

**CONSTITUTION AND BYLAWS  
OF  
CRIEVEWOOD BAPTIST CHURCH**

## **CONSTITUTION & BYLAWS**

### **I. INTRODUCTION**

Crievewood Baptist Church, a Christian congregation founded in 1954, is a non-profit, religious, public-benefit corporation organized under the laws of the State of Tennessee.

Crievewood Baptist Church exists as a Christian ministry to carry out the Great Commission (Matthew 28:16-20) as well as any other lawful purpose. Crievewood Baptist Church hereby establishes and adopts this document as its Constitution & Bylaws.

### **II. ORGANIZATION**

A. NAME OF ENTITY AND PRINCIPAL OFFICE: The name of this entity shall be Crievewood Baptist Church (“CBC” or “Church”). The principal office for the carrying out ministry of CBC is fixed and located at 480 Hogan Road, Nashville, TN 37220.

B. PURPOSE AND POWERS: CBC is devoted to obeying the Great Commandment (Matthew 22:36-40) and carrying out the Great Commission (Matthew 28:18-20), which are the principal commands Jesus gave His followers as their primary occupation until He returns. CBC is organized as a church, exclusively for charitable, religious, and educational purposes within the meaning of 26 U.S.C. 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law). Therefore, no part of the net receipts of or donations to the corporation shall inure to the benefit of or be distributable to its directors, members, trustees, officers, or other private persons except as authorized in furtherance of its religious purposes.

### **III. STATEMENT OF FAITH**

In all matters of faith and practice, CBC affirms the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963, and adopts it as its Statement of Faith.

### **IV. GOVERNANCE, OVERSIGHT AND DECISION-MAKING**

A. GENERALLY: The mission of the church, founded by Jesus Christ, is fulfilled when the principles of Scripture are active and vital in the lives of the people of God. CBC seeks to accomplish the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:18-20) by ordering

the ministry and organization of the Church in a manner consistent with Scripture, as interpreted by CBC (Acts 6:1-7) and as generally described in this Constitution & Bylaws.

B. JESUS: Jesus is the living Lord and the Head of our Church (John 17:1-8; Ephesians 1:22, 2:19-22; Colossians 1:18; I Corinthians 3:11). Jesus Christ established His church so that each person who is a believer in Him and a member of His church might follow His leadership and obey His commands as recorded in Holy Scripture, as empowered by the Holy Spirit, and in order to bring honor and glory to God. CBC recognizes that the congregation and any entity or member within it all serve under that authority and lordship of Jesus Christ.

C. LEADERSHIP COUNCIL: CBC shall be led by a Leadership Council ("Council"), as more fully described in this Constitution & Bylaws, and the Council shall function as the Board of Directors of CBC.

D. COMPOSITION OF LEADERSHIP COUNCIL: The Leadership Council is composed of selected leaders from CBC, some of whom serve on the Council by virtue of occupying a particular position (Position-Specific Members) and others who occupy a particular position from the five ministry teams.

Position-Specific Members of the Leadership Council: The following individuals shall serve on the Council for as long as each occupies the leadership position referenced below; provided, however, ordained ministry staff members, who are employed full time by the Church, shall not comprise more than 50% of the Leadership Council.

- a. Senior Pastor, who shall be the Chair of the Council.
- b. All ministry staff who are employed by the Church.
- c. Chair of Deacons.
- d. Moderator.
- e. Chairs of the three permanent Administrative Leadership Committees:
  1. Finance
  2. Personnel
  3. Properties
- f. Team Leaders of Five Ministry Teams:
  1. Worship Arts
  2. Children/Student Ministry (includes pre-k-high school)
  3. Adult Discipleship

4. Missions
5. Neighborhood Ministry

E. **AUTHORITY OF LEADERSHIP COUNCIL.** The Council is representative of the CBC congregation and is therefore ultimately accountable to the CBC congregation. The Council shall have full authority to conduct, manage, and control the affairs of the Church and to make rules and regulations not inconsistent with the law, the Articles of Incorporation or the Constitution & Bylaws, except for the following Major Matters, which must be brought before the Active Members for a two-thirds (66%) majority vote (unless otherwise specified) at a duly called business meeting:

- a. Adoption of the annual operating budget;
- b. Extra-budgetary expenditures of any nature exceeding five percent (5%) (individually or cumulative) of the annual operating budget;
- c. Borrowing money, including establishment or alteration of a line of credit;
- d. Purchasing, selling, improving or encumbering real property;
- e. Selecting of Deacons (in accordance with the procedures set out in this Constitution & Bylaws);
- f. Selecting a Senior Pastor Search Committee and call of a Senior Pastor (in accordance with the procedures set out in this Constitution & Bylaws);
- g. Selection of other full-time ministerial staff (in accordance with the procedures set out in personnel policies);
- h. Selection of Nominating Committee (members and chair), recommended by the Leadership Council to the church, of at least five (5) members to select church officers and administrative committee members and chairs and ministry team members and leaders.
- i. Approving action to ordain or license a member to the Gospel Ministry or to remove such ordination or license;
- j. Adoption and amendments to Constitution & Bylaws;

k. Any other matter submitted by the Senior Pastor or the Leadership Council.

F. **QUORUM:** A majority of the Leadership Council will constitute a quorum for the transaction of business; provided, however, no more than fifty-percent (50%) of the minimum number necessary to constitute a quorum may be ordained ministry staff employed full-time by the Church.

G. **REMOVAL OF MEMBERS FROM THE LEADERSHIP COUNCIL:** The Senior Pastor may be removed as a member of the Leadership Council only in accordance with the removal provisions applicable to the office of Senior Pastor. Leadership Council members serving by virtue of their role as Deacons may be removed only in accordance with the removal provisions applicable to the office Deacon. Other members of the Leadership Council may be removed as members by a simple majority (51%) vote of the Leadership Council and by a two-thirds (66%) majority vote of the Active Members present and voting at a duly called business meeting.

## **V. MEMBERSHIP**

A. **GENERALLY:** The membership of CBC shall consist of all persons who have met the qualifications for membership, as more particularly described in this section. To signify a new member's acceptance of membership in the Church, he or she shall execute the Member's Acknowledgment of Receipt form, the Constitution & Bylaws and Policies of CBC.

B. **CANDIDACY FOR MEMBERSHIP:** Any person is welcome to offer himself or herself as a candidate for membership in the Church by any one (1) of the following approaches:

- a. Making a profession of faith in Jesus Christ as Lord and Savior and agreeing to receive scriptural baptism by immersion;
- b. Promise of a letter of recommendation from another Christian church of like faith and practice with only the Senior Pastor of our Church, in his sole discretion, making the final determination whether the candidate comes from a "church of like faith and practice";
- c. Making a statement of his or her prior conversion experience and prior scriptural baptism by immersion;
- d. A statement by a Church of like faith of prior conversion experience and candidate for CBC baptism by immersion; or
- e. Restoration as provided in this Constitution & Bylaws.

