

Cool Spring Baptist Church By-Laws

Draft of 1/9/11

Approved By Church _____

I. PRINCIPLES OF MINISTRY

Our **Vision** for Cool Spring Baptist Church is to be a biblically functioning community of Christian believers who glorify God by reflecting Jesus Christ as we strive to accomplish His will. Our **Mission** is to reach and develop all people into fully committed followers of Jesus Christ. In order to accomplish this, the following **Principles of Ministry** have been adopted.

Worship

1. All ministries will be performed in a manner which will glorify God. **1 Peter 4:11**
2. Jesus Christ is the Savior of the world, and there is salvation in no other one or way. **John 14:6**
3. The Bible, God's Word, is the sole basis for our beliefs in all areas of life. **2 Timothy 3:16-17**
4. Prayer is God's gift of free access to Him, and is the channel through which we receive the grace, guidance and power necessary to live the Christian life. **Philippians 4:6-7**
5. All people matter to God; therefore, they matter to His Church. **John 3:16**

Discipleship

1. The pursuit of spiritual growth and full commitment to Jesus Christ and His teachings are the norm for every one of His disciples. **Romans 12:1-2**
2. The church most accurately reflects Christ when patterned after the New Testament Christian community and uses the Spiritual gifts of both men and women. **1 Corinthians 12**

Service

1. The world is best reached for Christ in partnership with other Christians. **Philippians 1:27**
2. The church is to present the gospel of Christ to each generation in the most effective way. **1 Corinthians 9:19-22**
3. Loving, respectful relationships are the model for every aspect of church life. **John 13:34-35**
4. Excellence honors God and motivates people. **Philippians 4:8**

5. We will do all things decently and in order. **1 Corinthians 14:40**
6. We will abstain from all appearance of evil. **1 Thessalonians 5:22**

II. MEMBERSHIP

Section 1. General

Membership in this church is open to all persons who have met the scriptural qualifications for membership. **Romans 10:9-10.**

Section 2. Qualifications for Membership

Members of Cool Spring Baptist Church are encouraged to remain faithful in worship, discipleship and service. An invitation is extended at the end of each worship service to those who would like to become members of the church family. Candidates are asked to present themselves to the church and tell the Pastor or any other minister conducting the service of their wish to join the church or make a personal decision to follow Christ.

Individuals may become members by:

1. Accepting Jesus Christ as their personal Savior and following Him in baptism by immersion. **Romans 6:3-4.** At the Pastor's discretion, baptism by immersion may be waived in the cases of serious medical conditions.

or

2. Transferring membership by letter, by statement of faith from another Baptist church or another denomination that practices immersion.

or

3. Requesting a statement from another denomination that does not practice baptism by immersion. This is a statement of faith in Christ and willingness to be baptized by immersion.

New church members will be expected to participate in an age appropriate new member development program which includes Baptist beliefs and history, ministry expectations by and for members and taking spiritual gifts assessment in order to find a place of service.

Section 3. Voting Rights of Members

Every active member, as defined by the pastor and deacons, of the church age fifteen (15) and older is entitled to vote at all elections and on all questions submitted to the church in business session, provided the member is present. Voting by proxy is prohibited.

The responsibilities and privileges of membership are described in the new member information package.

Section 4. Termination of Membership

Members shall be removed from the church roll for the following reasons:

1. Transfer of membership to another church.
2. Personal request of the member.
3. Death.
4. Dismissal from the church according to the following conditions:
 - a) The member's life and conduct are not in accordance with the guidelines of the Scriptures; consequently, the member hinders the ministry influence of the church in the community. **I Corinthians 6:9-10**
 - b) Procedures for the dismissal of a member shall be according to **Matthew 18: 15-17**. It shall be the basic purpose of Cool Spring Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff and deacons are available for counsel and guidance. Redemption, rather than punishment, should be the guideline which governs the attitude of one member toward another. Dismissal will be by Pastor and the Deacon Council.

Section 5. Restoration of Membership

Members dismissed from the church shall be restored to the church according to the spirit of **2 Corinthians 2: 7-8**. Restoration will be by Pastor and the Deacon Council.

