

# **BYLAWS**

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As amended 4-6-26

## ARTICLE I: MEMBERSHIP

### Section 1: Becoming a Member

Membership in Country Acres Baptist Church shall be open to anyone who meets the following criteria:

- A credible testimony of personal faith in Jesus Christ as Lord and Savior.
- Believer's baptism by immersion following conversion as a symbol of one's union with Jesus Christ in His death, burial, and resurrection.
- Basic agreement with the Articles of Faith contained in the Church Constitution.
- Agreement with the Covenant of Fellowship contained in these Bylaws
- Completion of a membership interview with a pastor or elder to affirm that the candidate for membership meets the above criteria.
- Completion of a class for new members. (Welcome Class)
- A list of those who are candidates for membership (those who have met the requirements details above) will be presented to the membership for confirmation or rejection at any regularly scheduled Sunday morning service or any regularly scheduled Ministry Action Meeting. A seventy-five percent (75%) affirmative vote of the members present is required.

### Section 2: Responsibility of Membership

The responsibilities and expectations of members are stated in the Covenant of Fellowship is contained in these Bylaws.

### Section 3: Discipline and Termination of Membership

- I. Members in the early churches were subject to discipline for reasons such as: unwillingness to become reconciled to an offended brother (Matthew 18:15-17), unwillingness to engage in work (II Thessalonians 3:6-15), divisiveness in the church (Romans 16:17-18, Titus 3:9-10), sexual immorality (I Corinthians 5:1-13), false teaching (I Timothy 1:10, II Timothy 2:15-18), and sinful conduct (Galatians:6:1).
- II. Members of the church are expected to conduct their lives in accordance with biblical standards of holiness as they grow to become more like Christ. When a member knowingly ignores the direct commands and prohibitions of scripture, he shall be dealt with according to the principles of restoration and discipline found in such passages as: Matthew 7:1-5, Matthew 18, Galatians 6, I Corinthians 5, and II Thessalonians 3, etc.

- III. The Elders shall ensure that reasonable efforts are made to contact any member who has been absent for a significant period of time. Infrequent participation in the life and service of the church for reasons other than illness, vacations, work, etc., shall also prompt an informal inquiry by the Elders, or by a deacon, or other representative, appointed by the Elders. Where such infrequent attendance is determined to be the result of spiritual neglect and indifference, loving restoration shall be attempted by the Elders.
- IV. If inactive, absent, or infrequently participating members do not desire to be restored to normal fellowship, or it is determined that such restoration is not feasible, then the names of such members will be brought before the congregation for removal from the Church roll. A vote will be taken at a Ministry Action Meeting and a seventy-five percent (75%) majority of those members attending the meeting will be necessary to discontinue membership.
- V. Subsequent to an affirmative vote that removes a member from the membership roll, an attempt will be made to notify the individual, via letter, that their membership has been discontinued.
- VI. Members who unite with other churches will automatically be removed from the membership roll and notice of that removal given at the next succeeding Ministry Action Meeting.

#### Section 4: Covenant of Fellowship

Those who unite with Country Acres Baptist Church in membership are expressing their agreement with the following Covenant of Fellowship:

## Covenant of Fellowship

- Having been led by God to receive Jesus Christ as my Savior and Lord, and having given verbal witness of believing upon Him (Romans 10:9-10), and
- Having given testimony to this by water baptism by immersion (Matthew 3:13-17, 18:19, Acts 2:41, Acts 8:34-38, Romans 6:1-5,) and
- Committing to consistently live under the Lordship of Jesus Christ in every area of my life, (Psalm 24:1, Galatians 2:20, Ephesians 4:24, Philippians 2:5, I Corinthians 6:19-20), and
- Desiring, in light of God's guidance, to unite in the worship, fellowship, and witness of Country Acres Baptist Church, placing myself under the spiritual protection, direction, and discipline of the Church and its leaders (Exodus 4:12, John 1:6-8, Acts 1:8, Philippians 2:1-4, Titus 3:1-2, Hebrews 10:24-25,) and
- Having read, and being in agreement with, the Articles of Faith, I do hereby commit myself to this local church body, recognizing the above items as essential characteristics for church membership, and should it become evident that they are not true in my life, that membership may be withdrawn.