C. REQUIREMENTS FOR MEMBERSHIP: Before becoming an Active Member of CBC, a prospective member shall be interviewed by a member of the ministerial staff, an assigned Deacon, or by other specially trained designee of the ministerial staff. A prospective member shall complete a new member course. During this course, this Constitution & Bylaws shall be presented to the prospective member. Upon completion of the interview and new member course, the prospective member shall execute the Member's Acknowledgment of Receipt. Upon completion of new member course, the prospective member will sign that he/she has received a copy of the Constitution & By-laws through the Member's Acknowledgment of Receipt form. The Council may exempt a prospective member from the requirement of taking the new member course, but all new members shall be required to sign the Member's Acknowledgment of Receipt form.

Upon completion of these requirements, the Council may present prospective members for membership to the Church at any Sunday morning worship service. By majority vote of those present, a prospective member is welcomed into the fellowship of CBC as an Active Member.

D. RESPONSIBILITIES OF MEMBERS: Members are expected to be faithful and obedient in all areas of the Christian life, regularly attend services and other meetings of the Church, give faithfully to its support, and participate in its ministries. All members are expected to love God, love others, and serve both by following the biblical teachings in these attributes and actions. (Deuteronomy 6:4-5; Psalm 34: 1-4, 8, 42:1-2; Mark 12:30-31; Luke 10:25-37; Leviticus 19:18; John 13:34-35; Romans 12:9-21; 1 Peter 4:8; 1 John 3:11-16; Proverbs 19:17; Isaiah 58:6-11; Romans 12:3-8; 1 Corinthians 12; Ephesians 2:10; 4:11-12; 1 Peter 4:10-11).

E. EXPECTATIONS OF ACTIVE MEMBERSHIP: A person will be considered an Active Member when he or she is participating in the life and ministry of the church in a substantial and meaningful way, unless reasonably unable to do so. This determination shall be made by the Council or its designee and, by way of illustration and not limitation, may be based upon consideration of the following factors:

- a. Faithful attendance at regular Sunday worship services;
- b. Attendance and participation at other activities offered by the church; and
- c. Financial support offered to the church.

F. WATCHCARE MEMBERSHIP: Watchcare membership is an opportunity to be a member at CBC without giving up your membership at your home church. Watchcare membership serves those who plan on returning to their

home church within a short time but still want to be a part of this church family. For this reason, Watchcare membership is perfect for college students. Watchcare membership does not enable you to vote on matters brought before the Church at business meetings, nor to serve on the Leadership Council, as a Deacon, or on any administrative committee.

G. **INACTIVE MEMBERSHIP:** A member will be considered an Inactive Member if he or she fails to meet the definition of Active Member as determined in accordance with these Bylaws. Inactive Members shall not be entitled to vote on matters presented for a congregational vote. A person may request restoration to Active Member status and be restored in the discretion of the Leadership Council. Before a member is classified as “Inactive,” the Council or its designee shall make reasonable efforts to communicate directly with the member before the action is taken. Once this action is taken, the Member shall be notified by Certified Mail, Return Receipt Requested, that his or her status has been classified as an Inactive Member.

H. **DETERMINATION OF MEMBERSHIP STATUS:** The determination of a member’s status as Active or Inactive shall be made by the Council or its designee as an exercise of ecclesiastical discretion.

I. **RIGHTS OF MEMBERS:** Active Members, as described in these Bylaws, may participate in the ministries of the Church, vote at business meetings, hold office, exercise leadership, and provide services as they are called and gifted by the Holy Spirit.

- a. **Voting Rights:** All Active Members in attendance at regular or at called business meetings are entitled to vote in all elections and on all questions submitted to the Church members. Inactive Members and Non-members may not vote.
- b. **Eligibility for Election or Appointment:** Subject to specific eligibility requirements stated in these Bylaws or in other Church documents, Members who have reached the age of 21 (unless waived by the Leadership Council) are eligible for appointment or election to Church offices and leadership positions on the basis of spiritual qualifications, ability, fitness, and possession of a servant’s spirit.

J. **MEMBERSHIP ROLL:** The Leadership Council, acting through its designees, shall keep an accurate and up-to-date roll of all members, classifying each member as Active or Inactive. This roll shall be updated no less often than annually. The Leadership Council, in its discretion shall periodically

purge from the active membership roll those individuals whom they determine are no longer active members.

K. **TERMINATION OF MEMBERSHIP:** Membership shall be terminated upon the occurrence of one (1) of the following events or situations:

- a. Upon the death of the member;
- b. By transfer of membership to another Baptist church or when member joins a church of another denomination;
- c. By resignation when the member asks to have his or her name removed from the Church membership roll; or
- d. Upon the completion of disciplinary action of this Church (in accordance with the procedures set out in this Constitution & Bylaws).

## **VI. MEETINGS/BUSINESS MEETINGS**

### **A. MEETINGS OF LEADERSHIP COUNCIL**

- a. **PLACE AND TIME OF MEETING:** Regular meetings of the Council shall be held upon reasonable notice at any place and time that has been designated by the Council.
- b. **REGULAR AND SPECIAL MEETINGS:** Meetings of the Council for any purpose may be called upon reasonable notice at any time by the Senior Pastor or any two (2) members of the Council. The following methods of giving notice shall, by way of illustration and not limitation, be presumed reasonable:
  1. Written notice of the time, place and purpose of the meeting delivered personally to each member by electronic communication and/or by U.S. Mail to the address appearing on the Membership Roll, at least three (3) days before the date of the meeting;
  2. Under exigent circumstances, direct verbal notice of the time, place and purpose of the meeting, as far in advance of the meeting as is reasonable under the circumstances.
- c. **REMOTE PARTICIPATION IN MEETINGS:** Any meeting, regular or special, may be held by video conference, telephone conference call or remote means. Members participating

remotely shall be deemed to be present in person at the meeting for purposes of meeting the quorum requirement.

- d. **ACTION WITHOUT MEETING:** Any action required or permitted to be taken by the Leadership Council may be taken without a meeting if all members of the Leadership Council individually or collectively consent in writing to that action. Such action by written consent will have the same force and effect as a unanimous vote of the Leadership Council. Such written consent will be filed with the minutes of the proceedings of the Council.

#### B. MEETINGS OF DEACON BODY

- a. **PLACE AND TIME OF MEETING:** Regular meetings of the Deacon Body may be held upon reasonable notice at any place and time that has been designated by the Deacon Body and at any time designated by the Leadership Council.
- b. **REGULAR AND SPECIAL MEETINGS:** Meetings of the Deacon Body for any purpose may be called upon reasonable notice at any time by the Senior Pastor or any two (2) members of the Deacon Body. The following methods of giving notice shall, by way of illustration and not limitation, be presumed reasonable:
  - 1. Written notice of the time, place and purpose of the meeting delivered personally to each member by electronic means and/or by regular U.S. Mail to the address appearing on the Membership Roll, at least three (3) days before the date of the meeting.
  - 2. Under exigent circumstances, direct verbal notice of the time, place and purpose of the meeting, as far in advance of the meeting as is reasonably under the circumstances.
- c. **REMOTE PARTICIPATION IN MEETINGS:** Any meeting, regular or special, may be held by videoconference, telephone conference call or remote means. Members participating remotely shall be deemed to be present in person at the meeting for purposes of meeting the quorum requirement.

