

BYLAWS  
SEAFORD BAPTIST CHURCH OF SEAFORD VIRGINIA  
September 17, 2020

ARTICLE 1 GOVERNANCE

Section 1      Autonomy

1.1.1 The Bible, the Constitution, and these Bylaws shall be the guidance for the government of Seaford Baptist Church, (hereafter referred to as “Church”). The authority of this Church is vested solely in the body of believers who compose it, and this Church recognizes no authority over it other than is defined by and in the Holy Scriptures. This Church is not subject to control of any other ecclesiastical body, but this Church chooses to cooperate with other churches of like faith.

Section 2      Governance

1.2.1 This Church confesses the Lord Jesus Christ as its head, both as to the body corporate, and as to individual members. In relationship to His sovereignty, and to ensure the integrity and purity of this congregation, this Church shall be:

1.2.1.1 Pastor-led

The Senior Pastor, along with the other pastors of the church, shall be the spiritual leaders, the shepherds of the Church, according to 1Peter 5:2-3 and 1 Timothy 3:2-7.

1.2.1.2 Deacon-served

The Deacon Fellowship, comprised of men full of the Holy Spirit and wisdom, shall represent and serve the ministry needs of this Church family. Through knowledge and counsel, the Deacon Fellowship shall provide this congregation with caring ministry and Biblical service (Acts 6:3 and 1 Timothy 3:8-13).

1.2.1.3 Ministry Team-organized

Ministry Teams, as provided by these Bylaws, exist to facilitate church functions and ministries. All Ministry Teams shall work in cooperation with the Senior Pastor and staff, and shall present periodic reports to the Church Council and, as appropriate, the membership.

1.2.1.4 Council-sanctioned

Subject to the limitations set forth in these Bylaws, the Church Council is authorized to represent the church membership in planning, coordinating, conducting and evaluating the welfare, and ministries of this Church.

#### 1.2.1.5 Membership-approved

The church membership is the final authority under God for matters pertaining to the Church and reserves the specific authority to govern itself on matters such as:

- Comprehensive adjustment of membership records.
- Annual budget.
- Budget revisions when the total amount of the budget is affected.
- The buying and selling of real estate.
- The calling of the Pastoral Staff and Ministry Directors.
- Constitution and Church Bylaw amendments.
- Any debt obligation resulting from the borrowing of funds.
- Capital Improvements as requested by the Premises Committee.
- Election of messengers to attend meetings of the denominational associations.
- Other actions as set forth in these Bylaws.

### ARTICLE 2 CHURCH MEMBERSHIP

#### Section 1 General

2.1.1 The church membership reserves the exclusive right, based on biblical guidelines, to determine who shall be members of this Church and the conditions of such membership. The membership of this Church shall be all persons whose names are duly inscribed on the Church record as members.

#### Section 2 Candidacy for Membership

2.2.1 Membership is open to all persons without regard to race or social standing who openly confess personal faith in Jesus Christ as Lord and Savior before the Church in any church sponsored worship service. It is recommended that new members complete an orientation class taught by this Church.

2.2.2 Members must be baptized by immersion (unless physically hindered) in obedient faith in Christ, the only source of salvation.

2.2.3 If the baptism is not performed by this Church, a letter of transfer from another church of like faith and practice indicating membership, or a verbal statement of such membership (if a letter is not available) must be presented before membership can be granted.

#### Section 3 Membership

2.3.1 Members may only be admitted to or dismissed from the body by a two-thirds (2/3) majority vote of the members present at a Members' Meeting.

## Section 4 Rights of Members

2.4.1 Every church member who meets all other conditions set forth in these Bylaws and is at least 15 years of age, is entitled to vote at all elections and motions/questions submitted to the Church provided that the member is present when the vote is taken.

2.4.2 Every church member eighteen years or older is eligible for consideration as a candidate for elective office, which is defined as any position that requires a church vote, so long as his or her life reflects the qualities essential for spiritual leadership as determined by the Word of God and if he or she meets all other requirements set forth in these Bylaws.

## Section 5 Duties of Members

2.5.1 Members should seek to make the will of the Lord Jesus Christ supreme in their own lives and in their relations with the fellowship of this Church as well as in all other contacts with society. Furthermore, they should seek to support and undergird this fellowship with their continual and persistent prayers, regular attendance, joyful labors, and consistent contributions and tithes. Each member should seek to promote unity in the church family through prayer and fellowship.

2.5.2 Members of this Church will commit to the Church Covenant as described in the Church's Constitution.

## Section 6 Termination of Membership

2.6.1 Upon request, a letter of transfer to another church of like faith and practice may be granted. A member may be dismissed with or without request when it is determined that the member has united with another church or has transgressed the church covenant without repentance.

2.6.2 A member may be dismissed upon written request for release from their membership, but only after the Church has patiently and kindly endeavored to secure their participation in this fellowship. Action of this type must adhere to process outlined in section 2.3.1

2.6.3 A member may be dismissed without request after open and wanton contempt has been displayed toward the Church or the Lord Jesus Christ dishonored, and then only after the Church has followed the Scriptural instructions as described in Section 7 of this article to secure repentance and restoration of the individual.

2.6.4 A member will be removed from the records of the Church once the church has been notified of their death.

Section 7      Discipline of Members

2.7.1 Purpose

The purpose of church discipline is to effect a return to a biblical standard of conduct and doctrine in a member who errs (Galatians 6:1), to maintain purity in the local church (1 Corinthians 5:6), and to deter sin (1 Timothy 5:20).

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

2.7.2 Process

2.7.2.1 Members or regular attendees of this Church who err in doctrine or conduct shall be subject to admonition, suspension, or dismissal according to Matthew 18:15-17. Should a process of private admonition or counsel following the guidance of Matthew fail to resolve the problem, the matter shall be brought to the attention of the Deacon Fellowship.

