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ARTICLE I – CHURCH MEMBERSHIP

This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church. The membership of Bannockburn Baptist Church, referred to as Church, shall consist of all persons whose names appear on the Church membership roll. The Senior Pastor is referred to as Pastor. With congregational approval, the Church shall be led by the Pastor, served by the Deacons, and operated through Elected Ministry Teams.

- 1.1 Admission to Membership: Any person may request membership in this Church. Individuals are always welcome to attend the Church without joining, but the New Testament teaches that membership in a local church should be a priority in the life of a maturing believer.
- 1.2 Church membership is affirmed upon the fulfillment of the qualifications found in this Article:
 - 1.2.1 An individual may be received for membership upon salvation, baptism, and completion of a membership orientation. The Church shall consider the following:
 - 1.2.1.1 Salvation is demonstrated by expressing his/her public profession of faith in Christ as personal Savior, trusting Christ to pay the penalty for sin and choosing to follow Him. For those who are currently Christians, a statement of prior profession of faith in Christ as personal Savior and Scriptural baptism in another church of like doctrine is evidence of salvation and baptism. When appropriate, the Church staff shall seek a transfer letter of membership from the candidate's previous local congregation.
 - 1.2.1.2 Baptism is the immersion of a believer in water as a testimony of having trusted Christ for salvation.
 - 1.2.1.3 Membership orientation is the process of helping prospective members understand the mission, vision, and values of the Church as outlined in the Church's Constitution and in these Bylaws (§1.3).
 - 1.2.2 Recognizing that some Church attendees are away from their home church and may desire to participate in fellowship and service opportunities with the Church, application may be made for associate privileges and responsibilities. The applicant shall meet the same requirements and follow the same procedures as would an applicant for regular membership. The associate member shall not be eligible to be elected to an office nor have voting privilege. When an associate member makes a permanent move away from the area, that member shall automatically be removed from the Church's associate roll.
- 1.3 Membership Orientation:
 - 1.3.1 The Church places a high value on the significance of meaningful membership and seeks to ensure that new members have all the information they need to understand the doctrine, structure, and values of the Church. Membership orientation may take place in age-appropriate venues, but an ongoing orientation class shall be provided for all prospective adult members.

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- 1.3.2 Membership orientation shall be held at regular intervals throughout the year.
- 1.3.3 Completion of membership orientation shall be made available through alternate means for any candidate who is unable to attend.
- 1.4 Voting Rights of Members:
 - 1.4.1 A qualified voter shall be 16 years of age or older and shall have one vote on Church matters that call for a voice, show of hand, or ballot vote.
 - 1.4.2 In order to vote on a Church matter, each qualified voter shall have one vote which shall be exercised in person and not by proxy, or
 - 1.4.3 If a prior provision is made in the specific vote to allow an absentee ballot, a vote may be made in that manner. When provision for absentee ballots has been made, any qualified voting member is entitled to vote absentee, provided the member goes personally to the Church, secures a ballot, and votes immediately. The absentee voting period shall commence ten days and conclude no later than three days prior to the actual Church scheduled voting date.
 - 1.4.4 A person may execute a Limited Power of Attorney for the purpose of absentee voting if an original executed copy of the Limited Power of Attorney is attached to the absentee ballot. This Limited Power of Attorney form shall be available in the Church office during absentee voting.
- 1.5 Termination of Membership: Membership may be terminated in the following manners:
 - 1.5.1 Upon the death of a member; or
 - 1.5.2 Upon issuance of a church letter of recommendation for membership in some other Baptist church; or
 - 1.5.3 Upon a member's request that their membership be terminated; or
 - 1.5.4 Upon a member joining a church of a different faith; or
 - 1.5.5 Upon purging of the Church roll to remove members who have not attended for a significant period of time and with whom we cannot make contact; or
 - 1.5.6 Upon the determination that the member cannot be restored to fellowship as outlined in §1.6.
- 1.6 Discipline of Members: It shall be the basic purpose of the Church to emphasize to its members that every reasonable measure shall be taken to assist any troubled member. The Pastor, Pastoral Staff, or Deacons are available for counsel and guidance. Restoration, rather than punishment, should be the guideline that governs the attitude of one member toward another.
 - 1.6.1 Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, every reasonable measure shall be taken to resolve the problem. A spirit of Christian kindness and forbearance shall pervade all proceedings.
 - 1.6.2 But, finding that the welfare of the Church shall best be served by the exclusion of the member, the Pastor shall convene a review committee of the following leaders: Operations Pastor, Chairman of the Deacons, Chairman of the Personnel Ministry Team, Chairman of the Trustees, and up to two other persons as deemed necessary by the Pastor. This team shall prayerfully consider the recommendation of the Pastor and, with a unanimous vote, may proceed to declare the offender to be no longer in the membership of the Church.

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- 1.6.3 Any person whose membership has been terminated for any condition, which has made it necessary for the Church to exclude him/her from membership, may, upon request to the Pastor, be restored to membership upon evidence of repentance and reformation. This reinstatement to membership shall require a unanimous vote of the review committee identified in §1.6.2.