#### C. MEETINGS:

CBC shall hold regular meetings for the purposes of corporate worship, discipleship and education, ministry and service, fellowship

and outreach, and to conduct Church business. Weekly meetings include fellowship and teaching on weekdays in addition to the teaching, worship, and preaching the Word of God on Sunday mornings. Meetings shall be conducted at least quarterly, and all members shall be encouraged to participate fully in those meetings.

- a. **MEETINGS FOR WORSHIP:** The Church shall open and offer to everyone who comes to the Church facilities seeking Christian activities the opportunity to experience corporate worship services on Sunday mornings and at other times, as determined by the Senior Pastor in consultation with other Pastors and Church leaders. The order of worship, music, visual presentations, guest preachers, and supplemental materials provided may vary from time to time under the guidance of the Senior Pastor, with the input and support of the members through their representatives on the ministerial staff and other leadership teams.
- b. **MEETINGS FOR CHURCH BUSINESS:** Regularly scheduled business meetings shall be convened to conduct church business and to communicate progress in the ministries of CBC. These regularly scheduled meetings may include reports from the Deacon Executive Committee, Ministerial staff, Leadership Council and other church organizations, committees or teams. Business meetings shall be held at least twice a year, during the second and fourth quarters of the fiscal year. A called business meeting is devoted to the specific item(s) for which the meeting has been called, and a vote may be taken on properly advertised agenda items. Advance media notice of each business meeting is to be made to members at least ten (10) days before the meeting. The notice shall contain the time, date, and place of the meeting and a brief description of each item to be considered at the meeting. Publication in the bulletin or newsletter shall constitute satisfactory written notice.
- c. Additional notice from the pulpit at scheduled worship services is desirable but not required.
- d. **SPECIAL MEETINGS:** A special meeting may be called by the Senior Pastor, Moderator, Deacon Chair, or Leadership Council by giving notice of such a meeting and the purpose for which it is called to the Church from the pulpit at least one (1) Sunday and by other communication means not less than 14 days prior to said meeting. The purpose for the meeting shall

be described in the communications. In case of an emergency, when 14 days' notice is not possible, every reasonable effort will be made to attempt to communicate with the Church's Active Members by telephone or email.

## **VII. SENIOR PASTOR SELECTION, RESPONSIBILITIES AND REMOVAL**

A. **GENERALLY:** The Senior Pastor is the spiritual leader of the Church. As a temporal example of Jesus Christ, the Senior Pastor is to be a man who is above reproach in his private and public manner of living according to Scriptural principles, one who is called by God and the Church to lead its members just as a husband is called to love and sacrificially provide for his wife (Ephesians 5:22-23). He serves in a unique position of responsibility, charged to equip members through the regular ministry of preaching, teaching, praying, and encouraging; he is consistent in stressing both the meaning and application of divine truths and principles contained in the Word of God, the Holy Bible. The Senior Pastor serves as the under-shepherd of the Church, following the example of Jesus who called Himself "the good shepherd who lays down his life for his sheep" (John 10:14). He leads in a manner that is biblical and Christ-like, in stark contrast to the manner of worldly leaders who "lord it over" their followers (Matthew 20:25; Luke 22:25; 2 Corinthians 1:24; 1 Peter 5:3). The Senior Pastor is humble, prayerful, caring, approachable, and in touch with the members of his flock to whom he is accountable under Christ, the Head of this Church. The Senior Pastor guides the Church with vision, diligence, and God-given gifts of teaching and leading. He gives clear expression of the best ways forward to meet the needs, goals, and challenges of the Church with integrity, transparency, and love in a heartfelt commitment to follow God's direction.

B. **QUALIFICATIONS:** The Senior Pastor must fulfill the scriptural requirements listed in 1 Timothy 3:1-7 and Titus 1:5-9. He must fully agree with the "Statement of Faith" of this church and must be above reproach in his personal life and business affairs. It is expected that in the process of being called to the Church as Senior Pastor, he will have demonstrated to the satisfaction of the Church prior to his calling and acceptance into the position that he possesses the anointing of the Holy Spirit to fulfill the duties of the Senior Pastor. The Senior Pastor shall have an advanced seminary degree.

C. **PASTOR SEARCH COMMITTEE:** When a vacancy occurs in the position of Senior Pastor, a Pastor Search Team shall be formed according to the following process:

Each authorized ministerial staff position shall be filled when a vacancy occurs in that position. For each vacant position an appropriately named search committee, e.g. Pastor Search Committee, shall be nominated by the Nominating Committee and elected by the church. Each search committee shall consist of at least seven members and shall be charged with the task of seeking out a suitable individual to fill the specified position. The Search Committee shall bring to the church for consideration only one person at a time and their recommendation will constitute a nomination.

D. PRESENTATION OF A CANDIDATE: The Pastor Search Committee shall be at liberty to function without obligation to reveal its procedures until it is ready to report. The Pastor Search Committee shall conduct a diligent search for qualified candidates for the office of Senior Pastor and make recommendations based upon criteria established by the Pastor Search Committee. The following process shall be used to present the candidate to the church body:

- a. When the Committee finds a person who is available and who in its judgment would be suitable, the Search Committee shall prepare a written proposed contract that includes job description, salary, housing, and benefits.

The Pastor Search Committee shall review the proposed contract with the Leadership Council at least ten days prior to the “trial sermon.” Under no circumstances shall the candidate’s name or place of current service be revealed to anyone other than the Search Committee prior to the “trial sermon,” except by express, written consent of the candidate. Notice of any trial sermon shall be announced from the pulpit at least one (1) Sunday and by other communication means not less than 14 days prior to said meeting.

- b. The Search Committee submits its findings and recommendation to the Church in a special session called immediately following the “trial sermon.” A three-fourths affirmative vote of the membership present and voting at a called business meeting constitutes approval of the recommendation.
- c. In the event of the rejection by the Church (or by the candidate) of any recommendation, the Committee shall continue its efforts and make further recommendations until a Senior Pastor has been called.

E. **SELECTION OF A SENIOR PASTOR:** The calling of a new Senior Pastor shall require an affirmative vote of three-fourths (75%) of the Members present and voting at a duly called meeting with a quorum required of 10% of the then current resident membership. The vote will be by written ballot.

F. **COMPENSATION:** The Senior Pastor's initial compensation will be determined by the Pastor Search Committee, in consultation with the Chairs of the Finance and Personnel Committees, at least 10 days prior to the "trial sermon" (per VII.D.a). The church will provide adequate salary, housing allowance, health insurance, expense allowance, pension conference fund, continued education, and other special funds as needed for his ministry. The Senior Pastor may represent CBC at annual conventions affiliated with the church, such as the Southern Baptist Convention, the Tennessee Baptist Convention, Nashville Baptist Association, or other like-minded cooperative partners. Attendance for the Pastor and his wife will be at Church expense.

G. **RESPONSIBILITIES:** A detailed job description will be provided to the Senior Pastor candidate at least 10 days prior to "trial sermon" (per VII.D.a). Generally, the Senior Pastor's primary duty is to oversee the spiritual well-being of the church body, which includes preaching and teaching the Word of God, scheduling worship services and guest speakers, and pastoral care. He will be the President of the corporation and its Chief Executive Officer. The Senior Pastor, in consultation with other Pastors, will provide vital input on long-range planning, resolving ministry issues, and improving the impact of the Church in achieving its purposes as set forth in these Bylaws. He will suggest ways to increase the effectiveness of Church structure and organization during decision-making processes related to the business and ministerial concerns of the Church and work to develop consensus among the Leadership Council, Associate Pastors, and other Church leaders. He will maintain direct two-way communication with these leadership groups.

