

C O N S T I T U T I O N

A N D

B Y L A W S

Pages 1 thru 9

CONSTITUTION/BYLAWS OF PLAINVIEW BAPTIST CHURCH

PREAMBLE

For the purpose of preserving and making secure the principles of our faith and to the end that this church may be governed in an orderly manner consistent with the accepted policies of the Southern Baptist Convention, and further, for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this church, and to set forth the relationship of this church to other churches of the same faith, we do declare and establish these bylaws.

ARTICLE I – NAME

This church shall be known and incorporated as Plainview Baptist Church, Inc., located at 1101 West Nine Mile Road, Pensacola, Florida 32534.

ARTICLE II – PURPOSE AND OBJECTIVES

Section I – Purpose and Objectives

This church, believing in the Bible as the inspired, infallible, inerrant Word of God and as the sole authority for faith and practice, and acknowledging its adherence to the teaching of Jesus Christ, declares its purpose is to glorify God as Father, Son and Holy Spirit. Therefore, our objectives are to:

- (a) Promote systematic Bible study and training for Christian growth and service;
- (b) Urge our members to live daily according to the principles that are set forth in the Sacred Scriptures;
- (c) Earnestly proclaim, both individually and collectively, the gospel message and urge its personal acceptance;
- (d) Maintain regular services of worship, prayer and praise;
- (e) Encourage life enrichment through Christian activity and fellowship;
- (f) Cooperate and contribute heartily through prayer, gift and service, in an effort to expand the church of Christ throughout the world; and,
- (g) Pray earnestly for God to call out His people for special ministry.

Section 2 – Affiliation

For the purpose of voluntary missionary cooperation and mutual sharing of spiritual values, this church shall be affiliated with:

1. Pensacola Bay Baptist Association
2. Florida Baptist Convention
3. Southern Baptist Convention

ARTICLE III – MEMBERSHIP

The membership of this church shall be composed of individuals who have accepted the Lord Jesus Christ as their personal Savior and followed Him in Biblical baptism.

Section I – Admission by Baptism

Any person publicly professing faith in the Lord Jesus Christ and giving evidence of a changed heart shall be accepted by the church as a candidate for baptism and, thereafter, into full fellowship of the church.

Section 2 – Admission by Letter

Members from other Southern Baptist churches may be received into our fellowship upon promise of a letter.

Section 3 – Admission by Statement

Any individual sharing his/her personal testimony of a genuine salvation experience and having been Biblically baptized may be received into the membership of this church by statement.

Section 4 – New Member Orientation

New members of Plainview Baptist Church are expected to participate in the churches new member orientation.

Section 5 – Privileges and Responsibilities of Members

All persons uniting with this church shall receive a copy of these Bylaws, the Church Covenant and annual Budget, and shall be given ample opportunity to exercise all rights, privileges and responsibilities of church membership.

Section 6 – Teacher Positions and Committee Membership

All members called into teaching positions must be active members of Plainview Baptist Church for six (6) months before taking a teaching responsibility with the exception of VBS and AWANA workers approved by the Personnel Committee. The Minister of Education shall do all the background checks for new employees and or teaching positions with the approval of the Trustees.

All members asked to serve on a committee of Plainview Baptist Church must be active members for a six month period.

Section 7 – Tithes and Offerings

Opportunity shall be given in suitable ways for the members and congregation to give tithes and offerings to the budget of the Church.

Section 8 – Voting on Members

All actions regarding the receiving and dismissing of members shall be determined by a Majority vote of those church members present and voting.

Section 9 – Termination of Membership

Membership shall be terminated for the following reasons: (a) death of the member, (b) dismissing to another Baptist church, (c) exclusion by action of this church, or (d) erasure upon request or proof of membership in a church of another denomination.

ARTICLE IV – CHURCH ORDINANCES

Section 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.

