

# **CARMEL BAPTIST CHURCH BYLAWS**

## **I. PURPOSE**

**Carmel Baptist Church exists to  
Worship God,  
Connect to others,  
Grow in Christ,  
Serve His church and  
Tell His story.**

## **II. CHURCH GOVERNMENT**

### **Section 1. General**

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 the church.

God's Word is the supreme authority for determining how all men should live their lives. (Deuteronomy 6-8; Psalm 119:9, 11; Matthew 4:4) Accordingly, all policies and procedures and other governing decisions made by Carmel Baptist Church members shall be consistent with God's Word. In addition, as servants of God and citizens of civil governments of this world, Carmel Baptist Church members will seek to influence civil governments to honor biblical principles. (Romans 13:1-7; Titus 3:1; I Peter 2:13-17) So long as the laws of such civil governments are consistent with God's Word, Carmel Baptist Church members have a duty as servants of God to obey the laws. (Romans 13:1-7; Titus 3:1; I Peter 2:13-17) However, in any case where the law of civil government is in conflict with God's Word, Carmel Baptist Church members are to obey God's Word as the higher law. (Exodus 1:8-2:10; Daniel 1, 3, 6; Acts 5:17-32; Hebrews 11:23)

## **III. CHURCH MEMBERSHIP**

### **Section 1. Candidacy**

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

Any person may offer himself as a candidate for membership in this church in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.
2. By receipt of a letter of recommendation from another Baptist church.
3. By restoration upon a statement of prior conversion experience and baptism.

Membership is reserved for those who have been baptized by immersion as believers.

### **Section 2. New Member Orientation**

Every person desiring membership in Carmel Baptist Church, whether that person comes by profession of faith, statement, or transfer of letter, shall complete a new member orientation. Upon completion of the orientation and all other requirements for church membership, the candidate shall become a church member. This member status shall be reported by the church clerk at the following quarterly business meeting. This process shall be completed within six months following application for membership.

### **Section 3. Rights of Members**

Only members of the church are entitled to vote at elections and on all questions submitted to the church in conference.

1. Only members of the church are eligible for consideration by the membership as candidates for elective offices in the church.
2. Every member of the church may participate in the ordinances of the church as administered by the church.

### **Section 4. Responsibilities of Members**

Every member is expected to be an active participant in the ministry of Carmel Baptist Church by attending worship and Bible Study, by praying for the church and its leadership, by giving financial support and by serving in the ministry areas for which they are gifted. Members who do not actively participate in the ministry of the church may be dismissed from membership of the church per Section 5 below.

### **Section 5. Termination of Membership**

Membership shall be terminated in the following ways:

1. Death of the member.
2. Referral to another Baptist church.
3. Exclusion by action of this church, or
4. Erasure upon request or proof of membership in a church of another denomination.

### **Section 6. Discipline**

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, the elders and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for restoration rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the elders will take every reasonable measure to resolve the problem in accord with Matthew 18:15-17. If it becomes necessary for the

elders to take action to exclude a member, a unanimous vote of the elders in an official meeting is required; and the elders shall proceed to the church to recommend the person to be no longer in the membership of the church. The church may, during a business meeting, by a two-thirds vote of the members present decide to 1) authorize the elders to make the final decision; 2) declare the person to be no longer in the membership of the church; 3) halt the process of dismissing the member. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church or by the elders (if they were originally authorized by the church), upon evidence of the excluded person's repentance and reformation.

#### **IV. CHURCH OFFICERS AND COMMITTEES**

All who serve as officers of the church and those who serve on church committees shall be members of this church.

##### **Section 1. Officers of Carmel Baptist Church of Charlotte, Inc.**

The officers of this corporation shall be: President, Vice-Chair of the Elder Body; Vice-President, Executive Pastor; Secretary, Church Clerk; Assistant Secretary, Assistant Church Clerk; Treasurer, Chairperson of the Finance Committee.

