

BY-LAWS
of the
PARKVIEW BAPTIST CHURCH, INC.
of
GAINESVILLE, FLORIDA
(Adopted October 2018)

Table of Contents

	<u>Page</u>
PREAMBLE	3
ARTICLE I: ORGANIZATIONAL STRUCTURE	3
Name of the Organization	3
Location of the Organization	3
Corporate Officers	3
ARTICLE II: PURPOSE	4
ARTICLE III: GENERAL INFORMATION	4
Vestment of Authority	4
Christian Cooperation	4
Property	5
The Church Year	5
ARTICLE IV: MEMBERSHIP	5
Qualifications and Receipt of Members	5
Methods of Election to Membership	6
Associate Membership	6
Instruction of New Members	7
Rights of Members	7
Termination of Membership	7
Church Discipline	8
Restoration of Membership	8
Church Membership Roll	9
ARTICLE V: MEETINGS	9
Meeting for Worship	9
Business Meetings	9
Quorums	10
Parliamentary Authority	11
Voting	11

ARTICLE VI: AMENDMENTS	11
ARTICLE VII: CHURCH STAFF	12
Senior Pastor	12
Other Personnel	14
ARTICLE VIII: CHURCH GOVERNMENT	15
Establishment of Standing Committees	15
Church Council	16
Deacons	16
Board of Trustees	19
Moderator	20
Church Clerk	20
Treasurer	21
Stewardship Committee	22
Personnel Committee	24
Nominating Committee	24
ARTICLE IX: POLICY AND PROCEDURES MANUAL	25

**BY-LAWS
of the
PARKVIEW BAPTIST CHURCH, INC.
of
GAINESVILLE, FLORIDA**

Adopted October 2018

PREAMBLE:

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of Baptists, and for the purpose of preserving the liberties inherent in each individual member of this body with respect to its relation to other bodies of like faith and order, we do declare these By-Laws.

ARTICLE I: ORGANIZATIONAL STRUCTURE

Section 1 - Name

This Church is incorporated under the name of “Parkview Baptist Church, Inc.”, but the work and business of this Church shall be carried on, as far as possible, under the name “Parkview Baptist Church.”

Parkview Baptist Church is affiliated with the Southern Baptist Convention, the Florida Baptist Convention, the North Central Florida Baptist Association, and the Florida and National Cooperative Baptist Fellowship.

Section 2 – Location

The principal office of this Church shall be in the city of Gainesville, County of Alachua, State of Florida.

Section 3 – Corporate Officers

The Board of Trustees shall be the Board of Directors of Parkview Baptist Church, Inc. The Chair of the Trustees shall be the President of the Corporation. The Vice-chair of the Trustees shall be the Vice-president of the Corporation. The Secretary of the Trustees shall be the Secretary of the Corporation. The Church Treasurer shall be the Treasurer of the Corporation.

ARTICLE II: PURPOSE

The purpose of Parkview Baptist Church, Inc. shall be:

1. To preach and propagate among all people the gospel of the revelation of God through Jesus Christ as Savior and Lord.
2. To nurture its members through the programs of Bible teaching, discipleship training, missions education, music education and Christian service.
3. To celebrate the Ordinances of Baptism and the Lord's Supper.
4. To adhere to the doctrines, principles and ethics set forth in the Holy Bible, inasmuch as it is our only rule of faith and practice. The criterion by which the Bible is to be interpreted is Jesus Christ.
5. To provide regular opportunities for, and to encourage participation in, both public and private worship, Bible study and prayer.
6. To train members to witness to the saving grace of Jesus Christ and to use the Bible effectively.
7. To channel its offerings for the support and advancement of the Kingdom of God.

ARTICLE III: GENERAL INFORMATION

Section 1 – Vestment of Authority

The Church receives the scriptures and the teachings of Jesus Christ contained therein as the sole authority in matters of faith and practice. 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. The Church recognizes and sustains the obligation of mutual counsel and cooperation which are common among Baptist bodies.

Section 2 – Christian Cooperation

Individual members of New Testament churches should cooperate with each other, and the churches themselves should cooperate in carrying forward the missionary, educational and benevolent programs for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for the common ends by various

groups of Christ's people. Cooperation is permissible and desirable between the various denominations when the end attained is itself justified, and when such cooperation involves no violation of conscience or loyalty to Christ and His word as revealed in scripture.

Section 3 – Property

All real and personal property belonging to this Church shall be held in the name of Parkview Baptist Church, Inc., and shall be used by the Church for such purposes as shall best promote the gospel of Jesus Christ.

Section 4 – The Church Year

The church year, whether for educational, fiscal or other programs, shall be established by a simple majority vote of the Church at any regular or special business meeting. Implementation of this section with respect to the establishment of an educational or other church year, except fiscal, shall be by recommendation of the Church Council. Establishment of a fiscal church year shall be on the recommendation of the Board of Trustees and the Stewardship Committee.