- (a) Baptism shall be by immersion in water in the name of the Father, the Son, and the Holy Spirit.
- (b) The pastor, or whomever the church shall authorize, shall administer baptism.
- (c) Baptism shall be administered as an act of worship during any worship service of the church. Baptism may be administered as an act of worship in the home, hospital, or nursing home when health prevents the candidate from attending a regular worship service.

Section 2 – The Lord’s Supper

The church shall observe the Lord’s Supper quarterly, the first Sunday of the quarter, unless otherwise scheduled by the pastor. The observance shall alternate between the morning and the evening services of worship. The pastor and deacons shall administer the Lord’s Supper, with the deacons being responsible for the physical preparations.

Article V – Officers

The officers of this church shall be the pastor, ministerial staff, deacons, trustees, treasurer, moderator, and clerk. All officers shall be members of this church.

Section 1 – Pastor

The pastor is leader of all pastoral ministries of the church. As leader he works with the deacons and church staff to: (a) lead the church in the achievement of her purpose, (b) proclaim the gospel to believers and unbelievers, and (c) care of the church’s members and other persons in the community. He shall serve as ex officio member of all committees.

The pastor shall be called to serve for an indefinite period by a two-thirds (2/3) affirmative vote of those church members present and voting at a “Special” meeting called for that purpose. A statement of consideration shall be drawn up in writing by the Pastor Search Committee and the prospective pastor prior to the meeting and shall also be voted upon by the church. The vote to call a prospective pastor shall be by secret ballot.

The pastor may relinquish the office as pastor by giving at least two weeks notice to the church at the time of resignation.

The church may declare the office of pastor vacant according to the policies of the church, but never without a “special” meeting for that specific purpose.

Section 2 – Ministerial Staff

The ministerial staff shall be called and employed as the church determines the need for such offices.

Ministerial staff, other than the pastor, shall be called by two-thirds (2/3) affirmative vote of those church members present and voting at a "Special" meeting called for that purpose. Said staff shall serve for an indefinite period and shall be an ex officio member of all committees and organizations which apply to the staff member's ministry.

A written statement of consideration, including pay and job description, shall be approved by the church prior to a call. A staff member may resign or be dismissed according to church policy.

Section 3 Deacons

The church shall elect deacons according to church policy. The number of deacons to be elected will be determined annually by the deacon body. Vacancies for unexpired terms may be filled according to church policy.

The church shall be under no obligation to elect or assign any ordained man for active service who joins this church from a sister church. He may serve, however, if recommended and duly elected.

In accordance with the New Testament meaning of their work and practice, deacons are to be servants, i.e. a deacon may serve on the Benevolence and Stewardship Committees and ministers to the church body. Their task is to serve in harmony with the pastor and other ministerial staff in performing the ministries listed under Section I of this Article.

Deacons, as with all other church leaders, will establish annual goals for ministry and present these to the church for accountability.

These bylaws do not prohibit nor require the deacons to establish a deacon-in-training or yokefellow program. Such a program will require church approval.

Unless otherwise stated, the term "deacon(s)" will refer to men who are actively serving the church in an elected capacity. Active deacons are expected to be faithful to this church in her programs, ministries, and stewardship. Should any man be found unfaithful to either the church or the deacon body, reconciliation shall always be the primary course of action. A recommendation of dismissal must be approved by the church.

Section 4 – Trustees

The church shall elect at least three trustees to serve as her legal officers. They shall hold in trust the church property. Upon specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving sale, mortgage, purchase, or rental of property, or other legal documents related to church approved matters. Trustees shall serve on a rotation basis, with at least one new trustee being elected every year.

Section 5 – Treasurer

The church shall elect annually a church treasurer as her financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render a monthly itemized report of financial action taken during the previous month.

The financial records of the church shall be audited annually by an auditing committee or public accountant.

Section 6 – Moderator

The church shall elect annually a moderator as her presiding officer. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, a moderator may be appointed by the clerk for that session only.

Section 7 – Clerk

The church shall elect annually a clerk as her clerical officer. It shall be the duty of the church clerk to attend and accurately record all actions taken during each church business meeting; to keep a register of names of members, with dates of admission, dismissing, death, erasure, together with a record of baptisms. The clerk shall also issue letters of dismissing voted by the church; preserve on file all official communications and written reports; and give required notice of all meetings where notice is necessary. The clerk shall be responsible for preparing the annual letter to the association.

All church records are church property and shall be kept in the church office.

ARTICLE VI – CHURCH SERVICES

Section 1 – The Lord’s Day

The church shall have Sunday School and Discipleship Training and at least two (2) worship services each Lord’s day, except by common consent of the church.

Section 2 – Mid-Week Service

The church shall have a regular mid-week prayer service, except by common consent of the church.

Section 3 – 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 by the church council.

ARTICLE VII – CHURCH BUSINESS MEETINGS

Section 1 – Regular Church Business Meeting

The church shall hold regular church business meetings as designated by church policy.

Section 2 – Special Called Business Meeting

Special Business Meetings may be called at any time according to church policy.

Section 3 – Parliamentary Rules

Robert’s Rules of Order shall constitute the authority for parliamentary rules of procedure for all business meetings of Plainview Baptist Church. See church policies for adopted edition.

Section 4 – Quorums for Conducting Business

- (a) Members in attendance at any business meeting when due notice has been served shall constitute a quorum for conducting business.
- (b) Only members of Plainview Baptist Church present in conference may discuss and vote on the transactions of the church.
- (c) All members present at any business meeting shall be entitled to vote.

- (d) Any church member who is volunteering or a member who is a paid employee who is doing the Lord's work and who is in the building and has been informed regarding the business that requires a secret ballot and/or vote, arrangements shall be made for those individuals to participate in the balloting and/or voting by attending the meeting.

ARTICLE VIII CHURCH MINISTRY ORGANIZATIONS

The church shall maintain ministries as specified by church policy. All organizations related to the church ministries shall be under church control. All organizational leaders shall be elected by the church and shall report regularly to the church. All ministry activities shall be subjected to church coordination and approval. The church shall provide the human, physical, and financial resources for the appropriate advancement of these ministries.

ARTICLE IX – COMMITTEES

All who serve on church committees shall be members of this church. Committees' term of service shall be on a calendar year (January 1 through December 31), unless stated otherwise.

Section I – Pastor Search Committee

It shall be the responsibility of this committee to properly seek out God's man for this church when the church is without a pastor. The committee will lead the church in accordance with Biblical principles and church policies in securing a pastor.

The Committee will consist of at least five (5) and not more than seven (7) members. Members will be nominated by the active deacon body and elected according to church policy. When a pastor is called and moved on the field, this committee will automatically cease to exist.

Section 2 – Ministerial Staff Search Committee

It shall be the responsibility of this committee to properly seek out the person(s) God has chosen for the vacancy identified by the church.

Said committee shall be composed of members of the Church Council with the following exceptions: other ministerial staff, Hostess, Clerk, and at-large members. The committee shall include a representative from the area of ministry being sought and shall be selected by the Council as a whole. The pastor shall serve as chairman.

Section 3 – Nominating Committee

Members will be nominated by the Church Council and elected according to church policy. It shall be the responsibility of this committee to fill any and all vacancies of regular (standing) church committees, ministry organizations and church officers other than staff.

Section 4 – Regular (Standing) Committees

All other church committee members will be nominated by the Church Nominating Committee and elected according to church policy.

Section 5 – Special (Ad Hoc) Committees

The Special (ad hoc) committees of this church shall include such other committees as the church shall authorize. Additional Special (ad hoc) committees may be added by the amendment to church policy or by appointment of the pastor or moderator. Members of

Special (ad hoc) committees shall serve on a non-rotating basis until the task assigned is complete. Special (ad hoc) committees may be disbanded by majority vote of the church in church business meeting.

ARTICLE X – CHURCH COUNCIL

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries of the church and her organization.

Section 1 – Primary Functions

- (a) Recommend to the church suggested objectives and church goals;
- (b) Review and coordinate ministry plans recommended by church officers, organizations, and committees;
- (c) Recommend to the church the use of leadership, calendar time, and other resources according to ministry priorities;
- (d) Evaluate achievement in terms of church objectives and goals;
- (e) Identify and recommend ministerial staff needs to the church; and
- (f) Serve as a ministerial staff search committee according to church policy.
(See Article IX, Section 2, Page 6)

Section 2 – Members

Regular members of the church council shall be the Pastor, Ministerial Staff, Deacon Chairman, Stewardship Chairman, Treasurer, Sunday School Director, Discipleship Training Director, Women’s Missionary Union Director, Baptist Men’s Director, Church Clerk, Church Hostess, Publicity Chairman, Joyful Senior President, and others deemed necessary by the Council and approved by the church.

ARTICLE XI – SUPPORT STAFF AND ASSOCIATES

Section 1 – Support Staff

Support (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 to terminate services of non-ministerial staff members. Such employment and termination shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

Section 2 – Staff Associates

Staff Associates shall be called and employed to assist the pastor and ministerial staff as the church determines the need for such offices. A job description shall be written when the need for a staff associate is determined. Staff Associates shall be recommended to the church by the ministerial staff search committee.

ARTICLE XII – CHURCH FINANCES

Section 1 – Budget

The Stewardship committee shall prepare and submit to the church for approval an inclusive ministry budget. Offering envelopes will be provided for members use. It is understood that

Budget Cont'd.

membership in this church involves financial obligation to support the church and her ministries with regular, proportionate gifts.

Section 2 – Accounting Procedures

All funds received for any and all purposes shall pass through the stewardship committee to be properly recorded in the books of the church. Disbursement of funds shall be according to the policies of this church.

The church fiscal year shall begin on January 1 and end on December 31.

ARTICLE XIII – GENERAL

Section 1 – Ownership and Sale of Property

Members of Plainview Baptist Church shall have the right to ownership of all property of the church, both real and actual. The buying and selling of any church property shall be governed by the legal action of the church, and therefore, will require the duties of the Trustees. A two-thirds (2/3) majority vote of members present and voting, after one (1) month notice, shall be required for action.

Section 2 – Management

The church shall have the final authority over any and all activities and business matters related to the church. All bodies, committees, councils or individuals who shall be either elected or appointed, shall act only in accordance with church approved policies and bylaws.

Section 3 – Background Check

This policy is specifically intended to: Safeguard the children from all forms of abuse. Protect the church staff and volunteer workers from potential allegations of abuse. Limit the church's legal risk and liability due to abuse. A background check shall be done on any individual prior to working with children/youth, with the exception of Vacation Bible School and AWANA at Plainview Baptist Church.

- (a) This policy is specifically intended to:
 - (1) Safeguard the children and youth at the church from all forms of abuse.
 - (2) Protect the church staff and volunteer workers from potential allegations of abuse
 - (3) Limit the church's legal risk and liability due to abuse.

- (b) This policy specifically applies to the following workers.
 - (1) All pastoral staff (paid or volunteer)
 - (2) All youth staff (paid or volunteer)
 - (3) All Sunday school staff (paid or volunteer)
 - (4) Anyone (paid or volunteer) involved in a ministry that has direct and consistent contact with the children or youth.

- (c) The Board of Trustees has overall responsibility for this policy. The pastoral staff has responsibility for its publication and distribution and the Sunday School Department has the responsibility for its implementation.

The church shall develop and maintain a Church Administrative Manual to include, but not limited to, church constitution/bylaws, policies and procedures, job descriptions of all church positions, etc. A copy of the manual will be made available to all resident church families. A master copy shall be maintained in the church office.