##### **Section 2. The Elder Body**

**RESPONSIBILITIES:** The Elder Body oversees the worship, fellowship, witness, education, mission and ministry of the church. The Elder Body models and teaches biblical godliness, equips the saints for the work of the ministry, shapes policy, prays, teaches, upholds doctrine, oversees church discipline and shepherds the flock.

The Elder Body leads and shepherds the church body in all decision-making matters. This means that, at times, the elders will gather the entire congregation for open discussion, proposals, information, prayer, and/or voting (Acts 6 and 15). At other times, decisions will be made solely by the elders (Acts 6; Acts 15; Hebrews 13:17; I Timothy 5:17; I Thessalonians 5:12).

Church votes will be taken on such matters as the annual church budget, the selection of full-time ministerial staff, elders, deacons, and standing committees, any acquisition or disposition of real estate, the incurring of any indebtedness and bylaw changes.

The elders shall nominate the Nominating & Governance Committee and its Chairperson. Of the nine (9) members of the Nominating & Governance Committee, at least four (4) shall be women.

At all times, church members are responsible to exercise their God-given privilege to

communicate their thinking on any issue to the elders for the purpose of discovering together the truth as revealed in God's Word. At all times, the elders should promote and develop an educated, involved, and sufficiently informed congregation. In this manner, all members of the church body may participate. However, no provision of the Elder Body structure shall be construed to prevent an individual member of the church from offering a new main motion for adoption by the membership in business session as further outlined or noted in Article VIII, Section 8: Motions from Church Members.

**QUALIFICATIONS:** The essential qualification is that of a godly character. An elder must exhibit the characteristics listed in I Timothy 3:1-7 and Titus 1:5-9 and be ordained. Based on other scriptural principles, an elder will also be a tither to Carmel Baptist Church and abstain from the use of alcohol. Lay elders must have been an active member of Carmel Baptist Church for at least two years. After serving a four-year term, a lay elder shall be eligible for re-election only after the lapse of at least one year. A lay elder completing a two year term or less shall be eligible for election to a full term immediately. After serving a two-year term, a pastoral elder shall be eligible for re-election immediately. Each pastoral elder must be a Ministry Head of the church.

**NUMBER:** The Elder Body shall be comprised of a maximum of fifteen elders, consisting of seven pastoral elders and eight lay elders.

**SELECTION:** The pastoral elders serving on the Elder Body will be comprised of the Senior Pastor and six Ministry Heads.

Pastoral elders shall be selected as follows:

1. The Senior Pastor shall nominate to the Elder Selection Committee the Ministry Heads for service as elders. When nominating pastoral elders to the Elder Selection Committee, the Senior Pastor shall also designate which other three pastoral elders have voting rights for the coming year.
2. Upon the unanimous recommendation of the Elder Selection Committee, the names shall be given to the church for approval.
3. In the event of any unexpected vacancies or unexpired terms, the Senior Pastor shall nominate a pastoral elder and follow the above procedures.

Lay elders shall be selected as follows:

1. They may be nominated in writing by anyone in the congregation.
2. They shall be selected by the Elder Selection Committee, comprised of the Senior Pastor as chairman of the committee, two lay elders whose terms will be expiring at the end of the current year, Current and Past Year's Chairmen of Deacons, Chairperson of Deacon Selection Committee, and Chairperson of the Nominating & Governance Committee. If a person on the Elder Selection Committee is nominated as a candidate for the Elder Body and wishes to be

considered for that position, he cannot continue to serve on the Elder Selection Committee. The Elder Selection Committee shall collect the nominations and shall then pray and discuss whether those on the list meet the biblical qualifications of an elder and shall then contact and interview the candidates.

3. Upon the unanimous recommendation of the Elder Selection Committee, the names shall be given to the church for approval.
4. Any unexpected vacancies or unexpired terms that may occur shall be filled from the immediately preceding elder nominations from the church and follow the above procedures.

