

The BYLAWS of Community Baptist Church of Marion

Introduction

Bylaws are written guidelines for the church that have been agreed to by the church members concerning the administration and direction of the church's affairs.

Article I—Membership

Section I – Becoming a Member

- 1) Community Baptist Church of Marion (CBC) shall consist of believers in the Lord Jesus Christ who have been baptized by immersion after conversion.
- 2) A candidate may present themselves through a Statement of Faith or Promise of Letter.
 - a. Statement of Faith:
The candidate must state that they have received Jesus Christ as their Savior and Lord, and that they have been baptized by immersion upon profession of faith in Christ.
 - b. Promise of Letter
 1. The candidates may be received upon promise of acceptable letter from a church of like faith and practice.
 2. A church of like faith and practice is defined as a church which believes in the fundamental doctrines of the Christian faith and practices baptism by immersion of believers.
 3. The fundamental doctrines of the Christian faith are defined as follows: The Authority of the Bible in all the matters to which it speaks; the existence of God in Trinity; belief in Jesus Christ as both God and man; the utter sinfulness of man; the substitutionary atonement of Christ; salvation by grace through faith alone; and the bodily return of Christ in glory to rule the world.
- 3) Requests for membership will be heard by the congregation and upon completion of membership training, the candidates may be recommended for church membership.
- 4) Candidates will become members upon a majority vote of the church.

Section 2 – Expectation of Members

- 1) Humbly seeking unity in the church.
1 Corinthians 1:10-15, John 17:20-23, Philippians 2:1-4, Hebrews 12:14
1 John 3:18-19, 23.
- 2) Participation in corporate worship and decision making.
Colossians 3:15-17, Philippians 2:1-4, Acts 6:1-7, Hebrews 10:25
- 3) Responding to Biblical instruction with discernment and obedience.
Acts 17:11, Galatians 1:6-9, James 1:22, 2 Timothy 3:10-17, 4:1-4
- 4) Submission to one another and to the leadership of CBC.
Ephesians 5:17-21, Hebrews 13:17
- 5) A willingness to accept, and participate in, church discipline.
Matthew 18:15-20, 1 Corinthians 5:1-13, 2 Corinthians 2:6-10

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Section 3 – Termination of Membership

- 1) Membership may be terminated by church action at any business meeting of the church.
- 2) Membership is terminated by death.
- 3) Membership will be terminated by the transfer of letter to a church of like faith and practice, upon that church's request.
- 4) Membership will be terminated by notification from a church of like faith and practice that a member has united with that church.
- 5) Membership may be terminated upon written request of the member. No letter may be granted to the individual.
- 6) Membership may be terminated by action of the church for reasons of church discipline, in obedience to the principles of 1 Corinthians 5, Matthew 18:15-17, and Galatians 6:1.

Section 4 – Membership Roll Review

- 1) Members who have been absent from all public meetings of the church for one year can have their membership suspended.
- 2) To suspend membership the following procedure shall be followed.
 - a. Attempts will be made to locate and contact the absent member.
 - b. If the member is not located and contacted within a month, his membership may be suspended.
 - c. If the member is located his membership shall be suspended if he fails to give sufficient reason for not attending, or if participation is not resumed.

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ARTICLE II—OFFICERS, COMMITTEES, ORGANIZATIONAL GROUPS

All officers, committees, organizational groups, salaried personnel, and any other person now or hereafter selected to engage in any activity on behalf of the church shall be selected and elected by the church and shall be under the authority and direction of the church. The church shall fix the salaries, conditions of employment, and individual responsibilities of the salaried, contract or hourly personnel. The church shall determine the responsibilities and term of service for all officers, committees, and organizational groups.

ARTICLE III – MEETINGS, ELECTIONS AND APPROVALS

Section 1 – All church business will be conducted on the basis of the vote of the majority, unless otherwise indicated in the Bylaws. However, every attempt should be made in every situation to seek unity and consensus through prayer, the study of Scripture, and the ministry of the Holy Spirit. In times of impasse and division over an issue fervent prayer is needed.

