

CONSTITUTION AND BYLAWS
OF
SUMMIT BAPTIST CHURCH

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Approved December 14, 1994

Revised March 13, 2005

Revised May 1, 2006 (term of Elders)

Recording Clerk_____

CONSTITUTIONAL ARTICLES

PREAMBLE

As believers in the Lord Jesus Christ, we identify ourselves with each other as a church body, recognizing that we are part of, and in fellowship with, all other members of the body of Christ. Our goal is to love and glorify God and to do His Will. As a sovereign and democratic Baptist church under the Lordship of Jesus Christ, the membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. To preserve and secure the principles of our faith and to ensure orderly government within the tenets of our faith in Jesus Christ and for the purpose of ensuring the liberties inherent in each individual member of this church and the freedom of action of this body of believers with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

This Constitution and Bylaws shall remain in effect until amended in accordance with Article XIII.

ARTICLE I – NAME

This body shall be known as the Summit Baptist Church.

ARTICLE II – INCORPORATION

The Church was incorporated under the laws of the State of Georgia as SUMMIT BAPTIST CHURCH OF COBB COUNTY, INC. on May 26, 1994.

ARTICLE III – PURPOSE

The purpose of this body shall be to maintain a continuing vital relationship with God through Jesus Christ and to bring all mankind into this relationship. Summit Baptist Church is organized and maintained:

- A. To bring the unsaved to a saving knowledge of Jesus Christ.
- B. To carry out the Great Commission of our Lord Jesus Christ as recorded in Mt. 28:18-20, Mk 16: 15, Acts 1:8.
- C. For the worship of God.
- D. To equip one another to serve the Lord Jesus Christ.
- E. To care for and encourage one another and the development of Christian Fellowship among its members.
- F. To teach the Word of Christ and
- G. To strive for the member's growth in the Grace and Knowledge of our Lord Jesus Christ.

ARTICLE IV – CHARACTER

We recognize that Christ is the Head of Summit Baptist Church and that the Government is carried out through the ministers and lay ministers of this church. It is subject to the control of no other ecclesiastical body, but it is committed to counsel and cooperation which are common among Baptist Churches. Persons duly received by the membership shall constitute the membership (See Article VI) and government of Summit Baptist Church is vested in this membership. All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action or this document.

ARTICLE V – CHURCH COVENANT

Having been led, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in His name do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

As the body of Christ, we believe

Jesus Christ is the son of God, died on the cross for our sins and arose from the grave for our sins to give us eternal salvation.

The Holy Bible is the inspired, inerrant word of God and the basis for our beliefs. In the power of prayer.

That God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication and pornography are sinful perversions of God's gift of sex (Gen. 2:24, Gen. 19:5 & 13, Gen. 26:8-9, Rom. 1:26-29, I Cor. 5:1-5, I Cor. 6-9, I Thes. 4:1-8, Heb. 13:4).

In the youth as the strength of the church:

In the mature as the wisdom of the church.

We engage, therefore, by the aid of the Holy Spirit, to:

Walk together in Christian love;

Strive for the growth of the church, in knowledge and spirituality.

Sustain its worship, ordinances, discipline, and doctrines;

Contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

Watch over one another in brotherly love.

Remember one another in prayer.

Comfort one another in sickness and crisis.

Attend to the needs of the widows, orphans and the elderly.

Be truthful and keep our promises.

Be friendly and courteous in speech and refrain from destructive conversation

Be slow to take offense, but always ready for prompt reconciliation according to the rules of our Savior.

Promote the family and family devotion.

Religiously educate our children. (Proverbs 22:6)

Oppose the use of illegal drugs, the abuse of legal drugs.
Encourage abstaining from alcohol based on 1 Cor. 8:9 and Rom. 14:19-21.
Set a positive Christian example so others will not stumble.
Actively seek the salvation of our kindred and acquaintances.
Support missions at home and abroad.

ARTICLE VI – DOCTRINAL STATEMENT

The doctrinal statement of Summit Baptist Church shall be the Summit Statement of Faith found in Appendix A.

BYLAWS ARTICLES

ARTICLE VII – MEMBERSHIP

Section 1 – ADMISSION

Persons may request admission into the membership of this church by one of the following:

- A. PUBLIC PROFESSION of their faith in Christ and New Testament Baptism.
- B. A LETTER from any other church of like faith and practice, showing them to be in good standing.
- C. A satisfactory STATEMENT OF FAITH of his or her Salvation experience and New Testament Baptism when one is unable to obtain a church letter of dismissal.

Section 2 – ACCEPTANCE

Acceptance into membership is by majority vote at a Church Assembly after a counseling session between the prospective member and a church leader. Each new member candidate is strongly encouraged to participate in a MEMBER DISCIPLESHIP training class.

Section 3 – DUTIES

Members are prayerfully asked to fulfill those duties associated with our church purpose, to be faithful in all the duties essential to be CHRISTIAN LIFE, to ATTEND HABITUALLY the services of Summit Baptist Church, to TITHE REGULARLY for the support of the church and its cause, to SHARE in its organized WORK and EMBRACE the CHURCH COVENANT.

Section 4 – RIGHTS

Members who fulfill the requirements in section 3 are considered members in good and regular standing and are entitled to all rights and privileges associated with membership and may act and vote in the transaction of the business of the church.

