

BYLAWS

Of

Boone's Chapel Baptist Church, Inc.

Preamble

These Bylaws are established to:

1. Enable the church to govern itself in an orderly manner. (1 Corinthians 14:40)
2. Address the legal requirements of state laws and federal laws as they relate to religious doctrine recognized by Boone's Chapel Baptist Church.
3. Specify the church's governing structure; define the qualifications, roles, and duties of church leaders and stipulate the requirements for church membership.
4. Formally recognize the purpose of Boone's Chapel Baptist Church. (1 Peter 2:9)

I. Name

The name of this church shall be BOONE'S CHAPEL BAPTIST CHURCH, Inc.

II. Business Location

The address of the principal office of Boone's Chapel shall be:

2301 County Road 66, Prattville, Alabama 36067

III. Purpose

Boone's Chapel Baptist Church is organized and will operate pursuant to Section 10A-3-1.04, Code of Alabama 1975, for any lawful purpose, including but not limited to, religious, charitable, educational, and benevolent purposes.

The religious purposes of Boone's Chapel Baptist Church are:

1. To worship God, who is worthy of all praise and glory.
2. To serve God locally, nationally, and internationally by seeking to fulfill Matthew 28:19-20, the Great Commission of Jesus Christ.
3. To minister to the needs of the members and others as the church is able to do so.
4. To seek to do all things related to, and in connection with, the purposes of a New Testament Church as taught in the Scriptures.

IV. Articles of Faith

The Holy Bible is the divine authority for faith and practice of Boone's Chapel Baptist Church. All scripture is true and trustworthy and is God's revelation of Himself to man. The most recent edition of *The Baptist Faith and Message* is accepted by Boone's Chapel Baptist Church as its core values.

V. Government

The membership of Boone's Chapel Baptist Church retains unto itself the exclusive right of self-government in all phases of the organization and operation of this church. The government of Boone's Chapel Baptist Church is vested in its members. It recognizes the need for mutual counsel and cooperation, among Southern Baptist churches. This church will endeavor to cooperate with and mutually work with the Autauga Baptist Association, the Alabama Baptist State Board of Missions, and the Southern Baptist Convention.

VI. Non-Profit Status and Liquidation

Boone's Chapel Baptist Church is organized as a not-for-profit corporation. In the event of liquidation or dissolution of the church, all assets and property of every nature and description whatsoever shall be paid over and

transferred to the Autauga Baptist Association. In the event the Autauga Baptist Association ceases to exist, the assets and property of every nature and description shall be transferred to another not-for-profit corporation.

VII. Church Membership

A. Qualification

The qualification of a candidate seeking membership in the Boone's Chapel Baptist Church fellowship shall consist of those persons who:

- (1) have made a profession of personal faith in Jesus Christ as their Savior and Lord;
- (2) have been scripturally baptized by immersion; and,
- (3) agree with the core values of this church as expressed in *The Baptist Faith and Message* as stated in Section IV, *Articles of Faith*, of the bylaws.

B. Candidacy for Church Membership

Membership in Boone's Chapel Baptist Church may be attained by a majority vote of the church in any of its regular business meetings and in one of the following manners:

1. By scriptural baptism by immersion after profession of faith in Jesus Christ as their personal Savior and Lord.
2. By transfer of church letter from another Southern Baptist church.
3. By a statement of faith of their prior experience of scriptural conversion and baptism by immersion.
4. By reinstatement of church membership following previous membership termination.

C. Orientation for Church Membership

Candidates for membership must attend a Church Membership Orientation (i.e., Connections Class) provided by the Senior Pastor or designated person(s) prior to being considered for membership to learn and understand the privileges and responsibilities of belonging to Boone's Chapel Baptist Church.

Members are expected to be faithful in all duties essential to Christian life; to attend faithfully the services of the church; financially support the missions and ministries of the church; and, share in its organized work by serving God through the exercise of spiritual gifts that contribute to the missions and ministries of the church. Once all obligations are complete and church membership granted, only then are members entitled to the rights and privileges of membership at Boone's Chapel Baptist Church.