ARTICLE II – CHURCH MEETINGS

- 2.1 Worship Services: The Church shall meet regularly each week for worship, in all locations, under the direction of the Pastor.
- 2.2 Regular Business Meetings: Regular business meetings shall be held quarterly. These meetings shall take place within seventy (70) days following the close of the business quarter.
- 2.3 Special Business Meetings: With the agreement of the Chairman of the Trustees, the Pastor or any other member of the Pastoral Staff may call special business meetings of the Church. The Church Clerk (§7.10), upon written petition of ten percent (10%) of the qualified voting members of the Church, may also call a special business meeting. Calling of the special business meeting may be made by announcement in any regular Sunday morning worship service, by written notice, by electronic communication, or by any other reasonably appropriate means to notify each qualified voting member no less than four (4) calendar days prior to the special business meeting. The call for a special business meeting shall contain the date, time, place, and items of business to be considered. Any proposed decisions from such a meeting requiring written ballot voting (as outlined in §2.9) shall be voted on at a separate special business meeting. All other decisions shall require an affirmative vote of three-fourths (3/4) of the qualified voting members present.
- 2.4 Meeting location(s): Regular and Special Business Meetings may be conducted at any campus or simultaneously at multiple church campuses provided a Trustee is present at each participating church campus.
- 2.5 Postponement of Meetings: Any Church meeting may be postponed and rescheduled by agreement of the Pastor, the Chairman of the Trustees, and the person who called the meeting. Notice of such postponement and the date and time of the rescheduled meeting shall be communicated to the members by reasonably appropriate means.
- 2.6 Quorum of Members: The qualified voting members present at any regular or special business meeting shall constitute a quorum.
- 2.7 The Church staff is responsible for keeping a register of the names of qualified voting members, with dates of admission, separation, or death, together with a record of baptisms. The Church staff shall issue letters of separation voted by the Church, preserve on file all communications and written official reports, and give legal notice of all meetings where notice is necessary as indicated in these bylaws. All Church records are Church property and should be accessible in the Church office.
- 2.8 Parliamentary Rules: Roberts Rules of Order, Revised (the most current edition), is the authority for parliamentary rules of procedure for all meetings.

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- 2.9 Propositions requiring absentee and written ballots shall include:
- Calling or dismissing of the Pastor (§4.6.5.5 and §4.5.3 respectively),
 - Election of a Pastor Search Team (§4.6.3.4),
 - Sale of Church real estate (§7.3.5.2),
 - Dissolution of Bannockburn Baptist Church (§11.2.2),
 - Launch of a new multi-site campus (§10.1.3),
 - Release of a multi-site campus (§10.2.3),
 - Amendments to the Church Constitution and/or Bylaws (§12).

ARTICLE III – ORDINANCES

- 3.1. Baptism is a symbolic act of obedience whereby an individual believer demonstrates publicly his/her acceptance of Jesus Christ as Lord and Savior.
- 3.1.1 Baptism shall be by immersion in water.
- 3.1.2 Baptism shall be administered by the Pastor or his designee.
- 3.1.3 Baptism may be administered as an act of worship during any worship service.
- 3.2. The Lord's Supper is an ongoing symbolic act of obedience whereby individual believers may partake of the bread and fruit of the vine, commemorating the death of Jesus Christ, and anticipating His second coming.
- 3.2.1 The Lord's Supper shall be observed at least quarterly.
- 3.2.2 The Pastor and his designees shall be responsible for the administration of the Lord's Supper.
- 3.2.3 The Deacons shall be responsible for the physical preparation and serving of the Lord's Supper.

ARTICLE IV – PASTOR

- 4.1 Qualifications of the Pastor (as outlined in Titus and 1 Timothy)
- 4.1.1 The Pastor shall be a male.
- 4.1.2 The Pastor shall exhibit the following character qualities:
- Above reproach,
 - The husband of one wife,
 - Children are believers and not open to the charge of debauchery or insubordination,
 - Sober-minded,
 - Upright,
 - Respectable,
 - Loving what is good,
 - Hospitable,
 - Able to exhort and refute,
 - Self-controlled,
 - Gentle,
 - Not arrogant,
 - Not quick-tempered,
 - Not a drunkard or violent,
 - Not a lover of money or greedy for gain, and
 - Well thought of by those outside of the Church

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- 4.2 Duties of the Pastor
- 4.2.1 Spiritual Duties:
- 4.2.1.1 The Pastor shall be the spiritual leader of the Church and shall lead the Church to function as a New Testament Church in carrying out the Great Commission of Jesus Christ as stated in Matthew 28:18-20 and Acts 1:8.
- 4.2.1.2 The Pastor shall lead the Church in training people to fulfill the Great Commission by:
- Reaching people with the Gospel,
 - Connecting them into the local Body of believers,
 - Equipping them to grow in their faith and understanding of God's Word, and
 - Going locally, nationally and into all the world on mission.
- 4.2.2 Administrative Duties:
- 4.2.2.1 The Pastor is the titular head of the Church and ex-officio member of all teams and in charge of all ministries and shall supervise directly or by delegation all Church staff members.
- 4.2.2.2 The Pastor or his designee shall act as moderator for all Church meetings.
- 4.2.3 The Personnel Ministry Team may assign the Pastor duties as required by the needs of the Church.
- 4.3 Pastor's Resignation:
- 4.3.1 The Pastor may resign his position by giving four weeks written notice to the Personnel Ministry Team.
- 4.3.2 Upon receipt of the Pastor's resignation, the motion to have the office of Pastor declared vacant shall be brought by the Chairman of the Personnel Ministry Team at a special business meeting called for that purpose.
- 4.3.3 This meeting shall also include the authorization to begin a search for an Interim Pastor. Such action shall require an affirmative vote of three-fourths (3/4) of the qualified voting members present.
- 4.3.4 The moderator for this meeting shall be the Chairman of the Trustees or the Chairman's designee.
- 4.3.5 Upon the resignation of the Pastor, the Trustees shall declare the office of the Pastor to be vacant and shall follow the procedures contained in §4.6 of these Bylaws.
- 4.4 Pastor's Incapacitation
- 4.4.1 Should the Pastor be incapacitated, the Trustees may declare the office of the Pastor to be temporarily vacant. At this time, the Trustees, in accordance with a review of the Pastor's Succession Plan, shall appoint a spiritual leader (to fulfill the duties as outlined in §4.2.1) and an administrative leader (to fulfill the duties as outlined in §4.2.2) from the current pastoral staff. The appointed spiritual leader and administrative leader shall serve until the Pastor is able to resume his duties.
- 4.4.2 If the Trustees determine that the Pastor is unable to resume his duties, they shall declare the office of the Pastor to be vacant and shall follow the procedures contained in §4.6 of these Bylaws.