2.7.2.2 The Deacon Fellowship shall be considered the Church in action in the matters of discipline. If the erring member refuses to heed the warning of the Deacon Fellowship and has not withdrawn from the Church, he or she shall be publicly admonished, have some or all rights and privileges suspended, or be dismissed from the church membership by a two-thirds (2/3) vote at a Members' Meeting.

2.7.2.3 Notwithstanding the above, any alleged criminal acts may be reported to the appropriate authorities.

2.7.3 Reinstatement

If a dismissed member confesses his or her errant behavior, demonstrates repentance, and requests reinstatement, he or she shall be publicly restored to membership upon a two-thirds (2/3) vote at a Members' Meeting.

ARTICLE 3 ORDINANCES

Section 1      Baptism

3.1.1 We agree that each believer is commanded to be baptized by immersion in water to bear witness to their faith in the death, burial, and resurrection of our Savior and to symbolize their own position before God with respect to sin and that such immersion is a prerequisite to church membership.

Section 2      The Lord's Supper

3.2.1 We believe that God would have every believer regularly participate in the Lord's Supper as an act of obedience to memorialize the pierced body and the shed blood of the Lord and to be mindful of and looking forward to His second coming.

## ARTICLE 4 MEETINGS

### Section 1      Worship Service

4.1.1 Regular meetings for worship shall be held every Lord's Day and at other times approved by the Church. The Lord's Supper shall be observed each month. No other meetings shall be held which would conflict with the Lord's Day worship services, except with permission from the Senior Pastor or Church Council; conflicts with other regularly scheduled activities should be avoided.

### Section 2      Members' Meetings

4.2.1 Members' Meetings: Meetings for the transaction of business shall be held on a regular basis as approved by the Church. Notice of Members' Meetings and the purpose for the meetings shall be publicized at least one week prior to the meeting. Except in emergency, as defined by the Senior Pastor or the Moderator, items of new business which require a vote shall be announced verbally from the pulpit and in writing in the church bulletin or made available in writing at least seven days prior to the next Members' Meeting. The Pastor and Deacon Fellowship may call a Members' Meeting when necessary, or when requested to do so in writing signed by at least ten adult members of the Church. A quorum of fifty (50) church members is required to conduct Members' Meetings which have been previously announced. However, at least two-thirds (2/3) of the votes cast by members present and voting shall be required to pass a motion. In the case of circumstances that prevent a large portion of the church body from being present, the Senior Pastor and Church Council may provide a reasonable option for members who are not present to cast votes on presented motions.

4.2.2 The Moderator for all Members' Meetings will be the Senior Pastor. Should he choose not to serve as Moderator, the Nominating Committee shall annually recommend a member, for election by the Church, to serve as the Moderator for the Members' Meetings. In the absence of the Moderator, the Associate Pastor or Deacon Fellowship Chair shall preside. If none of these are present, the Clerk shall call the meeting to order and the quorum shall elect an acting Moderator.

### Section 3      Rules of Order

4.3.1 *Robert's Rules of Order*, Revised, shall guide the conduct of business.

### Section 4      Secular Meetings

4.4.1 Meetings of a secular nature, with no connection to the ministries of the Church or outreach to the community, will not be held on church property without prior approval by the Church Council.

## ARTICLE 5 CHURCH COUNCIL

To assist the Church in determining its course, and to coordinate and evaluate its work, a Church Council will be formed as described. The Church Council serves as a forum for planning, coordinating, conducting, and evaluating of the total work of the Church. The Council depends on the various Church Ministry Teams and Committees to implement the Church's program according to their assigned tasks.

The Church Council will undertake the following goals and duties:

- Help the Church understand its mission and define its priorities.
- Coordinate studies of church and community needs.
- Recommend to the Church coordinated plans for evangelism, missions, discipleship, worship, stewardship, and ministry.
- Coordinate the Church's routine schedule of activities, special events, and use of facilities.
- Evaluate progress and the priority use of church resources.
- Assist the Trustees as necessary with the legal affairs of the Church.

All Church Council decisions that require church membership approval as defined by Article 1, Section 2, Paragraph 1.2.1.5 and other relevant sections of these Bylaws will be presented to the church body for a vote.

### Section 1      Composition of the Church Council

Senior Pastor, Chair  
Associate Pastor(s)  
Administrator  
Deacon Fellowship Chair  
Sunday School Chair/Director  
Stewardship Committee Chair  
Personnel Committee Chair  
Nominating Committee Chair  
Premises Committee Chair  
Constitution/Bylaws Committee Chair  
Missions and Connect Team(s) Chair(s)  
Treasurer  
Bookkeeper (a non-voting member) - to assist with financial matters for the Council  
Church Clerk (a non-voting member) - to assist with record keeping for the Council

### Section 2      Term of Church Council Membership

5.2.1 The length of membership of each person on the council will correspond to the term of office in church elected/called positions.

Section 3 Church Council Chair

5.3.1 The Senior Pastor shall serve as chair and moderator of the Church Council, or in his absence he shall designate a replacement. If the Senior Pastor is unable to designate someone to serve in his absence or if the Church is without a Senior Pastor or interim Pastor, the Church Council will elect a chair by a two-thirds (2/3) vote of the entire Council.

Section 4 Church Council Meetings and Reports

5.4.1 The Church Council will designate a regular meeting time within each calendar quarter and will at a minimum meet at that time.

5.4.2 An annual report shall be given by the Church Council no later than March 31st of each year at a Members' Meeting. This report shall include a statement of the Church's goals and objectives, an evaluation of programs and achievements in terms of the Church goals, and recommendations for changes in the Church's programs to move the Church toward the stated goals and objectives.

