. death,
2. by letter to another Baptist church,
3. exclusion by action of this church, or
4. upon written request by member and approval of the church.

### Section 5. Discipline

1. It shall be the basic purpose of the Shadycrest Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.

## SHADYCREST BAPTIST CHURCH

2. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will be best served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose and the church may proceed to declare the offender to be no longer in the membership of the church.
3. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him/her may upon his/her request be restored to membership by a vote of the church upon evidence of his/her repentance and reformation.

## ARTICLE II. CHURCH OFFICERS

The officers of the church are the pastor, the chairman of deacons, the trustees, the treasurer, and the church clerk. All church officers must be members of Shadycrest Baptist Church.<sup>(6)</sup>

### Section 1. Pastor<sup>(6)</sup>

The pastor of Shadycrest Baptist Church is the spiritual leader of the church and the church ministry team leader. His life shall exemplify the Biblical requirements for elders and deacons given in 1 Timothy 3:2-7 and 1 Peter 5:2-4 as understood by Shadycrest Baptist Church.

#### A. Responsibilities

The pastor is responsible for leading the church to function as a New Testament church. He is responsible for proclaiming the Gospel of Christ and encouraging the local church to do so, for guiding the spiritual development of the congregation, for providing pastoral care in meeting the needs of persons in the church and community, and for providing overall leadership for the church.

The pastor shall:

- Work with the church staff, committees, and deacons to lead the church to engage in a fellowship of worship, witness, education, ministry, and application,
- Moderate church business meetings. In the absence of the pastor, the chairman of deacons shall moderate the meetings. If both the pastor and the chairman of deacons are absent, the church clerk shall call the meeting to order and an acting moderator shall be elected for that meeting, <sup>(8)</sup>
- Lead in regular staff meetings to coordinate the activities of the church staff giving personal direction to individual staff members wherever necessary,
- Work with the ministerial staff to develop annual goals and objectives for the overall ministry of the church and for each staff member's ministry area. These goals and objectives will be used as the basis for performance reviews by the appropriate church entities,
- Lead the church to cooperate in local, state, national, and worldwide missions,
- Participate in association, state, and national convention activities where appropriate, and
- Comply with all other requirements in the written Pastor Job Description as adopted by the church.
- 

#### B. Calling a Pastor

When a vacancy occurs in the office of Pastor, the church shall begin the process of calling a candidate to fill the vacancy. A pastor search committee shall be elected by the church following the procedure for forming new committees provided in the church's Committee, Ministry Team, and Officers Handbook.



The pastor search committee shall:

- Seek input from the current ministerial staff, church body, and association officers in developing a process for determining the pastoral needs of the church; how to obtain a list of prospective candidates; and how the prospective candidate review process should take place,
- Review the Pastor Job Description with the Personnel Committee and suggest revision if necessary,
- Review proposed compensation package with the Personnel Committee<sup>(8)</sup> before making any offers to a prospective candidate.

If the church has other ministerial staff members, they will meet prospective pastor candidates at an appropriate time and provide their recommendations to assist the pastor search committee in reaching a decision on the candidate to be presented to the church. The committee shall present only one candidate at a time.

The pastor search committee's recommendation of a prospective candidate shall constitute a nomination. At least one week's notice shall be given for the meeting at which the candidate is to be presented. The candidate shall be presented at a Sunday morning worship service and will present the sermon at that service. His election shall be considered in the evening service of that same Sunday and shall be by secret ballot. An affirmative vote of three-fourths of those present shall be necessary for extending the call. The candidate shall be given an opportunity to accept or reject the call within one week of the vote. If he accepts, he shall assume the office of pastor.

## **C. Termination of Position**

1. A pastor may relinquish his position by submitting written notice of his intent to resign to the Chairman of the Deacons at least two (2) weeks prior to the effective date of resignation. Prior to the effective date of resignation, the deacon body shall consider awarding the resigning pastor a separation compensation package and determine its amount. These decisions shall be confirmed by church vote at the earliest opportunity in a regular or special business meeting in order to make payment within 30 days of the effective date of resignation.
2. A pastor may be asked to relinquish his position with the church for reasons including, but not limited to, those listed below:
  - a. Failure to perform job responsibilities as given in these Bylaws and the Pastor Job Description
  - b. Failure to adhere to established church guidelines, practices or principles
  - c. Apostasy/heresy
  - d. Grievous legal or moral deficiencies or professional misconduct.

As with any grievance against a fellow Christian, an initial attempt to resolve the matter should first be made following the principles set forth in the Scriptures (Matthew 18: 15-17). With this failing, and with the understanding that any accusation of legal, moral and/or professional misconduct brought against a pastor should be treated with great seriousness (I Tim. 5:19-20), those accusations shall then be heard by a special assembly of the Chairman of the Deacons, the Chairman of the Personnel Committee, and a third party from the Gulf Coast Baptist Association (GCBA) or other denominational affiliate. If any of these are a party to the grievance, he shall not serve in this assembly. Those remaining shall select replacement(s) from the deacon body.

3. If the scriptural requirements of Matthew 18:15-17 and 1 Timothy 5:19-20 have been fulfilled and if the initial hearing described above concludes that any of the conditions mentioned in item 2 of this section are present, the church may undertake to relieve the pastor from his position. Such action may only be initiated by recommendation of the deacons at a special called meeting of the deacons. All active deacons shall have been notified of this meeting and its purpose at least two weeks in

## SHADYCREST BAPTIST CHURCH

advance of the meeting date. The pastor may appear briefly to give a final defense against the charges, but shall then leave the meeting while deliberations go forward. If a three-fourths (3/4) majority of the deacons agree that the pastor should be removed, they shall request that a special church business meeting for this purpose be called, following the process described in Article IX, Section 3 herein.

4. Neither the pastor nor his initial accuser(s) shall preside over the business meeting in which the pastor's removal is being considered. The moderator of this meeting shall be selected following the process described in Article II, Section 4 herein. The vote to remove the pastor shall be by secret ballot, and an affirmative vote of three-fourths (3/4) of the church members present shall be necessary to do so. The church shall provide termination compensation to the pastor in the amount of one-twelfth (1/12) of his total annual compensation unless the pastor is being removed from office for reasons set forth in item 2d of this section. The termination and removal from office shall be immediate. Compensation, if applicable, shall be tendered in not more than thirty (30) days.

### Section 3. Deacon Chairman<sup>(8)</sup>

The deacon chairman is an officer of the church supporting the pastor. The deacon chairman is elected by the deacon body from among the active deacons of the church. Unless otherwise determined by the deacons, a deacon being considered for the position of chairman shall have served at least one year as vice-chairman and, after election, will serve a one-year term as chairman.

Typical responsibilities of the deacon chairman are to:

- prepare for and lead deacons' meetings
- appoint various deacon committees
- preside over deacon sponsored functions
- assist the pastor in administering the Lord's Supper, or administer it in his absence
- moderate church business meetings in the absence of the pastor
- assist the pastor in matters of church business

The deacon chairman may also assume other necessary responsibilities, as requested by the pastor and/or the deacon body.

