



CROSSVIEW BAPTIST CHURCH

CONSTITUTION AND BY-LAWS

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CONSTITUTION

Article I. Preamble

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner consistent with the Word of God. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches and to the Southern Baptist Convention and its various agencies.

Article II. Name

This body shall be known as **Crossview Baptist Church**, 1100 Piedmont Road, Marietta, Georgia.

Article III. Statement of Basic Beliefs

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer’s baptism and the Lord’s Supper. (See Article V of the By-Laws.)

Article IV. Church Covenant

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge and holiness; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and personal devotions; to educate our children in God-centered living; to seek the salvation of our family and acquaintances; to walk circumspectly in the world; and to be zealous in our efforts to advance the kingdom of our Savior.

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord or be a stumbling block to other believers; and that separation from all worldly and sinful pleasures, practices and associations is commanded of God.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

Therefore we accept our responsibility to read and familiarize ourselves with this document; to support its tenets and provisions; and to abide by its policies and procedures as they apply to the membership of this church.

We moreover engage that when we move from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God’s Word.

Article V. Polity and Relationships

The government of this church is vested in the body of believers who compose it and shall be operated according to the Church By-Laws. Persons duly received by the members shall constitute the membership. (See Article I of the By-Laws.) All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action. This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation common among Baptist churches. Insofar as is practical, this church will cooperate with and support the association, the state convention, and the Southern Baptist Convention.

BY-LAWS

Article I. Church Membership

Section 1 General

This is an autonomous Baptist church under the Lordship of Jesus Christ. The membership of Crossview Baptist Church retains unto itself the exclusive right of self-government in all phases of its spiritual and temporal life. The church reserves the right to determine who shall be members of this local body and the conditions of such membership.

Section 2 Candidacy

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

- By profession of faith and for baptism according to the policies of this church.
- By transfer of membership letter from another Baptist church.
- Upon statement of Christian experience including baptism by immersion in a church of like teaching of the ordinance of New Testament baptism.

When candidates respond to any invitation they are directed to the Senior Pastor, or a person designated by the Senior Pastor, for consultation, instructions and prayer.

All prospective members must complete a New Members orientation class taught by the Senior Pastor or his representative prior to being presented to the Church for church membership. As a minimum the class shall consist of the spiritual basis for church membership, an understanding of the Church Constitution and By-Laws, and an overview of the ministry of the Church.

Upon completion of New Member orientation class the candidates who Biblically qualify for church membership and who indicate a desire to become members will be presented to the church and affirmed thus becoming members of Crossview Baptist Church.

A spirit of love and concern must prevail throughout the entire phase of receiving our new members. We, as a church, must be prepared to teach, instruct and nurture (build up) new members in our Lord.

Section 3 Duties of Members

Crossview members will subscribe to the covenants of this church as presented in the Church Constitution and By-Laws.

Section 4 Membership Voting

Every qualified member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, providing the member is present. Secret ballot may be requested by any qualified voting member on any question not specified in the By-Laws. To be a qualified voting member, a person has to be at least 14 years of age. The following matters and those matters designated elsewhere in these By-Laws shall be brought before the Church membership for affirmation: new members, the annual budget of the Church, the election of the Church Officers, the disposition of all or substantially all of the assets of the Church, the merger or dissolution of the Church, the acquisition or selling of real property, building and property projects, indebtedness, amendments to the Constitution and By-Laws of the Church, and the calling of a Senior Pastor and all ministry level staff members.

The church may employ, as appropriate, any of the four following methods of recording a vote:

1. Voice vote (aye/no) is the most common vote for routine matters.
2. Raising of hand, standing vote, or ballot vote, needed when a percentage or those voting must be obtained for the record.
3. General consent is used for routine business and/or minor matters (approving minutes).
4. Ballot vote will be used for the election of the Church Officers, the disposition of all or substantially all of the assets of the Church, the merger or dissolution of the Church, the acquisition or selling of real property, building and property projects, indebtedness, amendments to the Constitution and By-Laws of the Church, the calling of a Senior Pastor and all ministry level staff members, when required by the By-Laws, or when the assembly has ordered the vote to be taken. On any occasion of ballot voting, ballots shall be provided those members serving in Childcare, Children's Worship or in other areas of service on the church campus which restricts their presence where the conference is being held. Absentee balloting and voting by proxy is prohibited.

