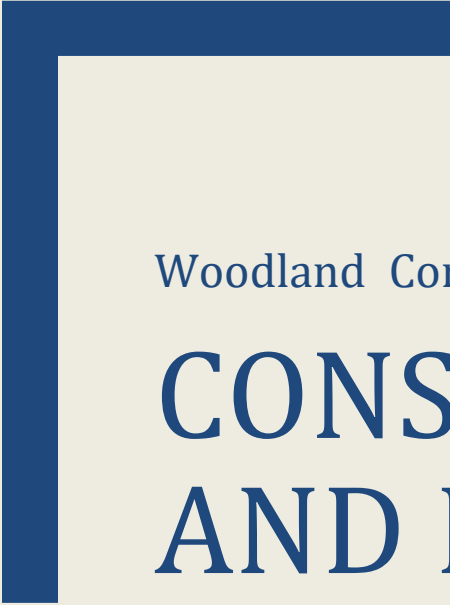
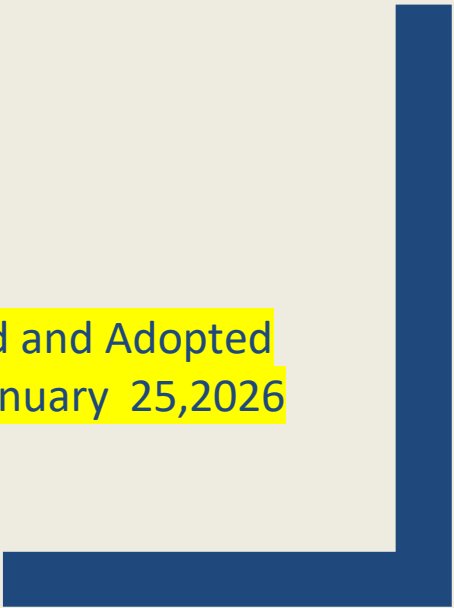




Woodland Community Church

CONSTITUTION AND BYLAWS

Revised and Adopted
January 25, 2026



CONSTITUTION OF THE WOODLAND BAPTIST CHURCH, INC. (January 25, 2026)

PREAMBLE

We, the members of Woodland Baptist Church, declare and establish this constitution for the preservation and security of the principles of our faith, and so that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

ARTICLE I - NAME

The name of this Corporation shall be the WOODLAND BAPTIST CHURCH, INCORPORATED, OF BRADENTON, FLORIDA, also doing business as WOODLAND COMMUNITY CHURCH, and its principal place of business and place of worship shall be at 9607 State Road 70 East, Bradenton, County of Manatee and State of Florida.

ARTICLE II - OUR PURPOSE

The purpose of this church shall be to be a fellowship of loving Christians who are filled with the Holy Spirit; to be a worshipping fellowship in which God encounters man, and man encounters God; to spread the gospel of Jesus Christ, be witnessing to the people of this community and throughout the world; to fulfill the Great Commission (Matthew 28:19-20) by reaching, teaching and leading people to become mature Christians resulting in responsible living; and to minister unselfishly to all persons in this community in Jesus' name.

ARTICLE III - OUR STATEMENT OF FAITH

The Woodland Baptist Church believes in and subscribes to The Baptist Faith & Message of the Southern Baptist Convention, as amended on June 14, 2023. The statements are available online "The Baptist Faith and Message" (<https://bfm.sbc.net/>).

ARTICLE IV - OUR AFFILIATIONS

Associations

- (a) Local Affiliation. Woodland Baptist Church, Inc. shall identify itself with the Manatee Southern Association as a cooperative member church. The church shall support the work of the Manatee Southern Association, subject to congregational approval.
- (b) State Affiliation. Woodland Baptist Church, Inc. shall affiliate with the Florida Baptist Convention as a cooperating Baptist church. The church shall support the work of the Florida Baptist Convention, subject to congregational approval.
- (c) Global Affiliation. Woodland Baptist Church, Inc. shall identify itself with the Southern Baptist

Convention as a cooperating Baptist church. The church shall support the work of the Southern Baptist Convention, subject to congregational approval.

ARTICLE V - DISSOLUTION

In the event of the dissolution of the Woodland Baptist Church, Inc., all assets, including but not limited to all real property and all personal property, will become the sole property of the Florida Baptist Convention. This may be inapplicable in case of merger by majority vote of church body. Steps towards dissolution or merger require vote by Church Management Committee for recommendation of dissolution to church body and vote by church body in a business meeting. None of the assets of the church shall be distributed to any member, officer, or trustee of the church.

ARTICLE VI - CHURCH COVENANT

The following church covenant shall be adopted as the voluntary agreement binding together the members of this church in faith, love and service for Christ as well as to set forth the doctrinal and social principles of the gospel.

Having received Christ as my Lord and Savior, having been baptized, being in agreement with Woodland's purpose, mission, doctrinal statement, and structure, and being led by the Holy Spirit, I now unite myself with the Woodland Baptist Church family. In doing so, I commit myself to God and to the other members to do the following:

With the help of the Holy Spirit, I covenant...

