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# CONSTITUTION AND BYLAWS OF TEGA CAY BAPTIST CHURCH

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As of August, 2013



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# PREAMBLE TO THE CONSTITUTION AND BYLAWS

***This document was adopted and placed into effect on August 25<sup>th</sup>, 2013 at a business meeting where three-fourths of the members present voted and affirmed. This document replaces and supersedes all previous versions of TCBC bylaws and constitutions.***

Tega Cay Baptist Church (TCBC) endeavors to be a church of the Lord Jesus Christ, as described, established, and mandated by the New Testament. We declare and establish this Constitution and Bylaws to preserve and secure the principles of our faith and to govern the body in an orderly manner. This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of spiritual and temporal life of this church. This church is subject to the control of no other ecclesiastical body; however, the ultimate authority for TCBC governance and operation is the Bible. When a conflict or ambiguity exists with regard to these Bylaws, deference is to be given to the biblical reference to resolve the conflict or ambiguity. This Constitution and Bylaws will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

## DEFINITIONS

**Congregation:** The Congregation will be the highest human authority of TCBC and is the population of members. The Congregation will affirm leaders (Elders and Deacons) by vote and will entrust and empower them to oversee and coordinate the Ministry Teams.

**Elder:** (1 Timothy 3:1-7; Titus 1:5-9) An Elder is an ordained man charged with the task of leading the spiritual direction of the church. The Elder Body or The Elders is a team of Elders. The Elders must be able to teach, exhort in sound doctrine and refute those who contradict the Scriptures. They are a team of equals who will exercise oversight, accountability and be responsible for providing clear vision to the church. The Elder Body models and teaches biblical godliness, equips the saints for the work of the ministry, prays, teaches, upholds doctrine, oversees church discipline, restores and reclaims members and shepherds the flock. They will be servant-enablers to the Ministry Teams assigned to them. The Elder Body will be made up of ministerial staff (paid) Elder(s) and lay Elders.

**Deacon:** (Acts 6:1-6; 1 Timothy 3:8-13) A Deacon is an ordained man charged with the task of serving the material and spiritual needs of the church. The Deacon Body or The Deacons is a team of Deacons. They will give leadership and direction to the physical aspect of church life as servant-enablers to the Ministry Teams assigned to them. Ultimately the Deacon Body reports to and is accountable to the Elder Body.

**Ministerial Staff:** Ministerial staff will consist of ordained ministers and non-ordained staff overseeing a particular ministry in the church.

**Administrative Staff:** Administrative staff will consist of office employees.

**Church Staff:** The combination of Ministerial and Administrative personnel.

### **Membership Types:**

1. Non-Voting – member under the age of 18
2. Resident – member residing in the area and actively attending
3. Non – Resident – member not residing in the area nor regularly attending (e.g. college student living away, missionary out of the area while in field)
4. Inactive – member who is known to be attending another church or determined to no longer attend TCBC
5. Dual – a member who is a missionary that is being supported by a sending church(s),

**TCBC ACTS Ministry Plan:** A fluid document maintained jointly by the Elder Body and the Deacon Body outlining the active ministries of the church. This document also outlines the process for requesting and or dissolving ministries. In addition it ensures that critical ministry functions such as collection of funds, maintenance of buildings and grounds are always appropriately functioning.

## ARTICLE 1. STATEMENT OF BELIEFS

**Section 1. OBJECTIVES.** TCBC exists to love God, love people, and make more and better disciples by:

- a) Being a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
- b) Being a worshipping fellowship, experiencing the presence of God, and responding to His leadership.
- c) Experiencing a growing fellowship with God and fellow believers.
- d) Developing Christians into Christ like maturity.
- e) Being a church whose purpose is to be Christ like in our daily living by emphasizing total commitment of life, personality, and the Lordship of Christ.

**Section 2. DOCTRINE.** TCBC affirms the Holy Bible as the inspired Word of God and the basis of our beliefs. In addition to affirming the doctrinal statements as found in the "Baptist Faith and Message, 2000" we:

- a) Voluntarily band ourselves together as a body of baptized believers in Jesus Christ, personally and corporately committed to accomplishing God's will on Earth.
- b) Affirm the ordinances of the church are:
  - i. The Believer's Baptism – The 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. Baptism shall be by immersion in water during any worship time of the church as an act of worship, a symbol of faith, and an expression of fellowship with the church family.
  - ii. The Lord's Supper - The Lord's Supper is a symbolic act of obedience whereby Christians, through regularly partaking of the bread and the fruit of the vine, commemorate the death of Jesus Christ and anticipate His Second Coming.
- c) Reserve the right to ordain those who sense a call to the Gospel ministry

**Section 3. CHURCH COVENANT.** Having received Christ as our Lord and Savior, we commit to the following ministry principles as we serve Christ in His church:

- a) To protect the unity of our church by:
  - i. Acting in love toward other members.
  - ii. Following the God ordained leadership.
- b) To share the responsibilities of our church by:
  - i. Praying for its growth.
  - ii. Inviting the unchurched to attend.
  - iii. Warmly welcoming those who visit.
- c) To serve the ministry of our church by:
  - i. Discovering my gifts and talents.
  - ii. Being equipped to serve.
  - iii. Developing a servant's heart.
  - iv. Maintaining private and corporate devotions.
- d) To support the testimony of our church by:
  - i. Attending faithfully.
  - ii. Living a Godly life.
  - iii. Giving regularly.