Once membership is attained, a member is considered "in good standing" when the member:

1. Regularly attends Sunday worship services and small group. Regular attendance is defined as 3 out of 4 Sundays per month over a 6-month period (The requirement for regular attendance does not apply to members physically unable to attend services in-person due to illness, injury, or work);
2. Financially supports the missions and ministries of the church through the weekly or monthly giving of tithes and offerings;
3. Actively shares in the organized work of the church through prayer and by serving God through the exercise of spiritual gifts, participation in activities, and giving time in ways that morally and physically contribute to the missions and ministries of the church;
4. Displays no disqualifying moral actions, attitudes, or behaviors, or unrepented sin, that would result in church discipline, otherwise bar someone from membership, or prevent partaking in the Lord's Supper;
5. Submits to the leadership of the Senior Pastor; and,
6. Seeks to maintain the unity of the church and live the Gospel in all areas of life.

D. Rights and Responsibilities

1. Members in good standing shall have the right to one vote on all matters of church business during regular and special-called business meetings.

2. Members in good standing shall have the opportunity to serve as an officer, teacher, deacon, council, and/or committee member if elected and after the completion of 1 year as a church member in good standing.
3. Members in good standing shall have the opportunity to call on the Ministers/Deacons of the Church in circumstances requiring prayer, spiritual guidance, ministry, or encouragement.
4. It shall be the duty of church members to uphold *The Baptist Faith and Message* and Boone's Chapel Baptist Church Bylaws.

E. Termination

Membership in this church shall be terminated when a member:

1. Requests a letter of transfer to join another Southern Baptist church;
2. Is dropped from the roll of membership when he or she joins a non-Southern Baptist church. A letter of transfer will not be granted to non-Southern Baptist churches;
3. The member dies;
4. Is dismissed by a vote of the church due to reasons and circumstances provided in Section XII (Church Discipline); or,
5. Exclusion by action of the church.

F. Inactive Members

A member is considered inactive when attendance falls to less than one-fourth Sunday worship services and small group (unless nonattendance is related to illness, injury, or work) or the member withdraws financial support. An inactive member shall not be permitted to vote in the business of the Church. An inactive member may be restored to active membership status after meeting the criteria as a member in good standing (see Section VII, C.).

VIII. Church Ecclesiastical Leadership, Officers & Staff

All Church ministry staff and leaders must be members in good standing of the church.

A. The Senior Pastor

1. Qualifications

The qualifications for Senior Pastor shall be consistent with those listed in I Timothy 3:1-7.

2. Responsibilities

Responsibilities of the Senior Pastor include, but are not limited to:

- a) preaching, teaching, pastoral member support and care, administration, planning, and guiding the church to grow and fulfill its purposes;
- b) leading the church, the organizations, and all leaders of the church in performing their tasks in worship, proclamation, education, and evangelism;
- c) serving as an ex-officio member of all standing committees;
- d) assist the deacons in filling the pulpit during his absence; and,
- e) fulfill other responsibilities in accordance with church policy.

3. Call

- a) A senior pastor shall be chosen and called whenever a vacancy occurs.
- b) The Chairman of Deacons will initiate the process.
- c) When the church votes to call an interim pastor, the Personnel Committee, in consultation with the Budget Committee, will be charged with filling the pulpit with an interim pastor until the Pastor Search Committee has secured a candidate for the church to consider.
- d) A Pastor Search Committee shall be elected by secret, paper-ballot vote. Church members will be asked to provide at minimum five (5) names of respected members considered to be spiritual leaders within the church who are people of prayer. Votes will be tabulated, and the nominated members receiving a majority number of votes will serve as Pastor Search

Committee members pending their willingness to serve. The person receiving the sixth highest vote total will serve as a non-voting alternate should a vacancy occur at which point the alternate will fill the vacancy with voting privileges.