Section 2 – Business

- 1) The Annual meeting of Community Baptist Church will be held on the first Sunday in November. At this meeting annual reports of all phases of the church's ministries will be presented.
- 2) Business meetings shall include: such exercise of worship as is deemed appropriate; presentation of committee reports and actions thereon; and such other business as may properly come before the meeting.
- 3) The Moderator, or in his absence the Assistant Moderator, shall preside at all business meetings. If both are absent, the church shall elect a moderator pro-tem.
- 4) Eligible voting members are members aged 18 or greater.
- 5) Only members present may vote.
- 6) Votes may be taken by voice, show of hands, or ballot.
- 7) Additional business meetings may be called by the Pastor, Elders or Deacons. Notice of time, place, and business to be transacted must be given from the pulpit at least two Sunday mornings prior to the business meeting.
- 8) Business or committee meetings will not be held during the times regularly scheduled for church-wide ministry programs or Worship.
- 9) A 75% majority of eligible voting members is required at any business meeting to suspend these Bylaws for any reason.

Section 4 – Nominations to any elected office may be made from the floor, except for the Biblical offices of Pastoral staff, Elders and Deacons.

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ARTICLE IV – Offices of Pastor, Deacons and Elders

Section 1 – Pastoral Staff

- 1) The Pastoral Staff shall consist of the Pastor and other pastors and compensated ministry directors as the church deems necessary.
- 2) When the need arises for additional Pastoral Staff the Elder body shall study the feasibility and need, in coordination with the appropriate church officers and committees, and make recommendation to the church to add a staff member. The Elder body shall then form a Search Committee who shall write a job description, establish conditions of employment, evaluate candidates for the position and present a name to the church for approval. A three-fourths (75%) majority is required to hire Pastoral Staff. Unless otherwise specified at the time of vote, Pastoral staff are hired for an indefinite term.

Section 2 – Pastor

The Pastor is and shall be recognized as the Undershepherd of Christ, providing leadership to the church in both its spiritual ministries and material affairs. The Pastor is elected by the church for an indefinite term. His life should conform to the Biblical guidelines for “Overseers” / “Elders” in I Timothy 3:1-8 and Titus 1:5-10. (Found in Appendix A to these Bylaws.) He is an ex-officio member of all organizations and committees of the church. He shall have administrative direction over the operation of the church office, office staff and Pastoral staff. The powers, duties and prerogatives that are inherent in the office of the Pastor are to be exercised under the Lordship of Christ, the leadership of the Holy Spirit and in accordance with Biblical principles, not in dictatorial fashion. The Pastor has a dual role: leading the church and being accountable to the church.

Section 3 – Elders

- 1) The church will have a body of Elders who shall assist the Pastor(s) in meeting the spiritual needs of the church. They shall also provide, with the Pastor(s), spiritual oversight for the church.
- 2) The Elder body shall consist of the Pastor(s) and an unspecified number of men elected for a three-year term. At the end of their term an Elder shall be eligible for re-election. The Elders shall annually recommend to the church the minimum number of Elders necessary to accomplish their tasks. The church shall then elect as many qualified new Elders as are necessary to reach this number. The Elders shall annually elect a chair who may only serve as chair two years during their three-year term.
- 3) Elders shall be church members who meet the qualifications found in I Timothy 3:1-8 and Titus 1:5-10. (Found in Appendix A to these Bylaws.) Nominations for Elders shall come from any church member. Anyone wishing to nominate a candidate for the office of Elder shall sign and submit an Elder Nomination Form.

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- 4) Before submitting a nomination form, the member should carefully and prayerfully consider the qualifications for an Elder and then receive the person's permission to nominate him for service. The Elders shall interview all nominees and recommend to the church qualified nominees. Only qualified nominees will be recommended to the church, even if that means there are not enough men to reach the desired number of Elders. A three-fourths (75%) majority is needed to elect an Elder.
- 5) The Elders shall be expected to teach when necessary.
- 6) The Elders shall participate in the leadership, organization and administration of the church discipleship, scriptural education and outreach programs as well as issues of church discipline.