Section 5 – DISCIPLINE

Should a member become an unrepentant and repeat offender to the Christian faith, a body of the church leadership, selected by the Pastor, and with the advice and counsel of the Pastor, shall endeavor to counsel the offender, and if such efforts fail, shall report the case to the Church for action. This action is only after every effort has been made to lovingly restore this individual to Christian fellowship under the principles outlined in Matthew 18:15-17 BREAKING FELLOWSHIP will consist of severing ties and revoking membership privileges after a majority approval of members present at church assembly. Any person UNDER DISCIPLINE of the church may be RESTORED after having given evidence of true penitence and the majority of members present at church assembly approves of the restoration.

Section 6 – TERMINATION OF MEMBERSHIP

This church shall dismiss from its membership as follows:

- A. Letters of dismissal shall be granted when requested.

- B. Upon the death of a member the member's name will be transferred to a deceased-membership list.
- C. If a person unites with any church not of like faith, their name will be transferred to an ex-membership list.
- D. If for disciplinary reasons, Breaking Fellowship for unchristian or immoral conduct would cause the member's name to be transferred to an ex-membership list.

Section 7 - CHARTER MEMBERS

Members joining within 30 days of our charter will be recorded in a section of the membership role called "Charter Members". However, being a charter member, though a privilege and unique blessing, does not entitle special membership rights or status.

ARTICLE VIII – CHURCH ORDINANCES

Section 1 – BAPTISM

Summit Baptist 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:

1. Baptism shall be by immersion in water.
2. The pastor, or whomever the church shall authorize, shall administer baptism.
3. Baptism shall be administered as an act of worship during any worship service.

Section 2 – THE LORD'S SUPPER

Summit Baptist Church shall strive to observe the Lord's Supper at least quarterly.

ARTICLE IX - CHURCH MEETINGS

Section 1 – MEETINGS

Summit Baptist Church shall meet regularly. The purpose of these meetings will be any or all of the following: worship of Almighty God, prayer, praise, preaching, instruction and evangelism.

Section 2 – SPECIAL SERVICES

Special Services include meetings such as revival, retreat, ordination and any other church meeting essential to the advancement of the church's purpose.

Section 3 –CHURCH ASSEMBLY

- A. Purpose. Church Assemblies are designed to disseminate information to the church and when necessary to obtain approval from the church.
- B. Notice. Notice of Church Assemblies shall be publicized on the Sunday prior to the regularly scheduled Assembly.
- C. Frequency. Church Assemblies shall happen at a minimum on a quarterly basis. This frequency may be increased upon majority vote of the church body in a properly called and held Church Assembly.

- D. Schedule. Meeting time and day may be changed by a majority vote of the church body in a properly called and held Church Assembly.
- E. Votes. Members must be present to have their votes counted. No proxy votes will be accepted.

Section 4 – SPECIAL CHURCH ASSEMBLY

- A. Purpose. Special Church Assemblies are called meetings to consider matters of special nature and significance.
- B. Agenda. Only that business, for which a Special Assembly is called, may be discussed.
- C. Notice. Notice of a Special Church Assembly shall be publicized on Sunday prior to the called Special Assembly.
- D. Votes. Members must be present to have their votes counted. No proxy votes will be accepted.
- E. Authority to Call. Special Church Assemblies are only called by the Council of Elders.

Section 5 – ASSEMBLY QUORUM

A quorum consists of those members who attend a properly announced Church Assembly. All motions require a two-thirds majority vote for passage unless specifically defined otherwise in these Bylaws.

Section 6 – RULES OF ORDER

Basic Christian behavior should be the foundation of our dealings with one another. To allow for the smooth operation of business meetings, Roberts Rules of Order, Revised will be used to govern parliamentary action.

Section 7 – MODERATOR

A Church Moderator shall be elected by the membership. In his absence, the chairman of the Council of Elders shall preside as Moderator, or in the absence of both, the Clerk shall call the church to order and preside for the election of an acting moderator.

The Moderator shall not serve on any Stewards team or the Council of Elders while serving as Moderator.

Section 8 - CHURCH ASSEMBLY AGENDA

- A. Definition. Church Assembly Agenda will be slated by the church Clerk and kept by the Moderator.
- B. Agenda Items. Items to be placed on the agenda should be slated no later than one week prior to the Church Assembly. Items are placed on the agenda by the Council of Elders and Stewards. All agenda requests should be forwarded to one of these groups, in writing. Upon receipt of the written request, it will be considered for placement on the agenda.
- C. Appeal of Rejected Agenda Items. Requests not approved for placement on the agenda may be appealed to the Council of Elders. In the event the Council of

Elders declines to place the request on the agenda, upon receiving the request a second time with the signatures of 10% of resident church members supporting the request, the Council of Elders will have the request placed on the agenda.

- D. Reconsideration of Agenda Items. Agenda items which have come before the church and been decided may be placed on the agenda for reconsideration using the appropriate procedures as outlined above. If the outcome of reconsideration is the same as when originally considered, the item must wait at least 12 months before being reconsidered again.

Section 9 – CHURCH MEETINGS AND POLITICS

Church meetings shall not be used as a forum for political candidates to campaign. Political campaigning will be in accordance with State and Federal guidelines applicable on tax exempt, not-for-profit organizations.

ARTICLE X – CHURCH FINANCES

Section 1 – ACCOUNTING PROCEDURES

All funds received for any and all purposes shall pass through the hands of the Church Administrator, the Finance Assistant, or the Financial Stewards, and shall be properly recorded on the books of the church. At the church's discretion, those who have responsibility that involves actual handling of funds may be bonded, the church paying the bond. A system of accounting that will adequately provide for the handling of all funds shall be maintained by the Church Treasurer and the Financial Stewards.

Section 2 – FISCAL YEAR

The fiscal year shall begin on January 1st and end on December 31st unless otherwise approved by the majority vote at a general assembly meeting in which all accounting laws must be followed.

ARTICLE XI – ORGANIZATION AND STAFF

Section 1 – ORGANIZATIONAL PHILOSOPHY

Our mission is to GO and TEACH all nations. BAPTIZING in the name of the Father, Son and Holy Spirit. With this as mission critical, our goal is to devote our maximum efforts, people and money into these endeavors.

In order to more efficiently and effectively accomplish this, some organization and staff are required. To this end, our philosophy is to maximize human and financial resources for ministry.

Section 2 – PASTOR

The Pastor shall have charge of the spiritual welfare and leadership of the church and shall be to it a true shepherd. As a shepherd, he shall mobilize the laity through encouragement, promote the individual discovery of Spiritual Gifts, equip and empower the lay ministry.

He shall be expected to minister unto the church at all regular and appointed times of worship and service and shall minister to the spiritual needs of individual members whenever possible. The Pastor will have an established job description, which shall be provided by the Personnel Stewards, outlining other major job responsibilities.

The Pastor is the visionary and director of lay Ministry Teams.

The Pastor shall serve as the Chairman of the Council of Elders and voting member of the Council of Elders. At his discretion, the pastor may choose to allow the Council of Elders to select a chairman from the lay members elected by the church body.

The Pastor is a non-voting Financial, Operations and Personnel Steward.

The Pastor is an employee of the Church and shall receive spiritual guidance, performance appraisals, vacation and other absentee approvals from the Council of Elders. The Council of Elders shall function as the direct supervisor of the Pastor.

Section 3 – MINISTERIAL STAFF

- A. Definition. Any Staff Member whose title contains the following shall be considered a Ministerial Staff Member: Pastor, Associate Pastor, Minister, or Director.
- B. Duties. The Ministerial Staff shall assist the Pastor in the spiritual welfare and leadership of the church and shall be to it true shepherds. As shepherds, the Ministerial Staff shall mobilize the laity through encouragement, promote the individual discovery of Spiritual Gifts, equip and empower the lay ministry. Each member of the Ministerial Staff will have an established job description provided by the Personnel Stewards. Members of the Ministerial Staff shall be expected to minister unto the church at all regular and appointed times of worship and service and shall minister to the spiritual needs of individual members whenever possible.
- C. Calling. The Ministerial Staff shall be called and employed as the church determines the need for such offices. Search and recommendations to fill staff positions are the responsibility of the Personnel Stewards, in cooperation with the Pastor.
- D. Vacancy. The Staff Ministers may relinquish their office by giving written notice to the Personnel Stewards. The Council of Elders may declare the Ministerial Staff member's office to be vacant. Ministerial staff members are employees of the church and shall receive performance appraisals, vacation and other absentee approvals from the Personnel Stewards through the Pastor, or staff designee, who shall function as their immediate supervisor.

Section 4 – NON-MINISTERIAL STAFF

Non-ministerial Staff members shall be employed as the church determines the need for their services. The Church Administrator with the approval of the Personnel Stewards shall have the authority to employ and to terminate services of non-ministerial staff

members. A job description and organizational reporting structure will be provided by the Personnel Stewards.

Section 5 – COUNCIL OF ELDERS

The elders will serve to assist and advise the pastor regarding the spiritual leadership of the church. They shall be elected from the lay membership of the church based on the guidelines noted in Article XII – Organizational Responsibilities.

Section 6 – RECORDING CLERK

The Recording Clerk shall be elected annually at a Church Assembly. The term will run concurrent with the Fiscal Year. The Clerk shall keep a register of the names of members, with dates of admission, dismissal or death, together with a record of baptisms. The Clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, maintain a current copy of the Constitution and Bylaws (including Interpretation Statements from the Council of Elders), slate the Church Assembly agenda and keep minutes at Church Assemblies. The Clerk shall also be responsible for the preparation of the annual letter of the church to the Association. The church may delegate some of the clerical responsibilities as it deems appropriate. All church records are church property and shall be kept in a designated place or the church office when an office is maintained.

Section 7 – TREASURER

The Chairman of the Finance Stewards shall be the Church Treasurer. In the event of a vacancy in the Minister of Administration position, the Chair of the Financial Stewards shall be the Treasurer. The Treasurer shall ensure a complete record of receipts and disbursements are kept, and shall make monthly reports to the church at the Church Assembly.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the church Clerk, who shall keep and preserve the account as a part of the permanent records of the church.

Section 8 – CORPORATE OFFICERS

To satisfy the requirements of the State of Georgia for incorporation, certain Corporate Officers must be named and filed with the State. To simplify this process the persons holding the positions named in these bylaws shall serve as Corporate Officers of record as follows:

<u>Corporate Office</u>	<u>Bylaws Position</u>
Chief Executive Officer	Pastor
Chief Financial Officer	Chairman of Finance Stewards
Secretary	Recording Clerk
Registered Agent	Recording Clerk

In the event of a vacancy of the position of Senior Pastor, the lay chairman of the Council of Elders shall be deemed to be the Chief Executive Officer.

ARTICLE XII – ORGANIZATIONAL RESPONSIBILITIES

Section 1 – GENERAL ORGANIZATIONAL GUIDELINES

- A. Voting. For the Stewards and the Council of Elders, a valid vote requires that two-thirds of the membership be in concurrence. For example, a membership of 6 requires that at least 4 concur on any decision. If only four members are present at a meeting, then all four would have to concur for a motion approval.
- B. Quorum. A valid quorum for Stewards and the Council of Elders requires that two-thirds of the membership be present.
- C. Meeting Minutes. A record should be kept of all scheduled meetings. Minutes from the Council of Elders and the Finance, Operations and Personnel Stewards are a matter of church record, as such, should be filed with the church Recording Clerk. Minutes should include the following: Date, Time Began and Ended, Place Meeting Held, List of Those Present, Verbatim of Motions Made, Motion Pass or Fail, Synopsis of Business Conducted, Signed by Whoever Took the Minutes.
- D. Holding Multiple Memberships. Members of the Financial, Operations and Personnel Stewards will not hold membership in more than one body of stewards. Stewards may hold concurrent and multiple Ministry Team memberships. Husband and wife may NOT serve concurrently in the same Stewards Group. Husbands and wives MAY serve concurrently on Ministry Teams and on different Stewards Groups.
- E. Meeting Attendance. As a rule, all meetings are “Open Session” in which any church member may attend and observe. Any church member may request in advance to have an item placed on a meeting agenda. Occasionally a topic or matter of a sensitive nature may require an “Executive Session”, which means attendance is closed to anyone except church appointed members and requested guests.
- F. Interpretive Body. The Council of Elders shall be the interpretive body for questions and disputes concerning this Constitution and Bylaws. Requests for interpretation should be forwarded to the Council of Elders . A written reply will be forwarded to the requesting party and a copy of the reply be added as attachments to this Constitution and Bylaws and kept on file with the Church Recording Clerk.
- G. Dispute Resolution. Every effort must be maintained to practice sound Christian behavior in the organizational relationships of Summit Baptist Church. In any organization, conflict naturally arises. Matthew 18:15-17 is the model for conflict resolution between Christians and within Christian organizations. 1 Corinthians 8:9 and Romans 14:19-21 indicate that believers should not cause another brother to stumble. Because of these truths, the following chain of conflict resolution shall be followed.
 - 1. Elders and Pastor. In the event a conflict between an Elder and the Senior Pastor cannot be resolved after discussions between the two, the matter should be referred to the Council of Elders. If the matter still cannot be

resolved at that level, it shall be brought before the Church Body for discussion under the guidelines used to request an agenda item. The decision of the Church Body will be deemed to be final.

2. Stewards and Minister of Administration. In the event a conflict between a Steward or Stewards Group and the Minister of Administration cannot be resolved after discussions between the two, the matter should be referred to the Council of Elders. If the matter still cannot be resolved at that level, it shall be brought before the Church Body for discussion under the guidelines used to request an agenda item. The decision of the Church Body will be deemed to be final.
3. Individual Church Members and Staff Members, Stewards, or Elders. In the event a conflict between an individual church member or a group of church members and a Staff Member, Steward, or Elder cannot be resolved after discussions between the two, the matter should be referred to the Council of Elders. If the matter still cannot be resolved at that level, it shall be brought before the Church Body for discussion under the guidelines used to request an agenda item. The decision of the Church Body will be deemed to be final.

Section 2 – FUNCTIONAL RESPONSIBILITIES

A. Council of Elders.

1. Number. The Council of Elders shall consist of a minimum of seven (7) members: six (6) elected from the church body and the Senior Pastor. The number of Elders may be changed upon the recommendation of the Council of Elders and approval of the church body in Church Assembly. If the number is increased, it must be increased in even-numbered increments so as to prevent a tie.
2. Membership.
 - a. Elders may be nominated by any active church member.
 - b. Elders must be active members in good standing of Summit Baptist Church for at least two (2) years.
 - c. The criteria for selection of these representatives are 1 Timothy 3:1-7 and Titus 1:5-9.
 - d. The candidates will be interviewed by the Senior Pastor, the Council of Elders and the Personnel Stewards or a representative from the Personnel Stewards at the discretion of the stewards.
3. Election. After prayerful consideration, the slate of candidates will be presented to the church for their approval in Church Assembly. Should any candidate not be affirmed by a $\frac{3}{4}$ majority vote, the selection team will present another candidate to the church.
4. Term. Elders shall serve a three-year term on a rotational basis. Elders shall be eligible for re-nomination after one year. The term shall be concurrent with the fiscal year.
5. Unexpired terms. At the time of election of Elders, an alternate who meets the same qualifications shall be elected. Mid-term vacancies shall

be filled by the alternate elected at the previous Elder election. The alternate shall serve the completion of the term that was left vacant.

6. Duties. The Council of Elders will be responsible for the following:
 - a. Strategic Spiritual Issues of Summit Baptist Church.
 1. Formulate the Vision of the Church.
 2. Develop the Mission of the Church.
 3. Define the Long-term Goals of the Church.
 4. Define the Short-term Goals of the Church.
 - b. Ministry Objectives.
 1. Establish Ministry Priorities.
 2. Ensure Mission/Vision Alignment.
 3. Set Long and Short-term Objectives.
 4. Ensure Balanced Ministry Emphasis.
 - c. Communicate the Vision/Mission and Progress to the Church.
 1. Communicate with Ministry Teams.
 2. Communicate with Stewards.
 3. Communicate with the Church Membership at Large.
 4. Communicate with Church Staff.
 5. Bring matters to the Church Assembly.
 - d. Provide Counsel and Assistance to: Pastor, Staff, Stewards, and Ministry Teams.
 - e. Select and Recommend Personnel Steward members for church approval.