- 7 To submit to the authority of the Scriptures as the final arbitrator on all issues (Psalm 119; II Timothy 3:14-17; II Peter 1:19-21).*
- 7 To pursue the Lord Jesus Christ through regular Bible reading, prayer, fellowship and practice of spiritual disciplines (Luke 18:1; Acts 17:11; I Corinthians 9:24-27; Ephesians 5:1-21).*
- 7 To follow the command and example of Jesus by participating in the ordinances He has given to His church, by being baptized after my conversion, and by regularly remembering and celebrating the Gospel through the Lord's Supper (Matthew 28:19; I Corinthians 11:23-29).*
- 7 To regularly participate in the life of Woodland Baptist by attending weekly services, engaging in biblical community (e.g., life groups, ministry activities, etc.), and serving those within and outside of this church. Engaging in biblical community includes walking with my church family in Christian love, remembering them in prayer, aiding them in sickness and distress, encouraging and exhorting them in all wisdom, being courteous in speech and slow to take offense, always ready for reconciliation (John 13:34-35; Acts 2:42-47; Hebrews 10:23-25; Titus 3:14).*
- 7 To diligently seek the salvation of my family, friends, neighbors, co-workers, and anyone that God puts into my life, through intentionally sharing the Gospel and through a pure and loving example. To support the efforts of this church to declare the good news of Jesus Christ and make disciples of all nations (Matthew 28:18-20; Mark 16:15; John 20:21; Acts 1:8).*

- 7 *To steward the resources God has given me, including time, talents, spiritual gifts, and finances. This includes regular financial giving, service and participation that is sacrificial, cheerful, and voluntary (Matthew 25:14-30; Romans 12:1-2; II Corinthians 8-9; I Peter 4:10-11).*
- 7 *By God's grace through the power of the Holy Spirit, to walk in holiness in all areas of life as an act of worship to Jesus Christ (I Peter 1:13-16, 4:1-3).*
- 7 *To take seriously the responsibility of Christian freedom, especially actions or situations that could present a stumbling block to another (Romans 14:14-23; I Corinthians 8:1-13).*
- 7 *To submit to the discipline of God through His Holy Spirit by:*
 - *Following the Biblical procedures for church discipline where sin is evident in another – the hope of such discipline being repentance and restoration (Matthew 18:15-20; Galatians 6:1).*
 - *Receiving righteous and loving discipline when approached biblically by fellow believers (Psalm 141:5; Matthew 18:15-20; I Corinthians 5:9-13; Hebrews 12:5-11).*
- 7 *To do the following when I sin:*
 - *Confess my sin to God, repent and seek help to put my sin to death (Romans 8:13; Colossians 3:5; James 5:16; I John 1:6-10).*
- 7 *To submit to the leaders of the church as they submit to the authority of the Scriptures and to be diligent to strive for unity and peace within the church (Ephesians 4:1-3; Hebrews 13:17; I Peter 5:5).*

ARTICLE VII – AMENDMENTS TO CONSTITUTION

Changes to this Constitution may be made at regular church business meetings, provided each amendment shall be emailed to church membership at least one week prior to the scheduled annual meeting. Proposed amendments to this Constitution shall be by a majority vote of all members present and voting.

BY LAWS
OF THE WOODLAND BAPTIST CHURCH, INC.
(Revised January 25, 2026)

ARTICLE I – MEMBERSHIP

Section 1.1. General

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right, based on scripture, to determine who shall be members of this church and the conditions of such membership. The terms “ministry partner” and “member” or “ministry partnership” and “membership” are interchangeable in these Bylaws.

Section 1.2 Candidacy

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

- (a) By profession of faith in Jesus Christ as Savior and Lord, followed by baptism by immersion.
- (b) By transfer of membership from another Baptist church of like faith and doctrine.
- (c) By statement of Christian experience and acknowledgment of an earlier profession of personal faith in Jesus Christ followed by baptism by immersion into the fellowship of a Baptist church of like faith and doctrine.
- (d) Christians from churches other than Baptist may apply for membership by stating that Jesus Christ has been accepted as Savior and Lord, and that baptism by immersion will be received or has been received when to the satisfaction of the Lead Pastor and deacons that the prior baptism experience complies with the Baptist faith and doctrine.

Should there be any dissent about receiving any candidate, such dissent shall be referred to the Lead Pastor and deacons for investigation and the making of a recommendation to the church within thirty (30) days.

Section 1.3 Member Ministry Partner Process

The process for becoming a member is completion of a new member orientation class. All prospective members must complete a new members orientation class taught by the Lead Pastor or his representative prior to being presented to the Church for church membership. At a minimum the class shall consist of the spiritual basis for church membership, an understanding of the Church Constitution and Bylaws, and an overview of the ministries of the Church. After completion of the membership class, member candidates will be voted on by the church body at

the next business meeting.

Section 1.4 Responsibilities and Privileges of Members

Each adult church member is entitled to express their opinion on any matter brought before the church for approval and shall be entitled to vote at all church elections, business meetings and on all questions brought before the church, provided the member is present.

Section 1.5 Associate Membership

Any part-year resident may apply for "Associate Membership." The Associate Membership qualifications, process and responsibilities are identical to those for regular Membership as described in Bylaws Article 1 except that the applicants' home church membership will be retained. In addition, Associate Members are released from fulfilling the responsibilities and privileges of membership while they are absent from the area and engaged in their home church elsewhere. Accordingly, Associate Members will not serve as deacons or standing committee members. Associate members may vote when attending business meetings but not hold office.

