



Temple Baptist Church of Sullivan, MO
A Missouri Nonprofit Corporation

Bylaws

Bylaws

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ARTICLE I - DEFINITIONS

The Constitution, Bylaws, and Church Operations and Procedures Manual of TBC will use the following terms as defined:

Pastoral Staff - Any member of the staff who meets the biblical qualifications of an elder, is ordained or licensed, and is elected by the membership of The Church to perform official administrative duties as a church officer. Election and dismissal of Pastoral Staff is detailed in Article 3.0.1.b of the Bylaws.

Ministerial Staff - Any member of the staff hired for specific ministry functions but without the official administrative duties of a church officer. Election and dismissal of Ministerial Staff is detailed in Article 3.02.a.2 of the Bylaws.

Support Staff - Any non-ministerial member of the staff hired to oversee the daily operation of The Church. Hiring and dismissal of Support Staff is detailed in Article 3.02.a.3 of the Bylaws.

Administrative Assistant - An individual elected by the membership to perform the clerical duties of TBC. The Administrative Assistant is also the designated treasurer of TBC. By the nature of this position, the Administrative Assistant is the only member of the Support Staff who also has administrative duties as a church officer. Election and dismissal of the Administrative Assistant is detailed in Article 3.01.b.3 of the Bylaws.

Church Officer - An individual who has been elected by the membership of The Church, in accordance with the Constitution and Bylaws, as having the right and responsibility to perform certain spiritual and/or administrative functions on behalf of The Church. See Article 3.01 of the bylaws for details on officers.

The Membership - All of the members of Temple Baptist Church, this local body of baptized believers who are transformed by the truth of the Gospel of Jesus Christ, living for the glory of God, and continuing the work Christ came to do in the world. See Article 2 of the Bylaws for details on membership.

Board of Directors - A group of individual members who determine the general policies, plans, programs, and procedures of The Church and make legal transactions on behalf of The Church as its corporate officers; made up of the Pastoral Staff, the chairpersons of the Personnel, Finance, and Buildings and Grounds Committees, the chairman of the Deacons, and three at-large members who

are elected by the membership. See Article 3.01.b.5 of the Bylaws for details on the Board of Directors.

Deacons - A group of individuals, meeting the biblical qualifications of a deacon, elected by the membership to be responsible for member care and ministry leadership. The election and dismissal of deacons is detailed in Article 3.01.b.4 of the Bylaws.

Ministries - Any activity organized, implemented, recognized, or adopted by The Church for the purpose of expressing our core values is considered a ministry of The Church. See Article 4 of the Bylaws for further detail.

Ministry Directors - These individuals, recommended by the Nominating Committee, are elected by the membership to direct various church ministries in accordance with the mission and vision of Temple Baptist Church. See the Operations and Procedures Manual for Ministry Directors' position descriptions.

Small Group - Any small group of church members who meet on a regular basis under the direction of a designated leader, approved by a consensus of the Pastoral Staff, who helps facilitate biblical teaching, Christian growth, personal accountability, authentic care, prayer requests, and personal intimacy with God and one another.

Ex Officio - Ex Officio is a Latin term meaning "by virtue of office or position." Ex Officio members of boards and committees, therefore, are persons who are members by virtue of some other office or position that they hold. Ex Officio members of boards and committees have exactly the same rights and privileges as do all other members; however, they are not counted in determining whether or not a quorum is present.

ARTICLE II - MEMBERSHIP**Article 2.01 Candidacy**

Membership is a privilege, not a right. Anyone seeking to become a member of TBC must first meet the following qualifications:

- Candidate must be a born-again believer, having confessed faith in Jesus Christ as Lord.
- Candidate must have been baptized by immersion or must be seeking baptism. Baptism can be attested to by a letter from another church of like faith. If no letter is obtainable, the candidate's statement may be acceptable.
- Candidate must take the Membership 101 class and must read, affirm, and sign the TBC Membership Covenant. This is not required for children under the age of 14 or other persons for which the class and/or signing the covenant would not be suitable, as determined by a consensus of the Pastoral Staff.
- Once the previous qualifications have been met, a candidate must be presented to the members of TBC at any regular meeting of The Church and may become a member of The Church by an affirmation of a majority vote of a quorum present at that meeting.

Article 2.02 Membership Status and Privileges**Article 2.02a Members**

A member of The Church shall be defined as an individual whose name is on The Church membership roll. All members of TBC will be expected to attend, participate, and give to The Church as described in the Membership Covenant. All members, except those under the age of 18, have full voting rights on any motions, recommendations, resolutions or other matters brought before the membership during members' meetings or when acting upon the reception of members, the granting of letters, or the appointment of messengers to conferences. Absentee voting and voting by proxy are prohibited.

Article 2.02b Juvenile Members

A juvenile is any member under the age of 14 years of age whose name is on The Church membership roll. Upon turning 14 it will be expected that all juvenile members will take Membership 101 and sign the Membership Covenant. Juvenile Members who fail to take Membership 101 and sign the Membership Covenant shall be subject to removal from membership by a majority vote of the members of TBC.