Section 4 – Deacons

- 1) The church will have a body of Deacons, who shall serve the needs of the church and its members. They shall administrate the benevolence funds of the church and oversee the physical property of the church. They shall perform such other ministries as the church may delegate to them.
- 2) The Deacon body shall be of an unspecified number of men elected for a three-year term. At the end of three years a Deacon shall be eligible for re-election. The Deacons shall annually recommend to the church the minimum number of Deacons necessary to accomplish their tasks. The church shall then elect as many qualified new Deacons as necessary to reach this number. The Deacons shall annually elect a chair who may only serve as chair two years during his three-year term.
- 3) Deacons shall be church members who meet the qualifications found in 1 Timothy 3:8-13 and Acts 6:1-6. (Found in Appendix B to these Bylaws.)
- 4) It is expected that a married deacon will have a wife who meets the qualifications listed in 1 Timothy 3:11 and is willing to assist in serving alongside her husband when it is necessary and appropriate. (See Appendix C to these Bylaws for further explanation.)
- 5) Nominations for Deacons shall come from any church member. Anyone wishing to nominate a Deacon shall sign a Deacon Nomination Form which will include information about the qualifications and selection process. The member should contact the nominee and receive his permission to be nominated. The Deacons, in cooperation with the Pastor, shall interview all nominees and recommend to the church the number of qualified nominees needed to meet the recommended number of Deacons. Only qualified nominees should be recommended even if there are not enough to reach that number. A three-fourths (75%) majority is needed to elect a Deacon.
- 6) The Deacons shall have control and supervision of all physical property of the church, both real and personal.
- 7) They shall maintain a complete inventory of all real and personal property, with its market value. This inventory shall be kept in the church office.

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- 8) They shall be responsible to see that the church is adequately covered by appropriate insurance (Property, Liability, Indemnity, etc.) at all times.
- 9) They shall recommend to the church such changes, additions or betterments in or to the physical property of the church as they deem necessary.
- 10) They shall approve or reject the receipt of property, or designated gifts for the purchase of specific items and report these to the church at the next business meeting.
- 11) The Deacons may initiate an audit of the churches financial records from time to time.
- 12) The Deacons will maintain incorporation in accordance with the regulations of the State of Iowa.

Section 5 – Nominations

- 1) The Elders and Deacons will conduct an annual survey of the congregation to identify people's areas of interest and willingness to serve within the church.
- 2) After evaluating the results of the survey they shall, in conjunction with the acting ministry coordinators, consider and nominate individuals for service in the church.
- 3) All nominees shall then be contacted and provided with a job description for which they are being considered. The nominees' consent must be received before their name is presented to the church for service.
- 4) Nominations will be presented at the Annual meeting unless a vacancy needs to be filled before that date.

Section 6 – Accusations Against Staff, Elders or Deacons

- 1) If a member has an accusation against a member of the Pastoral staff, Elder Body, Deacon Body or other church leader that member should first approach him according to Matthew 18:15.
- 2) If the matter has not been resolved, the accusation, in accordance with 1 Timothy 5:19, should only be received when brought by two or three witnesses.
- 3) Any accusation brought by a member against a leader in a public forum will be referred to the Elders without further discussion. The Elders will then report back to the church with the results of their findings and any recommended action.

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ARTICLE V – Ministry Coordinators

The male pronoun is used throughout Article V, VI and VII but does not preclude women from service in these positions.

Music Director

The Music Director shall be a church member elected by the church. He shall be responsible for the leadership, organization and administration of the church's music ministries. He shall confer with the Pastor in planning the musical portion of the church's worship services. Church membership is not required to participate in the church's music ministries.

Vacation Bible School Director

The Vacation Bible School (VBS) Director shall be a church member elected by the church. He, in conjunction with the Elders, shall provide leadership, organization, and administration for the church's VBS program. Church membership is not required to participate in the church's VBS program.

Hostess Director

The Hostess Director shall be a church member elected by the church. The Hostess Director shall be responsible to oversee the social aspects of church functions. The Hostess Director may also organize a Hostess Committee to assist him. The Hostess Director (and Committee) shall be responsible to procure, prepare and serve food; to clean and maintain the church kitchen; and to see that the kitchen is stocked with necessary items. The Hostess Director shall present to the Deacons, for approval, a written set of guidelines to govern the use of the kitchen and its supplies. This set of guidelines will then be made known to the church. Events sponsored by specific classes or ministry groups are not the responsibility of the Hostess Director or Committee members. However, the Hostess Director should be consulted about the use of the kitchen and its supplies. Church membership is not required to serve on the Hostess Committee.

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ARTICLE VI – Administrators

Section 1 – Clerk

- 1) The Clerk shall be responsible for recording the minutes at all regularly scheduled or special business meetings, including all key reports presented.
- 2) The Clerk shall maintain a current version of the Constitution and Bylaws and a list of church members.
- 3) The Clerk shall maintain an updated central repository of all church policies.
- 4) If deemed necessary, additional duties may be assigned to the Clerk by the church.

Section 2 – Moderator

- 1) The Moderator shall be a church member elected by the church for one year. He may succeed himself in office. Pastoral Staff members should not serve as moderator.
- 2) The Moderator shall preside at all business meetings.
- 3) The Moderator shall acquaint himself with these Bylaws and the practices approved by the church and see that they are carried out.
- 4) An Assistant Moderator may be elected by the church for one year to fulfill the duties of the Moderator in his absence.