## ARTICLE 2. STATEMENT OF POLITY, AFFILIATION, AND ORGANIZATIONS

**Section 1. POLITY.** The government of this church:

- a) Is vested in the body of believers who compose it.
- b) Is persons duly received by the members whom shall constitute the membership.

**Section 2. AFFILIATION.** The Bible teaches that local churches should seek voluntary fellowship with other doctrinally sound churches. This association is to provide help and encouragement while working together as the Lord directs. This is a voluntary association that in no way involves the surrender of the individual church's freedom or dependence upon God.

- a) Tega Cay Baptist Church has chosen to affiliate itself with the Southern Baptist Convention. We continue this association, believing that it is God's will to do so. Fundamental to this affiliation is the understanding that the Southern Baptist Convention is a fellowship of autonomous, biblically sound churches that choose to work together to further God's Kingdom.
- b) Insofar as is practical, this church will cooperate with and support the York Baptist Association, the South Carolina Baptist Convention, and the Southern Baptist Convention.
- c) Support may also be provided by sending messengers to the annual convention for voting on doctrinal, ethical, and procedural positions. Members of Tega Cay Baptist Church may desire to become personally involved in Southern Baptist evangelism, education, and mission work.

**Section 3. ORGANIZATIONS.** An organization is a group meeting on TCBC property or otherwise considered affiliated with TCBC, which may have affiliations and/or responsibilities outside of TCBC (such as Boy/Girl Scouts, Day Care/School, etc.)

- a) All internal groups created and empowered by the church shall report to and be accountable to the church, unless otherwise specified by church action.
- b) All groups created and empowered external to TCBC, shall be under the control of the church and shall report regularly to the church at the Annual Member Meeting.

## ARTICLE 3. IDENTIFICATION

**Section 1. NAME.** This body shall be known as Tega Cay Baptist Church (hereinafter "TCBC").

**Section 2. PRINCIPAL OFFICE.** TCBC's principal office is located at 1875 Gold Hill Road, Fort Mill, SC.

## ARTICLE 4. MEMBERSHIP

**Section 1. CHURCH MEMBERSHIP DEFINED.** Church membership is a commitment to actively function as an appendage of this local body of Christ, rather than merely affiliating with an organization. The membership reserves the exclusive right to determine the conditions of membership.

**Section 2. CANDIDATE FOR CHURCH MEMBERSHIP.** Membership in TCBC shall be open to any person who professes faith in the Lord Jesus Christ as Savior and is in harmony with TCBC's doctrinal statements and practices. Membership may be requested by an individual in public at a TCBC meeting or in consultation with an Elder or those the Elders designate. Any person may become eligible for membership by:

- a) Taking one of the following actions:
  - i. Confessing faith in the Lord Jesus Christ, and giving evidence of a regenerated heart, followed by baptism by immersion.
  - ii. Making promise of letter of recommendation from another Baptist church.
  - iii. Making a statement of membership and baptism in a Baptist church when no letter of recommendation is available.
  - iv. Making a statement of membership and baptism by immersion in another Christian church.

AND

- b) Completing the required membership class.

AND

- c) Receiving consent from the Elder Body.

In the case of a candidate who is also a missionary that is being supported by a sending church(s), the candidate may request dual membership status. This will allow a candidate to become or remain a full member of TCBC while being a member of another church. This request is to be submitted to the Elder Body for review and recommendation before being submitted to the church for affirmation.

A candidate is under the watch care of the church until the above steps are complete and upon recommendation to the church for Acceptance. Only then is a candidate deemed to have full membership.

**Section 3. ACCEPTANCE.** Once the candidate has completed the requirements above, they will be presented to the congregation during a normal service. The receiving Pastor or Elder shall publically acknowledge that all requirements for membership have been met, and request that the congregation affirm the candidate's desire for membership. Immediately following this affirmation, the candidate is granted full membership. Any dissent amongst the existing membership should be directed to the Elder Body for review and potential discipline.

If no clear evidence of salvation is found, the applicant should not receive consent from the Elder Body and cannot be accepted into the membership. However, TCBC will diligently offer Christian love, prayer, and Scripture, making every attempt to lead the individual to Christ, and then church membership.

**Section 4. RESPONSIBILITIES OF MEMBERS.** Every member should desire:

- a) **Personal Holiness:** Bring to TCBC a submitted and Spirit-filled life. Our relationship with the Lord is the source of everything we have to offer one another. It is impossible to help others improve their relationship with God, or others, apart from God working in us.
- b) **Christian Relationships:** To pursue Godly relationships within TCBC. The Bible teaches that the Church is the Body of Christ in the world. We are appendages, members, of that Body. It is imperative that each part of the Body pursue healthy relationships, respecting and caring for the other parts of the Body.
- c) **The Investment of Life:** To seek to serve more than be served. As the people of God, we are called to give our time, talents, spiritual gifts and financial resources in service to others.

**Section 5. PRIVILEGES OF MEMBERS.** Every member in good standing shall have the following privileges:

- a) **Decision Making.** TCBC ministerial decisions and affirmations are made by the members. To participate in such decisions, a member must be at least 18 years old and be in attendance at member meetings. No proxy votes or absentee ballots shall be permitted.
- b) **Interest in TCBC Property.** Members of TCBC have no property rights in the property of TCBC, and upon termination of membership, shall not be entitled to any interest in TCBC's assets.

