

BY-LAWS

ARTICLE I - MEMBERSHIP

Section 1. New Members

1.1 Membership

The membership of the Church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of Cross Keys Baptist Church Constitution and who offer evidence, by their confession, baptism, and their conduct, that they are living in accord with their affirmations of this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ.

1.2 The church shall receive additions to the church in the following manners:

1. On profession of faith in Christ and acknowledgment of His Lordship in baptism.
2. By letter of commendation from another church of like faith and order, providing the person has been scripturally baptized.
3. On statement of their experience of salvation and their burial with Christ in baptism by the authority of a church of like faith and order.
4. Upon coming from a church other than a Baptist Church, provided the doctrines of said church are in accordance with the articles of faith of this constitution.
5. By restoration.

Section 2. Separation of Members

2.1 Dismissal - Any member in good standing shall be entitled to a letter of commendation to any other church of like faith and order. Letters, which will include service and training records, shall be forwarded to the churches to which they are addressed.

2.2 When a member unites with any church of another faith, that person's membership in this church shall terminate and his or her name shall be removed from the church roll.

2.3 Any member who of his own volition does not attend or contribute to the support of the church for a period of one year may be transferred to the inactive roll and shall become ineligible to vote in business matters of the church. This shall be done by vote of the church upon recommendation of the deacons. Restoration to active list shall be upon satisfactory conduct of that member. If no restoration is made by the end of the second year, the deacons may recommend that the name be removed from the church roll. All matters of this nature shall be considered at the annual business meeting.

- 2.4 Removal as Disciplinary Measure - Removal of a member as a disciplinary measure is recognized as the very last resort and should be done only after every possible measure of corrective discipline has been exhausted by the pastor, deacons, and church. It may then be done by church action, in a regular monthly business meeting.

Section 3. Discipline of Members

- 3.1 Breach of Fellowship Between Members - The fact that grievances arise between members within the church fellowship has been anticipated in the New Testament. Members who have a grievance with one another are enjoined to realize the seriousness thereof, and to seek reconciliation quickly in the manner prescribed in the Bible (Matthew 5:23-25; 5:44; 18:15-16; Ephesians 4:31-32). Failing in these measures, one or all of the members involved may place the matter before the deacons, or the deacons and pastor may take initiative, as they feel led to do so. If the members fail, the whole problems should then be brought before the church for church action.
- 3.2 Misconduct - Should a member be found or reported to be engaged in conduct of life contrary to the church covenant or otherwise reflecting adversely upon the witness of the church, the deacons together with the pastor, shall first take action. The member shall be visited and counseled about the problem. Through prayer and scriptural admonition in the power of the Spirit, the deacons shall seek to solve the problem. The Spirit expressed in Galatians 6:1-2 shall be the guiding objective. Failing in these measures, the matter may be brought before the church in a Called Business Meeting. Withdrawal of church fellowship shall be the last resort taken by the church with the following conditions:
1. No member shall be excluded at the same meeting in which a charge is preferred against him.
 2. No member shall be excluded without an opportunity to defend himself before the church.
 3. In a case of discipline, no member shall be allowed to vote who has not heard all the testimony in the case. At the business meeting in which this question is considered, all previous testimony and discussion which have been presented will be reviewed.

Information against a member by a non-member may be considered by the church, but such information shall be in the form of a written statement. No non-members may attend the meeting in such a case. If a member refuses to appear before the church or fails to give satisfaction to the church, he or she may be excluded from church membership.

Section 4. Statement on Marriage and Sexuality

1.1 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 God intends sexual intimacy to occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is required that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe God offers redemption and restoration to all who confess and forsake 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 the church.

ARTICLE II - ORGANIZATION

Section 1. Staff

1.1 Pastor - It shall be the duty of the pastor to preach the Word of God to the church, to administer the ordinances, to act as moderator of business meetings, unless he asks the church to elect a moderator, and to always be ready to assist with his counsel in both the temporal and spiritual welfare of the membership of the church. He shall comfort the sorrowing, assist the distressed, give good counsel to those who have been received, and perform the various other duties pertaining to his office as set forth in the Word of God. He shall serve as ex-officio member of all committees, boards, and auxiliary organizations of the church. He shall be charged with the day-to-day direction of the other staff members. Although the pastor does not have any special authority over the church, his office and place of leadership should be respected and honored at all times. He shall be expected to follow the denominational program unless the church decides to do otherwise.