Section 5 Termination of Membership

Membership shall be terminated in the following ways:

1. Death of the member.
2. Transfer to another Baptist church.
3. Removal upon request or proof of membership in a church of another denomination.
4. Dismissal as a result of disciplinary action by this church.

Section 6 Discipline

It shall be the intent of the Crossview Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any member struggling with temptation or sin in his/her life. The Pastor, other members of the church staff, Elders, and Deacons are available for counsel, prayer, accountability, and guidance.

However, when a member of Crossview Baptist Church is involved in sin (Matt. 18:15-17) such that:

- (a) The reputation of Jesus Christ will suffer,
- (b) Non-Christians will be turned away from Christ,
- (c) Christians are being led astray, or
- (d) The spirit of a Christian has been wounded, the Church shall be compelled to go to the offending member according to the following steps:
 - (1) A caring member should examine his/her own life and then go to the sinning member by himself/herself with the attitude of restoring and not judging.
 - (2) If the sinning member refuses to repent then the same caring member should take one or two witnesses with him.
 - (3) If the sinning member refuses to hear them and repent, then the matter should be taken before the church.
 - (4) If the sinning member refuses to hear the church then he/she should be separated from the church.

The focus of discipline is redemption and restoration to the fellowship, not rejection. The Senior Pastor and Elders will together determine a method of restoration.

Article II. Church Officers

The officers of this church shall be:

1. The elders
2. The trustees
3. A moderator
4. A clerk
5. A treasurer

Church officers (excluding Elders) shall be approved by the Elders and affirmed by the church annually prior to the beginning of the new church year. The names of these officers shall be recommended by the Nominating Committee. Only church members who have been members for at least one year (with the exception of the Senior Pastor) may be nominated as church officers.

Section 1 Elders

A. Qualifications

The church shall affirm the Elders from the ordained deacons or other laymen who are members of Crossview Baptist Church and who meet the Biblical qualifications for elders as specified in 1 Timothy 3:1-7, 1 Timothy 5:17-22, and Titus 1:5-9.

B. Organization

There should be a total of four members on the Board of Elders, which includes the Senior Pastor who shall serve as chairman. The three affirmed members should be on a rotating basis of service. The rotating term of service will be three years. After one year off the Board of Elders, the inactive Elder would be eligible for reaffirmation to the active Board. However should the need arise, an Elder whose term has expired may be presented to the Church for consecutive terms by unanimous consent of the remaining Elders. The term of service for an Elder will begin on January 1. The Elders shall select a vice-chairman on an annual basis. The three affirmed Elders will be on a staggered rotation.

C. Selection

The selection process for the affirmation of Elders would be as follows:

1. A season of prayer and fasting would be called for the church congregation before the process begins.
2. A list of all the active and inactive Deacons, who have been members of the church for at least one year, will be given to the church's membership. An Elder recommendation form will be provided the membership that will contain a list of the Biblical qualifications, Church By-Law requirements as well as the duties of Elders. Each member may nominate three men from the list, or write in a name or names, to be considered as Elders.
3. The current Elders and current Deacons will collect the nominations made by confidential ballot. The Elders/Diacons will interview the potential candidates and determine if the nominees are qualified to serve based upon Biblical qualifications. The nominees should have a call from God, and have the desire to serve voluntarily. When Elders/Diacons have selected the candidate to fill the required slate with a recommendation, the name will be presented to the church membership for affirmation by confidential ballot.
4. Any candidate not affirmed by three-fourths of the membership present would require the current Elders/Diacons to present another candidate to the church's membership for affirmation.

5. At the end of the each year, one Elder will rotate off. Elders will serve for three years. At the end of his term, he will not be eligible to serve on the Board of Elders for one year.

If an unexpected vacancy occurs, then the Elder Board would present another candidate from the list of nominees. The church members would then affirm according to the above rules, and that Elder will serve the length of that vacant term.