III. CHURCH OFFICERS

The church officers are the Pastor, ministerial staff members, deacons, clerk, treasurer, assistant treasurer, and trustees. All church officers must be active members of the church and shall hold office for the terms indicated herein.

Section 1. Pastor

The Pastor is responsible for leading the church to become a biblically functioning community of Christian believers. The Pastor will lead the congregation, those participating in ministries and the church staff to perform their tasks. The Pastor will exhibit the biblical qualities as set forth in Titus 1:6-9 and 1 Timothy 3:2-7.

In conjunction with the Ministry Council, the Pastor is responsible for implementing and guarding the integrity of the Vision, Mission and Principles of Ministry of Cool Spring Baptist Church. The Pastor shall work with the church staff and lay leadership to: (1) lead the church to engage in worship, discipleship and service, (2) equip the members of the church to perform the work of the church by proclaiming the Gospel to believers and unbelievers and caring for the church's members and other persons in the community.

When the church learns that the current Pastor is planning to leave his position, church members will offer nominations for candidates for a Pastor Search Team. The Ministry Council will use these nominations to select the search team that is representative of the age and gender demographics of the church. The Pastor Search Team shall consist of not less than three (3) deacons, three (3) representatives from the church at large and at least one (1) representative of each of the ministries established under Section 1, article VI of the Church Ministries section of these By-Laws. No one person can serve in more than one role on the team.

The Pastor Search Team shall recommend for the church's consideration one candidate at a time, and that recommendation shall constitute a nomination. Nominations to the church may be made only by the Pastor Search Team. An affirmative vote of three-fourths (3/4) of active present members is necessary for election. The Pastor who is called shall serve until the relationship is ended by the Pastor's request or by the church's request. The Pastor shall give at least thirty (30) days notice at the time of resignation before ending his responsibilities as pastor. The church may end the relationship by giving the Pastor thirty (30) days notice or thirty (30) days of pay in lieu of such notice.

Section 2. Ministerial Staff Members

This church shall have such ministerial staff members as the church shall authorize.

The ministerial staff shall work with the Pastor and lay leadership to: (1) lead the church to engage in worship, discipleship and service (2) equip the members of the church to perform the work of the church by proclaiming the gospel to believers and unbelievers, and caring for the church's members and other persons in the community.

A job description shall be prepared by the Pastor in consultation with the Human Resources Team when the need for a new position is determined. The church will vote on the creation of this new position in a business meeting. A search team shall be selected by the Pastor and Human Resources Team. The search team shall consist of no less than seven active members. The search team will recruit and select the candidate for the new position. The process of filling an existing position will be the same; however, it will not require the approval of the church. The termination of ministerial staff members other than the Pastor will require the approval of the Pastor and the deacons, with the provisions of termination prepared by the Human Resources Team.

A minister must be willing to accept, without reservation, the Church Covenant as defined in the Constitution.

Section 3. Deacons

1. The deacons shall uphold and strengthen the ministry of the Pastor and ministerial staff, guarding the unity in the Spirit of the church. The deacons shall, in partnership with the Ministries, lead in the ministry of care to members and prospects and shall seek to involve all members in the life of the church body.
2. The qualifications of a deacon are those set forth in **Acts 6:1-7, and 1 Timothy 3:8-13**. A deacon must be willing to accept, without reservation, the Church Covenant as defined in the Constitution. In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the Pastor and the staff in performing pastoral ministry tasks; proclaim the gospel to believers and unbelievers; care for the church members and other persons in the community; and lead the church to engage in a fellowship of worship, discipleship and service.
3. The deacons may elect to award the title of Deacon Emeritus to any deacon who has attained the age of 75 with not less than 25 years of faithful deacon service.
4. Selection of deacons:
 - a. Deacon nominations may come from the congregation, the ministerial staff and members of the deacons. The deacons will receive nominations for new deacons throughout the year.
 - b. Deacons will determine the number in their group needed to effectively carry out their ministry, and a slate of candidates equal to the number of needed new deacons will be submitted to the church for approval. A Deacon Ordination service will be required for any deacon not previously ordained.
5. A Deacon Council shall be formed to coordinate the work of the deacons who provide general watch care and oversight over the ministries of the church. The council is comprised of the deacon chairman, vice-chairman, a deacon ministry coordinator for each of the Ministries and one deacon at large. The chairman, vice chairman and deacon at large are elected by the deacons. The deacon coordinator for each Ministry will be chosen by the staff coordinator for that ministry with input from the Ministry Placement Team.
6. The council, on behalf of the deacons, shall exercise judicial review authority for the church over decisions which do not conform to the Principles of Ministry as stated in Article I of these By-Laws.