Normally the church year is designated to be September 1 to August 31 for all matters other than fiscal.

The fiscal year is normally January 1 to December 31 and shall remain so unless changed in accordance with this section.

ARTICLE IV: MEMBERSHIP

Section 1 – Qualifications for and Receipt of Members

The membership of this church shall consist of persons who publicly confess Jesus Christ to be their Lord and Savior, who are immersed, unless excused by the church for physical disability or other reason, who enter into the covenant of this church, and who accept the faith and order of this church, which includes these By-Laws.

Membership in Parkview Baptist Church shall be open to persons regardless of race or cultural background.

Members are expected to be faithful in all the duties essential to the Christian life, and also to attend habitually the services of this church, to give regularly to its support and its causes, and to share in its organized work.

No member shall have any additional duties involuntarily imposed except those incumbent upon those who accept a church office, which includes church officers, committee membership and similar positions.

Such additional duties are terminated upon resignation, expiration of term of office, or dismissal from the office by the church.

Candidates for membership shall take a membership course and be received in one of the following ways:

A. On Profession of Faith

On publicly professing one's faith in Jesus Christ as Lord and Savior and presenting one's self for membership, the church may accept a candidate for membership and baptism, except that the *Senior* Pastor or church may choose to examine the candidate further with a later recommendation.

B. On Statement

Any person who has had an experience of repentance and faith in Jesus Christ, who has been baptized by immersion and who does not believe that such baptism is essential to salvation, may be accepted by the church for membership. Persons baptized other than by immersion may be examined by the *Senior* Pastor and/or Deacons who may then bring a recommendation to the church.

C. By Transfer

A candidate for membership may be received on promise of a letter of transfer from another Baptist Church or other church of like faith and order and be accepted into full membership upon receipt of that letter. If no letter is received, the candidate can be accepted by statement. "Like faith and order" shall mean those churches who emphasize salvation solely by faith in the atonement of Jesus Christ and not by Baptism or any other works.

Section 2 – Method of Election to Membership

Election to membership shall be by vote of the church at any business meeting. The church shall make such investigations as it may deem necessary or desirable to assure itself that the candidate believes and accepts the faith and order of the church and that the request for membership is made in good faith. The church has the right to refuse any request for membership.

Section 3 – Associate Membership

The church shall have no associate members.

Section 4 – Instruction of New Members

Appropriate instruction in Baptist faith and policy shall be made available to all new members in a systematic manner. Responsibility for development of such instruction shall be that of the Senior Pastor and other persons deemed appropriate by him.

Section 5 – Rights of Members

Each member shall have all the rights and privileges entitled by virtue of membership. No members shall have any additional rights or privileges granted or assumed except those incumbent upon those who accept a church office, which includes church officers, committee memberships and similar positions.

Such additional rights or responsibilities are terminated upon resignation, expiration of term of office, or dismissal from the office by the church.

Section 6 – Termination of Membership

The continuance of membership shall be subject to the principles and usages of the Baptist denomination, especially the following:

A. Letter of Transfer

Any member wishing to transfer membership to another church may authorize that church to request a letter of transfer from this church. Such letters shall be granted only to churches of like faith and order and not to individuals.

B. Request for Termination

If a member requests to be released from covenant obligations to this church, such request may be granted and membership terminated.

C. Inactivity or Non-residence

In case of persons who have been non-resident members for a minimum of two years, or for the same period have not attended services with some degree of regularity (except for health reasons or other extenuating circumstances), the church, after providing due notice and hearing, and after kindly effort and prayer to attempt to resolve the situation, may decide it is in the best interest of all concerned to terminate that person's membership.

Any person known and verified to have joined another church, denomination or religion may be removed from membership after consultation.

D. Church Discipline

Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, the church may vote to terminate their membership. This action will be taken only after giving notice to the affected member at their last known mailing address, holding a hearing before the congregation and after faithful efforts have been made to effect reconciliation.

In the case of gross breach of faith and practice by a member, or public scandal involving a member, the Deacons shall endeavor to communicate with the member involved and try to resolve the offensive conduct constructively and redemptively.

A report may be made to the church if the Deacons feel it is in the best interest of the church to do so. If the church votes to entertain a formal complaint subsequent to the report, the Deacons shall schedule a reasonable time and place of hearing at the church and notify the member in question, furnishing such member a written copy of the complaint.

At any such hearing, either party may call for any member of any other Baptist Church as counsel. If the person does not appear at the appointed time and place, or show good cause for being absent, the church may proceed with the hearing.

All such meetings shall be pervaded with a prayerful spirit of Christian kindness and forbearance. Should an adverse decision be reached, the church may proceed to admonish the offender or terminate membership in the church.

The membership of no person shall be terminated at the same meeting when the recommendation for such action is made except on request of the member to be terminated.