**Section 6. DISCIPLINE OF MEMBERS.** It shall be the practice of TCBC to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, ministerial staff, and the Elders are available for biblical counseling and guidance. As needed, the member may be referred to outside counselors. The attitude of members toward one another shall be guided by concern for redemption, unity, and spiritual health rather than punishment. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Pastor and the Elders to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

- a) **Purpose.** The purpose of church discipline is to glorify God by:
  - i. Maintaining purity in the church
  - ii. Maintain unity in the church
  - iii. Protecting believers by deterring sin

- iv. Promoting the spiritual welfare of the offending believer by calling him or her to return to biblical standards of doctrine and conduct
- b) **Process.** Members and all other professing Christians who regularly attend or fellowship at TCBC who err in biblical doctrine or conduct shall be subject to discipline according to Matthew 18:15-18. (Such person(s) hereafter will be referred to as an “Erring Person.”) Before such discipline reaches its final conclusion:
  - i. It shall be the duty of any TCBC member who has knowledge of the Erring Person’s unbiblical beliefs or misconduct to warn and to correct such Erring Person in private, seeking his or her repentance and restoration. If the Erring Person does not heed this warning, then,
  - ii. The warning member shall again go to the Erring Person accompanied by one or two members as witnesses to warn and correct such Erring Person, seeking his or her repentance and restoration. If said Erring Person still refuses to heed this warning, then,
  - iii. It shall be brought to the attention of the Elder Body. (It is understood that this process will continue to conclusion, whether the Erring Person leaves TCBC or otherwise seeks to withdraw from membership to avoid the discipline process.) The Elder Body will appropriately investigate any allegation brought by one church member against another. If these allegations are warranted, two or more of the Elder Body will contact the Erring Person and seek his or her repentance and restoration. If the Erring Person refuses to be restored, the matter will be presented to the full Elder Body, who will act to protect the church by bringing the Erring Person’s unbiblical beliefs or misconduct before the church in accordance with Matthew 18. 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 75% written vote of the members present and voting at a meeting called for this purpose; and the church may proceed to declare the offender to no longer be in the membership of the church. However, even at this point, TCBC will pray for the restoration of the Erring Person.
- c) **Reinstatement.** If such terminated member heeds the warning, demonstrates repentance and requests reinstatement, he or she shall be publicly restored to membership through the affirmation of the Elder Body and affirmation of TCBC.

**Section 7. TERMINATION OF MEMBERSHIP.** Membership shall be terminated in the following ways:

- a) Death of member.
- b) Transference to another church.
- c) Exclusion by action of this church.
- d) Erasure upon request in writing.
- e) Proof of membership in another church.

## ARTICLE 5. MEMBER MEETINGS

**Section 1. WORSHIP SERVICES.** The church shall meet regularly for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church as well as for all people and shall be conducted with oversight from the Elders, Deacons and Ministerial Staff. Except for emergencies, a service may be canceled only by the Elders. In an emergency, such as severe weather or facilities failure, the Elders or Deacons may authorize cancellation based on their internal procedures.

**Section 2. ANNUAL MEETING.** A Regular Member Meeting will take place in August. A minimum of two weeks’ notice will be given for this meeting.

- a) **Purpose:** The Annual Member Meeting will be for the purpose of:
  - i. Affirming the annual budget by majority vote.
  - ii. Announcing the results of the Ministry Fair.
  - iii. Affirming new Elders and Deacons with written ballot.
  - iv. Buying/selling land/buildings or similar financial situations by majority vote.



- v. Adopting, amending or repealing the by-laws by 75% majority written vote.
- vi. Any additional topics as approved by the Elders prior to notice and agenda being published.

**Section 3. SPECIAL MEETINGS.** A special called Member Meeting may be held to consider special matters of significant nature. A minimum of one week notice containing the purpose, date, time, and location must be given for the special Member Meeting. The Elders or Deacons may call a special member meeting. Additionally, a petition signed by no less than 25% of the resident church membership and presented to the Elders shall require the Elders to schedule a Special Member meeting in a timely fashion.

- a) **Purpose:** The Special Member Meeting will be for the purpose of:
  - i. Affirming of new Senior Pastor or other ministerial staff by written vote.
  - ii. Buying/selling land/buildings or similar financial situations by majority vote.
  - iii. Adopting, amending or repealing the by-laws by 75% majority written vote.
  - iv. Removal of Senior Pastor or other ordained staff by written vote.
  - v. Removal of a disciplined church member in accordance with Matthew 18:15-17 and 1 Timothy 5:19-21.
  - vi. Any additional topics as approved by the Elders prior to notice and agenda being published.