B. Financial Stewards

1. Membership. The Financial Stewards shall consist of a minimum of three (3) elected members which will serve on a three (3) year staggered, rotational basis. The term of the Stewards shall coincide with the church fiscal year.
2. Change of Number. The number of stewards may be changed upon the recommendation of the Council of Elders and approval of the church body in Church Assembly. If the number is increased, it must be increased in even-numbered increments so as to prevent a tie.
3. Terms. The standard term of service on a steward team shall be three (3) years. After the conclusion of one term, a steward must wait one year to be eligible to serve on a steward team.
4. Selection. Members are nominated for church approval by the Personnel Stewards. Membership is confirmed by a majority vote at a Church Assembly
5. Duties. The primary duties of the Financial Stewards are associated with oversight of all aspects of church monies and should include, but not be limited to, the following:
 - a. Development and Maintenance of Policies and Procedures. The Financial Stewards shall be responsible for oversight and maintenance of current policies and procedures regarding the financial activities of

the church. These policies and procedures should cover all aspects of church monies including, but not limited to the following:

1. Deposits. Recording and counting of all church deposits; reporting to the church body; reporting to contributors; collection of offerings; designation of funds; member stewardship; points of solicitation; special offerings; and a system of records.
 2. Audit Policy and Procedures. Annual certifications; monthly reporting and reconciliation; reporting to church membership; and records retention
 3. Expenditures. Purchase Order process; funds request procedures; approval of expenditures; recording of expenditures; monitoring against budget; payment policy; invoicing; maintenance of tax exemption.
 4. Banking. Selection of bank; account signature authority; signature policy; balance limits; reconciliation of bank accounts; savings vs. checking; investment policy; special accounts; borrowing; line of credit.
 5. Bonding. Policy and Payment of Bonding.
- b. Budget Recommendation. The Financial Stewards shall be responsible for the development of the church budget within the policies and procedures. The recommended budget shall be presented to the church in Church Assembly prior to the end of the fiscal year for approval. Once approved, the staff member responsible for the budget request shall have the authority to expend such funds in accordance with the policies and procedures of the church.
- c. Budget Monitoring. The Financial Stewards shall be responsible for reviewing the financial position of the church and making recommendations for adjustments to spending activities and amendments to the budget as needed based on that financial position.
- Unauthorized Activity. If a Financial Steward acts without authority of the church, the Steward is personally responsible for any contract or undertaking so made and the church is not legally responsible for same or legally affected by it. To avoid personal responsibility, Financial Stewards must secure from the church, at a Church Assembly, authority to sign financially obligating documents.
- Policies and Procedures. The Stewards shall develop and maintain procedures for all areas for which they are responsible.
- a. Approval. The Minister of Administration shall be responsible for creation of policies and procedures with the input of other staff members. These policies and procedures shall be approved by the Stewards. The Stewards shall determine whether or not a procedure should be presented to the Assembly for approval.
 - b. Required Information. Each procedure shall have an effective date, approval date and the names of the Council of Elders members present when the procedure was approved and be initialed by same.

- c. Member Protest. Any Summit Baptist Church member may protest a procedure to the Council of Elders, through the initiating Stewards. This protest will require a petition signed by 5% of the resident membership of Summit Baptist Church. Once presented, this protest shall be considered by the Council of Elders, who shall then be required to determine whether to present the procedure to the Assembly for approval and/or modification.
- d. Copies. A copy of all procedures shall be given to each staff member, employee, Steward and the Recording Clerk.
Enforcement. The day-to-day operations and implementation of the policies and procedures established by the stewards shall be the responsibility of the appropriate Ministerial Staff Member.

C. Operations Stewards

1. Membership. The Operations Stewards shall consist of a minimum of three (3) elected members which will serve on a three (3) staggered rotational basis. The term of the Stewards shall coincide with the church fiscal year.
2. Change of Number. The number of stewards may be changed upon the recommendation of the Council of Elders and approval of the church body in Church Assembly. If the number is increased, it must be increased in even-numbered increments so as to prevent a tie.
3. Terms. The standard term of service on a steward team shall be three (3) years. After the conclusion of one term, a steward must wait one year to be eligible to serve on a steward team.
4. Selection. Members are nominated for church approval by the Personnel Stewards. Membership is confirmed by a majority vote at a Church Assembly.
5. Duties. The primary duties of the Operations Stewards are associated with oversight of all aspects of church operations which are not related to church monies or church personnel. The primary responsibilities of the Operations Stewards should include, but not be limited to, the following:
 - a. Development of Policies and Procedures. The Operations Stewards shall be responsible for oversight and maintenance of current policies and procedures regarding their areas of responsibility. These policies and procedures should cover all aspects of church operations including, but not limited to the following:
 1. Facilities Operations. Insurance, recommend facilities budget; scheduling; facilities use and configuration.
 2. Facility Maintenance. Buildings, grounds, other church properties.
 3. Legal. Execute deeds & conveyances; purchase and sale of real and physical assets; rental of property, real and physical.
 4. Marketing. Advertising.
 - b. Budget Oversight for Operations. The Operations Stewards shall be responsible for forwarding the request for the Operations Budget to the

Finance Stewards in time for their budget preparation. The Operations Stewards shall also be responsible for monitoring the Operations Budget and determining the need for additional requests/amendments for consideration by the Finance Stewards.

Policies and Procedures. The Stewards shall develop and maintain procedures for all areas for which they are responsible.

- a. Approval. The Minister of Administration shall be responsible for creation of policies and procedures with the input of other staff members. These policies and procedures shall be approved by the Stewards. The Stewards shall determine whether or not a procedure should be presented to the Assembly for approval.
- b. Required Information. Each procedure shall have an effective date, approval date and the names of the Council of Elders members present when the procedure was approved and be initialed by same.
- c. Member Protest. Any Summit Baptist Church member may protest a procedure to the Council of Elders, through the initiating Stewards. This protest will require a petition signed by 5% of the resident membership of Summit Baptist Church. Once presented, this protest shall be considered by the Council of Elders, who shall then be required to determine whether to present the procedure to the Assembly for approval and/or modification.
- d. Copies. A copy of all procedures shall be given to each staff member, employee, Steward and the Recording Clerk.
- e. Enforcement. The day-to-day operations and implementation of the policies and procedures established by the stewards shall be the responsibility of the appropriate Ministerial Staff Member.

D. Personnel Stewards

1. Membership. The Personnel Stewards shall consist of a minimum of three (3) elected members which will serve on a three (3) year staggered rotational basis. The term of the Stewards shall coincide with the church fiscal year.
2. Change of Number. The number of stewards may be changed upon the recommendation of the Council of Elders and approval of the church body in Church Assembly. If the number is increased, it must be increased in even-numbered increments so as to prevent a tie.
3. Terms. The standard term of service on a steward team shall be three (3) years. After the conclusion of one term, a steward must wait one year to be eligible to serve on a steward team.
4. Selection. Members are nominated for church approval by the Council of Elders. Membership is confirmed by a majority vote at a Church Assembly.

5. Duties. The primary duties of the Personnel Stewards are associated with oversight of all aspects of church personnel and should include but not be limited to, the following:
 - a. Development of Policy and Procedures. The Personnel Stewards shall be charged with oversight and maintenance of the Personnel Policies of Summit Baptist Church.
 - b. Administration of Personnel Policies and Procedures. This administration includes, but is not limited to the following activities:
 1. Recommend staff needs to the Church;
 2. Oversee compensation packages for all employees, including salary and benefits in conjunction with the Financial Stewards
 3. Oversee performance review process in compliance with Personnel policies.
 4. Create job descriptions – define expectations and responsibilities and determine work level standards
 5. Determine work schedules.
 6. Approve and extend leaves/absences.
 7. Administer employee disciplinary actions in accordance with the Personnel policies.
 8. Develop and submit annual budget request for personnel needs.
 9. Select and recommend Financial and Operations Stewards per the guidelines established in these by-laws.
 - c. Recommend candidates to fill vacant or newly created staff positions. Develop application form; search and recruit applicants unless otherwise noted in these by-laws; interview applicants; check references; extend employment offers; discharge employees according to Personnel policies.

Policies and Procedures. The Stewards shall develop and maintain procedures for all areas for which they are responsible.

- a. Approval. The Minister of Administration shall be responsible for creation of policies and procedures with the input of other staff members. These policies and procedures shall be approved by the Stewards. The Stewards shall determine whether or not a procedure should be presented to the Assembly for approval.
- b. Required Information. Each procedure shall have an effective date, approval date and the names of the Council of Elders members present when the procedure was approved and be initialed by same.
- c. Member Protest. Any Summit Baptist Church member may protest a procedure to the Council of Elders, through the initiating Stewards. This protest will require a petition signed by 5% of the resident membership of Summit Baptist Church. Once presented, this protest shall be considered by the Council of Elders, who shall then be required to determine whether to present the procedure to the Assembly for approval and/or modification.

- d. Copies. A copy of all procedures shall be given to each staff member, employee, Steward and the Recording Clerk.
- e. Enforcement. The day-to-day operations and implementation of the policies and procedures established by the stewards shall be the responsibility of the appropriate Ministerial Staff Member.

E. Ministry Teams

1. Ministry teams are at the very foundation of Summit's goal to honor God by building up His kingdom through quality, relevant and person-centered ministry. The primary function of Ministry Teams is to assist the Pastor in the spiritual growth and spiritual leadership of the church and the community.
2. Ministry Teams shall consist of various size memberships dependent upon the presence of lay minister gifts. Each Ministry Team will have a Team Coach. Member's length of service on Ministry Teams is normally not limited. Prospective team members are encouraged to meet with the Pastor or Ministry Team Coach for counseling on spiritual gifts and ministry opportunities. Ministry teams, team members, and team coaches shall be at the discretion of the Pastor and subject to approval by the Council of Elders.
Ministry Teams and activity plans are subject to the approval of the Council of Elders and regular reports concerning the Ministry Team's activities should be made by the Pastor or the Pastor's designee and to the church-at-large.
3. The Pastor is to meet monthly, or more frequently if needed, with Ministry Team Coaches to provide training and support. Ministry Teams are encouraged to meet at least once a month.
4. Ministry Teams will strive to accomplish the following goals:
 - a. SPIRITUAL GROWTH – Some form of Bible Study and prayer are to be included in each team ministry meeting
 - b. PASTORAL CARE – The team will be motivated to keep up with each other on a regular basis and to serve each other as needs arise.
 - c. LEADERSHIP DEVELOPMENT – By introducing leadership principles in team meetings and by personal mentoring, we will raise up Christian disciples, who will become coaches and leaders in other areas.
 - d. TASK ACCOMPLISHMENT – Each ministry team, under the direction of a Team Coach will establish goals and determine strategies for accomplishing these tasks.