As the administrative head of the Church, the Senior Pastor will discuss staffing issues with the Personnel Team, Leadership Council, and Director of Administration as needed. He is responsible to manage, oversee, and guide the Associate Pastors, Assistant Pastors, directors of ministries and administration, and others who are engaged in service to the Church, whether they serve on a paid or voluntary basis. Direct supervision of those further down the staff organizational hierarchy may be delegated to those that are accountable to the Senior Pastor. The Senior Pastor may initiate the hiring of ministerial and ministerial support staff in consultation with the Personnel Team and the Council. Council approval of job descriptions and salary levels is required (Acts 20:28; 1 Timothy 4:11-16; Hebrews 13:17-18; Ephesians 4:11-13; 2 Timothy 3:24-17, 4:2-5).

H. TERMINATION: The Senior Pastor may be removed by a process that requires deliberation of the Leadership Council and Deacons and requires a recommendation to the Church after all efforts to remedy problems according to biblical principles have been exhausted. This is to be done in the same manner as described for the expulsion of a member set forth in these Bylaws and shall require an affirmative two-thirds (66%) majority vote of the Active Members present and voting at a duly called meeting.

### **VIII. DEACON SELECTION/RESPONSIBILITIES/REMOVAL**

A. GENERALLY: Christ used the word “*diakonos*” (translated “servant”) to describe the ideal servant-leader in His church (Matthew 23:11). The early Church created the office of Deacon to assist the apostles in their ministry. As servants, the Deacons covenant to minister to the congregation and to minister with the Senior Pastor and other Pastors in the ministry to the Church. As examples and witnesses to the congregation and the community, Deacons must lead lives that are above reproach. The well-being of the congregation shall always be the primary concern of the Deacons.

B. FUNCTION: Deacons are the lay servant leaders of the church, assisting the ministerial staff in the care ministry of the church body to enable the staff members to spend more time in the ministry of the word and in prayer (Acts 6:1-7).

C. QUALIFICATIONS: A Deacon must be:

- a. At least 21 years of age or older;
- b. A Christian for at least five (5) years prior to his or her nomination, unless waived by a simple majority (51%) vote of the Deacons;
- c. An Active Member of CBC for at least one (1) year prior to his or her nomination unless this requirement is waived by a simple majority (51%) vote of the Deacons;
- d. Qualified as determined by the Deacons in accordance with Acts 6:1-6 and 1 Timothy 3:8-13.
- e. Willing to refrain from destructive criticism of the Church and be willing to settle all difficulties in a quiet and Christian manner;
- f. Willing to cooperate with the Church’s Pastors and leaders and assist in all activities related to the spiritual direction and programs of the Church; and

- g. An example for all to follow in character that reflects the indwelling presence and power of the Holy Spirit, as described in Galatians 5:16-26.

D. NUMBER OF DEACONS: There shall be a minimum of one (1) deacon per twenty (20) church members as defined by member count of Church Clerk.

E. CHAIRPERSON: Deacons shall elect their Chair annually. This is a step that should be taken involving much prayer and seeking the leadership of the Holy Spirit since the Chair of Deacons shall also serve on the Leadership Council.

F. NOMINATION AND SELECTION: Nominations for Deacons shall proceed as indicated in the Deacon Handbook.

G. TERM: Deacons shall serve a term of three (3) years from the time of their appointment followed by a one-year (1) period of inactive service. The one-year period (1) of inactive service may be waived by a two-thirds (66%) majority vote of the Deacons and Council, in the discretion of these two bodies, followed by a two-thirds (66%) majority vote of the Active Members present and voting at a duly called business meeting.

H. RESPONSIBILITIES: The Deacons are to:

- a. Zealously guard the unity of the Spirit within the church in the bonds of peace;
- b. Establish and maintain personal relationships with the membership of the church;
- c. Seek to know and meet the physical needs and the moral and spiritual struggles of the church family;
- d. Serve the whole Church in relieving, encouraging, and developing all who are in such need;
- e. Help the Senior Pastor in the administration of the ordinances and implementation of care ministries for the Church;
- f. The Deacon officers will administer the Benevolence Fund for the relief of the needy within the congregation and the community; and
- g. Prayerfully labor with wayward members and when discipline is demanded, shall recommend appropriate action to the Active Members.

I. **ORDINATION:** Upon being elected for the first time, each Deacon shall be ordained for service in a special ordination ceremony during any regular meeting of the Church prior to assuming the duties of the office of Deacon. He shall then perform the assignments of ministry as determined by the purposes of the Church and the needs of the Church members and leaders.

J. **DISMISSAL:** A Deacon who is consistently absent from Deacon meetings or who fails to perform the duties assigned, without reasonable cause, or who violates the spirit of the position by his or her actions, may be removed at the request of the Leadership Council and the remaining Deacons, without the requirement for a Church vote. If the situation warrants, a disciplinary process may be instituted according to the guidelines for discipline as set forth in these Bylaws. Any member of the Church in good standing may bring a complaint against a Deacon based on his or her conduct by contacting the Chair of Deacons or the Senior Pastor.

**IX. ASSOCIATE PASTORS, MINISTERS, AND HIRED PERSONNEL**

A. **ASSOCIATE PASTORS:** The qualifications of an Associate Pastor or Minister shall be substantially the same as for the Senior Pastor as set forth in these Bylaws with the exception that the requirement to have an advanced seminary degree, although preferable, may be waived by a simple majority (51%) vote of the Leadership Council. It is expected that an Associate Pastor will have a seminary degree or the equivalent as judged by the Senior Pastor and Leadership Council. An Associate Pastor or Minister may be assigned the title of Senior Associate Pastor and assume supervisory responsibilities over other Pastors and Directors of ministry as designated by the Senior Pastor.

B. **SELECTION OF OTHER MINISTERIAL STAFF:** The Personnel Policies shall specify selection of other associate pastoral and ministerial staff. The Pastor or Associate Pastor (in the Pastor's absence) shall be ex-officio member of any search committee.

C. **DIRECTOR OF MINISTRY:** A Director of ministry will usually not be ordained to preach and may or may not have a seminary degree. A Director of ministry may be licensed to preach.

D. **SUPPORT STAFF:** Full-time or part-time employees may be hired to support the Senior Pastor and Associate Pastors as salaried or hourly paid personnel, when recommended by the Senior Pastor and the expected immediate supervisor and approved by the Personnel Team. Each hired person shall be a committed Christian, consistent with the practices of our Church. Specific job descriptions shall provide the details of the duties and responsibilities of each position and shall be prepared and updated by the Personnel Team with input from the immediate supervisor over the position. Additional documents shall

provide the education and experience qualifications and the range of compensation that is appropriate. These documents shall be approved by the Leadership Council.

