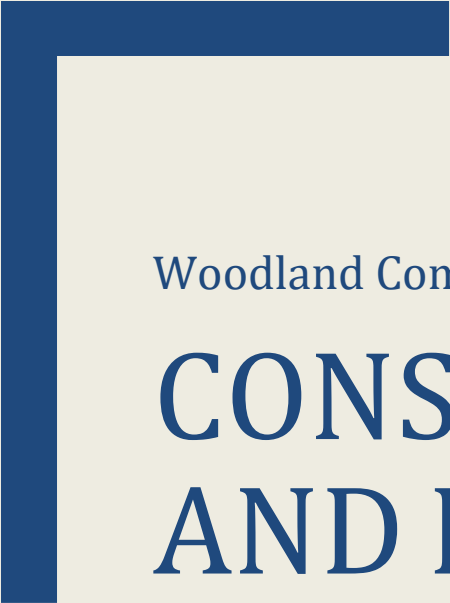




Woodland Community Church

CONSTITUTION AND BYLAWS

Proposed Revisions

August 30, 2026

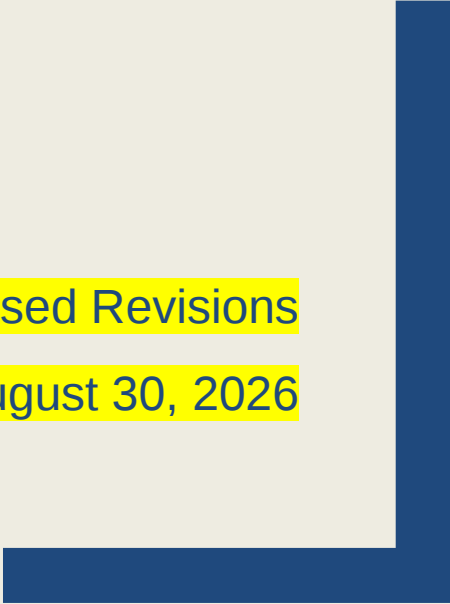


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CONSTITUTION OF THE WOODLAND BAPTIST CHURCH, INC. *(August 30, 2026)*

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, by 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 Baptist Association as a cooperating member church. The church shall support the work of the Manatee Southern Baptist 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. Steps towards dissolution requires a vote by the Church Management Team for recommendation of dissolution and presented to the church body and vote by the church body at a special called 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...

- ☐ *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).*
- ☐ *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).*
- ☐ *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).*
- ☐ *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).*
- ☐ *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).

- ☐ *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).*
- ☐ *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).*
- ☐ *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).*
- ☐ *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).*
- ☐ *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).*
- ☐ *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 in accordance with the procedures established within the Church Bylaws and at a church's business meeting, provided each amendment shall be communicated to church membership at least one week prior to a church business meeting. Proposed amendments to this Constitution shall be by a majority vote of all members present and voting.

BYLAWS OF THE WOODLAND BAPTIST CHURCH, INC. *(Revised August 30, 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 to determine the membership 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 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 for investigation and the making of a recommendation to the church at the next business meeting.

Section 1.3 Member Ministry Partner Process

The process for becoming a member is the completion of a new member orientation class taught by the Lead Pastor or his representative. All prospective members must complete a new member’s orientation class prior to being presented and affirmed by the Church. 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, the church body will affirm those for membership during a worship service.

Section 1.4 Responsibilities and Privileges of Members

Each adult church member has the right to express their opinion on any matter brought before the church for approval and has the right 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 1 year of last active date, 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. Active membership means giving, serving, or participating in activities where attendance is taken.

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) Restoration rather than punishment should be the guideline that governs the attitude of one member toward another.
- (b) 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.