Section 1.6 Termination of Membership

Membership shall be terminated in the following ways:

- (a) Death of the member
- (b) Written request by member desiring termination of membership.
- (c) Act of church discipline: Should a member become an offense to the church and its good name by reason of immoral or unchristian conduct, or by persistent disturbing of the church fellowship or other means of sowing discord, the church may terminate membership by means of a majority vote of the members present and voting, but only after an effort has been made by the Lead Pastor and the deacons to bring such a member to repentance and amendment.
- (d) Inactive members, those inactive for 6 months, forfeit all rights of active membership by their inactivity and lack of support for the church. After being placed on Inactive status, a member who desires to return to Active status may do so after three (3) months of regular participation. If a member remains inactive for an additional three (3) months, and another inquiry by the church does not result in regular participation, they will be removed from membership. The membership of the church shall be reviewed by the Deacons at a minimum annually. Inactive means not giving or attending church or other activity.

Section 1.7 Church Member Discipline

The Christian life is defined by godly discipline, encompassing both self-discipline and corporate discipline that arises from membership in a local church. Church discipline is both formative and corrective.

- (a) Formative Church Discipline comes through the teaching of God's Word, the example of Christian living as well as the mutual ministry and accountability of every member one to another.
- (b) Corrective Church Discipline should be handled in keeping with the attitude described in Matthew 7:1-6 and Galatians 6:1. Its goals are the repentance, reconciliation, restoration and spiritual growth of the individual disciplined. Its benefit is to be the instruction in righteousness for not merely the individual being disciplined, but also for the entire church as an example to them.
- (c) Corrective Church Discipline is called for when any member is consistently neglectful of his or her duties as a member or is engaging in conduct by which the name of our Lord Jesus Christ may be dishonored and so opposes the welfare of the church. The process of Corrective Church Discipline shall be administered according to Matthew 18:15-20.
 - 1. Corrective Church Discipline then should ordinarily be contemplated only after individual (Matthew 18:15) and private (Matthew 18:16) admonition has failed and only in regards to outward, serious and unrepentant sin. However, the Deacons and congregation may forego individual and private admonition in the event of an extraordinary case of church discipline where the facts about the outward, serious and unrepentant sin of a member are not in question. In that case, the Deacons may recommend to the congregation disciplinary action consistent with 1 Corinthians 5 in order to prevent further damage to the reputation of Christ and His church.
 - 2. When individual and private counsel and admonition have failed, the matter must be brought to the attention of the Deacons, who will then shepherd and direct the process. This may include both inquiry and counsel of all parties involved.
 - 3. Corrective Church Discipline can include admonition by the Deacons or the congregation, suspension from the Lord's Supper for a definite period, removal from a church office, ministry or leadership position, and excommunication.
 - 4. If the final step of excommunication (1 Corinthians 5:4-8, 11-13) must be taken because previous appeals to repent and reconcile have failed, the individual will only be put out of the membership of the church based on a recommendation from the Deacons and a simple majority vote of the members of the congregation at a business meeting.
 - 5. Excommunication will result in the former member being prohibited from participating in the Lord's Supper and from being eligible to lead or serve in the ministries of the church. Because of their need for the Gospel, the individual will be encouraged to continue to attend weekend worship services and seek the Lord.
- (d) Restoration is the joyful step the church will take to forgive and restore to membership those individuals who give satisfactory evidence of repentance (2 Corinthians 2:6-7). The Deacons shall meet with and seek the restoration of those who have been excommunicated if the Deacons have determined that the aims of the discipline have been accomplished. After the initial steps of the restoration process are completed, the former member will only be restored to membership based on a recommendation from the Deacons and a simple majority vote of the members of the congregation at a business meeting.

ARTICLE II - CHURCH LEADERSHIP

Section 2.1 General

All elected officers in this Article shall be members of this church shall be:

- (a) Must have a growing, personal relationship with Jesus Christ
- (b) Must believe in and follow the core values, statements of beliefs, and culture of Woodland Baptist Church
- (c) Must be a member of Woodland Baptist Church
- (d) Must be a faithful worship service attender at Woodland Baptist Church
- (e) Must be a cheerful and faithful tither of both time and resources
- (f) Must be a legal adult

Elected officers must be members in good standing, believe in and support the work of our church and denomination, adhere to affiliation beliefs, and be governed by the church covenant. Failure to measure up to these standards shall be sufficient grounds for removal from office. Only those approved by the Church body in the annual business meeting may participate and attend church leadership and committee meetings.

Section 2.2 Lead Pastor

God has ordained and delegated to the Pastor of a New Testament church the authority and responsibility of spiritual leadership (Ephesians 4:11). Ephesians 4:12 instructs the Lead Pastor to be about the ministry "of equipping the saints for the work of ministry (active spiritual service), for the building up of the body of Christ."

It is understood that he will seek the mind of God in all ways, equipping the congregation to maintain a balance of evangelism, missions, discipleship, and fellowship "until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ" (Ephesians 4:13).

As Lead Pastor, he will watch out for himself and all the flock of which he has been made overseer by the Holy Spirit, caring for the church of God (Acts 20:28). The Lead Pastor will shepherd the flock by feeding them with knowledge and understanding (Jeremiah 3:15).

He will lead the church's paid staff in a manner consistent with the shepherding role he applies to the congregation. As Lead Pastor he will serve as the primary teaching pastor, administer the ordinances and shall oversee the pulpit at all times.

The Lead Pastor will function as Chief Executive Officer (CEO) for Woodland Baptist Church and ex-officio member of all committees of the church, and as such, must personally attend all committee meetings of no less than once every other quarter. He may be excused from

attending any meeting by the chairman of the respective committee.