### Section 4. Clerk

The church shall elect annually<sup>(8)</sup> a church clerk. The church clerk shall keep in a suitable book a record of all the actions of the church, except as otherwise herein provided. She/he is responsible for keeping a register of the names of members with dates of admission, dismissal, or death, together with a record of baptisms. He/she shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary as indicated in these bylaws. The church may delegate some of the clerical responsibilities to a church secretary.

When both the pastor and the deacon chairman are absent from a regular business meeting, the church clerk shall be responsible for calling the meeting to order for the election of an acting moderator for that meeting.<sup>(8)</sup>

### Section 6. Treasurer

The church shall elect annually a church treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting

an itemized report of the receipts and disbursements for the preceding month. The treasurer's report shall be audited annually by an auditing committee or public accountant. The treasurer shall be bonded.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent record of the church.

### **Section 7. Trustees**

Three trustees and one alternate elected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of trustees are required. Trustees shall serve on a rotating basis, with one new trustee being elected each year as another completes the three-year term.

In the event that a trustee is unable to complete a term, the alternate trustee will automatically take that position and complete the term. Another alternate shall be elected.<sup>(8)</sup>

## **ARTICLE III. CHURCH STAFF<sup>(8)</sup>**

### **Section 1. General**

The pastor is the supervisor of the church staff but may delegate his supervisory responsibilities to appropriate staff members or committees as necessary.<sup>(8)</sup>

### **Section 2. Ordained Staff other than Pastor<sup>(6)</sup>**

#### **A. Calling Ordained Staff other than Pastor**

When the church identifies a need for the leadership of an ordained minister in an area of the church's ministry due to a vacancy or growth in that ministry area, the church will begin the process of calling a candidate to fill the position. A search committee for the position needed shall be elected by the church following the procedure for forming new committees provided in the church's Committee, Ministry Team, and Officers Handbook.

The search committee shall:

- Seek input from the pastor, current ministerial staff, church body and association officers in developing a process for determining what the church needs are, how to obtain a list of prospective candidates for the specific vacant ordained ministerial staff position, and how the prospective candidate review process should take place,
- Review the job description for the vacant position and revise it if necessary or write a new job description if the position is new. The search committee shall review the job description and proposed compensation package with the Personnel Committee<sup>(8)</sup> before making any offers to prospective candidates,
- The pastor and other church ministerial staff members will be given an opportunity to meet with prospective candidates for the vacant ministerial staff position at an appropriate time in the selection process. The pastor will advise the search committee during the candidate review process and the search committee shall obtain the pastor's consent before presenting a candidate to the church for approval,
- Make recommendation of a prospective candidate for the ordained ministerial staff position and this recommendation shall constitute a nomination.

## SHADYCREST BAPTIST CHURCH

The committee shall present only one candidate at a time. At least one week's notice shall be given for the meeting at which the candidate is to be presented. The candidate shall be presented at a regular scheduled worship service that is appropriate for the position for which he is being recommended. His election shall be considered at the Sunday evening service following his presentation to the church. The vote shall be by secret ballot. An affirmative vote of three-fourths of members present shall be necessary for extending the call. The candidate shall be given an opportunity to accept or reject the call within one week of the vote. If he accepts, he shall assume the ordained ministerial staff position for which he was called.

### B. Termination of Position

1. A minister may relinquish his position by submitting written notice of his intent to resign to the chairman of the deacons at least two (2) weeks prior to the effective date of resignation. Prior to the effective date of resignation, the deacon body shall consider awarding the resigning minister a separation compensation package and determine its amount. These decisions shall be confirmed by church vote at the earliest opportunity in a regular or special business meeting in order to make payment within 30 days of the effective date of resignation.
2. A minister may be asked to relinquish his position with the church for reasons including, but not limited to, those listed below:
  - a. Failure to perform job duties as set forth in the respective job description for his area of ministry.
  - b. Failure to adhere to established church guidelines, practices, or principles as stated in the Constitution and these Bylaws and as otherwise adopted by the church<sup>(10)</sup>.
  - c. Apostasy/heresy
  - d. Insubordination to pastor or the deacon body
  - e. Grievous legal or moral deficiencies or professional misconduct.

As with any grievance against a fellow Christian, an initial attempt to resolve the matter should first be made following the principles set forth in the Scriptures (Matthew 18:15-17 and 1 Timothy 5:19-20). With this failing and with the understanding that any accusation of legal, moral, and/or professional misconduct brought against a member of the ministerial staff should be treated with great seriousness, those accusations shall then be heard by a special assembly of the chairman of the deacons, the chairman of the Personnel Committee, and the pastor. If any of these are a party to the grievance, he will not serve in this assembly. Those remaining shall select replacement(s) from the deacon body.

3. If the scriptural requirements have been fulfilled and if the initial hearing described above concludes that any of the conditions mentioned in item 2 of this section have been found to exist, the church may undertake to relieve the minister from his position. Such action may only be initiated by recommendation of the deacons at a special called meeting of the deacons. All active deacons and ministerial staff shall have been notified of this meeting and its purpose at least two weeks in advance of the meeting date. The chairman of deacons and the others involved in the initial process will present the findings that led to the proposal that the minister be removed from office. The minister whose termination is to be considered may appear briefly to give a final defense against the charges, but shall then leave the meeting while deliberations go forward. The pastor shall give his recommendations about relieving the minister of his position. These recommendations shall weigh heavily in the deacons' final decision. If a three-fourths (3/4) majority of the deacons agree that the minister should be removed, they shall request that a special church business meeting for this purpose be called, following the process described in Article IX, Section 3 herein.
4. Any person who was an initial accuser of the minister may not act as moderator of the special

church business meeting for consideration of the removal of the minister. Additionally, the pastor may request to be excused from his usual duty as moderator, in which case, the moderator of this meeting shall be selected following the process described in Article II, Section 4 herein. The vote to declare the office vacant shall be by secret ballot. An affirmative vote by three-fourths (3/4) of the church members present shall be necessary to remove the minister. The church shall provide termination compensation to the minister in the amount of one-twelfth (1/12) of his total annual compensation unless the minister is being removed from office for reasons set forth in item 2e of this section. The termination shall be immediate and the compensation, if applicable, shall be tendered in not more than thirty (30) days.

### **Section 3. Interim Pastor**

The deacon body shall determine whether to recommend that the church call an interim pastor to serve during the time required to complete the search and call of a new pastor. If the church decides to call an interim pastor, a search committee shall be nominated and elected using the process described for electing ad-hoc or special committees in the Committee, Ministry Team, and Officers Handbook. The search committee shall consult with church staff members, deacons, Personnel Committee, and Budget and Finance Committee for guidance in conducting the search, writing a job description, and setting compensation for the interim pastor.

The responsibilities of the interim pastor shall range from a minimum of having only the responsibility for preaching Sunday sermons up to having all the responsibilities of a full-time permanent pastor depending on the current specific needs of the church. The responsibilities determined appropriate by the church shall be included in an interim pastor job description and shall be explained to prospective candidates for the position. When the committee has determined a prospective candidate to be recommended to the church, it shall present its recommendation in writing for inclusion in the agenda for a regular business meeting and shall announce no later than the Sunday before the meeting that a candidate is to be brought for consideration. A majority vote of the church members at the business meeting is required to extend the call for an interim pastor. Until a permanent pastor takes office, the interim pastor search committee shall remain active to deal with issues related to the responsibilities of the interim pastor.