Article II-Organization

Section 1. Staff

1.1.1 Method of Election - If the church is without a pastor, a Pastor Selection Committee shall be formed by the following guidelines:

Size of the Pastor Selection Committee- Shall be 5 active members plus 2 alternates

Selection process- Qualifications of candidates for Pastor Selection Committee are:

1. Continual spiritual growth;
2. Spiritual discernment;
3. Knowing Bible truths and practicing them;
4. Faithful attendance and support of the church;
5. Skills as a team player;
6. Commitment to maintain confidentiality;
7. Ability to attend meetings and occasionally travel;
8. Priority commitment to seeking and doing God's will;
9. Absence of a self-serving agenda.
10. Member in good standing of Cross Keys Baptist Church for a minimum of 1 year.
11. Attends at least 75% of Sunday services and is regularly involved in the ministry of the church.
12. Minimum of 18 years old

Election of the Committee

- Church members can nominate up to 5 persons in writing within the established open-nomination time frame
- Nominations are to be submitted to the Personnel Committee, and Pastoral Staff.
- The Personnel Committee, and Pastoral Staff will rank the nominees in order of the number of nominations received.
- The Personnel Committee, and Pastoral Staff will select the top 7 nominated individuals (the top 5 to serve as active search committee members and the next 2 to serve as alternates); and will conduct an interview with each nominee to make sure they meet the stated qualifications and understand what the church expects of Pastor Selection Committee members and commits to serve faithfully.
- After the Personnel Committee, and Pastoral Staff has commitments from the correct number of Pastor Selection Committee nominees and alternates, then they shall be presented for a vote of the church body in the next regularly scheduled business meeting by paper ballot.

Separation of Committee Member

- Voluntary resignation by a Pastor Selection Committee member or alternate must be presented to the Pastor Selection Committee and Pastoral staff and then an alternate will be assigned by the Pastor Selection Committee to take their place.
- Involuntary removal of a committee member or alternate shall be done by the Pastor Selection Committee and Pastoral staff.

-Reasons for involuntary removal are as follows:

- Failure to regularly to attend meetings.
- Failure to maintain confidentiality.
- Removal of a member as a disciplinary measure is recognized as the very last resort and should be done only after the Pastor Selection Committee and Pastoral staff has exhausted every possible measure of corrective discipline.

This committee shall have the responsibility of seeking out a man and recommending him to the church. The Pastor Selection Committee shall bring to the consideration of the church only one man at a time. The church shall discourage the presentation of any person for prospective pastor by any member or group other than the Pastor Selection Committee, and shall not consider any such person unless seventy-five percent (75%) of those present at regular business meeting vote to do so. A majority vote of three-fourths (3/4) of the members present shall be necessary to issue a call to the pastor. The vote shall be by written ballot. When so elected, the pastor shall hold office at pleasure of the church or until his resignation. In all cases, at least thirty (30) days notice shall be given by either party. The Pastor Selection Committee will work with the Personnel Committee in accordance with the Personnel Committee duties (see Article II, Paragraph 3.2).

1.1.2 Methods of Resignation or Dismissal - In the event of the resignation of the pastor for any reason, the church shall be given thirty (30) days notice, during which time the pastor will continue to serve unless the church permits his resignation to be effective at an earlier date. In the event of dismissal of the pastor by the church, the following procedures shall be observed:

1. The matter shall first be prayerfully considered in a regular deacon's meeting with the pastor and deacons meeting together.
2. Written notice shall be sent to the entire active membership of intended action on the matter at least ten (10) days before it is brought before the church.
3. At the business meeting when such matters are brought before the church, all charges and reasons for dismissal must be heard by the church in the presence of the pastor and the pastor given full opportunity to answer all such charges. An outside moderator from a sister Baptist Church or a

denominational employee acceptable to the church and pastor shall be elected for the meeting.