The qualifications of the Lead Pastor shall be as outlined in the following scriptures.

- 1 Timothy 3:1-7
- 1 Timothy 5:17-22
- Titus 1:5-9
- Jeremiah 3:15 "a shepherd after God's own heart"

Prior to any changes in general direction or policy of the church, the Lead Pastor will seek counsel from the Committees first. The committees shall vote on the issue with their results presented at the next business meeting. At the business meeting, the church membership in attendance will vote on the proposed change.

Section 2.2.1 Choosing a Lead Pastor

- (a) In the event of a permanent vacancy in the office of Lead Pastor, the Chairman of the Deacons and the most senior Executive Pastor shall call a meeting of the Church Management Committee to recruit candidates and recommend a Lead Pastor to the Church body. If this Executive Pastor is applying for the Lead Pastor position they cannot assume this role on the committee. Therefore, the Church Management Committee may appoint another staff person for this role.
- (b) A staff pastor shall be appointed and voted upon by the Church Management Committee and assume the role of Interim Lead Pastor and shall ensure the continued church services by qualified pastoral staff from Woodland or outside the church. If the most senior Executive Pastor is applying for the Lead Pastor position, they can assume this role, just not serve or be present with the committees or Deacons when related topics are being considered.
- (c) Notice of Pastoral Call Meeting. Notice of a meeting for the purpose of considering the report of the Church Management Committee and the issuance of a call to a person to serve as Lead Pastor shall be announced from the pulpit in at least two regular worship services of the Church. Such a notice shall specify the date, time, place and purpose of the meeting.
- (d) Lead Pastoral Call Meeting. This meeting shall be before or after a Sunday morning service.
- (e) An opportunity shall be given to the church membership to hear any prospective Lead Pastor by the Church Management Committee at all services on a designated weekend, and to interview him at a designated time before they are required to vote upon his call to become Lead Pastor.
- (f) Provision shall be made for the prospective Lead Pastor to meet with all deacons, whether active or inactive.
- (g) Notice, including biographical sketch, shall be given by email and available at the

Welcome Desk or Church Office to all active members when a prospective Lead Pastor is to speak.

- (h) The Vote. The call of a person to serve as the Lead Pastor shall be extended only upon a three-fourths (75%) favorable vote of the active members voting. The vote shall be taken by a written ballot.
- (i) The Lead Pastor shall be called and elected to an unlimited tenure of service; to be terminated when he or the church feels so led by the Lord (see Process of Termination). The Lead Pastor shall give thirty (30) days' notice (or as mutually agreed upon) before termination of services, and if the church should ask for the resignation of the Lead Pastor (see Process of Termination), he shall be given either thirty (30) days' notice or thirty (30) days' pay in addition to unused sabbatical and vacation time.

Section 2.2.2 Performance Review with the Lead Pastor

The Lead Pastor acts as the CEO of the church. Recognizing the unique roles of the Lead Pastor as to his calling, leading the church spiritually and operationally, the Church Management Committee shall meet at a minimum annually and provide the Lead Pastor an annual performance review of their handling of the affairs of the church. This committee by majority vote may enforce any disciplinary action to the Lead Pastor as necessary.

Section 2.2.3 Process of Termination of the Lead Pastor

- (a) In the event the Lead Pastor voluntarily resigns, he will give the church up to thirty (30) days' notice prior to the effective date of his resignation. The church will continue to pay his salary and benefits up to the effective date of his resignation.
- (b) In the event the Lead Pastor is involuntarily terminated, his ministry with the Church shall be suspended immediately. His salary and all other benefits shall continue at the discretion of the Church Management Committee.
- (c) Process of termination shall be as follows:
 - 1. Church Management Committee makes recommendation by majority vote that the Lead Pastor be considered for termination by the church membership.
 - 2. Church Management Committee schedules special business meeting per Article VI, Section 2 or utilizes a scheduled quarterly business meeting or the Annual Church Business Meeting.
 - 3. The petition and a letter from the Chairman of the Deacons and of the Church Management Committee stating the committee has met and have been unable to reconcile the differences, and announcing the vote at the determined business meeting shall be emailed to all members. The Church Management Committee shall also state their opinion of the validity to the charges and performance of the Lead Pastor and make a recommendation to the church concerning the continued service of the Lead Pastor. The Lead Pastor shall also be given the opportunity

to enclose a statement in the email concerning his position. The church shall then vote upon the continued leadership of the Lead Pastor without debate by secret ballot at the special called business meeting. A vote of termination of the pastor shall require three-fourths (75%) majority of those present and voting.

Section 2.3 Staff Pastors

- (a) Pastors shall be ex-officio (non-voting) members of the Church Management Committee of the church.
- (b) Pastors' employment shall be addressed by the Personnel Committee and Lead Pastor, consistent with other Church staff.

Section 2.4 Church Staff

- (a) The church shall employ staff positions that have been approved by the Personnel and Stewardship Committees.
- (b) The Lead Pastor in consultation with the appropriate Staff Pastors and agreement with the Personnel Committee are responsible for defining job descriptions, recommending personnel as needed, and terminating personnel as needed.
- (c) The supervision of all church support staff, paid and voluntary, shall be the responsibility of the Lead Pastor or those he assigns in agreement with the Personnel Committee.