I also recognize that there are certain responsibilities that are mine as a part of the body of Christ:

1. To give myself regularly to: worship, the study of God's Word, and prayer. (Psalms 100:2, Joshua 1:8, Ezra 7:10, John 16:24, Romans 12:1, Philippians 4:6, I Thessalonians 5:16-18, I Timothy 4:13, II Timothy 2:15, II Timothy 3:16, II Peter 1:10, Revelation 4:11)
2. To not forsake the assembling of ourselves together; as much as possible, being faithful in participation in the life and service of the church. (Colossians 3:16, Hebrews 10:25, I John 1:7)
3. To do my part in the "work of the ministry" as God gives and enables, seeking to be equipped and involved in the specific work to which God has called me, for the building up of one another and for the glory of God. (Matthew 5:16, 25:14-30, Romans 12, I Corinthians 12-14, 16:15-16, Ephesians 2:10, 4:11-13,)
4. To spread the gospel of Christ near and far as God may direct, with the intention of bringing each one who is saved to maturity in Christ. (Matthew 25:31-46, 28:18-20, Acts 1:8)
5. To voluntarily contribute financial support to the work of Christ through His church, giving cheerfully, regularly, and generously as the Lord may prosper me. (Deut. 15:7-10, II Cor. 9:7)
6. To meet one another's needs in the body of Christ through my counsel, time, and material resources. (Proverbs 3:27, Matthew 25:31-46, Acts 2:41-47)
7. To demonstrate my love to the Lord and my loyalty to others by saying only what is good about one another unless I follow Matthew 18 with a goal of restoring. (Prov. 6:19, Jn. 13:34-35)
8. To encourage one another to build strong families where Christ's character is becoming more evident in each member. (Deuteronomy 6:1-5, Ephesians 5:22-23)
9. To project to all a loving and helpful spirit, contributing toward unity in the body of Christ, so that the world may know the reality of Christ and that we are His true disciples. (Psalms 133:1, Romans 12, 15:5, I Corinthians 12, Ephesians 4:3, Philippians 2:1-4)

## Article II: LEADERSHIP AND OFFICERS

### Section 1: The Chief Shepherd

- I. Jesus Christ, God's Son, is the sole Head of Country Acres Baptist Church; the Leader before whom all human leaders must bow (Matthew 23:8-11, Ephesians 1:22-23, I Peter 5:4). He gives additional guidance by means of the leading of the Holy Spirit who indwells the heart of each true believer with such guidance always being in agreement with the Scriptures.
- II. He also shepherds the flock by gifting the church with under-shepherds who are commissioned, under His leadership, with the task of equipping the flock for its full functioning (Ephesians 4:7-16).
- III. In a real sense, Country Acres Baptist Church belongs to Jesus Christ; He has taken the responsibility for ordering the life of the church so that He may someday present it to Himself glorious, without any spot or wrinkle that would detract from heaven's beauty (Ephesians 5:25-27).

### Section 2: Under-Shepherds

- I. General – Under-shepherds are also referred to as elders, overseers and pastors
  - A. We believe that a New Testament church is shepherded by two or more godly, male leaders called elders (Acts 14:23, Acts 20:17, Philippians 1:1, Titus 1:5). We do not believe that leadership should be concentrated in one man (3 John 9, 10) but should be shared among the elder body for the purpose of accountability. Among the elder body, the Senior Pastor of Country Acres Baptist Church is to be the presiding elder. All elders in the church are raised up by the Holy Spirit (Acts 20:28) and recognized according to spiritual guidelines (I Timothy 3:1-7, Titus 1:5-9).
  - B. The Senior Pastor will function as a leader among equals for the purpose of organizing the work of the Elders. He will schedule meetings and publish meeting agendas with the input of all the Elders. This does not mean the Senior Pastor has authority over the Elders or the agenda for their work. He is accountable to the Elder body just as all other Elders. The Senior Pastor simply gives organizational leadership to maximize the effectiveness of the elder ministry.
  - C. Scripture uses three Greek words to characterize the office of elder:
    1. "Elder" (presbyteros) – Elder defines the position
    2. "Overseer", "Bishop" (episkopos) – Overseer defines the work
    3. "Shepherd", "Pastor" (poimen) – Shepherd defines the relationship to the church body.

