

BY-LAWS  
OF  
***NORTHRICH BAPTIST CHURCH***

These By-Laws shall govern the affairs of Northrich Baptist Church, a non-profit corporation established under the laws of the State of Texas (herein referred to as the “Corporation” or “**Church**”).

ARTICLE I  
**OFFICE**

- 1.01 The Church’s principal office in Texas is located 1101 North Custer Road, Richardson, Texas. The Church may have other offices in Texas or elsewhere, as the members may determine. The members may change the location of the principal office of the Church.
- 1.02 The Church will maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the Church’s principal office in Texas. The members may change the registered office and the registered agent as permitted by the Texas Non-Profit Corporation Act.

ARTICLE II  
**CONFESSION OF FAITH**

Members of the Church, being baptized believers in Christ Jesus, acknowledge him as our Lord and Savior, recognize Holy Scripture as inspired of God, and commit themselves to personally sharing the good news of salvation to lost mankind. The members of the Church believe that the sole authority for faith and practice in this Church is Jesus Christ whose will is revealed in the Holy Scriptures. We realize that no statement can be regarded as complete and infallible carrying mandatory authority, but we endorse and subscribe to the doctrinal statement adopted by the Southern Baptist Convention and/or the Southern Baptist of Texas Convention.

ARTICLE III  
**PURPOSE AND OBJECTIVES OF THE CHURCH**

It is a purpose and/or objective of the Church:

- 3.01 **Evangelism:** That this Church will be a dynamic, spiritual, wholly religious organization empowered by the Holy Spirit to share Jesus Christ with as many people as possible in our Church, community, and in all the world, as commanded in the Great Commission.
- 3.02 **Worship:** To be a worshipping fellowship experiencing an awareness of God, recognizing his personal presence, and responding obediently to his leadership.
- 3.03 **Fellowship:** To experience an ever-meaningful fellowship with God and our fellow believers.

- 3.04 Education: To help people experience a growing knowledge of God and man by leading in training, education, and discipleship.
- 3.05 Ministry: To be a Church that ministers unselfishly to persons in the community and the world in the name of Jesus.
- 3.06 Commitment: To be a Church that is Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Jesus Christ.

ARTICLE IV  
**CHURCH MEMBERSHIP**

- 4.01 Members. Members of the Church shall be believers in the death, burial and resurrection of Jesus Christ, shall have confessed name as Lord and Savior, shall have been baptized by immersion, and those whose names appear on the Church roll. Members of the unincorporated association known as Northrich Baptist Church shall have their membership automatically transferred from the unincorporated association to the Corporation at the organizational meeting.
- 4.02 New Members. Any person may offer himself or herself as a candidate for membership in the Church. All such candidates shall be presented to the Church for membership at any regular or special service. Members shall be received in one of the following ways upon a majority vote of the Church members present:
  - a. By baptism following public profession of faith in Jesus Christ as Savior and Lord.
  - b. By letter of recommendation or transfer from a Baptist Church of like faith. From such churches, candidates for membership may be received by promise of letter, or the candidate may be received with letter in hand.
  - c. By satisfactory statement of prior membership in a church of like faith and order. Such statements must be made to the Pastor or moderator at the time of uniting with the Church.
  - d. When an examination of the candidate is necessary or an exception is required for membership, the matter will be referred to the Church Membership Committee composed of the Fellowship of Deacons and the Pastor. Within one month and after careful consideration by the Church Membership Committee, an appropriate recommendation will be made to the Church.
- 4.03 Dismissal of Membership. Members of the Church may be dismissed by the Church Membership Committee in one of the following ways:
  - a. By letter of transfer when a member transfers to another Baptist Church. Such letters of transfer shall be issued only at the request of the Baptist Church to which he or she is a candidate for membership. If the committee does not feel in good faith that a favorable

recommendation can or should be granted, this matter will be brought up for discussion and vote in a special or regularly scheduled business meeting.

- b. By erasure when the member joins another Church to which letters of transfer cannot be granted.
- c. By the death of the member.
- d. By erasure when the member remains absent from the church for more than 365 consecutive days (with the exception of those members whose medical condition justify their absence). Every reasonable attempt will be made to contact the absent member to inquire of his or her desire to remain as a member of the church. Those expressing a desire to no longer remain a member of the church will be dropped from the membership roles immediately and a letter will be sent to each notifying them of the termination of their membership. Those expressing a desire to remain a member of the church will be encouraged to begin attending the regularly scheduled services. Those who do not will be mailed a letter thirty days prior to their eligibility for termination notifying them of the church's decision to drop them from the membership roles due to their unwillingness to fellowship and worship with this body of believers as evidenced by their lack of attendance.

4.04 Termination of Membership. In the event a condition occurs or exists which could, would, or has caused a member to become a liability to the general welfare of the Church and upon recommendation by the Pastor or the Chairman of the Fellowship of Deacons to the Church in a regular or special called business meeting, a person's membership in the church may be terminated by a two-thirds (2/3rds) affirmative vote of the members present and voting.

## ARTICLE V CHURCH OFFICERS

- 5.01 The Church officers shall be the Pastor, the ministerial staff, the active deacons constituting the Fellowship of Deacons, Church clerk, Church treasurer, members of the Finance Committee, and the Trustees.
- 5.02. The qualifications for being a Church officer are membership in the Church, being in good repute, regular in attendance and a supporter of the Church programs. The officer shall be knowledgeable of the Articles of Incorporation and By-Laws for the Church. Each officer shall make reasonable efforts to see that the provisions of the Articles of Incorporation and By-Laws are followed and administered in a fair and equitable manner for the good of the Church and its members.
- 5.03. Officers, elected by the Church, may be removed from office by the members whenever, in their judgment, it is in the best interest of the Church. Removal of an officer shall be initiated by the Pastor or Fellowship of Deacons. If removal is recommended by a majority of the Fellowship of Deacons, the officer for which removal has been recommended shall be delivered written notice of the Church's intention to vote on the officer's removal, such delivery to be made by the Pastor or a

deacon no less than two weeks prior to the next regular or special called business meeting at which meeting a vote of the members concerning removal will be recommended by the Fellowship of Deacons and a vote taken on such recommendation by secret ballot of the members. The officer for which removal is being recommended by the Fellowship of Deacons shall have the right to speak at the business meeting for up to five minutes. Removal of an officer requires a three-fourths affirmative vote by those members present and voting by secret ballot.