ARTICLE III -- COMMITTEES

Section 3.1 General

All elected officers in this Article shall be members of this church shall be:

- (a) Must have a growing, personal relationship with Jesus Christ
- (b) Must believe in and follow the core values, statements of beliefs, and culture of Woodland Community Church
- (c) Must be a member of Woodland Community Church
- (d) Must be a faithful Sunday service attendee at Woodland Community Church
- (e) Must be a cheerful and faithful tither of both time and resources

All committee members shall be recommended by the Nominating Committee and elected by the church unless otherwise stated in the description below. All elected members of committees

shall be members of this church in good standing. An effort shall be made by the Nominating Committee to recruit members of a wide variety of ages and cultural backgrounds.

No pastoral staff person or a spouse or relative of a pastoral staff person can serve on a committee. A pastoral staff person may attend a committee meeting but can only participate as an ex officio, non-voting member. The committee members serve three-year terms on a rotation system. A minimum of one year must elapse before a member can be re-elected to the same committee.

During this one-year period, the member shall not participate in any committee meeting that they are rotating off. Any committee member that cannot fulfill their term shall be replaced with an interim member selected by the Nominating Committee and voted on by the church at the next regularly scheduled business meeting. Each committee shall elect its own officers, to include chairman, vice-chairman, and secretary by majority vote of the committee. The secretary shall keep a record (minutes) of their meetings. Robert's Rules of Order, Revised is the authority for parliamentary rules of procedure for all committee meetings of this church, regular or special. The frequency of meetings is up to the committee members.

Section 3.2 Nominating Committee

- (a) This committee shall be made up of at least five (5) members. Members of the Nominating Committee will be approved by the church at the annual business meeting.
- (b) The duties of this committee shall be to select, evaluate, enlist, recommend and present qualified church members to serve on various Church Committees including Church Clerk, Treasurer, Trustees and any special committees to the church for approval at the annual business meeting.

Section 3.3 Stewardship Committee

- (a) This committee shall be made up of at least seven (7) members, with the church treasurer serving as an ex-officio member. Each member shall be one who tithes and shall seek to create a sense of stewardship responsibility among the membership.
- (b) The duties of this committee shall be:
 - 1. Responsible for the areas of education regarding stewardship, finances and accounting.
 - 2. To ensure good financial stewardship and accountability for all the resources entrusted to the church including Woodland Fine Arts, Woodland Early Childhood Center, and Woodland Community Academy (Dunn Academy).
 - 3. Responsible for the integrity of the church's monthly and annual financial statements and the sufficiency of the related internal control structure.
 - 4. To oversee the receiving, recording, and disbursement of all funds, monitoring and

reporting the performance against budget ensuring that sound procedures are used for receiving, counting, depositing, disbursing, recording (including recording and distributing to individuals their contribution records), reporting and auditing church funds.

5. Prior to finalizing the annual budget, a meeting with Church Management Committee and staff shall be held to ensure alignment.
6. To prepare and recommend an annual budget to the church for approval. The proposed annual budget shall be emailed or available for personal pickup to the church members at least one week prior to the scheduled Annual Church Business Meeting, when it will be discussed, reviewed and voted upon.
7. The Stewardship Committee shall be authorized to approve debt related to operating purposes that were approved by the Church in the current year's budget in an amount up to \$250,000 and up to \$100,000 for items not in the current year's budget.

Section 3.4 Personnel Committee

- (a) This committee shall be made up of at least five (5) members, none of which shall be on the paid staff.
- (b) The initial meeting of the previous year's Personnel Committee members and newly elected committee members will be held as soon as possible after approval of the Members at the Annual Church Business Meeting held in November and will consist of both the Current Members and any New Members. The purpose of the meeting will be to select officers, to include the Chair, Vice-Chair, and Secretary for the coming year's committee meetings. Outgoing members of the current committee shall not vote for officers of the incoming committee.
- (c) The outgoing chair (if rotating off) is an ex officio member of the committee. This helps retain corporate knowledge and continuity of current activities. The outgoing chair may attend all future meetings, be allowed to participate in discussions, but not vote on any matters requiring a vote.
- (d) The duties of this committee shall be:
 1. Review the recommendations of the Lead Pastor related to church staff positions.
 2. Approve and update all job descriptions for all personnel.
 3. Review resumes and approve those selected, interviewed, and recommended for employment of all ministerial and director positions and ensure that such decisions are communicated to the church body.
 4. Seek counsel from Lead Pastor and pastoral staff on applicants. Lead Pastor will

include pastoral staff in separate interviews for applicants and seek consensus and make recommendations to the Personnel Committee.

5. Approve the developed and recommended salaries and benefits for employed personnel to the stewardship committee.
 6. This committee in consultation with the Lead Pastor can terminate the employment of any paid employee (see Section 2.3 for Lead Pastor) at the church.
 7. Conduct meetings with any employee who submits a written grievance to the committee.
 8. Conduct exit interviews and take appropriate actions as necessary.
- (c) Due to the sensitive nature of human resource management and employment law, committee members must keep specific related items confidential.
- (d) The Personnel Committee will be responsible for the development and maintenance of a personnel manual for staff.