E. **TERMINATION.** An Associate Pastor or Minister may be removed by a process that requires deliberation of the Leadership Council and Deacons and requires a recommendation to the Church after all efforts to remedy problems according to biblical principles have been exhausted. This is to be done in the same manner as described for the expulsion of a member set forth in these Bylaws and shall require an affirmative two-thirds (66%) majority vote of the Active Members present and voting at a duly called meeting.

## **X. OFFICERS OF THE CHURCH**

A. **CORPORATE OFFICERS:** The officers of this corporation will be a President (Senior Pastor), clerk, treasurer, moderator and such other officers as the Leadership Council, in consultation with the Active Members, may select. It shall be permissible for a person to hold more than one (1) office simultaneously, except for the office of President. Officers other than the President need not be members of the Board of Directors. All officers should be Active Members of CBC.

B. **SELECTION OF OFFICERS OTHER THAN SENIOR PASTOR:** Whenever there is a vacancy in one (1) of the offices of the church, except for that of Senior Pastor, the Nominating Committee shall nominate candidates to fill the vacancy that meet the qualifications for officers other than the Senior Pastor. A candidate will be presented to the Active Members and may be selected by two-thirds (66%) majority vote of the Active Members in attendance at a duly called meeting (either a regular business meeting or a specially called meeting).

C. **QUALIFICATIONS OF OFFICERS OTHER THAN SENIOR PASTOR:** All officers, other than the President (Senior Pastor), must be an Active Member of the church for at least one (1) year prior to their selection unless the Leadership Council waives the requirement. Further, officers must be spiritually mature, must be above reproach, must be dedicated to the spiritual and material welfare of this church and must be faithful to attend and participate in both regular services and business meetings of the church.

D. **TERM OF OFFICE OTHER THAN SENIOR PASTOR:** The term of office for all officers and positions in the church except the senior Pastor shall be three (3) years, at the expiration of which they may be re-elected or reappointed.

E. **RESPONSIBILITIES OF OFFICERS:**

1. **CHURCH CLERK:** The Church Clerk is to be elected by a two-thirds (66%) majority vote of the Active Members present and voting at a duly called business meeting every three (3) years and may serve successive terms if re-elected. The Nominating Committee shall nominate the candidate. Although the Clerk has responsibilities for the duties below, specific duties may be delegated to the office staff. The Church Clerk shall work with the office staff to assure that the following duties are performed:

- a. Keep a permanent record book of all business actions of the Church.
- b. Maintain a record of all baptisms, a registry of the names of members with dates of admission, transfer, or death.
  - c. Issue letters of transfer voted by the Church.
  - d. Preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary. All Church records are Church property and shall be filed in the Church office and available for reference.
  - e. Provide to the team assigned to maintain and update the Constitution & Bylaws the changes in the Constitution & Bylaws as they are properly approved.
  - f. Publish Church business meeting actions and resolutions in the Church newsletter within four weeks following the meetings.

2. **TREASURER.** The Church Treasurer shall be elected by a two-thirds (66%) majority vote of the Active Members present and voting at a duly called meeting every three (3) years and may serve consecutive terms if re-elected. The candidate for the position of Church Treasurer shall be nominated by the Nominating Committee. The Church Treasurer shall be bonded. The duties of the Church Treasurer are as follows:

- a. Ensure the itemized accounting of all Church receipts and disbursements, rendering an accounting report at least annually to the Church. The report will be delivered to the Church Clerk for preservation as a part of the permanent

records of the Church. If a staff Director of Administration is engaged by the Church to manage day-to-day financial matters, the Treasurer shall interact frequently with him or her to ensure generally accepted accounting principles and practices are followed.

- b. See that all books, records, and financial accounts are kept secure and remain the property of the Church.
  - c. Arrange for and oversee each year an audit of the Church records of accounting, working closely with the Church Finance Team, the staff Director of Administration, and an outside auditor whenever one is engaged.
  - d. Be the “receiver” of items donated to the Church (e.g., stocks, bonds, etc.), except those items specifically designated otherwise as may be common in bequests in wills.
  - e. Be one of the persons authorized to sign Church checks.
  - f. Serve as a member of the Finance Team.
3. MODERATOR: The Church Moderator is to be elected by the Church every year and may serve consecutive terms. The Nominating Committee, in consultation with the Pastors, shall nominate the candidate. The duties of the Moderator are as follows:
- a. Preside at all Church business meetings. In the absence of the Moderator, the Senior Pastor shall preside. In the absence of both the Moderator and the Senior Pastor, the Chair of the Deacons shall call the Church to order and an Acting Moderator shall be elected.
  - b. Conduct all such meetings in an orderly manner in accordance with these Bylaws.
  - c. Ensure all major matters shall have proper advance notice before coming to the Church at a duly called meeting.
  - d. Closely coordinate business matters with the Senior Pastor and other Church leaders to make sure that they are handled

promptly and in accordance with the basic provisions of these Bylaws.

- e. In the absence of the Senior Pastor, shall chair meetings of the Leadership Council.

F. **REMOVAL:** Any corporate officer other than the Senior Pastor may be removed from office by a simple majority (51%) vote of the Leadership Council at a duly called meeting and approved by a two-thirds (66%) majority vote of the Active Members present and voting at a duly called meeting.

G. **VACANCIES:** A vacancy in any office, except that of President (Senior Pastor) because of death, resignation, removal, disqualification, or otherwise will be filled by a simple majority (51%) vote of the Leadership Council at a duly called meeting and approved by a two-thirds (66%) majority vote of the Active Members present and voting at a duly called meeting.

## **XI. ADMINISTRATIVE LEADERSHIP TEAMS**

A. **GENERALLY:** The administrative leadership teams shall represent the members in the guidance and administration of the operations of the Church, in cooperation with the guidance of the Senior Pastor and his advisory designees. All teams are composed of volunteers who are Active Members of the Church and who demonstrate their devotion to the principles and purposes of the ministries that are their focus.

B. **SELECTION:** Members of each administrative leadership team shall be nominated by the Nominating Committee and shall be selected to begin service January 1 of the following calendar year. The selection will normally take place at the annual business meeting held in November or other time as desired. The nominating process shall be defined by the Nominating Committee.

C. **TERM OF SERVICE:** Members of each administrative leadership team may not serve on more than one (1) of the three (3) permanent administrative teams listed below at any given time. Each member shall agree to serve a three-year (3) term after which they can be re-nominated and elected to serve additional three-year (3) terms. The service of team members shall include disciplined attendance and participation in the team's efforts, regular attendance at Church worship services, and support of other team members and other teams with Christian love and sacrificial service.

D. **PERMANENT ADMINISTRATIVE LEADERSHIP TEAMS:**

The Church may establish other administrative teams or ministry teams as needed. The Leadership Council shall approve of the formation of the additional teams. However, the following three (3) administrative leadership teams are established as regular and permanent teams to serve continuously:

1. **PROPERTIES COMMITTEE:** The Properties Committee oversees the care and functionality of all Church-owned properties, buildings, furnishings, equipment, information technology systems, and oversees the provision of a safe environment for all Church activities. It is the responsibility of this Committee to provide for the best stewardship of these properties in the service of the Church's purposes and programs. The Properties Committee is composed of three (3) to five (5) persons or more depending on the needs of the Church. The Church staff member assigned the management responsibility for the facilities or other designee by the Senior Pastor serves as an advisor to and as a non-voting, ex-officio member of this Committee. The Committee Chair to serve for the calendar year is nominated by the Nominating Committee and elected by the Church. This Committee Chair also serves as a member of the Leadership Council.