- 5.04. Officers shall be named as additional insureds to the general liability insurance policy of the Church or, if less expensive, the Church shall pay the cost of liability insurance coverage for Officers with coverage as approved by the Finance Committee. The liability insurance shall cover the acts or actions of the Officers in carrying out their duties in accordance with these By-Laws. The type and scope of insurance coverage shall be determined by the Finance Committee and the cost of such premiums paid for by the Church.

## ARTICLE VI PASTOR

- 6.01 Duties. The Pastor shall be the under shepherd of the Church as contemplated in the New Testament, performing all of the scriptural duties of this office. The Pastor, under the leadership of the Holy Spirit, shall have freedom of the pulpit. The Pastor will lead and encourage the congregation, organizations and the Church staff in performing their tasks and he shall be the Church moderator. The Pastor will be an ex-officio member of every organized group within the Church and he shall be a messenger to the various conventions among Southern Baptists at all possible times.
- 6.02 Authority. The Pastor shall have complete authority of supervising the ministerial and non-ministerial staff under the policies, qualifications and job descriptions set out by the personnel committee. The Church members and the Pastor will look to the personnel committee to recommend salaries, staff policies, job descriptions, and qualifications for each staff position. The personnel committee will serve in an advisory capacity to the Pastor in the event of problems to bring about a harmonious solution, or the personnel committee will make recommendations to the Church as necessary.

## ARTICLE VII DEACONS

- 7.01 General Statement: The deacons of Northrich Baptist Church exist as a service and ministry body, and as part of the pastoral ministries of the church. The following terms apply to the deacons:
1. Deacon Body: The total number of men in the church who have been ordained as deacons.

The congregation recognizes the ordination of deacons who were ordained in another Church of like faith and order. Such men may, after a minimum of six months church membership, be nominated for service as part of the Fellowship of Deacons.

Members of the Deacon Body are encouraged to participate in deacon (and other church) ministries and to attend monthly meetings of the Fellowship of Deacons, without voting privileges unless they have been elected to the Fellowship of Deacons.

2. Fellowship of Deacons: The primary focus of the Fellowship of Deacons is ministry and service. Members of the Fellowship of Deacons may also serve as an advisory group to the Pastor and staff, church committees, program organizations, and the congregation as called upon to do so in matters related to church business, ministry, and fellowship.

(See 7.04.2, "General Responsibilities of the Fellowship of Deacons," below)

Members of the Fellowship of Deacons will be specifically elected by the church to serve for three (3) years.

The Fellowship of Deacons shall be comprised of no less than three (3) members, but may be increased by the congregation upon the recommendation of the Pastor and the Fellowship of Deacons as growth and ministry needs demand. In December the Pastor and the Fellowship of Deacons will let the Deacon Nominating Committee know the number of members needed for the coming year.

It is recommended that the Fellowship of Deacons consist of at least one deacon for each ten (10) to fifteen (15) church families, three (3) deacon officers and one (1) deacon for each special ministry of the church.

The Pastor and members of the staff whom he will specifically designate may attend meetings of the Fellowship of Deacons, without voting privileges.

3. Deacon Emeritus: The Fellowship of Deacons may recommend to the congregation any deacon for this office who, by virtue of his honorable service as a deacon, and by virtue of age or infirmity, is no longer able to render active service.

Deacon emeriti will be considered honorary lifelong members of the Fellowship of Deacons, without voting privileges.

7.02 Election of the Fellowship of Deacons: Upon recommendation of the Deacon Nominating Committee, deacon candidates will be elected at a regular or special called business meeting by secret ballot with an affirmative vote of at least three-fourths (3/4) of those members present and voting required before the candidate can be called.

The names of those men being recommended for election will be provided to the congregation at the July business meeting.

The number elected will be sufficient to meet the needs of the church as recommended by the Pastor and the Fellowship of Deacons.

1. Deacon Nominating Committee: This committee will consist of (3) church members who are ordained ministers or deacons, plus the Pastor and the Chairman of the Deacons.

The Church Nominating Committee will recommend to the congregation the (3) members (ordained men) to serve on this committee.

The Deacon Nominating Committee will be elected by the congregation to serve a one-year term which coincides with the church year (October 1<sup>st</sup> through September 30<sup>th</sup>).

It will be the responsibility of the committee to screen and interview candidates for the Fellowship of Deacons and to recommend them to the congregation for election.

It will be the responsibility of the committee to determine how many should be newly elected deacons and how many will be members of the Deacon Body chosen to serve.

It will be the responsibility of the committee to fill openings during the year from the deacon body.

2. Deacon Nomination Process: Within the months of January and February, members of the congregation will be invited to submit names in writing to the Deacon Nominating Committee for consideration.

By March the Deacon Nominating Committee should determine how many deacons will be newly elected deacons and how many will be members of the Deacon Body. This will allow for an apprenticeship period for newly nominated deacons.

At the time of the deacon election in August, nominations will not be taken from the congregation.

3. Ordination of Deacons: Upon the recommendation of the Deacon Nominating Committee, an ordination council, consisting of all ordained deacons and ministers in the church, will be assembled as necessary to question and to recommend to the congregation for ordination, men to serve as deacons.

A deacon ordination service will normally take place in August or September for those nominated deacons that have completed their training program and have been elected by the congregation.

4. Deacon Rotation: Deacons will serve as a member of the Fellowship of Deacons for three (3) years and will normally rotate off for at least one (1) year.

The Deacon Nominating Committee may recommend a deacon be reelected without rotating off for one (1) year.

In all situations, service as a member of the Fellowship of Deacons will not be automatic, but upon the recommendation of the Deacon Nominating Committee and election by the congregation, taking into consideration factors such as need for Fellowship of Deacons members and the service of the individual deacon.

- 7.03 Deacon Qualifications: Those who serve as deacons must meet the Scriptural requirements as set forth in Acts 6:3 and I Timothy 3:8-13.

**Acts 6:3 KJV**

**3** Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business.

**1 Timothy 3: 8-13 KJV**

**8** Likewise must the deacons be grave, not double tongued, not given to much wine, not greedy of filthy lucre; **9** Holding the mystery of the faith in a pure conscience. **10** And let these also first be proved; then let them use the office of a deacon, being found blameless. **11** Even so must their wives be grave, not slanderers, sober, faithful in all things. **12** Let the deacons be the husbands of one wife, ruling their children and their own houses well. **13** For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.

Charles F. Treadway, outstanding denominational deacon leader, has summarized the scriptural qualifications for deacons well. Treadway lists and interprets the qualifications this way:

*A man of honest (good) report* (Acts 6:3) - a good reputation among those in the church as well as those outside the church.