Article 2.02c Membership Rights

Membership in The Church does not afford the members with any property, contractual, or civil rights based on

principles of democratic government. Although the general public is invited to all worship services and functions, TBC property remains private property. Any member of the Pastoral Staff (or the Discipline Committee in the absence of the Pastoral Staff) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property.

Article 2.03 Termination

Persons shall be removed as a member of TBC in the following cases:

- Death of the member
- Granting of letter to another church or upon uniting in membership with another church
- Written notification by a member that he/she no longer wishes to be a member of TBC (No open letters will be granted.)
- Disciplinary dismissal by action of the membership
- Removal because of inactivity (Deacons will pursue members who are in violation of the Membership Covenant. Those who are inactive over a period of six months, other than college students, military personnel, shut-ins, missionaries, or other members who have good reason for inactivity, may be removed from membership by action of the membership upon the recommendation of the deacon body.)

Article 2.04 Discipline

The purpose of church discipline is restoration and reconciliation. Every local church has a biblical responsibility to examine the lives and teachings of its leaders and members, particularly when either compromises the reputation of the Gospel and the well-being of The Church (see 1 Cor. 5:1-13; 2 Cor. 2:5-11; Galatians 6:1-4; 1 Timothy 3; James 3:1; 2 Peter 3; 2 John; Titus 3:9-11). We recognize to disregard this clear teaching of Scripture is a visible act of disobedience to our Lord. Therefore, it is the basic aim of TBC to resolve disputes and deal with unrepentant sin in the lives of its members. If a situation cannot be resolved by a member of the Pastoral Staff, a discipline committee consisting of the Pastoral Staff and the deacon body will be formed to determine the correct process for discipline, using the Bible as a guide (see Matthew 18:15-20; 1 Cor. 5:1-13; Galatians 6:1; 1 Thess. 5:14; 2 Thess. 3:6, 10-15; 1 Tim. 5:19-20; Titus 3:10-11). While reasonable measures will be taken to assist any troubled member, should a serious condition exist which would become a liability to the welfare of TBC, The Church may exclude an individual from membership by a majority vote of at least a quorum present at a members' meeting called for the purpose of considering disciplinary action.

Article 2.05 Restoration

Anyone whose membership has been terminated for any reason may be restored to membership upon request of the individual and by a vote of the members of The Church. Individuals terminated as a disciplinary action of the members of The Church will only be eligible for reinstatement upon offering satisfactory evidence of repentance and reformation to the Senior Pastor (or to the deacon body if the office of Senior Pastor is vacant).

Article 2.06 Binding Arbitration

Believing that lawsuits between believers are prohibited by Scripture (1 Corinthians 6:1-8), any personal disputes between church members and The Church should be handled with care: in a wise and godly manner. To this effect, parties involved in a dispute or disagreement shall consult and negotiate with each other in good faith, recognizing their mutual interests not to disgrace the name of Christ. Since the Bible commands Christians to make every effort to live at peace with one another (Matthew 5:23-24) and to resolve disputes with each other in private or within The Church (Matthew 18:15-20), all members of this church agree to submit to binding Christian arbitration, to be mediated by an independent arbitration agency as determined by the Board of Directors, any matters of dispute between believers and The Church which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgement upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

ARTICLE III – CHURCH OFFICERS, STAFF, AND COMMITTEES

Article 3.01 Church Officers

The church officers include the Senior Pastor and other Pastoral Staff, the Administrative Assistant, the Board of Directors, the deacons and such other officers as deemed necessary by TBC.

Article 3.01.a Eligibility for Office

The Church shall not install or retain an officer who fails to adhere to or expresses disagreement with the Articles of Faith and Membership Covenant of TBC. All elected church officers must be at least 21 years of age.

Article 3.01.b Election and Duties of Officers

Article 3.01.b.1 Senior Pastor

The Senior Pastor is responsible for providing the spiritual and administrative leadership of TBC. This includes preaching and teaching the Word of God, strategic

leadership and planning, including staff coordination and oversight, and administration of ministries, facilities, policies, procedures and pastoral care. He will serve as the chief visionary to lead and “equip the saints for the work of ministry, for building up the body of Christ” (Eph. 4:12). The Senior Pastor, in conjunction with the other Pastoral Staff, is responsible for ascertaining the overall vision and direction God has for TBC. It is his duty to communicate and lead in the implementation of that vision. The Pastor will seek to ensure that the systems, practices, and policies of The Church responsibly and effectively support its vision.

Terms of Office

The Senior Pastor is chosen and called by the membership of TBC. A search committee consisting of seven members, including at least one member of the Pastoral Staff, shall be selected by the Board of Directors to prayerfully seek out a Senior Pastor meeting the biblical qualifications of an elder in 1 Timothy 3:1-7 and Titus 1:5-9. The committee will be required to make regular progress reports to the Board of Directors during the search for a new Senior Pastor. Before the search committee can make a recommendation to the membership of TBC the committee will report their decision to the Personnel Committee, the deacon body, and the Board of Directors for consultation. The Personnel Committee will put together a recommended salary package to be approved by the Board of Directors.

Election of the Senior Pastor will take an affirmative ballot vote of three-fourths of the quorum present at a specially called members’ meeting; dismissal shall require a simple majority vote in like manner. The call shall be for an indefinite term, but the relationship may be dissolved by the giving of thirty days notice at the option of either the Senior Pastor or a vote of dismissal by the members of TBC.