**OFFICERS:** The Senior Pastor shall serve as chairman of the Elder Body. His duties include leading the elders to perform their tasks, preparing an agenda for each regularly-scheduled meeting, notifying members of the time and place of each meeting, presiding over plans and actions suggested to the elders.

The elders shall elect a vice-chairman and a secretary. The vice-chairman shall be a lay elder and serve as chairman in the event the Senior Pastor is out of town or unable to serve. If the church does not have a Senior Pastor, the elders shall elect an interim chairman.

**TERM:** Except as otherwise provided herein, the pastoral elders will serve two year terms with three pastoral elders rotating off each year. Except as otherwise provided herein, the lay elders will serve four year terms with two lay elders rotating off each year.

**MEETINGS:** The elders shall meet on a regular basis as determined by the Elder Body, with notice of the regular meeting schedule given to the congregation. Elders may have special meetings as needed with advance notice on a church web site.

A quorum shall consist of eight elders with a minimum of one-half of those attending being lay elders. In decision making, the elders shall strive for unanimity among themselves in all decision matters. In the event that a vote is necessary on any particular issue, the seven pastoral elders shall have four votes, one for the senior pastor and three previously designated by the Senior Pastor. The lay elders shall have eight votes. A decision would require a 2/3 majority of the 12 voting.

**TERMINATION:** The principles of Matthew 18:15-20 and I Timothy 5:19-20 shall be used when dealing with issues affecting the elders.

### **Section 3. Senior Pastor and Ministry Heads of the Church**

The Senior Pastor shall be the spiritual head of the church and shall lead the Ministry Heads, other church staff and the congregation to fulfill the mission of the church.

The Ministry Heads of the church shall be designated as such by the Personnel Committee and shall include those who are responsible to lead the various ministries of the church.

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

The Senior Pastor is leader of pastoral ministries in the church. As such, he works with the elders, the deacons and church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church's members and other persons in the community.

A Senior Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose with a public notice given at least one week in advance.

## 2. Senior Pastor Selection Process

When a Senior Pastor vacancy occurs, it becomes the spiritual leadership responsibility of the Elder Body and the Fellowship of Deacons to be a stabilizing influence for the Carmel Church Family. Certain basic responsibilities are to be carried out as follows:

1. Call the Church to intercessory prayer for the Holy Spirit's leadership and to schedule prayer vigils at regular intervals.
2. Form a committee of four (4) deacons, one pastoral elder and one lay elder, who will serve as the chairperson, to fulfill the responsibility for calling an interim pastor/preacher and temporary speakers to fill the pulpit until such time as an interim pastor is called.
3. The elders will, within two weeks of the Senior Pastor's resignation, solicit nominations from the congregation, from which they will select a slate of seven (7) – four (4) men and three (3) women - to be elected by the church, to serve as a Pastor Selection Committee until such time a new Senior Pastor is called by the church.
4. The Elder Body and the Deacon Fellowship will support and enable the Pastor Selection Committee in the scheduling, presentation, and voting, in view of a call, at appropriate times.
5. A recommendation from the Senior Pastor Selection Committee will constitute a nomination. Any church member has the privilege of making other nominations according to the policy established by the church. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of three-fourths of those voting being necessary for a choice. The Senior Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.
6. After a positive call and acceptance by the candidate, the elders and the Fellowship of Deacons will work with the Pastor Selection Committee on the

occasion of the new Pastor's first Sunday in the Church.