D. Duties

The Senior Pastor will serve as the chairman of the Board of Elders. His duties, with the assistance of the Vice Chairman, include leading the board to perform their tasks, preparing an agenda for each regularly scheduled meeting, notifying members of the time and place of each meeting; presiding over plans and actions suggested to the board.

- The Elders are responsible for helping the Senior Pastor and Staff in overseeing the administrative and teaching functions of the church, including shaping of policy. The Elders are to direct, to lead, and to be the decision making body of the church when the church is not in conference (i.e., outside of regular or special church conference meetings).
- The Elders should be teachers and uphold the doctrine of the church and see that the flock is being cared for, fed, exhorted, and offered spiritual guidance. In shepherding the flock, they should participate in the administration and decision-making concerning church discipline. They should pray for the sick when asked. They will be prayer warriors with the Staff.
- The Elders are not to operate by majority rule or vote. If the same Spirit guides all of the Elders and all have the mind of Christ there should be unanimity in the decisions they make. If there is division, all the Elders should study, pray, and seek the will of God together until consensus is achieved.
- The Elders shall act as overseers, but as a group, the Board of Elders shall not do the work of the Ministries. They will approve nominations to the various Committees and Ministries. Any ministry action requiring a church vote must be brought to the Elders for their approval before it is taken to the church for affirmation.

The Senior Pastor would represent the staff on the Board of Elders. The Elders would assist the Senior Pastor with administrative responsibilities as they help him oversee the ministry of the church. The Senior Pastor will have the responsibility of administering the day-to-day operation of the church through the church staff. This will be done in accordance with church policy.

The Elders will serve as a sounding board for the Senior Pastor, pray with him, and encourage him in being God's man. They will provide a spiritual accountability group for the Senior Pastor.

Some additional duties are as follows:

1. Assist the Senior Pastor and ministerial staff in clarifying the church's mission and priorities.
2. Review and evaluate studies of major church expansion plans.
3. Review church plans, ministries and programs as appropriate.
4. Review ministerial staff requirements and approve additional staff positions.
5. Convey items of interest from members of the church to appropriate staff persons or ministry team for consideration.
6. Ensure that ministry activities are coordinated through regular planning meetings with the leadership of the ministry teams.

7. Approve the annual church budget before it is presented to the church in order to ensure that the goals and philosophy of the church are being reflected in the budget, and review regularly the ongoing financial status of the church.
8. Along with the Senior Pastor, the Elders will periodically review the church's vision, values, mission, and key strategies, and report as needed to the congregation.

Section 2 Trustees

The church shall elect three or more trustees to serve as legal officers for the church. An Elder cannot serve concurrently as a trustee. They shall hold in trust the church property. Upon a specific vote of the church authorizing in writing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

Trustees shall serve on a rotation basis for a three year term, with one new trustee being elected every year.

Section 3 Moderator

The church shall elect annually a moderator from the Board of Elders as its presiding officer in regular or special church conferences. In the absence of the Moderator, another Elder shall preside.

Section 4 Church Clerk

The church shall elect annually a Church Clerk as its clerical officer. The Clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The Clerk shall be responsible for keeping a register of names of members, with dates of admission or termination of membership together with a record of baptisms. The Clerk shall issue letters of transfer and removal preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these By-Laws. The Clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected Clerk. All church records are church property and shall be kept in the church office when an office is maintained.

Section 5 Church Treasurer

The church shall elect annually a Church Treasurer as its financial officer. The Treasurer may not serve more than two consecutive years. The Treasurer shall serve as a member (but not chairman of) of the Finance Committee. It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer to render to the church at each regular business meeting a report of the receipts and disbursements of the preceding period. The Treasurer shall render an itemized report of receipts and disbursements to the Finance Committee on a monthly basis. The treasurer's report and records shall be audited annually by an Auditing Committee or public accountant. The Treasurer shall be bonded, the church paying for the bond.

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.

Article III. Church Staff

Section 1 Senior Pastor

A. Role of the Senior Pastor

God has ordained and delegated to the Pastor of a New Testament church the authority and responsibility of spiritual leadership (Ephesians 4:11). Ephesians 4:12 instructs the Pastor to be about the ministry “of equipping the saints for the work of ministry (active spiritual service), for the building up of the body of Christ.”