4. When the vote is taken, a simple majority vote by written ballot shall be required to dismiss the pastor.
5. In the event of dismissal, the pastor shall be given thirty (30) days of full salary and other benefits which are provided by the church to its pastor. He may be relieved of all church responsibilities or continue them partially or fully during the thirty day period as the church shall decide, unless the dismissed pastor begins other employment within such period, in which case the salary and other considerations shall be terminated.

1.2 Other Staff Members - The pastor and the Personnel Committee shall outline and define all areas of work for the other staff members as they are added.

1.2.1 Method of Election - Associate Pastors, whether Ministers of Education, Music, or Youth, shall be called in the same way as the pastor is called. The hiring, dismissal, and consideration of resignations of office staff and maintenance staff shall be charged to the Personnel Committee of the Church. When the church is without a pastor, an Interim Pastor will be called in the same manner as the pastor except that the Personnel Committee shall serve as the Interim Pastor Selection Committee. The Interim Pastor will serve until dismissed by the church or until a newly elected pastor takes the field.

1.2.2 Method of Resignation or Dismissal - Interim Pastors and Associate Pastors, Whether Ministers of Education, Music, or Youth, will follow the same procedures as the pastor in the event of resignation. In the event of dismissal, the church will follow the same procedures as would be followed regarding the pastor. Office Staff and Maintenance Staff when resigning will present their written resignation to the Chairman of the Personnel Committee.

Section 2. General

To assure that adequate attention be given all areas of Church Ministry and administration, the following general officers shall be chosen:

2.1 Deacons - It shall be the duty of the deacons to assist the pastor in the administration of the ordinances and in the ministry to the membership of the church. It shall be their duty to visit the sick, the poor, and the distressed, and generally to keep in contact with the church family in seeking to develop the spiritual life of the members. They shall concern themselves with the matters of fellowship, benevolence, spiritual development, and discipline (see Article I, Section 3) of the Church Family. The deacons shall serve as the membership committee with regard to recommendation of applicants for membership in our church. The chairman of the deacons shall be elected annually by the active deacons.

- 2.1.1 Method of Election - There shall be one (1) deacon for every ten (10) families in the church membership. The regular term for an active deacon shall be three (3) years. Expiration of regular terms shall be so arranged that one-third (1/3) of the number of deacons shall be elected each year. Deacons may be re-elected without a break in service.

The Vice-Chairman of the Deacons shall have the responsibility of preparing a nomination form for use by the church membership in selecting deacons for active service. The nomination form shall include, as a minimum (1) a synopsis of the guidelines for selecting deacons as set forth in the By-Laws, (2) space for the nominee's name, (3) space for the church member to state the reasons he or she believes the nominee would serve well as a deacon, and (4) a list of all active deacons. The nomination forms must be returned to the active deacon body no later than the second Sunday in July. After this time, no other nominations will be accepted.

The active deacon body will contact each nominee and conduct an interview to determine if the nominee is qualified scripturally according to Acts 6:1-7 and 1 Timothy 3:1-14. After satisfactory examination, the active deacon body will recommend to the church membership candidates for election to the office of deacon at the September business meeting.

After election by the church membership, deacon-elects who are not ordained will complete a three (3) month training period consisting of in-service and informal training during the months of October through December, with two (2) months training prior to interrogation by all ordained men within the church membership. One (1) month after interrogation, ordination will take place.

- 2.1.2 Guidelines in Selection of Deacons - Because of the importance of the work to be done by these men, the Apostles in Acts and Paul in Timothy give some suggestions as to what to look for in the men they would elect. The following study of these passages will set forth the guidelines in the election of deacons.

2.1.2.1 Consider the Deacon and His Personal Christianity

A. Full of the Holy Spirit

1. Showing evidence of the fruits of the Spirit (as listed in Galatians 5:22-23).
2. That is , a full realization of Christian purpose and power.
3. The man full of the Spirit is the normal Christian. Not to be full of the Spirit is to have a disease of one's spiritual life; to have a low spiritual vitality.