All requests for termination or action looking thereto, except requests of letters of transfer, shall first be considered by the Deacons and Pastor who shall make recommendations to the church and shall follow the procedure for dismissal set forth in this section.

Should any unhappy differences arise between members of the church, the aggrieved member shall follow, in humble spirit, the rules given by our Lord in Matthew 18:15-17.

Section 7 – Restoration of Membership

Any person whose membership has been terminated for any offense may be reinstated upon request by vote of the church upon evidence of repentance or, if on account of continued absence, upon satisfactory explanation.

Section 8 – Church Membership Roll

A current roll of members and their last known addresses shall be maintained in the church office and open to inspection by any member at all times.

ARTICLE V: MEETINGS

Section 1 – Meeting for Worship

A. Scheduled public worship services shall be held each Sunday and on a regular evening or evenings of the week.

B. The Lord's Supper shall be observed at least quarterly and at such other times as the church may determine.

C. Other religious meetings may be called by the Senior Pastor at his discretion or by vote of the church.

D. Scheduled services may be canceled by a vote of the church upon recommendation of the *Senior* Pastor or Church Council at any business meeting or Sunday service.

E. In order to accommodate special or emergency circumstances (*i.e.* hazardous weather, special events, *etc.*); the Senior Pastor may choose to cancel worship services for a limited time, but no longer than the circumstances warrant. If services are canceled, members should be notified in an efficient manner as far in advance as possible.

Section 2 – Business Meetings

A. Regular business meetings shall be scheduled as determined by a vote of the church.

B. All business meetings shall be open to the participation and voting of all active members of Parkview Baptist Church. All committee, board, ministry and council meetings, except those concerning sensitive or personal matters, shall be open to attendance by any active church member. Such persons shall be observers only and may not participate unless specifically authorized or requested to do so.

The chair of any committee, board or council may, at his or her discretion, when the meeting is to deal with sensitive or personal matters, declare that particular meeting closed. Abuse of closed meetings is discouraged, and the church may vote at a business meeting to take any action it deems necessary concerning such abuses.

C. The Moderator may upon discretion and shall, upon request of the Senior Pastor, Deacons or Trustees, cancel or reschedule any regular or called business meeting in order to accommodate other program needs or activities or unanticipated conflicts. The agenda of the business meeting affected shall be duly considered.

D. The Senior Pastor or Moderator may upon discretion and shall, when requested by the Board of Trustees or Deacons, call from the pulpit at any worship service for a special business meeting, the particular object of the meeting being clearly stated in the notice.

Special business meetings shall also be called by the Church Clerk upon written application of fifteen (15) active members. The application and the notice shall clearly state the particular object of the meeting.

The business transacted in special meetings shall be limited to the matters germane to the stated particular object of the meeting.

E. Notice of a special business meeting shall be read at a scheduled worship service on the Sunday preceding the day fixed for such a meeting. Sunday meetings may be held during worship service, between worship services or immediately following a service. Week day meetings may be held at such time as the church normally holds evening service.

Due notice of a special meeting will have been given if written notices are mailed to each active member, such notice being postmarked at least four (4) working days prior to the time specified for the special meeting. However, one week's prior notice shall be necessary when voting to call or to dismiss a Pastor. This requirement cannot be waived.

Section 3 - Quorums

All regular and special business meetings require a quorum as specified below:

Twelve (12) active members shall constitute a quorum for the transaction of business except that:

Twenty (20) active members shall be required for the adoption of the annual budget, incurring indebtedness in excess of ten percent of the annual budget, amending the By-Laws or the employment or dismissal of church ministerial staff members.

Thirty (30) active members shall constitute a quorum for the call or dismissal of a Senior Pastor.

Should the active membership of Parkview Baptist Church become low enough that it is not possible to obtain a quorum at a business meeting where urgent business must be acted upon, and which business matter can not satisfactorily be postponed, the above quorum requirements notwithstanding, the church may, without required quorum, by a simple majority vote of the active

members present and voting at that meeting, vote to forgo the quorum requirement for that one specific meeting only.

Active members shall be considered as those members who have actively participated in the life of the church. This participation is shown through church attendance, church leadership, or giving of time, energy and/or finances, at least one time during the prior three months. Shut-ins shall be exempt from this requirement.

Members shall become inactive and ineligible to vote on any church issue if they have not participated in any church activity in the prior six months.

After an inactive member has participated in at least one activity in a three month period, he/she shall be restored to active status.

Section 4 – Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order, Newly Revised*, shall guide the church in all cases to which they are applicable and not inconsistent with these By-Laws.

The church may appoint a Parliamentarian to assist the Moderator as the need arises.

Section 5 – Voting

All active members shall have the right to vote and that right shall not be abridged. The method of voting shall be determined by the Moderator in all cases which do not require secret ballot.

