

Bylaws

Parkdale Baptist Church
Revised October 19, 1994

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BYLAWS
Parkdale Baptist Church

I. Membership

Section 1. General

This is an autonomous 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 the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Qualifications

The membership of this church shall be composed of such persons who (1) have accepted and confessed Jesus Christ as personal Savior and Lord, (2) have been immersed in accordance with the example and command of the New Testament, and (3) have been received into the fellowship of the church by vote of the congregation.

Any person may offer himself for membership in this church at any service where an invitation to membership is extended in any of the following ways:

1. By profession of faith and for baptism, having confessed Jesus Christ as Savior and Lord.
2. By promise of letter of recommendation from another church of like faith and practice.
3. By statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable or another church of like faith and practice after consulting with the Pastor and Membership Committee.
4. By restoration upon giving evidence of repentance and reformation, or in the case of continued absence upon giving a satisfactory explanation.

Under unusual circumstances, a person may be received in to fellowship in his absence.

A candidate for membership shall be presented as a normal procedure to the church for election at the time of his request for membership. Should a person present himself for membership and it is obvious to the Pastor that a delayed reception would be to the advantage of the person, the congregation expects the pastor to request permission to hold further discussion(s) with the person before presenting him to the membership.

Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and Membership Committee for investigation and the making of a recommendation to the church within thirty days. A majority vote of those church members present and voting shall be required to elect such candidates to membership.

Section 3. Commitment

Each new member is expected to participate in the church's new member orientation plan. Each member is expected to be faithful in all duties essential to the Christian life, to attend regularly the worship services of this church, to give financial support to the church and its causes, to share it its organized ministries, and to enter into its covenant.

Section 4. Voting Rights of Members

Every member of the church is entitled to vote at all elections and on all questions submitted to the church provided the member is present or provision has been made for absentee balloting. Participation is expected.

Section 5. Termination

Members in this church may be terminated as follows:

1. By Death.
2. By a letter of dismissal and recommendation to any other Baptist church entitled to receive same.
3. By a certificate to a church of another denomination, upon written request from such a church. A certificate is a statement that the person seeking membership in the other denomination's church is a member of Parkdale Baptist Church.
4. By erasure upon request of a member in good standing to be released from his covenant obligations to this church, but only after patient and kind endeavor to secure the continuance of this fellowship.
5. By removal should a member become an offense to the church and to its good name by reasons of immoral or unchristian conduct; or for prolonged and unexplained absence from worshiping with the church; but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.

All requests for termination of membership or action Committee, who shall then make recommendations to the church. The exception to this is:

The clerk of the church, with the authorization of the church, shall grant letters and certificates as requested and insert a record of such action into the minutes of the church business meeting.

II. Church Officers

Section 1. General

All who serve as officers of the church shall be members of this church.

The officers of this church shall be the Pastor, the ministerial staff, the deacons, a moderator, a clerk, a treasurer, and trustees.

Section 2. Pastor

The Pastor is responsible for leading the church to function as a new Testament Church. The Pastor will lead the congregation, the organizations and the church staff to perform their tasks.

The Pastor is leader of pastoral ministries in the church. He shall work with the deacons and church staff to; (1) lead the church in performing its tasks, (2) lead the church to engage in a fellowship of worship, witness, education, ministry, and application, (3) proclaim the gospel to believer and unbelievers,

and (4) care for the church's members and other persons requesting the church's ministry.

When necessary, a Pulpit Committee elected by the church to seek out a suitable Pastor shall recommend to the church only one name at a time for consideration. Such recommendation shall constitute a nomination. An affirmative vote of three-fourths (3/4) of those present is necessary for acceptance. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. The Pastor shall give fourteen (14) days notice at the time of resignation before terminating his responsibilities as Pastor, and thirty (30) days notice may be given or thirty (30) days pay in lieu of such notice in the case of termination by the church which can only be done at a special meeting of the church called by the General Body of Deacons.