## ARTICLE 6 STAFF MEMBERS

Section 1 Senior Pastor

6.1.1 Duties: The Senior Pastor is the spiritual leader of the Church and is therefore responsible to faithfully preach the gospel of the Lord Jesus Christ, to teach and explain the Word of God, to exhort and reprove the members, and to prayerfully follow God's leading in overseeing this New Testament church. The Senior Pastor shall serve as ex-officio member of all committees and ministries. He shall supervise the staff of the Church. Except in emergencies, the Senior Pastor shall be responsible for arranging suitable pulpit supply for all worship services he does not lead himself or from which he is absent.

6.1.2 Relationship: The Senior Pastor shall be called by the Church for an indefinite time. The Senior Pastor's initial salary and other benefits will be specified at the time of his call.

Recommendations to modify the Senior Pastor's compensation package will be made by the Personnel Committee, as described in Article 10, Section 2, Paragraph 10.2.1.5. Changes to the terms of employment will be brought to the body of Seaford Baptist Church for review and approval.

6.1.2.1 Pastor Search Committee

6.1.2.1.1 Vacancies: When a Senior Pastor vacancy occurs, a Senior Pastor Search Committee will be created to seek out a suitable Senior Pastor.

6.1.2.1.2 The Senior Pastor Search Committee shall consist of not less than five (5) members nor more than nine (9) members and must have representation of at least two members from each gender and must adhere to section 10.3.3.

6.1.2.1.3 Nominations for the Senior Pastor Search Committee will be made on a Sunday at an appropriate time after the former Senior Pastor leaves. Prior to the day designated for Pastor Search Committee nominations, the Deacon Fellowship shall develop and publish the qualifications for the nominees. Qualifications must be published two weeks prior to the day designated for nominations.

6.1.2.1.4 On the Sunday set aside for Pastor Search Committee nominations, the church members will submit in writing the names of the individuals they choose to nominate. Each church member can nominate up to a total of nine (9) individuals.

6.1.2.1.5 After the nominations have been made, the Deacon Fellowship will determine whether the nominees meet the minimum qualifications as published by the Deacon Fellowship, and rank the nominees in order of the number of nominations received. The Deacon Fellowship will then schedule visits with the nominees making sure each nominee understands what the Church expects of the Pastor Search Committee members and to discuss their commitment to serve faithfully. If one of the initial nominees declines, the next individual with the next highest number of nominations (in accordance with the representation of at least two members from each gender and must adhere to section 10.3.3.) will be contacted.

6.1.2.1.6 After the Deacon Fellowship has commitments from the appropriate number of nominees, the Deacon Fellowship will present the group of nominees to the Church for affirmation. If for any reason the group is not affirmed, the process will start over again beginning with nominations from the church body.

6.1.2.1.7 Once approved by the Church, the Senior Pastor Search Committee shall proceed to seek out a suitable candidate. When the Committee has narrowed the search to one candidate, it shall submit that name to the Church at the next regular Sunday morning worship service in the form of a recommendation, and then after at least one week the candidate shall be voted upon. The Committee may recommend only one candidate at a time. The report to the Church by the Committee shall include all information deemed pertinent for consideration by the Church, such as, the availability of the candidate, his family status, his education and experience, and his health. There will be an opportunity for the Church, at an open forum, to ask questions of the candidate. At a minimum, the candidate will preach at



one regularly scheduled Sunday morning service. The favorable vote by ninety percent (90%) of those members voting at this special Members' Meeting, with the minimum quorum of fifty (50) members, shall be required to call a Pastor, and the election shall be by written ballot. If the required ninety percent (90%) majority is not received, the matter shall be referred back to the Committee without further discussion or debate.

#### 6.1.2.2 Filling the Pulpit

6.1.2.2.1 Pulpit Supply (filling the pulpit on a short term/temporary basis (typically less than 12 weeks)) – When neither the Senior Pastor nor Associate Pastors are available to lead or arrange for a leader for a worship event(s), the Deacon Fellowship may arrange for qualified speaker(s) on a temporary basis. These speakers may consist of preachers, missionaries, deacons, seminary instructors/students or other personnel deemed qualified by the Deacon Fellowship. The Deacon Fellowship may seek additional advice in determining an individual's qualifications to speak before the church.

6.1.2.2.2 Interim Pastor (helps to shepherd the believers of the church body while it is undergoing the Senior Pastor search process by filling the pulpit and by performing other duties as assigned) – When the church is without a Senior Pastor and when the Associate Pastor(s) determine that an Interim Pastor is required the Associate Pastor(s) will form a subcommittee of Deacons to work with the Associate Pastor(s) to develop and post a vacancy announcement with the defined roles, responsibilities, and minimum acceptable requirements of education and experience for the Interim Pastor position. The subcommittee will review resumes and conduct interviews of prospective candidates. Once a candidate is recommended by the Deacon subcommittee:

- The Subcommittee will present the candidate and his qualifications to the Associate Pastor(s) for concurrence to proceed. The candidate does not need to be presented to the church body for consideration or approval.
- Once approved by the Associate Pastor(s), the Personnel Committee will be notified to begin the process of bringing the candidate into service based upon a compensation package that the Personnel Committee determines. The compensation package must be in line with the current budgeted amount and not to exceed the approved, current fiscal year's budgeted amount. The candidate will be hired as a Contractor to the church but shall fully adhere to the intents of the Pastoral and Salaried Employee Handbook.
- Once the Interim Pastor's contract has been finalized and the Interim Pastor has started serving, the Associate Pastor(s) will

be responsible to ensure the Interim Pastor is performing his defined roles and responsibilities and will address any performance issues as deemed necessary.

- The Associate Pastor(s) will determine the term of service, which can be terminated immediately by either party.
- The candidate cannot be considered as a candidate for the final full-time Senior Pastor position.
- The Interim Pastor will not be involved in, provide direction for nor have a role with the Senior Pastor Search Committee, unless requested by the committee.
- In the absence of an associate Pastor, the Deacons will assume the Associate Pastor's role described above.