I. Duties - Elders are to see that God's people are cared for and fed from the Word (Acts 20:28, I Peter 5:2). To meet this objective, the Scriptures teach us that elders are to fulfill the following:

A. Equipping By Teaching

1. In exposition (teaching): I Timothy 5:17, Hebrews 13:7
2. In exhortation (preaching and counseling): Titus 1:9
3. In admonition (counseling): I Thessalonians 5:12
4. In humble example (life): I Timothy 3:1-7, Titus 1:6-9, Hebrews 13:7, I Peter 5:3-5

B. Equipping By Direction

1. In leading and guiding into new things: (decision making) Acts 16:4, I Timothy 3:5, 5:17, Hebrews 13:7, 17, 24
2. In overseeing the existing life of the church: (administration and evaluation ) Acts 11:30, 20:28, I Thessalonians 5:12, Hebrews 13:17
3. In determining the Spiritual goals for the church body: Acts 15:22-29

C. Equipping By Protection

1. In guarding the flock from false teaching: Acts 20:28-31
2. In refuting false teachers and scoffers: Titus 1:9

D. Equipping By Service

1. In working hard at personal Bible study: I Timothy 5:17, Titus 1:9
2. In opening his home in loving hospitality: I Timothy 3:2, Titus 1:8
3. In helping the weak according to their needs: Acts 20:35
4. In anointing and praying for the sick: James 5:14
5. In initiating pastoral visitation for church members and visitors: I Timothy 3:2, I Peter 4:9
6. In tithing: Hebrews 7:4-10

E. Equipping By Recognizing New Elders In Our Church Body

1. In identifying and considering men for service as an elder: I Timothy 4:14
2. In leading the congregation through the elder approval process

III. Qualifications and Candidacy

A. Since it is really God who makes men overseers by maturing them and leading them into such a ministry, then it is the responsibility of the church to recognize the

men who the Holy Spirit is appointing for pastoral functioning (Acts 20:28, Ephesian 4:11).

B. In order to accomplish the above mentioned duties, the elders must be men who are above reproach in relation to the qualities of maturity given in I Timothy 3:17, Titus 1:6-9, and I Peter 5:1-4.

1. Husband of one wife \*
2. Temperate
3. Sensible
4. Respectable
5. Hospitable
6. Able to teach and defend right doctrine
7. Not addicted to wine
8. Not self-willed
9. Not quick-tempered
10. Not pugnacious
11. Uncontentious
12. Gentle
13. Free from the love of money
14. Managing his own children and household well
15. Well-respected by unbelievers
16. Loving what is good
17. Just
18. Devout
19. Humble/not a new convert

\*We do not believe that this qualification, in and of itself, necessarily disqualifies one who has been divorced or remarried from holding the office of elder or deacon, nor does it prohibit a single man from serving. Each case should be reviewed on its own merit.

C. The Elders, by unanimous consent, will prayerfully consider men in the congregation as candidates for elder. If this initial seeking of the will of God leads them to see this person as a true candidate, they will contact the prospective elder to determine his assessment of God's will for him in this matter (I Timothy 3:1, I Peter. 5:2).

D. If the man desires the office under the Lord's direction, the Elders will then take reasonable time to get to know the candidate. This time will provide (a) continued prayer and seeking God's will (Acts 14:23), (b) a period to familiarize the man with the functions of an elder and (c) a sufficient opportunity for existing leaders to develop their relationship with the person and to share in the ministry of equipping the saints (I Timothy 5:22).

E. Following this examination period, the Elders, by unanimous consent, may present the name of the candidate to the congregation. The congregation will be

given at least two weeks to express themselves regarding the candidate, remembering to follow the steps in Matthew 18 if there is the prospect of a bad report. They may inform the Elders of their concerns either in writing or by personally talking to one of the Elders.

F. Any objections concerning the candidate which might surface during this process will be worked through in a constructive manner with the man involved, so that any deficiencies or misunderstandings may be corrected.

G. When the Elders conclude that any objections have been dealt with properly, they may then present the man to the congregation for approval as an elder.

H. Upon presentation to, and approval by the congregation, the new elder will be confirmed by the laying on of the hands of the Elders in the presence of the congregation. (Men who have been recognized as elders in other assemblies will not be automatically recognized as elders at Country Acres Baptist Church; such men will be subject to the same process of recognition as any other man in the congregation).

#### IV. Term and Discipline of Elders

A. Term – All lay elders shall serve a term of three years and then will be required to step down for one year. At the end of that year, upon majority recommendation of the currently serving Elders, the Church may vote to reinstate that elder to another three-year term. An Elder may also desire to be relieved from the office either temporarily or permanently if he feels unable to serve for any reason. The process of his possible reinstatement at a later time will be determined by the guidelines of Article II, Section 2 of the Bylaws.

B. Discipline of Elders - Accusations made against an elder shall not be considered unless supported by two or more witnesses (I Timothy 5:19, 20). Should the Elder body determine that an accusation is valid and the elder has erred in doctrine, conduct, or in meeting the qualifications, it shall charitably admonish him. If confession and repentance result, the Elder body shall endeavor to restore fellowship between the elder and the offended parties, after which the matter shall be considered closed with no further action needed.

