

## Bylaws of the Leonardtown Baptist Church

### Article I. Membership

#### A. General

This church exists under the Lordship of Jesus Christ whose membership retains the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Jesus is the head of Leonardtown Baptist Church. While we recognize His calling of elders to lead our church through the voice of the congregation, we also recognize that members have a voice in important decisions; thus, we are an elder led and congregationally accountable church. The congregation grants to the elders the responsibility and authority to lead the church. The congregation trusts, submits to and supports the elders as they follow Christ (Hebrews 13:17). The elders are accountable to God, to each other, and to the congregation. The membership votes on the calling and dismissal of all elders, changes to the constitution and bylaws, the approval of an annual budget, the buying and selling of real estate property, the approval of those serving in leadership positions, and issues related to membership within the church.

#### B. Candidacy

1. To qualify for membership in this church, a person must:
  - a. Be a believer in Jesus Christ who gives evidence of regeneration.
  - b. Have been baptized by immersion in obedience to Christ, following his or her regeneration.
  - c. Wholeheartedly believe in the Christian faith as revealed in the Bible.
  - d. Uphold the doctrines of our church as expressed within our Statement of Faith.
  - e. Honor the commitments expressed in the Church Covenant.
2. Any person may offer himself as a candidate for covenant membership in this church at any regular church service in any of the following ways:
  - a. By profession of faith and baptism by immersion.
  - b. By promise of a letter of recommendation from another Baptist church.
  - c. By statement of prior conversion experience and baptism by immersion.

3. A candidate shall be voted on at any regular business meeting following an interview with an elder and agreement to live by the Church Covenant. A three-fourths vote of those members present and voting shall be required to elect such candidates to covenant membership. All prospective members are encouraged to attend a membership session to learn the history of Leonardtown Baptist Church and the expectations of being a member, with a special emphasis on the Statement of Faith and the Church Covenant. A copy of the constitution and bylaws shall be given to every family where there are one or more members, and they shall be requested to read it carefully to become familiar with its contents.

#### C. Membership Obligations/Expectations

1. Covenant members are those members that:
  - a. Seek the Lord in worship – as such they are faithful and consistent in attendance at worship services.
  - b. Study the word in small group fellowship – as such they engage in small group activity through the church.
  - c. Serve the body in ministry – as such they strive to be in service for the Lord in the work of the church.
  - d. Share Christ with the world through evangelism – as such they give regularly for the financial support of the church and strive to be an active witness to the lost.
2. Every covenant member is encouraged to participate in the business of the church, entitled to vote at all elections, and decide on questions submitted to the church, provided the member is present. In the event a secret ballot vote becomes necessary, provisions may be made for absentee balloting by shut-in members. Any shut-in desiring to cast an absentee ballot shall contact an elder or deacon and obtain a ballot concerning the matter being decided.
3. Non-Members (Friends) of Leonardtown Baptist Church may serve with a member, to whom they are accountable, in various ministries and provide valuable resources to the church. However, non-members may not vote, teach, hold office, serve as a ministry director, or serve as a primary counter.
4. Termination of Membership  
Since covenant members are received by vote of the church, termination of membership shall also take place by vote of the church. Membership shall be terminated in the following ways:
  - a. Death.

- b. Transfer of letter to another church.
- c. When it is known that any member of this church has officially united with another religious body, his or her membership termination shall be recommended to the church by the elders.
- d. By disciplinary action of this church.
- e. By individual request after having been counseled by an elder.

#### D. Discipline

Church discipline is the exercise of that authority that the Lord Jesus Christ has committed to the visible church for the preservation of its purity, peace, and good order. All members of the church are under the care of and subject to the discipline of the church. The ultimate goal of all discipline is to train Christians to be self-disciplined so that they may share in the holiness of God.