6.1.2.2.3 Transitional Pastor (a Pastor that has been trained to help the church stay focused on its mission and prepare the congregation for more effective ministry under the leadership of a new Senior Pastor; a Pastor that prepares the congregation to receive a new Senior Pastor, one who builds unity, heals hurts, promotes fellowship, and focuses on the mission of the church) – When the church is without a Senior Pastor and when the Associate Pastor(s) determine that a Transitional Pastor is required, the Associate Pastor(s) will form a subcommittee of Deacons to work with the Associate Pastor(s) and a representative from the Southern Baptist Conservatives of Virginia to find a qualified Transitional Pastor candidate. Once a candidate is recommended by the Deacon subcommittee:

- The Subcommittee will present the candidate and his qualifications to the Associate Pastor(s) for concurrence to proceed. The candidate does not need to be presented to the church body for consideration or approval.
- Once approved by the Associate Pastor(s), the Personnel Committee will be notified to begin the process of bringing the candidate into service based upon a compensation package that the Personnel Committee determines. The compensation package must be in line with the current budgeted amount and not to exceed the approved, current fiscal year's budgeted amount. The candidate will be hired as a Contractor to the church but shall fully adhere to the intents of the Pastoral and Salaried Employee Handbook.
- Once the Transitional Pastor's contract has been finalized and the Transitional Pastor has started serving, the Associate Pastor(s) will be responsible to ensure the Transitional Pastor is performing his defined roles and responsibilities and will address any performance issues as deemed necessary.
- The Associate Pastor(s) will determine the term of service, which can be terminated immediately by either party.
- The candidate cannot be considered as a candidate for the final full-time Senior Pastor position.

- The Transitional Pastor will not be involved in, provide direction for nor have a role with the Senior Pastor Search Committee, unless requested by the committee.
- In the absence of an associate Pastor, the Deacons will assume the Associate Pastor's role described above.

### 6.1.2.3 Termination of Relationship

6.1.2.3.1 Should the Pastor desire to terminate his relationship with the Church, the Pastor desiring such change, shall give the Church at least thirty (30) days written notice

6.1.2.3.2 Should the Church desire to terminate the relationship with the Senior Pastor, the Church shall give the Pastor at least thirty (30) days written notice. However, the Pastor, in such case, would be free to leave immediately under these circumstances: 1) both the Pastor and the Church agree to the dissolution, 2) the Pastor is guilty of immoral conduct, or 3) the Church is guilty of violating its agreement with the Pastor. Additionally, the Church has the right to terminate the relationship and ask the Pastor to leave immediately, paying him for these thirty (30) days. If the Pastor's primary residence is the church parsonage the Pastor will be permitted to remain in the parsonage for the duration of the thirty (30) days or for an extended period of time as agreed upon by the Trustees.

6.1.2.3.3 All other procedures provided in the *Seaford Baptist Church Pastoral and Salaried Employee Handbook* shall apply.

## Section 2 Other Staff Positions

6.2.1 Pastoral Staff and Ministry Directors: One or more Pastoral Staff or Ministry Directors may be called by the Church to meet specific ministry needs.

6.2.2 Duties: The Pastoral Staff or Ministry Director position will be specified at the time of being called by the Church, and fully described in the position description developed by the Personnel Committee.

6.2.3 Relationship: The Pastoral Staff and Ministry Director shall be called by the Church for an indefinite time. The Pastoral Staff's and Ministry Director's initial salary and other benefits will be specified at the time of his or her call. Recommendations to modify the Pastoral Staff's and Ministry Director's compensation package will be made by the Personnel Committee, as described in Article 10, Section 2, Paragraph 10.2.1.5. Changes to the terms of employment will be brought to the body of Seaford Baptist Church for review and approval.

6.2.4 Vacancies: When a Pastoral Staff or Ministry Directors vacancy occurs the position description will be posted by the Personnel Committee and resumes will

be accepted. Upon completion of the posting, the Personnel Committee will perform interviews to seek a suitable candidate to fill the position. When the Personnel Committee has narrowed the search to one candidate, it shall submit that candidate to the Church at the next regular Sunday morning worship service in the form of a recommendation, and then after at least one week, the candidate shall be voted upon. The report to the Church by the committee shall include all information deemed pertinent for consideration by the Church, such as, the availability of the candidate, his or her family status, education and experience, and health. The Personnel Committee may recommend only one candidate at a time. There will be an opportunity for the Church at an open forum to ask questions of the candidate. A favorable vote by ninety percent (90%) of those members voting at a special Members' Meeting, with the minimum quorum of fifty (50) members, shall be required to call a Pastoral Staff or Ministry Director, and the election shall be by written ballot. If the required ninety percent (90%) majority is not received, the matter shall be referred back to the Personnel Committee without further discussion or debate.

6.2.5 New Position: When a new or altered Pastoral Staff or Ministry Director position is proposed, the Personnel Committee will submit a new position description to the Church to review and approve by vote. The Pastoral Staff or Ministry Director's position will be established after a funding proposal for the position has been submitted by the Stewardship Committee and approved by the church members as defined in the Bylaws.

6.2.6 Pastoral & Salaried Employee Handbook: In conjunction with these Bylaws the Pastor and staff positions will follow the *Seaford Baptist Church Pastoral and Salaried Employee Handbook* which further describes some of the expectations of these positions and to outline the applicable policies, programs, and benefits available.

## ARTICLE 7 SUPPORT AND ADMINISTRATIVE STAFF

SUPPORT and ADMINISTRATIVE STAFF: One or more Support or Administrative Staff may be hired to support the needs of the Church

### Section 1 Staff Positions

7.1.1 Duties: Roles, responsibilities and duties will be specified in the position description developed and maintained by the Personnel Committee and posted in the church office.