*Full of the Holy Spirit* (Acts 6:3) - bigness of character, in spiritual outlook and personal dedication.

*Full of wisdom* (Acts 6:3) - an ability to discern right and wrong and to stand for his convictions.

*Full of faith* (Acts 6:5) - like Stephen's, a deacon's faith requires him to risk himself and his possessions.

*Grave* (1 Tim. 3:8) - possesses Christian purpose, who has great reverence for spiritual matters, and whose word carries weight.

*Not double-tongued* (1 Tim. 3:8) - dependable and honest in relating to all persons, publicly and privately.

*Not given to much wine* (1 Tim. 3:8) - temperate in living, steward of good influence, doing all to the glory of God.

*Not greedy of filthy lucre* (1 Tim. 3:8) - a right attitude toward material possessions, never exploiting others for his own gain.

*A holder of the faith* (1 Tim. 3 :9) - gives strength to the church fellowship and possesses spiritual integrity beyond reproach.

*Tested and proved* (1 Tim. 3:10) - demonstrates his commitment to ministry before being elected to serve as a deacon.

*Blameless* (1 Tim. 3: 10) - a person against whom no charge of wrongdoing can be brought with success.

*Christian family life* (1 Tim. 3:11-12) - a person whose family is well cared for, whose family relationships are healthy and growing.

*Husband of one wife* (1 Tim. 3:12) - a model of faithful devotion to one spouse, committed to the sanctity of the marriage bond.

*Ruling their children and their own houses well* (1 Tim. 3:12) - loved and respected by all family members, caring for them as Jesus cared for others.

*Bold in faith* (1 Tim. 3:13) - holds firmly to what he believes, taking every opportunity for ministry."<sup>1</sup>

Those who serve as deacons must meet the following Church requirements:

They must be exemplary in their lifestyle, and with no observable continuing pattern of sin in their lives.

They must abstain from using illicit drugs.

They must be actively engaged in service within the church, seeking to discover, develop, and exercise the spiritual gifts which God has given to them.

They must be committed to and involved in outreach and evangelism within our community.

They must support the ministries of this Church through their tithes and offerings.

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<sup>1</sup> Foshee, Howard B. NOW that You're a DEACON. Nashville, TN, Broadman Press, 1975, pp 43-44.

7.04 Responsibilities: The foremost responsibility of a deacon is to be a servant to Christ and to His church. They are to continually seek the highest good for the congregation. They are to participate with the Pastor and staff in caring for the congregation.

Specific responsibilities of the Deacon Body may be developed at the request of the Pastor, by instruction of the congregation, or by the Fellowship of Deacons themselves, within the following parameters:

1. General Responsibilities of Deacon Body: As a body of ordained men, the deacons are a part of the pastoral ministries of the church, seeking the spiritual and temporal welfare of its members.

Under the leadership of the Pastor and Fellowship of Deacons, they are to engage in individual and corporate programs of ministry suited to the needs of the congregation.

2. General Responsibilities of the Fellowship of Deacons: As called upon to do so, the Fellowship of Deacons will advise the Pastor, staff, committees, program organizations, and congregation in matters related to business, fellowship, or ministry.

The Fellowship of Deacons will not ordinarily join in making joint recommendations, but may, either at its own initiative or at the request of the congregation, make its feeling known to the congregation as they hear matters of business.

**a.** The Fellowship of Deacons may initiate matters of business to take before the congregation, but shall respect the committees of the Church in their assigned responsibilities.

**b.** The Fellowship of Deacons, under the leadership of the Pastor, will develop and lead the Deacon Body in carrying out programs of ministry suited to the spiritual and temporal needs of the congregation.

**c.** The officers of the Fellowship of Deacons are chairman, vice-chairman, and secretary. The Fellowship of Deacons will elect its officers and will serve for the following church year. Responsibilities of the deacon officers will be assigned by the Fellowship of Deacons.

The officers are elected by majority vote of the Fellowship of Deacons at the September meeting which will include newly-elected and continuing deacons.

The chairman elected by the Fellowship of Deacons shall be presented to the Church membership for confirmation by the Church at the next business meeting following the election.

3. Specific Responsibilities of the Fellowship of Deacons: In keeping with the responsibility of a deacon to be a servant to Christ and to His church. Specific responsibilities of the Fellowship of Deacons are:

a. Supporting the Pastor by praying for his needs and the needs of his family, assisting with the Lord's Supper, assisting with Baptisms, assisting in receiving new members, assisting in ministry, and assisting with pastoral care.

b. Supporting the staff by praying for their needs and the needs of their family and assisting them in the ministries of the church.

c. Supporting the congregation by praying for the collective needs of the congregation, praying for the individual needs of the congregation, assisting members with physical, mental, and spiritual needs, and assisting members through benevolence.

7.05 Dismissal of a Deacon: Upon recommendation of the Senior Pastor and Fellowship of Deacons, a deacon shall be removed from office by no less than a three-fourths (3/4) vote of those members present and voting at a regular or special called business meeting. This vote shall be by secret ballot.

#### ARTICLE VIII CHURCH CLERK

8.01. Tenure: The Church Clerk shall be nominated by the nominating committee and shall be elected annually by the Church.

8.02. Duties of the Church Clerk:

a. Keep accurate records of all official acts of the Church and to see that such records are carefully preserved.

b. Record and preserve the minutes of all Church business meetings and preparation of those minutes for presentation at the following regular business meeting.

c. Maintain an accurate roll of the Church membership.

d. Prepare the Annual Association Letter at the end of each Church year.

e. Keep up to date the constitution and By-Laws of the Church, complete with all amendments, revisions, and additions.

8.03. Delegation of Church Clerk Duties. Some of these clerical responsibilities of the Church Clerk may be delegated to a Church secretary who will assist the clerk.

- 8.04. Maintenance of Church Records. All Church records are Church property and shall be maintained in the Church office.

## ARTICLE IX CHURCH TREASURER

- 9.01. Tenure of Church Treasurer: The treasurer shall be nominated by the nominating committee and shall be elected annually by the Church.
- 9.02 Duties of Church Treasurer:
- a. To receive, preserve, and disburse, upon receipt of requisitions approved by authorized persons, all money or items of value paid or given to the Church; keeping at all times an itemized account of all receipts and disbursements.
  - b. To prepare an itemized financial statement of the previous month's receipts and disbursements for presentation at each regular business meeting. The financial statements should itemize both monthly and year-to-date expenses by budget category.
  - c. To serve as an ex-officio member of the Finance Committee.
- 9.03 Annual Audit. The treasurer's report and records shall be audited annually by an auditing committee or public accountant.
- 9.04 Bonding. The treasurer, and all other persons duly authorized by the Church to sign checks that are drawn on the Church's bank accounts, shall be bonded with the Church paying for the cost of bonding.