ARTICLE II - CHURCH LEADERSHIP

Section 2.1 General

Unless otherwise specified within these Bylaws, every person serving in a leadership position, including pastors, deacons, committee members, officers, ministry leaders, teachers, directors, employees, and volunteers serving in positions of leadership, must meet the following qualifications:

(a) Spiritual Qualifications

Leaders must:

- Demonstrate a growing and vibrant personal relationship with Jesus Christ.
- Live a life that reflects biblical integrity and Christian character.
- Be committed to regular prayer, the study of God's Word, and personal spiritual growth.
- Faithfully support the mission, vision, doctrine, values, and ministries of Woodland Baptist Church.
- Seek to preserve the unity of the Church and encourage peace, reconciliation, and spiritual maturity among its members.

(b) Church Commitment

Leaders must:

- Be members in good standing of Woodland Baptist Church unless otherwise approved by the Church for a specific ministry assignment.
- Faithfully participate in the worship, fellowship, discipleship, and ministry life of the Church.
- Support the Church through generous stewardship of their time, abilities, spiritual gifts, and financial resources as the Lord provides and leads.
- Serve with a cooperative spirit and willingly support the decisions of Church leadership, even when personal preferences may differ, provided those decisions remain consistent with Scripture and these governing documents.

(c) Personal Conduct

Leaders shall strive to:

- Conduct themselves in a manner worthy of the Gospel both publicly and privately.
- Treat every person with dignity, grace, patience, and respect.
- Exercise wisdom, humility, confidentiality, and sound judgment.
- Avoid conduct that would bring reproach upon Jesus Christ or damage the testimony of Woodland Baptist Church.
- Be teachable and willing to receive biblical counsel, encouragement, correction, and accountability.

Church Leaders must be legal adults and members in good standing, believe in and support the work of our church and denomination, adhere to affiliation beliefs (Baptist Faith & Message, June 14, 2023), and be governed by the church covenant. Failure to measure up to these standards shall be sufficient grounds for removal from leadership position after corrective actions were taken. Elected leaders approved by the Church body in the fourth quarter 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 biblical knowledge and understanding (Jeremiah 3:15).

He will lead the church’s paid staff in a biblical 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 serves as an ex officio, non-voting member of all standing committees unless otherwise provided by these Bylaws. He must attend meetings personally or designate another pastor or ministry leader to attend when appropriate.

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 Church Management Committee. Based on the committee’s recommendation, the change will be presented at a church business meeting for a vote if necessary. 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 most senior Executive Pastor shall call a meeting of the Nominating Committee to recruit candidates for a Pastor Search Committee consisting of seven members to be voted upon at a business meeting. The Pastor Search Committee shall update the Church Management Committee with the goal of recommending a Lead Pastor to the Church body. If an Executive Pastor is applying for the Lead Pastor position, they cannot assume a role on the Church Management Committee during that time. Therefore, the Church Management Committee may appoint another staff pastor for this role.
- (b) Interim Lead Pastor. A pastor outside of the staff shall be appointed by the Pastor Search Committee to assume the role of Interim Lead Pastor to provide spiritual leadership and ensure the continued ministry of the church until a new Lead Pastor is called. Whenever practical, the Interim Lead Pastor should not be a candidate for the permanent position. The Interim Lead Pastor shall work cooperatively with the Church Management Committee, Deacons, Church staff, and ministry leaders to maintain the mission, unity, and ongoing ministry of the church during the transition. The senior Executive Pastor shall possess the authority necessary to faithfully shepherd the congregation, supervise the pastoral staff and employees, oversee worship services, administer the ordinances, provide pastoral care, and conduct the normal day-to-day ministry and business of the Church until a new Lead Pastor is called.
- (c) Provision shall be made for the prospective Lead Pastor to meet with all deacons, whether active or inactive.
- (d) An opportunity shall be given to the church membership to hear any prospective Lead Pastoral Candidate by the Pastor Search 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.
- (e) 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 preach.
- (f) Notice of Pastoral Call Meeting. Notice of a meeting for considering the report from the Pastoral Search Committee of a call to the 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.

- (g) Lead Pastoral Call Meeting. This meeting shall be after a Sunday morning service.
- (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.

Section 2.2.2 Performance Review with the Lead Pastor

The Lead Pastor acts as the Chief Executive Officer (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 to provide the Lead Pastor an annual performance review to encourage, support, strengthen, pray with, and provide mutual accountability for the Lead Pastor while reviewing the overall health and effectiveness of the ministry entrusted to his care.