It is understood that he will seek the mind of God in all ways, equipping the congregation to maintain a balance of evangelism, missions, discipleship, and fellowship "until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ” (Ephesians 4:13).

As Pastor, he will watch out for himself and all the flock of which he has been made overseer by the Holy Spirit, caring for the church of God (Acts 20:28). The Pastor will shepherd the flock by feeding them with knowledge and understanding (Jeremiah 3:15).

B. The Qualifications of the Senior Pastor

The qualifications of the Senior Pastor shall be as outlined in the following scriptures.

1 Timothy 3:1-7

Titus 1:5-9

Jeremiah 3:15 “a shepherd after God’s own heart”

C. The Procedure for Calling a Senior Pastor

The procedure for calling a Senior Pastor shall be as follows:

A Pastor Search Committee shall be determined in this manner: names shall be submitted by members of the congregation, shall be screened by the deacon body, shall be selected by the Elders, and shall be presented to the church. The committee shall be made up of seven to twelve members. The Pastor Search Committee shall be affirmed by the congregation at a regularly scheduled Church Conference or a Special Conference called for that purpose. At least two weeks notice must be given to the church prior to the meeting. The committee shall meet within seven days to elect a chair.

The Pastor Search Committee, after consultation with the Elders, shall bring to the consideration of the church only one name at a time. The candidate must then preach to the church in view of a call prior to the affirmation vote. Election shall be by secret ballot, an affirmation vote of three-fourths of present voting members necessary for approval. The Pastor, thus elected, shall serve as long as he fulfills Scriptural qualifications unless the office is declared vacant. If the Pastor fails to fulfill Scriptural qualifications, he is subject to the discipline based upon Matthew 18:15-17, outlined in Article I, Section 6.

D. Vacating the Office of Senior Pastor

The Senior Pastor may relinquish the office of senior pastor by giving at least two weeks notice to the church at the time of resignation.

The church may declare the office of Senior Pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least two week’s public notice has been given. The meeting may be called upon the recommendation of a majority of the Personnel Committee and the Elders or by written petition signed by not less than one-fourth of the resident church members. The church moderator shall preside unless the office is held by senior pastor, whereby the vice-chairman of the elders shall preside. The vote to declare the

office vacant shall be by secret ballot; an affirmative vote of three-fourths of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the Senior Pastor, the church will compensate the Senior Pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than 30 days.

E. Procedure for an Interim Situation

The procedure for an interim situation shall be as follows:

1. The Elders shall serve as interim leadership once the Senior Pastor's position has been vacated and shall do so until the new Senior Pastor is on staff.
2. The Elders may designate a member from the Ministerial Staff or Deacons to assume the administrative responsibilities of the Senior Pastor during the interim period. If designated, he shall assume the leadership of the church staff and coordinate his activities with the Elders.
3. The Elders shall be responsible to coordinate pulpit supply and to assist the church staff, as needed.
4. Should the need arise to recommend an Interim Pastor, the Elders shall define the job description which fits the needs of the church. Once the Elders choose a proper candidate, they will present that candidate for affirmation to the church in conference. A simple majority is required for affirmation.

Section 2 Ministerial Staff

The ministerial staff shall be called and employed as the Senior Pastor/Elders determine the need for such offices. Ministerial staff members are required to show evidence of a personal call of God to minister to His people. A job description shall be written by the Personnel Committee when the need for a staff member is determined.

Ministerial staff members shall be recommended to the church by the Senior Pastor/Elders and Personnel Committee and be called and employed by affirmation of the church. A simple majority is required.

Section 3 Support Staff

Non-ministerial staff members shall be employed as the church determines the need for their services. The Church Personnel Committee shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

Section 4 General

Employee guidelines, policies and procedures are detailed in the Crossview Baptist Church Employee Handbook for all personnel. It is the responsibility of every employee to read, understand, and comply with the contents of the Personnel Handbook. Should there be any discrepancy between the Handbook and the Constitution and By-Laws, the Constitution and By-Laws shall overrule.

An organizational chart of the church staff shall be prepared by the Senior Pastor and approved by the Elders. It shall be updated at least annually and a current copy maintained in the church office with the Constitution and By-Laws.