C. If no repentance occurs, upon the recommendation of the Elders, the issue shall be brought before the congregation, and dealt with similarly. If no confession and repentance occurs, the errant elder shall be removed from the office and become subject to the regular discipline procedures of the Church.

### Section 3: Salaried Ministers

#### I. Relationship to Elder Body

A. Salaried ministers serving on the staff of Country Acres Baptist Church may or may not serve in the capacity of an elder.

B. Salaried ministers are not automatically included among the elder body. Their inclusion in the elder body will follow the process for recognizing new elders outlined above in Article II, Section 2.

C. Salaried ministers serving as elders are not subject to rotation from the Elder body. However, at their own request, they will be allowed to temporarily cease to serve as an elder for a period of time. Pursuant to a request by that salaried minister and a 100% vote of the current elders, he may rejoin the Elder body and resume his responsibilities as an elder without further action by the Church.

D. The preferred ratio of lay elders to salaried minister elders is two to one. All reasonable efforts will be made to maintain this ratio, but the absence of that ratio will in no way limit the performance of the Elder body in the execution of their responsibilities.

## II. Discipline

A. Discipline of salaried ministers serving on the staff of Country Acres Baptist Church shall follow the process outlined above in Article II, Section 2, Subsection IV, with the hope of repentance and restoration.

B. In the event that the difficulties cannot be resolved, after following due process outlined in Section 2 above, upon the recommendation of the Elders, the Church shall meet to consider a motion for dismissal of the salaried minister. If the motion is approved by a 75% majority, the salaried minister shall be dismissed immediately with one month's severance pay.

## Section 4: Deacons

I. General - The Elders and Pastors will be assisted by deacons in various specific ministries of the church.

## II. Duties

A. These positions of service in the body are designed to relieve elders from any affairs that would interfere with their primary involvement in the Word and prayer. While elders'/pastors' duties attend to spiritual matters, deacons minister to the daily needs of the church thus freeing elders/pastors to focus on prayer, the ministry of the Word, and the facilitating of the spread of the gospel. (Acts 6:1-7).

B. The Scriptures teach that a deacon's work is characterized by service. This can be described as leadership involvement in the caring ministry of the church. Included in this would be a focus on the benevolence work of the Church directed

at the membership, visiting the sick, being alert to the spiritual needs of the congregation and promoting unity within the church.

### III. Qualifications and Candidacy

A. The deacons are to be men of a high level of spiritual maturity, who display the qualities mentioned in I Timothy 3:8-13 and Acts 6:1-6.

1. Dignified
2. Not double-tongued
3. Not addicted to wine
4. Not fond of sordid gain
5. Holding his faith with a clear conscience
6. Husband of one wife \*
7. Managing well his children and household
8. Good reputation
9. Full of the Spirit and wisdom

\*We do not believe that this qualification, in and of itself, necessarily disqualifies one who has been divorced or remarried from holding the office of elder or deacon, nor does it prohibit a single man from serving. Each case should be reviewed on its own merit.

B. Any member of Country Acres Baptist Church may recommend any male member after prayerfully verifying that such person meets the biblical qualifications of a deacon. The recommendation must be in writing and may be presented to any of the Elders. Periodically, the Elders may ask the congregation for recommendations of men to serve as deacons.

C. The Elders will consider the person on the basis of his meeting the biblical qualifications and on the basis of church needs. By unanimous consent of the Elders, the person may be regarded as a true candidate for the office of deacon. The man in question will then be contacted to determine his assessment of God's will for him in this matter.

D. The remainder of the procedure will follow the basic steps outlined above for the recognition of an elder, including a time of examination and the two weeks for the congregational feedback. When any deficiencies have been dealt with, the candidate may then be presented to the congregation for recognition as a deacon, upon the approval of the congregation and after prayer, the new deacon will be confirmed by the laying on of the hands of the Elders in the presence of the congregation (Acts 6:6) and will be set apart to the Lord for the faithful fulfillment of the specific service envisioned.