Job Description and Key Functions

- **Preaching and Teaching:** The Senior Pastor will be the primary preacher for Sunday worship services and will provide leadership in planning and executing all regular meetings. He is expected to give first priority to the study of God’s Word in preparation for preaching and teaching. In addition, he is responsible for coordinating with other Ministry Staff to help provide leadership in implementing an effective education program.
- **Church Ordinances:** The Senior Pastor is primarily responsible for leading the congregation in the proper observance of the Lord’s Supper and baptism. He may delegate these duties to other Pastoral Staff when needed.

- **Strategic Leadership and Planning:** The Senior Pastor is responsible for implementing The Church’s vision and ministry activities by coordinating and leading staff meetings to clarify and execute goals and objectives and by ensuring staffing, facilities and programs effectively align to meet visionary and ministry goals. To that end, the Senior Pastor will serve as an Ex Officio member of all church committees, ministries, and organizations.
- **Staff Supervision and Development:** The Pastor serves as the primary director of all staff and will lead, evaluate, and mentor existing staff in their respective areas of ministry. This includes but is not limited to overseeing staff training and development, working with the Personnel Committee to implement staff reviews and recommendations, and maintaining efficient and effective communication. The Pastor, in conjunction with the Personnel Committee, the Finance Committee and the Board of Directors, is responsible for adjusting staff salaries as needed. The Senior Pastor, in conjunction with the other Pastoral Staff, the Personnel Committee and the Board of Directors is also responsible for adjusting staff duties and responsibilities, as needed, to implement the vision and ministry of TBC.
- **Administration:** The Senior Pastor oversees and executes the administration of The Church through appropriate staff and leadership teams, including pastoral care, and supervising the development of and adherence to church policies.

Article 3.01.b.2 Associate Pastor

The Associate Pastor works in harmony with the Senior Pastor to provide spiritual and administrative oversight of TBC with a focused attention on education, discipleship, and administration. The Associate Pastor, in conjunction with the Senior Pastor, will help to clarify and implement the overall vision and direction of TBC and will provide leadership in worship services, pastoral care, preaching and teaching, and other duties as necessary and/or as requested by the absence of the Senior Pastor.

Terms of Office

The Associate Pastor will be recommended for hiring by the Senior Pastor, screened by the deacon body and approved by the Personnel Committee and the Board of Directors before being recommended for election by the members of TBC. Election of the Associate Pastor will take an affirmative vote of three-fourths of the quorum present at a specially called members’ meeting. This office may be held for an indefinite term, but the relationship may be terminated at any time with thirty days notice by either the

staff member or a majority vote of dismissal by the membership.

Job Description and Key Functions

- **Education, Discipleship, and Administration:** The Associate Pastor will primarily focus on education, discipleship, and administration of TBC. He will monitor, oversee, and execute the administration of these ministry areas, striving to develop the education and discipleship ministry in conjunction with the vision of The Church. This will include developing, planning, and implementing a strategic plan for discipleship, identifying resources and needs, and teaching, training, and equipping volunteers, staff, and leadership teams. He is expected to give priority to the study of God’s Word in preparation for preaching, teaching, and developing the education and discipleship programs. In addition, the Associate Pastor oversees and executes the administration of ministry through appropriate staff, volunteers, and leadership teams. This includes developing and reporting ministry budget needs, supervision and maintenance of materials, equipment, and supplies, development of and adherence to church policies and procedures, and general oversight of any activity planned and implemented by The Church for the purpose of expressing our core values. To that end, the Associate Pastor will serve as an Ex Officio member of the Board of Directors.
- **Staff Supervision and Development:** The Associate Pastor will serve as a director, leader, and mentor of existing staff, lay volunteers, and leadership teams in their respective areas of ministry including but not limited to Music, Student Ministry, Media, Technology, and Education. In conjunction with the Senior Pastor, the Associate Pastor is responsible for overseeing, planning, and implementing staff and volunteer recruitment, teaching, training, and performance reviews. He reports directly to the Senior Pastor regarding ministry activity and effectiveness.
- **Preaching and Teaching:** The Associate Pastor will be the preacher for Sunday worship services in the absence of the Senior Pastor and on other occasions as designated by the Senior Pastor. He will provide additional leadership in planning and executing all regular meetings.

Article 3.01.b.3 Administrative Assistant

The Administrative Assistant is responsible for providing professional administrative support for the Pastoral and Ministerial Staff, managing the corporate and financial affairs of The Church, maintaining an efficiently run office, and coordinating tasks with The Church receptionist to achieve The Church’s vision.

Terms of Office

The Administrative Assistant will be recommended for hiring by a consensus of the Pastoral Staff, screened by the deacon body, and approved by the Personnel Committee and the Board of Directors before being recommended for approval by the members of TBC. Election of the Administrative Assistant will take an affirmative vote of three-fourths of the quorum present at a specially called members' meeting. This office may be held for an indefinite term, but the relationship may be terminated at any time with thirty days notice by either the Administrative Assistant or a majority vote of dismissal by the members of TBC.