If other ministerial staff positions are to be filled by interim staff, the pastor will inform the church of the need and will propose the method for selecting a candidate for the position.<sup>(8)</sup>

### **Section 4. Office, Maintenance, Nursery, and Other Staff**

This church shall call or employ such staff members as the church shall need. A job description shall be written when the need for staff members is determined. The pastor will advise the Personnel Committee in their selection of candidates for staff positions and give his consent to present candidates to the church.<sup>(8)</sup> Staff members shall be recommended to the church by the Personnel Committee and employed by church action.

At least two weeks notice at the time of resignation should be given.

# **SHADYCREST BAPTIST CHURCH**

## **ARTICLE IV. ACTIVE DEACON BODY<sup>(8)</sup>**

There should be one or more active deacons for every fifty church members. If the number of active deacons drops below this ratio, the active deacon body shall recommend inactive deacon church members for membership in the active deacon body and/or initiate the process of selecting and ordaining new deacons. (See Section 3 below.)

### **Section 1. Qualifications for Deacons**

A deacon must meet Biblical requirements for elders and deacons given in 1 Timothy 3:1-7 and Titus 1:6-9. These Biblical requirements, as they are understood by Shadycrest Baptist Church, shall be written and approved by the active deacon body and are incorporated here by reference.

### **Section 2. Responsibilities of Deacons**

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church.

General responsibilities of deacons are to:

- Assist the pastor and staff in performing pastoral ministry tasks,
- Proclaim the gospel to believers and unbelievers,
- Care for church members through a deacon flock program and support the pastor in leading the church to care for other persons in the community,
- Lead the church to engage in a fellowship of worship, witness, education, ministry, and application, and
- Assume leadership roles in enabling the church to fulfill its purpose.

Specific responsibilities of deacons are to:

- Assist in the preparation for and observance of the ordinances of baptism and the Lord's Supper,
- Serve as “deacons of the week” to lead in prayer during worship, to secure the buildings after worship, and to be available to fill in for staff during the week,
- Meet once per month not later than the Sunday preceding the church business meeting,
- Serve as a general pulpit supply committee, and
- Perform other responsibilities as circumstances warrant and as agreed to by the pastor and deacon body.

### **Section 3. Selection and Ordination of Deacons**

When the need arises to increase the number of active deacons, the deacon chairman shall appoint a committee of deacons to review the list of inactive deacons to identify those who might be willing and able to resume active status. After meeting with each of these, the committee shall bring to the deacon body the names of those they believe retain deacon qualification and can meet the need. The deacon body shall then establish a final list of those to be recommended to the church for reactivation. These names shall be presented as a single list for approval at a regular business meeting of the church.

If the process above fails to yield a sufficient number of active deacons, the deacons may request that the church nominate an appropriate number of new deacon candidates. Candidates shall be nominated by secret ballot and may be nominated by any church member. Candidates nominated by the church shall be approved by the pastor and the active deacon body and then shall be screened by the deacon body. The

screening process shall follow written guidelines developed by the pastor, staff, and deacon body. After screening is completed, a list of recommended candidates will be prepared and approved by the deacon body for presentation to the church. These candidates shall be presented at a regular business meeting for election by the church by secret ballot. Newly elected deacons shall be ordained at the earliest convenience in an ordination service scheduled and prepared for by the pastor.

### **Section 4. Deacon Officers**

Each year the active deacon body shall elect a chairman, a vice-chairman, and a secretary from among the active deacons of the church. Unless otherwise determined by the deacons, the officers will not serve consecutive terms in the same office. Unless otherwise determined by the deacons, the chairman will have served at least one term as vice-chairman before being elected chairman. Likewise, the vice-chairman will have served one term as secretary before being elected vice-chairman.

While unusual situations may require slight variation, typical responsibilities of Deacon Officers are as follows:

Chairman

- See Article II, Section 2, Deacon Chairman

Vice-Chairman

- Serve as Chairman in the absence of the Chairman.

Secretary

- Record the minutes of deacon meetings, providing copies for deacons and staff
- Prepare any correspondence required by the active deacon body.

### **Section 5. Deacon Rotation**

If the ratio of the number of deacons per church member approaches a ratio of one deacon per 40 members, the deacons shall consider instituting this rotation plan. The plan will be on a five-year schedule so that approximately one fifth of the deacons rotate off each year. An equal number of inactive deacons will be returned to active status through the process described in Section 3, Selection and Ordination of Deacons.

### **Section 6. Inactive Deacons**

Active deacons may become inactive for a period of time by any of the following processes:

- By rotation off the active deacon body through a system of deacon rotation
- By request of the active deacon and approval of the active deacon body
- By a prayerfully considered request of the pastor and deacon body, using as a guide the procedure outlined in Article III, Section 2, subsection B, Termination of Position.

### **Section 7. Deacons Ordained at Other Baptist Churches**

Upon becoming members of Shadycrest Baptist Church, deacons who have been previously ordained by another Baptist church of like faith and practice, shall be placed on the inactive-deacons list, and as needed, may be considered for active status after having been members of Shadycrest Baptist Church for at least one year. The activation process for them shall be the same as for other inactive deacons.

# SHADYCREST BAPTIST CHURCH

## ARTICLE V. COMMITTEES AND COORDINATING GROUPS

### Section 1. General

All church committee members shall be recommended by the Committee on Committees<sup>(7)</sup> and elected by the church annually unless otherwise indicated in the description below. The Committee on Committees<sup>(7)</sup> shall be elected by the church. All committees shall consist of no fewer than three members.

The membership of standing committees shall rotate on a three-year basis. The Committee on Committees shall devise a method of rotation so that approximately one third (1/3) of a committee's members will rotate each year. Standing committee members may serve on a committee for no more than three consecutive one-year terms and may serve on no more than two standing committees at any one time.<sup>(7)</sup>

Ad-hoc, or special, committees will serve until the task of the committee is completed. If members must leave an ad-hoc committee, the Committee on Committees will nominate replacement members to be elected by the church.<sup>(7)</sup>

### Section 2. Church Council

1. The primary functions of the church council shall be to present to the congregation suggested objectives and church goals; to coordinate program plans recommended by church officers and organizations; to suggest to the congregation the use of leadership, calendar time, and other resources according to program priorities; and any other tasks assigned to it by the church.
2. The church council, unless otherwise determined by vote of the church, shall have as regular members the Pastor, Minister of Education, Minister of Music, Minister of Administration,<sup>(7)</sup> Sunday School Director, Discipleship<sup>(7)</sup> Training Director, Women's Ministry Leader<sup>(7)</sup> and/or Woman's Missionary Union Director, Men's Ministry Leader,<sup>(7)</sup> Chairman of Deacons, Student Minister, Children's Director,<sup>(7)</sup> Church Treasurer, Church Clerk, Church Secretary, the Chair of the Committee on Committees,<sup>(4)</sup> and the Chair of the Long Range Planning Committee.<sup>(7)</sup> Committee chairs and team leaders are ex-officio members of the Church Council and may be asked to attend Church Council meetings to coordinate their activities with the overall church schedule.<sup>(10)</sup>
3. Church Council meetings shall be moderated by the Pastor or other staff member that he may choose. During interim periods, the Minister of Administration and/or the Church Clerk will schedule and moderate Church Council meetings.<sup>(10)</sup>
4. The Church Council will normally meet monthly so that all church ministry leaders can be informed of the church calendar on a timely basis and coordinate their proposed events with each other to avoid scheduling conflicts.<sup>(10)</sup>
5. All matters agreed upon by the council, calling for action not already authorized by the church, shall be referred to the church for approval or disapproval.
6. The church council will not set church policy or have any other function other than those stated in paragraph 1 above.



## **Section 3. Committees**

### **A. Committee on Committees<sup>(4)</sup>**

The Committee on Committees shall recommend nominees for all volunteer positions to be elected by the church. The pastor is an ex-officio member of the Committee on Committee and shall advise the committee in their consideration of church members for positions on committees and ministry teams. The pastor must concur with the committee's list of nominees before it is presented to the church for approval.<sup>(7)</sup>

The Committee on Committees shall prepare and keep current a handbook that:

- describes the types of committees, ministry groups, and volunteer officers;
- describes the procedure for forming or dissolving committees;
- describes the general operating instructions for committees, committee chairs, and committee members;
- and provides job descriptions for each committee, ministry team, and church officer (other than pastor and ordained staff).

In the event of conflicts or differences in interpretation between the handbook and the Bylaws, the Bylaws take precedence until the church acts to resolve the difference.<sup>(7)</sup>

The Committee on Committees is responsible for guiding and assisting other church committees in carrying out their assigned responsibilities through an annual planned program of periodic joint meetings and reporting. The Committee on Committees will ensure that other committees understand their assignments from the church and help the committees obtain the necessary resources to meet their responsibilities. The Committee on Committees will help coordinate committee reports to the church council or to the church business meetings to keep the church informed of the progress of committee work.<sup>(4)</sup>

The Committee on Committees shall always have serving on the committee at least one deacon, whether serving as an active deacon or being inactive by rotation off the active deacon body through a system of deacon rotation. It shall not be a requirement that a deacon chair the committee. <sup>(13)</sup>

### **B. Teaching Ministries Support Committee<sup>(7)</sup>**

The Teaching Ministries Support Committee assists the Minister of Education, Sunday School Director, or other staff in recruiting and training church members for all volunteer positions in the teaching ministries of the church. These members will then be presented for election by the church. The pastor is an ex-officio member of the Teaching Ministries Support Committee and shall advise them in their consideration of church members for all teaching positions. The Teaching Ministries Support Team shall receive the pastor's consent before presenting nominations to the church.

### **C. Personnel Committee**

The Personnel Committee assists and represents the church in matters related to employed<sup>(2)</sup> personnel hiring and administration. The committee's work includes such things as:

- working with the staff and church to determine additional church staffing requirements
- screening and interviewing prospective employees, presenting those selected to the church for approval, except for employees employed through the search committee process described in Bylaws Articles II & III
- setting salaries and employee benefits
- developing employee job descriptions
- Providing annual performance evaluations of church employed personnel in conjunction with the pastor or other supervising staff member
- Other personnel matters which may arise

## **SHADYCREST BAPTIST CHURCH**

Much of the work of the Personnel Committee must be done with advice and consent from other committees and staff (e.g., setting salaries, with Budget and Finance; developing job descriptions, with the supervising staff member and/or the appropriate oversight committee or ministry team; selection of personnel, with the pastor). In all cases of hiring of personnel, the committee shall obtain the pastor's approval before presenting candidates to the church<sup>(7)</sup>.

The Personnel Committee shall always have serving on the committee at least one deacon, whether serving as an active deacon or being inactive by rotation off the active deacon body through a system of deacon rotation. It shall not be a requirement that a deacon chair the committee. <sup>(13)</sup>

### **D. Building and Grounds Committee**

The Building and Grounds Committee assists the church in such areas as maintaining all church properties for ready use and recommending policies regarding use of properties.

### **E. Long-Range Planning Committee<sup>(10)</sup>**

The Long-Range Planning Committee shall develop and implement an on-going ministry of growth of the church ministries, facilities, and property. Since expectations of growth are rooted in the past, influenced by the present, and will impact the future, the Long-Range Planning Committee will study all realms for possible future developments such as the availability and feasibility of real estate purchases; the expansion of physical facilities to enhance worship, education, and ministries of the membership; and to plan plant property to facilitate these ministries. The committee shall periodically, and in a timely manner, present to the church these opportunities for both physical and spiritual growth.

### **F. Independent Organizations Oversight Committee<sup>(10)</sup>**

When the church approves the use of church facilities by an Independent Organization, the Independent Organization Oversight Committee of Shadycrest Baptist Church will work with the Independent Organization to prepare a written agreement describing the rights and responsibilities of the Independent Organization with regard to the use of the church facility.

The Independent Organizations Oversight Committee is responsible for seeing that Independent Organizations operating in the church facility or on church property are following the agreements approved by the church and the organizations and all applicable laws regarding the operation of programs of the type operated by the Independent Organizations.

The Independent Organizations Oversight Committee is responsible for settling disputes between church groups and Independent Organizations over scheduling and use of church facilities and resources. If the Committee cannot reach a resolution on its own, it will obtain the help of other appropriate church committees or the Church Council and/or church ministerial staff for reaching settlements.

### **G. Budget and Finance Committee**

The Budget and Finance Committee shall develop and present to the church an annual budget in time to allow a vote to approve the budget at a regular business meeting at least one month<sup>(10)</sup> prior to the start of the church fiscal year. If a budget is not approved by the beginning of the fiscal year, the current approved budget will remain in effect until a new budget is approved.<sup>(12)</sup>

The Budget and Finance Committee shall always have serving on the committee at least one deacon, whether serving as an active deacon or being inactive by rotation off the active deacon body through a system of deacon rotation. It shall not be a requirement that a deacon chair the committee. <sup>(13)</sup>

## **Section 4. Ministry Teams<sub>(10)</sub>**

All church ministry team members shall be recommended by the Committee on Committees and elected by the church annually unless otherwise indicated in the descriptions below. Members of church ministry teams are not limited in the number of one-year terms they serve as long they continue to feel a call to that particular ministry and as long as they are able to work cooperatively and productively with the other members of the team and with the church staff. The Committee on Committees will nominate additional members for election by the church when needed to accomplish the work of the ministry teams.

### **A. Bereavement Ministry Team**

The mission of the Bereavement Ministry Team is to comfort a grieving member's family at the time of a death in the family. The committee is responsible for the provision and service of a meal for the member's family on the day of the funeral service. The committee also serves as needed to coordinate other ministry and community groups within the church as they minister to the member's family during this time of grief.

### **B. Children's Ministry Support Team**

The Children's Ministry Support Team is to assist the Children's Ministry Director and the ministerial staff in leading the church to develop and implement an on-going dynamic ministry to the children of the congregation and the community. This team will:

- Work with the Children's Ministry Director to develop and recommend plans for the children's ministry.
- Team together with the Children's Ministry Director to fulfill the goals of the children's ministry.
- Assist and participate in children's activities when requested.
- Coordinate all children's activities and special emphases, with ministerial staff and parents.
- Involve church members in ministry with and to the children.