**Section 4. MEMBER MEETING PROCESS.** It is expected that Members conduct themselves at Member Meetings in a manner that is conducive to the health of the church. The following measures are also expected for these meetings:

- a) Robert's Rules of Order (Revised) shall be the authority for parliamentary rules of procedure for all Member Meetings where processes are not specifically defined within these bylaws.
- b) Each Member Meeting shall be moderated by an active Deacon ("The Moderator") who is capable of leading these meetings and knowledgeable in Robert's Rules of Order.
- c) All Member Meetings shall be recorded by the church's sound system. A compact disc (CD) or equivalent digital file shall be stored by the church administration as the permanent record of the meeting. The Church Clerk, may use this recording to transcribe the minutes should it be deemed necessary. All speakers and questioners must speak into a microphone and introduce themselves prior to speaking. It is the responsibility of The Moderator to drive compliance.
- d) Any "New Business" presented that is not on the published agenda may be discussed. The Deacons and or Elders shall take ownership of the item to determine if a Special Member meeting is required to decide the item. If necessary, the Special Member meeting should be scheduled within 30 days of the original Member Meeting. At that meeting it will be on the agenda as "Unfinished Business" and will be eligible for a vote.

**Section 5. VOTING.** The Voting process shall be:

- a) All Members may vote provided they:
  - i. Are at least 18 years of age and,
  - ii. Have been received into church membership and,
  - iii. Are not under the process of church discipline as outlined in Article 4, Section 6, Point B, Item iii, and,
  - iv. Is present at the Member meeting (no proxies are allowed) may vote.
- b) Each Member shall be entitled to cast one vote.
- c) Where a specific % of written votes are required, only decisive casted votes shall count towards the calculation. Abstentions shall not be counted for percentage calculation.
- d) Unless otherwise stated in these Bylaws:
  - i. All matters requiring a vote will be decided by simple majority.
  - ii. All matters will be by voice or show of hands as determined by The Moderator.

**Section 6. QUORUM.** A quorum shall consist of those members present at a Member meeting, provided it has been properly called. As a safeguard to the church, should attendance at a Member Meeting be so low to

cause concern around matters being discussed, the Member Meeting may be postponed through the following process steps:

- a) Prior to the meeting being called to order, the Moderator (a Deacon); all Ministerial Staff; and all Elders present must unanimously agree that a quorum does not exist.
- b) The parties mentioned above must also agree to a re-scheduled meeting date which shall not be less than two weeks or more than four weeks from the current date.
  - i. A postponement of a specific Members Meeting can only happen once. Therefore, the meeting will proceed on the re-scheduled date regardless of attendance.
  - ii. The agenda must not be altered between the original meeting and the postponed meeting
- c) The Moderator shall announce to those present the procedural step that has been agreed on and announce the postponed date as well.
- d) The new date shall be published to the congregation in the same fashion as the original meeting.

## ARTICLE 6. ELDERS

**Section 1. GENERAL SCOPE.** TCBC seeks to be a New Testament church committed to the teachings of the Bible. No other authority or tradition is to guide the means, faith or structure of the Lord Jesus Christ's Church. The administrative and pastoral structure for a New Testament church is to utilize a plurality of leadership. TCBC will follow this scriptural example. To achieve this New Testament model, TCBC requires qualified men to serve as an Elder. Elders must meet specific moral and spiritual qualifications before they serve (1 Tim. 3:1-7). They must be publicly installed into office (1 Tim. 5:22; Acts 14:23). They must be motivated and empowered by the Holy Spirit to do their work (Acts 20:28). After review, examination and appointment, men affirmed by TCBC to serve as Elders shall constitute the "Elder Body." To effectively perform their duties, the Elder Body needs the prayers, support (1 Tim. 5:17-18) and assent of members of TCBC (Heb. 13:17). TCBC is called upon to honor their Elder Body and to protect them against false accusations (1 Tim. 5:19). Finally, if an Elder falls into sin, and continues in sin, he must be publicly rebuked (1 Tim. 5:20).

**Section 2. NUMBER.** By virtue of his office, the Senior Pastor shall be an (paid) Elder. The Elder Body shall seek the Lord's leadership regarding the number of Elders needed to minister at TCBC. While the Bible does not give instruction as to the number of Elders a church should have, it is recognized that there must be a plurality. The number of Elders will be determined by the number of God called and qualified men in the congregation as well as the number of ministries linked to the Elders in the TCBC ACTS Ministry Plan. The Elder Body will assess the need for additional paid Elders from among the ministerial staff. Should the Elder Body decide to add another (paid) Elder, ministerial staff member(s) will follow the same Elder selection process as the lay Elders. A "Functioning" Elder Body is defined as one meeting the following criteria:

- a) No less than three Elders;
- b) A majority of lay Elders.

For any reason, should the Elder Body cease to meet the criteria, the remaining Elders and Deacons shall create an Elder selection team and begin the selection process to seek additional Elders. During this period, the remaining Elders shall maintain their office and join the Deacon Body while having the Elder Body responsibilities temporarily allocated to the Deacon Body. This ensures continuity for the life of TCBC. Once the selection process successfully seats additional Elders to meet the "Functioning" criteria, the Elder Body shall be deemed as "Functioning" and reassigned their duties from the Deacon Body.

**Section 3. TERM OF OFFICE.** Lay Elders will serve a term of three years with eligibility to renew at the end of their term. After two consecutive terms, a lay elder must take one year of rest before serving again. Paid Elders will serve indefinitely.

