

Constitution & By-Laws



Lizella Baptist Church
Constitution and Bylaws

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CONSTITUTION

Preamble

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution is intended to preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

Article I. Name

This body shall be known as Lizella Baptist Church, Incorporated, of Lizella, Georgia, herein referred to as the "Church."

Article II. Affiliation

The Lizella Baptist Church is an autonomous entity and maintains the right to govern its own affairs, independent of any denominational control. The benefits of cooperating with other churches in missions and otherwise are nonetheless recognized. This Church voluntarily affiliates with the Southern Baptist Convention, the Georgia Baptist Convention, and the Rehoboth Baptist Association.

Article III. Articles of Faith

This Church accepts as its authority the Holy Scriptures. As an autonomous church, we accept the Baptist Faith and Message as revised in 2000 (BFM2000) as a general statement of our beliefs. The BFM2000 does not exhaust the extent of our beliefs. Additional specifics are outlined below.

A. Statement of Final Authority

The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Lizella Baptist Church's faith, doctrine, practice, policy, and discipline, our Lead Pastor is Lizella Baptist's final interpretive authority on the Bible's application.

B. Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

C. Statement on Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

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D. Statement on Marriage

We believe the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that marriage between one man, born a biological male, and one woman, born a biological female, for life, uniquely reflects Christ’s relationship with His Church (Ephesians 5:21-33).

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, rejection of one’s biological sex or use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

E. Statement on Grace

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking his mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lizella Baptist Church.

Article IV Core Values

1. Biblical Preaching

We value the Word of God as the authority over our daily lives because the Word of God is: the breath of God; it is truth without error, and it is necessary for Godly teaching and training.

2. Reaching/Evangelism

We value reaching the unsaved and the unchurched by sharing the Gospel with people of all ages.

3. Discipleship

The intentional learning and application of Biblical principals with the intent to lead others and be an example to others to follow as we become more like Christ.

4. Fellowship

We value fellowship, the coming together of God’s people to share in praise and worship, prayer, celebration, and care giving.

5. Missions

We value serving the needs of others both in our Church and in our community, and around the world by using our spiritual gifts to share the Gospel of Jesus.

6. Stewardship

We value the temporary management of God’s resources which includes His money, His talents, and His time.

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7. Unity

We value unity and make every effort to have all things in common and to share together as the family of God. We reject discord and divisiveness and will do all that is necessary to promote togetherness.

8. Encouragement

We value encouragement, intentionally choosing to make a positive investment in the lives of others through our words and through our actions.

9. Transformation

We value spiritual transformation, the continued spiritual growth in the life of the believer through Bible study, discipleship, and ministry participation.

10. Excellence

We value excellence in everything we do as we strive to honor our Lord by giving Him our best.

Article V. Governance and Relationships

The government of this Church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the 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.

This Church is subject to the control of no other ecclesiastical body, but it recognizes and supports the obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this Church will cooperate with and support the local association, the state convention, and the Southern Baptist Convention.

All Church ministries shall operate under the same bylaws, guidelines and tenets of Lizella Baptist Church.

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BYLAWS

PREAMBLE

We, the members of Lizella Baptist Church, recognizing that God’s Word sets forth the basis of the local church, hereby ordain and establish the following articles to which we voluntarily submit ourselves. These articles shall in no way contradict the sovereignty of Holy Scripture or the leadership of the Holy Spirit among the membership. The purpose is to provide guidance for orderly and consistent implementation of leadership, ministries, and operations of the Church within Biblical direction and precepts, and which are conducted with attitudes and behavior consistent with the teachings of Jesus Christ.

I. CONGREGATIONAL POLITY

- A. GENERAL - The Church body has ultimate authority in all actions of Lizella Baptist Church. All significant items of business shall come before the Church body at a regularly scheduled or called Church conference for a vote before being enacted. Church conferences shall be conducted in accordance with Article IV C. All Church conference votes shall be conducted in accordance with Appendix 1.

II. MEMBERSHIP

A. GENERAL

We believe that to carry on the religious mission of the church, to preserve the function and integrity of the church as the local Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that all persons who associate with the church as members should abide by and agree to the statements of faith outlined in the Lizella Baptist Church Constitution, Article III, Articles of Faith.