Section 3 – Treasurer

- 1) The Treasurer shall be a church member elected by the church for two years. He may succeed himself in office.
- 2) The Treasurer may not be a member of the pastoral staff.
- 3) The Treasurer shall be a member of the Finance Committee.
- 4) The Treasurer shall prepare written regular and annual reports and present them to the church for approval.
- 5) The Treasurer shall reconcile monthly bank statements and ensure that all funds and securities of the church are properly secured in such banks, financial institutions, and depositories as appropriate.
- 6) The church may hire a professional accountant or financial auditor or consultant to handle the work of the treasurer in lieu of selecting a member for the position.

Section 4 – Financial Secretary

- 1) The Financial Secretary shall be a church member elected by the church for one year. He may succeed himself in office.
- 2) The Financial Secretary shall record all contributions to the church in a confidential record. They shall also provide an annual report to each individual giver in January, covering the individual's contributions to the church in the preceding calendar year.
- 3) The Financial Secretary shall be a de-facto member of the counting committee.

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- 4) The Financial Secretary may provide information in general on the number of givers to the church. However, they are not allowed to discuss specific information concerning individual giving with anyone inside or outside the church.

ARTICLE VII – Committees

Section 1 – Finance Committee

- 1) The Finance Committee shall consist of at least three church members elected by the church for a 2-year term on a rotating basis (2 one year, 2 the next). The Committee shall elect its chair. The Treasurer shall be a member of this committee; however he may not be the chairman.
- 2) The officer, administrator or committee chair with responsibility for a church budget line shall present to the Finance Committee by September 30 each year a ministry request for the next calendar year. The Committee shall review all requests, and then, in consultation with the Deacons, present a complete budget to the church at, or before, the Annual business meeting.
- 3) Anyone making an authorized expenditure should submit an invoice to the Treasurer explaining the purchase and its purpose. Expenditures exceeding \$1,000 must get authorization from the Finance Committee Chairman. The Chairman will check with the Treasurer that the line item is not overspent, and that the general fund has sufficient funds to cover the expenditure.
- 4) Finance Committee and Church approval is required to overspend a budget line item. If a significant need arises, and there is no time to get such approval, the Finance Committee or Deacons may authorize an account to be overspent. This must be reported to the church at the next business meeting with an explanation for the over-expenditure.
- 5) Designated funds may be received by the church as long as the funds are for ministries that are in accord with the stated goals and purposes of this church. The Deacons, in consultation with the Pastor, shall review questionable designated receipts and may refuse any designated receipts they deem unacceptable.

Section 2 – Counting Committee

- 1) The Counting Committee shall consist of at least three members. The Financial Secretary must be one of the members selected. The additional members shall be elected by the church for a one year term. The Committee shall elect its chair. The chair may succeed himself.
- 2) At least two members of this Committee shall be present whenever funds are received or counted.
- 3) They shall receive all monthly contributions given to the church. They shall identify and record all contributions on the envelopes and prepare the money for deposit and see that it is deposited in the bank.

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- 4) Only Committee members may open envelopes and verify the amount enclosed with the amount on the face of the envelope.
- 5) They shall prepare a summary of receipts, giving copies to the Recording Secretary and the Treasurer, and filling one in the church office.

Section 3 – Pulpit Committee

The Pulpit Committee shall consist of the Elder Body, Chairman of Deacons and four church members at large elected by the church for an undefined term to be formed when the Pastoral relationship is ending. The Elder Body Chairman shall serve as Chairman of this Committee. If nominations are made from the floor, a ballot vote shall be taken with the top four nominees serving on the Committee. The Committee will prayerfully seek the right man to lead this church. When they believe they have found him, the Committee shall invite him to preach at a regular worship service. They shall then call a special business meeting to recommend this man to the church. A 75% majority of members present is required to call a Pastor.

Section 4 – Friendship Committee

The Friendship Committee shall consist of at least two members, elected by the church for one year. The Committee shall provide acknowledgement of birthdays, anniversaries, weddings, commencements and other occasions they deem appropriate for members and regular attendees. The Committee shall also provide acknowledgements for members and regular attendees in times of hospitalization and death.

Section 5 – Supplemental Committee

Should the need for a supplemental committee arise, the need for such committee shall be explained to the church. Upon approval of the church, the committee will be formed. The committee shall be reviewed yearly and disbanded when its task is completed or its purpose is no longer needed.