Article IV. Church Ministries

Section 1 General

There shall be two categories of Church Ministries:

- **Constitutional Ministries**
Church Ministries and Administrative Committees that have a church-wide focus that impacts all Crossview members, programs, and organizations;
- **Support Ministries**
Ministries with an emphasis on a specific organization, group, staff member, or activity of the church.

Ministry Qualifications

1. Members shall not concurrently be a member of more than two Constitutional Ministries other than the Deacon Ministry. No member shall chair more than one Constitutional Ministry. It is the responsibility of the Nominating Committee to ensure these provisions.
2. Members may serve on Support Ministries in accordance with their personal interests and as led by the Holy Spirit. However, so as to involve as many as possible in service, members should consider limiting themselves to four (4) ministries - Constitutional and Support - at any one time.
3. A member of the Church Ministerial or Support Staff may not serve on a Constitutional Ministry or Committee except as a non-voting Staff Liaison that is appointed by the Senior Pastor to act on his behalf.
4. The spouse of a member of the Church Ministerial or Support Staff may serve on any Constitutional and Support Ministry / Committee except the Personnel and Finance Committees.
5. Members of the same household may not serve on the same Constitutional Ministry or Committee.

Ministry Responsibilities

1. Each Ministry has the responsibility to prepare a Ministry Guide that sets forth that ministry's Role, Responsibilities, Policies, and Procedures. This guide will be provided to each member of their respective ministry.
2. Each ministry is responsible to monitor and evaluate its respective ministry activities and programs on an annual basis. The Ministry Guide is to be reviewed annually and updated as needed. A current copy of the Ministry Guide will be kept on file at the church office.
3. Each Ministry Guide will be reviewed by the Constitution and By-Laws Committee to assure that it meets the requirements of the "Ministry Guide Outline" and is consistent with the provisions of the Constitution and By-Laws.
4. Each ministry is responsible for recording minutes of each meeting and submitting these minutes to the Church Clerk upon approval by the ministry.
5. Each Constitutional and Support Ministry shall prepare an Annual Report of their activities for the prior year and vision, plans, programs, and activities for the coming year. This report will be submitted to the Elders and will be available for review by other Ministries.
6. All Church Ministries shall coordinate their activities through the church calendar.
7. The Elders will ensure that ministry activities are coordinated through regular planning meetings with the leadership of the ministry teams.

Section 2 Constitutional Ministries

Constitutional Ministries have a church-wide focus and are considered essential to the life of the church. They give vision, direction and oversee the work of the Church in their respective areas of responsibility. Constitutional Ministries are required under the Church Constitution and By-Laws and must operate within the guidelines set forth under the Church Constitution and By-Laws and their Ministry Guide.

1. Members of all constitutional ministries must be active members of Crossview Baptist Church.
2. Constitutional Ministries are ongoing ministries and must meet together at least quarterly.
3. Each Constitutional Ministry shall operate and serve on the basis of the church's fiscal year.
4. Each Constitutional Ministry shall consist of not less than three members. The Chair for each ministry shall review the number of members necessary to carry out their mission and make recommendations for any changes in the number of members to the Nominating Committee as needed. This shall be done prior to and in accordance with the requirements of paragraphs 5 & 6 below.
5. The new members of each Constitutional Ministry and the church officers shall be elected by the church annually prior to the beginning of the new church year. The names of these members shall be recommended by the Nominating Committee with the exception of the Deacon Ministry and the Board of Elders, which will have a separate nominating and selection process.
6. Members shall serve for a three (3) year term unless completing a vacancy. A portion of each Constitutional Ministry (as determined by the nominating committee) shall automatically be rotated off from that ministry each year and will not be eligible for that ministry until one year later. Vacancies may be filled by election of the church at any regular church conference in accordance with the procedures established for this purpose. A Constitutional Ministry may request an exception to this "Three Year Rotation Schedule." This request and supporting explanation will then be considered by and must be approved by both the Nominating Committee and the Elders.
7. Each Constitutional Ministry shall elect a Chair and Secretary plus other such officers as needed. A list of each ministry's officers will be reported to the Nominating Committee.
8. Establishment of a new Constitutional Ministry

These are the procedures to be followed:

- A. The Elders shall recommend the establishment of a new Constitutional Ministry
- B. A "Mission Statement" and "Scope of Responsibilities" for this new Ministry will be prepared by the Constitution and By-Laws Committee and approved by the Elders.
- C. The Nominating Committee will consider the persons to be recommended to serve on this Ministry including assignment to the "Three Year Rotation Schedule."
- D. The new Constitutional Ministry will be presented to the Church for affirmation at a regularly scheduled Church Conference or at a Called Church Conference.