7.1.2 Relationship: The Church shall employ the Support and Administrative Staff for an indefinite time. Salary and other benefits will be specified at the time of employment. Should the Church (represented by the Personnel Committee) desire to terminate the relationship, the Church (represented by the Personnel Committee) shall give the Support or Administrative Staff at least 2 weeks written notice. Nevertheless the Church (represented by the Personnel Committee)

retains the right to terminate the employment immediately, as specified in the *Seaford Baptist Church Employee Handbook*.

7.1.3 New Positions: New Support and Administration Staff positions will be established after funding for the position has been submitted by the Stewardship Committee and approved by the church members.

7.1.3.1 Upon funding for the approved position, the Personnel Committee will submit a position description to the Church for review and evaluation for a minimum of seven (7) days. After the evaluation period is complete the Personnel Committee will review and incorporate received changes to the defined position description. Changes to the position description are at the discretion of the Personnel Committee.

7.1.3.2 After the Treasurer certifies funding is available, the position description will be posted and resumes will be accepted. Upon completion of the posting, the Personnel Committee will select candidates for and perform interviews seeking out a suitable candidate. When the Personnel Committee has made a choice, it shall submit an offer to the candidate that conforms to the approved salary and benefits.

7.1.4 Vacancies: When a Support Staff vacancy occurs and there is a need to fill it, the Personnel Committee will post the position description and resumes will be accepted for a minimum of fourteen (14) days. Upon completion of the posting, the Personnel Committee will select candidates and perform interviews seeking out a suitable candidate. When the Personnel Committee has made a choice, it shall submit an offer to the candidate that conforms to the approved salary and benefits.

7.1.4.1 If an existing position has not been posted within two years of its vacancy the position will be removed from the books. If the need for the position arises again it will be treated as a new position and must follow the process as described in Section 7.1.3.

7.1.5 Position Responsibilities Changes: As the Church continues to grow and the needs of the Church change the roles and responsibilities of the Support Staff may need to be changed. As a rule the Personnel Committee has the authority to make the needed changes to the current position description without further discussion or approval of the church body except under the following circumstances:

7.1.5.1 Change from part-time to full-time: Changes in employment status from part-time to full-time requires funding for the position to be submitted by the Stewardship Committee and approved by the church members.

7.1.6 Seaford Baptist Church Employee Handbook: In conjunction with these Bylaws the Support and Administrative Staff will follow the *Seaford Baptist Church Employee Handbook* which further describes some of the expectations of

the Support and Administrative staff and outlines applicable policies, programs, and benefits available.

## ARTICLE 8 DEACONS

The Deacons are the servants of the fellowship especially set apart to assist the Pastor in the spiritual leadership of the Church and to provide guidance for the general welfare of the Church. They shall assist the Pastor in the observance of the Lord's Supper, supervise and administer the benevolent fund of the Church, and counsel with the Pastor in matters pertaining to plans and programs of the Church. A Deacon Fellowship ministry description is maintained by the Deacon Fellowship; and will be reviewed annually and will be updated as needed. This ministry description is available to any church member upon request. The Deacon Fellowship shall meet at least every other month. At least fifty percent (50%) of the current Deacon Fellowship shall constitute a quorum for the transaction of official business.

### Section 1 Deacon Fellowship

8.1.1 Number and Term of Service: The Church may elect as many Deacons as needed to meet the ministry needs of the Church. Each Deacon shall be elected to serve a three (3) year term, following which a period of at least one (1) year must elapse before he may be elected to serve another three (3) year term. Generally, one-third (1/3) of the total number of the Deacon Fellowship shall be elected each year. Vacancies will be filled at the next annual election.

8.1.2 Deacon Qualifications: The Scriptural qualifications for the office of Deacon are found in Acts 6:3 and 1 Timothy 3:8-13.

To comply with the scriptural qualifications, we believe all candidates for the office of Deacon must be male, at least 21 years of age, and must have been a member of this Church at least one year prior to their recommendation to serve.

8.1.3 Nomination and Election:

8.1.3.1 In May of each year the Deacon Fellowship will begin publicizing Deacon qualifications and ministry description.

8.1.3.2 On two successive Sundays, members will be asked to submit the names of men they believe are qualified and willing to serve as Deacons.

8.1.3.3 The men identified by this process plus any added by the current Deacon Fellowship will be prospective Deacons. Each man on the list of prospective Deacons will be prayerfully evaluated by the current Deacon Fellowship. Those deemed not qualified will be eliminated from further consideration.

8.1.3.4 Each man initially deemed qualified by the current Deacon Fellowship will be given an opportunity to indicate his willingness and ability to serve if elected by the Church.

8.1.3.5 Each prospective Deacon who indicates his availability and willingness to serve will be interviewed in-person by the Pastor and/or a current Deacon.

8.1.3.6 Those prospective Deacons who are deemed qualified but have never been ordained or who have not served as a Deacon in the Church will be interviewed by the Pastor and/or Chair of the Deacon Fellowship. New Deacon ordination will occur within thirty (30) days after Deacon election.

8.1.3.7 The current Deacon Fellowship and Pastors will prayerfully consider each prospective Deacon. Those deemed qualified will be nominated to the Church for election as Deacons.

8.1.3.8 Deacon nominees will be announced to the Church in writing at least two weeks prior to the election. The election will not be later than the third Sunday in September. Prospective Deacons who are not elected by the church will be informed in-person by the Pastor or a current Deacon.

8.1.3.9 The Deacon election will be by written ballot. The ballot will allow members to vote either "YES" or "NO". An affirmative vote of at least two-thirds (2/3) of those voting is required for election. At least two (2) Deacons will count the ballots.

## ARTICLE 9 OFFICERS

In addition to the scriptural officers, referenced in Article 6 of the Constitution, the Church may have such other officers as are necessary for the orderly carrying out of the work of a New Testament church. These may include the Clerk, Treasurer, Treasurer's assistant, and the Trustees to manage the legal affairs of the church, as well as such other officers as the Church may elect.