Secret ballots shall be cast in voting for the call or dismissal of the Pastor or ordained ministerial staff members and for the election or dismissal of a Deacon.

A secret ballot may be specified by the moderator at will, or on a motion and vote of the members present and voting. A motion requesting the use of a secret ballot takes precedence over any other motion before the church.

ARTICLE VI: AMENDMENTS

All proposed changes to these By-Laws shall be brought before the church in one of the following ways:

1. By recommendation of an *ad hoc committee* appointed by the church for this purpose.
2. By recommendation from any standing committee.

3. By recommendation of the Church Council.
4. By recommendation of the Senior Pastor or any officer of the church.
5. By recommendation of any active member of the church at any regular business meeting, provided that a majority of members present vote to consider the proposal.

Any proposed amendment shall be presented to the church a minimum of fourteen (14) days prior to the vote. This provision may be met in any of the following ways:

By reading the proposed amendment from the pulpit at a regular Sunday morning worship service, publishing it in the church newsletter, the church e-mail list and the Church website.

By publishing the proposed amendment in the Sunday services bulletin to be distributed to the worshippers for two (2) consecutive Sundays.

By making available hard and electronic copies of the proposed amendment(s) to the congregation at least 14 days prior to the meeting where the amendments will be voted on.

A two-thirds (2/3) majority of the active members present and voting shall be required for approval of amendments to the By-Laws.

Notwithstanding the above, any action concerning amendments to these By-Laws in which time is of the essence, may be taken without due notice. Such action shall be upon recommendation of one of the following: Senior Pastor, Deacons, Trustees or Moderator.

Any action under this situation shall require a quorum of twenty-five 25 active members eligible to vote and an affirmative vote of seventy-five percent (75%) of those votes cast.

ARTICLE VII: CHURCH STAFF

Section 1 – Senior Pastor

A. Responsibility

The Senior Pastor shall give leadership to the congregation, the church staff and the educational organizations of the church in the areas of worship, Christian service, pastoral ministries, evangelism and the stewardship of life.

The direct supervision of all ministerial and clerical staff shall be the responsibility of the Senior Pastor.

The Senior Pastor shall serve as an *ex-officio* member of all committees and organizations of the church.

B. Method of Calling a Senior Pastor

A. When a vacancy exists, or the incumbent Senior Pastor has announced his/her acceptance of a call to other service or his/her resignation or retirement, a Pulpit Committee shall be appointed by the church to seek out and recommend a suitable candidate for Pastor.

B. The Pulpit Committee shall consist of no fewer than five (5) and no more than seven (7) active members of the church. The Pulpit Committee shall have representation from the Deacons and Trustees and be as representative of the total active membership of the church in its composition as possible.

The Pulpit Committee may, upon approval of the congregation, retain the services of a congregational consulting firm, denominational advisers and resources, and/or church staffing services to help in the search for a Senior Pastor.

The committee will consult with the congregation seeking their input on the type of Senior Pastor they desire to lead the church. The Pulpit Committee will consider only one candidate at a time. Their recommendation shall constitute a nomination to the congregation. Any active member of the church shall have the privilege of making recommendations to the Pulpit Committee.

C. A Senior Pastor shall be chosen and called by the church upon the nomination of the Pulpit Committee. His/her selection shall take place at a special called business meeting. At least one week's public notice shall be given prior to the vote. Publication in the church bulletin and announcement from the pulpit during the Sunday worship service shall constitute due public notice.

Election of a Senior Pastor shall be by secret ballot.

An affirmative vote of three-fourths (3/4) of those votes cast shall be necessary for approval of the Pastoral candidate, provided there is a quorum of thirty (30) active members present.

The Senior Pastor, thus elected, shall serve until the relationship is terminated by mutual consent, or on his/her own request, or until released by a majority vote of the active members present at a meeting publicly announced at least two weeks in advance. Publication in the church bulletin for two Sundays and sending through the mail a notice to each active member shall constitute public notice for the purposes of this paragraph.

Section 2 – Other Personnel

The church shall employ such other staff members as deemed necessary to the function of its work and mission. A staff position may be created or abolished by vote of the church at any regular or called business meeting as established below. Notice of such action shall be the same as required for a change in the By-Laws.

A. Ministerial Staff (*i.e.* ministers/directors of education, families, ILC Director, music, *etc.*)

New or altered positions shall be recommended to the church by the Pastor and Personnel Committee, in consultation with the Deacons and the Stewardship Committee.

Upon approval of the position, the Moderator, after consultation with the Pastor, will select a committee of individuals who will be involved with the minister in carrying out the proposed position (*i.e.* parents of children for the selection of a Minister for Children, *etc.*), the Pastor, and at least one Deacon who shall serve on any search committee for a minister/director.

The Personnel Committee shall write a job description to be approved by a church vote, including proposed salary and benefits. The Search Committee shall not begin its work until the job description is prepared and approved by the church and available for its guidance.