- e) The Pastor Search Committee will coordinate with the Budget Committee and Personnel Committee to review and revise the Senior Pastor's job description, salary, and benefits. The Pastor Search Committee will be authorized to seek a suitable candidate to recommend as Senior Pastor.
- f) The Pastor Search Committee's recommendation will serve as a nomination.
- g) The Pastor Search Committee will recommend only one candidate at a time.
- h) The Senior Pastor's election shall take place at a meeting called for that purpose, of which a two-week notice shall be given to the members during a regularly scheduled service of worship by verbal announcement and through the Sunday worship bulletin.
- i) An affirmative vote of three-fourths (3/4) of those present is necessary for a decision.
- j) The vote shall be by secret, paper ballot.

4. Terms of Service

The chosen Senior Pastor shall serve until the relationship is terminated by either his request or that of the church. In either case, a two-week notice shall be given unless otherwise mutually agreed or in the event the Senior Pastor is terminated due to moral or unethical conduct, in which case the termination shall be immediate.

B. Church Staff

This church may employ other staff as determined by the church.

- 1. Staff members, other than Senior Pastor, shall be recommended for employment by the Personnel Committee.
- 2. Ministry objectives and job descriptions for all ministry, support, volunteer, and paid staff will be developed and maintained in a manual of church policies and procedures.

C. Deacons

1. Number

The number of deacons will be determined by the church.

2. Qualifications

- a) The qualifications for a deacon shall be consistent with those listed in 1 Timothy 3:8-13.
- b) A deacon shall have an exemplary Christian testimony in family and public life. He is expected to partner with the Senior Pastor to support and promote all ministries and mission efforts of the church.

3. Election

- a) Deacons nominated to serve Boone's Chapel Baptist Church must receive vote approval from the membership during a business meeting.
- b) Previous service as a deacon in another church does not automatically qualify a person to serve at Boone's Chapel Baptist Church.

4. Ordination

- a) Selection, election, and ordination of deacons is a privilege of the local church.
- b) When ordination of deacons is planned, the Senior Pastor will provide leadership to assemble an ordination council to examine prospective candidates concerning their qualifications to serve. In the absence of a Senior Pastor, an acting ministry staff member or chairman of the deacons will assemble the ordination council.
- c) The council directed to examine potential candidates shall be composed of the Senior Pastor and deacons of Boone's Chapel Baptist Church.
- d) When the council recommends the ordination of a candidate, an ordination service shall be scheduled and directed by the Senior Pastor or the acting ministry staff member or chairman of the deacons.

5. Responsibilities

- a) Active deacons shall elect a chairman, vice-chairman, secretary, and others, as they shall deem necessary.
- b) Deacons are to be servants of the church, serving in a ministry of encouragement and scriptural guidance alongside the Senior Pastor concerning the progress and welfare of the church.
- c) Deacons will minister to the membership by implementing a deacon ministry plan.
- d) Deacons will work to maintain a spirit of unity and assist the Senior Pastor in working to preserve the fellowship and mission of the church.
- e) Deacons will assist the Senior Pastor in administering the church ordinances.
- f) The chairman of deacons shall serve as advisory member to all organizations, departments, and committees of the church.

D. Moderator

1. The church moderator shall be the Senior Pastor or the person of the Senior Pastor's selection.
2. The moderator shall preside over all regular and special called business meetings of the church.
3. In the absence of the moderator, the chairman of deacons shall act as moderator for the church.
4. In the absence of the moderator and chairman of deacons, the church clerk shall call the church to order, and an acting moderator will be elected.

E. Clerk

1. The church clerk shall be elected and responsible for keeping accurate records of all business meeting transactions and prepare the annual church profile (ACP) for the association.
2. He or she shall keep a register of the names and addresses of church members, with dates of admission, dismissal, the dedication of children, and deaths of members of the church family.
3. He or she shall issue letters of dismissal voted by the church and write letters of transfer of membership, prepare written reports of the church, and keep an accurate history of the church.
4. An interim church clerk may be elected if the clerk becomes unable to perform his or her duties.
5. All records are considered the property of the church and will be securely archived on church property.