### **C. Evangelism/Missions Team**

The purpose of the Evangelism/Missions Team is to assist the pastor and staff in leading the church to develop and implement an ongoing program of New Testament evangelism and mission outreach.

### **D. In-Home Ministry Team**

The In-Home Ministry Team shall work to maintain a personal relationship between the church and members who are confined to their homes by arranging for other members to make weekly visits. This involves sharing the church worship experience through recorded sermons, review of Bible studies, prayer, and information about church life and by sharing personal concerns and providing personal help as needed.

### **E. Men's Ministry Team**

The Men's Ministry Team shall plan and facilitate activities and events for the men of the church and our community that promote Christian fellowship and service.

### **F. Music Ministry Support Team**

The Music Ministry Support Team is to assist the Minister of Praise and Worship and other ministerial staff in leading the church to develop and implement an on-going ministry of worship, praise, and prayer. This team will:

- Recruit individuals who have the heart to participate as worship leaders for choirs.
- Recruit and train leadership for graded choirs.
- Recruit and train leadership for youth choir.

## **SHADYCREST BAPTIST CHURCH**

- Coordinate seasonal praise and worship emphases with ministerial staff.
- Involve church members in corporate praise and worship.

### **G. Seniors Ministry Support Team**

The Seniors Ministry Support Team is responsible for organizing and encouraging participation in church events that provide opportunities for social and spiritual growth for the seniors of the church. The Team shall maintain a list of all church members over the age of 55 as potential participants in the Seniors Program. Program events shall include local social events at the church with devotional programs from time to time, association events planned for seniors, and trips of short, medium, or long duration as appropriate.

### **H. Student Ministry Support Team**

The Student Ministry Support Team is to assist the Minister of Students and the ministerial staff in leading the church to develop and implement an on-going dynamic and Spirit-filled ministry to the youth of the congregation and the community. This team will:

- Assist the Minister of Students to develop and recommend plans for the youth ministry.
- Team together with the Minister of Students to fulfill the goals of the youth ministry.
- Assist and participate in youth activities when requested.
- Coordinate all youth activities and special emphases with ministerial staff and parents.
- Involve church members in ministry with and to the youth.

### **I. Women's Ministry Team**

The Women's Ministry Team shall plan and facilitate activities and training programs that promote Christian fellowship and service for women of the church.

## **Section 5. Other Committees and Ministry Teams**

The church has approved other standing committees, ad-hoc committees, and ministry teams as described in the Committee, Ministry Team, and Officer Handbook. Other committees and ministry teams may be established as needed. After the church approves the formation of a new committee or team, the Committee on Committees will follow the procedure given in the Committee Handbook to describe the function of the new committee or team and prepare a list of nominees for election by the church. The Handbook will be revised to include the new committee or team<sup>(7)(10)</sup>

## **ARTICLE VI. PROGRAM ORGANIZATIONS**

### **Section 1. General**

All organizations of the church shall be under church control with all officers being elected by the church and reporting regularly to the church. All church elected teachers and leaders must be members of Shadycrest Baptist Church.

### **Section 2. Sunday School**

There shall be a Sunday School divided into departments and classes for all ages and conducted under the direction of the Sunday School Director for the study of God's Word. The officers and teachers of this Sunday School must be members of Shadycrest Baptist Church.

The tasks of the Sunday School shall be to teach the biblical revelation; reach persons for Christ and church membership; perform the functions of the church within its constituency; provide and interpret information regarding the work of the church and denomination.

**Section 3. Discipleship Training** <sup>(9)</sup>

The church shall maintain a program of discipleship training for all ages which shall be conducted under the direction of the Education Director, Minister to Students, and Children's Director and/or other staff members as needed. Discipleship Training shall serve as the training program of the church through programs such as Youth, AWANAS, the Girls in Action auxiliary of the Women's Missionary Union of the Southern Baptist Convention, the Royal Ambassadors of the Baptist Brotherhood, and various convention discipleship training programs and other religious training material for adults.

The objectives of Discipleship Training shall be to:

- orient new church members
- train church members to perform the functions of the church
- train church members for future responsibilities as leaders of committees and other church offices.
- teach Christian theology consistent with the scriptures and the Baptist Faith & Message
- teach Christian morality, ethics, history, church policy and organization
- provide and interpret information regarding the mission work of the church and the denomination and encourage support of and participation in mission work.
- provide other training or activities, as approved by the Pastor, that foster Christian growth.

**Section 4. Church Music Program**

There shall be a Church Music Program under the direction of a Minister of Music or lay music leader.<sup>(9)</sup> Such officers and/or organizations shall be included as needed.

**ARTICLE VII. USE OF CHURCH FACILITIES** <sup>(8)(11)</sup>

Shadycrest Baptist Church reserves the right to deny access to or use of its facilities by groups or individuals whose beliefs or behaviors are not consistent with Biblical principles as understood by Shadycrest Baptist Church and stated in these Bylaws and the Constitution, specifically in Article III of the Constitution which defines the Statement of Faith of Shadycrest Baptist Church: "The Holy Bible is the inspired word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. ...." Participants also shall abide by applicable paragraphs of Church Constitution Article V - Church Covenant.

The requirements of the preceding paragraph shall be included in all church policies, agreement forms, or other documents related to requests for the use of church facilities.

Occasional use of church property by non-member individuals or groups, such as those requesting use of the building for weddings or concerts or the use of the ball field or sports facilities or any other use of the facilities or property whether for free or for a fee may be agreed to by church staff following established church policies using pre-approved agreement forms signed by the responsible church staff member and by an authorized representative of the group or the individual.

The church may make long-term agreements with non-member groups or individuals for the use of church facilities to the mutual benefit of both. The agreement shall be in writing and the group or individual requesting long-term use of the facilities shall agree to oversight by the staff and/or a committee of Shadycrest Baptist Church in addition to the requirements given in paragraph three of this Article. The written agreement must be approved by the church and signed by designated church trustees and an authorized representative of the non-member group or individual before the group or individual begins to operate on church property.

# SHADYCREST BAPTIST CHURCH

## ARTICLE VIII. ORDINANCES

### Section 1. Baptism

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.

- Baptism shall be by immersion in water.
- Baptism shall be administered by the pastor or whomever the church shall authorize. The deacons shall assist in the preparation for and observance of baptism.
- Baptism shall be administered as an act of obedience and worship.
- A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor and/or staff and deacons. If negative interest is ascertained, he/she shall be deleted from the list of those awaiting baptism.

### Section 2. The Lord's Supper

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

- The Lord's Supper shall be observed quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled.
- The pastor and deacons shall be responsible for the administration of the Lord's Supper.
- The deacons shall be responsible for the physical preparation of the Lord's Supper.

## ARTICLE IX. CHURCH MEETINGS

### Section 1. Worship Services

The church shall meet regularly Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God.