F. Deacons

1. Activation. The Deacon Body would be activated upon recommendation of the Senior Pastor and the Council of Elders and the approval of the church body in an appropriately called and held Church Assembly. The

Deacon Body shall exist in a dormant state until the need for their ministry is identified by the Senior Pastor and the Council of Elders.

2. Number.
 - a. The Deacon Body shall consist of a minimum of five (5) members elected as noted below.
 - b. The number of Deacons may be changed upon the recommendation of the Council of Elders and the Senior Pastor and approval of the church body in Church Assembly.
 - c. The number of Deacons shall be adjusted as needed to allow for necessary ministry as growth of the Church demands.
3. Membership.
 - a. Deacons may be nominated by any active church member.
 - b. Deacons must be active members in good standing of Summit Baptist Church for at least one (1) year.
 - c. The criteria for selection of Deacon Nominees are Acts 6:1-6 and 1 Timothy 2:8-13.
4. Election.
 - a. Three (3) months prior to the election of Deacons, the Senior Pastor (or Chairman of the Council of Elders if the Senior Pastor position is vacant) and the Chairman of Deacons shall designate a Committee of Deacons to screen candidates nominated by the church body.
 - b. The Deacon Selection Committee will nominate a slate of qualified individuals greater than the vacancies needed to be filled.
 - c. The Deacon Selection Committee shall present their nominations to the Church Body for vote no less than one (1) month prior to election.
5. Term. Deacons shall serve a three-year term on a rotational basis. Deacons shall be eligible for re-nomination after one year. The term shall be concurrent with the fiscal year.
6. Unexpired terms. Mid-term vacancies shall be filled from the most recent list of nominations from the church body and presented for approval at Church Assembly.
7. Duties. The Deacon Body will be responsible for the following:
 - a. Serve the Senior Pastor and Associate Pastors by providing necessary assistance in the execution of the ministry of Summit Baptist Church.
 - b. Visiting new members and prospects.
 - c. Assisting in the healthy assimilation of new members into the fellowship.
 - d. Visiting members in the hospital or at times of bereavement.
 - e. Representing the Senior Pastor or Associate Pastors at funerals if needed.
 - f. Other ministry duties as assigned by the Senior Pastor, Associate Pastors, or Council of Elders.

ARTICLE XIII – VACANCIES

Section 1 – DEFINITION

Vacancies are created as a result of existing positions being vacated or by a new position being created through church approval. The membership at large may forward the names and qualifications of possible candidates directly to the appropriate organization for consideration. Ministry Team members normally do not require a church vote for membership (some exceptions could exist). Ministerial Staff, Elders and Stewards require church approval at a Church Assembly.

Section 2 – SUNDAY SCHOOL MINISTRY TEAM POSITIONS

The Sunday School Ministry Teams will be responsible to recommend candidates to fill vacancies of Sunday School posts. The names and recommended positions to be filled will be submitted for majority church approval at a Church Assembly.

Section 3 – STEWARDS POSITIONS

The herein named organization will recommend candidates to fill vacant positions. The names and recommended positions to be filled will be submitted for majority church approval at a Church Assembly.

Section 4 – COUNCIL OF ELDERS POSITIONS

The church's elders shall be selected according to guidelines noted in Article XII, section 2A of these by-laws.

Section 5 – PASTOR

- A. Pastor Selection Team. A Pastor Selection Team shall be recommended by the Personnel Stewards and approved by the church to seek out a suitable pastor. Its recommendation will constitute a nomination. Any church member has the privilege of making other nominations according to the policy established by the church.
- B. Selection Process. The Pastor Selection Team shall bring to the consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of three-fourths of those present (when, where) being necessary for a choice. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.
- C. Vacancy of Office of Pastor.
 1. Voluntary Resignation. The Pastor may relinquish his office by giving written notice to the Personnel Stewards.
 2. Involuntary Vacancy. The church may declare the office of Pastor to be vacant. Such action shall take place at a properly called Special Church Assembly. This Assembly may be called upon the recommendation of the Council of Elders or by written petition signed by not less than one-third (1/3) of the resident church members. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds (2/3) of the members present being necessary to declare the office vacant. Termination/Severance pay shall be awarded in

accordance with Personnel Policies outlined in the Summit Baptist Church Personnel Policy Manual.

Section 6 – Other Vacancies

The appropriate church organization will recommend candidate to fill other vacant Leadership positions as defined in these Bylaws.

ARTICLE XIV– AMENDMENTS

Section 1 – RESPONSIBILITY

The Council of Elders shall be responsible for ensuring that the Church functions within the framework of these Constitution and Bylaws. The Council of Elders shall be responsible for maintaining the Constitution and Bylaws consistent with the vision and growth of the Church.

Section 2 – INITIATING AMENDMENTS

Any Church member may submit a request, in writing, for an amendment to the Council of Elders. The Council of Elders shall consider the amendment request and shall present the request to the Church Assembly as is and may recommend adoption, no action or adoption with changes.