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- 4.5 Pastor's Termination
 - 4.5.1 After the Personnel Ministry Team has followed Church policies as they relate to personnel discipline, and has exhausted all appropriate or reasonable reconciliatory remedies, there may be a review by outside legal counsel to ensure that proper procedures were followed. A motion can then be brought to the Church to terminate the Pastor's employment.
 - 4.5.2 The Chairman of the Personnel Ministry Team shall bring forth this motion at a special business meeting called for that purpose.
 - 4.5.3 Termination of employment shall be by written ballot and shall require an affirmative vote of three-fourths (3/4) of the qualified voting members present (including absentee ballots per §1.4.3 and §1.4.4) in a special business meeting called for that purpose. The moderator for the meeting shall be the Chairman of the Trustees or the Chairman's designee.
 - 4.5.4 Upon the termination of the Pastor, the Trustees shall declare the office of the Pastor to be vacant and shall follow the procedures contained in §4.6 of these Bylaws.
- 4.6 Pastor Vacancy
 - 4.6.1 In accordance with a review of the Pastor's Succession Plan, the Trustees shall appoint a spiritual leader (to fulfill the duties as outlined in §4.2.1) and an administrative leader (to fulfill the duties as outlined in §4.2.2) from the current pastoral staff.
 - 4.6.2 Interim Pastor Selection:
 - 4.6.2.1 Upon the vacancy of the office of Pastor, an Interim Pastor shall be selected within a reasonable time. No person who is a member of the pastoral staff at the time of a vacancy may be selected as Interim Pastor. The Interim Pastor shall have the same spiritual qualifications as the Pastor. The Interim Pastor shall not be a candidate for the position of Pastor.
 - 4.6.2.2 The Chairman of the Personnel Ministry Team shall chair the Interim Pastor Search Team. The remaining members of the Interim Pastor Search Team shall be the members of the Personnel Ministry Team sitting at that time and the Chairman of the Deacons. This team shall remain intact until an Interim Pastor is recommended and approved by the Church. Should the Chairman of the Personnel Ministry Team or Chairman of the Deacons change due to term limitations, this Interim Pastor Search Team shall remain intact until they accomplish their task.
 - 4.6.2.3 The Interim Pastor Search Team shall prepare a written job description before an Interim Pastor candidate is submitted for approval.
 - 4.6.2.4 The Interim Pastor Search Team shall recommend the Interim Pastor candidate to the Church for approval in accordance with the guidelines for a special business meeting called for that purpose. Approval by the Church shall be by a simple majority vote of the qualified voting members present.

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- 4.6.2.5 An Interim Pastor shall be an at-will employee of the Church. Should it be necessary to remove the Interim Pastor, the Personnel Ministry Team shall declare the office of Interim Pastor to be vacant. The declaration that the Interim Pastor position is vacant shall follow the procedures contained in §4.6 of these Bylaws.
- 4.6.3 Formation of a Pastor Search Team: After an Interim Pastor has been selected, a Pastor Search Team shall be formed, consisting of seven team members and two alternates. This Pastor Search Team shall remain intact until the Church has called a new Pastor.
 - 4.6.3.1 The Chairman of the Nominating Team or the Chairman's designee shall oversee and facilitate the process of selecting the members of the Pastor Search Team.
 - 4.6.3.2 A job description and qualifications of potential members of the Pastor Search Team shall be presented to the Church in writing prior to nominating candidates for the Pastor Search Team.
 - 4.6.3.3 Candidates for the Pastor Search Team shall be nominated by the Church by submitting a Pastor Search Team Nomination Form. Members nominated shall be reviewed according to the *Ministry Teams Guidelines* document (included in the Policies and Procedures Manual of the Church) and contacted by the Nominating Team. If the prospective team member agrees to serve, his/her name shall be placed on the ballot for election to the Pastor Search Team.
 - 4.6.3.4 The Church shall vote by written ballot at a special business meeting (including absentee ballots per §1.4.3 and §1.4.4) to elect the seven members (and two alternates) of the Pastor Search Team. The seven members (and two alternates) receiving the highest number of votes shall be elected to the Pastor Search Team, subject to the following limitation: no more than one member of the same family shall serve on the Pastor Search Team. Determination of family member status shall not be based solely on place of residence, but rather on recognition of kinship through blood, marriage or adoption.
 - 4.6.3.5 Should any of the members elected to the Pastor Search Team serve on an Elected Ministry Team, the Pastor Search Team member shall resign his/her position on that Elected Ministry Team within 30 days upon election to the Pastor Search Team.
- 4.6.4 Duties of the Pastor Search Team:
 - 4.6.4.1 The duties of the Pastor Search Team shall be limited to the identification, selection and presentation of a Pastoral candidate.
 - 4.6.4.2 The Pastor Search Team shall select a Chairman to lead the team.
 - 4.6.4.3 Process for the selection of a Pastoral candidate:
 - 4.6.4.3.1 Subject to the qualifications of the Pastor in §4.1, the Pastor Search Team shall seek the input of Church members for the attributes and qualities of a new Pastor.
 - 4.6.4.3.2 The Pastor Search Team may seek recommendations for a Pastor from Church members, Southern Baptist pastors and seminaries, and other Christian leaders.