### Section 2. Regular Business Meetings

Regular business meetings shall be held following the evening worship service on the third Sunday of the months of February, May, August, and November.<sup>(11)</sup>

(Note: The Pastor shall moderate church business meetings. In the absence of the pastor, the chairman of deacons shall moderate the meetings. If both the pastor and the chairman of deacons are absent, the church clerk shall call the meeting to order and an acting moderator shall be elected for that meeting. Ref. Article II, Section 1, A)

New business may be brought to the church at any regular business meeting by any member or group of members. However, all new business must be presented in writing at the church office prior to the deadline that may be set by the church from time to time (but no later than noon on the Monday before the meeting) and must be printed in the agenda for the meeting at which it is to be considered. The printed agenda must be posted in a public place in the church building prior to the posting deadline that may be set from time to time (but no later than noon on the day of the meeting). If the description of the proposed business is too long to fit conveniently in the appropriate place in the agenda, a summary may be placed there with the full description attached to the agenda.<sup>(7)</sup>

If an item of extreme urgency arises after the deadline given above, the item may be considered, if at least three-fourths of the members present agree to suspend the rules and consider the item. Items of business considered under this exception shall be in written form before final approval by the church.<sup>(7)</sup>

## Section 3. Special Business Meetings<sup>(7)</sup>

A specially called business meeting may be held to consider special matters of a significant nature. The moderator shall call a special meeting of the church to consider matters of urgent business when requested by the deacons, trustees, or a standing committee. Special meetings of the church may also be called by the church clerk upon written application of any five members specifying the objective of the meeting.

A minimum of one week's notice must be given for specially called business meetings. This notice shall be given from the pulpit by the moderator or the church clerk at a regularly scheduled Sunday or Wednesday service. The announcement shall state the date, time, location, and the business to be brought before the church at the special meeting. No business other than that which was announced may be brought before the church at this special meeting.

## Section 4. Quorum

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

## Section 5. Parliamentary Rules

*Robert's Rules of Order, Revised* is the authority for parliamentary rules of procedure for all business meetings of the church.

# ARTICLE X. CHURCH FINANCES

## Section 1. Fiscal Year

The fiscal year of the church will begin on January 1 and run through December 31.

# ARTICLE XI. AMENDMENTS

Changes to these Bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous regular church meeting at least one month before the regular business meeting at which the amendment is to be considered and copies of the proposed amendment be furnished to each member present. Copies of the proposed amendment(s) shall be made available to all members through print or electronic media. The fact that amendments have been proposed and the fact that copies are available<sup>(8)</sup> must be announced from the pulpit on the next Lord's day following the regular meeting at which the proposal is first announced.

Approval of amendments to the Bylaws shall be by two-thirds vote of the members of the church present and entitled to vote.





## ADOPTED AMENDMENTS

*As recorded in the minutes of regular business conferences of Shadycrest Baptist Church*

- (0) - An amendment changed the waiting period for a deacon coming from another church from one year to six months to be eligible to serve as an active deacon.
- (1) May 13, 1999 - An amendment gave the Nominating Committee the responsibility for ensuring that all other committees of the Church meet at least once each quarter and fulfill their assigned tasks.
- (2) October 11, 2000 - An amendment gave the deacon body the responsibility for handling compensation and benefits for the ministerial staff and for making periodic evaluations of church ministry. The same amendment gave the responsibility for finding and recommending men for all ministerial staff positions to specially elected search committees. This amendment relieved the Personnel Committee of these responsibilities.
- (3) An amendment added an additional condition for acceptance as a member: "By statement of a prior conversion experience and scriptural baptism in accordance with ***The Baptist Faith and Message*** by another church that does not formally transfer membership."
- (4) 2005 - Approved an "Amendment to the Bylaws of Shadycrest Baptist Church establishing a Committee on Committees; stating its purpose and method of selecting nominees for the committee; and adding the Chair of the Committee on Committees to the Church Council. The amendment also revises the responsibilities of the Nominating Committee and changes Section numbers to be consistent with the addition of a new committee."
- (5) An amendment changed the regular business meeting from the second Wednesday to the third Wednesday of the month.
- (6) Sections 1 and 2 of Article II Church Officers were rewritten to show more clearly the pastor's authority with respect to ordained staff, to provide a better description for the process of searching for pastor, interim pastor, and ordained staff, and to add a section on termination of relationship with pastor and ordained staff.
- (7) At the regular business meeting on January 20, 2010, the Bylaws were amended as follows:
  - Amendment #1 – An amendment affecting several sections of Article III. Committees and Coordinating Group: Section 1. General, Section 3. Committee on Committees, and Section 4. Nominating Committee. This amendment describes the former functions of the Nominating Committee that were transferred to the Committee on Committees when it was formed; it renames the Nominating Committee and states the function it retains; it adds the church policy that the Committee on Committees must be chaired by a deacon of the church; and it states the pastor's responsibility for approving nominations for committee positions and the Committee on Committees' responsibility for maintaining a Committee Handbook.
  - Amendment #2 – An amendment to incorporate into the Bylaws the existing church policies specifying committee membership rotation and the limit on number of standing committees a member may serve on.
  - Amendment #3 An amendment to Section 2. Church Council, Part 2 to add the Minister of Administration, the Discipleship Training Director, the Women's Ministry Leader, the Men's Ministry Leader, the Children's Director, and the chair of the Long Range Planning Committee

## SHADYCREST BAPTIST CHURCH

to the regular membership of the Church Council.

- Amendment #4 – Amending Section 5. Personnel Committee to state that it is to be chaired by a deacon member of Shadycrest Baptist Church and to state the pastor's responsibility for helping select candidates for church staff positions.
- Amendment #5 – An amendment to Section 15. Other Committees to provide more detail on the formation of other committees.
- Amendment #6 – An amendment to incorporate into the Bylaws an established church policy that requires new business to be submitted in writing in advance and printed in the meeting agenda, and that the agenda is to be published prior to the meeting. It includes an exception for urgent business that arises too late to meet this requirement.
- Amendment #7 – An amendment rewriting the requirements for calling special business meetings, but not changing the requirements.

(8) At the regular business meeting on March 17, 2010, the Constitution and Bylaws were amended as follows:

- Amendment 1 – An amendment that moves the content of Article II, Section 2 to Section 2 of a new Article III. CHURCH STAFF with the paragraph “Interim Pastor” being placed in “Section 3. Interim Ministerial Staff” and with the addition of a statement that the the pastor will determine the process for selecting interim staff members other than pastor. It will also state that the pastor is supervisor of the staff. Section 4 will include the old Bylaws paragraphs on Office and other staff.
- Amendment 2 – An amendment to Article II. CHURCH OFFICERS describing the deacon chairman's position and responsibilities as an officer of the church. This amendment does not make any change to current policy of Shadycrest Baptist Church.
- Amendment 3 – An amendment rewording Article II, Section 3. Moderator for clarity and moving it from this location to replace the second “bullet” of paragraph A, Section 2. “Pastor,” Article II. Church Officers.
- Amendment 4 – An amendment to make it clear that the church clerk is elected annually and noting the responsibility for calling regular meetings to order if both the pastor and the deacon chairman are absent.
- Amendment 5 – An amendment adding a statement to explain that the alternate trustee will replace a trustee who is unable to complete a term and that another alternate will be elected.
- Amendment 6 – An amendment creating new Article IV. Active Deacon Body which will contain a revised description of deacons, their qualifications, responsibilities, officers, rotation, and activation, etc.
- Amendment 7 – Changes the waiting period for ordained deacons coming from other Baptist churches from six months back to one year before being considered for becoming an active deacon.
- Amendment 8 – Returns the responsibility to set ministerial staff compensation and benefits and to make periodic evaluations of church ministerial staff to the Personnel Committee. This changes requires multiple changes:
  - First, the compensation responsibility and periodic evaluation bullets are removed from deacon responsibilities.
  - Second, the exception for “ministerial staff” is removed from the Personnel Committee description.
  - Third, Change the third bullet of part B, Calling a Pastor of Section I, Article II substituting "Personnel Committee" for "deacon body."