Section 3.5 Church Management Committee

- (a) This committee shall serve as required by these bylaws, provide an annual performance review of Lead Pastor, for the maintenance of bylaws, method of communication amongst the various committees and pastors, and shall meet at least twice annually outside of the church business meetings.
- (b) This committee shall be made up of the Deacon officers, Personnel Committee Officers, Stewardship Committee Officers, and Nominating Committee Officers. It shall be chaired by the Chairman of the Deacons or Vice-Chair in his absence. The Lead Pastor and Executive Pastors shall attend as non-voting members.
- (c) This committee shall be responsible for the maintenance of the church bylaws
1. By September 1, annually request any updates from the committees and pastoral staff and review the bylaws for any necessary updates.
 2. Propose amendments to the bylaws as the organization changes.
 3. Prepare and update change prior to the next church business meeting for consideration by membership.
 4. Approve budget and any new positions prior to the Annual Church Business Meeting for the next fiscal year.

Section 3.6 Woodland Community Academy Board of Directors

- (a) This board shall serve Woodland Community Academy, Woodland Early Childcare (WECC), and the Woodland Fine Arts Academy (WFA).
- (b) This board shall be made up of at least five (5) members to include church members that may or may not currently have family members actively participating in or attending Woodland Community Academy, WECC, or WFA.
- (c) The duties of this board shall be:
 - (1) Review annual budgets prior to Stewardship Committee review and incorporate into annual church budget.
 - (2) Vote on the annual budget for Woodland Community Academy.
 - (3) Provide feedback to Woodland Community Academy, WECC, WFA directors on school calendar, academics, policy, etc., and integration with church.
 - (4) Coordination on use, maintenance, and cost of facilities.
 - (5) Assure the spiritual and educational integrity of these entities with the church.

Section 3.7 Property and Facilities Committee

- (a) This committee shall be made up of at least five (5) members. Members of the Facilities Committee will be approved by the church at the annual business meeting.
- (b) The duties of this committee shall be to help assist the operations director by providing insight, help, and accountability. Work directly with the Operations Director and along side of the Stewardship Committee. Committee helps provide a team approach to facilities maintenance and operations with the operations director executing the decision. The committee would not be involved in the day-to-day operations of the facility. Examples of responsibilities include suggestions for on campus improvements, approval of large capital projects and property needs such as AC issues, painting, repairs, etc., building projects or renovations, assisting and advising with the church's operations budget.
- (b) Members with backgrounds in building maintenance or construction are preferred for this committee.

Section 3.8 Ad Hoc / Special Committee

- (a) This committee shall be made up of at least five (5) members. This committee is intended to be for a limited time and specific purpose. The time, purpose, and members of this committee will be approved by the church at a business meeting for church member consideration.

ARTICLE IV – CHURCH OFFICERS

Section 4.1 Church Clerk

The Church Clerk shall be elected annually by the church who shall be nominated by the Nominating Committee. The clerk shall keep in a suitable book a record of all church

business meetings. The clerk shall preserve on file all communications and written official reports and shall give notice of all meetings where such notice is necessary. The clerk shall also prepare and submit records for the annual church letter to the association and submit church letter to the association after church approval. There shall be no limit to the number of years a Church Clerk serves.

Section 4.2 Treasurer

The church shall elect annually a Church Treasurer, who shall be nominated by the Nominating Committee. In addition to the criteria in Section 1, the Treasurer will not be a church staff person or a spouse or relative of a church staff person. The Treasurer shall oversee, in conjunction with the Stewardship Committee, a system of accounting that will adequately provide for the handling of all funds received and disbursed. An annual report shall be given to the church. The financial records shall be audited or reviewed at least biennially (every two years) by a public accountant. The Treasurer shall be bonded in an amount determined by the stewardship committee. The church shall pay the cost of the bond. The Treasurer shall be an ex-officio member of the Stewardship Committee. There shall be no limit to the number of years a Church Treasurer serves.

Section 4.3 Trustees

The church shall elect three (3) trustees, who shall be nominated by the Nominating Committee and who shall serve on a rotation basis, with one new trustee being elected each year. Legal papers, contracts, conveyances and mortgage or other instruments required to be executed in the corporate name and capacity shall be executed on behalf of the corporation by one of the trustees, and the same attested by another trustee, and documents so executed shall be binding upon the corporations. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing such action.

ARTICLE - V DEACONS

Section 5.1 Qualifications

- (c) By August 1 of each year, the church membership and committees shall be given the opportunity to suggest to the deacons the names of members who may be considered for election to the deacon body. The deacons, in consultation with the Lead Pastor, shall prayerfully consider these or others they may choose to serve as deacons based on the scriptural qualifications found in Acts 6:1-7 and in I Timothy 3:8-13 in addition to the criteria found in Section 4.4.
- (d) Each person and his wife (if married) under consideration for nomination shall be requested to have a personal interview with at least two deacons. In this interview, the qualifications and responsibilities for deacon shall be fully explained to see if each nominee can uphold and abide by them. The names of those considered eligible by the deacons shall be prepared in ballot form and distributed to the church membership at the annual business meeting.

- (e) The vote is to be taken after prayerful consideration of the faithful, active participation of the nominees in the regular activities of the church. Adequate time shall be given to mark the ballots, with each member being permitted to cast one vote for each vacancy. Those receiving the most votes (according to the number of vacancies to be filled) shall be elected automatically. In case of a tie vote among those elected to serve in the last vacancy, a special meeting shall be called to determine who shall serve in the last vacancy.