Job Description and Key Functions

- Financial Management:** The Administrative Assistant serves as treasurer of TBC. This individual is responsible for managing The Church's general ledger, bank accounts, and financial records, which includes preparing related forms and reports as necessary, in addition to preparing and signing checks. He or she will post weekly offerings, receive and answer queries concerning financial matters, and maintain files of invoices and related correspondence. The Administrative Assistant will have charge and custody of, and be responsible for, all funds of the corporation. This person will receive and give gift receipts for all contributions, and disburse, or cause to be disbursed, the funds of The Church as directed by the Pastoral Staff, Board of Directors, or the annual budget, taking proper vouchers for the disbursements. This person will ensure that The Church's finances are in accord with legal, ethical, and biblical standards. He or she will work with the Pastoral Staff and Finance Committee to prepare a proposed annual budget for approval by the Board of Directors. To that end, the Administrative Assistant will serve as an Ex Officio member of the Finance Committee and Board of Directors.
- Office Management:** The Administrative Assistant is responsible for managing an organized and efficient church office, giving general direction to the weekday operation of The Church and supervising office personnel. This includes maintaining office supplies, creating and updating mailing lists, and publishing newsletters, flyers, and letters as needed. This individual will be custodian of the records of The Church, including keeping updated records of The Church membership roll, attendance, baptisms, and marriage. He or she will see that the reports, statements, certificates, and all other documents and records required by law are properly kept and filed.

- Properties and Activities Management:** The Administrative Assistant is responsible for administering the policies and procedures concerning the use of all church properties and facilities including working with staff and volunteers to coordinate the assignment of classrooms and church facilities for meetings and activities. The employee will work with the Pastoral Staff in planning and directing ministry and facilitating the organization of volunteer help as needed.
- Assisting Pastoral and Ministerial Staff:** The Administrative Assistant will assist Pastoral and Ministerial Staff in answering phone calls, receiving visitors, taking and delivering messages, notifying church committee members of meetings, organizing mail, assisting with planning and coordinating special events, arranging for ad placements in local media outlets, scheduling appointments, maintaining a master calendar of events, keeping lists of hospitalized church members, special prayer requests, deaths, births, and other important events, and performing miscellaneous clerical duties as requested by the Pastoral Staff or as needed. The Administrative Assistant may delegate any clerical duties to the receptionist or any other office personnel.

Article 3.01.b.4 Deacons

The deacons of Temple Baptist Church are servants responsible for member care and ministry leadership. The qualifications to be a deacon are nearly identical to that of a Pastor (Elder)--minus the teaching and preaching abilities. In other words, while elders are responsible for establishing the mission and vision of TBC through preaching, teaching, and administration, deacons specialize in putting that mission and vision into practice. The number of deacons and the duties of a deacon will vary according to the needs of the local church body and the Pastoral Staff. The deacons will serve under the authority of The Church membership and the guidance of the Pastoral Staff. They will provide aid in times of crisis or distress, visit and care for the sick and needy, actively participate in various ministries of The Church, assist the Pastoral Staff in administering ordinances, serve The Church during various activities, and acclimate new members into the ministries of TBC.

Terms of Office

To become a deacon, one must be a member of good repute at TBC for at least one (1) year. In addition, one must meet the scriptural qualifications detailed in Acts 6:1-8 and 1 Timothy 3:8-13, and complete a designated training period, after which the candidate must agree to the responsibilities and job description of a deacon as detailed in the Bylaws.

After completing these steps, a new deacon candidate must be recommended by a consensus of the Pastoral Staff, approved by the deacon body and screened by the deacon officers or a committee selected by the deacon chairman before being presented to The Church membership for election by the Chairman of the Deacons. Any deacon who unites with TBC from another church of like faith and order may be considered for service as an active deacon after one (1) year, provided there is a need for additional deacons, the candidate has actively participated in church activities, the candidate agrees with the deacon policy and the candidate meets the eligibility requirements designated in the Bylaws.

Deacons will serve terms of three years on a rotating basis. Deacons thus elected who have served for two years or more shall not be eligible to serve again until they have been inactive for at least one year. Those who have been elected to fill unexpired terms of one year or less shall be eligible for reelection to one full term of three years.

Deacons will function as servant leaders, only making decisions that pertain to member care and ministry leadership within The Church. Therefore, all active deacons have voting privileges within the deacon body when decisions are to be made.

Due to the nature and function of the office, deacons who no longer effectively serve The Church, cease to be active in the The Church and/or are no longer able to meet the scriptural qualifications of a deacon shall be suspended from office by a majority vote of the deacon body and may be removed from office by a majority vote of The Church membership at the recommendation of the deacon chairman.

Key Functions of the Deacon Body

The New Testament contains little explicit discussion on the role of deacons other than what is implied by the name deacon, diakonos in Greek, meaning “servant.” Acts 6:1-8 gives some indication of the origin of appointed servants and their purpose. The New Testament pattern indicates that when the spiritual leadership of The Church is overburdened, then The Church membership should appoint “servants” or “assistants” to help alleviate some of the burden. This is accomplished in two ways: member care and ministry leadership.