- Fourth, Change the third bullet of part B Calling Other Ordained Staff of Section II, Other Ministerial Staff, Article II (or III) by deleting phrase "Since ... staff compensation" and by replacing "deacon body" with "Personnel Committee."
- Amendment 9 – An amendment that deletes old Article “IV. Program Services” and renumbers remaining Articles as necessary.
- Amendment 10 – An amendment introducing a new article that defines the church's relationship with independent organizations operating on church property.
- Amendment 11 – An amendment to the Constitution stating that the church may own real property for its various religious purposes, that in disputes, the property will be retained by the faction retaining the name and beliefs of the church, providing method for dissolution of the church, and that in the event of dissolution of the church, the property shall be given to the Gulf Coast Baptist Association for “the furtherance of God's Kingdom.”
- Amendment 12 – An amendment that would separate the Constitution from the Bylaws and revise the amendment process for each. “The Constitution of Shadycrest Baptist Church and the Bylaws of Shadycrest Baptist Church are two separate documents with different procedures for amending each.”

To amend the Bylaws: It will no longer be required to read proposed amendments to the Bylaws from the pulpit, but copies must be made available to all members in paper or electronic form.

To amend the Constitution: Proposed amendments to the Constitution must be read from the pulpit and a three-fourths majority will be required for adoption.

(9) At the regular business meeting on April 21, 2010, Bylaws were amended as follows: An amendment that deletes the specific reference to the old “Church Training” program, WMU, and Brotherhood and defines a generic discipleship training program that includes various programs to be used by Shadycrest to train all members and also refers to a "Minister of Music" or a "lay leader" as the leader of the Music Program.

(10) At the regular business meeting on May 19, 2010, the church adopted eight amendments to Bylaws Article V. Committee and Coordinating Groups. A section on Ministry Teams was added. Some changes were made to the Church Council section. Two committees were added and the section on Other Committees was revised to include ministry teams and refer all committees and ministry teams not given in the Bylaws to the Committee, Ministry Team, and Officer Handbook. Another amendment added detail to Article III, Section 2.C.2.b. Another amendment added a paragraph to Article VII.

- Amendment #1 – Amend ARTICLE V, Committees and Coordinating Groups, by reorganizing its sections and adding a new section for Ministry Teams; by including in the Bylaws the committees and ministry teams that require two-thirds vote (amending the Bylaws) to change; by adding to the section on Other Committees, that other committees and ministry teams will be included in the Committee Handbook and changes can be recommended by the church or Committee on Committees for a majority vote; and by making some other miscellaneous clarifying changes.
- Amendment #2 – Amend ARTICLE V, Section 2. Church Council, by adding two items after Item 1 to explain who moderates the meetings and how often the meetings will be held.
- Amendment #3 – Amend ARTICLE V, Section 3. Committees, by including the Long Range Planning Committee in the list of committees.
- Amendment #4 – Amend ARTICLE V, Section 3. by creating and adding the Independent Organizations Oversight Committee to take the responsibilities of the old Mothers Day Out

## SHADYCREST BAPTIST CHURCH

(MDO) Oversight Committee plus taking oversight of any other organizations that are given permission to operate on church property. The old MDO Oversight Committee will become the MDO Ministry Support Team to be organized by the Committee on Committees.

- Amendment #5 – Amend ARTICLE V, Section 3, G. Budget and Finance Committee, by changing the time for submitting the budget from “at least two months” before start of the fiscal year to “in time to allow a vote to approve the budget at a regular business meeting at least one month” before the start of the fiscal year.
- Amendment #6 – Amend ARTICLE V, Sections 3 and 4, to change the Evangelism/Missions Committee to the Evangelism/Missions Ministry Team.
- Amendment #7 – Amend Committee on Committees and Personnel Committee descriptions to show that those committees must be chaired by an “active deacon” of Shadycresst and not just a “deacon member” of Shadycresst.
- Amendment #8 – Amend ARTICLE V, Section 4, by including the Youth Committee as the “Student Ministries Support Team.”
- Amendment #9 – Amend ARTICLE III. CHURCH STAFF, Section 2. Other Ministerial Staff C.2.b, by adding these words “as stated in the Constitution and these Bylaws and as otherwise adopted by the church.”
- Amendment #10 – Amend ARTICLE VII. Independent Organizations Sharing Church Facilities, by adding this paragraph after the first paragraph of Article VII: “Occasional use of church property by other organizations or individuals such as those requesting use of the building for weddings or concerts or use of the ball field or sports facilities may be agreed to by church staff following established church policies using pre-approved agreement forms signed by the responsible staff member and by a representative of the organization or individual.”

(11) At the regular business meeting on October 16, 2013, Article IX, Section 2, paragraph 1 of the Church Bylaws was amended to change the Regular Business Meeting from a monthly frequency on the third Wednesday of each month to a quarterly frequency with meetings to be held on the third Sundays of the months of February, May, August, and November to be effective beginning with the 2014 fiscal year. AND Article VII of the Bylaws of Shadycresst Baptist Church was amended by rewriting it to make it clear that the Church reserves the right to deny access to or use of its facilities by groups or individuals whose beliefs or behaviors are not consistent with Biblical principles as understood by the Church as stated in various places in the Constitution and in the Bylaws of Shadycresst Baptist Church. It further required that policies, agreement forms, and other documents related to use of Church facilities include references to these requirements and be signed by the designated church staff or officer and by an authorized individual of the group requesting use of the facility.

(12) At the regular business meeting on November 20, 2013, the Constitution, Article II, was amended to affirm that Shadycresst Baptist Church subscribes to the Southern Baptist Convention Statement of Faith and Message of 2000 by striking “1963” and inserting “2000” in its place.

At the regular business meeting on November 20, 2013, the Bylaws, Article V, Section 3, G. Budget and Finance Committee was amended to define what the church will do if a new annual budget is not approved before the start of the fiscal year by adding: “If a budget is not approved by the beginning of the fiscal year, the current approved budget will remain in effect until a new budget is approved.”

(13) Regular Business Meeting February 23, 2014 – Article V, Section 3, A, C, and G: Strike the first sentence requiring deacon chairman (A and C). Add at end of each a statement to the effect that the committees do not have to be chaired by a deacon, but must always have at least one deacon member.