Deacons

Role of the Deacons

In accordance with the meaning of the work and practice of the New Testament (Acts 6:1-6, I Tim. 3:8-13), the Deacons are to be servants of the church. God calls deacons to be committed servant leaders who are:

- Christ-like, serving with integrity; assimilating, welcoming, nurturing, reconciling, and sensitive to the presence of God's Spirit in their lives and in the lives of others, and witnessing for Jesus Christ as Savior and Lord within and beyond the Body of Christ, the church.
- Spirit-led, witnessing to Jesus Christ as Savior and Lord, and to the Body of Christ, the church;
- Dedicated caregivers who use their spiritual gifts in a shared ministry of concern that provides for the total well being of God's people.

Scope of Responsibilities

The task of the Deacon is to serve with the Pastor, Elders and Staff in a variety of tasks including:

- Performing pastoral ministries such as proclaiming the gospel to believers and unbelievers,
- Care for the church members and other persons in the community, and serve the church to achieve its mission.

Ministry Organization and Procedures

1. There shall be no conscious effort made to establish any ratio of the number of deacons to church membership.
2. The Church shall nominate men of honest report who are full of the Holy Spirit and wisdom to be considered for Deacon.
3. Each man who is nominated shall be carefully interviewed by a Deacon Nominating Committee made up of Elders and Deacons to determine their interest and calling to serve as Deacon. At this time, each prospective nominee must provide an expression of his relationship with Jesus Christ and his commitment to Him as a disciple.
4. Only those men who qualify according to the Biblical standards shall be presented to the Church for election as Deacon.
5. In addition to his spiritual qualifications, the Deacon Nominating Committee shall determine that each nominee has a good knowledge of church organization and shall have been a member of Crossview Baptist Church for at least one year.
6. Election of deacons shall be conducted as stated in Article 1, Section 4. A three-fourths majority of voting members will be required for the slate of deacons to be elected.
7. Each Deacon shall be elected for a three-year term. At the end of his term, he will not be eligible to serve on the Deacon Ministry for one year.

Caring Ministry

The Caring Ministry shall coordinate provision of benevolent financial and other resources, as well as spiritual help, to church members and the community. It shall be responsible for establishing and maintaining proper procedures for individuals to apply for and receive assistance, when approved. The Church Treasurer must give final approval for disbursement of any funds.

Evangelism & Missions Ministry

The Evangelism & Missions Ministry is responsible for the planning and implementation of strategies to reach the unsaved in the community and the world. This includes equipping believers for hands-on involvement and coordinating financial support of these strategies.

Prayer Ministry

The Prayer Ministry will establish and maintain a church prayer strategy. It shall plan and encourage activities to promote a daily prayer time by each member of the church as well as coordinate opportunities for corporate prayer by the membership.

Spiritual Growth Ministry

The Spiritual Growth Ministry is responsible for the planning and implementation of teaching and discipleship strategies to help members and attenders know God and His Son Jesus Christ more fully every day through faithful study and application of the Bible. This includes oversight of Christian education programs such as Sunday School, discipleship classes, new member classes, and the Awana program.

Worship Ministry

Working with the Senior Pastor, the Worship Ministry shall coordinate and plan corporate worship activities of the church including regular and special worship services. The ministry will also provide oversight to other support ministries directly related to worship services.

Nominating Committee

The Nominating Committee shall serve the body by providing nominees to the church to serve on all Constitutional Ministries with the exception of the Deacon Ministry (See Deacons). It shall also provide nominees to the church for Trustees, Moderator, Clerk, Treasurer, and others as needed. The nominating committee shall provide an annual report of the members of the ministries to the Church Clerk.