- **Member Care:** Deacons are responsible for making sure that members of Temple Baptist Church who are distant, in crisis, homebound, and new to The Church are being taken care of. Deacons will accomplish this task by making care visits and by delegating visits and contacts to church small groups. Part of this responsibility will include making sure church small groups are keeping up with their group members and staying actively involved in outreach.

Member care means that deacons will be responsible for helping meet the physical needs of members. Caring for people contributes not only to their physical well-being, it benefits their spiritual well-being. It encourages those under care, it embodies God’s care, and it acts as a witness to those outside The Church (John 13:35).

Part of the responsibility of member care is striving for unity of The Church. Neglect of the physical needs and ministries of The Church causes spiritual disunity. Deacons are to assist the Pastoral Staff in unifying The Church through service and protecting The Church from disunity by promoting peace in times of divisiveness. To that end the deacons may be called upon to offer advice and leadership to the Pastoral Staff in situations involving church membership and church discipline.

- **Ministry Leadership:** Deacons are to be actively involved in the ministry of The Church. The deacons will be responsible for leading The Church by example through participation in church activities, involvement in church services, and pursuit and development of relationships with church members. In fulfilling these responsibilities, the deacons serve as models both in their character and in their active ministry. This gives church members a good example of what it means to be a servant, which parallels the example of Christ (Matthew 20:25-28).

Qualifications of a Deacon

Ministry oversight and member care in The Church require deacons to have specific qualifications. New Testament deacons did not have ruling authority over the church as the elders did, nor are they ever required to be able to teach Scripture as the elders are. Instead, they were appointed as servants in the church and given a specific set of characteristics that are detailed in Acts 6:1–8 and 1 Tim 3:8–13. These qualifications are meant to ensure that deacons are mature and godly. Deacons are to be tested first to “prove themselves blameless” (1 Tim 3:10).

- **Good Reputation:** Deacons are to be chosen from among fellow believers who are “of good repute, full of the Spirit and of wisdom” (Acts 6:3). They should be “dignified” (1 Timothy 3:8). A deacon should be someone who is authentic: having a reverence for spiritual matters, being mature in the faith, honest, and worthy of respect. This reputation must be tested (1 Timothy 3:10), proving a deacon worthy over time.
- **Good Character:** Deacons are to exhibit lives shaped by the Gospel of Jesus Christ, having self-control (1 Timothy 3:8) and living lives devoid of addictions, vices, or excess. Deacons are leaders and examples to other believers; therefore, they should avoid anything

injurious or hurtful either to themselves, to The Church, or to the witness of the Gospel of Jesus Christ. They should seek to make every activity, attitude, and action worthy of Christ.

- **Good Stewardship:** Deacons should not covet money (1 Timothy 3:8) and should set an example of generosity in Christian giving (2 Corinthians 9:6–7). They should give regularly, joyfully, sacrificially, generously, and proportionately to the ministry and needs of The Church.
- **Good Doctrine:** Deacons must be people of spiritual integrity, sound in doctrine both in experience and in expression (1 Timothy 3:9). They should, therefore, be vitally involved in the weekly education, worship, and ministry programs of The Church and read and study the Word of God regularly.
- **Good Family Life:** Deacons are to seek to have an exemplary Christian home life. If married, they should live in faithfulness to their spouses and lead, manage, and provide for their families well (1 Timothy 3:12).

Deacons' Meeting Structure

For the purpose of praying for The Church and its leadership, keeping up with the needs of The Church and its activities, reporting progress, and assigning deacon responsibilities, the deacon body will meet on a monthly basis as scheduled by the Chairman.

In January, the deacon body shall meet and organize by the election of officers. These officers will be elected to serve during the ensuing church year, January 1 through December 31. The deacon officers include a chairman, vice-chairman, and a secretary. The Chairman may call special meetings for specific urgent purposes when deemed necessary. In the absence of the Chairman, the Vice-chairman may call special meetings. Fifty percent of the deacons must be present at any regular or special meeting to constitute a quorum. The Chairman will oversee and direct the deacon body. The Chairman of the Deacons shall serve on the Board of Directors. He will be responsible for presiding over all deacon meetings, seeking to enforce all policies and procedures that pertain to the deacon body, and performing other duties as required or requested by the Senior Pastor. A vice-chairman will be elected and will serve in the absence of the Chairman. A secretary of the deacon body will be elected to keep records of all deacon meetings, of visits and contacts made, the progress of member care, and to make reports on the continuing needs of The Church. These records will be summarized and reported to the Board of Directors on a monthly basis by the Chairman.

Article 3.01.b.5 Board of Directors

The Board of Directors is responsible for working with the Pastoral Staff to ensure that the vision and purpose of The Church is carried out through determining general policies, plans, programs, and procedures, and making legal transactions on behalf of The Church. With the purpose, mission, vision and ministry activities of The Church as its focus, the Board will endeavor to make only those decisions necessary for the expedient and effective administration of church affairs.

Terms of Office

The Board of Directors will consist of the Chairpersons of the Finance, Personnel, and Buildings and Grounds Committees as well as the Chairman of the Deacons, three members nominated by the Nominating Committee to serve at-large and the Pastoral Staff and Administrative Assistant who will serve as Ex Officio members.