Section 5.2 Responsibilities

- (a) The role of Deacon is that of a servant to the church, whose primary responsibility is assisting the Lead Pastor in serving the Church where necessary and caring for the needs of the Church.
- (b) Through the Deacon Family Ministry Plan, the active deacons will be assigned certain families of the church membership and will be responsible for personal ministry to the families of his group. He will proclaim the gospel to families, care for families, and help families experience a rewarding church fellowship, and guide families in building constructive relationships. He will inform the Lead Pastor when there is a special need that will require his attention and ministry.
- (c) Offer prayer, support, and counsel to all pastoral staff and employees.
- (d) Serve in practical matters enabling pastors to focus on spiritual leadership.
- (e) Active deacons may be assigned to staff pastors / ministries to provide assistance as requested by the Lead Pastor.

Section 5.3 Term

Deacons are lifetime positions. After serving an initial three-year term, active deacons may request their status changed from active to inactive status for any given one year or lesser period. The names of active and inactive deacons shall be included on the annual ballot at the Annual Church Business Meeting for consideration by the church body. In case of death, removal, or incapacity to serve of any active deacon, an inactive deacon may change their status to active, or the church may elect a new deacon to fill the remaining term. A man shall be a member of this church for one year before he can be elected as an active deacon.

Section 5.4 Nomination, Election, and Ordination

- (a) In accordance with the meaning of the work and the practice of the New Testament, deacons are to be first and foremost servants of the church. The primary functions of the deacons shall be that of the ministry. They shall serve as council to confer with and work closely with the Lead Pastor in matters pertaining to the welfare and work of the church. With the Lead Pastor, they are to consider and formulate plans for the constant effort and progress of the church in winning the lost to Christ, developing the saints, and the extension

and growth of the kingdom of God. They are to be zealous to guard the unity of the spirit of the church in the bonds of peace. They are to seek to know the spiritual, physical, and moral needs of the church membership, and to serve the church in relieving, encouraging, and developing those in any such need. In counsel with the Lead Pastor, and by such methods as the Holy Spirit directs, they shall assist in the discipline of the church in accordance with the New Testament teachings set forth in Mathew 18: 15-17; I Corinthians 5:9-13; and I Thessalonians 5:12-14. They shall make preparation for and assist in the observance of the church ordinances. They shall give themselves to a continual program of deacon training when provided.

- (b) The active deacons shall meet monthly. They may be called together for a special meeting any time during the month when circumstances are in existence warranting such a meeting. Any deacon with the chairman of deacons and Lead Pastor may request a special meeting of the deacon body.
- (c) The deacons shall select annually, at their first meeting in January, officers to include a chairman, vice-chairman, and secretary (who shall not succeed themselves more than once).

Section 5.5 Moderator of Annual Business and Special Meetings

The Moderator shall be the Chairman of the Deacons. In the Chairman of Deacons absence, the Vice-Chairman of Deacons shall preside. If both are absent or unavailable, a committee chairman appointed by the Church Management Committee shall preside. The moderator shall preside at church business meetings, announce special meetings, develop church business meeting agenda, and serve as a resource to the church clerk in preparation of church business meeting minutes.

ARTICLE XI - PROGRAM ORGANIZATIONS

Section 6.1 General

All workers shall be in good standing, shall believe in and support the work of our church and denomination, shall adhere to the beliefs of Southern Baptists and be governed by the Church Covenant. Failure to measure up to these standards shall be sufficient grounds for removal from office. The Lead Pastor is an ex-officio officer of all organizations, and his leadership is to be recognized in them.

ARTICLE XII – ORDINANCES

Section 7.1 Baptism

Baptism is the symbolic act that pictures Christ's death, burial, and resurrection. As such, the new Christian follows Christ's example by symbolizing his own death to sin, burial of old life in

sin, and resurrection to a new life in Jesus Christ.

The church shall receive those for baptism who have publicly professed Jesus Christ as their personal Savior during on the worship services, acknowledging a commitment to follow Christ's example; and those coming from another denomination other than Baptist who do not adhere to our position on baptism or doctrine. Baptism shall be by immersion only. Baptism shall be administered by the Lead Pastor, or whomever he shall authorize during any worship service or related event.

Section 7.2 Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of this church through partaking of bread and the cup remember the death of Jesus Christ until He comes the second time. The Lord's Supper shall be observed at least quarterly, as scheduled by the Lead Pastor and deacons. The Lead Pastor and the Deacons shall be responsible for the administration of the Lord's Supper.

ARTICLE XIII- CHURCH MEETINGS

Section 8.1 Worship Services

The church shall meet weekly for the preaching, instruction, evangelism, and for the worship of God. The scheduling of regular worship services shall be determined by the Lead Pastor and Deacons with an annual church calendar of events. These meetings shall be open to the entire membership of the church and for all people and shall be conducted under the direction of the Lead Pastor.

Section 8.2 Business Meetings

The church shall hold an Annual Church Business Meeting during the last quarter of the calendar year as scheduled by the Lead Pastor and Deacons. The church shall hold quarterly business meetings in the other preceding quarters for the year.

All Church business meetings shall be open to the membership and members are welcomed and encouraged to attend any business meeting. Only members who are actively involved in the weekly life of the Church are eligible to comment and vote at business meetings. The Church defines active involvement as contributing to the overall good of the Church and the Kingdom of God through faithful attendance and participation through giving and the sharing of spiritual gifts.