1. Leonardtown Baptist Church emphasizes to its members that every reasonable measure shall be taken to maintain unity in its membership. The elders are available for counsel and guidance. Redemption rather than punishment should be the guideline that governs the attitude of one member toward another.
2. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, or should some breach of the membership obligations and expectations described in Article I, Section C (1) of these bylaws become known, every reasonable measure shall be taken by the elders to resolve the problem. If any member continues in offensive conduct by reason of immoral or unchristian conduct, by persistent breach of covenant vows, by gross impropriety or misdemeanor in office, or by willfully promoting discord in the church, the church may censure, reprimand, or exclude the individual from membership. Such action should not be taken until due notice has been given of the charges made and full opportunity provided for the person charged to speak on his or her behalf. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance as in Matthew 18:15-17, 2 Corinthians 2:6-11, and Hebrews 12:5-17. However, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a three-fourths vote of the members present at a business meeting, and the church may proceed to declare the offender to be no longer in the covenant membership of the church.
3. Members who have absented themselves from regular Lord's Day services for a period of six months or more shall have their names placed on a care list. Covenant members will be asked to reach out to them, encouraging them to return and be restored to the fellowship. If, after an additional six

months, attempts to encourage them to return to active participation are unsuccessful, their names shall be presented before the church for dismissal.

4. Any individual whose membership has been terminated may request to be restored to covenant membership after meeting with the elders and by a three-fourths vote of the members present at a business meeting upon recommendation of the elders.

## Article II. Church Leadership

### A. General

Church leadership is determined by the church members who will have the final say in all matters pertaining to the election of leaders. The election of leaders shall take place annually at a business meeting. The exceptions to this include staff elders who are elected for an unlimited term of service.

### B. Officers

#### 1. Elders

The elders shall consist of the senior pastor and any associate pastor (staff elders) plus a plurality of qualified lay elders. Although biblically and functionally there is no difference among the elders, a lay elder is a layman who earns his livelihood outside of the church, while a staff elder is a man who earns his primary livelihood from vocational ministry within the church. All elders must meet the Biblical qualifications set forth in 1 Timothy 3:1- 7. Only men may serve as elders in accordance with 1 Timothy 2:12; 3:2.

#### a. Lay Elders

##### 1) Selection

- i. Nomination and Election: Church members shall submit recommendations for a man to be considered as a lay elder. The elders, after prayerful deliberation and an examination of each candidate by an ordination council as determined by the elders, will determine who will be put before the church for election as an elder. All elders who serve will be approved by the church during a church business meeting. At least two weeks' notice will be given to the church when a man is put forth for election as an elder. It shall take a three-fourths affirmative vote by secret ballot for a man to be elected to the office of Elder. After election by the church body, an ordination service will be conducted to ordain the man to the office of Elder.
- ii. Quantity: The lay elders shall generally outnumber the staff elders.

2) Responsibilities: Subject to the will of the congregation, the elders shall provide oversight to the overall ministry of the church and be responsible for the spiritual welfare of the church. In keeping with the principles set forth in Acts 6:1-6, 1 Timothy 3:1-7; 5:17, Titus 1:5-9, James 5:14 and 1 Peter 5:1-4, the elders shall seek the mind of Christ through the guidance of the Holy Spirit and the Word of God as they undertake the work of shepherding God's flock. The elders shall teach and exhort, refute those who contradict the truth, care for the church's members, and devote themselves to prayer and to the oversight of the congregation, leading the church to fulfill its ministries. The responsibilities of the elders shall include the following:

- i. Oversee worship services.
- ii. Lead the ordinances of baptism and the Lord's Supper.
- iii. Equip the membership for the work of the ministry.
- iv. Encourage and teach sound doctrine, and admonish and correct error.
- v. Oversee the process of church discipline.
- vi. Coordinate and promote the ministries of the church.
- vii. Mobilize the church for local and world missions.
- viii. Examine and instruct prospective members.
- ix. Examine and recommend to the church all nominated candidates for offices and positions.
- x. Oversee the work of the deacons.
- xi. Appoint church agents and committees.
- xii. Ensure that all who minister the Word to the congregation share our covenant beliefs.
- xiii. Recommend to the church individuals to serve on Pastoral Search committees when such is warranted.
- xiv. Exercise mutual accountability among the entire elder body.