The Policy/Bylaws Committee shall review the manual at least annually, with authority to recommend changes for the church to consider. Any church member or church organization may initiate suggested changes

Addition, revision, or deletion of church policy requires: (1) recommendation of the church officer or organization to whose areas of assignment the change relates, (2) discussion by the Policy/Bylaws Committee and Church Council, and (3) approval by the church.

Changes in church procedures must come from the church officer/leader to whose areas of assignment the procedure relates and also be approved by the church council.

ARTICLE XV – CHURCH MISSIONS

We believe that God has given the church a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us. (Matthew 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8, 2 Corinthians 5:20.

Section 1 – Missions is more than just a trip or an offering that is received during the holidays and is named after the faithful lady. Missions are a mandate from our Lord Jesus Christ. He commanded us to go and tell His story. In the first century Jesus said, “The fields are white unto harvest.” The church members shall encourage members of Plainview Baptist Church to share the love of Christ by reaching un-churched and hurting. Proposed mission projects shall be submitted to the Church Council.

Section 2 – Two percent (2%) of the tithe monies received by the church shall be set aside for members to go on mission trips. This may change from time to time as the church dictates.

Section 3 – Individual church members who plan to go on a mission trip **MUST** bring their request to the Church Council at least one month prior to the regular business meeting. The Church Council will present their name(s) to be voted on by the church body at a regular business meeting.

Section 4 – A church member who goes on a Mission Trip will be allowed up to fifty percent (50%) of the total cost of the trip; if a child/youth ages 6 to 18 are to go on a Mission trip the church will pay up to seventy-five percent (75%) of their trip if funds are available.

Section 5 – Any funds remaining at the end of any fiscal year will be held in a savings account to be used in future years.

ARTICLE XVI– AMENDMENTS

Changes in the Bylaws may be made at any regular church business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the Bylaws shall require two-thirds (2/3) majority vote of those church members present and voting.

I CONSTITUTION AND BYLAWS

1. Preamble	1
2. Article I – Name	1
3. Article II – Purpose and Objectives	1
Section 1 – Purpose and Objectives	1
Section 2 – Affiliation	1
4. Article III – Membership	2-3
Section 1 - Admission by Baptism.	2
Section 2 – Admission by Letter	2
Section 3 – Admission by Statement	2
Section 4 – New Member Orientation	2
Section 5 – Privileges and Responsibilities of Members	2
Section 6 – Teacher positions and Committee Membership.	2
Section 7 – Tithes and Offerings.	2
Section 8 – Voting on Members	2
Section 9 – Termination of Membership	3
5. Article IV – Church Ordinances	3
Section 1 – Baptism	3
Section 2 – The Lord’s Supper	3
6. Article V – Officers	3-5
Section 1 – Pastor	3
Section 2 – Ministerial Staff	3-4
Section 3 – Deacons	4
Section 4 – Trustees	4
Section 5 – Treasurer	4
Section 6 – Moderator.	5
Section 7 – Clerk	5
7. Article VI – Church Services	5
Section 1 – The Lord’s Day	5
Section 2 – Mid-Week Service.	5
Section 3 – Special Services.	5
8. Article VII – Church Business Meetings	5-6
Section 1 – Regular Church Business Meeting	5
Section 2 – Special Called Business Meeting	5
Section 3 – Parliamentary Rules	5
Section 4 – Quorums for Conducting Business	5-6
9. Article VIII – Church Ministry Organizations.	6
10. Article IX – Committees	6-7
Section 1 - Pastor Search Committee	6
Section 2 – Ministerial Staff Search Committee	6
Section 3 – Nominating Committee	6
Section 4 – Regular (Standing) Committees	6
Section 5 – Special (Ad Hoc) Committees.	6-7
11. Article X – Church Council	7
Section 1 – Primary Functions	7
Section 2 – Members	7
12. Article XI – Support Staff and Associates	7
Section 1 – Support Staff	7
Section 2 – Staff Associates	7
13. Article XII – Church Finances	7-8
Section 1 – Budget	7-8