The Pulpit Committee shall consist of seven (7) members elected at large by the church. The committee shall have no less than two (2) men and no less than two (2) women in its make-up. Each committee member shall have been a member of this church for at least two (2) years.

Section 3. Ministerial Staff

The church shall call such other ministers as the church shall authorize; such as, Minister of Education, Minister of Music, Minister of Youth, etc.

A job description shall be written when the need for such persons is determined. The Personnel Committee shall bring to the church only one name at a time for consideration. An affirmative vote of three-fourths (3/4) of those present is necessary for acceptance. The minister thus elected, shall serve until the relationship is terminated by his request or the church's request. The minister shall give fourteen (14) days notice at the time of resignation before terminating his responsibilities as minister, and thirty (30) days notice may be given or thirty(30) days pay in lieu of such notice in the case of termination by the church which can only be done through a special called meeting of the church.

Section 4. Nonministerial Staff

Nonministerial staff members shall be employed the church determines the need for their services. The Nonministerial staff members are not considered to be officers of the church and thereby are not required to be members of the church. The church Personnel Committee shall have the authority to employ and to terminate services of Nonministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and as appropriate with the consultation of related committees of the church.

Section 5- Deacons

It is suggested that there be one deacon for approximately every forty members of the church. The church will maintain a list of active and inactive deacons. Nominations for new deacons will be made in the month of August. Deacons shall be elected during August by the church.

The details of the deacon selection procedure are contained in the Church Operations Manual.

The qualifications of a deacon are those set forth in Acts 6:1-7 and I Timothy 3:8-13.

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 ministries tasks; proclaim the gospel to believers and unbelievers; care for the church members and other persons in the community; lead the church to engage in a fellowship of worship, witness,

education, ministry, and application; and lead the church in performing its tasks.

The church may elect to honorary life membership (Deacon Emeritus) any deacon who by reason of age or infirmities shall after honorable service no longer be able to fulfill the total duties of the office.

Section 6. Moderator

The Pastor shall serve as moderator or presiding officer of the church. In the absence of the moderator or at the moderator's discretion, the next person in the order of succession shall become the acting moderator. The order of succession is the Minister of Education, the chairman of the deacons, and the vice chairman of the deacons. In the absence of all four the clerk shall call the church to order and preside for the election of an acting moderator.

Section 7. Clerk

The church shall elect annually a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports. And give required notice of all meetings here notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the annual letter of the church to the association.

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

Section 8. Treasurer

The church shall elect annually a church treasurer. It shall be his duty to oversee the counting and depositing of the Sunday offerings. He shall be directly responsible to the Stewardship Committee. The treasurer shall be bonded.

Section 9. Financial Secretary/Bookkeeper

The church shall employ a financial secretary/bookkeeper as a Nonministerial staff member. It shall be the duty of the financial secretary/bookkeeper to receive, preserve, and pay out upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the financial secretary/bookkeeper to render to the church through the Stewardship Committee a monthly report of the receipts and disbursements of the month and the financial status of the church. The financial secretary/bookkeeper's records shall be audited annually by an audit committee or public accountant. The financial secretary/bookkeeper shall be bonded, the church paying for the bond.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the financial secretary/bookkeeper to the church clerk, who shall keep and preserve the accounts as a part of the permanent records of the church.

Section 10. Trustees

Three trustees elected by the church will hold in trust the church property. They shall have no powers to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church

authorizing each action. It shall be the function of the trustees to affix their signature to legal documents involving sale, mortgage, purchase, or rental of property or other legal documents where signatures of trustees are required. Trustees shall serve for six years on a rotating basis, with one new trustee being elected every two years. A trustee may be eligible for re-election only after a lapse of two years.

III Coordinating Groups and Committees

Section 1. Church Council

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

The Church Council, unless otherwise determined by vote of the church, shall have as regular members

the Pastor,
The Minister of Education or Sunday School Director,
The Minister of Music,
The Minister of Youth
(Or Chairman of Youth Committee),
The Chairman of Parkdale Baptist School Board,
The Chairman of Women's Missionary Union,
The Chairman of the Deacons,
The Chairman of Stewardship Committee,
The Chairman of Personnel Committee,
The Chairman of Property and Space Committee.
The Pastor shall be chairman.