## IV. Term and Discipline of Deacons

### A. Term<sup>1</sup>

1. Deacons selected and confirmed according to the process described above under “Qualifications and Candidacy” are eligible to serve as a deacon unless subsequent discipline or resignation from the deacon body terminates their service.
  - a. Deacons who temporarily step away from service for a period of less than one year may inform the deacon body and take temporary leave from deacon responsibilities with no change to their status as an active deacon.
  - b. Deacons who step away from service for a period of one year or more will be considered inactive deacons. Inactive deacons may resume active status upon a 75% vote of the deacon body present in a deacon’s meeting and the majority approval of the elders.
2. Deacon activities will be coordinated by a chairman or co-chairmen.
  - a. Activities are continually subject to guidance and direction of the Senior Pastor and Elders.
  - b. Description of activities will be communicated to the Senior Pastor, Elders, staff, and members.
    - i. Written Mission Statement
    - ii. Written Description of best practices
      1. Regular meeting and deacon business management
      2. Participation outlook and forecast (is anyone planning to reduce their level of participation)
      3. Deacons on call
      4. Interaction with widows and shut-ins
      5. Hospital Visits
      6. Welcoming interactions with new visitors, regular attendees, and members
      7. Crisis and bereavement practices
      8. Lord’s Supper serving and supplies management
      9. Christmas benevolence gift distribution
      10. Emerging future regular activities

- B. Discipline of deacons - Any deacon will be subject to the same discipline as any other member; he may also be asked to step aside as a deacon if he ceases to meet the qualifications or if he becomes ineffective in his assigned tasks. Such a request must be by unanimous agreement of the Elders. The process of his possible reinstatement at a later time will be determined by the guidelines of this Article II Section 4 of these Bylaws.

## Section 5: Corporate Officers

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<sup>1</sup> As amended 7-9-2023 by vote of church

- I. Pursuant to the Articles Incorporation for Country Acres Baptist Church, and pursuant to the Church Constitution, there shall be appointed three corporate officers: President, Treasurer, and Secretary.
- II. The Senior Pastor shall serve as President; the Chairman of the Finance Committee shall serve as Treasurer; and the Church Administrator shall serve as Secretary.
- III. If at any time, any or all of the three leadership positions of Senior Pastor, Chairman of the Finance Committee, or Church Administrator are not currently filled, or the individuals serving in those capacities are unable to fulfill their responsibilities as President, Treasurer, or Secretary, then the Church may elect any other employee or member of the Church to hold the Church Officer position until such time as the related leadership positions are filled or the person holding one of those leadership positions is again able to fulfill their responsibilities as a Church Officer.

## Section 6: General Policies Regarding Leadership and Service

### I. Membership For Key Leadership Positions

A. All elders, deacons, Sunday School teachers and committee or ministry team chairpersons must have been active and regular attenders of the Church for a minimum of twelve (12) consecutive months prior to their election, appointment or selection for those positions. A minimum of six (6) months of those twelve (12) months must be as a member of the church.

### II. Applications and Background Checks

A. All volunteers working in any capacity with children under the age of eighteen (18) are required to complete a Church Volunteer Application Form. When completed, the form will be submitted for review by the Elders, or their appointed representative. No volunteer will be allowed to work in any capacity with children under eighteen (18) until the Volunteer Application Form has been reviewed, and approval for that volunteer to work with children has been communicated to the volunteer and the leader of the particular ministry for which the application was submitted.

B. All volunteers over the age of eighteen (18) working in any capacity with children under the age of eighteen (18) are also required to have a completed background check on file in the Church office. The volunteer will be required to sign a release and authorization form to allow the Elders, or their appointed representative, to complete a background check. Said volunteer will not be allowed to work in any capacity with children under eighteen (18) until the background check is completed and reviewed, and approval for that volunteer to work with children has been communicated to the volunteer and the leader of the particular

ministry for which the background check release and authorization form was submitted.

C. All potential employees of the Church will be required to complete an application and have a background check completed as an integral part of the interview and hiring process.

## ARTICLE III: MEETINGS OF THE MEMBERSHIP

### Section 1: Annual Meeting

- I. The membership shall meet at least annually for the purpose of assessing the progress of the church toward its purpose and objectives stated in Article III of the Church Constitution. In addition, the church may desire to meet more frequently for the purpose of effective oversight of church objectives and resources.
- II. The Elders will determine the date of the Annual Meeting and it may be incorporated into any regularly scheduled or Special Called Ministry Action Meeting.