By such methods as the Holy Spirit may direct in accordance with the New Testament teachings, the elders are to have oversight of the discipline of the church. In doing so they are to be guided by the principles set forth in 1 Thessalonians 5:12-22. The elders shall handle all corrective discipline of the church and shall be free to call upon any member of the church to aid in restorative discipline.

The elders shall elect a man among themselves to serve as chairman of elders' meetings. Elders' meetings shall be held

regularly for the purpose of prayer, shepherding, discernment, and ministry guidance.

3) Term of Service

- i. Lay elders are elected for an unlimited period so long as each man remains Biblically qualified to serve as an elder.
  - ii. Once a man has been ordained as an elder, he will not be required to go through the ordination process again. The elders have the discretion to reexamine a man prior to resuming service as a lay elder. He may resume active service as an elder with the approval of the existing group of elders.
  - iii. No lay elder shall hold the office of Deacon during his tenure.
  - iv. A lay elder's term of office may be terminated by resignation or dismissal by church action (1 Timothy 5:19–20). Any two members with reason to believe that an elder should be dismissed should express such concern to the elders and, if need be only afterwards, to the congregation. Any such action shall be done in accordance with the instructions of our Lord in Matthew 18:15-17 and 1 Timothy 5:17-21. It shall take a three-fourths vote of the church to dismiss an elder.
- 4) Sabbatical: Lay elders shall be granted periodic sabbatical leave as determined by the elder body.

b. Senior Pastor

The senior pastor shall serve as a staff elder.

- 1) Qualifications: He shall be a sincere, Spirit-filled Christian and a God-called minister. He shall be a licensed and/or ordained minister of the Gospel, or willing and able to be licensed or ordained. He shall be sound doctrinally, according to the principles set forth in *The Baptist Faith and Message*.
- 2) Selection: A senior pastor shall be chosen and called by the church via a search committee established as an ad-hoc committee by the elders and approved by the church. His election shall take place at a business meeting for which at least two weeks' notice has been given to the church. Election shall be by secret ballot with an affirmative vote of three-fourths of those cast being necessary for a choice.
- 3) Responsibilities: The senior pastor is responsible for leading the church to function as a New Testament church. He shall lead the congregation, its organizations, and the church staff to perform

their tasks. The senior pastor is the leader of pastoral ministries in the church. As such, he works with the elders to:

- i. Lead the church to seek the Lord in worship, study the word in small group fellowship, serve the body in ministry, and share Christ with the world through evangelism.
- ii. Care for the church's members, non-members, and other persons in the community.

The senior pastor additionally:

- iii. Fulfills the role of spiritual leader and overseer of the congregation.
- iv. Provides administrative leadership for the total church program, and is an ex-officio member of all church leadership groups.
- v. Recommends and advises in the selection of all staff members and in determining their duties.
- vi. Gives supervision to the other members of the church staff according to the staff responsibilities.

- 4) Term of Service: The senior pastor's term of service shall be for an unlimited period, which may be terminated by the resignation or retirement of the senior pastor, or by dismissal through the provisions of these bylaws.
  - i. The senior pastor shall give the church 30 days' notice of resignation or retirement before terminating his responsibilities as pastor.
  - ii. Should a situation of egregious sin occur with the senior pastor, the elders have the authority to suspend the senior pastor while the proper adjudication process occurs. Such a suspension requires a majority vote of the elders.
  - iii. The church shall give the senior pastor 30 days' notice before a vote is taken for the purpose of dismissing the pastor and terminating his responsibilities.
  - iv. A special business meeting of the church membership shall be called and a vote taken with three-fourths of the votes by secret ballot being necessary to dismiss the senior pastor.
  - v. A fair severance package shall be provided by the church as determined by the elders in concert with the Administrative Ministry Team.
- 5) Sabbatical: The senior pastor shall be granted periodic sabbatical leave in accordance with the policy approved by the church.

c. Associate Pastors

Any associate pastors are staff elders that shall work alongside the senior pastor.