**Section 4. QUALIFICATIONS.** Each Elder must have a "calling" from God to this office and meet the following qualifications:

- a) The biblical qualifications of an Elder are described in 1 Tim. 3:1-7 and Titus 1:6-9. He must be:
  - i. Blameless as a steward of God; above reproach (1 Tim. 3:2; Titus 1:6-7);
  - ii. Husband of one wife (1 Tim. 3:2; Titus 1:6);
  - iii. Temperate, sober, vigilant (1 Tim. 3:2);

- iv. Sober-minded, prudent (1 Tim. 3:2; Titus 1:8);
  - v. Of good behavior; orderly, respectable (1 Tim. 3:2);
  - vi. Given to hospitality (1 Tim. 3:2; Titus 1:8);
  - vii. Apt to teach; able to teach; he can exhort believers and refute false teaching (1 Tim. 3:2; Titus 1:9);
  - viii. Not given to much wine (1 Tim. 3:3; Titus 1:7);
  - ix. Not violent; not pugnacious (1 Tim. 3:3; Titus 1:7);
  - x. Patient, moderate, forbearing, gentle (1 Tim. 3:3);
  - xi. Not a brawler; uncontentious; not soon angry or quick-tempered (1 Tim. 3:3; Titus 1:7);
  - xii. Not covetous; not a lover of money; not greedy of base gain (1 Tim. 3:3; Titus 1:7);
  - xiii. Manages his own house well. His children are faithful, not accused of rebellion to God (1 Tim. 3:4; Titus 1:7);
  - xiv. Not a novice; not a new convert (1 Tim. 3:6);
  - xv. Has a good report or reputation with people outside the church (1 Tim. 3:7);
  - xvi. Not self-willed (Titus 1:7);
  - xvii. Lover of what is good (Titus 1:8);
  - xviii. Just, fair (Titus 1:8);
  - xix. Holy, devout (Titus 1:8); and,
  - xx. Self-controlled (Titus 1:8).
- b) A Member of TCBC for at least 2 years
  - c) Active in the life of TCBC

**Section 5. SELECTION.** A selection team made up of Elders (paid and lay) and Deacons, with a majority of Elders, will conduct the following process annually, or as needed to fill a vacancy:

- a) Provide to the church a list of all men meeting the objective qualifications of time of membership and active in the life of the church as “eligible for nomination”;
- b) Encourage the church membership not to nominate any men without first seeking their approval
- c) Verify the men nominated by all eligible church members are willing and qualified to serve
- d) Determine the order of those remaining to be examined according to Scripture by the selection team. Once the vacancies are filled, that is the selection team has interviewed the nominee and the nominee has agreed to serve if affirmed, the examinations stop. The selection team will then contact each nominee that had agreed to serve, but was not selected, and thank them for their willingness to serve.
- e) The men selected to fill the available Elder positions as defined in Article 6 “ELDERS”, Section 2 “NUMBER”, Paragraph 1, are to be presented to the church to affirm with a majority vote of members present.
- f) Ordination for those not previously ordained will be held within thirty days of their affirmation.

**Section 6. ELDER LEADERSHIP.** The Elder Body will choose among themselves their own “Facilitator”, a position of function not authority. This “lay” Elder will be responsible for:

- a) Initiating the selection team for Elders and Deacons;
- b) Putting together an agenda for the monthly meeting, making sure pertinent issues get discussed;
- c) Facilitating the discussion.
- d) Ensure proper record keeping.

Anyone can bring up an agenda item. The Elder Body will also select a Secretary to record the minutes for each meeting.

**Section 7. ELDER DUTIES.** The Elder Body shall have the authority and responsibility to oversee all of the spiritual and administrative activities of TCBC unless otherwise designated in these Bylaws. In the absence or incapacity of the Senior Pastor, the Elder Body will assume responsibility for his duties, any of which can be delegated. Specific Elder duties are as follows:

- a) Be servant-enablers and provide accountability and resources to the ministries they oversee;
- b) Consistently attend Elder meetings;
- c) Steward/lead in the vision of the church;
- d) Look out for spiritual health and harmony of the church;
- e) Coordinate Elder selection;

- f) Conduct annual evaluations for salary treatment for all ministerial staff;
- g) Be an advisory board to the ministerial staff;
- h) Administrate church discipline issues;
- i) Help negotiate differences among ministries;
- j) Ensure doctrinal soundness of the church;
- k) Evaluate and approve new ministries and the elimination of existing ministries;
- l) Enable and encourage the laity in their area of ministry;
- m) Select a leader for each ministry team in their ministry group from those who have volunteered;
- n) Promote their ministry group at designated times;
- o) Plan for recruitment at the ministry fair;
- p) Provide a spiritual example of leadership;
- q) Coordinate/communicate with the ministerial staff member associated with their ministry group by that staff member's job description;
- r) Hold each other accountable;
- s) Lead monthly combined meeting with Deacons;
- t) Other duties deemed pertinent.

**Section 8. TRAINING AND EDUCATION.** Becoming an Elder is a matter of God's preparation of the man and His call to the place of service. It is expected that the Elder Body will develop a process to train, mentor, and encourage the next generation of Deacons and Elders in the eligible membership.

**Section 9. DISCIPLINE AND REMOVAL.** Any Elder may be removed from office if he becomes incapacitated, spiritually unqualified or his inability to serve is established in the minds of the remainder of the Elder Body. TCBC has the right to rebuke an Elder due to a continuing sin in his life, based upon the procedure established in 1 Tim. 5:19-20. If necessary, the remaining Elders, or Deacon Body, may call a Special Meeting to remove the Elder with a majority vote.