4. To be full of the Holy Spirit does not mean that one abandons interest in things of the earth. But it does mean that the things of this earth - home, business, profession and all of life - are touched by a hand which is Christ's hand.
 5. That all dealing of life are done by heart, soul, and will under the dominion of Christ.
 6. It is not a state or spiritual aristocracy to which few can attain, but one in which all Christians should be.
- B. Treasures the Gospel - "Holding the mystery of the faith in a pure conscience" means "to believe the gospel firmly and to live according to it with a pure heart." Personally reads the Word of God regularly with the intention of allowing God's Spirit to direct his way.
- C. Free from Avarice - "Not guilty of filthy lucre." Barclay - "They are not to soil their hands with disreputable ways of making money." An honorable living.
- 2.1.2.2 Consider the Deacon and His Home - "Let the deacons be the husbands of one wife, ruling their children and their own houses well," (1 Timothy 3:12). From this we can be sure that the Christian leader must be a loyal husband, preserving marriage in all its purity.
- 2.1.2.3 Consider the Deacon and His Community
- A. "Men of honest report." - Acts 6:3, 1 Timothy 3:7 (of pastors) a man of good report from them who are without. He should be one who has gained the respect of his fellowmen in the ordinary day to day tasks of life. He should be regarded as a man of integrity, whose character is well-known and fair. "Men of Honest Report" - men who have been such as to create a good report.
 - B. Grave - not long-faced, mournful, condemning everything and everybody but one who is serious minded, mature, and who will take the tasks seriously. Men of dignified character.
 - C. Not double-tongued - literally, having two voices. Means saying one thing to one, something else to another. Or, saying one thing but meaning or doing another. A Deacon should be one who can be relied on for the exact truth of what he says, and for the exact fulfillment of his word.

- D. Free from intemperate habits - "Not given to much wine." This would include any habit that is harmful to the way he should conduct his work as a Deacon.

2.1.2.4 Consider the Deacon and His Church

- A. He is to be a member of the church. "Look you out among you."
- B. Proven - "Let these also be proven." Tested in regard to proper qualifications for office. Men should be elected deacons whose lives of service and commitment have demonstrated their fitness.
- C. Full of Wisdom - Tact, understanding, patience.
- D. The deacon should demonstrate his love and his support for his church through his faithful attendance and financial support. The Deacon should be a tither and an example in attendance of the services.

2.1.3 Method of Filling Vacancies - If a deacon or elected candidate for any reason cannot serve, or finds it necessary to leave the active deacon body, the deacons may recommend any ordained deacon from the membership to fill the vacancy of the unexpired term, with church approval of the selection.

2.2 Trustees - The board of Trustees shall consist of nine (9) members. The Trustees shall have responsibility for the upkeep, maintenance, protection, and oversight of the physical plant and property of the church, for legal papers, deeds, and other church business matters. In the execution of debts and obligations binding upon the church, they shall not obligate the church beyond the current budget without the specific vote of the church. One member of the Trustees shall be chosen by the church body each year to serve as Chairman of the Trustees. He shall have the title for legal purposes as "President of the Corporation." Trustees can be employed or contracted to the church for services with the consent of the Personnel Committee.

2.2.1 Method of Election - The regular terms of the Trustees shall be three (3) years. Expiration of regular terms shall be so arranged that one-third (1/3) of the number of Trustees shall be elected each year. The church Enlistment Committee will nominate persons for the office. Trustees may be re-elected without a break in service.

2.3 Church Council - The church Council is an advisory and correlating agency through which all church organizations and continuing committees may coordinate their activities into one harmonious program of work. The Council shall consist of the Pastor (as chairman), Minister of Education and Family Ministries, Minister of Music and Youth, Bible Study Director, Chairman of Deacons, Chairman of Trustees, Chairman of Finance Committee, Chairman of Personnel, Chairman of Public Relations, Director of Weekday Preschool, Director of Extended Session, Church Librarian, Director of Greeters, Church Hostess,

Church Clerk, Church Secretary and Chairman of all continuing committees. Its purpose is four-fold:

1. To recommend objectives and goals for the overall church program.
2. To outline a church calendar of activities for the accomplishment of these objectives and goals.
3. To develop whole-hearted cooperation among all church organizations.
4. To evaluate results of programs undertaken.

