

ALTAMONT BAPTIST CHURCH CONSTITUTION AND BYLAWS

PREAMBLE

Desiring to uphold, promote, and illuminate the fundamental principles of our faith (as described in Article 1, Articles of Faith) and to protect equally the rights and privileges of the individual church member as well as the freedom of action of this body in its relation to other Baptist churches and Baptist organizations, this constitution is established.

ARTICLE I. ARTICLES OF FAITH

This church shall subscribe to The Baptist Faith and Message as adopted June 14, 2000, by the Southern Baptist Convention. We are Baptist because we believe that Baptists stand for certain distinctive truths to which other denominations do not necessarily adhere. Because of this, we voluntarily cooperate with Southern Baptists worldwide for the purpose of maximum mobilization and effectiveness in evangelistic, educational, missionary, and benevolent ministries. We also seek to lovingly and supportively cooperate with others who are committed to Jesus Christ as Lord. The Baptist Faith and Message does not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. We do believe, however that the Baptist Faith and Message accurately represents the teaching of the Bible and, therefore, is expected of all members. All literature used in the church shall be in complete agreement with these articles of faith.

The Church recognizes and adheres to the Holy Bible as the inspired and infallible Word of God and as the sole authority for our faith and practice. All scripture is a testimony to Christ who is Himself the focus of divine revelation. The Church relies on the Bible for instruction on all matters concerning ordinances, ministries, use of facilities, activities, membership, and employment. Baptist tradition calls for each church to interpret Scripture under the guidance of the Holy Spirit. The Church adheres to the Baptist Faith and Message as adopted by the Southern Baptist Convention as an additional means of applying Scripture to the life of the Church.

ARTICLE II. EXPECTATIONS OF EACH MEMBER

Having been led by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior, and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into these shared expectations of Christian behaviors and fellowship with one another as one body in Christ.

We believe that we should, by the aid of the Holy Spirit, walk together in Christian love; strive for the advancement of this church in knowledge, holiness, and unity; promote its prosperity and spirituality; sustain its worship, ordinances, doctrines, and discipline; contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spreading of the gospel through all nations.

We believe that we should establish and maintain family and personal devotions; to educate our children with a Christian worldview; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, exemplary in our language, conversation and self-control; to avoid the sinful acts described in Galatians 5:19-21, and to

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develop the fruits of the Spirit in our Christian walk, as described in Galatians 5:22-23, and to be zealous in our efforts to advance the kingdom of God.

Each member and each employee of the church is expected to maintain a lifestyle that is consistent with Biblical teachings. The Church reserves the right and responsibility to interpret the Scripture, as led by the Holy Spirit, in all such matters. Examples of unacceptable lifestyles include, but are not limited to, involvement with alcohol, illegal drugs, pre-marital sex or extramarital sex, cohabitation apart from the marriage relationship, homosexuality and transgender lifestyle; and abuse of prescription medicine. Members exhibiting unacceptable behavior shall be subject to Church Discipline as provided in these Bylaws. Employees exhibiting unacceptable behavior shall be subject to disciplinary action up to and including dismissal as provided for in the personnel policy of the church and these Bylaws.

We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

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

We believe that in order to preserve the function and integrity of the Church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all members and persons employed by the church in any capacity, or who serve as volunteers, should abide and agree to the preceding expression of belief on marriage and sexuality, and conduct themselves accordingly. Furthermore, we reserve the right and responsibility to apply biblical discipline, as described in the Bylaws, in situations where any member’s refusal to adhere to this expression of belief is deemed to be detrimental to the function and integrity of the Church.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the Church.

We believe that we should watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the teachings of our Savior to secure it without delay.

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe that the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek

compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32)

We believe that when we remove from this place we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE III. CHURCH ORDINANCES

1. **Baptism.** This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly and who indicates a commitment to follow Jesus as Lord.
 - a. Baptism shall be by immersion in water as an outward expression of faith in the death, burial, and resurrection of Jesus.
 - b. The Lead or Associate Pastor, or whoever they authorize, shall administer baptism.
 - c. In the absence of the Lead Pastor, the Deacons shall authorize whoever shall administer baptism.