Section 3 – APPROVAL

Amendment requests shall be presented to the Church Assembly during a properly called Assembly or Special Assembly. The vote on the amendment shall not occur until the next Assembly which shall be a minimum of one week after the amendment was originally presented at Assembly. That amendment will be considered during an Assembly or Special Assembly shall be publicized as part of the announcement of said Assembly. Amendments require a two-thirds majority approval of the Assembly for passage.

Section 4 – ARCHIVES

As the Church grows it is anticipated that the Constitution and Bylaws may be amended many times. The Constitution & Bylaws need to be maintained in a manner that enables distribution to any member who requests a copy. The original version with many amendments attached would be unwieldy for reproduction as well as understanding by the reader. Therefore, the following procedures shall be followed to facilitate the archival and distribution of this document.

Each new version will be complete within itself and the amended portions shall be printed in a bold, italicized font. All other portions, including previous amendments, shall be printed in a standard font such as Times New Roman. Each version shall clearly identified by version number, date of approval and be initialed by the Recording Clerk.

A copy of each version of the Constitution and Bylaws shall be maintained by the Recording Clerk. In addition, a diskette of each version, which shall contain a file produced by a commonly available word processor, shall be maintained with the printed version.

Appendix A – Summit Statement of Faith

CORE DOCTRINE VALUES

I. Scriptures

We believe in the Scriptures of the Old and New Testament as inspired by the Word of God, inerrant in the original writings, and of the supreme and final authority in faith and life. Therefore, all Scripture is infallible, totally true without error. The Scriptures reveals Gods principles by which we are to live our life in order to be reconciled and to bring glorification to God.

2 Timothy 3:16; Exodus 24:4; 2 Peter 1-21; Joshua 8:34; Isaiah 34:16; Romans 15:4, 16:25-26; Hebrews 1:1-2; 4:12

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Human Beings

Man is the special creation of God, made in His own image. He created them male and female. The gift of gender is thus part of the goodness of God's creation. Adam was created in God's image, sinned, and therefore incurred not only physical death but also spiritual death, which is the separation from God. Consequently, all humans are born with a sinful nature. Through the temptations of Satan, man transgressed the command of God, and fell from his original innocents. Therefore, all have sinned and fall short of the glory of God. Only the grace of God can bring a man into his Holy fellowship and enable man to fulfill God's purposes. The sacredness of human personality is evident in that God created man in His own image and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5-7, 18_22; 3:9-6; Psalms 1; 8:3-6; 32:1-5; 51:5; Matthew 16:26, 18:10; Hebrews 1:13; Acts 17:26-31; Romans 1:19-32; 3:10-18; 5:6,12,19; 6:6; 1 Corinthians 1:21-31; 15:19,21-22

IV. Salvation

Salvation is God's free gift to man and involves the redemption of the whole man, and is offered to everyone who will accept Jesus Christ as their Lord and Savior. In the broadest sense salvation includes regeneration, justification, sanctification and glorification. We can never make up for our sins by self improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from the penalty of sin. Sins penalty is eternal separation from God in the lake of fire. When we turn from our self-ruled life and turn to Jesus Christ in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into their life by faith. Once saved, our sins are forgiven and we begin a new life being judged based on God's principles for living.

- A. Regeneration: the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as the Lord and Savior.
- B. Justification: is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- C. Sanctification: is the experience, beginning in regeneration, by which the believer is set apart to God's purpose and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in Him. Growth in grace should continue throughout the regeneration person's life.
- D. Glorification: is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Romans 6:23; 3:23; Ephesians 2:8-9; John 14:6; 1:12; Genesis 3:15; Matthew 1:21; 4:17; 16:21; John 1:11-14; 3:3-21; 5:24; 10:9, 28-29

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14;

12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the public immersion of a believer, in the arms of another, in water in the name of the Father, the Son and the Holy Spirit. Baptism by immersion is an act of obedience symbolizing the believer's faith in a crucified, buried and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is a prerequisite to the privileges of church membership.

The Lord's Supper is a symbolic act of obedience whereby followers of Christ, can through partaking of the bread and fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; I Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32;

17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these

the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian Walk

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christian should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality and pornography. We should work to provide for the orphaned, the needy and abused, the aged, the helpless and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Lord's two greatest commandments: Love your Lord with all your heart, and with all your soul, and with all your mind, and with all your strength. The second is this: Love your neighbor as yourself. There is no other commandment greater than these. As a Christian you give up your rights and privileges to live a life style that is not suitable to God or may cause our brothers and sisters in Christ to stumble.

1 Corinthians 8:9; Romans 2:6; 12:1-2; 14:12; Mark 12:29-31; Galatians 5:14; Luke 4:18-21; 10:27-37; John 15:12; 17:15; 1 Corinthians 5:9-10; 6:1-7 7:20-24; 10:23, 11:1 Galatians 3:26-28; James 1:27; 2:8

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. Family

God has ordained the family as the foundational institution of the human race. It is composed of persons related to one another by marriage, blood or adoption.

Marriage is the uniting of one man and one woman in a covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His Church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to the Biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband thus equal to him, has the God given responsibility to respect her husband and to serve as his helper in managing the household, serving Christ and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent

lifestyle examples and loving discipline, to make choices based on Biblical truth.
Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Joshua 24:15; Proverbs 1:8; 5:15-20; 6:20-22;
12:4; 13:24; 14:1; 17:6; 18:22; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-
9; Mark 10:16-12; Romans 1:18-32; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus
2:3-5; Hebrews 13:4 1 Peter 3:1-7