The Senior Pastor may relinquish the office of Senior Pastor by giving the church a notice of at least two weeks at the time of resignation. The church may also take action to declare the office of Senior Pastor to be vacant. Such action shall take place at a meeting called for that purpose, for which at least one week's written notice has been mailed to each church family. The meeting may be called upon the recommendation of a majority of the lay elders, personnel committee and the deacons or by written petition signed by not less than one-fourth of the resident church members. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members voting being necessary to declare the office vacant. Except in instances of gross misconduct by the Senior Pastor so excluded from office, the church will compensate the Senior Pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

Upon the announcement of the Senior Pastor's intention to retire, the Senior Pastor may request a vote of the Church to adopt a Pastoral Transition Plan, which would allow the Senior Pastor to remain in the position of Senior Pastor during the Senior Pastor Selection Process, and for a period of up to three months after a new Senior Pastor is called by the Church and begins to serve. After the Senior Pastor's announcement of intent to retire, and the Church approval of a Pastoral Transition Plan, the Senior Pastor Selection Process shall begin as set forth in Paragraphs 1, 3 through 6 of this Subparagraph 2, Section 2. After the new Senior Pastor has accepted the call by the Church, the retiring Senior Pastor may serve with him simultaneously for a period of up to 3 months, at the discretion of the newly called Senior Pastor, during which time the newly called Senior Pastor shall serve as Pastor. Upon the retirement of the Senior Pastor, the newly called Senior Pastor shall then assume the position of Senior Pastor of Carmel Baptist Church. If, after the Senior Pastor announces his intention to retire, the Church votes against adopting a Pastoral Transition Plan or if the Church has not called a new Senior Pastor prior to the date of the Senior Pastor's retirement, the selection process for filling the vacancy of the Senior Pastor will begin immediately following the retirement of the Senior Pastor as set forth in these Bylaws.

3. The Ministry Heads shall be called and employed as the church determines the need for such positions. A job description for the Ministry Head shall be written, maintained and updated as necessary by the Personnel Committee. Ministry Heads, for whom the church recognizes evidence of a personal call of God to minister, shall be recommended to the church by the elders upon the recommendation of the Personnel Committee, except as otherwise provided herein. At the time of resignation, written notice of at least two weeks shall be given to the church. The church may vote to vacate such positions upon recommendation of the elders and Personnel Committee, such termination being immediate and the compensation conditions being the same as for the Senior Pastor except that the amount shall relate to the individual's compensation.

Support Staff (non-Ministry Head staff members) shall be employed as the church

determines a need for their services. The church Personnel Committee shall have the authority to employ and to terminate services of Support Staff, except where otherwise stated in these bylaws. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

#### **Section 4. Deacons**

The Deacon Selection Committee shall present nominees for deacon at a church business meeting for approval. Deacons shall serve on a rotation basis. Each year the assigned term of office of one-third of the number of deacons shall expire, and election shall be held to fill vacancies and to add to the deacons such numbers as the church size warrants. In case of death or removal or incapacity to serve, the Deacon Selection Committee may recommend to the church a candidate to fill the unexpired term. After serving a term of three years, a deacon shall be eligible for re-election only after the lapse of at least one year. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instance as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order shall suffice for this church.

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be spiritual leaders and servants of the church. Their task is to serve with the pastor, elders and staff in performing the pastoral ministries tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

The deacon must exhibit the characteristics listed in I Tim 3:8-13 and be ordained. As similar to the scriptural qualifications of an elder found in "Church Officers and Committees," a deacon shall also be a tither to Carmel Baptist Church and abstain from the use of alcohol.

Deacons shall annually elect a chairman, vice-chairman and other officers which are determined as needed by the deacon fellowship.

#### **Section 5. Presiding Officers**

The church shall elect annually a moderator and a vice-moderator as its presiding officers. In the absence of the moderator, the vice-moderator shall preside; or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.

As with committee members, presiding officers must be professing Christians and members of Carmel, and are to be committed to love and unity in the church body, to building up the body, to speaking the truth in love, to the doctrine of Carmel as stated or referenced in the Baptist Faith and Message, to moral integrity, and to wholesome talk and healthy relationships with others.



The role of the moderator is to serve as the presiding officer at all business meetings, conducting them in an orderly and parliamentary manner, recognizing members who are entitled to the floor, and putting to vote all motions brought before the members.