2. **PERSONNEL COMMITTEE:** The primary responsibility of the Personnel Committee is to assist the Church in matters relating to personnel administration. The Committee shall work with the Senior Pastor and others in direct supervision over employees to recruit, interview, hire, and ensure the general welfare of all employees of the Church. The Committee shall promote a harmonious relationship among employees and between all personnel and the members of the Church. On a continuing basis, the Committee gathers information related to personnel benefits, salary administration, recruitment, training, and organizational structures. The Personnel Committee consists of three (3) to five (5) members or more depending on the needs of the Church. The Senior Pastor, or Director of Administration, or other designee by the Senior Pastor serves as an advisor to and as a non-voting, ex-officio member of this Committee. The Committee Chair to serve for the calendar year is nominated by the Nominating Committee and elected by the Church. This Committee Chair also serves as a member of the Leadership Council. The Senior Pastor shall advise the Personnel Committee as to the suitability of candidates and shall have responsibility to oversee the duties of those in ministry leadership positions.

3. **FINANCE COMMITTEE:** The Finance Committee shall work with the Senior Pastor, Treasurer, and Director of Administration to ensure the maintenance of proper financial records and accounting procedures. The Team shall work with the Senior Pastor and the Pastor in charge of the spiritual education ministry to develop in Church members an understanding of, and commitment to, the biblical concepts of individual

and corporate stewardship. The Committee may utilize all functions of the Church including worship, ministerial proclamation, education, and application to accomplish these objectives. The Finance Committee consists of five (5) to seven (7) members depending on the needs of the Church. In addition, the Treasurer serves as a member of the Finance Committee. The Senior Pastor, or Director of Administration, or other designee by the Senior Pastor serves as an advisor to and as a non-voting, ex-officio member of this Committee. The Committee Chair to serve for the calendar year is nominated by the Nominating Committee and elected by the Church. This Committee Chair also serves as a member of the Leadership Council.

## **XII. MINISTRY TEAMS**

a. **GENERALLY:** The ministry teams shall represent the members in the guidance and ministry of the CBC, in cooperation with the guidance of the Senior Pastor and his advisory designees. The goal is a partnership of ministry between the staff, key ministry leaders, and representatives from the congregation in the ministry functions of the church. These five (5) teams represent the building blocks of a healthy church.

b. **SELECTION:** Each ministry team would consist of at least one staff liaison, three (3) lay members that serve on a three (3) year rotation (just like our administrative committees), key ministry leaders from each area, and any other non-rotating member who wants to be involved in that particular ministry. The three (3) lay members that are serving a rotating term would be chosen by the nominating committee, and ultimately the church. One of those three (3) would be chosen as the leader, and that person would be a member of the Leadership Council.

### **c. DESCRIPTIONS OF TEAMS**

1. **WORSHIP ARTS** - “Let everything that has breath praise the LORD.” Psalm 150:6 – The Worship Arts team will help set direction, give feedback, and support the worship at Crieveewood. Worship is our response to the One True God’s work in our lives, and a celebration of the Gospel of our Lord Jesus. This is done through seeking the true, the good, and the beautiful. Team members would help enhance our experience of worship. Members of the team will include the three (3) lay members, representative from different worship groups in church such as choir and instrumentalists, welcome teams, and other congregants who wish to be involved with worship arts. Staff liaison shall include at least the Worship Arts Pastor.

2. **STUDENT MINISTRY** – “Let the little children come to me, and do not hinder them for the Kingdom of God belongs to

such as these.” Mark 10:14 –The purpose of the student ministry team is to help set direction, give feedback, and support the various preschool, children’s, and youth ministries of the church. This would give a comprehensive look from birth to graduation. Members of this team will include the three (3) lay members from the congregation, children’s and youth Sunday school workers, Wednesday night volunteers from various ministries, and other people interested in helping with our children’s and youth at CBC. Staff liaisons include the Minister to Children and Preschool; and Minister to Youth.

3. ADULT DISCIPLESHIP – “Whoever wants to be my disciple must deny themselves and take up their cross and follow me.” Mark 8:34 – The Adult Discipleship Ministry team promotes discipleship to Jesus at Crieviewood Baptist Church. It will help set direction, give feedback, and support CBC’s various discipleship efforts. Members shall include the three (3) lay members from church, adult Sunday School Department leaders, other small group leaders, and other interested people who care about discipleship at CBC. Part of the Adult Discipleship Team responsibility is to promote fellowship within the church as well. Staff liaison shall include at least the Minister of Spiritual Growth.

4. MISSIONS– “Therefore Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” Matthew 28:19-20 – The Mission Team is responsible for promoting missions within CBC, exploring and developing partnerships for CBC to be involved with both locally and globally, and helping promote evangelism empowerment at CBC. Members shall include three (3) lay leaders, vested missions groups, and any interested people in helping promote and implement mission at CBC. Staff liaison shall include at least the Pastor.

5. NEIGHBOR MINISTRY - “But you shall receive power when the Holy Spirit comes upon you and you shall be my witnesses in Jerusalem . . .” Acts 1:8a. The NEIGHBOR MINISTRY team is in charge of using our assets for the purpose of neighborhood outreach. The NEIGHBOR MINISTRY team will utilize our ministry assets, especially the CRC, to engage our neighborhood with the Gospel. Also falling under this team would be our other neighborhood outreaches that we do. Members would include three (3) lay members, our event leaders, and any other

people with vested interest in reaching our neighborhood. Staff liaison shall include at least the Pastor.

### **XIII. DISCIPLINE BY THE CHURCH**

A. **GENERALLY:** The Church shall make every reasonable effort, communicating the truth in love, so as to assist and bring about positive correction on behalf of any troubled member who is consistently not living according to biblical principles. The Senior Pastor, Associate Pastors, Deacons, and other members of the Church are available for counsel and guidance, and shall be committed to prayer for the struggling or wayward member (James 5:16). Reconciliation and restoration to healthy Christian living, rather than punishment or rejection, is the guiding focus that governs the attitude of one Church member toward another, regardless of the problem(s) being addressed.

B. **PURPOSE:** Should any serious condition exist, which would cause a member to become a liability to the general welfare of the Church, or to another member, every reasonable measure will be taken by the Senior Pastor, and others he includes, in the efforts to resolve the problem(s). All matters of discipline shall follow the biblical methods described by Jesus and the Apostle Paul, in accordance with Matthew 18:15-35; 1 Corinthians 5:1-13; 2 Corinthians 2:1-11, and other scriptural passages that are applicable to the situation.