Other than resignation or retirement, termination of ministerial staff shall be for just cause and shall be upon recommendation of the Pastor and Deacons or Personnel Committee, except that termination for financial reasons may be upon recommendation of the Stewardship Committee.

Upon any change in the position of Senior Pastor, all ministerial staff (music, children, family, ILC, *etc.*) shall tender their resignations to the Personnel Committee to allow the new Senior Pastor to have input into choosing the staff that will serve with him/her.

The church is under no obligation to accept any tendered resignation but will allow adequate time for the new Senior Pastor to make his/her wishes known about support staff.

B. Support Staff (secretarial, clerical, and custodial)

Custodial, maintenance and similar positions shall be filled by the Board of Trustees in consultation with the Stewardship Committee. The Trustees shall have the right, at their discretion, to terminate such employees for cause.

Secretarial, clerical or administrative positions shall be filled by the Pastor and Personnel Committee in consultation with the Stewardship Committee. The dismissal of secretarial or

clerical positions shall be at the sole discretion of the Pastor, after consultation with the Personnel Committee.

The Minister assigned to children, youth and families in consultation with the Personnel Committee, shall employ, supervise, evaluate and terminate the work of all paid nursery employees.

Upon approval of any new employee position, the Personnel Committee shall write a job description with assistance from the appropriate supervisor.

Employment and supervisory responsibilities shall rest with the person or committee for whom the position was created, except that all maintenance and custodial positions shall be filled, have their duties defined and be dismissed by the Trustees.

As long as there is only one secretarial position, it shall be identified as the Church Secretary (non-corporate). The person in this position shall serve as the personal secretary to the Pastor and be under his/her supervision.

Notwithstanding, any of the support staff positions listed above, the Pastor is always free to recommend to the congregation a vote of “yea” or “nay” to create or abolish positions and the hiring or dismissal of any employee.

ARTICLE VIII: CHURCH GOVERNMENT

Section 1 - Establishment of Standing Committees

All standing committees, organizations and ministries of the church may be established, have their responsibility defined, have their membership defined (as to number of members and terms of membership) and be dismissed by a majority vote of the church in regular or special business meetings.

Unless otherwise provided in these By-Laws, the number of persons stipulated for each committee shall be exclusive of *ex-officio* members. *Ex-officio* members shall be voting members of the committees, unless specified otherwise.

The major committees, (Deacons, Board of Trustees, Stewardship, Personnel, and Nominating,) shall not have spouses or other members of the same family serving simultaneously on the same committee or as chairs of different committees during any given term.

Section 2 - Church Council

The primary function of the Church Council shall be to assist the church in determining its course and coordinating and evaluating its work. The Council serves as a forum for the church leaders in guiding, planning, coordinating and evaluating the total work of the church.

The Church Council shall be composed of the Senior Pastor, church staff members, church officers, Deacon Chair, Stewardship Committee Chair, and other organization and ministry team leaders as needed. The Senior Pastor or his designate shall serve as Chair of the Council.

The Council shall meet at intervals determined by itself or on call by any one of its members.

All matters agreed upon by the Church Council calling for action shall be referred to the church for approval.

Section 3 – Deacons

The Deacon Ministry shall consist of an adequate number of active Deacons to fulfill their responsibilities as stated in these By-Laws.

There shall be no fewer than six (6) Deacons per three hundred (300) active members of the church. Additional Deacons can be added to the total number upon recommendation of the active Deacons and approval of the church at a regular business meeting.

In accordance with the meaning of the word “Deacon” and the practice of the New Testament, Deacons are to be servants of the church. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.

The term of office of one-third (1/3) of the Deacons shall expire annually, and vacancies shall be filled by election. There is no obligation to appoint as a Deacon a member who has served as a Deacon in another church.

Following completion of a three-year term, one full year must pass before someone can be appointed to the office again. In case of a serious shortage in active Deacons, they may appoint a qualified individual to serve until the next regularly scheduled election.

Election of Deacons

All active members of this church shall be eligible for nomination as a Deacon provided each nominee shall be at least twenty-five (25) years of age when elected and an active resident member of the church for the immediate past twelve (12) months.

Potential Deacons are nominated by active members of the church in the following manner: A sealed nomination box is placed in the lobby of the church the first Sunday of April. Any active member of the church may nominate a Deacon(s) by placing that persons name into the nomination box prior to the First Sunday of May when the box is removed and nominations close.

Active Deacons will personally contact all those persons nominated, giving them information about the office and the biblical guidelines for the position. Only those persons who agree to allow their names to be placed in nomination will be presented to the church for a vote. The number nominated should exceed the number of available openings for new Deacons.

Absentee ballots will be available in May prior to the actual vote on the first Sunday in June. On that Sunday, ballots will be distributed during the morning worship service and all active members may select their choices to become Deacons.