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- 4.6.4.3.3 The Pastor Search Team shall review and analyze all submitted resumes.
 - 4.6.4.3.4 Verbal and/or written reports should be given to the Church at least monthly during the selection process.
 - 4.6.4.3.5 If a current staff member of the Church submits himself as a candidate for the position of Pastor, he shall be given the same consideration as other candidates. Upon conclusion of the search process and vote of the Church, if he is not chosen, he shall be required to offer his resignation for consideration by the new Pastor.
 - 4.6.4.3.6 The Pastor Search Team shall interview at least three candidates prior to recommending a candidate.
 - 4.6.4.3.7 The Personnel Ministry Team and Pastor Search Team shall meet with the candidate to communicate the terms of employment as Pastor. These terms should include a comprehensive written job description and compensation package. Such benefits may not materially deviate from the Church's approved range of benefits and severance packages.
- 4.6.5 Presentation of a Pastor candidate to the Church:
- 4.6.5.1 Once the Pastor Search Team agrees upon the man they believe is God's choice for the Pastor of the Church, the Pastor Search Team shall invite the Pastoral candidate to preach at least one Sunday worship service in view of a call as Pastor.
 - 4.6.5.2 Notice and posting of a special business meeting to consider calling a Pastor shall be given at least ten (10) days in advance of the meeting. The Pastor Search Team should provide additional information on the candidate before the special business meeting.
 - 4.6.5.3 The Chairman of the Personnel Ministry Team or the Chairman's designee shall serve as moderator for this meeting to consider the calling of a Pastor.
 - 4.6.5.4 Only one candidate shall be considered at a time.
 - 4.6.5.5 The election to call the candidate as Pastor shall be by written ballot. An affirmative vote of three-fourths (3/4) of the qualified voting members present (including absentee ballots per §1.4.3 and §1.4.4) is required.

ARTICLE V – CHURCH EMPLOYEES

- 5.1 The Church shall employ persons as authorized by these Bylaws and that are necessary to lead and assist in fulfilling the purpose of the Church. The Church staff shall serve at the will and discretion of the Pastor and is comprised of licensed/ordained pastors and non-licensed/non-ordained staff members. Licensure and/or ordination does not solely determine the category of staff. There are three primary categories of staff:

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- 5.2 Pastoral staff:
 - 5.2.1 The pastoral staff serves under the direct supervision of the Pastor and is responsible for all ministry and operational functions of the Church.
 - 5.2.2 The need for additional pastoral staff is determined by the Pastor in consultation with the Personnel Ministry Team. Following the selection process, the candidate shall be presented to the Church for a vote. Approval by the Church shall be by a simple majority vote of the qualified voting members present in a regular or special business meeting.
 - 5.2.3 Termination of any member of the Pastoral Staff is at the sole discretion of the Pastor after consultation with the Personnel Ministry Team.
- 5.3 Directors:
 - 5.3.1 Directors serve under the direct supervision of a member of the pastoral staff and are responsible for the day-to-day leadership of key areas of ministry in the Church.
 - 5.3.2 The hiring of additional director-level employees may be recommended by a member of the pastoral staff, but the final decision of the need is left to the discretion of the Pastor.
 - 5.3.3 Termination of director-level employees is left to the discretion of the direct supervisor over that position, in consultation with the Pastor or his designee and the Personnel Ministry Team.
- 5.4 Ministry staff
 - 5.4.1 Ministry staff is composed of individuals who administer the day-to-day ministry functions of the Church. This category of staff can include, but is not limited to, business office personnel, administrative assistants, technical support staff, childcare workers and facilities support staff.
 - 5.4.2 The hiring of additional personnel may be recommended by the supervisor of any group, but the final decision of the need for ministry staff is left to the discretion of the Pastor in consultation with the supervisor of the group.
 - 5.4.3 Termination of ministry staff is left to the discretion of the direct supervisor over that position, in consultation with the Pastor or his designee.
- 5.5 An annual performance evaluation shall be administered for each paid staff member by his or her immediate supervisor. This performance evaluation shall be reviewed and approved by the Pastor and then reviewed with the employee. The evaluation shall be signed by both the employee and his or her supervisor and placed in the employee's personnel file.
- 5.6 Any change in staffing that requires funding beyond what has been approved by the Personnel Ministry Team and the Church in the current fiscal year budget shall be approved by the Personnel Ministry Team and the Finance Ministry Team. A revised budget shall then be presented to the Church for approval by a simple majority vote of the qualified voting members present in a regular or special business meeting.

ARTICLE VI – DEACON MINISTRY

- 6.1 Purpose: The Deacon Ministry exists to assist the Pastor in shepherding the Church.