### Section 2: Ministry Action Meetings

- I. The membership shall meet at least one time in each calendar quarter for the purpose of discussing and dealing with Church related business. These meetings shall be referred to as Ministry Action Meetings.
- II. The dates for the four Ministry Action Meetings will be determined by the Elders. Once determined, those dates, and the date of the Annual Meeting, will be published at least once in the Church's monthly newsletter, a Sunday bulletin, on the Church website, or by mailing a post card or letter directly to all of the membership. Said publication will occur at least one month prior to the date of the first of those meetings.
- III. The date for any of the four Ministry Action Meetings, or the Annual Meeting may be changed as necessary by a majority vote of the Elders. For said change to be effective, a notice of the change, including a brief explanation as to why the change is necessary along with the new date that has been set for the meeting, must be published at least two weeks prior to the new meeting date in a manner similar to how the original dates were published.
- IV. In addition to the above publication requirements, all scheduled Ministry Action Meetings must be announced, if possible, to the membership in at least two Sunday morning services prior to the scheduled meeting.
- V. From time-to-time, in addition to the planned Ministry Action Meetings, it may be necessary to have a Special Called Ministry Action Meeting. The date and general purpose of the Special Called Ministry Action Meeting will need to be published in a

manner similar to that described in item III of this Section 2 and also announced, if possible, to the membership in at least two Sunday morning services prior to the special meeting.

- VI. If a Ministry Action Meeting is not able to be held as planned due to an emergency situation such as, but not limited to, fire, flooding, severe weather or loss of electrical power to the building, the Elders will have the sole responsibility for deciding whether a subsequent date will be set to have the meeting, or whether any pending business of the Church can wait until the next regularly scheduled Ministry Action Meeting. If a subsequent date is set, the notice provisions used for a Special Called Ministry Action Meeting shall apply.

### Section 3: Ministry Coordination Meeting

- I. The Ministry Coordination Team shall meet regularly to coordinate church ministry activities, report progress in ministries and committees, and to coordinate ministry resources. The dates and times of the meetings will be determined by the Moderator of the Ministry Coordination Team.
- II. Any member of the congregation is welcome to attend these meetings to present any personal items of business. Any individuals desiring to present items during the meetings of the Ministry Coordination Team are encouraged to present such items in writing to the Ministry Coordination Team Moderator prior to the meeting.
- III. All Ministry Coordination Team members are expected to attend all regularly scheduled meetings of the Ministry Coordination Team. The Ministry Coordination Team shall consist of the following ministry leaders:
  - A. The Pastoral Staff
  - B. All part-time and full-time Directors and Coordinators
  - C. Chairman of Deacons
  - D. All Committee Chairs and Ministry Coordinators
- IV. The Church Administrator shall serve as moderator of the Ministry Coordination Team. In his absence, the Senior Pastor shall serve as moderator. In the event both the Senior Pastor and the Church Administrator are unavailable to moderate the meeting, the Elders shall designate a moderator.

### Section 4: Rules of Procedure

- I. Moderator
  - A. It shall be the responsibility of the Senior Pastor to call to order and moderate all Ministry Action Meetings, Annual Meetings, and Special Called Ministry Action Meetings.

B. If the Senior Pastor is unable to, or chooses not to, serve in such capacity, the Church Administrator shall moderate that meeting. If at any time, the Elders desire to appoint a different moderator they may, as the result of a unanimous vote, appoint any member of the Church to act as the moderator for any single, specific Ministry Action Meeting, Annual Meeting, or Special Called Ministry Action Meeting.

## II. Recommendations and Motions

A. During any Ministry Action Meeting, a recommendation for an action by the Church can be brought as a motion from any committee if that motion has previously been presented in that committee at a properly called meeting, and it has received the requisite amount of votes that constitutes a majority in the committee bringing the recommendation.

B. A recommendation coming from a committee and presented at a Ministry Action Meeting does not require a second.

C. A recommendation from a committee as described in item A of this section does not refer to the ongoing operational activities of the committee or ministry. A recommendation refers to items related to changes in the personnel, financial, general purpose, or overall ministry function of the committee or ministry which needs to be approved by the Church body before it can be implemented.

D. Other than items or topics specifically described in the Constitution and in these Bylaws that require special handling and have specific requirements of preparation before they can be presented to the Church, any recommendation for an action by the Church may be presented to the Church by any member in good standing that is eighteen (18) years old or older, at a regularly scheduled Ministry Action Meeting. All such motions require a second before the floor will be opened for questions and discussion.

## III. Voting

A. Each formally established committee will be allowed to determine what percentage of a vote constitutes a majority as it relates to motions voted on in that particular committee.

B. Any item, motion or recommendation brought before the Church during any scheduled or specially called Ministry Action Meeting, will require a 75% vote of the church body (those members present 16 years old or older) in order to be approved.

## IV. Parliamentary Procedure

A. Questions of order shall be governed by the parliamentary procedures as set forth in the current edition of *Roberts Rules of Order Revised* in all cases where they are not inconsistent with the Constitution and Bylaws of the Church, along with the amendments thereto, or any other special rules of order that the Church may adopt in keeping with the spirit of Christian love and fellowship.