At-large members of the Board of Directors shall be recommended by the Nominating Committee, elected by the members of TBC, and shall serve terms of three years on a rotating basis, one member rotating off each year. Candidates must have been members of The Church for at least two years before becoming eligible for service on the Board. Board members who have served on the Board for two years or more shall not be eligible to serve on the Board again until they have been off the Board for at least one year. No staff member shall be a member of the Board unless they are designated to serve as an Ex Officio member. At-large members will be presented to the members of TBC for election during the annual members' meeting.

In view of the imperative leadership and responsibility of the Board of Directors, those who are no longer capable of effectively serving The Church, neglect their duty to The Church, cease to be active in The Church, or are guilty of a serious default in doctrine or conduct shall be removed from office with a majority vote of The Church upon recommendation of a consensus of the Pastoral Staff at a specially called members' meeting.

Key Functions of the Board

- **Decision Making:** The Board, under the guidance of the Pastoral Staff, will be responsible for making decisions concerning recommendations made by Board members, church committees, and the Pastoral Staff. This includes but is not limited to any final decisions regarding the hiring, dismissal, or suspension of Support Staff, all staff salaries, staff duties and responsibilities, maintenance and improvements of the buildings and grounds, monitoring financial expenditures of the church, adopting or revising the

annual budget as submitted by the Finance Committee, and acting on decisions pertaining to the ministry and daily operation of TBC. The Board will seek to do what is best for The Church as it relates to her purpose, mission, vision and ministry activities.

- **Legal Business:** The Board of Directors will fulfill the laws of the state while serving as the legal custodians or trustees of all TBC property and see to the mortgages, property transactions, insurance, the securing of loans, and all legal liabilities as pertain to an incorporated body. The Board does not possess the authority to acquire or dispose of any property without approval of the members of The Church. The Board will represent The Church in all legal matters and execute bank notes, deeds and other legal documents after approval from the membership. The Board does not have the power or authority to reverse any action of the membership of TBC or to do anything contrary to TBC's Constitution and Bylaws.
- **Special Committees:** The Board of Directors will be responsible for authorizing special committees, as needed, to perform specific duties assigned by the Board. These committees shall dissolve automatically when the work of the committee is complete.

Board Meeting Structure

- **Regular Meetings:** The regular meetings of the Board of Directors will be held on the fourth week of each calendar month on a day and at a time determined by the Board at the previous meeting. Five members of the Board must be present to constitute a quorum, not counting Ex Officio members. The Board may recess its meetings to any fixed date for the completion of any postponed proposals.
Board meetings are considered closed to all persons other than the Pastoral Staff, the Administrative Assistant and individuals who are participating in the Board agenda. Church members desiring to be placed on the Board meeting agenda must submit written requests citing the reasons for wishing to address the Board no later than five days prior to the fourth week in the month during which the regular meeting is held. The request is to be mailed or delivered to the President or the Secretary of the Board.
- **Special Meetings:** Special meetings may be called by the President or majority of the Board as circumstances demand. Members of the Board must be given a reasonable advance notice of the date, time, place, and purpose of the meeting. No business can be transacted at a special meeting except that for which the meeting was called.
- **Meeting Agenda:** The following is the suggested agenda for all Board meetings; however, by common

consent the Board may change the order at any time.

1. Scripture Reading & Prayer
 2. Deacon Ministry Report
 3. Buildings & Grounds Report
 4. Personnel Committee Report
 5. Finance Committee Report
 6. Special Committee Report
 7. Pastoral Staff Report
 8. New Proposals
 9. Postponed Proposals
 10. Review Annual Schedule
 11. Set Next Meeting Date
- **Annual Schedule:** The Board shall review the annual schedule as it pertains to time-sensitive duties to ensure appropriate preparation, assignment of responsibility, and completion of scheduled obligations.
 - **Rules of Order:** Using the Consensus Building Approach, the Board will strive for consensus in its decision-making process. If consensus cannot be reached following every reasonable effort to establish unity, the President of the Board will implement a switch to a super-majority voting rule requiring a 2/3 majority vote. In this case, the President and all members of the Board have a vote upon the proposal, unless excused by the Board upon majority vote, to avoid any possible conflict of interest. Board members, who desire, will have the privilege of having the reasons for their votes recorded.
 - **Officers:** After the annual Board formation, the Board shall meet and organize by the election of chief officers. A president will be elected to serve as the spokesperson for the Board, the moderator for the church, and the president of TBC. He will be responsible for presiding over all members' meetings, enforcing all policies and procedures, and performing other duties as required by law. A vice-president will be elected and will serve as the Vice-President of TBC. The Vice-President will be moderator in the absence of the President. A secretary of the Board will be elected to keep records of all Board meetings and members' meetings of The Church and to serve as the Secretary of TBC. He or she will submit to the Administrative Assistant a written summary of all decisions and transactions made during meetings to be kept on file in The Church office.
 - **Meeting Minutes:** The minutes of Board meetings are accessible for review by any church member during regular office hours. The minutes reflect all issues brought before the Board. However, any decision or recommendation regarding the hiring, firing, promotion, or discipline of a staff member cannot be made public until the affected employee is notified of the Board decision.