## ARTICLE X TRUSTEES

- 10.1. Purpose for Trustees. There shall be four Trustees who will serve as Trustees of this non-profit corporation as required by the Texas Non-Profit Corporation Act.
- 10.2. Tenure of Trustees. The Trustees shall be nominated by the nominating committee and elected by the Church at any regular business meeting to serve a term of four (4) years provided, however, the terms of each Trustee shall be staggered so that one Trustee will be elected each year after the first year. In the first year of this non-profit corporation, one Trustee shall be elected to a four year term, one Trustee shall be elected to a three year term, one Trustee shall be elected to a two year term, and one Trustee shall be elected to a one year term. The nominating committee shall recommend the term of each person nominated for Trustee. If the effective date for any Trustee taking office is not on January 1<sup>st</sup>, the term for Trustee shall be the number of days between the date on which their election was effective through and including December 31<sup>st</sup> of that same year, plus the term for which they were elected. After the first year of corporate existence, one Trustee will be elected each year for a term of four years. It shall be within the authority of the

nominating committee to recommend the term of an nominated person with the intent to have staggered termination dates for the Trustees, with one Trustee being elected each year. In the event any Trustee shall resign or be removed, a Trustee may be nominated by the nominating committee to fill only the remaining term of the Trustee who has resigned or was removed.

- 10.3. Execution of Contracts/ Mortgages/ Deeds. The Trustees shall have the sole right and authority to execute any and all deeds, debentures, mortgages, liens, transfers, leases, and other legal documents for and on behalf of the Church, but the Trustees shall have no power to buy, sell, mortgage, lease, transfer, or encumber any property of the Church without a specific vote of the Church authorizing such action. The action of any three of the four Trustees shall be binding on the Church.

## Article XI **CHURCH STAFF**

The Church staff shall consist of the Pastor, the ministerial staff, and the non-ministerial staff.

- 11.1 Pastor. The Pastor shall have the duties and authority set forth in Article 6.01 and 6.02.

- 11.2 When the Church has no Pastor.

- a. When the Church is without a Pastor, a Pastor search committee shall be elected by the members at a regular or specially called business meeting to seek the Lord's leadership in finding the new under shepherd for the Church. The recommendations of this committee will constitute a nomination.
- b. The committee shall be elected by secret ballot from the congregation and shall consist of seven members (four men and three women) with no two being from the same family (i.e. husbands, wives, parents, children, brothers, and sisters). Neither the Church administrator, the ministerial staff, nor their families shall serve on this committee.
- c. This committee shall be responsible for obtaining an interim preacher(s) to fill the pulpit until a Pastor is called.
- d. The Church shall elect an administrator to act as moderator and coordinator of the various Church organizations and activities until such time as a Pastor is called. The administrator shall be nominated by the Fellowship of Deacons and will be elected by majority vote of the Church members at a regular or specially called business meeting.

- 11.3. Call of a Pastor.

- a. The Pastor search committee may nominate a Pastor to be called on any Sunday morning provided that notice has been given from the pulpit on the preceding Lord's Day. When notice is given from the pulpit, notice shall be mailed within forty eight hours to every member at their last known address. The vote to call the Pastor shall be at a special called

business meeting with the vote on a Pastor being the only topic of business. The call of a Pastor must be by no less than four-fifths (4/5<sup>th</sup>) of those members present and voting and such vote shall be by secret ballot.

- b. The recommendation to call shall include written agreements concerning salary, vacations, and other like matters. The Pastor search committee shall work closely with the personnel committee and finance committee in such matters.
- c. The committee shall recommend only one prospective Pastor to the Church at any one time.

11.4 Dismissal of the Pastor: Upon recommendation of the Fellowship of Deacons, the Senior Pastor shall be removed from office and his services for the church terminated by no less than a four-fifths (4/5<sup>th</sup>) vote of those members present and voting at a regular or special called business meeting. This vote shall be by secret ballot.

#### 11.5 Ministerial Staff

- a. Definition. The Ministerial Staff shall consist of those persons requiring specialized professional training, such as, Minister of Education, Minister of Music, Minister of Youth, Minister of Children and Preschool, Minister of Recreation, Minister of Outreach, etc.
- b. Employment. The ministerial staff shall be called and employed as the Church determines the need for such offices.

(1) Staff Advisory Committee.

When a new staff member is to be called, the Pastor shall appoint a staff advisory committee of four lay members with the Pastor serving as chairman of this committee. This committee will:

- (A) evaluate the needs of the Church regarding this staff position(s) as to whether it should be a full time or part time, combination or specialized (e.g., Minister of Music, Youth, Education, Recreation, Outreach, Preschool, Music & Education, Music & Youth, Youth & Recreation, etc.),
- (B) formulate job qualifications and a job description for the position(s),
- (C) report to the Church its recommendation regarding the type of staff position(s) required including the recommended job qualifications and job description, and
- (D) nominate four lay members to serve on the staff search committee with the Pastor.

(E) The recommendations and nominations shall be subject to approval by majority vote of those members present and voting.

(2) Staff Search Committee.

(A) When a new staff member is to be called, a staff search committee will be formed as specified in 11.4 (b) 1 (A) above.

(B) The committee will consist of: 1) four lay members, one of whom will be elected as chairman by the committee, and 2) the Pastor.

(C) The names of candidates for positions to be filled shall be reviewed by the chairman and Pastor before being submitted to the committee. The committee shall receive names, interview prospective candidates, and recommend candidates to be elected by the Church. Before recommendation to the Church, the Pastor shall privately interview any prospective candidate. Only one candidate for an office shall be brought before the Church for a possible election at any one time. This committee shall work closely with the personnel committee and finance committee in the areas of salary and fringe benefits and will formulate in writing all agreements with the candidate before presentation to the Church for election.

c. Election. The election shall be at a regular or special called business meeting by secret ballot with an affirmative vote of at least three-fourths (3/4) of those members present and voting required before the candidate can be called.

d. Supervision. Each of these staff members shall be supervised by the Pastor with the advice and council of the personnel committee. Duties and responsibilities of each staff member may be adjusted if necessary by the Pastor with the concurrence of the personnel committee.