## ARTICLE IV: USE OF PROPERTY AND FACILITIES

### Section 1: General

- I. We believe that the Church's facilities were provided through God's benevolence and by the sacrificial generosity of the Church members. The Church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.
- II. However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the Church's faith or moral teachings, which are summarized in, among other places, the Church's Constitution and Bylaws. Nor may the facilities be used for activities that contradict, or are deemed by the Elders as inconsistent with, or contrary to, the Church's faith or moral teachings. The Elder body, or their officially appointed designee, is the final decision-maker concerning whether a person or group is allowed to use Church facilities.
- III. This restricted facility use policy is necessary for two important reasons.
  - A. First, the Church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the Church's beliefs would be material cooperation with that activity and would be a grave violation of the Church's faith and religious practice. (2 Corinthians 6:14; 1 Thessalonians 5:22).
  - B. Second, it is very important to the Church that it presents a consistent message to the community, which the Church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the Church's faith would have a severe negative impact on the message that the Church strives to promote. It could also be a source of confusion and scandal to Church members and the community because they may reasonably perceive that by allowing use of our facilities, the Church is in agreement with the beliefs or practices of the persons or groups using Church facilities.

- IV. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the Church's faith use any Church facility. Nor may facilities be used in any way that contradicts the Church's faith. This policy applies to all Church facilities, regardless of whether or not the facilities are connected to the Church's sanctuary, because the Church sees all of its property as holy and set apart to worship God and to His glory. (Colossians 3:17).
- V. A Property and Facilities Policy and Procedure Manual shall be prepared that shall deal with the various specific policies and expectations for those persons, whether members or non-members, who are allowed to use the Church property or facilities. That Policy Manual shall be the joint effort of the Property Committee and the Senior Pastor or Church Administrator. Once completed, it will be reviewed by the Elders, and if approved by the Elders, it will be incorporated by reference into these Bylaws. Updates, corrections, and changes to that Policy Manual will also be submitted to the Elders for review and will not become part of the Manual until approved by the Elders. Any disagreement between the Constitution and Bylaws and the Property and Facilities Policy and Procedure Manual will always be resolved in favor of the Constitution and Bylaws.

## Section 2: Weddings

- I. We believe that the term "marriage" has only one meaning, and that is, "A union sanctioned by God which joins together one man and one woman in a single exclusive union, as delineated in Scripture (Genesis 2:24; Leviticus 18:22; Ephesians 5:22-33) and that marriage is the only legitimate and acceptable sexual relationship."
- II. The Elders reserve the right to refuse to allow anyone, including members of the Church, the privilege of using the Church facilities for a wedding if they determine that the use by that person or persons of Church facilities will violate the tenets of our faith, or the specific provisions of the Church Constitution or Bylaws.
- III. It is expected that weddings performed using the Church facilities will be officiated by the Church's Senior Pastor. For any wedding not so officiated, the Elders, or their designee, may request complete written disclosure of all elements and activities of the wedding, including, but not limited to: who will be officiating the wedding and his spiritual beliefs and his religious and secular affiliations, the music to be used, the vows to be exchanged, etc. Any element or activity of a wedding may be rejected by the Elders or their designee and, if a suitable substitute is not found, the use of the Church facilities will be withdrawn.
- IV. A Wedding Policy and Procedure Manual shall be prepared that shall deal with the various specific policies and expectations for those persons, whether members or non-members, who are allowed to use the Church for their wedding. That Wedding Policy Manual shall be a joint effort of the Wedding Coordinator and the Senior Pastor, or the Church Administrator. Once completed, it will be reviewed by the Elders, and if approved by the Elders, it will be incorporated by reference into the Property and

Facilities Policy and Procedure Manual. Updates, corrections, and changes to the Wedding Policy Manual will also be submitted to the Elders for review, and will not become part of the Manual until approved by the Elders. Any disagreement between the Constitution and Bylaws and the Wedding Policy and Procedure Manual will always be resolved in favor of the Constitution and Bylaws.

## ARTICLE V: PERSONNEL

### Section 1: Statement of Acknowledgement

Every employee of the Church will be required to sign the Employee Statement of Acknowledgement.

### Section 2: Personnel Policy and Procedure Manual

A Personnel Policy and Procedure Manual shall be prepared that shall deal with the various specific policies and expectations for those persons who are employed in any and all capacities by the Church. That Personnel Policy and Procedure Manual shall be the joint effort of the Senior Pastor and Church Administrator. Once completed, it will be reviewed by the Elders, and if approved by the Elders, it will be incorporated by reference into these Bylaws. Updates, corrections, and changes to the Personnel Policy and Procedure Manual will also be submitted to the Elders for review, and will not become part of the Manual until approved by the Elders. Any disagreement between the Constitution and Bylaws and the Personnel Policy and Procedure Manual will always be resolved in favor of the Constitution and Bylaws.