- 1) Qualifications: Associate pastors should be men who are licensed or ordained, or be willing and able to be licensed or ordained ministers of the Gospel.
- 2) Selection: An associate pastor shall be chosen and called by the church via a search committee established as an ad-hoc committee by the elders and approved by the church. His election shall take place at a business meeting for which at least two weeks' notice has been given to the church. Election shall be by secret ballot with an affirmative vote of three-fourths of those cast being necessary for a choice.
- 3) Responsibilities: Associate pastors shall serve as staff elders and shall assist in the preaching/teaching ministry of the church as well as in leading the organizations of the church to fulfill their ministries. All associate pastors shall function in the full capacity of pastor, leading in communion, baptism, and with pulpit presence as needed under the leadership of the senior pastor.
- 4) Term of Service: All associate pastors shall serve until being suspended by the elders, or the relationship is terminated by either his request or the church's request with a three-fourths vote being necessary for such dismissal. A fair severance package shall be provided by the church as recommended by the elders in concert with the Administrative Ministry Team.
- 5) Sabbatical: Associate pastors shall be granted periodic sabbatical leave in accordance with the policy approved by the church.

2. Deacons

a. Qualifications

- 1) Biblical: In accordance with the meaning of the word and the practice of the New Testament (Acts 6:3 and 1 Timothy 3:8-13), deacons are to be servants of the church.
- 2) Church: Any covenant member of the church for a year or more, and having demonstrated faithful service to the church, may be considered for service as a deacon.

b. Selection

- 1) Quantity: The deacons, in consultation with the elders, shall determine the number of deacons required and the anticipated number of deacon vacancies.



- 2) Consideration: As need arises, the deacons, in cooperation with the elders, shall consider those men who are qualified and willing to serve. Church members can also make recommendations to the elders for an individual to be considered as a deacon.
- 3) Evaluation: If qualified and willing to serve, the individual shall be examined by the elders.
- 4) Nomination and Election: The elders shall prayerfully consider the qualifications and the evaluations of each person, according to God's leading, and nominate those individuals to the church for service. A vote of three-fourths will be necessary for the election of a deacon.

c. Responsibilities

- 1) By proper organization and method among themselves, they are to seek to know the physical needs of the church members and others outside the church, and to serve the church by assisting and encouraging the flock. In this sense they will be entrusted with overseeing the benevolence ministry of the church.
- 2) A deacon (selected by the deacons) shall lead the Administrative Ministry Team.
- 3) As determined by the elders, other ministries of the church may be led by deacons who will coordinate and direct the work of that ministry team.
- 4) Ordinances:
  - i. The Lord's Supper: The deacons shall prepare for the observance of and serve the Lord's Supper. They shall maintain the utensils, linens, and supplies as necessary.
  - ii. Baptism: It shall be their duty to make all necessary arrangements for the ordinance of baptism and to render such assistance to the elders and the candidates as may be necessary.

3. Other Officers

While elders and deacons are recognized as Scriptural officers of the church, for the purposes of these bylaws, this church recognizes the administrative offices of treasurer, moderator, and clerk.

a. Treasurer

The church shall elect annually a church treasurer. It shall be the duty of the treasurer to receive, preserve, and disburse, upon receipt of vouchers approved and signed by authorized personnel, all money or

things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the year-to-date. The treasurer shall be bonded by the church insurance policy. Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

b. Moderator

The moderator presides over all business meetings and shall be recommended by the elders and approved by the church annually. In the absence of the moderator, a lay elder shall preside over a business meeting. In the absence of the moderator and lay elder(s), the clerk shall call the church to order and an acting moderator shall be elected by the church members present.

c. Clerk

The clerk of the church shall be elected annually. The clerk shall keep a record of the actions of the church. The clerk is responsible for keeping a record of the names of members, with dates of both admission and dismissal. The clerk shall issue letters of dismissal, preserve on file all communications or written official reports, and give advance notice of all meetings as required in these bylaws. The clerk shall also keep a record of individual stewardship and property gifts. The church may delegate the clerical responsibilities to another staff member. All church records are church property and should be kept in the church office.