Section 2 – Accounting Procedures	8
14. Article XIII – General	8
Section 1 – Ownership and Sale of Property	8
Section 2 – Management	8
Section 3 - Background Check	8
15. Article XIV – Church Administrative Manual	9
16. Article XV – Church Missions	9
Section 1 – Missions	9
Section 2 – Percent of Tithe toward Church Missions	9
Section 3 – Church Members on Church Missions.	9
Section 4 – Percentage Church Will Pay for Members.	9
Section 5 – Church Missions Funds Remaining at end of Fiscal Year	9
17. Article XVI – Amendments	9

II. POLICIES AND PROCEDURES

18. Personnel Policies	10-12
19. Office Policy Procedure	13
20. Supervision and Evaluations	14
21. Pulpit Honorarium and Interim	14
22. Committees: General.	14
23. Church Business Meeting	15
24. Deacon Nomination, Election and Service Policy	16
25. Financial Disbursement/Reimbursement Policies	17
26. Collecting and Counting Monies	18-19
27. Use of Church Buildings	20
28. Use of Church Equipment	21
29. Wedding Policies	22-24
I. Preparation for Wedding	22
II. Wedding Rehearsal	22-23
III. Wedding Ceremony.	23
IV. Wedding Reception.	24
V. Fee Schedule	24
30. Fellowship Hall Policies	25
31. Church Nursery Policy	26
32. Death in Church Family	27
33. Baptism Responsibility and Recognition	27
34. High School/College Graduation Recognition	27
35. Church Key Policy	27
36. Termination of Membership	28
37. Pastor Search: Committee Selection and Function	28
38. Worship Choir Policies and Procedures	29-30
39. Church Van Policy	31-32
40. Disposal of Church Property Policy	33
41. Church Legal Policies – Introduction	34
I. Discipline.	35-36
II. Work Harassment	36-37
III. Child Abuse	37
IV. Dangerous/Unsafe Conditions on Church Property	37
V. Church Vehicle Operations	38
VI. Loss of Property Tax Exemptions	38

VII.	Preventing Harm by Others	38
VIII.	Financial	38-40
1.	Receiving Funds	38-39
2.	Designating Funds	39
3.	Raising Funds	39
4.	Compensation “Safe Harbor”	39
5.	Giving Records	40
III.	Church Covenant	
42.	Church Covenant	41
43.	Mission Statement	42
44.	Chart of Responsibility	43
IV.	Staff Job Descriptions	
45.	Job Description for Pastor	44
46.	Job Description for Minister of Music, Education and Outreach	45-47
47.	Job Description for Secretary	48-49
48.	Job Description for Director of Youth	50-51
49.	Job Description for Organist	52
50.	Job Description for Pianist	52
51.	Job Description for Custodian	53-54
52.	Job Description for Nursery Coordinator	55-57
53.	Job Description for Paid Nursery Workers	58
54.	Church Hostess	59
V.	Organizational/Committee Committees Responsibilities	
55.	General Statement – Committees	60
56.	Auditing Committee	61
57.	Benevolence Ministry Committee	62
58.	Building and Grounds Committee	63
59.	Counting Committee	63
60.	Facilities Planning and Improvement Committee	64
61.	Flower Committee	64
62.	Hospitality Committee	65
63.	Library Committee	65
64.	Ministerial Staff Search Committee	66
65.	Music Committee	66
66.	Nominating Committee	66
67.	Nursery Committee	67
68.	Pastor and Music of Minister Benefits Committee	67
69.	Pastor Search Committee	68
70.	Personnel Committee	68
71.	Policy and Bylaws Committee	69
72.	Publicity Committee	69
73.	Recreation Committee	69
74.	Stewardship Committee	70
75.	Trustees	71

76. Usher Committee	71
77. Van Committee	72
78. Brotherhood	73
79. Discipleship Ministry	74
80. Sunday School	75
81. Woman's Missionary Union (WMU).....	76