The church shall elect annually a clerk and an assistant clerk as its clerical officers. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, referral, death, or erasure, together with a record of baptisms. The clerk shall issue letters of referral voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the annual letter of the church to the association. The Clerk will be responsible for issuing and validating ballots. The assistant clerk will perform these duties in the absence of the clerk.

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

## **Section 6. Committees**

The Standing Committees of the church shall be a Personnel Committee, a Finance Committee, a Nominating & Governance Committee, a Property & Asset Management Committee, a Deacon Selection Committee, an Audit Committee, a WEE School Committee, a Carmel Christian School Committee and a Global Outreach Committee. Additional standing committees may be added by the amendment procedure prescribed within these bylaws. Generally upon recommendation of the elders, the church may form ad hoc committees that may be necessary to perform relevant administrative or operational tasks. The elders are responsible for proposing committee job descriptions to the church for its approval. If a proposed recommendation from a standing committee affects several areas of ministry and/or responsibilities within the church, the committee initiating the motion will bring the matter to the elders for review regarding prospective action on the motion. If, after such review, the elders reject the recommendation and the committee still considers the recommendation to be appropriate, the committee chairperson or his/her designee may present the recommendation as a motion to the church at an appropriate business session, providing any pertinent details pertaining to the motion and be available for discussion.

**Committee Membership:** Committee members must be professing Christians and must be members of Carmel. Members of committees are to be committed to love and unity in the church body, to building up the body, to achieving the committee's objective, to speaking the truth in love, to the doctrine of Carmel as stated in the Baptist Faith and Message, to moral integrity, and to wholesome talk and healthy relationships with others. Except for the Nominating & Governance Committee, committee members are recommended by the Nominating & Governance Committee and affirmed by the church. An initial slate of nominations for the Nominating & Governance Committee will be submitted to the church by the elders, after which the church will conduct an election

for members filling vacant positions on the Nominating & Governance Committee. Standing Committee members shall serve on a three-year rotation basis with one-third to be elected each year.

**Committee Leadership:** The Nominating & Governance Committee recommends, and the church affirms, the selection of individuals to chair the standing and ad hoc committees.

## **V. CHURCH MINISTRIES**

### **Section 1. Ministry Teams**

Ministry Teams are formed to carry out a particular ministry of the church in concert with the mission statement, vision, and values of the church. Ministry Teams are responsible for recruiting new ministry participants, continually seeking to include new participants in the ministry with the assistance of the Nominating and Governance Committee, adequately training ministry participants, annually submitting budget requests to the Ministry Head, and developing and maintaining a Ministry Manual with the information about the ministry policies, procedures, programs, etc.

**Formation and Composition:** As Ministry Teams are expected to be formed and retired as the Lord may reveal His will for ministry at Carmel, there shall be no specified number of Ministry Teams. The number of Ministry Teams shall be as determined by the elders. Upon recommendation of a pastor or Ministry Head, the elders may form a Ministry Team. Members of the church may recommend the formation of a ministry team to a Ministry Head.

**Ministry Team Membership:** The Ministry Head responsible for the ministry team and the ministry team leader shall ensure that the composition of the ministry team is represented adequately by Carmel members to direct the team in a manner consistent with Carmel's doctrine, witness and ministry intention. Members of the Ministry Teams shall be professing Christians seeking to use their spiritual gifts for the building of the Kingdom. Members of Ministry Teams are to be committed to love and unity in the church body, to building up the body, to advancing the goals of the Ministry Team, to speaking the truth in love, to the doctrine of Carmel, to moral integrity, and to wholesome talk and healthy relationships with others. Members of a Ministry Team are selected by agreement of the Ministry Head and the Ministry Team Leader and may serve as long as they are qualified for service.

**Ministry Team Leadership:** Each Ministry Team will be led by a Ministry Team Leader who serves an annual term with no limit on consecutive terms. The Ministry Team Leader, who shall be a lay member of Carmel, shall be recommended by the Ministry Head and approved by the elders.