11.6 Non-Ministerial Staff.

a. Definition. The non-Ministerial Staff shall consist of those workers requiring specialized skills or training (i.e., secretaries, custodians, maintenance workers, nursery workers, musicians, etc.).

b. Employment. Non-ministerial staff members shall be employed as the Church determines the need for their services. The Church personnel committee shall have the authority to employ and terminate services of non-ministerial staff members. The employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the Church.

- c. Supervision. The Pastor shall supervise all non-ministerial staff members unless supervisory authority is specifically delegated to a committee or a ministerial staff member.

## Article XII **Organizations and Leadership**

The Church shall maintain programs for spiritual growth and development such as: Bible teaching, Church member training, new member orientation; mission education, action and support; and, music education, training, and performance. All organizations related to the Church programs shall be under Church control. All directors, teachers, and workers shall be Church members nominated by the nominating committee and elected annually by the Church. All program activities will be subject to Church coordination and approval. The Church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs. All groups, organizations and persons empowered by the Church shall ultimately be accountable to the Church.

- 12.1 Sunday School. Sunday School shall be the basic organization for teaching the Bible within the Church. Sunday School shall be:
  - a. Organized by divisions, departments, and/or classes, as appropriate, for all ages or similar interests.
  - b. conducted under the leadership of the Sunday School director and the Sunday School council.
- 12.2 Sunday School Council. The Sunday School Council will consist of the Sunday School Coordinator (who will serve as chairman) and the Sunday School division and department directors. Its purpose will be the planning and maintenance of the total Sunday School program. It shall meet as required (at least quarterly) to accomplish its objectives.
- 12.3 The Small Group Program. The Small Group program shall serve as the training unit of the Church and shall provide programs such as: training members to perform the functions of the Church; training Church leaders; orientation for new members; teaching of Christian theology, Christian ethics, Christian history, and organization; and instruction regarding the work of the Church and denomination. The Small Group program shall be conducted under the leadership of the Small Group Coordinator. Small Groups shall be organized by division, department, and/or classes appropriate for all ages. The purpose of the Small Group Coordinator will be the planning and maintenance of the total Small Group program.
- 12.4 Audio Coordinator. The Audio Coordinator will coordinate the Church audio program and will enlist other persons as necessary to assist in fulfilling his or her responsibilities. Responsibilities of the audio coordinator include:
  - a. Reviewing and evaluation of the Church audio systems, as required, to insure that the equipment is adequate to meet the Church's needs.

Northrich Baptist Church

By-Laws

August 29, 2010

- b. Providing recommendations and cost estimates for the purchase of additional equipment as needed.
- c. Enlisting, training, and supervision of other persons in the operation of the sound system.
- d. Maintaining and keeping updated the audio equipment, and
- e. Recording of regular Church services and, as requested, special events.

12.5 Greeter Coordinator. The Greeter Coordinator will coordinate the Church greeters program and will give direction to the work of the greeters and see that greeters are on duty prior to Sunday School and between Sunday School and worship. Responsibilities of the greeter coordinator include:

- a. The enlistment of Church members to serve as greeters, and
- b. To make sure that each greeter is aware of his responsibilities as detailed in the Church greeters guide.

12.6 Church Historian. The Church Historian shall collect and safeguard all Church records, making sure that the Church makes and keeps adequate records of its current progress. The historian will work with specially appointed committees when planning and promoting events of historical significance. The historian will be nominated by the nominating committee and be elected annually by the Church.

12.7 Church Hostess. The Church Hostess shall coordinate or arrange for the entertainment and care of all visiting personalities to the Church (e.g., revival speakers and singers, etc.). The Church Hostess will serve as chairman of the hospitality committee.

12.8 Landscape Coordinator. The Landscape Coordinator will ensure that all of the Church grounds are maintained in a safe, attractive manner and shall be elected annually by the nominating committee. Responsibilities of the Landscape Coordinator include:

- a. supervising, contracting, or performing the routine lawn care tasks of mowing, trimming, fertilizing, flower bed care, and watering the lawn, flowers and shrubs.
- b. supervising, contracting or performing maintenance tasks on playground equipment, lawn care equipment, irrigation systems, outdoor lighting, fences, storage buildings, parking areas, and outdoor signs.
- c. making recommendations to the Church concerning acquisition of lawn care equipment or services.

12.9 Media Library Coordinator and Resource Center Coordinator.

- a. The media library is a service program in the Church which supports, as a partner, the work of Pastoral ministries and Church administration in accomplishing all tasks, as well as providing media for individual use.
- b. The media library shall be under the supervision of the Media Library Director.
- c. The Media Library Director will be responsible for the general operation and program of the Church media library, leading the media library staff and library assistants in the operation and maintenance of the media library.
- d. The media library staff shall be responsible for obtaining books to be placed as memorials on behalf of the Church in the media library.
- e. The resource center, a part of the media library, will have a Resource Center Coordinator and staff or assistants who will work with and be responsible to the Media Library Coordinator. The Resource Center Coordinator and staff or assistants will be responsible for the day-to-day operation of the resource center.

12.10 Church Music Organization.

- a. The Church music organization shall be the music education, training, and performance organization of the Church. Its tasks shall be to teach music; train persons to lead, sing, and play music; provide music in the Church and community; and provide and interpret information regarding the work of the Church and denomination.
- b. The Church music program shall have such officers, choirs, and organizations as the program requires.
- c. The Church music organization shall be conducted under the direction of the Minister of Music with the advice of the Church music council. The Church music council shall consist of the Minister of Music, a representative from each music organization in the Church (i.e., adult, youth, children, and preschool choirs, ensembles, etc.) and the Church worship accompanists. The Minister of Music will serve as chairman. The purpose of this council will be the planning and administration of the total Church music program.

12.11 Pastor Advisory Council. The Pastor Advisory Council shall consist of the Pastor, Sunday School Coordinator, Small Group Coordinator, chairman of the Fellowship of Deacons, and chairman of the Finance Committee. The purpose of the Pastor Advisory Council shall be to serve in an advisory capacity to the Pastor and to make appropriate recommendations to the Church. The Pastor shall serve as chairman of this council.

12.12 Recreation Coordinator. The recreation coordinator shall plan and guide the total recreation program of the Church and shall:

Northrich Baptist Church

By-Laws

August 29, 2010

- a. recommend to the Church, policies governing the recreational programs of the Church
- b. secure and maintain recreational equipment and supplies,
- c. secure coaches and/or sponsors for each team or activity,
- d. coordinate the Church's recreation program schedule with the city and other Church leagues, as appropriate.