Article 3.01.c Training of Officers

The Pastoral Staff (or the Chairman of the Board in the absence of the Pastoral Staff) shall be responsible for teaching and informing newly elected officers of the particular function and the responsibilities of their respective offices.

Article 3.02 Church Staff

Individuals who are hired to perform specific duties for the daily operation and ministry of The Church are considered church staff.

Article 3.02.a Hiring and Dismissal of Staff**Article 3.02.a.1 Pastoral Staff**

All ordained or licensed ministers meeting the biblical qualifications of an elder and being elected by The Church to perform official administrative duties on its behalf will be officers of The Church and designated as pastors. Their election and dismissal are described in Article 3.01.b of the Bylaws.

Article 3.02.a.2 Ministerial Staff

All Ministerial Staff who are not church officers will be designated as ministers. Ministerial Staff must be recommended for hiring or dismissal by a consensus of the Pastoral Staff, screened by the deacons and approved by the Personnel Committee and Board of Directors before being presented to The Church for hiring. Ministerial Staff will be hired or dismissed by a majority vote of the quorum at a special members' meeting. All Ministerial Staff shall affirm their agreement with the Articles of Faith and Membership Covenant of TBC.

Article 3.02.a.3 Support Staff

Any staff member who is not Pastoral or Ministerial Staff will be designated as Support Staff. All Support Staff will be recommended by a consensus of the Pastoral Staff and hired by the approval of the Personnel Committee and Board of Directors. Support Staff may be suspended or dismissed in the same manner. Upon dismissal, a two-week (10 day) notice must be given except in the case of misconduct. The Personnel Committee is responsible for determining when and how a newly hired member of the staff will be introduced and presented to The Church.

Article 3.02.b Duties of Church Staff

The duties, responsibilities, functions, and terms of office of each staff member is included in The Church Operations and Procedures Manual.

Article 3.03 Committees**Article 3.03.a Election****Article 3.03.a.1 Nominating Committee**

Members who serve on the Nominating Committee must be recommended by the Senior Pastor and approved by the Board of Directors. The committee will consist of six members who will serve a term of three years on a rotating basis, two members rotating off each year. Members who have served on the committee for two years or more shall not be eligible to serve on the committee again until they have been off of the committee at least one year. The Chairperson for the Nominating Committee will be selected by the committee annually.

Article 3.03.a.2 Finance, Personnel and Buildings and Grounds Committees

The Nominating Committee will nominate one individual to serve on these Committees each year pending final approval from The Church membership. The Finance, Personnel and Buildings and Grounds Committees will be comprised of three members, each of whom will serve a three-year term with one member rotating off each year. Any member who has served on the committees for two or more years will not be eligible to serve on the committees again until having been off of the committees at least one year. The senior member of each of the committees will serve as Chairperson.

Article 3.03.b Dismissal

Members of any committee who are no longer capable of serving The Church, neglect their duty to The Church, cease to be active in The Church, or are guilty of a serious default in doctrine or conduct shall be removed from office by the Board of Directors upon the recommendation of a consensus of the Pastoral Staff.

Article 3.03.c Job Descriptions and Key Functions

Position Description: The purpose, key responsibilities, structure, and terms of office for each committee are specified in The Church Operations and Procedures Manual.

ARTICLE IV – MINISTRIES, EDUCATION & LEADERSHIP

- **Ministries:** The ministries of TBC are the means by which we accomplish our purpose. Therefore, all ministries of The Church will remain loyal to the mission, vision, and core values expressed in the Constitution. The various ministries of The Church are flexible and ever-changing in both method and context. The Pastoral and Ministerial Staff will assume their inherent roles in providing leadership in these ministries.
- **Education:** The Church believes that it is to provide its members, children and adults alike, with an education, which is based upon and consistent with biblical teachings. To this end, The Church shall engage in ministries in education in keeping with the following dictates. All educational programs or courses of instruction formulated and offered by The Church shall be primarily for the benefit of the members of The Church; however, non-church members may participate in church educational programs or courses of instruction if the course is not designated for members only and if all other prerequisites for the course, if any, have been met.
- **Leadership:** The various ministries and education programs within The Church will require volunteer leaders who will be responsible for teaching and leading in faithfulness to the mission, vision, and values of TBC. To that end, all ministries, educational programs, and courses of instruction shall be led, taught, and presented in full accord with the Statements of Faith of The Church. In addition, all instructors, teachers, and leaders involved in the ministries and education of The Church must be members of TBC. This provision does not apply to visiting missionaries, evangelists, or preachers engaged in delivering messages at special meetings on a temporary basis.

Instructors, teachers and leaders will work with the Pastoral Staff to ensure each ministry, educational program and course of instruction remains consistent with the teaching of the inerrant Word of God, strives for spiritual transformation and inspires missional living.

Any member who desires to be a teacher or volunteer leader at TBC must be approved by the Pastoral Staff (or deacon body in the absence of the Pastoral Staff) and will be required to complete Membership 101, Discipleship 201, and Leadership 301. All adult teachers, leaders, and volunteers who work with children and/or teenagers under the age of 18 will be required to have volunteer applications and

background checks on file. Any teaching assistant or volunteer who is under the age of 18 must be under adult supervision at all times when working with children or teenagers. No instructor, teacher, or leader will be appointed or retained who fails to adhere to or expresses disagreement with the Articles of Faith and the Membership Covenant. In the case of inexcusable neglect of duty or serious default in doctrine or conduct, teachers, leaders, or administrators may be suspended or dismissed from any and all leadership duties at the discretion of the Pastoral Staff (or the deacon body in the absence of the Pastoral Staff).