### Section 1 Election of Officers

9.1.1 Nominations for church officers will come from the Nominating Committee. All officers of the Church, except those who constitute the church staff, shall be elected by the Church at the last Members' Meeting of the church year.

9.1.2 All persons elected to serve as officers will be active church members and should seek to fulfill their duties of church members as described in Article 2, Section 5 of these Bylaws.

### Section 2 Terms of office

9.2.1 Officers and a Board of three (3) Trustees shall be elected by the Church for a three (3) year term upon nomination from the Nominating Committee. An Officer or Trustee whose three year term has ended may be reaffirmed to serve another three year term. There is no limit to the number of terms that an Officer or Trustee can serve as long as the Officer or Trustee is affirmed by the church body every third year. The election will be at the last Members' Meeting of the church year, prior to the beginning of the term. If vacancies occur, they may be filled by election at the next regular Members' Meeting after a replacement candidate is named by the Nominating Committee.

### Section 3 Duties of Officers

9.3 Upon election by the church membership the officers will carry out the following duties as a minimum. A position description for church officers shall be maintained in the church office, and may be revised by the Nominating Committee as needed to reflect current ministry needs.

#### 9.3.1 Church Clerk

9.3.1.1 The Clerk shall keep a full and complete record of all Members' Meetings in books belonging to the Church.

9.3.1.2 At each regular Members' Meeting the Clerk shall provide (or have provided) written minutes of the previous meeting and any outstanding items for discussion.

9.3.1.3 The Clerk is the custodian of the records and legal papers belonging to the Church and shall ensure that an accurate record is kept. The Clerk will work with the Administrator, church staff, and Trustees to maintain all legal documents of the Church.

9.3.1.4 The Assistant Clerk will assist the Clerk in carrying out the duties as deemed necessary by the Clerk. Every effort shall be made to transact the church business with the Clerk first before going to the Assistant Clerk.

9.3.1.4.1 In the event that the Clerk is incapacitated or unavailable for long periods of time the Senior Pastor shall direct the Assistant Clerk to assume these duties.

9.3.1.4.2 In the event that the Clerk will be unavailable for the transaction of church business, he or she shall direct the Assistant Clerk to fill the needs of the Church during his or her absence.

#### 9.3.2 Duties of the Treasurer and Assistant Treasurer



9.3.2.1 The Treasurer shall have custody of the church funds donated to the Church and shall keep a full and accurate account of receipts and disbursements in books belonging to the Church.

9.3.2.2 At each regular Members' Meeting, the Treasurer shall provide (or have provided) a written summary of all receipts and disbursements since the preceding Members' Meeting.

9.3.2.3 At the end of each fiscal year, the Treasurer shall provide an annual accounting of the church's financial transactions. The Stewardship Committee shall oversee an annual review of agreed upon procedures by an outside certified public accounting firm. This review will be provided to the church membership for acceptance and approval.

9.3.2.4 The Treasurer shall work with the Stewardship Committee to ensure that the church's budget is fairly and accurately funded and implemented.

9.3.2.5 The Assistant Treasurer will assist the Treasurer in carrying out his or her duties as deemed necessary by the Treasurer. Every effort shall be made to transact the church business with the Treasurer first before going to the Assistant Treasurer.

9.3.2.5.1 In the event that the Treasurer is incapacitated or unavailable for long periods of time the Senior Pastor shall direct the Assistant Treasurer to assume these duties.

9.3.2.5.2 In the event that the Treasurer will be unavailable for the transaction of church business, he or she shall direct the Assistant Treasurer to fill the needs of the Church during their absence.

### 9.3.3 Duties of the Trustees

9.3.3.1 Trustees shall manage the legal affairs of the Church and act as signatories for legal documents. This will be done in concert and with the approval of the Church Council.

9.3.3.2 Trustees are authorized to execute such documents and take actions as may be deemed necessary and appropriate concerning the lease, sale, purchase, or financing of real property. All such actions shall be subject to the approval of the Church Council and upon the ultimate approval of the church membership.

9.3.3.3 Trustees are authorized to execute loans, leases, and contracts subject to the approval of the Church Council and upon the ultimate approval of the church membership.

9.3.4 Any need for additional officers will be approved by the church body of Seaford Baptist Church.

## ARTICLE 10 MINISTRY TEAMS AND COMMITTEES

Ministry Teams and Committees are established to carry out the functions and obligations of a New Testament church in a timely and orderly manner. The following Ministry Teams and Committees may be formed.

### Section 1 Ministry Team

10.1.1 Ministry Teams, as outlined in section 1 of this article, will function as a loosely formed group of volunteers serving the Church and the church's outreach to the community and around the world. These Ministry Teams will develop and implement specific strategies for accomplishing the goals of the Church and provide guidance and direction for these programs.

10.1.2 These Ministry Teams will be composed of volunteers of a number and composition as determined necessary by the Ministry Team leader in conjunction with the Nominating Committee and Pastors. The Nominating Committee will appoint a Ministry Team leader for each Ministry Team on an annual basis to start at the beginning of the church year or as vacancies occur. These positions do not have to be voted on or approved by the church body. Ministry leaders and team members may serve consecutive terms as determined by the Nominating Committee. Family members may serve on the same Ministry Team(s) as determined appropriate by the Nominating Committee. Regular Attendees may serve on a Ministry Team.

10.1.3 The following are examples of Ministry Teams that may be formed but is not a complete list of the teams that may be established. These Ministry Teams will be created or changed as a need is determined by the Pastors. Examples of existing Ministry Teams are Sunday School, Vacation Bible School, Hospitality Team, Usher Team, Women's and Men's Ministries, Outreach Ministries, Missions Leadership Teams, etc.

10.1.4 The Senior Pastor has the authority at any time to appoint special Ministry Study Teams or task groups to perform specific studies or tasks for specified periods to be determined by the Senior Pastor in conjunction with the Church Council.

### Section 2 Committee Descriptions

In addition to the organizations already listed, the Church may establish committees as needed to accomplish the work of the Church. Committees are duly authorized and empowered to complete their assigned work within the budgetary restraints set forth in the approved, current fiscal year budget. These may include the following and others as determined appropriate by the Church.

## 10.2.1 Personnel Committee:

10.2.1.1 This Committee shall have authority over the employment of all paid employees, full-time or part-time, authorized and funded by the Church. This Committee also supervises the Senior Pastor and Associate Pastors. However, the authority to hire or terminate a Pastor rests with the entire church body.

10.2.1.1.1 In the event that the church chooses to contract some ongoing work, which might normally be accomplished by an employee, Church Council approval is needed prior to the Personnel Committee proceeding. Oversight of the performance of the contract personnel will be the responsibility of the Personnel Committee (except as defined in section 6.1.2.2)

10.2.1.2 This Committee shall have the responsibility and authority to maintain at a minimum, two employee handbooks (*Seaford Baptist Church Pastoral and Salaried Handbook* and *Seaford Baptist Church Employee Handbook*), one for salaried employees and another for hourly employees, to clearly communicate the benefits, relationship, and expectations of paid employees working at Seaford Baptist Church.

10.2.1.3 This Committee shall have the responsibility to maintain and authority to review and update position descriptions of all authorized and funded positions.

10.2.1.4 This Committee shall have the authority to hire, discipline, and terminate employees in accordance with the published employment handbook. In the event that the Church chooses to contract some ongoing work which might normally be accomplished by an employee, such responsibility will be spelled out in the statement of work and assigned by the Church Council to an appropriate supervising body, including appraisals and contract pricing.

10.2.1.4.1 The Personnel Committee is responsible for developing and advertising any required vacancy announcements and providing recommendations for Associate Pastor and Ministry Director hiring actions. The congregation shall vote upon the Personnel Committee's recommendation for any Associate Pastor and Ministry Director hiring action.

10.2.1.4.2 All hiring actions for non-pastoral employees are accomplished solely by the Personnel Committee through coordination and interviewing with the supervisor and Pastoral staff, without congregational vote.

10.2.1.4.3 As may be required from time to time, the Personnel Committee is responsible for progressive disciplinary actions

including termination of employment; however, those actions shall be initiated and fully coordinated with the Pastors and supervisors.

10.2.1.5 This Committee shall have the responsibility to develop the salary and benefit package of all authorized and funded positions, including the incumbent Senior Pastor and Associate Pastors, for inclusion in the annual church budget presented by the Stewardship Committee to the Church for approval. The Personnel Committee shall accomplish all mid-term reviews and annual appraisals for all paid employees, including the Senior Pastor. For contractors of the church refer to 10.2.1.1.1 and 10.2.1.4.

10.2.1.5.1 Salary realignments not exceeding the approved, current fiscal year budget will be accomplished by this Committee in coordination with the Supervisors, Senior Pastor, Treasurer, and Stewardship Committee, without congregational vote.

#### 10.2.2 Stewardship Committee:

10.2.2.1 This Committee shall have the responsibility to develop the annual church budget presented to the Church for approval. The budget shall be developed in coordination with all ministry area leaders, bottom-up by line item, within each ministry area.

10.2.2.1.1 The Stewardship Committee shall receive from the Personnel Committee their recommendation on salary/compensation packages for inclusion in the annual church budget.

10.2.2.2 This Committee shall have oversight of the church-approved budget in a cooperative relationship with the Church elected Treasurer who is responsible for budget implementation.

#### 10.2.3 Premises Committee:

10.2.3.1 This Committee shall have oversight of the building and campus maintenance, janitorial duties and responsibilities, lawn maintenance and landscape, including any church-approved capital improvement projects. This Committee's responsibilities will include:

10.2.3.1.1 Ensure maintenance and repair needs of the facility are met through the coordination and use of volunteers and any paid custodial staff positions related to maintenance. Ensure all necessary tools and materials are available to complete various jobs. Ensure current list of maintenance and repair needs are maintained. Ensure that any urgent repairs are taken care of in a timely manner. Ensure that the facility and all work performed at the facility complies with all applicable Codes.

10.2.3.1.2 Ensure that procedures are adopted and followed to facilitate the smooth and efficient use of the church facilities for appropriate functions. Identify areas and ministries that need more or less space and ensure that spaces are properly allocated as the needs dictate.

#### 10.2.4 Nominating Committee:

10.2.4.1 This Committee shall be responsible for nominating church members to fill any committee or church officer vacancies that are to be filled by volunteers.

10.2.4.2 Members of the Nominating Committee are to be church members known for their godly character, with a proven track record of service in the body, who are connected to and familiar with those in the church body. They should have the ability to recognize the presence of spiritual gifts, talents and experience in the lives of others, and have a desire to help people find a place of service, striving to engage the entire body. The Nominating Committee recommends to the church body for their approval, church officers, Standing (or ongoing) Committees, and Ministry leads. This is done on an annual basis as well as when vacancies occur.

10.2.4.3 In addition, the Nominating Committee will consult with the Pastors and other ministry staff, as well as Committee chairs to determine present and future leadership needs in the Church and develop plans to satisfy those needs.

10.2.4.4 The Committee will study the responsibilities of all committees, church officers, and program directors to understand the nature and scope of their work. This will assist in the selection of those asked to serve and will be conveyed to those nominees as they consider serving.

10.2.4.5 The Nominating Committee will develop and have oversight of the Committee and Ministry Team operating guidelines, which will provide guidance for the activities and responsibilities of the Committees and Ministry Teams. Each Committee and Ministry Team will be responsible for creating its own operating manual in accordance with the Nominating Committee's operating guidelines.

#### 10.2.5 Constitution and Bylaws Committee:

10.2.5.1 This Committee shall have the responsibility for the review and update of the Church Constitution and Bylaws, including oversight of the process recommending any changes or amendments to the Church for approval.

In addition to the organizations already listed, the Church may establish ministries and committees as determined appropriate by the Church.

## Section 3 Team or Committee Governance

10.3.1 All Ministry Teams and Committees shall be under the oversight of the Church Council.

10.3.1.1 The ministry teams, as outlined in section 1 of this article, will function as a loosely formed group of volunteers serving the church community as the outreaching tools in the various ministries. The committees are formal groups of volunteers serving on the Church's behalf for accomplishing the ongoing business of the Church.

10.3.2 Manuals for these Ministry Teams and Committees shall be maintained in the church office and revised by the Nominating Committee as needed to reflect current ministry needs. Current copies of these will be supplied to the various committees as needed or requested.

10.3.2.1 A quorum to conduct business for each committee shall be a fifty one percent (51%) majority of the members of the committee.

10.3.2.2 A Chair shall be elected by Committee members each year at the first meeting of the year. Other officers may be elected as deemed necessary by the Committee to accomplish the goals of the Committee.

10.3.2.3 Each Committee shall meet at a minimum of quarterly and more frequently as deemed necessary to accomplish the goals of the Committee. Whereas, each Ministry Team will meet as deemed necessary to meet the goals of the Team.

10.3.2.4 A Pastor will be assigned to each Committee by the Senior Pastor as a non-voting participant to serve as a liaison to the committee and assist with guidance as to church functions.

10.3.3 Members of the same immediate family may not serve on the same Committee simultaneously. They may serve together on a Ministry Team as described in Section 1 of this Article.

10.3.4 Committee members shall be selected by the Nominating Committee and shall be presented to the Church for a vote at the last Members' Meeting of the church year. Generally, one-third (1/3) of each Committee will be elected each year. If vacancies occur, they may be filled by election at the next regular Members' Meeting.

10.3.5 All Committees are comprised of six (6) church members, at least 18 years of age, elected by the Church, unless a smaller or larger number is recommended by the Senior Pastor. Each member serves for three (3) years with two (2) rotating off the committee each year.

10.3.6 All persons elected to serve on committees will be active church members and should seek to fulfill their duties as church members as described in Article 2, Section 5 of these Bylaws.

10.3.7 Committee members may not serve consecutive terms on the same Committee. A minimum of a one (1) year waiting period must be observed before a member can be elected to the same Committee position. A member cannot serve on more than one Committee listed in Section 2 of this Article during the same church year.

10.3.8 All Committees and Ministries of this church and other activities performed in the name of Seaford Baptist Church shall be under the supervision of the Church's Pastoral Staff. The Church may at any time require a special report on any aspect of any organization, ministry, or activity.

## ARTICLE 11 TRANSFER OF ASSETS IN THE EVENT OF DISSOLUTION

If this Church should ever be dissolved, all of its assets remaining after payment of all outstanding debts and obligations including costs and expenses of such dissolution, shall be distributed to a nonprofit corporation or other organization which is qualified for exemption under Section 501(c)(3) of the Internal Revenue Code or any regulations succeeding said section.

Before dissolution, in a special Members' Meeting, the church membership shall designate the nonprofit corporation or corporations to receive these assets of the Church after dissolution. None of the assets of the Church shall be distributed to any member, officer, or Trustee of the Church.

## ARTICLE 12 FINANCIAL SUPPORT

### Section 1 Tithes and Offerings

12.1.1 Tithes and offerings for the support of the Church shall be received through the Sunday School, during Sunday services, and other church events or special services. The word "tithe," means a tenth of one's annual income. The concept is taught and/or alluded to forty-two times in the English Standard Version, 8 of which are in the New Testament. The clearest New Testament passage on the importance of regular giving is in 2 Corinthians 8-9. The tithe is a minimum beginning point for New Testament believers. However, the New Testament describes the motivation for giving to be from gratitude for the grace from God rather than as a duty to give at a minimum standard.

12.1.2 The work of the Church shall be supported by free will offerings from its members as they are led by the Lord, and under no circumstances shall entertainment or other enterprises be used for the purpose of raising funds on behalf of the Church, nor shall funds for or from organizations outside the Church be solicited without the approval of the Church Council. Children and youth

groups of the Church may raise funds as a group, if not funded by the church budget, to support specific objectives, such as youth rallies, retreats, etc. Objectives and methods of fund raising must be approved by the Church Council with the concurrence of the Senior Pastor.

Section 2 Designated contributions

With the Trustees' approval, the Church may accept any designated contributions, grants, bequests, or devices consistent with its general tax exempt purposes. However, the Church shall reserve all rights, title and interest in and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof, to ensure that such funds will be used to carry out the Church's tax exempt purposes.

Section 3 Budgets

The Stewardship Committee will prepare and submit to the Church for approval at a called Members' Meeting an inclusive annual budget that indicates budgeted items and the funding for each. In advance of this budget development, the Stewardship Committee will receive from the Church Council a vision and direction for the church ministries. The Stewardship Committee will use this information to prepare the budget which will then be voted on by the church membership. A written copy of the budget will be available for the church body to review at least one (1) month prior to voting.

### ARTICLE 13 AMENDMENTS

These articles may be amended upon a two-thirds (2/3) vote of the members present, with a minimum quorum of fifty (50) members, at any regular Members' Meeting, provided that the following procedures have been followed:

- The proposed written amendment has been presented to the Constitution and Bylaws Committee for review at least one month prior to presenting a written amendment at a regular Members' Meeting.
- The proposed written amendment has been presented at a previous Members' Meeting for discussion by the membership.
- The proposed amendment has been announced on a previous Sunday morning at least two weeks before the vote is taken to amend.

Copies of such proposed amendments shall be available upon request by any member at the time of the initial presentation and at the time specified for the vote.

**(End of Bylaws)**