All matters agreed upon by the Church Council, calling for action not already authorized, shall be referred to the church.

Section 2. Sunday School Council

The Sunday School Council is responsible for enacting that part of the Church Council's program that relates to the Sunday School. Where the Church Council largely is responsible for planning, the Sunday School Council is a "working" body. Examples of programs it shall be responsible for are: 1) High Attendance Sunday, 2) People Searches, 3) Outreach, 4) Sunday School Enlargement programs, 5) assessment of and direction to the general Sunday School program of the church.

Regular members of the Sunday School Council shall include the Minister of Education and/or Sunday School Director (if one is enlisted), and the Division Directors (Preschool, Children, Youth, Adults, and any other age-group division director as needed. The Pastor and other staff will contribute as requested. An expanded version of the Sunday School Council may meet periodically and will include all Sunday School Department directors.

Section 3. Youth Council

The Youth Council shall have input into the development of a youth program which would direct

young people toward a closer walk with God, a positive Christian testimony, and the development of Christian leadership, character and social life.

The Youth Council shall consist of a President and at least one boy and one girl representative from each grade in the Youth Division and at least one adult sponsor for each group.

The Youth Council shall keep the Church Council informed regarding its proposed plans and activities.

Section 4. Committees

All church committee chairmen and committee members must be members of the church. All church committee members shall be recommended to the church for approval by the committee on committees. Committee members will serve terms of three (3) years.

Certain committees recommend policy and staffing to the church for approval. These committees are called policy committees. No person shall serve consecutive terms on the same policy committee. No person shall serve on more than one policy committee at the same time. The policy committees are the

Committee on Committees,
Personnel Committee
Stewardship Committee
Parkdale Baptist School Board.

A list of all serving church committees along with a description of the purpose and duties for each committee is to be found in the Committee Description and Guide book. The Committee on Committees will keep the guide book current and recommend changes. All changes are subject to the approval of the church.

IV. Church Finances

Section 1. Budget

The Stewardship Committee, in consultation with the Church Council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Annually there shall be opportunity provided to secure worthy commitments of financial support from the church members.

Section 2. Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the church treasurer or financial secretary/bookkeeper and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying the bond.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Committee

The books of the church shall be audited annually by an auditing committee or public accountant.

Section 3. Special Offerings

Requests for special offerings and appeals will be presented to the church Council for approval.

Section 4. Fiscal year

The church fiscal year shall run concurrently with the calendar year, January 1 to December 31.

V, Program Organizations

Section 1. General

All church organizations shall be accountable to the church and the officers shall make quarterly reports. All officers, teachers and leaders shall be members of the church and shall be elected by the church.

Section 2. Sunday School

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the leadership of the Minister of Education and/or the Sunday School Director for the study of God's Word.

The Sunday School shall teach the biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn and minister daily; provide and interpret information regarding the work of the church and the denomination.

The Sunday School hour shall be devoted to Bible study.

The Bible shall be the textbook.

Southern Baptist Curriculum material shall be the literature used. However, a teacher has the liberty to search for Christian truth in other materials and may use other resource materials to supplement the Southern Baptist literature where appropriate.

Section 3. Church Training Program

There shall be Church Training Program divided into departments and conducted under the leadership of the church Training Director. The Church Training Program shall serve as the training organization of the church.

The Church Training Program shall teach systematic theology, Christian history, Christian ethics, and church policy and organization; give orientation to new church members; train all church members to worship, witness, learn and minister daily; train leaders for the church and the denomination; discover, recruit, and train potential leaders; provide for specialized training; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination.

Section 4. Woman's Missionary Union

There shall be a Woman's Missionary Union with such officers and organizations as needed. The Woman's Missionary Union shall teach the biblical foundation, history and purpose of the mission endeavor; lead persons to participate in missions; provide organization and leadership for special mission projects of the church; provide and interpret information regarding the work of the church and the denomination.