Section 6 – Removal of Ministry Coordinators, Administrators or Committee Members

If anyone fails to serve in a Christ-like manner as a ministry coordinator, administrator or individual committee member, whether appointed or elected, this shall be reported to the Elders. They shall ascertain whether the individual will continue to serve. If not, the position shall be declared vacant.

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ARTICLE VIII – Messengers

Messengers or Delegates shall be members elected by the church as needed to represent it at local, associational, regional, state, national, or worldwide meetings in which the church chooses to participate. The Pastor shall serve as a messenger to all such meetings he is able to attend. The church shall elect annually a representative to the Association's Executive Board who will also be a messenger to both the Semi-Annual and Annual meetings.

ARTICLE IX – General Regulations

Section 1 – The church year shall be from January 1 to December 31.

Section 2 – Community Baptist Church shall be a cooperating member of the Northeast Iowa Southern Baptist Association, the Baptist Convention of Iowa, and the Southern Baptist Convention. As an autonomous member of these bodies, the Church may support any programs and use any materials as long as they are in accord with the stated purposes of this church and are in doctrinal accord with the Baptist Faith and Message Statement.

Section 3 – Any monetary income received by the church, whether by regular donations, by will, by beneficiary, by policy of insurance, or any other way shall go into the General Fund, unless designated otherwise, in writing, by the donor or testator, and in accordance with Article 7 Section 1 of these Bylaws.

Section 4 – Special Offerings

- 1) The church will receive annually the Lottie Moon Christmas offering for International Missions, the Annie Armstrong Easter offering for North American Missions and the Hyde State Missions offering. The church may receive designated or special offerings for any program or ministry sponsored by the church, or for denominational mission causes. The church may receive special love offerings for persons or ministries who serve this church in ways such as revivals, pulpit supply, conferences or concerts.
- 2) All such offerings shall go through the church treasury.

ARTICLE X – Amendments to Bylaws

These Bylaws may be amended by a two-thirds (66.7%) vote of the members present and voting at any regular business meeting of the church.

ARTICLE XI – Rescission

These Bylaws, when accepted by the church, shall supersede any rules or regulations which may have been made and adopted by the church as recorded in the minutes.

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Appendix A

Qualifications for Pastor or Elder

Taken from 1 Timothy 3:1-7 and Titus 1:5-9 (NKJV)

- Blameless
- Husband of one wife
- Temperate
- Sober-minded
- Good behavior
- Hospitable
- Able to teach
- Not given to wine
- Not violent, but gentle
- Not greedy for money
- Not quarrelsome
- Not covetous
- Having his children in submission with reverence
- Not a novice
- Has a good testimony
- Not self-willed
- Not quick tempered
- A lover of what is good
- Just
- Holy
- Self-controlled

Appendix B

Qualifications for Deacon

Taken from 1 Timothy 3:8-13 (NKJV)

- Reverent
- Husband of one wife
- Not given to much wine
- Not greedy for money
- Not double-tongued
- Has a pure conscience
- Ruling their own home well
- Tested and found blameless

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Appendix C Male Leadership

Based on the teaching of scripture including 1 Timothy 3, Titus 1, 1 Timothy 2:12-15, 1 Corinthians 14:33-36, and other scriptures, Community Baptist Church believes that only men should serve as Pastor, Elders and Deacons. However, this does not prevent women from serving in responsible positions in the church or being hired by the church to lead certain ministries.

It should also be noted that while Community Baptist Church does not recognize a church office of deaconess, we do affirm that a Deacon's wife has a Biblical role in assisting her husband in serving the church. We believe this is why Paul mentions qualifications for Deacon's wives in 1 Timothy 3:11.

We also want to affirm that as Christians we are all to be servants of one another and the church as a whole regardless of gender.

Appendix D Statement on Marriage and Sexuality

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that sexual intimacy is a gift of God intended to occur between a man and a woman, as they were created, within the covenant of marriage.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that the church must stand for righteousness, upholding and proclaiming the truth of God's Word in all areas of living.

We believe that God offers redemption and restoration to all who confess and repent of their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of Community Baptist Church.

Participation in a lifestyle that is in contradiction to this statement can serve as grounds for termination of employment, membership or service in this church.

Scriptural basis for this statement include:

Genesis 2:18-25, Leviticus 18, Matthew 5:27-28, Romans 1:18-32, 1 Corinthians 5, 1 Corinthians 7:1-9, Galatians 6:1-2