Active Deacons will gather the ballots and tally them, including those votes cast by absentee ballot. The vacant Deacon positions will be filled by the nominees who receive the most votes in order until all positions are filled. Only those who have been selected will be announced to the church. Active deacons whose terms are expiring will continue to serve until September when new Deacons are installed.

Newly elected Deacons take office on September 1. The nomination and election process for Deacons will be amended if the church year is changed.

Deacon Organization

Deacons may organize themselves in whatever manner they choose for the performance of their duties. At a minimum, they shall have a Chair, Vice-chair and Secretary. Officers of the Deacons shall be elected for one year and are eligible for reelection.

In the absence of the Chair, the duties of the Chair shall be performed by the Vice-chair. Should both the Chair and Vice-chair be absent, duties shall be performed by the Secretary of Deacons.

Immediately following election of Deacons, the Chair of the Deacons shall schedule an organizational meeting to be held in August. This meeting shall include all active Deacons and those just elected. They are all eligible to vote for the next Chair and other officers of the Deacons. The current Chair shall conduct the meeting, except that, if his/her term as Deacon is not expiring and if she/he is nominated for a second term as Chair, she/he shall relinquish the chair to the Vice-chair, and if the vice-chair is absent, to the Secretary.

Upon election or reelection of the Chair, Vice-chair and Secretary, the Deacons whose terms are expiring shall immediately vacate their office.

The Chair, Vice-chair and Secretary shall constitute the Deacon Executive Committee. This committee shall have the responsibility for preparing an agenda for all regular and special meetings of the Deacons and may be authorized by the Deacons to exercise such powers and responsibilities as are both specified and inherent in the Deacons. The intent of this paragraph is to provide for expeditious handling of matters that require action between regular and special meetings of the Deacons.

Deacons shall serve as a council of advice and conference with the Pastor in all matters pertaining to the welfare and work of the church. With the Pastor, they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls and development of Christians and the extension and growth of the Kingdom of God.

In consultation with the Senior Pastor, Deacons administer the Benevolent Fund, prepare and serve the Lord's Supper.

Deacons organize themselves using a Deacon Family Plan so that they are able to establish and maintain personal and fraternal relations with the entire church family. They seek to know the physical needs and the moral and spiritual struggles of members and to serve the whole church in relieving, encouraging and developing those who are in need.

In counsel with the Senior Pastor, and by such methods as the Holy Spirit may direct in accordance with New Testament teachings, they are to have oversight of the discipline of the church in the administration of which they are to be guided always by the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13 and I Thessalonians 5:12-14. The Deacons are free to call upon any member of the church to aid in disciplinary action.

The Deacons shall serve as a General Pulpit Supply Committee. In case of unexpected absence or inability of the Senior Pastor, subject to advice from and conference with him/her, they will provide for the pulpit supply. In general, it shall be the responsibility of the Senior Pastor to arrange for pulpit supply during his/her absence.

In any period when the church is without a Senior Pastor, unless the church shall otherwise provide, the Deacons will arrange the temporary ministry and take counsel with reference to securing a Senior Pastor. This section is not construed to prevent the appointment of a Pulpit Committee by the church when seeking a new Senior Pastor.

Section 4 – Board of Trustees**Qualifications:**

1. Must be twenty-one (21) years old and an active member of Parkview Baptist Church for the immediate past twelve months prior to election.
2. Must be spiritually committed to the ministries of this church.
3. Should be knowledgeable in business principles and procedures.

Election:

There shall be nine (9) Trustees elected for staggered three (3) year terms. Each member may elect to serve beyond the stated term in the event a successor is not elected. The Church Treasurer shall be an *ex-officio* member. Trustees are nominated by the Nominating Committee.

Duties:

The Trustees shall be the Board of Directors of Parkview Baptist, Inc., with such powers as may be prescribed by law and/or delegated by the church.

They shall have no power to buy, sell, mortgage, lease or transfer any real property without a specific vote of the church authorizing such action. Neither shall the Trustees have the authority to bind the church legally or financially except as herein provided or upon direct authorization of the church.

Trustees shall elect a Chair, who shall be the President of the Corporation, a Vice-chair who shall be the Vice-president of the Corporation and a Secretary, who shall be Secretary of the Corporation. The Church Treasurer shall be the Treasurer of the Corporation.

Trustees develop and administer operational policies regarding the use of the physical plant, grounds, facilities, equipment and insurance coverage for the church.

Trustees have responsibility for repairs, for general maintenance and for minor alterations to the facilities.

All maintenance and custodial positions shall be filled, have their duties defined and be dismissed by the Trustees.

Trustees have responsibility and authority to replace worn or obsolete equipment, including furniture, and to do all things necessary to maintain an attractive and efficient plant, subject only to limitations and/or instructions contained in the annual budget of the church.

Trustees develop and recommend a plan for long-term property improvements, additions or disposals.