Section 5 Baptist Men

There shall be a Baptist Men's Group with such officers and organization as needed. They shall assume responsibility for the Royal Ambassador Program and provide other mission projects for the men of the church.

Section 6. Church Music Ministry

There shall be a Church Music Ministry under the direction of the Minister of Music. It shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; and in general carry out a well-rounded program for the musical development of all age groups.

Section 7. Parkdale Baptist School

There shall be a Parkdale Baptist School under the supervision of the Parkdale Baptist School Board. It shall be the purpose of the school to offer a quality academic education in a Christian environment to the children of the church and the community.

The school principals shall be employed by the school board. Each principal shall be directly responsible to the school board for the part of the school under his direction. Within that area of charge they shall be responsible for the development and administration of the school program and its personnel and shall recommend all other school personnel to the board for employment.

A monthly financial report shall be made to the Stewardship Committee by the principal.

A school policy manual shall be maintained in the school office for review. It shall reflect the school policies as established by the school board.

VI. Church Program Services

The church shall maintain media center services and recreation services for the purpose of enriching and extending the ministries and programs of the church.

The media center service will be the resource center for the church. Its personnel will seek to provide and promote the use of printed and audiovisual resources. They also will provide consultation to church leaders and members in the use of printed and audiovisual resources.

The church recreation service will seek to meet the recreational needs of members and groups. Its personnel will provide recreation activities, consultation, leadership assistance, and resources.

VII. Ordinances

Section 1. Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

Baptism shall be by immersion in water.

The Pastor, whomever the church shall authorize, shall administer baptism. The deacons shall assist in the preparation for, and the observance of, baptism.

Baptism shall be administered as an act of worship during any worship service of the church.

A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and/or staff or deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

Section 2. The Lord's Supper

The church shall observe the Lord's Supper quarterly, the third Sunday of the quarter, unless otherwise scheduled by the church. The observance shall alternate between the morning and the evening services of worship. The pastor and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations

All persons present in the service who have been born again through faith in Jesus Christ as Savior, who have followed Him in believer's baptism, and who are members in good standing of a church of like faith and practice shall be invited to participate in the observance and fellowship of the Lord's Supper.

VIII. Church Meetings

Section I. Worship Services

The church shall meet regularly each Sunday, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Pastor shall direct the services for all church members and for all others who may choose to attend.

Section 2 Special Services

Revival Services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed in the church calendar.

Section 3 Regular Business Meetings

The Quarterly Business Meeting (4th Sunday of each Quarter) be changed to a Monthly Business Meeting (4th Sunday of the month).

Section 4. Special Business Meetings

The Pastor may, and shall when requested by the deacons, church council, trustees, or a standing

committee, call from the pulpit a special business meeting. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting. The business transacted at a special meeting shall be limited to that in the stated purpose of the meeting.

Section 5. Quorum

The quorum consists of those members who attend the business meeting, provided it is a regular business meeting or a properly called special business meeting.

Section 6. Parliamentary Rules

Robert's Rules of Order, Revised is the authority for parliamentary rules of procedure for all business meetings of the church.

IX. Church Operations Manual

Section 1. Organizational Chart

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

Section 2. Policies and Procedures

Church policies and procedures shall be described in the Church Operations Manual. The manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the church secretary. Changes in policies and procedures may be initiated by any church member or organization. Additions, revisions, or deletions of church policies and procedures require: (1) review by the church officer of organization (including committees) to whose areas of assignment the policy relates, and (2) approval by the church.

X. Amendments

These bylaws may be altered or repealed by a majority vote of those present at a quarterly church business meeting after such proposed changes have been submitted in writing and carried over from the previous quarterly church business meeting, printed copies made available at the church for all members who wish a copy, and an announcement of the proposed changes published in the church newsletter at least twice during the quarter, including the week preceding the business meeting at which the vote will be taken.