Robert's Rules of Order is the default rule and resource for procedures, but any perceived conflict with Roberts and these bylaws, the bylaws have authority. Robert's Rules of Order, Revised is the authority for parliamentary rules of procedure for all business meetings of this church, regular or special.

A quorum for the transaction of business, in regular or special meetings shall consist of those

church members attending the meeting. Quorum will be tested one time at the beginning of the meeting for the transaction of business. A majority vote of the church members, present and voting, except where it is stated otherwise in these bylaws, shall decide all questions. Absentee voting shall not be permitted.

At the Annual Church Business Meeting, the Moderator will hear an annual report by all Church Officers and Committees.

At the Annual Church Business Meeting, new volunteer Church Officers will be voted on by the membership in attendance. A new budget for the next fiscal year will also be presented by the Stewardship Committee and will be voted on by the membership in attendance. The Lead Pastor and his pastoral staff will present updates to their respective ministries and their plans for the coming year. Any other agenda items may be considered by the church if placed on the agenda and noticed to the Church membership.

At any church business meeting, any replacements for volunteer Church Officers unable to maintain their service, as recommended by the Nominating Committee, will be voted on by the membership in attendance to carry out the remainder of the original volunteer's term.

A special called business meeting may be held to consider special matters of immediate necessity. The Lead Pastor or Church Management Committee may call a special business meeting by giving public notice two services prior to the special business meeting, stating the purpose.

ARTICLE IX - CHURCH FINANCE

Section 9.1 Tithes and Offerings

The tithes and offerings of the people shall support the overall program of this church. All staff and members shall be encouraged to give at least a tenth of their income to the church to be used in the Lord's work.

Section 9.2 Budget Process

The Stewardship Committee shall prepare and submit to the Church Management Committee and church for approval a budget set for in Article III, Section 4 of these by-laws.

Section 9.3 Bookkeeping

All records of deposit and disbursements for any and all purposes shall pass through the hands of the church Treasurer, or financial secretary, and shall be properly recorded on the books of the church.

Section 9.4 Disbursement of Funds

The distribution of funds shall be in accordance with the yearly budget adopted by the church, or upon the vote of the church for special items not included in the budget. All appropriate giving

shall be received and disbursed according to the designation.

Section 9.5 Financial Review

The financial records shall be reviewed per "Agreed Upon Procedures" by the stewardship committee annually, and with a local CPA firm at least every three years.

Section 9.6 Gifts and Contributions

The Church will accept gifts and contributions that are intended for a designated purpose. However, if the purpose designated on the gift or contribution is NOT to an existing account or ministry of the Church, the designation shall be deemed advisory only (versus mandatory). In such an instance, the Stewardship Committee may choose to use the gift in accordance with the designation, or it may choose to use the gift elsewhere. All donors to the Church recognize the necessity and propriety of this discretion. The Church's discretionary authority includes the right to refuse to accept any gift, at any time, for any reason.

ARTICLE X – AMENDMENTS TO BYLAWS

Changes to these by-laws may be made at regular church business meetings, provided each amendment shall have been emailed to the members of the church at least one week prior to the scheduled annual meeting. Proposed amendments to this Constitution and bylaws shall be by a majority vote of all members present and voting.

ARTICLE XI – EMERGENCY BYLAWS

Pursuant to Florida law, the Church may draft and maintain a set of Emergency Bylaws that are to go into effect if there is a "catastrophic event" that prevents the Church from 100 percent adherence to the bylaws set forth herein. Such Emergency Bylaws shall provide direction and authority to the church leadership (and be effective only as long as - and to the extent - necessary) during such a catastrophe or declared emergency. If the catastrophic event prohibits the adoption of emergency bylaws by the church body in a business meeting, the Church Management Committee shall act on their behalf. After the event, the Church Management Committee shall report to the church body of their actions during this event and provide recommendations moving forward post-event at the next or special called business meeting.

ARTICLE XII – INDEMNIFICATION

Should any member(s) of the church staff or staff assigned volunteer on church property be faced with actual or threatened litigation as a result of the performance of their proper and normal duties, the Church will provide a sufficient and appropriate legal defense and/or indemnify such staff member(s) or volunteer for costs and expenses relating to such actual or threatened litigation.

This obligation to indemnify and/or provide a defense shall cease if at any time it is discovered that the staff member(s) or volunteer in question acted contrary to Holy Scripture, in violation of law, or otherwise acted in any way that was dishonest or lacking complete candor.

ARTICLE XIII – USE OF CHURCH FACILITIES, ASSETS, AND RESOURCES

The Church staff and other appropriate leadership shall oversee implementation of a church policy regarding the use of church facilities, assets and other resources. Such policy will ensure that all facilities, assets and resources of the Church are used in a manner which is not inconsistent with the Holy Scriptures and the Baptist Faith & Message, June 14, 2023.

The policy shall be drafted to ensure that any use of all or part of the church grounds or facilities (whether by members or by outside interests or entities) will be done in a manner not inconsistent with our beliefs as a Church. Moreover, any and all use of church property shall be sufficiently documented and memorialized so as to protect the church from unnecessary exposure to liability.

ARTICLE XIV – INSPECTION OF RECORDS, REPORTS, AND DOCUMENTATION

Every member of the Church shall have the right to inspect certain records, reports, documents and the physical properties of the Church. Such inspection shall be accomplished in accordance with applicable Florida Statutes. In accordance with existing law, the Church may restrict and limit the number of inspections or establish an orderly manner for such to be conducted.