2. **The Lord's Supper.** The Church shall observe the Lord's Supper at least quarterly, unless otherwise scheduled by the Church. The Lead Pastor and Deacons shall oversee any Lord's Supper observance conducted at the Church. Individuals shall choose whether they partake.

ARTICLE IV. AMENDMENTS

Changes in this constitution may be made at any regular business meeting of the church, provided that copies of each amendment have been presented in writing at the previous regular business meeting, that a written copy of the amendment has been announced and made available at least twice in Sunday morning service prior to being voted on, and that written copies have been made available in the church office to the church membership. Amendments shall be passed by two-thirds vote of all active members of the church present and voting.

ARTICLE V. ADOPTION

1. This constitution shall be considered adopted and in immediate effect if and when two thirds of the members entitled to vote (as determined by the Bylaws) present and voting at the business meeting at which the vote is taken shall vote in favor of same. This vote shall be taken not less than 30 days after formal presentation of the constitution of the church.

2. This constitution abolishes, supersedes, and takes the place of any constitution, rules, and bylaws and amendments that preceded it.

3. A copy of this constitution and bylaws shall at all times be kept by the church clerk and another copy shall be kept in the church office. All amendments and revisions shall, after passage by the vote of the church, be prepared by the church clerk and incorporated in the constitution and bylaws and made available to church members on request.

ALTAMONT BAPTIST CHURCH BYLAWS

I. CHURCH MEMBERSHIP

A. 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 this Church. The membership reserves the exclusive right, as prescribed within the Constitution and By-Laws, to determine who shall be members of this Church and conditions of such membership.

Church membership shall not be available to those whose lifestyle is in conflict with the Church's Constitution and Bylaws, the Baptist Faith and Message (2000).

B. Candidacy:

Any person professing faith in the Lord Jesus Christ and giving evidence of a change of heart, (adopting the views of faith and practice held by this Church) may upon baptism, be considered for membership. Members of other Baptist Churches holding the same faith may be considered for membership of this Church by letter of transfer from their respective Church. If for some reason beyond the control of an individual to obtain a letter of transfer, (e.g., record burned or Church no longer exists) they may be considered for membership by a statement of faith that they have followed Christ in baptism and will adopt the views of faith and practice held by this Church and signing a statement of acknowledgement thereto. Any person coming from another denomination may be considered for membership by letter of transfer from their respective Church, provided they have followed Christ in baptism (by total immersion) showing forth His death, burial and resurrection in their lives. If a letter cannot be obtained, then they may be considered for membership by a statement of faith that they have followed Christ in baptism and adopt the views of faith and practice held by this Church and signing a statement of acknowledgement thereto.

Any person may offer themselves as a candidate for membership at any regular Church service. The pastor and a deacon or two deacons will meet with the candidate to present said person with a copy of the Constitution and By-Laws and request the candidate participate in the next New Member Orientation Class. The candidate may select a mentor or the church will assign a mentor to the candidate. The mentor will get to know the candidate and be sure the candidate understands this Church. Following completion of the New Member Orientation Class, if the candidate wants to become a member of this Church, the mentor will at the next convenient regularly scheduled Church service recommend the candidate be accepted as a full voting member of this Church, provided they are 18 years or older, or an Associate Member, if they are younger than 18. A majority vote from the voting membership present at the Church service shall constitute acceptance of the candidate as a member. After acceptance of the candidate, their name will be entered on the Church roll at the next regular business meeting.

C. Duties:

Members are expected to be faithful in all the duties essential to the Christian life, to attend regularly the services of this Church, to give regularly for its support and its causes, and to share in its organized work.

D. Rights of Members:

1. Every full voting member of the church is eligible for consideration by the membership as candidates for elective offices in the Church.
2. Every full voting member shall have the right to a voice and vote in all Church transactions conducted during business meetings.
3. Every member of the Church may participate in the ordinances of the Church.
4. Rights of membership in the Church do not confer ownership of any of the Church's assets.

E. Membership:

The Church shall have two classes of membership. They are defined as follows:

1. Full Voting Members. Full Voting Members in this Church shall consist of all persons who have met the qualifications of membership as set forth in Section 5.2, are at least 18 years old and are "active". Full members shall have all the rights, privileges, and responsibilities of a member of the Church. If requested by a full voting member, they may vote on items brought before the church by proxy.