Constitution and By-Laws Committee

The Constitution and By-Laws Committee is responsible for ensuring that the Church is governed by a Constitution and By-Laws (the "governing documents") that conform to the Word of God, carry out the duly authorized wishes of the Church membership, and comply with applicable federal, state, and local law. The Constitution and By-Laws Committee also engages in ongoing monitoring to assure conformance by the Church, its organizations, and its ministries with the governing documents. To that end, the Constitution and By-Laws Committee provides guidance and assistance to Church Officers and Staff, other Church Ministries, and Church Program Organizations on the governing documents and on the establishment of Ministry Guides. Questions concerning the interpretation of any part of the Constitution and By-Laws shall be addressed to this committee and their decision shall be final.

When conflict is noted, this disparity shall be brought to the attention of the Committee Chair or staff member responsible. Correction shall be done as discreetly as possible, endeavoring to maintain harmony. Serious and flagrant violations will be brought to the attention of the Pastor and Elders. Only upon consultation with and at the direction of the Pastor and Elders shall the Constitution and By-Laws Committee take the matter to the church.

This committee shall also make recommendations for additions to, or revisions of, the Constitution and By-Laws when such are deemed necessary.

Personnel Committee

The Personnel Committee shall represent the church in personnel related matters. Duties shall include, but not be limited to, the following: assisting in developing and maintaining personnel policies, practices and procedures; creating, reviewing and evaluating all job descriptions; making recommendations of ministerial staff and support staff for approval; providing annual salary and benefits projections to the Finance Committee for approval and maintaining the Employee Handbook.

Finance Committee

The Finance Committee exists to ensure good financial stewardship and accountability for all the resources entrusted to the church and its various ministries. The goal is always to promote the Kingdom of God as directed by the church leadership. The Finance Committee carries out its purpose by preparing or overseeing the preparation of annual budgets for the church and its ministries, setting church financial policies, overseeing the receiving, recording, and disbursement of all funds, monitoring and reporting the performance against budget, and reviewing the results of the annual financial audit with the Elders. The Committee makes financial recommendations to the Elders, Senior Pastor, and various ministries, as it deems necessary.

Facilities Committee

The Facilities Committee assists the church in matters related to administration of buildings, properties, and equipment. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the Personnel Committee and the church staff regarding the needs for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.

Section 3 Support Ministries

Support Ministries are created for the purpose of supporting specific activities / program organizations of the church. New support ministries must be approved by the Elders and/or the Ministerial Staff before their creation. Their function and operation shall be determined by the Elders and/or the Ministerial Staff person the ministry supports and by the ministry itself.

1. Leadership positions for support ministries must be members of Crossview Baptist Church.
2. The Nominating Committee does not staff Support Ministries nor are Support Ministries subject to the Three-Year Rotation Schedule. Church members interested in serving on a Support Ministry should indicate this to the Elders or appropriate staff person. Each Support Ministry shall determine the number of members and term of service that it needs to carry out its mission.
3. Support Ministries may be ongoing ministries or established for a specific short-term activity. Church action is not required to create or dissolve Support Ministries.
4. Support Ministries must operate within the guidelines set forth in the Church Constitution and By-Laws and their Ministry Guide.
5. A listing of Support Ministries shall be maintained in the church office with the current copy of the Constitution and By-Laws. This list shall be update annually in connection with the Annual Ministry Guide Review (Section 1 - Ministry Responsibilities, Paragraph 4).
6. See Addendum: "Annual List of Support Ministries"

Article V. Church Ordinances

Section 1 Baptism

This church shall receive for baptism any person who has received 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.

1. Baptism shall be by immersion in water.
2. The Senior Pastor, or whomever the Senior Pastor shall authorize, shall administer baptism. The Deacons shall assist in the preparation for, and the observance of, baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.

Section 2 The Lord's Supper

The church shall observe the Lord's Supper at least quarterly, unless otherwise scheduled by the church. The Senior Pastor and Deacons shall administer the Lord's Supper, the Deacons being responsible for the physical preparations and cleanup.