Section 2.2.3 Process of Termination of the Lead Pastor

- (a) In the event the Lead Pastor voluntarily resigns, he must give the church up to thirty (30) days' notice (or as mutually agreed upon) 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) Process of termination of the Lead Pastor shall be as follows:
 1. In the event there is a reason to remove the Lead Pastor, the Church Management Committee will meet to discuss and review the reason for removal. Examples for removal are, when credible evidence indicates, serious moral failure, criminal conduct, abuse of any kind, financial misconduct, abandonment of biblical doctrine, or any circumstance requiring immediate protection of the Church or its members. In such cases, temporary administrative leave, suspension of ministerial duties, or other appropriate actions may be implemented. His salary and all other benefits shall continue at the discretion of the Church Management Committee.
 2. After a review, the Church Management Committee members will vote for the recommendation for the Lead Pastor to be considered for termination, which then will be voted upon by the church membership.
 3. The Church Management Committee will schedule a special called business meeting as outlined in these Bylaws, or will utilize a scheduled quarterly business meeting, with the employment status of the Lead Pastor as an agenda item.
 4. At the business meeting, the Church Management Committee will state the reason for removal and share their findings of the review, keeping in mind current employee laws. The Lead Pastor shall also be given the opportunity to enclose a statement concerning his position. The Church Management Committee will

make the recommendation to the church for removal. The church shall then vote upon the continued leadership of the Lead Pastor by secret ballot. A vote of removal of the pastor shall require three-fourths (75%) majority of those church members present and voting.

Section 2.3 Church Staff

- (a) The church shall employ staff positions that are recommended by the Lead Pastor, in consultation with the appropriate staff pastors and if necessary approved by the Personnel Committee.
- (b) Pastors' employment shall be addressed by the Lead Pastor, approved by the Personnel Committee, and in consultation with the Stewardship Committee.
- (c) The Lead Pastor, in consultation with the appropriate staff pastors, along with the Personnel Committee, are responsible for reviewing job descriptions, recommending personnel as needed, and terminating personnel as needed that is consistent with the Church's Personnel Policies.
- (d) The supervision of all church staff, shall be the responsibility of the Lead Pastor or those he assigns in consultation with the Personnel Committee.

ARTICLE III -- COMMITTEES

Section 3.1 General

All committee members shall be recommended by the Nominating Committee and elected by church membership in ballot form at the Fourth Quarter Church Business Meeting unless otherwise stated in these Bylaws. An opportunity shall be given to the church membership to meet the individuals nominated before the vote. An effort shall be made for members to be a wide variety of ages and cultural backgrounds. No pastoral staff person, spouse, or immediate family member of a pastoral staff person can serve on a committee.

All elected committee members in this Article shall be members in good standing of Woodland Baptist Church and demonstrate the Leadership qualifications in Article II Section 2.1.

Committee members must strive to:

- Pray together
- Advance the mission of Woodland Baptist Church
- Lead with character
- Exercise wise stewardship
- Maintain confidentiality
- Work collaboratively
- Remain accountable

A church staff person may attend a committee meeting if invited by the Chairperson or by the

Lead Pastor, but can only participate as an ex officio, non-voting member. 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 a committee.

During this one-year period, the member shall not participate in any committee meetings that they are rotating off of unless invited by the chairperson or stated in these Bylaws. 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 scheduled business meeting. At the committees' first meeting of the New Year, each committee shall elect its own officers, to include chairperson, vice-chairperson, and secretary by majority vote of the committee members present. Officers serve one-year terms and can be re-elected. 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 team will made be up of at least five (5) members.
- (b) The duties of this committee shall be to select, evaluate, enlist, recommend and present qualified church members as outlined in these Bylaws to serve on various Church committees including the Church Offices of Clerk, Treasurer, and Trustees.