Active is defined as follows.

- Attends church services the vast majority of the time, unless working remotely, sick, or homebound; and
- Serves in at least one role at the Church. Example roles include deacon, song leader, Wednesday night dinner helper, or Sunday school teacher. A copy of the Spiritual Gifts Assessment will be made available to any member wishing to better understand their gifts and how they can serve in the church.

Full voting membership will be reviewed annually to assess whether members are still full voting members or whether they should be moved to Associate Members, defined below. Any proposed changes will be brought before the church for voting at a regularly scheduled business meeting.

2. Associate Members. Those Christians, who wish to enter into the love and fellowship of the Church and will support the objectives of the Church but cannot or do not qualify for full voting membership, as outlined above, will be designated as "Associate Members." Associate members are to be encompassed in all the life and love of the Church, except for voting, and have all the rights, privileges, and responsibilities of a member of the Church.

F. Termination and Dismissal of Membership:

Membership shall be terminated in the following ways:

1. Death of a member;
2. Transfer of membership through a letter of request from another Baptist Church;
3. Exclusion by action of this church due to reasons and circumstances provided in the Church discipline; or
4. Erasure upon request or reasonable evidence of membership in another church.

G. Member 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 and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should a serious condition exist which is causing a member to become a liability to the general welfare of the Church, the pastors and deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18:15-17. A member cannot voluntarily withdraw or resign membership once the discipline process has begun. If it becomes necessary for the Church to take action to exclude a member, the matter shall be voted upon at a business meeting duly called for such purpose. Upon a majority vote of the voting members present, the church may proceed to declare the person to be no longer in the membership of this Church, in accordance with I Corinthians 5:1-13. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

H. Restoration of Membership:

The Church may restore to membership any person previously excluded, upon request of the excluded person, and by a majority vote of the voting membership present at a regularly scheduled business meeting, upon evidence of the excluded person's repentance and reformation.

II. Church Officers

All church officers must be members of the church in good standing.

A. The Pastor:

1. The qualifications for pastor shall be consistent with those listed in 1 Timothy 3:1-7. The pastor shall be male and his training, skills, and experiences are needed in this area of leadership.
2. His responsibilities:
 - (a) These generally fall into the following areas: Preaching, teaching, pastoral counseling, administration, planning, and guiding the church to grow and fulfill its purposes.
 - (b) He shall lead the church, the organizations, and all leaders of the church in performing their tasks in worship, proclamation, education, and evangelism.
 - (c) The pastor shall be an ex officio member of all church standing committees, except the Pastor's Selection Committee.
 - (d) He shall assist the deacons in securing pulpit supply for times in his absence.
3. Call:
 - (a) A pastor shall be chosen and called whenever a vacancy occurs.
 - (b) A Pastor's Selection Committee shall be appointed by the church to seek out a suitable pastor and this committee's recommendation will serve as a nomination.
 - (c) The Pastor's Selection Committee will recommend only one candidate at a time.
 - (d) The pastor's election shall take place at a meeting called for that purpose, of which at least one week notice shall be given to the Church members.

(e) An affirmative vote of three-fourths (3/4) of those present is necessary for a choice.

4. Terms of Service:

(a) The chosen pastor shall serve until the relationship is terminated by either his request or that of the church. In either case, at least sixty (60) days' written notice shall be given unless otherwise mutually agreed.

(b) There shall be a written mutual contract/agreement made between the pastor and the church.

B. Associate Pastor:

1. The qualifications for Associate Pastor shall be consistent with those listed in 1 Timothy 3:1-7.

2. The Associate Pastor shall serve as the interim pastor when the pastor is out.

C. Church Staff:

This church shall employ or call staff, as it shall need.

1. Staff members other than that of the pastor shall be recommended for employment by the Church Council or a special committee.

2. A written job description and mutual contract/agreement will be prepared when the need for church staff is determined.

D. Deacons:

1. Number, term of office:

There shall be five (5) deacons for the first 100 resident members and one (1) for each additional fifty (50) or portion thereof. Deacons shall be elected for a term of service of three years with staggered term ending years; or longer term of service as voted upon by the church.