A current list of ministries provided is maintained in the Church Office and is published for the information of members and prospects. Ministries are to be added as the opportunity

arises to advance our ability to carry out the purpose statement. Likewise, ministries that have served their purpose or are no longer seen as necessary in carrying out the purpose statement are to be dropped.

## **VI. CARMEL CHRISTIAN SCHOOLS**

The Christian School Ministries shall be the organizations that provide weekday Christian Schooling for children. The purpose of the Christian School Ministries is to bring glory to God by providing an outreach ministry of Carmel Baptist Church in which to afford child care, spiritual training and academic training, using church-owned facilities and equipment.

The Ministries shall be under the direction of the Carmel Christian School Committee and the WEE School Committee. The Carmel Christian School Committee and the WEE School Committee, with a non-voting liaison from the Personnel Committee, shall recommend to the elders, who shall subsequently recommend to the church, to employ and terminate the Carmel Christian School Headmaster and the W.E.E. School Director respectively. The Carmel Christian School Headmaster and the W.E.E. School Director will have the authority to employ and terminate personnel for each Christian School Ministry position with respective committee approval. All personnel activities shall be consistent with the policies and procedures which have been duly approved by the Church Personnel Committee.

## **VII. CHURCH ORDINANCES**

### **Section 1. Baptism**

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

1. Baptism shall be by immersion in water.
2. The Senior Pastor, or whomever he shall authorize, shall administer baptism. The Baptismal Ministry Team shall assist in the preparation for, and the observance of, baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Senior Pastor and/or staff or deacons. If negative interest is ascertained on the part of the candidate, that person shall be deleted from those awaiting baptism.

## **Section 2. The Lord's Supper**

The church shall observe the Lord's Supper quarterly, and at such other times as the Senior Pastor deems appropriate. The observance may be at either the morning or the evening worship service. The Senior Pastor or his designee and deacons shall administer the Lord's Supper. The Lord's Supper Ministry Team shall be responsible for the physical preparations. All who know Jesus Christ as Lord and Savior will be invited to participate.

# **VIII. CHURCH MEETINGS**

## **Section 1. Worship Services**

The church shall meet regularly each Sunday morning, and at various other times for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Senior Pastor or his designee shall lead the services for all the church members and all others who may choose to attend.

## **Section 2. Special Services**

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

## **Section 3. Regular Business Meetings**

The church shall hold regular business meetings quarterly on a designated Wednesday night.

## **Section 4. Special Business Meetings**

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice, paper and electronic, must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting.

Special called business meetings shall be called by the Elder Body as needed.

## **Section 5. Quorum**

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

## **Section 6. Parliamentary Rules**

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

## **Section 7. Voting**

During regular or special business meetings, the vote may be by voice, rising, show of hand or ballot. Unless otherwise stated in these bylaws or the Articles of Incorporation, a motion will be adopted by a simple majority of those voting. Only members present at a business meeting are eligible to vote.

### **Section 8. Motions from Church Members**

Any church member may make a new main motion at any quarterly business meeting. Such motions shall be immediately tabled until the following quarterly business meeting in order to allow church members, elders, and committees to perform due diligence and for the protection of the congregation. Notice of such motions shall be provided to the church within two weeks after the motion has been made. The elders may, however, call a special called business meeting in advance of the next scheduled quarterly business meeting at which the motion may be presented for discussion and vote.

## **IX. CHURCH FINANCES**

### **Section 1. Budget**

The Budget Preparation Committee shall prepare and submit to the elders for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. The Budget will subsequently be submitted to the church for approval.

Reason for the Proposed Change: The Finance Committee stopped the practice of asking for annual commitments (pledges) from members.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Offering envelopes will be provided for use by members and for use by non-members who request to give in this manner.

### **Section 2. Accounting Procedures**

All funds received for any and all purposes shall pass through the financial office and be properly recorded on the books of the church. The church shall provide coverage through its insurance policy to cover any losses due to fiscal malfeasance.