Section 4. Moderator

The Pastor or his designee shall serve as moderator. The moderator shall preside at all church business meetings.

Section 5. Clerk

The church shall elect a clerk for a term of four years. The clerk shall keep a full and faithful account of the proceedings of the business meetings of the church.

Section 6. Treasurer

The church shall elect a treasurer and an assistant treasurer for a term of four years each to allow for an orderly succession. The assistant treasurer shall perform all duties of the treasurer in his absence and other duties as assigned by the treasurer. It shall be the duty of the treasurer to oversee the financial activities of the church. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding period. The treasurer's report shall be audited annually by the Auditing Team or a certified public accountant. The treasurer, assistant treasurer and Finance Team leader shall be bonded. The Audit Team will be selected by the Ministry Placement Team.

Section 7. Trustees

The church shall elect three trustees for a term of four years. They shall have no power to buy, sell, mortgage, any real property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving sale, mortgage and purchase of real property or other legal documents where the signatures of trustees are required.

IV. CHURCH SUPPORT STAFF

The church shall employ support staff as the Ministry Council shall recommend. A job description shall be written by the appropriate supervisor in consultation with the Human Resources Team when the need for an additional staff support member is approved. Support employees shall be hired by the Human Resources Team in consultation with the appropriate supervisor(s).

V. MINISTRY COUNCIL

The Ministry Council, under the leadership of the Pastor, is responsible for implementing and guarding the integrity of the Vision, Mission, and Principles of Ministry of Cool Spring Baptist Church. In addition to the Pastor, the Ministry Council is composed of Ministry Coordinators, the deacon leader, the Strategic Planning Team leader and all other staff ministers.

Changes to Ministries require the concurrence of the Ministry Council. Members of the same household can not serve as coordinators on the same Ministry.

VI. CHURCH MINISTRIES

Section 1. General

The church shall be organized into the number of ministries necessary to accomplish the mission of our church including, but not limited to:

- Worship
- Outreach
- Discipleship
- Care
- Service
- Administration
- Missions
- Weekday Child Care
- Recreation

Each ministry shall organize itself and conduct meetings of the whole or parts to carry out its functions as established in the Operations Manual. Ministries shall budget and spend funds as allocated in the church budget. The Finance Team will be responsible for setting expenditure guidelines. Ministry coordinators shall authorize all expenditures by the members of their ministry.

Each ministry will be led by three ministry coordinators: one deacon, one lay member and one ministerial staff member. Staff ministry coordinators are selected by the Pastor and serve for an indefinite period of time. Deacon ministry coordinators are selected by the staff ministry coordinators with input from the Ministry Placement Team and serve a four year term. Lay ministry coordinators are selected by the staff and deacon ministry coordinators with input from the Ministry Placement Team and serve a four year term.

Team leaders within a ministry serve four year terms. Ministry team members are subject to term limits as defined by the Ministry Placement Team. Bible study teachers and facilitators are exempt from term limits.

Section 2. Ministry Placement Team

The Ministry Placement Team shall be responsible for assisting the ministry coordinators in the filling of team leader and team member positions, with the exception of deacons and ministry coordinators. The team will track and enforce term limits for the positions they fill and also prepare a plan that prevents any member from having too many concurrent responsibilities. The Ministry Placement Team is also responsible for the assessing and recording of members' spiritual gifts.