2. Qualifications:

(a) A church deacon must be male and meet the qualifications listed in 1 Timothy 3:8-13.

(b) A deacon shall demonstrate an exemplary Christian testimony in private, family, and public life; a committed Christian leader and partner of the pastor; supporter and promoter of the church faith, practice, programs, and ministries.

(c) The husband of one wife (no polygamy).

3. Election:

(a) When a deacon vacancy occurs, the chairman of the Deacons Committee shall announce that an election of a deacon will be held during a named church business meeting.

(b) The Deacon Committee will enlist active men to be recommended to the church. The duties, qualifications, and importance of the office of a deacon will be interpreted to the candidates and be reviewed to the church prior to the scheduled election of deacons.

4. Ordination:

(a) Selection, election, and ordination of deacons is a privilege of the local church.

(b) When ordination of deacons is planned by the church, it shall authorize the pastor to assemble a council to examine the candidates concerning their fit to serve as deacons.

- (c) The council directed to examine the deacons shall be composed of the pastor, invited ordained pastors, Church deacons, and deacons of neighboring sister Baptist churches.
- (d) When the council recommends the ordination of deacons, the ordination service shall be scheduled as led by the pastor.

5. Duties:

- (a) Elected deacons shall elect the chairman of their committee.
- (b) Deacons serve as a committee of counsel to assist the pastor concerning the progress and welfare of the church.
- (c) Assist the pastor in ministering to the members by implementing the Deacon Family Ministry.
- (d) Seek to solve any fellowship problem of the church.
- (e) Assist the pastor in administering the church ordinances.
- (f) Serve as church membership committee.
- (g) In the absence of the pastor, the chairman of the Deacons Committee shall serve as an advisory member to all organizations, departments, and committees of the church.

E. Moderator:

1. The church moderator may be the pastor or a lay leader elected to this position.
2. The moderator shall preside at all regular and called business meetings of the church.
3. In the absence of the moderator, the chairman of Deacon Committee shall preside over the regular and called business meetings of the church.
4. In the absence of the moderator and the chairman of Deacon Committee, the church clerk shall call the church to order and an acting moderator will be elected.
5. The moderator shall serve a one year term.

F. Clerk:

1. The church clerk shall be elected and be responsible for keeping an accurate record of all business meeting transactions of the church and work with the treasurer to prepare the annual report to the association.
2. He or she shall keep a register of the names and addresses of the church members, with dates of admission, dismissal, dedication of children, and deaths of members of the church family.
3. He or she shall issue letters of dismissal voted by the church and write letters of transfer of membership, prepare written reports of the church, and keep an accurate history of the church.
4. The church clerk shall work with the Pastor to prepare an agenda for each business meeting.
5. An assistant church clerk may be elected or the clerk's responsibilities shall be delegated to a church secretary if and when the church can afford to employ one.

G. Treasurer:

1. The church treasurer shall be elected as the custodian of all moneys of the church and shall disburse these moneys by checks as authorized by the church.
2. He or she shall keep, at all times, an itemized account of all receipts and disbursements and shall render a monthly and annually written report of this account to the church.
3. The treasurer's report may be audited annually by an auditing committee.

H. Financial Secretary:

1. The church financial secretary shall be elected and shall be responsible for seeing that the offerings are properly received, counted, and deposited in the church's bank account.
2. He or she shall properly credit each contributor and their offerings.
3. He or she shall be responsible for preparing for mailing a quarterly or annual record of contribution to donors.

I. Trustees:

1. At least three (3) trustees shall be elected by the church to hold in trust the property of the church.
2. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing each action.
3. It shall be the function of the trustees to sign any, and all legal documents involving the sale, mortgage, purchase, or lease of church property or any other legal documents requiring the signature of the trustees for and in behalf of the church.

J. Church Council:

1. The Church Council shall have as regular members the pastor, clerk, treasurer, chairman of Deacon Committee, Sunday School director, discipleship director, chairperson of each church standing committee, presidents of men's, women's, and youth fellowships, as needed.
2. The Church Council shall be to recommend to the church objectives and goals; review the coordinated program plans recommended by the pastor, church officers, organizations, and committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.
3. All matters agreed on by the Church Council calling for action not already provided for shall be referred to the church to be voted upon.