Section 3.3 Stewardship Committee

- (a) The Stewardship Committee shall be made up of at least seven (7) members, with the church treasurer and Finance Director serving as an ex-officio member. Not always or exclusively, but whenever practical, members should possess experience in areas such as finance, accounting, budgeting, business administration, banking, or related fields. Each member shall be one who tithes and shall seek to create a sense of stewardship responsibility among the membership.
- (b) The duties of the Stewardship Committee are as follows:
 - 1. 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.
 - 2. Be responsible for the areas of education regarding stewardship, finances and accounting.
 - 3. 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 fourth quarter business

meeting, when it will be discussed, reviewed and voted upon.

4. Ensure good financial stewardship and accountability for all the resources entrusted to the church including the Woodland Early Childhood Center (Woodland Academy).
5. Be responsible for the integrity of the church's monthly and annual financial statements and the sufficiency of the related internal control structure.
6. 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) The Personnel Committee shall be made up of at least five (5) members, with the Executive Pastor of Ministries serving as an ex-officio member. Not always or exclusively, but whenever practical, members should possess experience in areas related to Human Resources.
- (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 new members at the fourth quarter business meeting and will consist of both the returning 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 up to 6 months. This will help retain corporate knowledge and continuity of current activities. If invited by the current chair, the outgoing chair may attend additional future meetings after the 6 months, but shall 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 all church staff positions.
 2. Approve and update all job descriptions for all personnel.
 3. Review resumes, approve those selected, interviewed, and recommended for employment of all pastoral 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 salaries and benefits for employed personnel and make

recommendations to the Stewardship Committee as needed.

6. This team in consultation with the Lead Pastor can terminate the employment of any paid church employee at the church.
 7. Conduct meetings with any employee who submits a written grievance to the committee.
 8. Conduct exit interviews and provide results to Lead Pastor.
- (e) Due to the sensitive nature of human resource management and employment law, committee members must keep specific related items confidential.
- (f) The Personnel Committee will be responsible for the development and maintenance of a Personnel Policy Manual.

Section 3.5 Church Management Committee

- (a) This committee shall serve as required by these Bylaws to provide an annual performance review of the Lead Pastor, to implement and to maintain these Bylaws, methods of communication amongst the various committees, and to support the Lead Pastor in carrying out the mission and ministry of Woodland Baptist Church. The Church Management Committee shall meet as needed and at a minimum twice a year.
- (b) This committee shall be composed of the Chair and Vice-chair of the Personnel, Stewardship, and Nominating Committees. In addition to, the Chairman and Vice-Chair of the Deacons. The Lead Pastor and Executive Pastors shall attend as ex-officio, non-voting members. The Chairman of the Deacons shall Chair this committee or Vice-Chair in his absence. The Lead Pastor or the Chair may invite additional staff members, ministry leaders, advisors, or subject matter experts to participate in meetings whenever their counsel would benefit the discussion. Such invited participants shall serve in an advisory capacity unless otherwise provided by these Bylaws.
- (c) This committee shall be responsible to implement and to maintain the church Bylaws.
1. Holding the Lead Pastor, the church staff, teams, and church members accountable in adhering to these Bylaws.
 2. Conducting an annual review of these Bylaws for any recommended updates and amendments.
 3. Preparing and updating Bylaw changes prior to the next church business meeting for consideration by membership.
- (d) This committee shall support the Lead Pastor in the mission and ministry of the church.
1. Pray together regularly for the ministries, leaders, congregation, and mission of Woodland Baptist Church.

2. Recommend policies, strategic initiatives, and ministry priorities.
3. Establish temporary task forces or ministry teams as needed to address specific ministry opportunities or organizational needs.
4. Recommend organizational changes that strengthen the ministry of Woodland Baptist Church.