12.13 Senior Adult Coordinator. The senior adult coordinator shall:

- a. coordinate or arrange for all senior adult activities that are not specifically assigned to another organization within the Church. (e.g. Sunday School, Small Groups, etc.)
- b. plan and coordinate activities, socials, and special functions for the senior adults of the Church and community that will enrich their lives and provide Christian fellowship.
- c. be responsible for organizing teams, as required, to sponsor senior adult activities.

12.14 Tape Ministry Coordinator. The tape ministry coordinator shall be in charge of consistently reproducing recorded tapes of services, seminars, or special events provided to him by the audio coordinator and to make these tapes available to our members and guests for a nominal charge. He shall be responsible for:

- a. reproducing tapes from a master tape.
- b. training and supervising persons enlisted to operate the reproducing equipment.
- c. maintaining an adequate display of tapes which includes labeling the tape inventory for easy identification.
- d. setting up and taking down the distribution table each week and providing persons to serve each week at this table.

12.15 Video Coordinator. The video coordinator will coordinate the Church video program and will enlist other persons as necessary to assist in fulfilling his or her responsibilities. Responsibilities of the Video Coordinator include:

- a. the review and evaluation of the Church video systems, as required, to insure that the equipment is adequate to meet the Church's needs,
- b. providing recommendations and cost estimates for the purchase of additional equipment as needed,

- c. the enlistment, training, and supervision of other persons in the operation of the video system.
- d. the maintenance and upkeep of the video equipment.
- e. the video taping of regular Church services and, as requested, special events.

12.16 Wedding Coordinator. The wedding coordinator will coordinate the Church's weddings and will serve as chairman of the wedding committee.

### Article XIII Committees

Classifications: The committees of the Church shall be separated into two categories: Temporary Committees and Standing Committees

13.1. Temporary Committees: All temporary committees shall be nominated by the Pastor, or when there is no Pastor by the Administrator, with the counsel and advice of the Pastor Advisory Council, unless specified otherwise, and shall be elected by the Church. All temporary committees will dissolve after they have completed their assigned tasks.

a. Temporary Committees

- (1) Budget Committee. The Budget Committee shall be composed of the Finance Committee and the Pastor Advisory Council. The Budget Committee shall be responsible for formulating and recommending to the Church for approval a budget for the upcoming calendar year. Each Church committee, organization, and staff member, as appropriate, shall submit to the Budget Committee, prior to the third Sunday in September of each year, a list of projected financial needs for the upcoming calendar year. The Budget Committee shall then conduct at least one business meeting before the end of the first week in November at which meeting the chairperson for each committee may discuss its committee needs and the Budget Committee will provide information on projected contributions, anticipated expenditures, and the overall level of requests from all committees. The Budget Committee will consider all requests and recommend a budget for the Finance Committee to present to the Church members at the regular monthly business meeting or a special called business meeting to be held in the month of October or November of each year. The time and date for the presentation of the budget, and the time and date for adoption of the budget, shall be indicated in the Church bulletin and other notices to members as may be appropriate, with the first such notice made at least two weeks prior to such meeting. Following presentation of the proposed budget to the members at a business meeting, one or more members of the Finance Committee shall be available each Sunday following the end of Sunday morning Church services during which time any member may meet with such committee members and discuss the budget. At the regular monthly business

meeting in the month of November, or at a specially called business meeting held in the month of November, the proposed budget shall be voted on. The budget may be adopted by a majority of members present and voting at the business meeting.

- (2) Other Temporary Committees. Other temporary committees may be formed as necessary (i.e., anniversary, auditing, revival, Vacation Bible School, stewardship, etc.).

13.2 Standing Committees: All standing committees shall be nominated by the Nominating Committee and shall be elected by the Church. Committee members shall be elected to serve for a term of 3 years, unless filling newly created positions or unexpired terms. Each member shall be ineligible to succeed himself for a period of one year after his term expires unless he has served less than one year of an unexpired term. One-third (1/3), or the nearest division of one-third, of the committee members shall rotate out of service each year. Any exceptions to these rotation requirements are specified under individual committee descriptions. The following are Standing Committees:

- a. Building Committee. This committee shall consist of five (5) members. The purpose of this committee is to ensure that buildings, furniture, and interior equipment owned by the Church are maintained in an adequate, safe, comfortable, and attractive manner. Responsibilities of this committee shall include:
  - (1) supervise, contract, or perform routine maintenance and repair of all Church buildings, facilities, furniture and equipment,
  - (2) supervise, contract or perform routine cleaning and house-keeping of all Church building facilities, including the hiring and supervision of custodial services,
  - (3) acquire furniture and equipment, as needed, for use within the Church building, except where this task has been specifically assigned to another committee,
  - (4) establish and administer Church policy concerning the use of Church buildings, equipment, and furniture,
  - (5) to open and close the Church buildings for regular Church functions and, as requested, for special occasions, and to ensure that heating/ air conditioning systems are operating properly,
  - (6) periodically change locks on buildings and facilities and ensure that keys to Church facilities are held only by committee members, staff, and others approved by the committee.
- b. Children's Committee. This committee shall be composed of six (6) members, which includes the Children's Sunday School Director. The committee shall plan and coordinate activities for children from the nursery through sixth grade. They shall be responsible for

securing sponsors to help plan, implement, and supervise planned activities. The committee shall formulate and publicize nursery and pre-school policies and evaluate and recommend equipment and supplies.

- c. Finance Committee. This committee shall consist of six (6) members including the Church Treasurer who will serve as an ex-officio member. The purpose of this committee shall be to lead in the administration of all funds received into and disbursed from the treasury of the Church, and to encourage stewardship and tithing of Church members. Duties of the finance committee shall include:

- (1) collecting and depositing of funds,
- (2) providing tellers to count funds received,
- (3) advising committees and organizations as to the status of their budget expenditures,
- (4) reporting monthly to the Church the financial and budget status of the Church,
- (5) securing an annual audit of the Church financial records,
- (6) approving and authorizing bills for payment,
- (7) approving all fund raising activities,
- (8) promoting continual budget awareness,
- (9) understanding the property and liability insurance needs of the Church and ensure that adequate property and liability protection is maintained at all times,
- (10) seeing to it that all insurance policies are maintained in a safe place and are available for use when needed,
- (11) representing the Church in filing and settling insurance claims,
- (12) reviewing periodically the property and liability insurance policies held by the Church to ensure that adequate protection is maintained at the most reasonable cost,
- (13) securing bonding for persons duly authorized by the Church to sign checks that are drawn on the Church's bank accounts, and
- (14) assisting Church officers, organizations, and committees in obtaining occasional group or trip insurance as requested.