K. Vacancies:

In case of vacancy in any office, except that of the pastor and staff members, the vacancy shall be filled by the church at a regular or special meeting as soon as possible after such vacancy has occurred.

III. Church Committees

All church committee members shall be elected by the church from nominations presented by the Nominating Committee, and nominations from the floor with the consent of the nominee. There shall be a minimum of three (3) committee members with a chairperson. Any committee member elected to fill any vacancy shall serve

the unexpired term of the position vacated. Each committee chairperson shall submit an annual budget request to the Budget and Finance Committee.

A. Nominating Committee:

The Nominating Committee shall be responsible throughout the year for nominating and presenting to the church people to serve in various positions of the church (unless provided for otherwise in these Bylaws) vacated by expiration of term of office, by death, by resignation, or by removal. Each person contacted shall be informed of his or her responsibilities.

B. Budget and Finance Committee:

This committee shall have the responsibility of assuring that the adopted budget is adhered to. It shall recommend financial policies to the church and shall foster and promote programs of stewardship. In consultation with the Church Council for the new church year, it shall draw up and submit to the church an annual budget during the month of October for the next calendar year and recommend the chairperson annually. The taking of special offerings shall be approved by this committee. This committee shall be responsible for the annual audit of the treasurer's books.

C. Properties Committee:

This committee shall be responsible in matters to properties administration. Throughout the year, this committee shall give attention to and study the condition and state of repair and appearance of the building and grounds of the church and equipment therein, making arrangements for repairs and improvements authorized by the church and included in the church budget. All matters of major repairs, changes, improvements or items of equipment not included in the budget shall be referred to the Budget and Finance Committee for fiscal review. Purchase of equipment shall be through this committee unless another committee is directed specifically to make studies, report to the church, and make necessary arrangements as the church decides.

D. Missions Committee:

This committee shall be responsible for seeking possibilities for local, state, national missions projects, share findings with church program organizations, and serves the church in establishing and conducting such missions projects. This committee shall lead the church in its involvement with the Baptist association, state convention, and other Southern Baptist Convention mission related ministries or programs that mutually benefit the church.

E. Music Committee:

This committee will plan and evaluate the music program of the church, in the formation of choirs in the church and planning special musical programs throughout the year. It is responsible for recommending people for the positions of pianist and organist, song leader, and in assisting the pastor with special music in the regular and other services of the church. In the event that a music director is needed as a staff of the church, this committee will look for a qualified person to be recommended to this compensated position, which requires approval by the church.

F. Youth Committee:

This committee is responsible in planning and coordinating youth programs and activities inside and outside of the church. These activities are to be correlated with the activities of the church program organization in attaining objectives set forth by the church. An elected representative of the Youth Committee shall serve as a member of the Church Council.

G. Social and Recreation Committee:

This committee shall be responsible for all social and recreation activities of the church, formulating policies and supervising the services rendered to the church through the kitchen and promoting regular church functions to build the fellowship of the church.

H. Kitchen Committee:

This committee shall have general supervision of the supplies, equipment, and use of the church kitchen suggesting to the church rules and regulations as they deem wise. It shall enforce policies necessary to properly maintain the kitchen in a clean, orderly, and acceptable condition.

I. Ordinance Committee:

This committee shall assist the pastor in preparing for the two ordinances of the church. The members of this committee shall be responsible for preparing the candidates and the baptistery for the ordinance of baptism and will prepare the elements for the Lord's Supper.

J. Christian Education Committee:

This committee shall lead the church in developing and implementing an effective education-training program. Foremost of these are:

1. Sunday School:

The Sunday school shall be divided into classes and departments as it grows and conducted under the direction of a director for the study of God's Word. The tasks of the Sunday school shall be to teach the Bible; lead in reaching all prospects; lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and denomination.

2. Church Training:

The discipleship program shall serve as the training organization and arm of the church. Its tasks shall be to teach Christian doctrine, ethics, church policy and organization; train leaders for the church and denomination; provide for specialized training for special projects of ministry for the church; and to provide organization and leadership for special activities in the church.

3. Missionary Education Ministry:

There shall be a missionary education with such officers and such forms of organizations to teach missions, lead members to participate in missions, and provide organization and leadership in special missions projects of the church.