4. Ministry Directors

a. Selection: As needed, the church may choose to hire staff to lead ministries of the church. This shall be determined by the church based on a recommendation of the elders in conjunction with the Administrative Ministry Team. In addition, the church will recognize lay ministry directors who lead various ministries of the church in a volunteer capacity. Lay ministry directors will be recommended to the church by the elders and be presented annually to the church for election.

b. Responsibilities: All ministry directors shall plan, coordinate, and lead their respective ministry in cooperation with the officers of the church. This includes the recruitment and training of other individuals to serve in their ministry.

Ministry directors are to be guided by the line items of their approved budget section but may reallocate funds within the areas under their assigned direction if under \$1,000. Any reallocation in excess of \$1,000 will require approval of the Administrative Ministry Team. Ministry leaders cannot exceed the total budget under their assigned direction.

- c. Term of Service: A vocational ministry director's term of service shall be for an unlimited period, which may be terminated by resignation, retirement, or dismissal by a three-fourths vote of the church. Each party shall give 30 days' notice before employment is terminated. A fair severance package shall be provided by the church as determined by the Administrative Ministry Team.

### **Article III. Support Staff**

The church shall employ such support staff as necessary for the running of the church. They shall be under the supervision of a staff elder. Salaries of the support staff will be determined by the Administrative Ministry Team and approved by the church through the church budget. Support staff shall adhere to the policies and procedures established by the Administrative Ministry Team as related to matters of employment.

### **Article IV. Church Planning**

#### **A. Church Council**

1. Purpose: The primary functions of the Church Council shall be to act as an advisory group to review and coordinate programs and plans recommended by the church leadership prior to the church business meeting. The Church Council shall have no power to contravene any official action or decision of the church.
2. Members: The Church Council shall have as regular members all officers and ministry directors. The chair of the Church Council shall be the senior pastor. In the absence of the senior pastor, an associate pastor shall preside. In the absence of all pastors, another elder shall preside.
3. Meetings: The Church Council shall meet as often as necessary to do its work, but in no case shall it meet less than once a quarter. Special meetings of the Church Council may be called by the chair or upon request of five members of the Church Council or the elders.

## B. Administrative Ministry Team

### 1. Purpose

#### a. Personnel Responsibilities

This team shall assist the church in matters related to employed personnel administration, which fall into four major areas: employment, salaries, employment benefits, and policies and procedures as related to matters of employment. All financial activities of this ministry team shall generally be subject to church approval through the normal budgetary process.

#### 1) Employment

- i. In consultation with the elders and those ministries directly affected, this ministry team shall recommend new staff positions and prepare and update position descriptions as needed.
- ii. In consultation with the elders and those ministries directly affected, this ministry team shall have the responsibility of recruiting, interviewing, and recommending to the church all vocational ministry directors and support staff.
- iii. In consultation with the elders, this ministry team shall have the authority to hire and discharge all employed personnel except staff elders and vocational ministry directors. This hiring and discharging shall be accomplished in accordance with the approved budget.
- iv. Following employment, this ministry team shall assist in the orientation of new staff members in consultation with the appropriate ministry team.

#### 2) Salaries

- i. To aid in compensation recommendations, this ministry team, in consultation with the elders and any appropriate church ministry team, shall formulate and maintain a written description of each position on the church staff describing the major duties assigned to that position.
- ii. This ministry team shall design a program of compensation.

#### 3) Employment Benefits

- i. This ministry team shall recommend a program of employee benefits, which shall include retirement, pension plan, vacation, holidays, other time off, hospitalization, life insurance, etc., when applicable.
- ii. Eligibility for benefits shall be clearly stated as policy.