ARTICLE V - REGULAR MEETINGS

Article 5.01 Worship

- TBC will join together regularly each Sunday morning and Wednesday evening for expository preaching and teaching, God-centered and Christ-focused worship, the study of God’s Word, fellowship with other believers in small groups, and participation in the ordinances when administered. These meetings are open to all people and directed by the Pastoral Staff (or by a church-approved interim in absence of the Pastoral Staff).
- Bible conferences, missionary conferences, and other special services or meetings may be held as the Pastoral Staff deems beneficial.
- Decisions to cancel services will be made by a consensus of the Pastoral Staff or President of the Board in the absence of the Pastoral Staff.

Article 5.02 Members’ Meetings

- At any regular meeting, a quorum of 5% of the members of The Church may, without special notice, act upon the granting of membership, the granting of letters, and the appointment of messengers to conferences.
- The Church will hold annual members’ meetings to receive a report from the Senior Pastor and to review and approve the Nominating Committee recommendations, approve the acquisition or disposition of church properties, and to conduct other matters requiring a vote of the membership as designated by the Board of Directors. The annual church members’ meeting will be held prior to the end of the fiscal year (December 31st) at a date and time specified and publicized by the Board.
- Ten percent of the membership is necessary to constitute a quorum for any vote at any meetings that require a decision of The Church membership unless otherwise stated. A simple majority vote of the quorum is necessary for approval of all non-policy matters.

- The Senior Pastor, when requested by the Board of Directors, or a standing committee, may call for a special members' meeting from the pulpit. The reason(s) for any special meeting called by the Pastor must be clearly stated in the announcement of the meeting.
- The Secretary of the Board must call special meetings upon receipt of a written application from any ten members which clearly specifies the reason(s) for the meeting. Notice of any special members' meeting of this nature must be given during a Sunday service, and the special meeting will not be held for at least seven days following the announcement.
- Robert's Rules of Order will be used for deciding parliamentary procedure for church members' meetings.

ARTICLE VI – CHURCH POLICIES AND PROCEDURES

Article 6.01 Licensing or Ordination

We understand ordination and licensing to be the means by which The Church publicly recognizes and announces God's calling on a man's life into the Gospel Ministry as a pastor/elder. Therefore, a person seeking such affirmation of his call must meet the qualifications as stated in 1 Timothy 3:1-7, 5:17-20; 1 Peter 5:1-4 and Titus 1:5-9.

We further believe that ordination and licensing are not perpetual orders. Should a man become morally unfit or change his doctrinal views so that they are no longer in agreement with the Scriptures and the TBC Statements of Faith, he should set aside his credentials or accept The Church's action to do so. It is the prerogative of TBC to recommend the revocation of a person's ordination credentials if he is found unfit to continue in the ministry.

The qualifications, conditions and requirements for the granting of ordination or license through TBC shall be determined by the Pastoral Staff (or the deacon body in the absence of the Pastoral Staff).

Article 6.02 Designated Contributions

The Church, in the exercise of its charitable, religious, and educational purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. While The Church will make every effort to use designated contributions for their intended purposes, all contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Finance Committee and Board of Directors, namely, for the rare occasion that these funds can no longer be used

in the manner originally designated. No fiduciary obligation shall be created by any designated contribution made to The Church other than to use the contribution for the furtherance of any of the purposes stated in Article II of the Constitution.

Article 6.03 Nondiscrimination

The Church shall have a nondiscrimination policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of age, race, color, or national or ethnic origin.

Article 6.04 Church Records

All records are the property of The Church and must be filed and maintained by The Church office. This includes, but is not limited to, the written reports from all committees and church officers, Board meeting minutes, members' meeting minutes, financial records, The Church membership roll, and other reports, statements, and certificates required by law.

A member may inspect or copy the prepared financial statements of The Church and the minutes of the proceedings of church meetings and Board meetings, provided he or she has made a written request to the Board and that request is received at least five days before the requested inspection date. A member may not, under any circumstances, request to inspect or copy any record relating to individual contributions to The Church, the list of names and addresses of The Church members, or the accounting books and detailed financial records of The Church.

The Church office will keep on file the current Constitution, Bylaws, and Operations and Procedures Manual. These will be available for reference by anyone.

Using the Scriptures, the Constitution, and the Bylaws as a guide, The Church office, under the direction of the Pastoral Staff, will amend or change the Operations and Procedures Manual as needed. Any changes or amendments to the job descriptions, policies, and procedures will be submitted for review by appropriate committees and will require final approval from the Board of Directors.

Article VII Adoption of Bylaws

These Bylaws were adopted on May 2, 2012 by a three-fourths majority vote of the members present and voting at a regularly scheduled business meeting of The Church in which a quorum was present. These Bylaws supersede any previous Constitutions of TBC.