K. Outreach Committee:

This committee is under the immediate leadership of the pastor. He forms a committee to develop and implement a strategy for effective programs of community evangelism outreach such as visitation; Bible studies in homes, offices, places of works; special evangelistic meetings inside and outside of the church; and other needed programs to reach people with the gospel. This committee is also responsible for planning training events for soul-winning, as well as the production or securing evangelistic printed materials to be used by the church.

L. Other committees may be formed as needed by the church.

IV. Church Meetings

A. Worship Services:

The church shall meet regularly each Sunday morning and evening for the worship of God, for preaching, instruction, evangelism, and on Wednesday, or another night, designated for prayer and Bible study. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor or designated church officer in the absence of the pastor.

B. Regular Business Meetings:

Regular business meetings shall be held on every second Sunday evening of the month. The agenda shall be circulated or made known to the church one week prior to the business meeting. Should there be any unusual meeting or matter of unusual interest to be brought before such regular meeting, notice shall be given to the membership one week prior to that meeting.

New business that is brought before the Church members shall be presented and discussed at the first meeting. At the second meeting, the business shall be brought up again for discussion and vote. New business shall not be brought before the church members and voted upon the same time, unless in the case of an emergency.

C. Annual Business Meeting:

The Church shall hold a regular Annual Business Meeting. The purpose of the Annual Business Meeting shall be to review the previous year and prepare for the year to come. The agenda will include, but not be limited to:

- Ministry and Committee reports,
- Election of Officers, Committee members, Deacons, and others, as required,
- Business which needs to be brought to the whole congregation.

Due to the purpose of this meeting, it shall be held early in the calendar year, at a time allowing a majority of the Church membership to attend for the full duration of the meeting, and reasonable effort will be made so that the Business Meeting shall not conflict with other scheduled Church meetings. The duration of the annual meeting shall not exceed two (2) hours unless prior notification is given.

D. Special Business Meeting:

A special called business meeting may be called by the pastor, and with other church officers, or by action of the church to consider special matters of significant nature. A one week written notice or announcement must be given for the especially called business meeting.

E. Quorum:

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called. At least 20% of the full voting members shall constitute a quorum.

F. Parliamentary Rules:

Robert's Rules of Order (revised edition) is adopted as the authority for parliamentary rules of procedure for all business meetings of the church and for all other meetings that demand voting of the church members, including committee meetings.

V. Licensing and Ordaining

A. Licensing:

Any member of the church who has shown by his life and has felt the call to the gospel ministry may by vote of the membership at a regular meeting be licensed by the church to the Christian ministry.

B. Ordination:

When a church of life, faith and order shall have called as its pastor a member of this church who possesses scriptural qualifications and as demonstrated by his skills and training for ordination to the work of the gospel ministry, and shall request in writing that he be ordained, or the Church Council recommends him for ordination, a special committee shall be elected to conduct the process of his ordination. Deacons of the church may be ordained as deacons upon the recommendation of the Church Council. The church shall consider such request and by vote of majority in a regular meeting approve such request. The pastor shall assemble an ordaining council for the ordination of qualified and recommended candidates.

VI. Lead Pastor Selection Process

A. General:

In the event the church is in need of a Lead Pastor, the church shall establish a Special Pastoral Search Committee within sixty (60) days of knowledge of the need. There are two alternatives.

1. The Lead Pastor resigns, retires, is removed or dies. The Special Pastoral Search Committee will follow the process as described in VI.B and VI.C.
2. If the Lead Pastor retires, an alternative process may be followed, if agreed to by both the retiring Lead Pastor and the Personnel Committee. The Special Pastoral Search Committee will follow the same process as for VI.A.1 with the following exceptions:
 - (a) The Lead Pastor continues in his ministry while the Special Pastoral Search Committee meets.
 - (b) The Lead Pastor may make recommendations to the Committee on prospective candidates in the same way as any other Church Member.
 - (c) Once the new Lead Pastor is in Place, a period of time, no less than one (1) year and no more than two (2) years, will begin allowing a smooth transition from the incumbent Lead Pastor to the new Lead Pastor. The time period will be agreed to by the incumbent Lead Pastor and the Special Pastoral Search Committee, once the committee is in place.
 - (d) At the end of the agreed to time period, the new Lead Pastor will take on the full role of the Lead Pastor with the full support of the Church.