Trustees develop and recommend an annual budget to the Stewardship Committee for general maintenance, replacement and/or additions to furniture, fixtures and equipment.

Trustees oversee buildings and property security and the judicious use of utilities and ensure that buildings are opened and closed to meet the approved schedule of all church activities.

The Trustees may organize into subcommittees as necessary to facilitate their work. These subcommittees may recruit from the church membership additional subcommittee members provided the subcommittee is chaired by a Trustee.

Trustees shall act as advisors for church finances and have responsibility for the church financial audit. The Board of Trustees shall consider at least annually whether or not a financial audit is needed and shall report their findings to the church. They may hire an independent auditor to review the finances of the church as they deem necessary.

If the Board of Trustees decides to appoint a Special Audit Committee of church members, the appointment of the members of that committee and their length of service shall be subject to the church's approval. The special committee's findings shall be reported to the church through the Board of Trustees.

Section 5 – Moderator

The church shall elect annually a Moderator. The Moderator shall preside at all business meetings of the church. In the Moderator's absence the Senior Pastor shall preside. If both are absent, the Chair of Deacons shall preside. If all three are absent, the Church Clerk shall call the church to order and a Moderator *pro-tempore* shall be elected by the membership.

Any active member of the church, including the Senior Pastor, is eligible for election as Moderator.

Section 6 – Church Clerk

The church shall elect annually a Church Clerk. The duties of the Clerk are as follows:

1. Keep in a suitable book, a record of all the actions of the church, except as otherwise provided.
2. Keep a register of the names of members with dates of admission, dismissal, death and a record of baptisms.

3. Issue letters of transfer of membership as approved by vote of the church.
4. Preserve on file all communications and written reports of the church.
5. Give legal notice of all meetings where such notice is necessary as indicated in these By-Laws.
6. Serve as custodian of the By-Laws.

The minutes of business meetings of the church and the church register of membership shall be open to any church member on request, but such right does not include the removal of such records nor any part of them from the church office. The term “minutes” includes supporting records and reports.

The essence of this right is that information concerning the affairs of this church necessarily is the concern of all members and is required by them to act and vote intelligently in the government of the church. This right to access of church records is possessed by the members exclusively and may not be delegated or assigned.

Section 7 – 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 signed by the Stewardship Committee Chair, 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 periodic reports at each of its regular business meetings.

The Treasurer shall be an *ex-officio* member of the Stewardship Committee, the Personnel Committee, the Board of Trustees, and is the Treasurer of Parkview Baptist Church, Inc.

Section 8 – Stewardship Committee

The Stewardship Committee shall be composed of six (6) members whose term of office shall be staggered three (3) year terms. Each member may elect to serve beyond the stated term in the event a successor is not elected. The Church Treasurer shall be an *ex-officio* member of the Committee.

The Stewardship Committee shall be responsible for preparing the annual budget, overseeing the expenditure of funds, leading the congregation to be faithful stewards and proposing ways to fund the recommendations of the committee.

The Budgeting Process

The Stewardship Committee, in consultation with the Senior Pastor, program directors and others who have responsibility for budgeted funds, shall prepare and submit to the church an inclusive budget, indicating by items the amounts recommended for all local expenses and purposes and, in like manner, for all church supported non-local causes.

In July of each year, the committee shall request in writing from the chairs of all standing committees and church programs which are contained in the church budget a written estimate of the financial needs of the group for the next fiscal year. The Senior Pastor shall requisition for pastoral needs and approve all ministerial staff requisitions.

Upon receipt of these budget requests, the Stewardship Committee shall develop a tentative budget, taking into account historical expenditures, needs for the ensuing year and an estimate of potential income for the church.

If the total amount of requested funds exceeds the estimated income for the next budget year, the committee shall conduct a budget hearing with all those who submitted a request in order to determine an allocation of funds that will most nearly support the mission of the church. This is not to be considered a budget cutting exercise but rather a consideration of the merits of each financial request based on stated church needs and adopted church goals.

Once a proposed budget is assembled by the committee, it shall be presented to the congregation for at least one discussion session on a Wednesday evening in September, the date to be arranged with the Senior Pastor. Depending on the amount of discussion at this first presentation of the proposed budget, additional discussion sessions may be scheduled for September and/or October.

A recommended budget shall be presented for discussion by the church at a regular or called business meeting in November. The committee shall take under advisement any recommendations from the congregation at that time. Following input from the congregation, any needed corrections to the proposed budget shall be made by the committee.

At all sessions where the budget is presented for discussion, the document shall contain the following information: a statement of total year-to-date expenditures (actual payments from the Treasurer's report), an estimate of expenditures for the time remaining in the current budget year; the amount requested by the committees and programs and the amount recommended by the Stewardship Committee.