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- 6.2 Duties:
- 6.2.1 Deacons serve the Lord Jesus Christ by conducting the caring ministry of the Church, doing benevolence work, being alert to the spiritual needs of the congregation, promoting unity within the Church and facilitating the spread of the gospel.
- 6.2.2 In accordance with the meaning of the work and practice of the New Testament, Deacons are to be ministering servants of the Church.
- 6.3 Qualifications:
- 6.3.1 Deacons shall be selected based upon qualifications contained in 1 Timothy 3:8-13 and Acts 6:1-7:
- Good reputation,
 - Above reproach,
 - Filled with the spirit of God,
 - Wise,
 - A man of dignity,
 - Honest,
 - Not a drunkard,
 - Husband of one wife,
 - Good manager of his family, and
 - Free from the love of money.
- 6.3.2 Additional criteria:
- A Church member for at least one year with prior Deaconship; otherwise, a Church member for at least three years,
 - Consistent in financial giving to the ministry of the Church,
 - Active in small group (at least 60% attendance) and worship participation, and
 - Approval of the Pastoral Staff.
- 6.4 Selection:
- 6.4.1 The Church shall annually form a Deacon Search Team comprised of Deacon officers, as selected by the Deacon body, and the Pastor or his designee.
- 6.4.2 The Deacon Search Team shall have the following responsibilities:
- 6.4.2.1 Determine the number of Deacons required to adequately serve the Church.
- 6.4.2.2 Receive nominations of eligible men to serve as Deacons from the Deacon body and small group teachers.
- 6.4.2.3 Interview all nominees concerning their desires and qualifications for the office of Deacon.
- 6.4.2.4 Recommend to the Church the names of all qualified Deacon candidates that desire to serve.
- 6.4.2.5 Following an election by the Church of the new Deacons, the team shall assist the Pastor and Church in the ordination of Deacon candidates. Approval by the Church shall be by a simple majority vote of the qualified voting members present in a regular or special business meeting.
- 6.4.3 Elections shall be held as needed to augment the Deacon body.

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- 6.5 Officers:
 - 6.5.1 The active Deacon body shall elect annually from its membership a Chairman, Vice-Chairman and Secretary.
 - 6.5.2 The Chairman of the Deacons shall preside at all meetings of the Deacon body and shall perform other duties as the Deacon body may authorize.
 - 6.5.3 The Vice-Chairman of the Deacons shall assist the Chairman and perform the duties of the Chairman upon his death, absence, resignation, request of the Chairman or upon the Chairman's inability to perform the duties of his office.
 - 6.5.4 The Secretary of the Deacons shall keep a record of membership and attendance of Deacons, make reports on Deacon recommendations to the Church, and perform other duties as required.
- 6.6 Meetings: The Deacon body shall meet regularly at times and places as the Chairman of the Deacons may determine. The Deacons present shall constitute a quorum.

ARTICLE VII – ELECTED MINISTRY TEAMS

- 7.1 Elected Ministry Teams exist to provide oversight and counsel for key areas of leadership in the Church. The Pastor or his designee is a non-voting, ex-officio member of these teams.
- 7.2 Elected Ministry Teams:
 - 7.2.1 Elected Ministry Team (EMT) members are elected by the Church. Approval by the Church of the candidates shall be by a simple majority vote of the qualified voting members present in a regular or special business meeting. Current ministry teams are:
 - 7.2.1.1 The Trustee Ministry Team
 - 7.2.1.2 The Nominating Ministry Team
 - 7.2.1.3 The Personnel Ministry Team
 - 7.2.1.4 The Finance Ministry Team
 - 7.2.1.5 The Facilities Ministry Team
 - 7.2.1.6 The Mission Ministry Team
 - 7.2.1.7 The Education Ministry Team
 - 7.2.1.8 Church Clerk
 - 7.2.2 Qualifications:
 - 7.2.2.1 At least 21 years of age,
 - 7.2.2.2 A Church member in good standing for at least three years,
 - 7.2.2.3 Active in small group (at least 60% attendance) and worship participation,
 - 7.2.2.4 Consistent in financial giving to the ministry of the Church,
 - 7.2.2.5 Approval of the Pastoral Staff,
 - 7.2.2.6 Competent in the area for which he/she is being considered,
 - 7.2.2.7 Able to maintain complete confidentiality,
 - 7.2.2.8 Not a staff member or the spouse of a staff member of the Church,
 - 7.2.2.9 Not a family member (as defined in §4.6.3.4) of someone serving on an Elected Ministry Team, and
 - 7.2.2.10 Willingness to submit to a criminal background check.