Section 3.6 Woodland Community Academy (WCA) Board of Directors

- (a) The purpose of the WCA board of directors shall be to provide spiritual, fiduciary, and strategic governance that protects and advances the mission, culture, and long-term flourishing of the academy that is consistent with Woodland Baptist Church.
- (b) The board shall be made up of at least five (7) members who are not directly employed by the Woodland Community Academy, with the Executive Pastor of Academies serving as an ex-officio member. Not always or exclusively, but whenever practical, the board should include individuals with experience in education, administration, finance, ministry leadership, or organizational leadership.
- (c) The duties of the Woodland Community Academy Board shall be:
 1. Provide fiduciary leadership
 2. Establish and approve school policies
 3. Approve the Academy's annual operating budget and oversee the financial health and stewardship of the Academy
 4. Provide regular financial reporting to, and work collaboratively with, the Stewardship Committee to ensure accountability and coordination
 5. Financial matters affecting both the Church and Academy, including shared expenses, facility costs, capital projects, and other significant joint financial commitments, shall be developed cooperatively in accordance with these Bylaws
 6. Ensure legal, ethical, and regulatory compliance
 7. Hire, support, evaluate, and if necessary dismiss administrators in cooperation with the Personnel Committee.
 8. Appoint annual evaluation of the directors and heads of the academy and make recommendations for compensation.
 9. Protect and steward facilities, property, and assets in partnership with the Property and Facilities Committee.
 10. Approve faculty and staff handbooks.
 11. Serve as advocates of the academy within the church and community

Additional duties and responsibilities are outlined in the Woodland Community Academy Board of Directors Manual.

Section 3.7 Property and Facilities Committee

- (a) This committee shall be made up of at least five (5) members, with the Director of Operations and Facilities serving as an ex-officio member. Not always or exclusively, but whenever practical, the committee should include individuals with experience in property

stewardship, construction, maintenance, engineering, project management, facilities management, or related fields.

- (b) The duties of this committee shall be to assist the Director of Operations and Facilities by providing insight, help, and accountability. This committee helps provide a team approach to facilities maintenance and operations with the Director of Operations and Facilities executing the decisions. In addition to, working alongside of the Stewardship Committee providing assistance and recommendations on facility related budgeted items.
- (c) This committee would not be involved in the day-to-day operations of the facility. They will be involved in providing leadership, oversight, and long-range planning for the Church's buildings, grounds, equipment, vehicles, safety, and other physical assets. Examples of responsibilities include recommendations for on campus improvements and the approval of large capital projects and property needs that exceed \$10,000 such as AC issues, painting, repairs, building projects, or renovations.

Section 3.8 Ad Hoc / Special Elected Committee

This team shall be made up of at least five (5) members. This committee will be a recommendation by the Lead Pastor or the Church Management Committee. This committee will serve for a limited time and for a specific purpose. The Lead Pastor or the Church Management Committee will communicate the committee's purpose and length of time to the church members. The Nominating Committee will recommend to the church the members of this committee. At any business meeting, church members will vote to approve this committee and its members.

ARTICLE IV – CHURCH OFFICERS

Section 4.1 Church Clerk

The church shall elect a Church Clerk if needed, who shall be nominated by the Nominating Committee. The Church Clerk can be a non-pastoral church employee. 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 the 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 a Church Treasurer when necessary, who shall be nominated by the Nominating Committee. 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 periodically by an independent financial advisor or CPA based on the size, complexity, and needs of the church. 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 Qualification, Nomination, and Election

- (a) Every Deacon shall meet the qualifications established in Acts 6:1-7 and 1 Timothy 3:8-13 and demonstrate the church leadership qualifications as set forth in Article II Section 2.1.
- (b) The congregation, the pastoral staff, active Deacons, and team members may recommend potential Deacon Candidates. The Chairman of the Deacons, in consultation with the Lead Pastor, shall prayerfully review all recommendations to determine those individuals meet the biblical qualifications established by Scripture and these Bylaws.
- (c) Each candidate shall participate in an evaluation with the Lead Pastor and designated Deacon Leadership. During this evaluation, the qualifications and responsibilities for Deacon shall be fully explained to see if each candidate can uphold and abide by them.
- (d) The names of those considered eligible by the Deacons shall be prepared in ballot form and distributed to the church membership at the Fourth Quarter Church Business Meeting for a vote.
- (e) Following election, individuals who have not previously been ordained as Deacons shall participate in a public service of ordination and dedication. Ordination recognizes God's calling upon an individual's life and the Church's affirmation of that calling.