Meetings shall be held at least quarterly and more often as needed.

2.4 Finance Committee - The Finance Committee shall be composed of six (6) members, and the Treasurer shall be an ex-officio member. The chairman shall be elected by the church. This committee shall oversee all matters pertaining to the financial program of the church. It shall prepare a proposed budget for church approval, recommend and direct methods of budget promotion. The Broadman Church Finance Record System shall be followed for the church financial procedures. The Finance Committee will work closely with the department heads and committee chairmen in the planning of the budget.

2.4.1 Method of Election - The regular terms of the members of the Finance Committee shall begin in January each year, and shall be for a three (3) year term. Expiration of regular terms shall be so arranged that one-third (1/3) of the members of the Finance Committee shall be elected each year. The church Enlistment Committee will nominate persons for the office. Members may be re-elected without a break in service. The members should be faithful in their stewardship to the church.

2.5 Church Clerk - The Clerk shall keep an accurate record of all business sessions of the church, conduct the correspondence, keep the membership roll, render proper statistics as called for by the denomination, and prepare the annual associational letter. The Clerk shall be Secretary of the Corporation.

2.6 Church Treasurer - The Treasurer shall be responsible for the keeping of an accurate record of all receipts and of all funds contributed through the church and its organizations, and shall disburse the same as ordered by the church or as authorized by the current church budget. The Treasurer shall be a member ex-officio of the Finance Committee and shall be Treasurer of the Corporation.

Section 3. Committees

- 3.1 Enlistment Committee - This committee shall be composed of six (6) members. The chairman shall be elected within the committee each year. Its duties shall be to nominate persons to fill the various offices of the church and its organizations and committees. This committee will work closely with the various department heads in selecting workers for their areas of ministries. An effort will be made to enlist every member in service and to avoid the overloading of some.
- 3.1.1 Method of Election - The regular terms of the members of the Enlistment Committee shall be three (3) years. Expiration of regular terms shall be so arranged that one-third (1/3) of the members of the Enlistment Committee shall be elected each year. The church Enlistment Committee will nominate persons for the office. Members may be re-elected without a break in service.
- 3.2 Personnel Committee - The Personnel Committee shall be composed of six (6) members elected on a rotating three (3) year period. The chairman shall be elected within the committee each year. This committee shall work closely with the pastor in outlining the duties and functions of the church staff. At the time of call of any church staff member, a written working agreement, specifying duties, salary, and other benefits and provisions, shall be prepared by this committee for approval by the church (see Article II, Section 1). It shall recommend salaries for the staff to the budget planning committee each year.
- 3.3 Bereavement Committee - The Bereavement Committee shall consist of three (3) church members with one acting as chairperson. This committee will function in the event of the death of a church or Sunday School member (this would include spouse, children, parents, or immediate family members).

The Bereavement Committee chairperson will be contacted by the church secretary or a deacon when a ministry opportunity arises. This committee will minister to the family as requested, such as by providing food for the family at their home or at the church. The appropriate Sunday School department director will be contacted for additional information. The committee will coordinate with the Sunday School department director, church hostess, and deacon body if assistance is needed in the serving of a meal at the church.

- 3.4 Crisis Ministry Team – The Crisis Ministry Team shall consist of three (3) church members appointed by the Pastor. The Crisis Ministry shall be administered and operated by the Crisis Ministry Team. The Pastor shall be advised on all crises.

ARTICLE III- CHURCH GOVERNMENT

Section 1. Authority

- 1.1 The articles of faith do not exhaust the extent of our faith. The Bible itself, as the inspired, inerrant, and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the solid and final source of all that

we believe. For purposes of church doctrine, practice, policy, and discipline, our ordained Pastoral staff, led by our Sr. Pastor, is the church's final interpretive authority on the Bible's meaning and application.