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- 7.2.2.11 Exceptions to the above criteria may be made on rare occasions as determined necessary by the Nominating Ministry Team.
- 7.2.3 When dealing with matters that require confidentiality, the Elected Ministry Teams may act on behalf of the Church, without additional direction from the membership, with the advice and consent of the Pastor or the Chairman of the Trustees. Such acts may include, but are not limited to, the hiring of lawyers as necessary to represent the interests of the Church. The Elected Ministry Team shall first consult with the Pastor and/or Chairman of the Trustees to determine need before obtaining budgetary approval from the Finance Ministry Team to retain a lawyer.
- 7.2.4 Other guidelines for Elected Ministry Teams, including terms of service, are detailed in the *Ministry Teams Guidelines* document (included in the Policies and Procedures Manual of the Church).
- 7.3 Trustee Ministry Team:
 - 7.3.1 Selection: The Trustee Ministry Team consists of three members. Each year the Church shall elect a Trustee(s) who has been nominated by the Nominating Ministry Team.
 - 7.3.2 Term: Trustees shall serve for three years. Terms shall be staggered so that a vacancy occurs each year.
 - 7.3.3 Chairman: The Trustee entering the third year of service shall be offered the Chair. If said Trustee declines, the Chair shall be offered to the second year trustee. A Trustee may not hold the Chair during the first year of service.
 - 7.3.4 Should a Trustee resign, move, or otherwise be unable to serve the three-year term, the Nominating Team shall present a candidate to fill the unexpired term vacated by the departure in accordance with §7.3.1.
 - 7.3.5 Duties:
 - 7.3.5.1 Trustees shall serve as the legal representatives of the Church as set forth below.
 - 7.3.5.2 It shall be the function of the Trustees to affix their signatures to legal documents involving the purchase, sale, mortgage, lease, or transfer of real property, or other legal documents where the signatures of Trustees are required. The Trustees may appoint and empower agents to assist them with acquisition, maintenance and disposition of real property. Before an agent is retained, budgetary approval shall be obtained from the Finance Ministry Team.
 - 7.3.5.3 Trustees shall hold the Church property in trust. They shall have no power to buy, sell, mortgage, lease, or transfer any real property without a specific vote of the Church authorizing each action. Such a vote shall be by written ballot and shall require an affirmative vote of three-fourths (3/4) of the qualified voting members present (including absentee ballots per §1.4.3 and §1.4.4) in a special business meeting called for that purpose.

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- 7.3.5.4 Trustees have the right and authority to prohibit acts or omissions, including but not limited to (a) permitting any Church assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the Church, to be used in any manner that would be—or, in the sole determination of the Trustees, could be perceived by any person to be— inconsistent with the Statement on Marriage, Sexuality and Divorce as stated in the Church Constitution §4; and (b) permitting any Church facilities to be used by any person, organization, corporation, or group that would or might use such facilities to convey, intentionally or by implication, what might be perceived as a favorable impression about any definition of marriage other than that contained in the Church Constitution. The Church's Statement on Marriage, Sexuality and Divorce is based upon God's will for human life as conveyed to us through the Scriptures, upon which this Church has been founded and anchored. This Statement on Marriage, Sexuality and Divorce shall not be subject to change through popular vote; referendum; prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state, or federal level.
- 7.3.5.5 The Trustees shall perform an annual review of the Church Policies and Procedures Manual. If revisions are necessary, the Trustees shall make recommendations to the Pastor or his designee, appropriate Elected Ministry Team, or the Church body. This review shall also ensure that updated copies of the following are on hand in the Church office:
- Articles of Incorporation and Tax Exemption Documents,
 - Church Constitution,
 - Church Bylaws,
 - Church Employee and Operational Policies and Procedures,
 - Staff Job Descriptions,
 - Ministry Teams Guidelines,
 - Elected Ministry Team Minutes,
 - Business Meeting Minutes,
 - Risk Management Reports,
 - Senior Pastor Succession Plan, and
 - Other items as requested by the Trustees.
- 7.3.5.6 The Trustees shall review the Annual Risk Management Report from the Pastor or his designee.
- 7.3.5.7 At least every three years, the Trustees shall review and recommend revisions to the Constitution and Bylaws. The Trustees shall be augmented by a three-person, ad hoc team, selected by the Nominating Team and approved by the Church. Any recommended revisions shall be presented to the Church for approval as outlined in §12.

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- 7.3.5.8 The Trustee Ministry Team shall be responsible for any other duties assigned in these Bylaws or that may be assigned by the Pastor or his designee.
- 7.4 Nominating Ministry Team
 - 7.4.1 Selection: When a vacancy occurs, the Church shall elect members from a slate of nominees presented by the Nominating Ministry Team.
 - 7.4.2 Duties and Responsibilities:
 - 7.4.2.1 Recruit and recommend Church members to fill vacancies on the Elected Ministry Teams.
 - 7.4.2.2 Recommend to the Church the number of members necessary to adequately serve the needs of the Church.
 - 7.4.2.3 With the approval of the Pastor, determine the need to establish or discontinue Elected Ministry Teams.
 - 7.4.2.4 The Nominating Ministry Team shall be responsible for any other duties assigned in these Bylaws or that may be assigned by the Pastor or his designee.
- 7.5 Personnel Ministry Team
 - 7.5.1 Selection: When a vacancy occurs, the Church shall elect members from a slate of nominees presented by the Nominating Ministry Team.
 - 7.5.2 Duties and Responsibilities:
 - 7.5.2.1 Assist the Church in matters related to employed personnel administration, including determining staffing needs and terms of employment.
 - 7.5.2.2 Determine Church personnel policies and procedures and ensure that the policies and procedures are documented in a comprehensive handbook and followed.
 - 7.5.2.3 Ensure that annual performance evaluations are completed and documented for each paid staff member.
 - 7.5.2.4 Conduct an annual performance evaluation of the Pastor.
 - 7.5.2.5 The Personnel Ministry Team shall be responsible for any other duties assigned in these Bylaws or that may be assigned by the Pastor or his designee.
- 7.6 Finance Ministry Team
 - 7.6.1 Selection: When a vacancy occurs, the Church shall elect members from a slate of nominees presented by the Nominating Ministry Team.
 - 7.6.2 Duties and Responsibilities:
 - 7.6.2.1 Assist the Pastor and Church staff in all financial and stewardship matters.
 - 7.6.2.2 Review and approve the annual budget for Bannockburn Christian Academy and Kingdom Kids Weekday.
 - 7.6.2.3 Provide financial oversight to Bannockburn Christian Academy and Kingdom Kids Weekday on a monthly basis.
 - 7.6.2.4 The Finance Ministry Team shall be responsible for the duties assigned in §9 in these Bylaws.
 - 7.6.2.5 The Finance Ministry Team shall be responsible for any other duties assigned in these Bylaws or that may be assigned by the Pastor or his designee.