F. Finances

1. Representatives of the Budget Committee shall be elected as the custodians of all monies of the church.
2. He or she shall maintain an itemized account of all receipts and disbursements and shall render monthly and annual written reports of account to the church.
3. The financial report shall be audited by the Budget Committee.
4. The Treasurer shall work in cooperation with the Budget Committee and the count team to develop sound financial practices to ensure offerings are properly received, counted, and deposited in the church's bank account.
5. The Budget Committee or designee shall disburse monies as authorized by the church.
6. The Budget Committee or designee shall properly credit the contribution record of each contributor and his or her offerings.
7. The Budget Committee or designee shall be responsible for preparing and mailing an annual record of contributions by donors.
8. All financial records are considered the property of the church and will be securely archived on church property. All financial records of contributors are to be held in strict confidence. Only the Treasurer, Budget Committee, or designee shall have access to or knowledge of the financial records of contributors.

G. Trustees

1. The government of this church is vested in the body of believers who compose it.
2. 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.
3. At least three (3) trustees shall be elected by the church and shall make and execute all contracts, deeds, bonds, notes, negotiable instruments, mortgages, trusts and all other instruments of indebtedness or conveyance of Boone's Chapel Baptist Church by resolution of the church. The Chairman of the Deacons may automatically fill one of the three positions.

4. Trustees shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing each action.
5. Trustees shall serve on a rotation basis and new trustees elected through the annual nomination process of church committees and volunteer leadership teams.

H. Vacancies

In case of a vacancy in any office, except that of the Senior Pastor and staff members, the vacancy shall be filled by the church at a regular or special meeting as soon as possible after such vacancy has occurred.

IX. Church Committees and Church Leadership Team

Church committees shall be formed as needed for successfully accomplishing the mission and purpose of the church. All who serve on church committees shall be members of the church.

- A. Standing Committee members shall be elected by the church from nominations presented by the Nominating Committee or nominations from the floor with the consent of the nominee and approved by the church.

Standing Committees of this church shall include the Nominating Committee, Budget Committee, Bylaws and Policy Committee, Personnel Committee, Benevolence Committee, Insurance Committee, and Cemetery Committee.

Members of a Standing Committee are eligible to serve consecutive terms according to the policies of the church.

Standing Committees and other committees needed by the church shall have a minimum of three (3) members, with one committee member serving as chairperson. Any committee member elected to fill a vacancy shall serve the unexpired term of the position vacated.

Each committee chairperson shall submit an annual budget request to the Budget committee. Ministry objectives and job descriptions of the committees will be developed and archived in the church policies and procedures manual.

A special advisor can be added to any committee by the Senior Pastor or Nominating Committee.

- B. Special Ad Hoc Committees may be established by recommendation of the Senior Pastor with the consent of the church by majority vote. Such committees shall serve until the task assigned is completed. (i.e., Pastor Search Committee, Building Project Committee, etc).
- C. A Church Leadership Team shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The primary functions of the Church Leadership Team shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church calendar time, and other resources according to ministry priorities; and to evaluate achievement in terms of church objectives and goals.

Regular members of the Church Leadership Team shall be the Senior Pastor, other church staff members, and directors of church ministry (program) organizations.

All matters agreed upon by the Church Leadership Team, which call for action, shall be referred to the church for approval or disapproval.

X. Church Meetings

- A. Worship Services

The church shall meet each Sunday for worship, prayer, preaching, instruction, and evangelism. The Senior Pastor or his designee shall direct worship services for the members, as well as others in attendance.

On Wednesdays, the church shall meet for a time of teaching, preaching, prayer, worship, and fellowship under the direction of the Senior Pastor or his designee.

During an extended absence of a Senior Pastor, a designee will be appointed by the Church Leadership Team to direct the services.

B. Special Services

Special services and any other church meetings deemed essential by the Church Leadership Team for the advancement of the church's objectives shall be placed on the church's calendar by the Church Leadership Team.