B. Pastoral Search Committee:

1. Purpose: to assist the Church in the selection of a Lead Pastor.
2. Duties: the Pastoral Search Committee shall have the following duties:
 - (a) Screening, evaluating, and initiating contact with potential Lead Pastor candidates.
 - (b) Making recommendations to the church regarding a potential Lead Pastor.
3. Membership: the Pastoral Search Committee shall be selected as follows:
 - (a) The Deacons shall assemble in a regular or called meeting and by secret ballot select seven (7) church members consisting of four (4) Deacons and three (3) women, who shall constitute Deacon nominees to the church for the Pastoral Search Committee.

- (b) After the entire Church has been duly notified, a nominating ballot shall be distributed during the regular weekly worship services to allow the Church members, excluding Deacons, the privilege, via secret ballot, of nominating six (6) additional church members, including Deacons, as nominees for the Pastoral Search Committee. The three (3) men and three (3) women receiving the highest number of votes shall constitute the remaining nominees for the Pastoral Search Committee. In case of a tie, a runoff election will be held. This list shall not include names previously submitted by the Deacons, nor immediate family members of those persons. Ballots with more than six (6) names will not be considered. All ballots must be signed and cast prior to the close of the worship service during which they were issued. No proxy or absentee balloting will be allowed. Tellers, appointed by the Committee on Committees, shall total the votes, announce the results and maintain the confidentiality and security of the ballots for at least ninety (90) days after the election.
 - (c) The seven (7) names selected by the Deacons and the six (6) names selected by the Church shall be combined to make a ballot consisting of thirteen (13) names. Not more than one member of an immediate family shall be on the ballot. The ballot shall be distributed during the regular weekly worship services, for which the Church has been duly notified. Each member of the Church shall have the privilege of casting a single ballot for seven (7) of the thirteen (13) names on the ballot. Ballots with more than seven (7) names selected will not be considered. All ballots must be signed and cast prior to the close of the worship service during which they were issued. No proxy or absentee balloting will be allowed. The Financial Secretary, shall total the votes, announce the results and maintain the confidentiality and security of the ballots for at least ninety (90) days after the election. In the case of a tie, a runoff election shall be held.
 - (d) The five (5) men and two (2) women receiving the highest number of votes shall constitute the Pastoral Search Committee. The committee shall elect the chairperson of the committee.
- 4. Should the Pastoral Search Committee resign, or should the Church deem it necessary, during a regular or special business meeting, to appoint a new committee, a new committee shall be selected in the same manner as the original committee. A three-fourths (3/4) vote of the church members present will be required to replace the existing Pastoral Search Committee.
 - 5. After submitting a candidate for Lead Pastor, obtaining approval of that candidate from the Church, and the acceptance of the call from the candidate, the Pastoral Search Committee shall disband.

C. Church Review of Pastoral Search Committee Nominee:

- 1. The Pastoral Search Committee shall notify the Church at least one week in advance of making a recommendation regarding a potential Lead Pastor.
- 2. The recommendation shall be made during the regular weekly worship services.
- 3. Only one name at a time shall be considered.
- 4. Each Church member shall have the privilege, via secret ballot of either affirming or rejecting the Pastor Search Committee's nominee. All ballots must be signed and cast prior to the close of the worship service during which they were issued. No proxy or absentee balloting will be allowed. Tellers, appointed by the Chairman of the Deacon Committee, shall total the votes, announce the

results and maintain the confidentiality and security of the ballots for at least ninety (90) days after the election.

5. If the prospective Lead Pastor does not receive affirmation from at least three-fourths (3/4) of all the ballots cast, the Pastoral Search Committee shall continue to pursue candidates for the position of Lead Pastor, subject to the provisions of VI.B above.

VII. Whistleblower

The Church Council shall establish policies and procedures to allow and encourage any person having cause to believe that the Church is involved in any activity or transaction that is in violation of the law to report that belief to the Officers of the Church or its designated representative and to have all such reports thoroughly investigated and the results reported to the Church. The reporting person shall not be subject to retaliation for making a good faith report. The Church Council shall take any remedial or other corrective action that is appropriate for any reported violation that is found to be valid or accurate.