## ARTICLE VI: COMMITTEES AND MINISTRY TEAMS

### Section 1: General

- I. Committees and/or Ministries will be established by recommendation of the Elders, and by approval of the Church, for the purpose of organizing the resources of the Church to meet specific ministry needs on an ongoing basis.
- II. Once a committee or ministry is formally established, it will continue to pursue the accomplishment of the purpose for which it was created until it is formally dissolved by a recommendation of the Elders and approval by the Church.
- III. Ad-hoc (temporary) committees will have a specific, temporary purpose (for example a building committee or search committee). When that purpose is accomplished, the respective committee will be dissolved. The Chairperson of any ad-hoc committee shall be chosen by the majority vote of the Elders.
- IV. All Church committees or ministries are accountable to the Elders and ultimately the membership.

## Section 2. Committee, Ministry Team and Volunteer Members

- I. Those recommended for service on any committee or ministry team must be approved by the Elders and then by the congregation in a regularly scheduled business meeting (Ministry Action Meeting).
- II. To be recommended for service on any committee or ministry team, it is necessary for the individual recommended to be a regularly attending member of the Church.
- II. Non-members of country Acres Baptist Church may serve in non-leadership volunteer roles, provided: they are an active regular attender of country Acres Baptist Church or a church of similar faith and practice; They are in agreement with the “Core Doctrinal Agreements for Volunteering Non-Members”; They are in agreement with Country Acres Baptist Church’s Positional Statement on gender, Marriage and sexuality: and they fulfill any additional requirements individual ministries require to serve.

## Section 3. Committee or Ministry Team Chairpersons

- I. Committee or ministry team chairpersons will be chosen by a majority vote of the members of that particular committee or ministry. Chairpersons will then be recommended to the Elders for approval.
- II. To serve as a committee or ministry team chairperson it is necessary for the individual recommended to have been an active and regular attender of the Church for a minimum of twelve (12) consecutive months prior to their election to serve. A minimum of six (6) months of those twelve (12) months must be as a member of the church.
- III. Chairpersons of all committees and ministry will be required to sign a Statement of Understanding concerning the expectations of the Elders and the Church as it relates to the chairperson’s specific responsibilities on that particular committee and their general relationship to the Church.

## Section 4. Term Limits and Number of Members

- I. Each committee will establish a policy of term limits for its members. Once established, that policy will be submitted to the Elders .
- II. Each committee will establish a policy of term limits for its chairperson. Once established, that policy will be submitted to the Elders for approval or modification.

## ARTICLE VII: AMENDMENT OF THE BYLAWS AND PREVIOUS BYLAWS

- I. Bylaws established by the Church are to be open for review so that they may be amended if necessary when any of them is perceived to be in conflict with God's Word in any way, or when any of them appears to be hindering the fulfillment of the stated principles of this church.
- II. Any member may offer a motion at any Ministry Action Meeting or Annual Meeting for an amendment to the Bylaws to be considered at that meeting if that member believes such an amendment will facilitate further conformity to God's Word in the Church and fulfillment of the stated purposes and functions in the Bylaws and said proposed amendment is not in conflict with the Church's Constitution.
- III. The motion will then be considered and dealt with in accordance to the general parliamentary procedures used to facilitate Ministry Action Meetings and Annual Meetings.
- IV. If seventy-five percent (75%) approval is reached from the membership present at the time the motion is voted on, the amendment will be approved and adopted into these Bylaws.
- V. By adopting these Bylaws, the members of Country Acres Baptist Church do hereby state and confirm that all previous Bylaws, along with any and all amendments to said Bylaws, are as of this day, null and void and no longer applicable to the Church in the conduct of its business or the fulfillment of its purpose.

UPDATED THIS 15<sup>th</sup> DAY OF DECEMBER, 2024, BY AN APPROVAL OF THE MEMBERS OF COUNTRY ACRES BAPTIST CHURCH, WICHITA, KANSAS.

Signing for the Church:

Luke Clubb  
President and Senior Pastor

Luke Clubb 4.6.26

Matthew T Wimmer  
Secretary and Church Administrator

Matthew T Wimmer 4/6/26

Vance Burns  
Treasurer and Chairman of the Finance  
Committee

Vance Burns 4/6/26