- 1.2 All authority for church business and administration shall be vested in the members assembled for the conduct of church business. All boards, agencies, committees, officers, and staff members are non-authoritative and are answerable to the church upon all actions

Section 2. Business Meetings

- 2.1 Regular Business Meetings - The church shall hold a regular business meeting each month. The number of members present shall constitute a quorum for all matters of business, with the following exception: When the number of members present is less than ten percent (10%) of the church membership, and as many as twenty (20) members or half of the members present (whichever is less) feel that there is not a fair cross-section of church membership present for consideration of any particular item or items of business, such item or items shall be tabled until at least ten percent (10%) of the church membership is present.
- 2.2 Special Business Meetings - Special business meetings may be called by the moderator or by either of the following bodies: Deacons, Trustees, Church Council, or Finance Committee. In such case, the membership shall be notified at least three (3) days in advance, stating the nature of the business to be considered and the time of the meeting. One letter or card to a family shall be deemed sufficient notice. No business shall be transacted at a special meeting other than that stated in the notice.
- 2.3 Annual Business Meetings - A Special Called Business meeting in November shall be the Annual Business Meeting of the church. At this time, the annual budget for the next calendar year will be discussed with a corresponding vote taking place, with no discussion, at the regular November Business Meeting. All other major business specified for annual business meetings will also be considered. An exception to this would be that the annual letter to the Association would be adopted in the September business meeting.

Section 3. Voting

- 3.1 Active members of the church shall be eligible to vote. Those not voting shall not be counted for or against a motion. A majority of the votes cast shall carry any motion except in the following cases: A three-fourths (3/4) vote is required to (1) discipline a member, (2) call any staff member, or (3) amend the Constitution or By-laws (see Article III, Paragraph 2.1). On matters of financial indebtedness and moral issues only active members thirteen (13) years of age or over shall be permitted to vote.
- 3.2 A written ballot shall be required on any matter requiring more than a simple majority vote, any election in which more than one candidate is involved for the same office, calling or dismissing a staff member, or on any matter in which a majority of the people desire it. On

all other matters, a voice vote may be used unless a decision vote is called for from the floor.

- 3.3 In case of a tie vote, the motion is lost. The moderator does not cast the tie-breaking vote.

Section 4. Method of Election and Resignation or Dismissal

- 4.1 Unless otherwise specified elsewhere in the Church constitution or Bylaws, all officers and committees shall be elected by the church in a regular or duly called business meeting. Term of office shall be for one (1) year, effective January 1 of each year. The church Enlistment Committee shall serve as a standing nominating committee, but the church shall always have the prerogative of making nominations from the floor of a business meeting.
- 4.2 Because officers and committee members in the church hold positions of leadership and are accountable to the Lord for their actions as leaders (Ezekiel 33:6), election to such a responsibility should not be taken lightly. The candidate and voting church members should carefully consider the candidate's abilities and willingness to serve. Upon election to an office or committee, a person has the responsibility to stay informed of the general state of the church and be a model of service for the rest of the members. The officer or committee member should therefore strive to attend, whenever possible, important functions of the church, including Sunday School, Worship Service, Prayer Meeting, and Business Meeting.
- 4.3 All resignations of annually elected officers and workers should be in writing and be given to the Church Clerk, who will notify the appropriate person.

Section 5. Moderator

The pastor shall serve as moderator of the business meetings, unless he asks the church to elect a moderator. In such case, the Enlistment Committee shall recommend to the church a person to serve as moderator for the church year. In the moderator's absence, the Chairman of the Trustees shall preside. If both moderator and Chairman of the Trustees are absent, the Chairman of Deacons shall preside.

Section 6. Rules of Order

Items of procedure not covered by these By-laws shall be governed by Robert's Rules of Order.

ARTICLE IV - CHURCH ORDINANCES

The church shall observe the Lord's Supper at least quarterly as well as on special occasions as determined by the Pastor and Board of Deacons.

ARTICLE V - AMENDMENTS

These By-laws may be amended at any regular church business meeting, by a three-fourths (3/4) majority of members voting, provided notice of the proposed amendment has been distributed to all resident church families at least ten (10) days in advance.