The final proposed budget shall be presented to the congregation for adoption or rejection at the end of the regular worship service on the first Sunday in December. There shall be no discussion of the proposed budget at this special business meeting.

Should the congregation reject the proposed budget, the Stewardship Committee shall present a revised budget the following Sunday for a vote by the congregation.

Expenditures

It is the responsibility of the Stewardship Committee to ensure that disbursements are made from the church treasury in accordance with the budget or other specific action authorized by the church. All expenditures must be kept within available funds. When income is not sufficient to cover all budgeted items, the Stewardship Committee shall reduce expenditures accordingly and consider drawing on reserve funds or savings if necessary. In using reserve funds or savings, the Stewardship Committee shall consult with the organization whose budget is affected and shall make every effort to reduce or cover expenditures in such a way as to minimize any negative impact on primary church programs.

No disbursement shall be made from any church account except on the authority of a requisition signed by the Department Director or Committee Chair whose budgeted is being charged and counter signed by the Chair of the Stewardship Committee, to signify that funds are available for use. Designated gifts to the Benevolent Fund are exempt from this provision. This exemption does not cover the general fund portion of the Benevolent Fund.

Special offerings, charitable, religious and love offerings may be sought by the church for any of its activities or by any outside organization only upon approval of the church. Such special offering appeals should be discussed by the Senior Pastor and the Stewardship Committee with the goal of not allowing special offerings to have a negative impact on the budget receipts for the total ministry of the church. The number of special appeals should be planned on an annual basis and limited to a set number to protect the integrity of a unified budget process. This does not preclude individuals making designated gifts at any time. The process of establishing designated funds must follow the guidelines in the Accounting Process Policy.

If a commercial loan is deemed necessary for the operation of church ministries, the Stewardship Committee shall make a recommendation to the Board of Trustees for such action. Whenever the balance in the checking account is greater than needed for current operations, the Stewardship Committee shall invest such excess in short term, interest bearing securities.

Stewardship Education

The Stewardship Committee shall take positive steps to lead the congregation to make a commitment to the responsible use of all resources, especially as it affects the financial undergirding of the church's mission of proclamation and training. In doing so, the Committee shall enlist the assistance of the Senior Pastor other ministerial staff and the various organizations of the church. The thrust of the church budget should always be the translation of dollars into programs that support the mission of the church.

Section 9 – Personnel Committee

The Personnel Committee shall consist of six (6) members who shall serve staggered three (3) year terms. Each member may elect to serve beyond the stated term in the event a successor is not elected. The Church Treasurer is an *ex officio* member.

The Personnel Committee is a liaison between the Pastor, church and church staff in order to coordinate the harmonious management of paid personnel in pursuit of the church's objectives. The Committee assists the Pastor in the day-to-day supervision of all church staff and employees.

The Personnel Committee provides the Stewardship Committee with recommendations for salaries, raises, reductions and a fringe benefit program for each paid employee, including the Pastor. The Committee develops and recommends policies and procedures for vacations and leaves of absence for paid employees, including the Pastor.

The Personnel Committee recommends additional church staff positions when deemed necessary or as may be recommended by the Pastor or Board of Trustees. The Committee prepares and updates written job descriptions for all paid employees for church approval.

The Personnel Committee keeps the staff and church informed on legal and governmental requirements pertaining to personnel matters.

Section 10 – Nominating Committee

The Nominating Committee may be composed of up to six (6) members who shall lead in the staffing of all church positions filled by volunteers, including filling vacancies that occur during the church year.

The members of the Nominating Committee shall serve a staggered two (2) year term. Each member may elect to serve beyond the stated term in the event a successor is not elected.

The committee shall present nominees for all unpaid positions based on the needs of the church and the gifts and abilities of each church member. They shall appoint the Chair of each new standing committee as it is established.

At the April business meeting each year, the Nominating Committee, with the advice and council of the Pastor and Minister of Education, (or equivalent) shall present to the congregation for approval the nominees for the church officers (Moderator, Church Clerk and Treasurer).

At a regular business meeting the Nominating Committee shall present to the congregation for approval the nominations for all other church leadership positions, including committee

personnel, members of the Board of Trustees and leaders of organizations and ministries. The terms of office for these positions shall be from September 1 to August 31.

ARTICLE IX: POLICIES AND PROCEDURES MANUAL

The church shall under the direction of the Senior Pastor and any appropriate person or persons he/she may designate, prepare and publish a *Policy and Procedures Manual*. The *Manual* may include Articles of Faith, the Church Covenant, Statements of Faith and Cooperation, Organizations and Ministries of Parkview Baptist Church, church objectives, guide lines, operating procedures, position descriptions, policies and procedures for vacations and leaves of absence by paid staff and any church actions which have long term implications.

Each committee group, or person involved shall be consulted about their portion of the manual. The *Policy and Procedures Manual* shall be voted on by the church in a business meeting and approved by a simple majority vote.