**Section 10. MEETINGS AND ORGANIZATION.** The Elder Body shall meet monthly, at a minimum, for prayer, Bible study and discussion of the fulfillment of the duties and responsibilities of Elders. The Elder Body shall establish written policies and procedures for the conducting of their activities. All meetings shall have written or otherwise recorded minutes of the matters considered. These minutes shall become a part of the permanent records of the Elder Body.

## ARTICLE 7. DEACONS

**Section 1. GENERAL SCOPE.** Deacons are the servant-ministers of the church. Their purpose is to relieve the Elders of the multitude of practical duties of caring for the flock. Deacons are to give their primary attention toward caring for the congregation's physical welfare. Deacons have the honor of modeling, for the local church and the lost world, God's compassion, kindness, mercy, and love. As the church compassionately cares for people's needs, the world sees a visible display of Christ's love, which will draw some people to the Savior. Deacons are to be an example of commitment, unity, and harmony in their service.

**Section 2. NUMBER.** The Elder Body and the Deacon Body shall jointly seek the Lord's leadership regarding the number of Deacons needed to minister at TCBC. While the Bible does not give instruction as to the number of Deacons a church should have, it is recognized that there must be a plurality. The number of Deacons will be determined by the leadership of the Elder Body and the Deacon Body in the context of the growth of the church and its needs as well as the number of God called and qualified men in the congregation.

**Section 3. TERM OF OFFICE.** Deacons will serve a term of three years with eligibility to renew at the end of their term. After two consecutive terms, a deacon must take one year of rest before serving again.

**Section 4. QUALIFICATIONS.** Each Deacon must have a "calling" from God to this office and meet the following qualifications:

- a) Meet the Biblical qualifications listed below:
  - i. A man of dignity. (1 Tim 3:8)

- ii. Not double-tongued. (1 Tim 3:8)
  - iii. Not addicted to much wine. (1 Tim 3:8)
  - iv. Not fond of sordid gain. (1 Tim 3:8)
  - v. Holding to the mystery of the faith with a clear conscience. (1 Tim 3:9)
  - vi. Tested (1 Tim 3:10)
  - vii. Beyond reproach. (1 Tim 3:10)
  - viii. Husbands of one wife. (1 Tim 3:12)
  - ix. Good managers of their children and their own households. (1 Tim 3:12)
- b) A Member of TCBC for at least 1 year
  - c) Active in the life of TCBC

**Section 5. SELECTION.** A selection team made up of Elders (paid and lay) and Deacons, with a majority of Elders, will conduct the following process annually, or as needed to fill a vacancy:

- a) Provide to the church a list of all men meeting the objective qualifications of time of membership and active in the life of the church as “eligible for nomination”;
- b) Encourage the church membership not to nominate any men without first seeking their approval
- c) Verify the men nominated by all eligible church members are willing and qualified to serve
- d) Determine the order of those remaining to be examined according to Scripture by the selection team. Once the vacancies are filled, that is the selection team has interviewed the nominee and the nominee has agreed to serve if affirmed, the examinations stop. The selection team will then contact each nominee that had agreed to serve, but was not selected, and thank them for their willingness to serve.
- e) The men selected to fill the available Deacon positions as defined in Article 7 “DEACONS”, Section 2 “NUMBER”, are to be presented to the church to affirm with a majority vote of members present.
- f) Ordination for those not previously ordained will be held within thirty days of their affirmation. .

**Section 6. DEACON LEADERSHIP.** The Deacon Body will choose among themselves their own “Facilitator”, a position of function not authority. This Deacon will be responsible for:

- a) Putting together an agenda for the monthly meeting, making sure pertinent issues get discussed;
- b) Facilitating the discussion.
- c) Ensure proper record keeping.

Anyone can bring up an agenda item. The Deacon Body will also select a Secretary to record the minutes for each meeting.

**Section 7. DEACON DUTIES.** The Deacon Body shall have the authority and responsibility to oversee all of the spiritual and administrative activities of TCBC unless otherwise designated in these Bylaws. Specific duties are as follows:

- a) Assist in the Lord’s Supper and Baptism
- b) Consistently attend Deacons meetings.
- c) Serve the physical and material needs of the church and its members.
- d) Be servant enablers to the Ministry Team(s) he is responsible for.
- e) Provide accountability for the resources, both financial and physical used by the Ministry Team(s) they oversee.
- f) Evaluate the need for new ministries or the elimination of existing ministries that will fall under their oversight and present a recommendation to the Elder Body.
- g) Enable and encourage the laity in their area of ministry.
- h) Select a leader for each ministry team in their ministry group from those who have volunteered.
- i) Promote their ministry group at designated times.
- j) Plan for recruitment at the ministry fair.
- k) Provide a spiritual example of leadership. .
- l) Coordinate/communicate with the staff member associated with the ministry group by that staff member’s job description.
- m) One Deacon will serve as The Moderator.
- n) Select Trustees.

- o) Hold each other accountable.
- p) Other duties deemed pertinent.

**Section 8. TRAINING AND EDUCATION.** It is expected that the Elder Body will develop a process to train, mentor, and encourage the next generation of Deacons in the eligible membership.