Some positions filled by the Ministry Placement Team may require church approval as described in these By-Laws, but all positions other than deacons and ministry coordinators will be nominated or appointed by the Ministry Placement Team.

The Ministry Placement Team members will be nominated by the Ministry Council and approved by the Deacon Council and shall consist of not less than fifteen members including no fewer than four deacons and four women. Ministry Placement Team members shall serve a term of four years. Ministry Council Members cannot serve on the Ministry Placement Team. All church officers with term limits, coordinators, and team leaders can not serve consecutive terms. There must be at least one year break in service.

Section 3. Organization and Authority of Ministries and Councils

1. The governing of this body resides exclusively in the church members with Jesus Christ as the Head.
2. All ministries and councils shall be organized to support the mission of our church and conform to our ministry principles. The funding of these groups is included in the annual budget that is approved by the church.
3. The primary role of the Pastor is to preach God's Word and provide strategic leadership and vision to the church membership.
4. The role of ministers is to provide strategic leadership and vision in their specific areas of responsibility and, under the guidance of the Pastor, coordinate ministry vision in the church.
5. The church members have delegated to the deacons and ministerial staff the ultimate responsibility and authority to see that the church remains on a true biblical course, to assure that members are being appropriately shepherded, to challenge the body with insightful biblical teaching and to see that the church is being well managed with the assistance of other competent and Godly leaders.
6. Leadership decisions will be made by ministries and councils only after a period of searching the Scriptures for guidance, prayerful reflection, discussion and coming together in Spirit guided unity.

VII. CHURCH FINANCES

Section 1. Church Budget

The Finance Team, in consultation with the Pastor and the Administrative Ministry Coordinators, shall prepare and submit to the church an inclusive budget for approval at a called September business meeting of the church.

Section 2. Accounting Procedures

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Team, Treasurer and Assistant Treasurer.

The fiscal year of the church shall begin on October 1 and end on September 30.

Section 3. Fiscal Transactions

Church approval shall be required for borrowing money and the acquisition and/or disposal of real estate.

VIII. CHURCH 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 to all people and conducted under the direction of the Pastor.

Section 2. Special Services

Any special worship services and church meetings which are essential to the accomplishment of the mission and vision of the church shall be placed on the church calendar.

Section 3. Regular Business Meetings

The church meets as needed but not less than three times yearly to receive the reports and recommendations of the Ministry Council, ministries, and members. The Pastor or his designee shall moderate the business meetings.

Section 4. Special Business Meetings

The Pastor may, and shall when requested by the deacons, Ministry Council, or a ministry, call from the pulpit a special business meeting. At least seven (7) days' notice of the subject, date, time and location must be given for the specially called business meeting. The business transacted at a special meeting shall be limited to the stated purpose of such meeting.

Section 5. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall be used to conduct meetings in all cases to which they are applicable and in which they are consistent with the Principles of Ministry contained in these By-Laws.

Section 6. Quorum

In all business meetings one hundred (100) active members shall constitute a quorum except for the calling or dismissal of the Pastor at which time four hundred (400) active members shall constitute a quorum.

IX. CHURCH POLICIES AND PROCEDURES

Section 1. Organizational Chart

An organizational chart shall be maintained to depict lines of responsibility in the administration of the church. This chart shall be periodically reviewed by the Ministry Council and shall be revised as needed. A copy shall be included in the church Operations Manual.

Section 2. Operations Manual

Church operating policies and procedures shall be described in the church Operations Manual. The master copy of the Operations Manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the designated administrative assistant. Additions, revisions, or deletions to the church policies and procedures require approval by the ministry coordinators to whose areas of responsibility the policy relates.

X. AMENDMENTS

These By-Laws may be amended by a two-thirds majority vote of a quorum of not less than two hundred (200) active present members at a scheduled business meeting after such proposed changes have been submitted in writing and carried over from the previously scheduled business meeting. Printed copies shall be made available at the church for all members who wish a copy, and an announcement of the proposed changes published in church publication(s) seven (7) days preceding the business meeting at which the vote will be taken.