#### 4) Policies and Procedures: This ministry team shall be responsible for all financial and management policies as defined in Article VII.

b. Stewardship Responsibilities

This ministry team shall administer the gifts of the church members using sound principles of financial management. The Administrative Ministry Team is responsible for the following:

- 1) The promotion and collection of all designated funds.
- 2) The preparation of the budget, as set forth in Article IV, Section B (1)(c)(1).
- 3) Accounting and financial review procedures and the financial records' format and maintenance, as set forth in Article IV, Section B (1)(c)(2).
- 4) Addressing emergency spending needs necessary for the ongoing ministry of the church.

c. Church Finances

1) Annual Budget

The Administrative Ministry Team shall prepare and submit a comprehensive budget in consultation with the elders. That budget will be reviewed by the church council and submitted to the church members for approval. The budget will by items the amount needed and sought for all financial commitments and obligations. The proposed budget shall be made available to the congregation a minimum of two weeks prior to being submitted at the church business meeting. Members of the church are expected to support the overall ministry of the church through regular tithes and offerings to the general fund and designated accounts established by the Administrative Ministry Team in accordance with adopted policy. Designated gifts given to the church for non-designated accounts will be handled according to the policies established by the Administrative Ministry Team and approved by the church. Any alteration of the annually approved budget will require congregational approval at a regular or special business meeting. In the event of an immediate emergency required for maintenance of the facility or mandated compliance, or a dire member need, the Administrative Ministry Team, in conjunction with the elders, may release funds from savings to fulfill that requirement or response. The congregation will be notified of such action at the next business meeting.

2) Accounting Procedures

The Administrative Ministry Team shall be responsible for having the treasurer's books reviewed at least every five years or earlier by a certified public accountant, determined at the discretion of the Administrative Ministry Team. Counters, under the supervision

of the Administrative Ministry Team, shall be responsible for counting, recording, and banking all church monies.

2. Members: The Administrative Ministry Team shall consist of no fewer than five church members including the treasurer, an elder as selected by the elder body, a deacon, and other such members of the church deemed necessary by the team in conjunction with the elders and approved by the church annually. The deacon representative shall serve as the chairman each year.

C. Ad-Hoc Committees and Task Forces

Ad-hoc committees may be appointed by the elders and approved by the church. Ad-hoc committees may perform research, make recommendations, and present results. Participation is limited to church members. Task forces may be established by the elders, as required, to execute projects of limited scope and duration. Task forces may perform research, make recommendations, and present results. Non-members and technical consultants may serve on task forces but not function as chairperson.

D. Church Meetings

1. Worship Services

The church shall meet regularly each Sunday for preaching, instruction, evangelism, prayer, and for the worship of Almighty God. These meetings shall be open for anyone desiring to worship God in Spirit and in Truth and shall be conducted under the direction of the elders.

2. Special Services

Special services, which shall be essential in the promotion of the objectives of the church, shall be placed on the church calendar.

3. Business Meetings

Regular business meetings shall be held at least quarterly, or more often if deemed necessary by the elders.

- a. A special called business meeting may be held to consider special matters of significant nature. The elders can, by consensus, call a special business meeting. A one-week notice of the subject, date, time, and location must be given for the special called business meeting unless extreme urgency renders such notice impossible. Special called business meetings should not be held before or after worship services unless absolutely necessary.

- b. Quorum: A quorum consists of a minimum of 7 percent of covenant membership as described in Article I, Section B. Only covenant members are entitled to vote at business meetings. A quorum shall be determined by the moderator before the opening of the meeting. A

majority vote is sufficient to approve presented items except where noted elsewhere in these bylaws.

- c. Parliamentary Rules: *Robert's Rules of Order, Revised*, is the authority for parliamentary rules of procedure and shall serve as a guide as much as it aids the business of the church.