## Notes



## Biblical References to Deacons and Christian Behavior:

In Acts 6 Luke writes that the twelve apostles asked the church to “pick out from among [them] seven men of good repute (1), full of the Spirit (2) and of wisdom (3)” whom the apostles could appoint to minister the daily distribution of food so that the apostles could devote themselves to prayer and to the ministry of the word.

1 Timothy 3:8-13 states the basic requirements for deacons as Paul explained them to Timothy, namely that deacons should be serious (4), straightforward in speech (5), not addicted to alcohol (6), and not greedy for worldly gain (7). They should hold the mystery of the Christian faith in good conscience (8).

They should have a proven blameless character with the church and community (1). Their wives also should be serious minded, not critical of others, and faithful in all things. The deacon shall be the husband of one wife (9), ruling his children and household well (10).

Deacons should also exhibit one or more of the gifts of the Spirit: wisdom, knowledge, faith, healing, miraculous powers, prophecy, service, teaching, encouraging, giving, leadership, mercy, distinguishing between spirits, speaking in various tongues, and interpretation of tongues. (1 Cor. 12:8-11 and Rom. 2:6-8)

How Shadycrest thinks these requirements apply to our deacons:

(1) Good Repute - Deacons should have a good reputation in the church and the community being recognized by the community as Christians by their witness through word and deed and not be guilty of the sins of the flesh listed in Galatians 5:19-21: Adultery, fornication, licentiousness, idolatry, sorcery, enmity, strife, jealousy, anger, selfishness, dissension, party spirit, envy, drunkenness, and carousing.

(2) Full of the Spirit - Deacons should exhibit the fruit of the Spirit as described by Paul in his letter to the Galatians (Galatians 5:22-26). These are love, joy, peace, patience, gentleness, goodness, faith, meekness, and temperance.

(3) Full of Wisdom - Deacons must exhibit an ability to discern consequences of actions so that they can help keep the church from going astray. They must be able to help the church anticipate and plan for needs of the future.

(4) Serious - Deacons must have an attitude of concern for the consequences of their actions and think carefully before proceeding.

(5) Straightforward in speech - Deacons must say what they mean and mean what they say, but not so bluntly that their speech is offensive.

(6) Not addicted to alcohol - Deacons covenant with the church to “abstain from the sale of, and use of, intoxicating drinks as a beverage” (The Church Covenant Section of the Church Constitution) and follow Biblical principles related to the use of addictive, mind altering drugs. Because of the devastating effects of alcohol and drugs on people’s lives, we do not want to be stumbling blocks for fellow Christians or non-Christians.

(7) Not greedy - Deacons must not value material things above persons and must be satisfied with what God provides. They must not let greed rule their business or personal lives and must deal honestly with all. Deacons must cheerfully give to the ministry of God's Kingdom through Shadycrest Baptist Church in proportion to the blessings they have received from God

(8) Hold the mystery of the faith in good conscience - The deacon must accept the Bible as God’s Holy Word which is able to make wise unto salvation through faith which is in Christ Jesus and is given by inspiration of God, profitable for doctrine, for reproof, for correction, and for instruction in righteousness that the man of God may be perfect, thoroughly furnished unto all good works. (from 2 Timothy 3:15-17) In addition, the deacon must accept the Statement of Baptist Faith and Message ( <http://www.sbc.net/bfm/bfm2000.asp#x> ) adopted by the Southern Baptist Convention as a personal statement of faith.

(9) Husband of one wife - The church expects that neither the deacon nor his wife will have been divorced. A deacon should set an example of a husband’s love for his wife as Christ loved the church (Eph. 5:25-33) as referenced in the Southern Baptist Convention’s Statement of Faith and Message. A deacon must love and respect his wife more than any other woman. He should be spiritually, mentally, and physically faithful to her (Prov. 5:18,19). The same applies to the wife.

(10) Ruling his children and household well - A deacon should set an example in Christian discipline and education of his children. He should not provoke them to wrath. (Eph. 5:21-33)

Reviewed and modified October 2011

This document is used in the screening process for prospective deacons. It is referenced in Article IV, Section 1, of the Bylaws and incorporated by that reference.

The following motions may be brought up at any time and must be deposited of before business continues.

<b>MOTION</b>	<b>PURPOSE</b>	<b>INTERRUPT SPEAKER</b>	<b>SECOND REQUIRED</b>	<b>DEBATABLE</b>	<b>AMENDABLE</b>	<b>VOTE</b>
“Point of Order”	Enforce the Rules	YES	NO	NO	NO	No Vote Required
“I appeal the decision of chair”	Let the group vote.	YES	YES	Maybe	NO	Majority
“Move to suspend rules”	Suspend the rules	NO	YES	NO	NO	Two-thirds
“Object to consideration”	To avoid considering the motion	YES	NO	NO	NO	Two-thirds
“Move to divide the question”	To consider parts of motion separately	NO	YES	NO	YES	Majority
“Call for a division”	Require a standing vote	YES	NO	NO	NO	No Vote Required
“Parliamentary Inquiry”	Get answer to parliamentary question.	Yes, if urgent	NO	NO	NO	No Vote Required
“Point of Information”	To get information	Yes, if urgent	NO	NO	NO	No Vote Required
“Take from Table”	Go back to earlier question	NO	YES	NO	NO	Majority
“Move to Rescind/Amend a previous action”	Cancel or change a previous action	NO	YES	YES	YES	Two-third
*“Move to reconsider”	To reconsider a previous action	NO	YES	Maybe	NO	Majority

\* A motion to reconsider a previous action must come from someone who previously voted in favor of the action to be reconsidered.



**This guide is provided for reference only. It is not part of the Bylaws or of the Constitution.**

Guide to Typical Motions from [www.jimslaughter.com](http://www.jimslaughter.com) based on Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition) - Jim Slaughter, Certified Professional Parliamentarian

These motions are listed in ascending order of precedence: The motions listed lower on the list must be considered before action is taken on motions higher on the list.

\*Interrupt Speaker on the Floor means that the motion can be presented even when another speaker has the floor. If “No” is listed, the speaker on the floor may NOT be interrupted.

MOTION	PURPOSE	*INTERRUPT SPEAKER	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE
“Move that, or Move to”	Bring business to the floor	NO	YES	YES	YES	Majority
“Move to postpone indefinitely”	Kill the main motion.	NO	YES	YES	NO	Majority
“Move to amend”	Modify the wording o the motion	NO	YES	YES	YES	Majority
“Move to refer to committee”	Get further study or action	NO	YES	YES	YES	Majority
“Move to postpone to a set time”	To postpone motion to a set time	NO	YES	YES	YES	Majority
“Move to limit debate	Limit/extend debate to a set time	NO	YES	NO	YES	Two-third
“Move the previous question”	To stop debate	NO	YES	NO	NO	Two-third
“Move to lay on the table”	Leave the question temporarily	NO	YES	NO	NO	Majority
“Call for orders of the day”	Return to the meeting agenda	YES	NO	NO	NO	No Vote Required
“Rise to Question of privilege	Register a complaint.	YES	NO	NO	NO	No Vote Required
“Recess”	Take break	NO	YES	NO	YES	Majority
“Adjourn	Close meeting	NO	YES	NO	NO	Majority



## NOTES



## NOTES

**Rock Island Press**  **Houston, Texas**