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- 7.7 Facilities Ministry Team
 - 7.7.1 Selection: When a vacancy occurs, the Church shall elect members from a slate of nominees presented by the Nominating Ministry Team.
 - 7.7.2 Duties and Responsibilities:
 - 7.7.2.1 Determine the Church's need for additional buildings, renovations, and other construction, using input from the Pastor and other groups and teams, coordinating all projects with the Finance Ministry Team.
 - 7.7.2.2 Arrange for architectural and engineering plans and studies.
 - 7.7.2.3 Oversee construction activities authorized by the Church.
 - 7.7.2.4 The Facilities Ministry Team shall be responsible for any other duties assigned in these Bylaws or that may be assigned by the Pastor or his designee.
- 7.8 Mission Ministry Team
 - 7.8.1 Selection: When a vacancy occurs, the Church shall elect members from a slate of nominees presented by the Nominating Ministry Team.
 - 7.8.2 Duties and Responsibilities:
 - 7.8.2.1 Maintain healthy relationships with local ministry partners.
 - 7.8.2.2 Review and recommend mission projects at the local, state, national and international levels.
 - 7.8.2.3 Coordinate local service projects.
 - 7.8.2.4 The Mission Ministry Team shall be responsible for any other duties assigned in these Bylaws or that may be assigned by the Pastor or his designee.
- 7.9 Education Ministry Team
 - 7.9.1 Selection: When a vacancy occurs, the Church shall elect members from a slate of nominees presented by the Nominating Ministry Team.
 - 7.9.2 Duties and Responsibilities:
 - 7.9.2.1 Serve as the Board of Directors of Bannockburn Christian Academy and attend to the duties described in the Academy's Bylaws and Policy Manual.
 - 7.9.2.2 Oversee the production of an annual budget for Bannockburn Christian Academy for approval by the Finance Ministry Team.
 - 7.9.2.3 Monitor compliance with the budget for Bannockburn Christian Academy.
 - 7.9.2.4 Coordinate Church involvement in homeschool activities, when needed.
 - 7.9.2.5 Coordinate the Church in its ministry to families as it relates to the education of their children.
 - 7.9.2.6 The Education Ministry Team shall be responsible for any other duties assigned in these Bylaws or that may be assigned by the Pastor or his designee.
- 7.10 Church Clerk
 - 7.10.1 Selection: When a vacancy occurs, the Church shall elect a Clerk as presented by the Nominating Ministry Team.

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7.10.2 Duties and Responsibilities:

- 7.10.2.1 Keep an accurate record of the proceedings of each regular or special business meeting.
- 7.10.2.2 Submit the minutes of each meeting to the Church office within ten business days. The Church office shall maintain a suitable record of all actions of the Church.

ARTICLE VIII – VOLUNTEER AND APPOINTED MINISTRY TEAMS

- 8.1 In addition to the Elected Ministry Teams, there are other very important ministry teams. These volunteer and/or appointed ministry teams may be permanent or temporary in nature.
- 8.2 Guidelines for volunteer and appointed ministry teams, including terms of service, are detailed in the *Ministry Teams Guidelines* document (included in the Policies and Procedures Manual of the Church).

ARTICLE IX – CHURCH FINANCIAL RECORDS AND REPORTING

- 9.1 Church finances shall be administered with the utmost integrity. The Finance Ministry Team and all staff members shall guard against any conflict of interest in the administration of Church funds. The day-to-day responsibility of all administration of financial transactions shall be the duty of the Pastor or his designee.
- 9.2 The Church staff shall ensure that true and accurate records are maintained with full and correct entries made with respect to all financial transactions of the Church, including all income and expenditures.
- 9.3 All financial records shall be kept in an orderly manner in the Church office. Upon submission of a written request, any Church member may review any and all financial records, except personal giving records. The requested records shall be made available at the Church within a reasonable time.
- 9.4 The Pastor or his designee, in coordination with the Finance Ministry Team, shall annually develop a budget. The proposed budget shall be presented to the Church and approval by the Church shall be by a simple majority vote of the qualified voting members present in a regular or special business meeting. The staff shall administer the budget upon Church approval with oversight of the Finance Ministry Team.
- 9.5 Church staff shall prepare quarterly financial reports that accurately present the financial condition of the Church. Upon review and approval, the Finance Ministry Team shall present the reports to the Church within seventy (70) days of the close of the quarter. Approval of the quarterly financial reports by the Church shall be by a simple majority vote of the qualified voting members present in a regular or special business meeting.