**Section 9. DISCIPLINE AND REMOVAL.** A Deacon who does not fulfill his responsibilities shall be counseled by an Elder and two other Deacons and if necessary, the Elder Body. Should the issue not be resolved, the Deacon can be removed from office by a three-fourths (75%) majority vote of Deacons and affirmed by the Elder Body.

**Section 10. MEETINGS AND ORGANIZATION.** Deacons shall meet monthly, at a minimum, for prayer, Bible study and discussion of the fulfillment of the duties and responsibilities of Deacons. The Deacon Body shall prepare written policies and procedures for submission to the Elder Body for concurrence.

## ARTICLE 8. THE SENIOR PASTOR

**Section 1. CALL.** Upon the occurrence of a vacancy in the role of Senior Pastor, the Elder Body will determine the need for an interim Pastor, as well as initiate procedures for selecting a Senior Pastor search team. This team will serve at the discretion of the Elder Body and/or Deacon representatives. The search team will lead the search process and bring one man to the church for a vote of at least 80% affirmation. Should the man recommended by the search team fail to receive an 80% majority, the team shall be instructed to seek out another candidate, and the meeting at which the vote was taken shall be adjourned without debate.

**Section 2. QUALIFICATIONS.** The Pastor shall be guided by the principles set forth in 1 Timothy 3. He shall be called by God, dedicated to the ministry of the Lord Jesus Christ, and a man of spiritual discernment and insight. He shall be evangelistic in his preaching, seeking to lead the church in every area to carry out the "Great Commission" (Matthew 28:19-20). His theological education shall be such as to provide him with the ability to exercise intellectual and spiritual leadership for the congregation. The Senior Pastor will be designated a "paid" Elder and must fulfill the qualifications set forth in 1 Timothy 3:1-7 and Titus 1:5-9.

**Section 3. TERM OF OFFICE.** He shall remain in office an indefinite period of time until:

- a) The Senior Pastor tenders his resignation and is accepted by the Elder Body. The Senior Pastor may resign by giving at least thirty (30) days' notice to the Elder Body, unless otherwise mutually agreed upon.
- b) The Elder Body is in agreement (excluding the Senior Pastor) with the decision to remove the Senior Pastor from his duties until a Special Meeting takes place and an 80% vote affirms the permanent decision to remove the pastor.

Severance compensation shall be determined by the Elder Body. The Senior Pastor shall give notice of his resignation to TCBC, after having informed the Elder Body.

**Section 4. DUTIES.** The Senior Pastor will be held accountable and evaluated by the Elder Body. The Senior Pastor will:

- a) Be equal in authority and rank as the other Elders and will be considered "first among equals" due to his visible role. That is, first in influence but equal in authority with the other Elders.
- b) Conduct religious services on stated and special occasions that are biblical.
- c) Administer the ordinances.
- d) Minister to the spiritual needs of the members of the church and community.
- e) In cooperation with the Elder Body, provide for pulpit supply when he is absent and arrange for ministers to assist in revival meetings.
- f) Lead the church in winning the lost to Christ, and through prayer and study, to render effective preaching and pastoral ministries.

## ARTICLE 9. STAFF

**Section 1. MINISTERIAL STAFF** *(See Definitions Section of this document)*. The Elder Body will be responsible to lead the church in establishing the need and process for hiring new paid ministry positions as well as propose funding for new paid ministerial positions. New paid ministry positions must be to further lead the church in the achievement of its mission. Oversight, or performance management, of paid ministerial staff will be by the Senior Pastor and subject to approval as needed by the Elder Body. The church will vote to call an additional ministerial staff member with 80% affirmation. Personnel policies and procedures are documented in the "TCBC Personnel Handbook."

**Section 2. ADMINISTRATIVE STAFF** *(See Definitions Section of this document)*. The Elder Body will be responsible to lead the church in establishing the need and process for hiring new paid administrative positions including the following:

- a) Writing a job description
- b) Determining compensation
- c) Search team creation
- d) Other items as agreed on by the Elder and Deacon involved in the ministry area where the new position will be utilized

New paid administrative positions must be to further lead the church in the achievement of its mission. Oversight of paid administrative staff will be by the Senior Pastor and subject to approval as needed by the Deacon Body. Personnel policies and procedures are documented in the "TCBC Personnel Handbook."

## ARTICLE 10. MINISTRY TEAMS

**Section 1. GENERAL.** Ministry Teams are deemed necessary for the church to fulfill its mission. Ministry team leaders are selected by Elders (or Deacons) of the various ministry groups and are subject to the oversight of the Elders (or Deacons) and the ministerial staff. See "TCBC ACTS MINISTRY PLAN" for details on organizational process and procedures.

**Section 2. EMPOWERMENT.** Teams organize and function under policies and procedures established by the Elder Body and Deacon Body. These are documented in the "TCBC ACTS MINISTRY PLAN".

**Section 3. MINISTRY TEAM PARTICIPANTS.** People will serve where the Holy Spirit has gifted them. These ministry teams will be organized based on the gifts of the members. They will get support and leadership from a specific Elder or Deacon so they can better fulfill their assigned mission. See "TCBC ACTS MINISTRY PLAN" for details.

**Section 4. NEW MINISTRIES.** Members are encouraged to think of new and exciting ways our church can minister to others. The requesting member would:

- a) Have a burden for the new ministry and assume leadership for it.
- b) Meet with the appropriate Elder or Deacon to explain vision and details.
- c) Research details of the ministry including benefits to the church's vision and Kingdom growth.
- d) The Elder or Deacon for this ministry group would present the proposal for the new ministry for approval at a combined Elder/Deacon meeting.