C. Regular Business Meetings

Regular Business Meetings shall be conducted by the church with no fewer than four (4) per year.-

D. Special-Called Business Meetings

Specially Called Business Meetings may be called by the Church Leadership Team, pastors, or deacons. A one-week notice shall be given to the members during a regularly scheduled service of worship by verbal announcement and through the Sunday worship bulletin.

E. Quorum

A quorum to conduct a business meeting of the church consists of no fewer than twenty percent (20%) of the Sunday School average attendance.

F. Parliamentary Rules

Robert's Rules of Order (most recent edition) shall serve as the parliamentary authority of the church for all business meetings.

XI. Church Ordinances

A. Baptism

The church shall receive for baptism any individual who makes a profession of faith in Jesus Christ in any worship service or mission effort of the church. Following a public profession of faith, the candidate for baptism will be taken under the watch-care of the church staff to ensure an understanding of their personal commitment to follow Christ as Lord.

Baptism shall be by immersion in water.

The Senior Pastor or whomever the church designates shall administer baptism. Ministry staff shall assist in preparation for and the observance of baptism.

Typically, baptism shall be administered as an act of worship during a worship service of the church but may be administered as an act of worship in a home, hospital, correctional facility, nursing home, etc. when circumstances prevent the candidate from attending a worship service.

B. The Lord's Supper

The Lord's Supper shall be observed during regular or special worship services as specified by church policy. The deacons shall be responsible for the physical preparation, and the Senior Pastor and deacons shall administer the Lord's Supper.

XII. Church Discipline

- A. Should any disunifying difference arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in Matthew 18:15-17.
- B. Should any case of gross scriptural misconduct occur, the deacons shall endeavor to resolve the conflict; and if this effort fails, shall report the case to the church.
- C. Proceedings to terminate membership shall be pervaded by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the church may proceed to terminate membership by majority vote and declare the offender is no longer in good standing with the church.
- D. Any person whose membership has been terminated may be restored by vote of the church, upon evidence of his or her repentance and reformation, or if on account of continued absence, upon satisfactory explanation.

XIII. Church Stewardship

A. Budget

The Budget Committee shall prepare an inclusive budget. The proposed budget shall be submitted to the church for approval during a regularly scheduled business meeting. The budget shall indicate by item the amount needed for all expenses.

Membership in Boone's Chapel Baptist Church involves financial support of the church and its ministries.

B. Accounting Procedures

All funds received, designated or undesignated to the church, shall be scrutinized by the Budget Committee and designee, and be properly recorded in the financial records of the church. Those who have the responsibility involving the actual handling of funds shall be covered by bond under the church's insurance policy with the church paying the bond.

C. Fiscal Year

The church fiscal year shall begin on January 1 and end on December 31.

D. Financial Review

The Budget Committee shall conduct a regular review of financial controls as designated by church policy.

E. Use of Church Facilities

Use of any Boone's Chapel facility will only be allowed for events or activities conducted in accordance with biblical principles, per Section IV. Articles of Faith, and the church policies and procedures manual. The Senior Pastor is the final authority over disputes on whether an event or activity conflicts with Section IV. Articles of Faith or church policies and procedures.

XIV. Cemetery

The Boone's Chapel Baptist Church Cemetery shall be operated and maintained in accordance with church policy. Oversight regarding policies for the cemetery shall be administered by a Cemetery Committee.

XV. Amendment

Changes to these Bylaws may be made at any regular or special called business meeting of the church, provided each amendment has been presented in writing at a previous business meeting and copies furnished to each member present.

Voting on amendments to these Bylaws shall be by a two-thirds (2/3) majority vote of members present and voting during a regularly scheduled or special called business meeting.

Voting shall be in the form of raising hands.

Ratified by action of _____ its special called business meeting on:

Moderator: _____

Leadership Team Members for Boone's Chapel Baptist Church in preparing and presenting for adoption:
