

**Myrtle Grove Baptist Church**  
**By-Laws**

Revision  
August 24, 2022

## Contents

Article I: Membership.....	5
Section 1: General .....	5
Section 2: Candidacy .....	5
Section 3: Member Categories .....	6
Section 4: Responsibilities of Members .....	6
Section 5: Privileges of Membership .....	6
Section 6: Duties of Members .....	7
Section 7: Discipline .....	7
Section 8: Termination of Membership .....	8
Section 9: Watchcare Ministry .....	8
Article II: Organization .....	8
Section 1: Officers.....	8
Section 2: The Senior Pastor .....	8
Section 3: Staff Members.....	10
Section 4: Terms of Office .....	10
Section 5: Deacons .....	10
Section 6: Church Clerk .....	14
Section 7: Church Treasurer .....	15
Section 8: Associate Treasurer .....	15
Section 9: Other Church Officers.....	15
Section 10: Church Leadership Team.....	16
Section 11: Church Committees .....	16
General .....	16
Standing Committees .....	17
Ad Hoc Committees .....	18
Ministry Teams.....	18

ARTICLE III: Meetings .....	18
Section 1: The Lord's Day .....	18
Section 2: Bible Study/Prayer Service .....	18
Section 3: Monthly Business Meeting .....	19
Section 4: Special Business Meetings .....	19
Section 5: Parliamentary Rules .....	19
Section 6: Quorums .....	19
Article IV: Ordinances.....	19
Section 1: The Lord's Supper .....	19
Section 2: Baptism .....	19
Article V: Educational Ministries.....	20
Section 1: Purpose .....	20
Section 2: Participation .....	20
Section 3: Educational Leadership .....	20
Section 4: Statement of Faith Agreement .....	20
Section 5: MGBC Preschool Learning Center.....	21
Section 6: Teaching.....	21
Section 7: Procedures for Approving Teachers .....	21
Article VI: Licensing and Ordination.....	222
Section 1: Licensing .....	22
Section 2: Ordination Qualifications .....	27
Section 3: Ordination Procedures .....	28
Section 4: Revocation of Ordination .....	28
ARTICLE VII – Indemnification .....	28
Section 1: Actions Subject to Indemnification .....	29

Section 2: Timing of Indemnification .....	30
Section 3: Extent of Indemnification .....	30
Section 4: Insurance .....	30
ARTICLE VIII: Binding Arbitration .....	301
Section 1: Submission to Arbitration .....	31
Section 2: Notice of Arbitration .....	31
Section 3: Limitations of Decisions .....	31
Section 4: Arbitration Procedures .....	32
Article IX: Conflict of Interest.....	31
ARTICLE X: GENERAL STATEMENTS.....	32
Section 1: The Will of The Church .....	32
Section 2: Budget and Finance .....	32
Section 3: The Church Year .....	33
Section 4: Organizational Records .....	33
Section 5: Selling .....	33
Section 6: Weddings .....	33
Section 7: Ministries .....	34
Section 8: Changes to the Constitution, By-Laws, and Policies and Procedures.....	34
Section 9: Staff Position Descriptions.....	34
Section 10: Church Policies and Procedures Manuals.....	34
Article XI: Amendments .....	345
Article XII: Adoption of the Amended By-Laws.....	34

# Myrtle Grove Baptist Church By-Laws

## *Article I: Membership*

### **Section 1: General**

This is a sovereign Baptist church under the Lordship of Jesus Christ. The membership retains the right of exclusive self-government in all phases of the spiritual and temporal life of this church.

The church adheres to the Bible as its guide in accepting individuals for membership on the statement of repentant hearts and their faith in Jesus Christ as their Lord and Savior. No individual, who is living in sin, will be considered for membership until he or she has repented of his or her sins. Prospective members may be received in any of the scheduled church meetings.

Membership in this church shall consist of all persons who have met the requirements for membership as provided in Article I, Section 2, have been approved by the congregation, and are listed on the membership roll.

### **Section 2: Candidacy**

Any person may offer himself or herself as a candidate for membership in this church

- A. By profession of faith in Jesus Christ as Lord and Savior and Scriptural baptism (immersion), or
- B. By promise of a letter of recommendation from another Baptist church of like faith and practice, or
- C. By statement of prior conversion experience and Scriptural baptism (immersion), or
- D. For Scriptural baptism (immersion) from another denomination, or
- E. By restoration as provided in Article I, Section 5.

A majority vote of those church members present at a business meeting shall be required to elect candidates to membership.

Persons offering themselves for membership shall be required to complete a New Member Class.

### **Section 3: Member Categories**

Members: Members are individuals who have been approved by the church, attend church regularly, contribute to the work and financial support of the church, shut-ins who have pledged to devote time to pray for the church, or are members unable to serve in any capacity due to deteriorated health.

Non-resident: Non-resident members are members who have moved away and wish to maintain their connection and membership with the church. These are students away at college, members of the military, and seniors who have moved because of health issues.

Archive: Members who have not attended or recorded any contributions within the last three years are archived for future reference.

### **Section 4: Responsibilities of Members**

To be a responsible member of Myrtle Grove Baptist Church, members must

- A. Be in complete agreement with the church's statement of faith and purpose,
- B. Discover, develop, and deploy their spiritual gifts in the ministries of the church,
- C. Be diligent to live according to the statements of the church covenant,
- D. Be faithful in attendance to worship services and Bible study,
- E. Make a commitment to prayer, personal evangelism and disciple others, and
- F. Participate in Scriptural stewardship of time, talents, tithes, and offerings.

### **Section 5: Privileges of Membership**

- A. Only members of the church over 18 years of age are entitled to vote on questions submitted to the church in conference. Members must be present to vote. The eligible membership of the church may only exercise voting privileges in those areas that are defined and limited by these by-laws.
- B. Determinations of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures.
- C. Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the church's worship services, the church property remains property of the church's Non-Profit IRC 501(c) (3) Corporation. The senior pastor (or in his absence, the chairman of the deacons) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on

- church property, the person will, at the discretion of the senior pastor, (or in his absence the chairman of the deacons), be treated as a trespasser.
- D. A member may inspect the prepared financial statements of the church and the minutes of the proceedings of church and committee meetings. If a member desires a copy, he or she may request it from a church secretary.
  - E. Minutes from the deacon meetings and discipline committee meetings are exempt from this provision and are not subject to inspection or copy by church members.
  - F. A member may not, under any circumstances, inspect or copy any record relating to individual contributions to the church, the list of names and addresses of the church members, or the accounting books and financial records of the church.

### **Section 6: Duties of a Member**

On becoming a member of this church, in addition to the covenant contained in the Myrtle Grove Baptist Church's Constitution, Article IV, Our Statement of Faith, and Article V, Membership Covenant, each member further covenants to love, honor, and esteem the senior pastor; to pray for him; to recognize his authority in the spiritual and day-to-day affairs of the church; to cherish a brotherly love for all members of the church; to support the church in prayer, tithes, offerings and with other financial support as the Lord enables; and in accordance with Biblical commands, to support through a lifestyle walk affirming the beliefs and practices of the church.

### **Section 7: Discipline**

It shall be the basic purpose of Myrtle Grove Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The senior pastor, other members of the church staff, and deacons are available for counsel and guidance. Reconciliation rather than punishment should be the guideline that governs the attitude of one member toward another.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the senior pastor and by the deacons to resolve the problem in accordance with Matthew 18:15-35, 1 Corinthians 5:1-13, 2 Corinthians 2:1-11. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. If it is determined that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose, and the church may proceed to declare the member to be no longer in the membership of the church.

Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him or her may upon his or her request be restored to membership by the recommendation of the senior pastor and deacons. An affirmation vote of two-thirds of the members, present at a meeting called for this purpose is required upon sufficient evidence of his or her repentance and reformation.

### **Section 8: Termination of Membership**

Membership shall be terminated by

- A. Death,
- B. Transfer to another Baptist church,
- C. Disciplinary action of this church as provided in Article I, Section 5,
- D. Joining with a church of another denomination, and
- E. Personal request for his or her name to be removed from church membership.

Letters of transfer shall be granted only to other churches of like faith and order and not to individual members requesting termination of membership.

### **Section 9: Watchcare Ministry**

An individual who, for valid reasons, does not wish to become a member of this church, but desires to be under the spiritual care and nurture of this body of believers may, after consultation with the senior pastor and chairman of deacons and yokefellows present himself or herself to the church requesting Watchcare Association. When accepted by vote of the church body, the individual is entitled to participate in church functions, but cannot vote, hold church office, or serve on church committees.

## ***Article II: Organization***

### **Section 1: Officers**

The officers of the church shall consist of the Senior Pastor, Ministerial Staff, Deacons, Church Clerk, Church Treasurer, Sunday School Director, Discipleship Training Director, Brotherhood Director, Women's Missionary Union Director, and as many other officers as the church deems necessary. All officers shall be members of Myrtle Grove Baptist Church in good standing.

### **Section 2: The Senior Pastor**

- A. The senior pastor shall be called by the church and shall be elected for an indefinite period. He shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him. He



- shall administer the ordinances of the church, supervise the ministries of the church, tenderly watch over the spiritual interests of the membership, and act as moderator at all church business meetings. In his absence at business meetings, the chairman of the deacons shall act as moderator.
- B. The senior pastor is responsible for leading the church to function as a New Testament church. He is the under-shepherd of the church in divine worship, aggressive evangelism, deliberate discipleship, and compassionate ministry. As such, he shall lead the congregation, the organizations, and the pastoral staff to perform the church's tasks. The senior pastor shall counsel with the deacons and shall be responsible to the church. The senior pastor shall be responsible to fill the pulpit for each regularly scheduled church service as well as any special services. In the event of his absence, the senior pastor shall be responsible to invite speakers from within the membership or outside the church to preach in a manner consistent with the beliefs articulated in our Statement of Faith.
  - C. The senior pastor shall be an ex-officio member of all committees and councils and will have input into the recommendation processes of these committees and councils.
  - D. The senior pastor shall have charge over all ministerial and church staff. If a staff member's performance fails to meet the job description, then the senior pastor shall counsel the individual. If no improvement occurs within a reasonable period of time, then the senior pastor, along with the Personnel Committee, shall recommend dismissal to the church. (Refer to MGBC Personnel Policies Manual)
  - E. Any grievance against the senior pastor shall be brought to the deacons, and if no reconciliation can be made, then the matter can be brought by the deacons to the church for discussion and vote.
  - F. Upon resignation or dismissal of the senior pastor, a Pastor Search Committee shall be appointed by the church to seek out a suitable senior pastor. The committee's recommendations will constitute a nomination. Any member has the privilege of making other nominations. Any prospective senior pastor must be interviewed by currently elected deacons, attend a church wide question and answer session, give his personal testimony, and preach at least one Sunday morning service. Election of a senior pastor shall take place at a special business meeting properly announced for that purpose. The committee shall present one nominee at a time for consideration to the

church. Election shall be by ballot. An affirmative vote of three-fourths (75%) of the members present constitutes a call.

- G. The pastor shall serve until the relationship is terminated by either party in accordance with Article II, Section 4.

### **Section 3: Staff Members**

The church staff shall include both pastoral and non-pastoral staff members such as: Pastor of Music, Pastor of Education, Next Gen Pastor, and other personnel deemed necessary. All staff members shall be elected by the church upon recommendation of the Senior Pastor, Personnel Committee, and the currently elected Deacons. All staff members shall be members of Myrtle Grove Baptist Church. They shall serve until the relationship is terminated by either party.

### **Section 4: Terms of Office**

The relationship between the senior pastor and the church shall be permanent unless dissolved at the option of either party by giving a month's notice or less. The severance of the relationship between the senior pastor and the church may be considered at any regular or special church business meeting by following the procedures outlined in Article III, Sections 3 and 4. Voting shall be by ballot. A three-fourths (75%) majority of the eligible members present and voting shall be required to sever the relationship between the senior pastor and the church. Disciplinary removal of the senior pastor from office automatically terminates his membership. A restoration to membership after disciplinary removal will be subject to the requirements of Article I, Section 5.

Deacons may be removed from office for unbiblical conduct, as determined by the currently elected deacons, upon a majority vote of the church.

### **Section 5: Deacons**

Deacons are set apart to serve God and mankind. Deacons must be committed to preserve the spiritual fellowship of the church by providing direction, giving spiritual guidance, spreading the gospel of Christ, supporting the financial needs of God's work, and ministering to the needs of others.

A deacon is ordained for life as long as he meets the qualifications ten qualifications according to 1 Timothy 3:8-13:

**1. Worthy of Respect (Blameless). (I Tim. 3:8)** Worthy of respect relates to having a good reputation. In a way, this is a summary statement of the rest of the qualifications. When a Christian applies the principles of God's Word, and desires to deepen his relationship with Christ, the result will be a lifestyle that can be described as "worthy of respect." Character flows from values and faith.

When we establish a sincere faith in Christ, godly values blossom and character deepens.

**2. Not Double-Tongued (I Tim 3: 8)** Those who are double-tongued say one thing to certain people but then say something else to others or say one thing but mean another. They are two-faced and insincere. Their words cannot be trusted, so they lack credibility.

**3. Not Addicted to Wine. (I Tim. 3:8)** A man is disqualified for the office of deacon if he is addicted to wine or other strong drink. Such a person lacks self-control and is undisciplined.

**4. Not Pursuing Dishonest Gain (Free from the Love of Money). (I Tim. 3:8)** The Bible teaches us a great deal about the appropriate and inappropriate use of, and desire for, money. An excellent example of this is found in Deuteronomy 8:17. Here, Moses explains that we tend to equate material possessions with our significance. In Revelation 3:17, we are told of a human tendency to link money with security. Both inclinations ignore Matthew 5:33 and Hebrews 13:5, which say our security and significance come from the depth of our won intimacy with the Lord. A man meets this qualification for deacon if he has an obvious understanding of the evil money can cause and then rejects the temptations money brings.

**5. Sound in faith and life (I Tim.3:9)** Paul also indicates that a deacon must “hold the mystery of the faith with a clear conscience.” The phrase “the mystery of the faith” is simply one way Paul speaks of the gospel (cf. 1 Tim. 3:16). Consequently, this statement refers to the need for deacons to hold firm to the true gospel without wavering. Yet this qualification does not merely involve one’s beliefs, for he must also hold these beliefs “with a clear conscience.” That is, the behavior of a deacon must be consistent with his beliefs.

**6. Be Tested (Not a New Convert). (I Tim. 3:10)** Although Paul does not specify what type of testing is to take place, at a minimum, the candidate’s personal background, reputation, and theological positions should be examined. Moreover, the congregation should not only examine a potential deacon’s moral, spiritual, and doctrinal maturity, but should also consider the person’s track record of service in the church.

**7. Godly wife (I Tim. 3: 11)** According to Paul, deacons’ wives must “be dignified, not slanderers, but sober-minded, faithful in all things” (v. 11). Like her husband, the wife must be dignified or respectable. Secondly, she must not be a slanderer or a person who goes around spreading gossip. A deacon’s wife

must also be sober-minded or temperate. That is, she must be able to make good judgments and must not be involved in things that might hinder such judgment. Finally, she must be “faithful in all things” (cf. 1 Tim. 5:10). This is a general requirement which functions similarly to the requirement for deacons to be “above reproach” (1 Tim. 3:2; Titus 1:6) and for deacons to be “blameless” (1 Tim. 3:10).

**8. Husband of One Wife. (I Tim. 3:12)** The Greek words, which we translate as “the husband of one wife,” speak to the subject of fidelity in marriage, not marital status. Directly rendered, the Greek phrase says, “a one-woman man.” If married, the deacon must absolutely commit to his wife. There must be no other woman in his life whom he relates in an intimate way either emotionally or physically.

Famed Southern Baptist Seminary professor and linguist A. T. Robertson, John MacArthur, J. Vernon McGee and Charles Swindoll, agree this phrase addresses the issues of polygamy or fidelity in marriage, not divorce. However, we should not assume from this that divorce is inconsequential or insignificant. Jesus sternly warned His followers to avoid divorce. When selecting a deacon, a divorce should be seen as a “red flag” in the candidate’s past. Since a deacon must be a good steward of his family, a recent divorce disqualifies a man from serving as a deacon. However, divorce is not the unpardonable sin. For example, a man may have divorced many years ago. Since then, he may have remarried and lived an exemplary and mature Christian life. This man may now enjoy a godly marriage, raising children who love the Lord. When we take this man’s total life experience into consideration, the divorce should not disqualify him from consideration as a deacon. However, if the divorce was recent, or if there is any question about his relationship with his wife or leadership of this family, the man must not be considered for appointment.

**9. Manage children and household well (I Tim.3:12)** A deacon must be the spiritual leader of his wife and children.

It is possible for a man to be morally qualified for deacon but disqualified by his lack of leadership in his home. There are two issues at work in each home. First, there is the quality of leadership that is offered. Secondly, there is the willingness to follow the leadership that is given. The deacon must be committed to the task of being a good steward of his household.

Managing children demonstrates that the deacon, and his wife, have encouraged order and loving discipline in their home. However, these principles do not suggest that the deacon must raise “perfect” children. To require such a standard

would render no father qualified for deacon. A deacon who has raised, or is raising, children who loves the Lord, will have the ability to encourage holiness among the rest of God's children. Household leadership is an important qualification for deacon because the church is a family and a deacon must help set an example of unity.

**10. Good Standing. (I Tim. 3:13)** A deacon must be well-behaved, well-organized, a man whose life is in order. This often affects such areas of life as responsibility and honorable use of language. If the deacon is not respectable, he would never have the credibility needed to serve and love the flock.

The deacon should not have neither a cynical disposition, nor a closed attitude toward people. When a person is respectable, he will keep his life, home, and heart open to others. A deacon must be people oriented.

A deacon who has transferred his membership from another Baptist Church may not be considered for election until he has been a member of Myrtle Grove Baptist Church for one year. When a deacon has moved his membership from Myrtle Grove Baptist Church and if he should return as a member, he need not wait a year before being asked to serve again if the need arises. (Refer to the Deacon and Yokefellow Handbook)

The number of active deacons shall be determined by the deacons, and this number shall be increased or decreased in multiples of three (3) upon approval of the church as the need arises. One-third (1/3) of the number shall be rotated to inactive status each year. After serving a three (3) year term, a deacon shall not be eligible for re-election until the lapse of at least one (1) year.

The deacon election shall be held in August of each year so that the list of deacons is complete before the Committee-On-Committees begins its work for the new church year. A committee of three (3) deacons shall be appointed in May by the senior pastor and approved by the church. During June and July this committee shall study the church rolls thoughtfully and prayerfully as to those qualified and available for the office of deacon. Other names may be submitted to the Deacon Nominating Committee by members of the Myrtle Grove Baptist Church in writing on the Deacon Nomination Form no later than June 15th. Each prospective deacon shall be contacted by the committee to confirm his willingness to serve. If he is willing to serve, he will complete the Myrtle Grove Baptist Church Deacon and Questionnaire and be interviewed by the committee. The committee, with the Bible as its guide, in consultation with the senior pastor and active deacons and, shall present to the church those men who are qualified

during the August business session. Voting will be conducted by ballot. The Deacon Nomination Form and the Questionnaire are in the Deacon and Yokefellow Handbook.

Should a need arise that a deacon cannot complete his term, he shall submit a letter of resignation to the chairman of deacons and to the senior pastor. If a vacancy of six (6) months or more should occur, the Deacon Nominating Committee shall select a nominee from those previously ordained deacons to complete the term. The nominee will be presented to the deacons for discussion and to the church for approval. If there is no deacon available, then the seat will be vacant until the next deacon election.

Ordination of new deacons shall follow their election as soon as possible.

The Biblical responsibilities of deacons are outlined in Acts 6: 3, I Timothy 3: 8-13, and the Deacon and Yokefellow Handbook.

Deacons shall meet monthly. A quorum shall consist of a majority of the currently elected deacons.

#### **Section 6: Church Clerk**

The church clerk, in cooperation with the church secretary, shall keep an accurate record of all church business which takes place at regular or called business meetings. A copy of these minutes shall be kept as a permanent record of the church and shall be made available to proper person(s) on terms provided by law and pursuant to these by-laws.

The church clerk shall

- A. Serve as the secretary of the corporation,
- B. Sign, certify, or attest documents as may be required by law, and
- C. See that reports, statements, certificates, and all other documents and records required by law are properly kept and filed.

In cooperation with the church secretary, the church clerk shall keep an up-to-date record of church membership with the date and manner of admission or termination of members.

The clerk shall not grant letters to members for transfer to another church until members have united with another church and a request has been received and approved by the Myrtle Grove Baptist Church at a business meeting.

In regular business meetings, the church clerk shall make a monthly report of all business that has been transacted since the last monthly business meeting.

The church clerk shall complete the annual Pensacola Bay Baptist Association church letter at the end of each church year and submit it to the Association clerk.

The church clerk shall be elected annually by vote of the church.

### **Section 7: Church Treasurer**

The church treasurer shall be elected annually and shall be a member of the church for at least one year. The church treasurer shall have a background in financial matters.

The church treasurer shall be responsible for all receipts and disbursements and shall pay only those bills that have been properly processed.

The church treasurer shall

- A. Keep accurate records of all financial transactions of church funds,
- B. Submit all financial reports in a timely fashion,
- C. Keep in the church office an accurate and permanent record of all financial transactions of church funds,
- D. Make a financial report to the church at the monthly business meeting, and
- E. Be available to attend monthly deacons' meetings for the purpose of discussion of the church's financial matters.

The treasurer shall be a member of the Church Leadership Team and an ex-officio member of the Budget /Finance/Accounting Committee. The treasurer shall be bonded at the expense of the church.

### **Section 8: Associate Treasurer**

The associate treasurer shall work with the church treasurer in managing the church's finances. In the absence of the church treasurer, the associate treasurer is authorized to fulfill the responsibilities of the church treasurer.

### **Section 9: Other Church Officers**

Other officers of the church as needed shall be guided by the methods found in the different manuals published by the agencies of the Southern Baptist Convention. These officers and all others deemed necessary shall be elected annually by vote of the church. Replacements shall be elected as necessary.

### **Section 10: Church Leadership Team**

Members of the Church Leadership Team shall include the Senior Pastor, pastoral staff, Deacon Chairman, Special Events/Kitchen Ministry Team Coordinator, House and

Grounds Committee Chairman, Finance Committee Chairman, Church Treasurer, Children's Education Ministry Coordinator, Praise Kids Ministry Director, Men's Ministry Coordinator, Women's Ministry Coordinator, Keenager Ministry Coordinator, Missions Ministry Coordinator, Clothing Room Ministry Coordinator, Safety and Security Ministry Coordinator, Media Center Ministry Coordinator, Food Pantry Ministry Coordinator, Stewardship Ministry Coordinator, AWANA Ministry Coordinator, Audio Visual Ministry Coordinator, Next Gen Ministry Coordinator, CSM Ministry, Director Homebound Ministry Coordinator, Outreach Ministry Coordinator, VBS Ministry Coordinator, , Personnel Committee Chairman, Prayer Ministry Coordinator, FLC Activities Ministry Coordinator and PLC Director.

The primary functions of the Church Council shall be

- A. Recommending to the senior pastor and church staff suggested church goals and objectives,
- B. Reviewing and coordinating program plans recommended by the church pastoral and administrative staff, church officers, organizations, and ministry teams,
- C. Maintaining the church calendar,
- D. Evaluating program achievements in terms of church goals and objectives, and
- E. Communicating the above to the membership.

## **Section 11: Church Committees**

### **General:**

The two (2) types of committees within the membership of Myrtle Grove Baptist Church are Standing Committees and Ad Hoc Committees.

All church committees shall be recommended to the church for election by the Committee-on-Committees. Efforts will be made to balance committees by gender and age. All committee members shall be members of Myrtle Grove Baptist Church.

All committees are to promote fellowship and harmony within the church; therefore, each committee is encouraged to communicate and cooperate with other elected leaders.

When there may be a conflict of interest, the chairman of a committee may request that a member sequester himself or herself from the meeting(s) to avoid any impropriety. The chairman must provide an explanation to the member prior to the matter being discussed.



For transparency purposes, all matters of business shall be included in the minutes of all committee meetings and shall be filed in the church office.

Any committee may make a report at any regular business meeting. All committees are to submit a written report at the first business meeting of each quarter, and a member of each committee shall be present at that time to answer questions.

The Myrtle Grove Baptist Church Policies and Procedures Manual provide duties, responsibilities, and guidelines for all committees.

**Standing Committees** are those which have been elected by the church as recommended by the Committee-on-Committees. One-third (1/3) of the members will rotate off each year, and each committee's membership will be in multiples of three. Persons elected to a standing committee shall be elected for a three-year term and shall remain off the committee for one year but may serve on another committee.

Committee members serve from September 1 through August 31 except the Finance Committee. The Finance Committee shall serve from January 1 through December 31 to complete the budget process for the next calendar year.

When the Committee on Committees cannot acquire sufficient volunteers to replace committee members at the end of a three-year rotation, the Committee on Committees may request that a member continue to serve for an additional year. His or her replacement at the end of an additional year will serve out the remainder of the three-year term.

A member of Myrtle Grove Baptist Church who has a relative who is a paid employee of MGBC shall not serve on the Finance Committee or Personnel Committee. (Relative is defined as spouse, father, mother, children, siblings, grandfather, grandmother, and would include in-laws.) This is done to prevent a conflict of interest.

If a church member must serve on more than one committee because of a pressing need of the church, he or she shall not serve on more than two committees at the same time and may be chairman of one of those two committees. A church member shall not serve on the Finance Committee and Personnel Committee concurrently.

Ex-officio members may be assigned as needed to appropriate committees as approved by the church. Ex-officio members are not required or expected to attend all committee meetings but may attend any or all such meetings of his or her choosing. His or her attendance may be requested by the committee chairperson if specifically desired. (Robert's Rules of Order)

**On occasion, Ad Hoc Committees** are to serve for the time needed to complete their tasks. Members are elected by the church after nomination by the Committee-on-Committees except the Pastor Search Committee. Upon completion of the task, these committees will disband. Whenever there is a need for an audit, an Ad Hoc Committee will be nominated and approved by vote of the church.

## **Section 12: Ministry Teams**

A ministry team is a group of believers who have been called to perform a specific ministry. The teams may focus on areas that require special skills or special interests. As many members who wish to participate on a team shall be allowed. The members of a ministry team will serve until they decide to leave, however, each year the members of each ministry team shall be approved by the church at a business meeting.”

## **ARTICLE III: Meetings**

### **Section 1: The Lord's Day**

The church shall have Adult and Youth Bible Study Groups, Children’s Sunday School, Discipleship Training, and at least two worship services on each Lord's Day unless a change of policy is approved by the church. In the event of an emergency such as severe weather, or natural disaster, the church leadership may cancel services temporarily.

### **Section 2: Bible Study/Prayer Service**

Weekly Bible study and prayer service shall be held on each Wednesday evening, unless another time is designated.

### **Section 3: Monthly Business Meeting**

The church shall have a regular monthly business meeting to be held on Wednesday evening following the third Sunday unless another time is designated.

## **Section 4: Special Business Meetings**

Special business meetings may be called by the senior pastor or chairman of the deacons to consider matters of special interest and significance. The called meeting must be announced at three (3) consecutive services. The special called meeting announcement must include the subject, date, time, and place. It must be announced in such a manner that all members have opportunity to know about the meeting.

## **Section 5: Parliamentary Rules**

Robert's Rules of Order, revised, shall be our guide in all business meetings. The senior pastor shall be the moderator, or in his absence, the chairman of the deacons shall moderate.

## **Section 6: Quorums**

In all regular business meetings and in all properly called special business meetings, all eligible voting members who are in attendance shall constitute a quorum.

# *Article IV: Ordinances*

## **Section 1: The Lord's Supper**

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

The church shall observe the Ordinance of the Lord's Supper at least once each quarter.

## **Section 2: Baptism**

A person who receives Jesus Christ as Lord and Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism by immersion in water.

The church shall observe the Ordinance of Baptism as often as necessary.

Baptism shall be administered by the senior pastor or whomever the church shall authorize.

## *Article V: Educational Ministries*

### **Section 1: Purpose**

The church believes that the home and church are responsible before God for providing a Christian education. To help fulfill this responsibility of imparting Biblical truth and furthering the Great Commission, this church shall establish and maintain educational programs for the purpose of winning souls to Christ, and teaching Biblical doctrine, godly worship, and Biblical Christian living. The church shall engage in educational ministries in keeping with the following dictates.

### **Section 2: Participation**

All educational programs or courses of instruction formulated and offered by the church shall be primarily for the benefit of the members of the church; however, non-church members are encouraged to participate in church educational programs and courses of instruction.

### **Section 3: Educational Leadership**

All instructors, teachers, and administrators shall be members of Myrtle Grove Baptist church. This provision shall not apply to visiting missionaries, evangelists, or preachers engaged for the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

### **Section 4: Statement of Faith Agreement**

All educational programs or courses of instruction shall be taught and presented in full agreement with the Statement of Faith of the church. The church shall not hire, appoint, or retain any employee or volunteer for its educational programs who fails to adhere to or expresses disagreement with the Statement of Faith or who adopts or lives a lifestyle inconsistent with the beliefs and practices of the Statement of Faith of this church, whether in or out of the classroom.

### **Section 5: MGBC Preschool Learning Center**

The MGBC Preschool Learning Center (PLC) is a weekday ministry for children ranging age from infancy (six weeks of age) through completion of fifth grade. The PLC

provides curriculum and learning experiences consistent with MGBC's Constitutional beliefs and the authority of the Bible. The PLC shall have a director, assistant director, teachers, and a PLC Committee. The PLC shall be governed by the PLC Directives, and it shall be financed by a tuition charge recommended by the director and approved by PLC Committee. The PLC shall not discriminate based on race, religion, sex, color and/or ethnic origin in the administration of educational and admission policies. The admissions policies do state that the PLC teaches only traditional and Biblical family values, roles and lifestyles and does not teach alternate lifestyles as they are not

### **Section 6: Teaching**

All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant Word of God. Any assertion or belief that conflicts with or questions a Bible truth is a pagan deception and distortion of the truth which will be disclaimed as false. Every instructor or teacher shall present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

### **Section 7: Procedures for Approving Teachers**

Teachers in the education ministries should give evidence by their lifestyle and personal witness that they have a maturing relationship as a disciple of Christ.

First, prospective teachers must be considered for selection by the church nominating committee.

The prospective teacher shall be contacted by the nominating committee and asked to prayerfully consider his or her willingness to serve in the position.

Prospective nominees who agree to work with children and/or students must agree to a screening process as outlined in the MGBC Child Abuse Prevention Policies and Procedures.

Upon agreement to serve and completion of the screening process, the nominating committee shall present the candidate to the church as part of the Booklet of Workers for congregational approval before the beginning of the church year in September.

Teachers may be presented to the church at other times during the year to fill a vacancy or a new position.

Teachers shall be contacted annually by the nominating committee to determine their willingness to continue serving in their current position. Upon agreement, teachers shall be nominated for a one-year reappointment pending congregational approval.

## *Article VI: Licensing and Ordination*

### **Section 1: Licensing**

A. Any male who desires to prepare for the gospel ministry may be issued a license to preach by this church after the senior pastor and the currently elected deacons (council) have examined the candidate's divine call, and he meets the twenty-one qualifications stated in Timothy 3:1-7 and Titus 1:6-9.

1. **Above Reproach.** (I Tim. 3:2; Titus 1:6) Above reproach literally means, 'not able to be taken hold of.' This qualification relates to having a good reputation. In a way, this is a summary statement of the rest of the qualifications. When a Christian applies the principles of God's Word, and desires to deepen his relationship with Christ, the result will be a lifestyle that could be described as being above reproach. Character flows from values and faith. When we establish a sincere faith in Christ, godly values blossom and character deepens. Obviously, a shepherd leader must have an excellent reputation, if he is to have credibility with the flock of God.

2. **Husband of One Wife.** (I Tim. 3:2; Titus 1:6) The Greek words, which we translate as "the husband of one wife," speak to the subject of fidelity in marriage, not marital status. Directly rendered, the Greek phrase says "a one woman man." If married, the elder must be absolutely committed to his wife.

Famed Southern Baptist Seminary professor and linguist A. T. Robertson, John MacArthur, J. Vernon McGee and Charles Swindoll, agree this phrase addresses the issues of polygamy or fidelity in marriage, not divorce. However, we should not assume from this that divorce is inconsequential or insignificant. Jesus sternly warned His followers to avoid divorce. When selecting an elder, a divorce should be seen as a "red flag" in the candidate's past. Since an elder must be a good steward of his family, a recent divorce disqualifies a man from serving as an elder. However, divorce is not the unpardonable sin. For example, a man may have divorced many years ago. Since then, he may have remarried and lived an exemplary and mature

Christian life. This man may now enjoy a godly marriage, raising children who love the Lord. When we take this man's total life experience into consideration, the divorce should not disqualify him from consideration as an elder. However, if the divorce was recent, or if there is any question about his relationship with his wife or leadership of this family, the man must not be considered for appointment.

**3. Temperate.** (I Tim. 3:2) **Self-controlled.** (Titus 1:8) "Temperate" refers to a person's orientation toward life. It speaks of a man who lives a balanced life, not prone to extremism. The elder must have a rich devotional life, which allows Jesus to become Lord in his life. The Lordship of Christ will then bring his pride under control, clarify his motives, and strengthen the Christian's weaknesses.

**4. Prudent.** (I Tim. 3:2) **Sensible.** (Titus 1:8) An elder must use sound judgment. This soundness of judgment grows out of a humble view of himself and the recognition of Christ's all sufficiency. The tendency to make poor judgments, or unwise decisions, is the opposite of prudence and sensibility.

**5. Respectable.** (I Tim. 3:2) An elder must be well-behaved, well-organized, a man whose life is in order. This often affects such areas of life as responsibility and honorable use of language. If the elder is not respectable, he would never have the credibility needed to feed, lead, protect, and love the flock.

**6. Hospitable.** (I Tim. 3:2; Titus 1:8) The elder should not have neither a cynical disposition, nor a closed attitude toward people. When a person is hospitable, he will keep his life, home, and heart open to others. A loner has no place in spiritual leadership, nor does a person who prefers projects over people. Whether introvert or extrovert, the elder must be people oriented.

**7. Able to Teach.** (I Tim. 3:2) **Able to Exhort in Sound Doctrine and Refute Those Who Contradict.** (Titus 1:9) These closely aligned characteristics refer to a person's ability and desire to learn, in order that they may teach others the truths of God's Word. Two of the major assignments of eldership are feeding and protecting the flock. To accomplish these tasks, the elders must have a great respect for God's Word, a proficient comprehension of its truths, and a genuine commitment to the disciplined study of the Scriptures. This enables the elders to instruct God's people in biblical truths and

encourage them to apply these principles to daily life. There is an alarming number of teachers and preachers today whose message is anything but biblical. Unfortunately, the use of media has made these heresies readily available to undiscerning Christians. The elders must also have a strong comprehension of doctrine so they can protect the flock from these ravenous wolves, who would destroy them if they were not protected.

**8. Not Addicted to Wine.** (I Tim. 3:3; Titus 1:7) This characteristic sets down the absolute prohibition of drunkenness in an elder's life. We must also remember what the Scripture teaches in Romans 14:21 and I Corinthians 10:31. There are many reasons why an elder would do well to totally abstain from alcohol.

**9. Not a Striker.** (I Tim. 3:3; Titus 1:7) An elder must not be quick-tempered. The tendency to strike out in bursts of anger would destroy the elder's ability to maintain credibility with the flock. Furthermore, an elder is to protect the church from people who are pugnacious.

**10. Gentle and Patient.** (I Tim. 3:3) A gentle person is non-combative, kind, and patient. Elders, as well as all believers in Christ, are told to be gentle to different kinds of people. For example, we must be gentle to those without Christ, according to Titus 3:2, 3. We must be kind and patient towards the carnal Christian. Gentleness is to be expressed to all other Christians as well. This characteristic will not always demand the strict letter of the law. The elder must know when to offer mercy, because strict justice may be inappropriate due to its generality.

**11. Uncontentious.** (I Tim. 3:3) This word means, "not quarrelsome, not debating, selfish, or sinfully jealous." Contentiousness reveals insecurity and bitterness, which should not exist in the elder's life. Such a person may do significant harm to the flock.

**12. Free from the Love of Money.** (I Tim. 3:3; Titus 1:7) The Bible teaches us a great deal about the appropriate and inappropriate use of, and desire for, money. An excellent example of this is found in Deuteronomy 8:17. Here, Moses explains that we tend to equate material possessions with our significance. In Revelation 3:17, we are told of a human tendency to link money with security. Both inclinations ignore Matthew 5:33 and Hebrews 13:5, which say our security and significance come from the depth of our won intimacy with the Lord. A man meets this qualification for eldership if he has an obvious understanding of the evil money can cause



and then rejects the temptations money brings. Read I Timothy 6 for more information on this subject.

**13. Ruling His Household Well.** (I Tim. 3:4) **Above Reproach as a Steward.** (Titus 1:7) “Ruling” refers to the way a man provides leadership for his family. It is possible for a man to be morally qualified for eldership but disqualified by his lack of leadership in his home. We must remember that there are two issues at work in each home. First, there is the quality of leadership that is offered. Secondly, there is the willingness to follow the leadership that is given. The elder must be committed to the task of being a good steward of this household. Household leadership is an important qualification for elders because the church is more of a family than a business.

**14. Having Children under Control with Dignity.** (I Tim. 3:4) **Having Children Who Are Not Accused of Dissipation or Rebellion.** (Titus 1:6) The elder’s children must bring honor to their parents. This demonstrates that the elder, and his wife, have encouraged order and loving discipline in their home. However, these principles do not suggest that the elder must raise “perfect” children. To require such a standard would render no father qualified for eldership. A man who has raised, or is raising, children who love the Lord, will also have the ability to encourage holiness among the rest of God’s children.

**15. Not a New Convert.** (I Tim. 3:6) The elder cannot be a new convert. Spiritual maturity is of greatest importance, due to the spiritual responsibilities elders face.

**16. Of Good Reputation Outside the Church.** (I Tim. 3:7) The term “outside the church” refers to unbelievers. People who do business, play sports or take part in other activities with a potential elder must think highly of him.

**17. Not Self-willed.** (Titus 1:7) When a person is self-willed, he stubbornly follows his opinions, arrogantly refusing to listen to others. An elder must be willing to change his opinions, and receptive to the convictions, feeling, and interests of others. In other words, it is essential for an elder to have good

teamwork skills. Many men may fill the other qualifications of eldership and fail here. However, the church must not overlook this qualification. If we do, we will make it difficult, if not impossible, for the elders to work together. On the other hand, an elder must be able to stand for biblical principles, no matter what the cost may be. So, in appointing elders, we must search for men who have the ability to compromise in the areas of personal opinion, while remaining strongly committed to matters of biblical principle.

**18. Not Quick-tempered.** (Titus 1:7) This is a very important qualification for a spiritual leader. Spiritual leaders must be slow to anger. The reason for this qualification is obvious. We destroy our testimony when we allow ourselves to become angry quickly. Furthermore, James 1:20 says that our anger cannot accomplish the will of God.

**19. Loving What Is Good.** (Titus 1:8) An elder must be a man who is devoted to what is good and right. The opposite of this trait would be the person who makes decisions based upon what is popular and expedient.

**20. Just.** (Titus 1:8) This qualification deals with two concepts, positional righteousness and experiential righteousness. The elder must know Christ and live a life that reflects an intimate relationship with the Lord. It is not enough to believe right, the elder must also act right.

**21. Devout.** (Titus 1:8) This trait refers to a holy life. When selecting elders, a prime consideration must deal with the potential candidate's attitude, character, and activities. The elder is a man who loves the Lord and reveals that love by the way he lives. This is not to suggest that the only qualified candidates are those who are absolutely sinless. What Paul is saying here is that the elder must exemplify a deep surrender to Christ in everyday life.

B. This church may ordain such person, provided this church has called a council and this body has examined the candidate as to his fitness, and has recommended to the church that he be ordained as a preliminary step to ordination.

B. A license to the ministry shall allow the person to perform pastor's responsibilities but shall be considered probationary in nature. The licensed minister will be considered for ordination within four years of being licensed.

## **Section 2: Ordination Qualifications**

- A. Any male member who meets the twenty-one qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9 stated in Article VI, Section 1, may be considered for ordination as a minister of the Gospel. Candidates for ordination should be members of this church, or at the request of another Baptist Church of like faith and order, an individual may be considered for ordination. This church may ordain such person, provided this church has called a council and this body has examined the candidate as to his fitness, and has recommended to the church that he be ordained.
- B. The candidate must have a conversion experience, a divine call to the ministry, a consistent Christian walk, a vital concern for the souls of mankind, and must edify the church at home and abroad.
- C. The candidate must affirm his unequivocal adherence to the Statement of Faith set forth in the Myrtle Grove Baptist Church Constitution. The candidate's doctrinal position on matters not specifically addressed in the Statement of Faith must be based on the Bible as the Word of God.
- D. Graduation from a four-year Bible college or its equivalent is recommended. Any uncertainty as to call or other obvious disqualifications should bar a man from ordination regardless of educational attainments.
- E. All persons licensed or ordained by this church must be Baptists who accept the historic Baptist distinctives in all matters pertaining to church order and practice.
- F. A Bible college or seminary graduate should spend at least one year after graduation engaged exclusively in preaching and pastoral work before being considered for ordination. Exceptions to this rule will be made when the candidate has had adequate pastoral experience before and during his formal biblical education, or when he must seek early ordination to satisfy requirements for pastoral service of a mission church, missionary service, or chaplaincy.

## **Section 3: Ordination Procedures**

- A. Upon receipt of a request for ordination, the senior pastor shall call an ordination council for the purpose of considering the qualifications of the ordination candidate. The ordination council shall consist of the senior

- pastor, ordained ministers of like faith and deacons who shall participate in the examination of the candidate.
- B. The ordination council will examine the candidate with respect to his spiritual experience, his call to the ministry and his view of Christian doctrine and Baptist distinctives. The outcome of the examination will be a recommendation to the church whether to ordain the candidate. If the council recommends ordination, the church shall vote by ballot to adopt or reject the council's recommendation at a church business meeting.
  - C. If the candidate is recommended for ordination by the council and the church approves the recommendation, the senior pastor and the chairman of the deacons shall arrange for an ordination service. An ordination service should include reading of Scripture relating to the qualifications for ordination; introduction of the candidate; prayer; special music; testimony of the candidate; charge to the candidate; ordination charge to the church; ordination prayer accompanied by laying on of hands by all ordained men; and a benediction.

#### **Section 4: Revocation of Ordination**

- A. Should a minister ordained by the church be found living a life unbecoming a servant of the Lord or preaching and teaching contrary to the Word of God, the senior pastor must call a council to hear the charges and the minister's defense.
- B. The reviewing council shall consist of the senior pastor, currently elected deacons, and ordained ministers of like faith invited to participate in the hearing of the charges and the minister's defense.
- C. Upon a recommendation to revoke the minister's ordination certificate by a majority vote of the council, the church will then vote by ballot at a business meeting.

### **ARTICLE VII - Indemnification <sup>(1)</sup>**

*<sup>1</sup>Indemnification is an important protection for those in authority in the church. It assures the officers that the church is willing to back their good-faith decisions on behalf of the church. Indemnification simply means that the church can pay for the defense or any damage that occurs when an officer makes a decision for which he is later sued.*

## **Section 1: Actions Subject to Indemnification <sup>(2)</sup>**

The church may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action by or in the right of the church) by reason of the fact that the person is or was a senior pastor, deacon, officer, employee, or agent of the church, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with the action, suit, or proceeding; and if that person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner that he or she reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful. This determination of good-faith intent shall be made by a majority ballot vote of the members of the church.

## **Section 2: Timing of Indemnification <sup>(3)</sup>**

Expenses of each person seeking indemnification under this Article may be paid by the church as they are incurred, in advance of the final disposition of the action, suit, or proceeding, as authorized by the church in the specific case, so long as the senior pastor, deacons, officer, employee, or agent agrees to repay the amount if it is ultimately determined that he or she is not qualified to be indemnified by the church.

*<sup>2</sup>If a staff member or volunteer of the church is sued because of his or her connection with the church, the church may decide to reimburse him or her for expenses he or she incurs in defending that legal action. The church staff member or volunteer is entitled to the reimbursement only if he or she believed he or she was acting in the best interests of the church and in a lawful manner when he or she performed the actions for which he or she is being sued. The fact that he or she loses the legal action does not necessarily mean that he or she did not perform his or her duties with the best interests of the church in mind or that he or she knew his or her actions were unlawful. Even if he or she loses the legal action, the church staff member or volunteer could still be entitled to reimbursement if he or she acted in what he or she believed to be the church's best interests.*

*<sup>(3)</sup> The church may choose to reimburse the staff member or volunteer for his or her expenses as they occur before the legal action is over if the person being reimbursed agrees to repay that amount if it is ultimately determined that he or she is ineligible for reimbursement by the church. For instance, he or she may ultimately be ineligible for reimbursement because he or she knew that he or she was breaking a law when he or she performed the action for which he or she was sued. The church must decide whether it will*

*reimburse the staff member or volunteer as the expenses are incurred or whether he or she will be reimbursed only after the legal action is finally completed.*

### **Section 3: Extent of Indemnification <sup>(4)</sup>**

The indemnification provided by this Article shall be deemed to be discretionary unless otherwise required as a matter of law or under any agreement or provided by insurance purchased by the church, both as to action of each person seeking indemnification under this Article in his or her official capacity and as to action in another capacity while holding that office, and may continue as to a person who has ceased to be a senior pastor, deacon, officer, employee, or agent and may inure to the benefit of the heirs, executors, and administrators of that person.

### **Section 4: Insurance**

The church shall purchase personal liability insurance and maintain it on behalf of any person who is or was a senior pastor, deacon, officer, employee, or agent of the church against any liability asserted against him or her and incurred by him or her in that capacity, or arising out of his or her status in that capacity, whether or not the church would have the power to indemnify him or her against liability under the provisions of this Article.

## **ARTICLE VIII: Binding Arbitration**

### **Section 1: Submission to Arbitration**

In the event of any dispute, claim, question, or disagreement arising out of or relating to these by-laws or any other CHURCH matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreements as befits Christians and in accord with Matthew 18:15-20.

Believing that lawsuits between believers are prohibited by Scripture, all members of this church agree that for controversies and conflicts between church members and the church all church members shall submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bring any civil disagreement before a court of law, except that judgment upon the

<sup>(4)</sup> *The church will have the discretion to reimburse or not to reimburse the staff member or volunteer, unless the church has agreed to reimburse him or her in any other agreement, including an insurance agreement purchased by the church. The church has the discretion to reimburse whether the person was sued in his or her official capacity or in any other capacity while he or she was holding*

*that office. For instance, whether the senior pastor is sued in his official capacity as Pastor John Smith or in his private, individual capacity as John Smith for his actions connected with the church, the church may decide to reimburse him in both capacities. If he is removed from his duties or if he passes away during the course of the legal action against him, the church may decide to continue to reimburse him—or his heirs—for expenses in defending the actions brought against him.*

award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

## **Section 2: Notice of Arbitration**

To this effect, members shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in Article 8, Section 1 above, and such Procedures for Arbitration as are adopted pursuant to Article 8, Section 4 below.

## **Section 3: Limitations on Arbitration Decisions**

A. Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline, as outlined under Article 1.5, were followed.

B. Should any dispute involve the removal from office of the senior pastor or any church officer, the arbitrators shall be limited to determining whether the procedures set forth in Article II, Section 2E or Article II, Section 4 were followed.

## **Section 4: Arbitration Procedures**

The Procedures for Arbitration shall be as adopted by the members of Myrtle Grove Baptist Church. The Arbitration section of the Myrtle Grove Baptist Church Policies and Procedures Manual outlines Arbitration procedures and has the Arbitration Request Form.

## ***Article IX: Conflict-of-Interest***

The purpose of this conflict-of-interest policy is to protect the church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the church or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any

applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Procedures for processing a conflict of interest are in the Myrtle Grove Baptist Church Policies and Procedures Manual.

## **ARTICLE X: GENERAL STATEMENTS**

### **Section 1: The Will of the Church**

The will of the church on any given matter duly expressed by the vote shall be carried out by all committees, officers, and organizations of the church.

### **Section 2: Budget and Finance**

Each year an annual budget shall be prepared by the Finance Committee as a guide to utilize God's money. All Budget and Finance matters shall be in accordance with the guidelines contained in the Financial Procedures

### **Section 3: The Church Year**

The church year shall be from September 1st to August 31st. The fiscal year shall be from January 1st to December 31st.

### **Section 4: Organizational Records**

Each organization of the church shall keep attendance records in the church office in books designated for that purpose. These records shall be available to the church at all times.

### **Section 5: Selling**

The selling or trading of any items on church grounds shall not detract from the sanctity of God's House. Only items directly related to the spiritual benefit of church members may be sold or promoted on church premises.

No items may be promoted or sold that will provide any personal financial benefit to church members.



No items will be sold in the sanctuary, foyer, or surrounding hallways. Posting of sales advertisements is prohibited. Announcements from the pulpit by the pastor or staff ministers will be allowed for those items permitted for sale. These items may be sold in the fellowship hall, bride's room, church office waiting room, or the Family Life Center.

## **Section 6: Weddings**

The couple to be married must meet with the senior pastor to discuss the date and plans for the marriage.

The date and time of the wedding rehearsal, wedding, and reception will be cleared on the church calendar through the senior pastor and his ministry assistant.

At least one of the couple must be a member of Myrtle Grove Baptist Church or must be sponsored by a member of the church.

All couples being married must express a desire to establish a Christian home.

No wedding will be scheduled to conflict with any regular church activity. No formal wedding will be scheduled on Sunday.

In the absence of the senior pastor, all requests will be referred to the Minister of Education.

All weddings will be designed to give dignity and honor to the church and to the institution of marriage.

The Myrtle Grove Baptist Church Policies and Procedures Manual provides guidance and forms for weddings.

## **Section 7: Ministries**

To establish a ministry, policies and procedures and any budget requirements must be presented in writing to the appropriate committee(s) for input prior to the proposal being presented to the church for a vote.

## **Section 8: Changes to the Constitution, By-Laws, and Policies and Procedures**

Any proposed changes to the Constitution, By-Laws, Policies and Procedures, and/or ministries (not including church educational and training programs) from a member, committee, deacons, senior pastor, or staff members shall be reviewed by the Constitution, By-Laws, and Policies and Procedures Ministry Team before changes are presented to the church for approval. The

Constitution, By-Laws, and Policies and Procedures Ministry Team shall liaison with the originator, other committees or ministries that may be affected by the change, ensure the changes are written properly, and insure the proposed changes are communicated to the church for discussion and that appropriate announcements are made to the church prior to a vote.

### **Section 9: Staff Position Descriptions**

All position descriptions shall be developed or changed by the Personnel Committee and forwarded to the currently elected deacons before being presented to the church for a discussion and a vote. The committee may seek recommendations from the senior pastor and any other source that it deems beneficial to complete the task.

### **Section 10: Church Policies and Procedures Manuals**

Myrtle Grove Baptist Church shall establish a General Policies and Procedures Manual and any other manual that it deems necessary to provide guidance for administering God's work at MGBC. Other manuals include the Personnel Policies, Family Life Center Handbook, the Deacon Handbook, the Preschool Ministry Parent/Guardian and Worker Handbook, the Child Abuse Prevention Policies and Procedures, Preschool Learning Center (PLC) By-Laws, PLC Policies and Procedures, PLC Employee Handbook, PLC Curriculum Manual, PLC Parent Handbook and any other manual that may be established.

## *Article XI: Amendments*

These by-laws may be revised or amended by a majority vote of the members present and voting at any monthly or special church business meeting, provided that said revision or amendment has been submitted in writing to the Constitution, By-Laws, and Policies and Procedures Ministry Team and announced in accordance with Article III.

Proposed amendments or changes must be made available to voting members for review at least one week prior to a question-and-answer session.

The vote to amend the by-laws will be taken at the next monthly or a special business meeting.

## *Article XII: Adoption of the Amended By-Laws*

These by-laws supersede any other by-laws of Myrtle Grove Baptist Church.

---

Date

---

Church Clerk