VIII. Books and Records

A. Fiscal Year:

The fiscal year of the Church shall begin on the first day of January and end on the last day in December in each year.

B. Audited Financial Statements.

The Church may have each annual financial statement of the Church audited by a certified public accounting firm selected by the members of the Finance Committee.

IX. Miscellaneous Provisions

A. King James Version:

The Holy Bible referred to in these Bylaws is the King James Version of the Old and New Testament and shall be used for the purpose of interpreting this document. Other translations may be adopted or used by the congregation and members for teaching or personal use.

B. Amendments to Bylaws:

This Constitution and Bylaws may be altered, amended, or repealed, and new bylaws adopted by a majority vote of the members present and eligible to vote. Changes in the Constitution and Bylaws may be made at any business meeting of the Church, provided each amendment shall have been presented in writing at a previous business meeting, and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting, which must have been held at least two (2) weeks previously.

C. Construction of Bylaws:

These Bylaws shall be constructed in accordance with the laws of the State of Tennessee. All references in the Bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time. If any Bylaw provision is held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision and the Bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the Bylaws. The headings used in the Bylaws are used for

convenience and shall not be considered in construing the terms of the Bylaws. Wherever the context requires, all words in the Bylaws in the male, female or neuter genders shall be deemed to include the other genders, all singular words shall include the plural, and all plural words shall include the singular.

D. Parties Bound:

The Bylaws shall be binding upon and inure to the benefit of the Church members, officers, employees, and agents of the Church except as otherwise provided in the Bylaws.

E. Christian Alternative Dispute Resolution:

1. Believing that all lawsuits between believers are prohibited by Scripture, all members of this church agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.
2. In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other church matter, the parties shall use their best efforts to settle such dispute, claim, question, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. In some situations, the parties may find it advisable to seek the counsel of the Pastors, Deacons, Church Counsel or other trusted Christians whose experience and wisdom might help facilitate a resolution through mediation. If they do not reach a resolution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by binding arbitration as described in Paragraph 1 above and in accordance with the Procedures for Arbitration as adopted by the Church Council.
3. Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline, as outlined under Section I.G (Member Discipline) of the Bylaws, were followed.

F. Indemnification:

To the full extent permitted by the Code, as amended from time to time, the Church shall indemnify any Pastor, officer, committee member, employee, volunteer or agent of the Church who was, is, or may be named a defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in the Church. Reasonable expenses may be advanced by the Church in defending such actions.

G. Determination of Right:

A determination of the right to indemnification under the Code shall be made by legal counsel selected by the majority vote of the Church Council.

X. EMERGENCY POWERS AND BYLAWS

- A. An "emergency" exists for the purposes of this section if a quorum of the members cannot readily be obtained because of some catastrophic event. In the event of an emergency, the Leaders and Church Officers may: (i) modify lines of succession to accommodate the incapacity of any officer, employee or agent; and (ii) relocate the principal office, designate alternative principal offices or regional office, or

authorize officers to do so. During an emergency, notice of a meeting of the members only needs to be given to those members for whom such notice is practicable. Necessary or Prudent action taken in good faith during an emergency binds the Church and may not be the basis for imposing liability on any officer, employee or agent of the Church on the ground that the action was not authorized. The Church Leadership or Officers (as defined herein) may also adopt emergency bylaws, subject to amendments or repeal by the full membership, which may include provisions necessary for managing the Church's operations during an emergency including; (i) procedures for calling a meeting of the members and (ii) quorum requirements for the meeting. The emergency bylaws shall remain in effect during the emergency and not after the emergency ends.

Ratified by action of the Church in its business meeting on 11 of Sept., 2016.

Pastor: Mick Roberts

Church Clerk: Tricia Ricketts

Moderator: Judith L. Brown

~~Set~~ State of Tennessee
County of Grundy

On this 12th day of October, 2016 before me personally appeared Mick Roberts, Tricia Ricketts, Judith Brown personally known to me who executed this foregoing instrument.

Aubrey Lee Harper

My Commission expires 5/11/2019



Prepared by:

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