Northrich Baptist Church

By-Laws

August 29, 2010

- d. Hospitality Committee. The Hospitality Committee shall consist of ten (10) members plus the Church Hostess who shall serve as chairman of the committee. The purpose of this committee is to plan and coordinate all Church wide receptions and occasional Church wide fellowships. This committee shall formulate the policies and practices for the kitchen, shall supervise the use of and the cleaning of the kitchen, shall recommend and secure equipment for the kitchen, and shall make arrangements for the planning, preparation, and serving of meals.
- e. Missions Committee. This committee shall consist of seven (7) members. The purpose of this committee shall be to lead the Church in mission giving and service. Responsibilities of this committee will include:
- (1) promoting interest in local, state, home, and foreign missions,
  - (2) making recommendations in cooperation with the Dallas Baptist Association concerning the sponsoring of mission Sunday Schools and/or Churches, to serve as a liaison between the Church and any of its missions, other Churches, institutions, orphanages, or worthy causes concerning special requests for financial aid, and
  - (3) planning, organizing, and implementing Church sponsored mission trips and activities not covered by the mission organizations.
- f. Nominating Committee. The nominating committee coordinates the staffing of all Church leadership positions filled by volunteer workers, unless otherwise specified. Persons considered for any such positions shall first be approved by the nominating committee. The nominating committee shall present to the Church for election all who accept the invitation to serve. The committee shall be formed in the following manner: 4 Church members will be nominated annually to the Church by the Pastor for election to this committee in the eighth month of the Church year (e.g., May for an October - September Church year). This committee will serve a one year term, without regard to rotation, until the next nominating committee is fully formed. The members of the nominating committee shall be persons who have been members of the Church for a minimum of 3 years preceding the eighth month of the Church year in which they are elected to serve. This committee shall inform prospective leadership and members of committees of the purpose and responsibilities (as stated in the By-Laws) of the leadership or committee position to which they will be nominated. The committee will nominate all standing committees for election by the Church. The committee shall nominate each chairman unless otherwise stated under each committee.
- g. Personnel Committee. This committee shall consist of five (5) members. The purpose of this committee is to formulate, recommend, and monitor Church policy that governs the Church staff and to serve in an advisory capacity on all personnel related matters. Some specific responsibilities of this committee include:
- (1) recommendation of staff salaries to the budget committee,

- (2) maintaining a Church staff policy manual (which would include policy on such things as vacation, holidays, sick leave, insurance, etc.),
  - (3) assisting the staff search committee in formulating job descriptions and recommending salaries for new staff members.
- h. Wedding and Flowers Committee. This committee shall consist of five (5) members including the wedding coordinator who will serve as chairman of the committee. The purpose of this committee is to set the Church's wedding policy and flower policy and ensure that they are followed. This committee shall be responsible for:
- (1) contacting each wedding party, presenting a copy of the Church wedding policy to each party, explaining the policy, and answering any questions regarding the policy,
  - (2) having a member of this committee or building committee open the Church building before rehearsals and secure the building afterwards,
  - (3) collecting all wedding fees prior to the wedding,
  - (4) assuring that the building and grounds are in order following each wedding,
  - (5) with regard to scheduled Church activities/services, providing for floral arrangements in the Church building, and
  - (6) provision for flowers presented in behalf of the Church on special occasions (e.g., Mother's Day, new mothers, weddings, funerals, etc.).
- i. Women's Ministry Committee. The Women's Ministry Committee shall be made up of six (6) members. The purpose of the committee will be to organize and provide ladies' Bible studies, retreats, luncheons and various activities to enrich each ladies personal life and to encourage fellowship among the women. The objectives of this committee will be to reach out to women within the Church, as well as in outreach efforts to offer fellowship, encouragement and spiritual growth.
- j. Youth Committee. This committee shall include six (6) members including the president of the youth council. This committee shall plan, coordinate, and implement the activities of the junior and senior high school young people. The responsibilities of this committee include:
- (1) coordination of their efforts with the Minister of Youth and other staff members in the accomplishment of their objectives,

- (2) assistance in the securing of sponsors for youth activities, and planning and administering of fund raising programs for youth activities (subject to approval of the finance committee).
  - (3) assist in coordinating the election of a Youth Council. The Youth Council shall be composed of representatives from each school grade who are elected annually by the youth of the Church. The youth of the Church shall elect their own president and other officers for the Youth Council. The Youth Council shall assist the Youth Committee in planning, coordinating and implementing youth activities.
- 13.3 Ex-Officio Members. The Pastor shall serve as an ex-officio member of all committees and organizations of the Church. Other staff members and officers will serve as ex-officio members as assigned.
- 13.4 General Purpose, Responsibilities, and Qualifications. All committees are responsible for planning, preparing, organizing, implementing, and seeing that the duties assigned them are carried out as completely and effectively as possible. Each committee should actively seek to involve as many other Church members as practical in accomplishing their specific objectives. All committees should meet on a regular basis as required to fulfill their responsibilities. Persons from the same family (i.e. husbands, wives, parents, children, brothers, and sisters) will not be asked to serve on the same committee. Each committee shall prepare and submit to the budget committee each year the projected level of funding and anticipated timing of expenditures required to accomplish their duties and responsibilities during the next fiscal year. The chairman of each committee shall be responsible for providing the Finance Committee with the estimated date of any budgeted expenditure which exceeds a dollar level established from time to time by the Finance Committee. The chairman of the Finance Committee will notify each committee chairman of the amount over which the Finance Committee will need to know the estimated date for budgeted expenditures. This information is very important for the Finance Committee's approval of expenditures and for its prudent fiscal management of the Church's finances. Following such communication, each chairperson will be responsible for letting the Finance Committee know as soon as practical of any anticipated expenditure exceeding the new lower level. Each committee shall administer budgeted funds subject to regular consultation with the Finance Committee regarding the availability of funds. Each committee chairman or ministerial staff member will be responsible for coordinating with the Finance Committee and authorizing all requisitions and invoices pertaining to the committee. Each committee chairman understands that it takes additional authorization, by the Church Treasurer and one other designated person, before expenditure is actually approved for payment, therefore, coordination with the Finance Committee is of the utmost importance. Each committee shall make recommendations to the Church concerning policies that are set and governed by the committee when it is deemed appropriate.