#### **C. PROCEDURE:**

- a. Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, he or she is to go alone to the offending party and seek to restore their brother or sister in Christ. Before going to the offender, he or she should first examine himself or herself, and when going should go with a spirit of humility and have the goal of restoration.
- b. If reconciliation is not reached, a second member, then the Senior Pastor, or in the absence of a Senior Pastor, the Deacon officers shall select an ordained minister to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
- c. If the matter is still unresolved after the steps outlined above have been taken, the Deacons shall hear the matter. Due process will

be provided to any member to be heard by the Deacons either orally or in writing at the time and place set by the Deacons prior to any disciplinary action. If the actions of a member damage the church's witness and/or welfare, the Deacons will take every reasonable measure to resolve the problem in a redemptive manner in accordance with Matthew 18:12-17.

- d. If the matter is still not resolved during the hearing before the Deacons, the committee may recommend to the Active Members that they, after self-examination, make an effort to personally go to the offending member and seek that member's restoration.
- e. If, at any point during the church discipline process explained by Matthew 18:12-17, the errant member described above withdraws his or her membership, the discipline process shall then cease and no information concerning the process will be disclosed after the withdrawal of the errant member.
- f. If the matter is still unresolved after the steps outlined above have been taken, such members who refuse to repent and be restored are to be removed from the membership of the Church if it is determined that the welfare of the Church or another member will best be served by expulsion of the member and termination of his or her membership. The Church may take the action to expel by a two-thirds (66%) majority vote of the Active Members present and voting at a business meeting called for this purpose. If passed, the Church shall declare the offender to be no longer in membership of the Church by providing a letter from the Senior Pastor to the expelled member notifying him or her of the decision of the Church, removing him or her from the membership roll, and by excluding him or her from attendance at Church business meetings. The letter shall also set forth the conditions and actions necessary for restoration of membership, as described in these Bylaws. If not passed, the member may continue in membership, or may at that time choose to resign his or her membership.
- g. All such proceedings shall be undertaken in the most loving manner, pervaded by a spirit of Christian kindness and forbearance (Ephesians 4:14; Galatians 6:1-2; 1 Peter 1:22). The member who is the subject of Church discipline specifically agrees to not resign his or her membership until such time as the full process of Church discipline is concluded. This expectation will be stated clearly in a letter from the Senior Pastor to the

member, and the member will commit to this expectation in a written response to the Senior Pastor.

D. RESTORATION: Any person, whose membership has been terminated for any reason that brought about the actions of the Church, as described in these Bylaws, may request restoration to membership when the problem or condition that led to expulsion has been addressed and resolved. Such requests to be restored to membership shall be submitted in writing to the Deacons. Upon satisfactory interview and examination that determines the sincere repentance, adequate corrective actions, and reformation of the expelled member, the Deacons may recommend the restoration of the person to full membership in the Church. At the next meeting of the Church determined by the Senior Pastor to be appropriate for this purpose, an affirmation vote comprised of two-thirds (66%) majority vote of the Active Members present and voting at the meeting shall confirm the member's restoration. If passed, the Church shall welcome the restored member into the fellowship of the Church as before, signifying forgiveness in the same manner that Christ forgives each Christian (Matthew 6:12; 1 John 1:9; Galatians 6:1).

#### **XIV. ORDINANCES OF BAPTISM AND COMMUNION**

A. BAPTISM: Baptism shall be by immersion (Romans 6:3-4). All persons who receive Jesus Christ as Savior by personal faith and commit to follow Him as Lord shall be baptized at the earliest opportunity. Baptism shall be administered as an act of worship by the Senior Pastor or those whom he authorizes and may be administered during any worship service. The Senior Pastor may make suitable arrangements for baptizing persons who have personal limitations that prevent them from being immersed in the Church baptismal facility.

B. COMMUNION: Communion, also known as the Lord's Supper, shall be observed by the Church on a regular basis (1 Corinthians 11:23-34) and is open to all baptized believers. Communion is an act of worship taking the form of a ceremonial meal in which Christ's servants share bread and the fruit of the vine in memory of the crucified Lord and in celebration of the new covenant relationship with God through Christ's death. The prescribed ritual of the Supper has three levels of meaning for the participants. First, it has a past reference to Christ's death, which we remember. Second, it has a present reference to our corporate feeding on Him by faith with implications for how we treat our fellow believers (1 Corinthians 11: 20-22). Third, it has a future reference as we look ahead to Christ's return, and we are encouraged by the thought of it. Preliminary self-examination of one's life and walk with the Lord should be reflected upon (1 Corinthians 11:29). The Lord's Supper shall be observed in worship services at such times as the Church may determine and shall be administered by Pastors

and/or Deacons. Deacons may also organize and lead communion with the homebound of our Church.

## **XV. MARRIAGE AND HUMAN SEXUALITY**

A. **MARRIAGE:** As described in Ephesians 5:22-32, marriage is not merely a human convention or contract; it is a special divine metaphor to illustrate the union of Christ as the groom with His church as the bride. We believe the word “marriage” in the biblical sense can only mean a spiritual, physical, and legal union between one man (biologically-born male) and one woman (biologically-born female) as husband and wife. The word spouse refers only to a person of the opposite sex who is the husband or wife of a heterosexual couple united in a monogamous marriage to one another. CBC believes in the sanctity of holy matrimony and actively supports, defends, and seeks to preserve marriage between men and women who have believed and received Jesus as their Savior and Lord. According to this principle, CBC provides both pre- and post-marital counseling and training for men and women for the purpose of strengthening their commitment and protecting their family from the day of their marriage until death parts them. A wedding ceremony is a sacred service held especially to seal and commemorate the estate of marriage; it is an act of holy worship and a sacrament before our loving God, our congregation, and the witnesses that the couple invites to attend. For this reason and in keeping with the consistent practice of our principles of Bible-based Christian faith, no ceremony of marriage that seeks to unite any other than one Christian man and one Christian woman shall be allowed to be performed by Church ministers while on Church property, regardless of the practices of any other churches, governments, or secular institutions (1 Corinthians 7:1-11; Genesis 3:24; John 19:3-9).

B. **HUMAN BEINGS AND HUMAN SEXUALITY:** God is the Creator of human beings (Genesis 1:26-31; Genesis 2:4b-25). The creation of human beings includes our sexuality, the genders of male and female, the companionship of male and female in an intimate marriage relationship, and the gift of procreation. By God’s own statement for all of creation, sexuality is good. Sexuality in marriage is celebrated in the Song of Solomon. By God’s design, we affirm that the gender which you are born with is created in the image of God, both male and female (Genesis 1:27). Chaste singleness is blessed by the life of Jesus Himself, who models loving relationships. The Apostle Paul affirms both marriage and the single life as callings and gifts from the Lord (1 Corinthians 7).

We human beings misuse God’s creation of sexuality and distort its role in our lives. In 1 Corinthians 6:9-10 and Romans 1:24-27, Scripture succinctly declares this sin and God’s judgment on it. These include adultery, fornication, homosexual behavior, and use of pornography. Throughout the Scriptures we see how sin in sexual relationships damages relationship with God and others. We live

in a society characterized by imperfect and sinful sexual relationships of many kinds.

Jesus Christ in his perfect life, death and resurrection provides human beings with the gift of new life in him. By his grace we are given the possibility of renewal in every area of life (2 Corinthians 5:17). Jesus and his apostles taught faithfulness in marriage and abstinence in singleness (e.g., Matthew 5:27-30; Mark 10:6-9; 1 Corinthians 6:9-20; Ephesians 5:21-32) as part of the structure of the new life in Christ. Even as we acknowledge our sin, we are called to grow into the fullness of the new life in every aspect (Romans 6:1-4), including our sexuality.