Section 5.2 Responsibilities

- (a) Pray regularly for the Lead Pastor, Pastoral Staff, Church leadership, and the congregation. Deacons shall encourage, strengthen, and support the pastors in carrying out the mission and ministry of Woodland Baptist 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. Examples of personal ministry are encouraging, praying with, visiting,

and caring for individuals and families, particularly those experiencing illness, grief, hardship, spiritual struggle, or other significant life circumstances. Whenever appropriate, Deacons shall communicate the needs of their assigned families to the pastoral staff so that appropriate ministry and care may be provided.

- (c) Serve as peacemakers within the body of Christ by promoting biblical reconciliation, encouraging healthy relationships, discouraging gossip and divisive behavior, and helping resolve conflicts in a Christ like manner.
- (d) Assist the pastors in meeting practical ministry needs so that the pastoral staff may remain focused upon prayer, the ministry of God's Word, leadership development, and shepherding the congregation. Deacons shall willingly assist wherever needed, recognizing that no act of service is beneath a servant of Jesus Christ.
- (e) Model faithful Christian living by demonstrating spiritual maturity, servant leadership, biblical wisdom, generosity, hospitality, and a commitment to personal discipleship. Deacons should encourage others through their example as well as through personal ministry, prayer, and the faithful teaching and application of God's Word.
- (f) When requested, Deacons may assist in the administration of the ordinances of believer's baptism and the Lord's Supper, participate in prayer ministries, and provide assistance during worship services and other Church gatherings.
- (g) Active deacons may be assigned to staff pastors and/or ministries to provide assistance as requested by the Lead Pastor. Deacons and pastors serve distinct, but complementary biblical roles. Deacons shall faithfully support the spiritual leadership of the pastors while offering biblical encouragement, wise counsel, honest communication, and prayerful accountability. The relationship between the pastors and deacons shall be characterized by mutual trust, respect, transparency, humility, and a shared commitment to advancing the mission of Woodland Baptist Church.
- (h) The Deacons shall meet as often as necessary to faithfully fulfill its responsibilities. Meetings shall be characterized by prayer, biblical wisdom, open communication, mutual respect, and compassion for one another.
- (i) At the first meeting of the New Year, the Deacons shall elect its own officers, to include chairperson, vice-chairman, and secretary by majority vote of the Deacons present. Officers serve one-year terms and can be re-elected. 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.

Section 5.3 Moderator of Church Business Meetings

The Chairman of the Deacons serves as the moderator for all church business meetings unless he designates another person as moderator. The moderator shall preside at church business meetings, announce special meetings, develop the church business meeting agenda, and

serve as a resource to the church clerk in preparation of church business meeting minutes.

Section 5.4 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 ballot at the Fourth Quarter Church Business Meeting for consideration by the church body. Any Deacon that cannot fulfill their term due to death, removal, or incapacity to serve shall be replaced with an inactive deacon or the church may elect a new deacon to fill the remaining term at the next scheduled business meeting. A man shall be a member of this church for one year before he can be elected as an active deacon.

Section 5.5 Removal of a Deacon

If a Deacon persistently fails to fulfill the responsibilities of the office, engages in conduct inconsistent with biblical qualifications, intentionally misrepresents information, acts dishonestly or deceptively, violates confidentiality, promotes division within the Church, advances personal agendas contrary to the mission or best interests of Woodland Baptist Church, or otherwise demonstrates conduct that materially impairs his ability to serve effectively, the Chairman of the Deacons along with the Lead Pastor may remove that individual from service as a Deacon.

Nothing in this section shall prohibit the Chairman of the Deacons and/or the Lead Pastor from placing a Deacon on temporary leave from service while a matter is being reviewed. Removal shall not, by itself, constitute Church discipline or termination of Church membership.

ARTICLE VI - PROGRAM ORGANIZATIONS

Section 6.1 General

All Church staff, leaders, and volunteers who serve at Woodland Baptist Church shall be in good standing, shall believe in and support the work of our church and the 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 serving. The Lead Pastor is an ex-officio officer of all organizations, and his leadership is to be recognized in them.