#### Articles XIV Church Meetings

- 14.1 Worship Services. Worship services shall be held regularly on each Sunday morning and Sunday evening. Sunday School shall be held each Sunday morning and Discipleship Training shall be

held each Sunday evening. Prayer service shall be held on each Wednesday evening. Exceptions may be made with proper notification to Church members.

14.2. **Special Services.** Revival services and any other Church meetings essential to the advancement of the Church's objectives shall be placed on the Church calendar.

14.3. **Business Meetings.**

- a. **Quarterly Meetings.** Four times during the calendar year a month will contain a 5<sup>th</sup> Sunday. A regular Church conference and business meeting shall be held during non-service hours (i.e. not during the time periods allocated for the regularly scheduled services) on each 5<sup>th</sup> Sunday throughout the year, except on those special occasions when it is wise or better to reschedule the meeting. Notice of rescheduling of meetings shall appear in the regular newsletter and bulletin of the Church.
- b. **Special Meetings.** The Pastor or the Chairman of Deacons may call special business meetings as needed to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and the time of the meeting. It must be given in such a manner that all members have opportunity to know of the meeting.
- c. **Quorum at Business Meetings.** A quorum consists of those Church members who attend the business meeting, provided it is a stated meeting and one that has been properly called.
- d. **Parliamentary Rules at Business Meetings.** Roberts's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the Church.
- e. **Presiding Officers for Business Meetings.** The Pastor shall serve as moderator of all business sessions when able. In his absence the chairman of the Fellowship of Deacons shall preside. In the absence of both the Pastor and the chairman of the Fellowship of Deacons, a Church member appointed by the Pastor shall preside.
- f. **Voting at Business Meetings.** Each member present during church business meetings shall have the right to vote, and each member shall have but one vote. Voting by proxy shall not be permitted. Unless otherwise required by these By-Laws, a majority of voting members at such meeting shall decide each issue voted upon.

#### Article XV **Church Council**

The Church Council shall serve the Church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the Church and its organizations. The primary functions of the Church Council shall be to recommend to the Church suggested objectives and Church goals; to review and coordinate ministry and program plans recommended by Church officers, organizations, and

committees; to recommend to the Church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of Church objectives and goals.

Regular members of the Church council shall be the Pastor (who will serve as chairman), ministerial staff members, directors of Church program organizations, media library coordinator, chairman of the Fellowship of Deacons, Church officers, and chairmen of Church committees.

All matters agreed upon by the Church Council which call for action not already approved shall be voted on by the Church.

#### Article XVI **Church Ordinances**

- 16.1. Baptism. This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Christ as Lord. Baptism shall be by immersion in water. The Pastor, or whomever the Church shall authorize, shall administer baptism. The deacons shall assist in the preparation for, and the observance of, baptism. Baptism shall be administered as an act of worship during any worship service of the Church.
- 16.2. The Lord's Supper. The Church shall observe the Lord's Supper at least quarterly. The observance shall be held in the morning service at least once each year and in the evening service at least once each year. The Pastor and deacons shall administer the Lord's Supper, the deacons being responsible for the physical preparations.

#### Article XVII. **Church Finances**

- 17.1. Budget. The Budget Committee, as set forth in Article 13.1 (a), shall prepare and submit annually to the Church for approval an inclusive budget. It is understood that membership in this Church involves the financial obligation to support the Church and its causes with regular, proportionate tithes and gifts. Annually there shall be opportunity provided to secure worthy commitments of financial support from the Church members.
- 17.2. Accounting Procedures. All funds received for any and all purposes shall be properly recorded on the books of the Church by the Church treasurer or financial assistant. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.
- 17.3. Annual Audit. The treasurer's report and records shall be audited annually by an audit committee or public accountant.
- 17.4. Fiscal Year and Church Year. The Church's fiscal year shall begin on January 1 and end on December 31.

Article XVIII  
CHURCH DISCIPLINE

- 18.01. Church discipline is a three step process mandated by our Lord and Savior Jesus Christ in Matthew 18:15-17. Its purpose is to deal with sin in the church and, thereby, maintain the purity, spiritual health, and unity of the church. The senior pastor and the active deacons shall be responsible for overseeing all church discipline matters. They shall also be specifically responsible for conducting the third step of the church discipline process whenever the first two steps fail to bring about the desired result of repentance, forgiveness, and restoration. Their decision to place someone under church discipline shall be reported to the church as soon as possible so that church members can begin complying with the biblical mandate (as recorded in Matthew 18:17) not to socialize or fellowship with that individual until he or she repents and is no longer under church discipline. Although they may still be official members of the church, individuals under church discipline shall not be welcome on church property or at off-site church functions.
- 18.02. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, the church staff, and the deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption and not by a desire for punishment. The church must never lose sight of the fact that church discipline is done to obtain repentance of sin and not vengeance for sin. The purpose and goal of church discipline is to bring about repentance, which, in turn, results in forgiveness, which, in turn, results in restoration. This is why Jesus instituted it, and why the Church must perform it.

Article XIX.  
AMENDMENTS TO BY-LAWS

Amendments to the Articles of Incorporation and/ or these By-Laws may be made at any regular business meeting of the Church by a two-thirds (2/3) vote of those members present and voting. Amendments to the Articles of Incorporation and/or these By-Laws may be voted on only after announcing the intent to amend the charter or By-Laws for two consecutive Sunday mornings during normal Church services and the placing of a notice to such affect in the Church bulletin for two consecutive weeks prior to such vote. The notice in the Church bulletin shall contain the wording of the proposed amendment. All amendments shall be duly recorded and made a part of the Church By-Laws by the Church clerk.

*These By-Laws for Northrich Baptist Church contain articles I through XVIII  
Adopted September 17, 2003.*

*Article VII of these By-Laws for Northrich Baptist Church  
Revised December 13, 2006.*

*Articles IV and XIV of these By-Laws for Northrich Baptist Church  
Revised January 18, 2009.*

*Articles IV, VII, and XI were revised and Article XVIII was added to these By-Laws of Northrich Baptist Church  
on August 29, 2010.*

Northrich Baptist Church  
By-Laws  
August 29, 2010

The signature of the church clerk below is given as testament that this document constitutes the current and binding version of the By-Laws of Northrich Baptist Church as voted on and approved by its members.

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Nila J. Persons, Church Clerk

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Date