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- 9.6 An examination of the Church's financial condition and its receipts and disbursements shall be made by a non-member, external, independent accounting firm recommended by the Finance Ministry Team. This examination shall be conducted for the purpose of gaining an unqualified opinion that the financial statements represent fairly the financial condition of the Church as of the report date. Furthermore, this examination shall be performed every three years or more often as directed and considered necessary by the Finance Ministry Team. The Finance Ministry Team shall consider all recommendations coming from this examination and shall implement any recommendations. Should the Finance Ministry Team decline to follow any of the recommendations, a written report with explanation of the declination shall be submitted to the Trustees.
- 9.7 The fiscal year of Bannockburn Baptist Church shall be from July 1 thru June 30. If necessary, the fiscal year can be adjusted to meet the needs of the ministry with the approval of the Church. Approval by the Church shall be by a simple majority vote of the qualified voting members present in a regular or special business meeting.

ARTICLE X – MULTI-SITE OPERATIONS

- 10.1 Any consideration for the launch of a multi-site campus shall be the purview of the Pastor.
- 10.1.1 At the time of the Pastor's choosing, the plan for the launch of a multi-site campus shall be brought before the Church.
- 10.1.2 Following the presentation of the Pastor's plan, an ad hoc team comprised of the Pastor, the Trustees, and the Chairman of each Elected Ministry Team shall be called upon to take the Pastor's proposal under consideration. Upon a unanimous vote of the Trustees and an affirmative vote of three-fourths (3/4) of the remaining members of the ad hoc team, a motion shall be brought before the Church.
- 10.1.3 Action by the Church shall be by written ballot and shall require an affirmative vote of three-fourths (3/4) of the qualified voting members present (including absentee ballots per §1.4.3 and §1.4.4) in a special business meeting called for that purpose. The moderator for this meeting shall be the Pastor or his designee.
- 10.2 In the event that a multi-site campus desires to separate from Bannockburn to become an independent body, the following process shall be followed:
- 10.2.1 The multi-site campus shall bring the matter before the Church at the next regular or special business meeting at which time the entire Church body shall enter into a 60-day period of prayer and reflection. At the conclusion of this time of prayer and reflection, if the multi-site campus continues to feel led to pursue independence, it shall make a presentation to an ad hoc team assembled for this purpose.
- 10.2.2 An ad hoc team comprised of the Pastor, the Trustees, and the Chairman of each Elected Ministry Team shall be called upon to take the multi-site campus' proposal under consideration. Upon a unanimous vote of the Trustees and an affirmative vote of three-fourths (3/4) of the remaining members of the ad hoc team, a motion shall be brought before the Church.

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10.2.3 Action by the Church shall be by written ballot and shall require an affirmative vote of three-fourths (3/4) of the qualified voting members present (including absentee ballots per §1.4.3 and §1.4.4) in a special business meeting called for that purpose. The moderator for this meeting shall be the Pastor or his designee.

ARTICLE XI – DISCONTINUANCE AND TAX EXEMPT PURPOSE

- 11.1 Use of Assets: The assets of this Church shall be used in performing the Church's purpose.
- 11.2 Discontinuance of the Church:
 - 11.2.1 Upon discontinuance of the Church by dissolution or otherwise, the Church shall, after paying and making provision for payment of all liabilities of the Church, distribute all remaining assets of the Church to another church or organization of like faith and order that is a qualified charitable organization under Section 501 (c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law.
 - 11.2.2 Such action shall be by written ballot and shall require an affirmative vote of three-fourths (3/4) of the qualified voting members present (including absentee ballots per §1.4.3 and §1.4.4) in a special business meeting called for that purpose.
- 11.3 Purpose: The nonprofit corporation, called Bannockburn Baptist Church, is organized for charitable, religious, and educational purposes, as stated in the Constitution. Its purpose also includes the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law.
- 11.4 Limitation of Activities: No substantial part of the activities of the nonprofit corporation shall be the carrying on of propoganda, or otherwise attempting to influence legislation, and this nonprofit corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the nonprofit corporation shall not carry on any other activities not permitted to be carried on:
 - 11.4.1 By a corporation exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law.
 - 11.4.2 By a nonprofit corporation contributions to which are deductible under Section 170 of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law.
- 11.5 Restrictions on Distribution of Earnings: No part of the net earnings of this nonprofit corporation shall inure to the benefit of or be distributable to its members, Trustees, officers or other private persons, except that this nonprofit corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles.

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ARTICLE XII – AMENDMENTS

Proposed amendments to the Bylaws may be submitted to the Trustees. Upon majority approval of the Trustees, the proposed amendments shall be presented to the Church.

Proposed amendments shall be made available and notice of the special business meeting shall be publicized at least thirty (30) days before the election shall be held. Questions or concerns are encouraged to be presented in writing to the Pastor or one or more of the Trustees.

Proposed amendments shall be considered in a special business meeting called for that purpose. Approval shall be by written ballot and shall require an affirmative vote of three-fourths (3/4) of the qualified voting members present (including absentee ballots per §1.4.3 and §1.4.4).

ARTICLE XIII – EFFECTS AND DATE OF ADOPTION

These Amended and Restated Bylaws shall become effective immediately following the adoption of these Bylaws by the Church and shall supersede and take effect in lieu of any Bylaws in effect prior to that time. All policies and procedures of the Church shall be administered in a manner that is consistent with the provisions stated herein.

The Amended and Restated Bylaws were adopted by Bannockburn Baptist Church during a special business meeting held on Sunday, the 20th of November, 2016.

Ten-Year Document Change History

June, 2016

January, 2013

June, 2010

May, 2006