- 1) Introduction of New Business: Business to be considered by the church may be introduced by any member as follows:
  - i. Prior to the business meeting, the item of business may be submitted to the moderator. It shall then be referred to the appropriate elder or other leadership group for review and report at the upcoming business meeting if sufficient time for review is provided. Otherwise, the item will be considered in the subsequent business meeting. Any item raised by a member during the business meeting will be considered in a like manner.
  - ii. At the conclusion of a business meeting during "new business" any member may submit a motion on an issue not previously discussed and decided. This motion may be tabled by the moderator and referred to the appropriate elder or other leadership group for review and a report at the following business meeting.
  - iii. The motion of the member is then positively or negatively recommended to the church based on the research by the elder or other leadership group. The church is then required to vote on the motion.
  - iv. If an elder or other leadership group is unable to meet and review any item of new business, the item shall be automatically brought to the floor during new business at the next business meeting, or an extension for review may be authorized.
  - v. In all cases, the church body shall have the final say in the disposition of the matter.
  - vi. Special question and answer sessions may be held to supplement discussion of issues of business as needed.

- d. Powers/Responsibilities of the Church Body: The church may ask any ministry team at any regular or called church business meeting to investigate, report, and/or take action on a particular issue. Voting privileges are described in Article I, C (2).

## E. Ordinances

### 1. Baptism

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

- a. Baptism shall be by immersion in water.
  - b. Baptism shall be administered by a pastor or whomever the elders shall authorize.
  - c. Baptism shall be administered as an act of worship at any of the worship services.
2. The Lord's Supper
- The Lord's Supper is a symbolic act of obedience whereby members of the body of Christ, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His Second Coming.
- a. The Lord's Supper shall be observed at least quarterly, during a worship service.
  - b. While the deacons are responsible for the physical preparations of the Lord's Supper, the elders shall be responsible for its administration.

## **Article V. Board of Directors**

For the purposes of compliance with the nonprofit corporation laws of the state of Maryland, three members will constitute a Board of Directors.

### **A. Board Members**

This board shall consist of an elder as selected by the elders (who serves as president), a deacon as selected by the deacons (who serves as secretary), and the treasurer (who serves as treasurer).

### **B. Duties**

They shall oversee the use of the physical facilities associated with the church with support from the church staff. They shall hold in trust the church property and shall act in the capacity of the trustees of the church, being specifically named as the legal authority for the church. They shall be bonded by the church insurance policy. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action.

### **C. Vacancy**

Should any vacancy occur outside the normal election cycle, the elders shall appoint an interim replacement until the church fills the position.



## **Article VI. Constitution and Bylaws Amendments and Reviews**

### **A. Constitution and Bylaws Amendments**

Any member may submit a proposed change to the constitution and bylaws for vote by the church. Amendments should be submitted in writing to the church clerk prior to a regularly scheduled elders' meeting. The elders shall then review the amendment for clarity and submit it to the Church Council for input. Copies of the amendment shall be provided to church members at least two Sundays in advance of a business meeting. At the business meeting the amendment shall be presented, discussed, and voted upon with or without elder or council recommendation for action. Amendments to the constitution and bylaws shall require approval of three-fourths of the members present and voting.

### **B. Constitution and Bylaws Review**

Periodically, as it deems necessary, the church body may elect an ad-hoc committee to perform a thorough review of the constitution and bylaws. The Church Council shall bring a list of recommended committee members to the church body for approval. The committee shall provide regular reports to the church body and shall present recommended changes in the form of a motion to be voted on by the church body.

## **Article VII. Policies**

### **A. General Policies**

Policies are established to provide clarification and procedures to administrative, organizational and financial aspects of the church. The development, review and approval of policies are the responsibility of the individual ministry team. Policies that reflect a major change in church operations will be presented to the congregation for approval. Policies that have been presented to and voted on are available in the church office at the members' request. An addition, revision or deletion of a policy does not constitute a change in this document.

### **B. Administrative Policies**

The Administrative Ministry Team may initiate and/or authorize financial and managerial policies which are not significant in nature without congregational approval. In addition, the Administrative Ministry Team may independently make adjustments to existing financial and managerial policies that do not alter the purpose of the policy and are made for such reasons as errors in the original policy, applicable legal requirements or administrative changes.