God created people male and female, and provided for the marriage relationship in which two may become one. A publicly declared, legally binding marriage between one woman and one man is the one appropriate place for sexual intercourse. Heterosexual marriage, faithfulness within marriage, abstinence outside of marriage—these constitute the Christian standard. When we fall short, we are invited to repent, receive the forgiveness of God, and amend our lives.

## **XVI. FACILITIES USE**

All buildings, facilities and equipment of the Church are committed to and reserved for the tax-exempt religious, charitable, and educational purposes of the Church. The Church maintains a separate Facility Use Policy, a copy of which is available from the Church Office.

## **XVII. MISCELLANEOUS**

A. AFFILIATION: CBC is autonomous and maintains the right to govern its own affairs, independent of any denominational control. However, the Bible teaches that local churches should seek voluntary fellowship with other doctrinally sound churches. Such associations are to provide help and encouragement, while working together as the Lord directs. These are voluntary associations that in no way involve the surrender of the individual church's freedom or its dependence upon the Lord Jesus Christ as its Head (Ephesians 1:22, 4:15, 5:23; Colossians 1:18). The Church has chosen to affiliate with the Southern Baptist Convention (SBC) and other like-minded fellowships in its local, state and national expressions. Fundamental to this affiliation is the understanding that our partnerships are ones of fellowship of autonomous, biblically sound churches that choose to work together to further God's Kingdom. Our Church voluntarily participates and contributes financially to local, state, national, and international mission projects from time to time. Support may also be provided by our Church by sending members as messengers to the relevant conventions for voting on doctrinal, ethical, and procedural positions and other matters (Acts 15:2, 21:17-18; 3 John 10; Philipians 4:15, 18; 1 John 1:3; Ephesians 4:3-6).

B. MESSENGERS: Baptists have traditionally chosen messengers to represent the local Church at association meetings and their conventions. Any action taken by the messengers, individually or collectively, is not binding on the local Church (as is in the case of "delegates" where they speak for whom they represent). Our Church elects messengers to our affiliations at a duly noticed and convened Church business meeting. At the direction of the Senior Pastor at least four weeks in advance of the association/convention meeting, the Church office staff shall announce a call for ministers, directors, and Church members to express a desire to be a messenger. The final list of volunteers, having been vetted by the Leadership Council, shall be provided to the Church members at least two weeks prior to the meeting where the vote will be taken. A two-thirds (66%) majority vote in favor of the recommended list of messengers is required. Votes on individuals shall not be required.

C. ORDINATION AND LICENSE TO PREACH: In the event the Church is requested to ordain and/or issue a license to the Gospel Ministry to a member, it shall be as a result of his or her expressed conviction that he or she has been called by God to enter into the ministry. This process shall be followed:

- a. The Church may issue a license to preach upon the recommendation of the Leadership Council, by a vote of two-thirds (66%) majority vote of the Active Members present and voting at any business meeting. The Church Clerk shall furnish a copy of the certificate of license as an official credential. The member shall acknowledge that he or she understands the fact that relevant state law governs the performance of civil duties.
- b. The Church shall indicate its approval for the Senior Pastor to proceed with the ordination to the Gospel Ministry of a candidate by a vote of two-thirds (66%) majority vote of the Active Members present and voting at a duly called special business meeting.
- c. The Senior Pastor shall coordinate the formation of an ordination committee to examine the candidate concerning his or her fitness for the ministry.
- d. After having prayerfully considering the Church vote of approval and the input of the ordination committee, the Senior Pastor may proceed with an ordination ceremony at any meeting of the Church.

**D. INDEMNIFICATION OF LEADERSHIP COUNCIL MEMBERS AND OFFICERS:** CBC may to the maximum extent permitted by Tennessee law, indemnify each of its Leadership Council Members and Officers against expenses, judgments, fines, settlements and other amounts actually incurred in connection with any proceeding arising by reason of the fact any such person is or was a Leadership Council member or Officer of CBC. CBC may advance to such Leadership Council Member or Officer expenses incurred in defending any such proceeding to the maximum extent permitted by law. For purposes of this section, a Leadership Council Member (Director) and/or an Officer of CBC includes any person who was or is a Leadership Council Member (Director) or Officer of CBC, or another entity at the request of CBC. The Leadership Council may at its discretion, provide for such indemnification or advance of expenses by resolution.

**E. ARBITRATION:** CBC believes lawsuits between or among believers are highly discouraged by Scripture. Disputes should be worked out among Christians without legal action (Matthew 18 and 1 Corinthians 6). By becoming a member (whether active or inactive) of CBC, the member agrees to submit any disagreement, claim, or action with or against CBC, or another CBC member (active or inactive) to Christian arbitration. If that fails, members agree to arbitration through the American Arbitration Association or any arbitration service mutually agreed to by CBC and the aggrieved member (active or inactive).

**F. PROGRAM ORGANIZATIONS AND DEPARTMENTS:** All departments, organizations and ministries of CBC shall be under CBC control and general supervision of the Senior Pastor. The Senior Pastor is an ex-officio of all organizations and ministries and his leadership is to be recognized in and by them.

**G. EXECUTION OF DOCUMENTS:** The Leadership Council may authorize any Officer or Officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of CBC and such authority may be general or confined to specific instances. Unless authorized, no Officer, agent or other person will have any power or authority to bind CBC by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

**H. ANNUAL ACCOUNTING PERIOD:** The annual accounting period (fiscal year) for CBC will be on the first day of January and will end on the last day of December.

**I. AMENDMENT OF CONSTITUTION AND BYLAWS:** This Constitution & Bylaws, except for the Statement of Faith, may be amended or repealed and new provisions or bylaws may be adopted by a two-thirds (66%) majority vote (66%) majority vote of the Active Members present and voting at a regular or special business meeting of CBC provided such amendments have been submitted in writing to the Leadership Council for review, research, redrafting,

and other action as the Leadership Council deems appropriate, including obtaining input from the Senior Pastor and other respected sources of guidance. The proposed amendment shall be presented by the Leadership Council to the Active Members at a regular or special business meeting and made available in writing on the church website and by mass mailing or emailing to all Active Members at least fourteen (14) days in advance of the meeting. Notice of the meeting for voting on proposed amendments shall be by electronic means, announcement at worship services, and shall be published in the Church weekly newsletter at least fourteen (14) days in advance of the meeting. Any Active Member may obtain from the church office a full written copy of the proposed changes.

#### CERTIFICATE OF CHURCH CLERK

I, the undersigned, do hereby certify:

- That I am the duly appointed and acting Church Clerk of Crieveewood Baptist Church
- That the foregoing Constitution & Bylaws of Crieveewood Baptist Church consisting of thirty-one (31) pages, including the cover sheet, and attached appendices, constitute the CONSTITUTION AND BYLAWS of said corporation as duly adopted on the date set forth below.

IN WITNESS WHEREOF, I have executed this certificate as of this \_\_\_\_ day of \_\_\_\_\_, 2017.

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SIGNATURE

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PRINT