ARTICLE VII – 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 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. The Lead Pastor, or whomever he shall authorize during any worship service or related event shall administer baptism.

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, or whomever he shall authorize, and the Deacons shall be responsible for the administration of the Lord's Supper.

ARTICLE VIII- CHURCH MEETINGS

Section 8.1 Worship Services

The church shall meet weekly to Worship God and for the preaching and teaching of God's Word. The Lead Pastor in consultation with other Church staff or Leadership shall determine the scheduling of regular worship services. These meetings shall be open to the entire membership of the church and for all people who choose to attend and shall be conducted under the direction of the Lead Pastor.

Section 8.2 Business Meetings

- (a) The church shall hold Quarterly Church Business Meeting during each quarter of the calendar year as scheduled by the Lead Pastor. The scheduled Fourth Quarter Business Meeting shall be designated as the Annual Business Meeting for the purpose of voting on specific yearly items and shall be scheduled on the annual church calendar of events.
- (b) Church business meetings shall be open to the membership of this church. Everyone is welcomed and encouraged to attend all business meetings. Only members who have an active status as outlined in these Bylaws are eligible to vote at business meetings.
- (c) 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.
- (d) A quorum for the transaction of business, in regular or special called 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.

- (e) Communication to the Church of any upcoming business meetings requires a two-week or two-service notice prior to any business meeting date. Any documentation related to a business meeting will be emailed to members and available for pick up one week prior to the meeting date.
- (f) At Church Business Meetings, the Moderator will entertain reports by all Church Officers and Committees.
- (g) At the Fourth Quarter 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. A new annual church calendar of events for the coming year will be presented. This calendar is subject to change and updating throughout the year. Any other agenda items may be considered by the church if placed on the agenda and notified to the Church membership.
- (h) 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.
- (i) 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 during two services prior to the special business meeting, stating the purpose for the meeting.

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 annual operating budget shall serve as the Church's primary financial plan for ministry. The budget shall be developed through the cooperative efforts of the Lead Pastor, ministry leaders, and the Stewardship Committee. Upon the recommendation and approval of the Stewardship Committee, the proposed annual budget shall be presented to the members for approval at the Fourth Quarter Business Meeting. Once approved, the annual budget shall authorize expenditures for the ministries and purposes contained within the budget.

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 the Finance Director, 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. Expenditures or financial commitments not included within the approved annual budget shall require approval in accordance with the financial authorization limits established in the Financial Policies Manual. Any purchase, contract, indebtedness, or financial commitment exceeding the authority delegated by the Lead Pastor and/or the Stewardship Committee shall require approval of the congregation at a duly called business meeting. All appropriate giving shall be received and disbursed according to the designation.

Section 9.5 Financial Review

The financial records of Woodland Baptist Church shall be reviewed regularly to ensure accountability, transparency, and faithful stewardship. The Stewardship Committee shall call for an independent financial review yearly and an audit with a CPA firm every 3 years depending upon the size, complexity, and needs of the Church.

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 Team may choose to use the gift in accordance with the designation, or it may choose to use the gift elsewhere. 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 Bylaws may be made in accordance with the procedures established within the Church Bylaws and at a church's quarterly business meeting, provided each amendment shall be communicated to church membership at least one week prior to the scheduled business meeting. Proposed amendments to the Bylaws shall be by a majority vote of all members present and voting.

ARTICLE XI – 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 XII – USE OF CHURCH FACILITIES, ASSETS, AND RESOURCES

Woodland Baptist Church has the right to specifically prohibit acts or omissions. These include but not limited to, permitting any Church assets or property, whether real property, personal property, intangible property, or any property or asset and resources of any kind that is subject to the direction or control of the Church, to be used in a manner which is inconsistent with the Church's statement of faith, biblical foundations, and the Baptist Faith & Message, June 14, 2023. This includes the use of all or part of the church grounds or facilities.

Moreover, all use of church property shall be sufficiently documented and memorialized so as to protect the church from unnecessary exposure to liability.

ARTICLE XIII – 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.