**Section 5. DISSOLUTION.** Teams may be dissolved upon a determination of the Elder Body (or Deacon Body). See "TCBC ACTS MINISTRY PLAN" for details.

## ARTICLE 11. ADDITIONAL ROLES

**Section 1. TRUSTEES.** A minimum of two Trustees will be selected annually by the Deacon Body from the Members who are active in the life of the church. They will serve as legal officers of the church. They will fix their signatures to legal documents as approved by the congregation involving the sale, mortgage, purchase, lease or rental of property, or other legal documents. They must be competent in dealing with contractual issues and/or legal procedures. They shall have no power to buy, sell, lease or transfer any property without a specific vote of the church authorizing each action.

**Section 2. TREASURER.** The Treasurer will be selected annually by the Elder Body from the Members who are active in the life of the church. The Treasurer shall be responsible for all monies received and deposited by the church and is a signature authority for accounts payable. The Treasurer will serve with the Budgeting Ministry Team and make reports of receipts and disbursements to the church. Each Treasurer's books shall be audited annually, as authorized by the Elder Body and scheduled by the financial secretary. All books, records, and accounts shall be the property of the church. The Treasurer may delegate some of the financial responsibilities to a financial secretary.

**Section 3. CLERK.** The Clerk will be selected annually by the Deacon Body from the Members who are active in the life of the church. The Clerk is responsible for keeping the minutes of any Member Meeting. It shall be the Clerk's responsibility to attend or be represented at all church business meetings; prepare the annual association letter and see that it is properly transmitted to the association clerk; report on letters of dismissal that have been authorized by the Elder Body during the reporting period; and see that an accurate roll of church membership is maintained along with the dates and procedures for updating. The Clerk may delegate some of the clerical responsibilities to a church secretary and/or church ministry team to assist the Clerk, who shall be a member of that ministry team. All church records shall be church property.

**Section 4. PLANNING TEAM.** The Planning Team will be made up of the church staff and led by the Senior Pastor. They would be responsible for approving calendar events and facility-use requests.

## ARTICLE 12. RECEIPT, INVESTMENT, AND DISBURSEMENT OF FUNDS

**Section 1. RECEIPT OF MONEY.** TCBC shall receive all monies or other properties transferred to it for the purposes that are consistent with God's Word. The Elder Body shall determine whether to accept such money or property. See "TCBC ACTS MINISTRY PLAN" for details.

**Section 2. MANAGEMENT OF FUNDS.** The Elder Body shall provide oversight to the Stewardship Ministry Teams for policies and procedures to manage and distribute any funds or property for the benefit of TCBC. All procedures must be consistent with the expressed purposes of TCBC. See "TCBC ACTS MINISTRY PLAN" for details. All special funds for either short or long range projects shall be established upon recommendation by the Stewardship Ministry Team and approved by the Elder Body. Contributions made for the purpose of establishing a non-existent Special Fund shall be held in escrow until the Elder Body approves the intended Special Fund. If the fund is not established within six months after such contributions, the contribution shall, with their contributors' approval, be diverted to a church-approved fund or returned.

**Section 3. REVIEW OF FINANCIAL MATTERS.** The Elder Body shall provide oversight to the Stewardship Ministry Teams for policies and procedures for creating and distributing member donation records as well TCBC's financial records. See "TCBC ACTS MINISTRY PLAN" for details.

## ARTICLE 13. INDEMNIFICATION

The Elder or Deacon Body shall be indemnified and held harmless for actions consistent with the purpose and vision of TCBC. TCBC shall be primarily responsible for liability arising from such actions or inaction of these Bodies. Reasonable expenses to litigate or otherwise resolve issues arising from these Bodies performance of their duties and responsibilities shall be paid by TCBC. At the affirmation of the Elder Body, this same



indemnification shall extend to all individuals performing within the scope of their duties and responsibilities for the benefit of TCBC.

## ARTICLE 14. DISSOLUTION

Upon dissolution of TCBC, the remaining membership shall cause the assets herein to be distributed to another Southern Baptist Church in the general area of TCBC.

## ARTICLE 15. AMENDMENTS

**Section 1. AMENDMENT PROCESS.** These Bylaws may be amended, altered, or repealed by a three - fourths (75%) vote, by written ballot, of the members present at any Special or Annual Member Meeting of the church. Such amendment, alteration, or repeal shall have been given to the church in writing and the proposed change shall be announced in writing at least thirty days prior to the time the vote is taken. Intent to change the bylaws shall be announced in each Sunday bulletin published during the above mentioned thirty days and any other documents that are distributed to the congregation for informational purposes.

**Section 2. RECORD OF AMENDMENTS.** The Bylaws Ministry Team shall have the following responsibilities to the church for any amendments:

- a) Publish to the church all items in letter "b" below, no less than thirty days prior to the Member Meeting being held
- b) The published documents shall include:
  - i. The purpose it is being requested;
  - ii. The old language;
  - iii. The new language;
  - iv. A proposed new version of the bylaws in its entirety containing the new verbiage
- c) Responding to Member inquiries during the notice period and during the Member Meeting