Article VI. Church Meetings

Section 1 Worship Services

Services of worship may be conducted on the days and at the times determined by the Pastor and Elders for purpose of preaching, prayer, instruction, evangelism, and for the worship of Almighty God. The Ordinances of the Lord's Supper shall be observed at least quarterly. The Ordinance of Baptism shall be observed as needed. Suspension of services may be deemed appropriate due to special circumstances, such as inclement weather, as determined by the Senior Pastor in consultation with the Staff and Elders.

Section 2 Special Services

Special services which are deemed essential for the promotion of the objectives of the church, such as revivals, prayer meetings, concerts, etc. shall be held at the discretion of the Senior Pastor and Staff in consultation with the Elders.

Section 3 Regular Church Conferences

Regular Church Conferences shall be held at least four (4) times a year. These dates may be changed by the Senior Pastor to meet scheduling needs of the church; however, at least one conference per quarter is required. Regular Church Conferences will be announced as far in advance as possible but not less than two (2) weeks in advance. The conference will be presided over by the Moderator.

Section 4 Special Church Conferences

The church may be called into Special Conference by the Senior Pastor, Elders or a written petition signed by not less than one-fourth of the resident church members.

Special Conferences shall be announced as far in advance as possible but not less than two (2) weeks in advance. Special Conferences are to be announced at each church gathering between initial announcement and Conference date. Special Conferences shall be called for a stated purpose only and other matters of business shall not be conducted. The conference will be presided over by the Moderator.

Section 5 Quorum

The quorum consists of members who attend the business meeting, provided it has been properly called.

Section 6 Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary procedure for all Church Conferences.

Article VII. Church Finances

Section 1 Accounting Procedure

The handling of church finances shall be done with the utmost trustworthiness and integrity. It shall be the duty of the Church Treasurer and the Finance Committee to guard against any conflict of interests or the mishandling of funds by establishing and monitoring a system of internal financial controls to safeguard the assets over which the church has been given stewardship.

Basic guidelines shall be as follows:

1. All funds for any and all purposes shall be administered by the Church Treasurer in accordance with "Generally Accepted Accounting Principles."
2. All funds received for any and all purposes shall pass through the hands of the Church Treasurer, or financial secretary, and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying the bond.
3. A certified audit shall be conducted at least annually.

Section 2 Fiscal Year

The fiscal year of the church shall be January 1 through December 31.

Article VIII. Church Operations Manual

A committee designated by the Elders shall develop a church operations manual to include church policies and procedures and organization charts depicting lines of responsibility in the administration of the church. The basis for these policies and procedures will be the ministry guides developed and maintained by the constitutional and support ministries.

The manual shall be kept in the church office and made available for use by any member of the church. The church secretary shall maintain the manual. The Elders shall review the manual at least annually, with authority to recommend changes for the church to consider. Any church member or church ministry may suggest changes in the manual.

Addition, revision, or deletion of church policies and procedures requires:

1. Recommendation of the church ministry to which the policy relates.
2. Discussion and approval by the Elders.

All church administration policies and procedures are subject to the By-Laws and will in no way circumvent or invalidate any By-Law.

Article IX. Amendments

Changes in this Constitution and By-Laws must be submitted to the Constitution and By-Laws Committee for consideration and approval. When deemed necessary such changes will be presented by the Constitution and By-Laws Committee at any Regular Church Conference, provided each amendment shall have been presented in writing 30 days prior to the Church Conference and copies of the proposed amendment be furnished to each member present. Amendments to the Constitution shall be by two-thirds vote of all members of the church present entitled to vote; amendments to the By-Laws shall require a simple majority of the members present.

ADDENDUM

ANNUAL LIST OF SUPPORT MINISTRIES

The following is a list of the support ministries (active or planned) for Crossview Baptist Church as of October 1, 2006. Please refer to Article 4, Section 3 of the By-Laws for more information about the role of support ministries.

Children's Ministry - organize activities for preschool and elementary school children

Men's Ministry - plan activities, small groups, and events for men in the church & community

Senior Adult Ministry - plan activities and events for senior adults in the church & community

Women's Ministry - plan activities, small groups, and events for women in the church & community

Youth Ministry - organize and chaperone activities for middle high or senior high youth