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

### **Section 3. Operating Bank Accounts**

The church will maintain checking accounts and time deposit accounts or NOW accounts at banks or savings and loan companies previously approved by the Finance Committee.

Bank resolutions granting authority for specific persons to sign checks or orders of withdrawal must be recommended by the Finance Committee and approved by the congregation in a regular business meeting. The church treasurer shall always be one of those persons authorized to sign on accounts. The corporate secretary shall sign all bank and/or savings and loan resolutions and affix the corporation seal.

#### **Section 4. Acquiring Debt**

The church may become indebted and pledge as collateral the assets of the church by approval of the majority of members present in a special business meeting. Debt instruments will be executed by the president or vice-president and treasurer of the corporation and attested to by the secretary or assistant secretary of the corporation.

#### **Section 5. Fiscal Year**

The church fiscal year shall begin January 1 and end on December 31.

### **X. PURCHASING AND SELLING REAL PROPERTY**

#### **Section 1. Purchasing Real Property**

Property may be purchased after the proposal has been presented to the congregation in a special business meeting. The proposal must be passed by a majority of those members voting.

#### **Section 2. Selling Real Property**

Property may be sold by the approval of the majority of those members voting in a special business meeting. The deed of conveyance shall be signed by the president or vice-president and treasurer of the corporation and attested to by the secretary or assistant secretary of the corporation.

### **XI. CHURCH OPERATIONS MANUAL**

The Nominating and Governance Committee of the church shall maintain three copies of a Church Operations Manual as references for conduct of church business. The Operations Manual shall include copies of (1) the corporate Charter of the church; (2) the bylaws of the church; (3) the Church Covenant; (4) the Baptist Faith and Message; (5) all existing church policies and procedures duly approved by the church in business session; (6) a church organization chart showing lines of responsibility in the lay and ministerial administration of the church; and (7) job descriptions of all standing and special committees of the church obtained from the elders. A copy of the Operations Manual shall be kept in the church office and made available online for access by church members, the Media Center and the Nominating and Governance Committee. The Nominating and Governance Committee shall review and work with the church secretarial staff to update the Operations Manual as needed or on at least an annual basis to assure that the Manual properly reflects revisions to any of the above-listed materials which may be adopted by the church.

Any member, committee, or organization of Carmel Baptist Church may initiate suggested changes to the Operations Manual by submitting the suggested changes in written form to the Senior Pastor, the Church Moderator, the Deacon Chairperson, and the Nominating and Governance Committee for review to assure consistency with existing

policies, procedures and bylaws. The Nominating and Governance Committee shall report the results of its review to the initiating individual or group in a timely manner, following which the proposed changes may be presented to the elders for consideration and if approved, presented to the church in business session.

## **XII. AMENDMENTS**

Amendments to these bylaws may be initiated by any member, committee, or organization of Carmel Baptist Church at any regular or special called business meeting of the church by moving to amend the bylaws and presenting written copies of the proposed changes to each member present at that business meeting, to the Nominating and Governance Committee, and to the editor of the church newsletter. A notice that an amendment to the Bylaws has been proposed shall be printed in the next regular issue of the church newsletter. The Nominating and Governance Committee shall arrange for copies of the proposed changes to be available for review by any church member in the church office and on a church web site. The Nominating and Governance Committee shall review the proposed changes for consistency with other provisions of the Bylaws and with other related church procedures and policies, and shall report the results of its review to the elders and subsequently to the church for approval at its next regular or special called business meeting. The proposed amendment(s) to the bylaws may then be adopted by a two-thirds majority affirmative vote of the members voting. If the proposed amendment(s) are found to be inconsistent with other provisions of the bylaws or policies of the church, the proposal shall be withdrawn from consideration and may be re-proposed in appropriately modified form at the next regular or special called business meeting.

Revised and adopted by church vote:  
January 25, 2012