- 1. Spiritual Expectations - The membership of Lizella Baptist Church (Church) shall be comprised of persons who:
 - (a.) Profess faith in Jesus Christ as personal Savior, and
 - (b.) Express agreement with the purposes and beliefs of the Church as described in its Constitution, Articles of Faith, and Core Values, and
 - (c.) Commit themselves to faithful discipleship to Christ as Lord.

B. CANDIDACY FOR MEMBERSHIP

- 1. Applicants for membership shall be presented to the Church during such service that the application is expressed, or, if not expressed during a service, he/she shall be presented as soon as practical. Profession of Jesus Christ as Lord, for the purpose of membership, may be evidenced by the following:
 - (a.) By Baptism: Any person publicly professing faith in the Lord Jesus Christ and seeking baptism by immersion according to the beliefs and practices of this Church;

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- (b.) By Letter: Any member of another evangelistic church of similar faith who has been baptized by immersion after his/her salvation experience and presents himself/herself for membership to the Church.
 - (c.) By Statement: Any person who is not a member of an evangelistic church of similar faith who states previous Christian conversion experience and prior baptism by immersion after his/her salvation.
2. Upon such application of a candidate for membership of the Church, it is highly recommended the candidate receive new member orientation prior to becoming an official member. Fulfillment of the membership orientation requirement shall be satisfied by one of the following as determined by the Lead Pastor:
- (a.) Attend and complete an age-appropriate membership orientation class, or
 - (b.) Meet with the pastor or a designated representative to review orientation materials.
3. A candidate who chooses to become a member of the Church thereby accepts and affirms the beliefs of the Church as defined in the Constitution and Core Values of the Church.

C. RIGHTS AND PRIVILEGES OF MEMBERSHIP

- 1. Every member of the Church 18 years of age or over is eligible for consideration by the membership as candidates for elective offices in the Church, unless otherwise stated.
- 2. Church officers, directors, deacons, regular teachers and members of committees shall be members of the Church. A nonmember may temporarily teach a discipleship class on an exception basis if approved by the Lead Pastor.
- 3. Members may view the Procedures Manual for Committees and the Personnel Manual in the Church office at their pleasure and upon five days prior written request, may inspect or copy the prepared financial statements of the Church, and the minutes of the proceedings of Church meetings. The Church may impose a reasonable charge for copies to the member.
- 4. Membership does not constitute the right to inspect or copy any record relating to contributions of individual members.

D. RECONCILIATION AND DISCIPLINE

The threefold purpose of church discipline is to glorify God by maintaining purity in the local church (1 Cor. 5:6), to edify believers by deterring sin and promoting purity (1 Tim. 5:20), and to promote the spiritual welfare of the offending believer by calling him or her to return to a Biblical standard of doctrine and conduct. (Galatians 6:1). Therefore, willful, persistent, unrepented violation of the church's religious beliefs or Articles of Faith shall result in the following disciplinary measures. These proceedings relate to general church membership status only and are independent and separate from disciplinary action deemed appropriate for employed staff of the church as outlined in VIII Staffing Policy.

- 1. General policy - Every reasonable effort to assist troubled lay members of the congregation shall be the policy and practice of the Church. The attitude of members toward one another should be guided by a concern for redemption rather than punishment.
- 2. Serious disobedience - The pastor and deacons shall make every reasonable attempt to Scripturally correct any member's behavior or doctrine contrary to these Constitution and Bylaws which threatens the testimony of the church or poses liability to the general welfare of the Church

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(Matthew 18:15-17; 1 Corinthians 5; 2 Corinthians 2:7-8; 2 Thessalonians 3:6; Titus 3:10-11; 2 John 7-11; and Galatians 6:1-2).

3. Termination - If reconciliation fails, a member may request to voluntarily revoke their membership via written request to the Lead Pastor, except in circumstances which violate the Lizella Baptist Abuse Prevention Policy. Should revocation privilege be disallowed, or the member choose to stay, the deacon chairman, upon majority vote of the deacons shall bring to the Church a recommendation for expulsion of the offending member. The Church shall then act upon the recommendation to resolve the matter by ballot vote as prescribed in Appendix 1. The member shall be promptly informed in writing of the results of the vote. Such proceedings shall be conducted in a spirit of Christian kindness.
4. Restoration - The Church may restore to membership any person previously excluded, upon recommendation of the Lead Pastor to the active body of deacons after the person has completed appropriate counseling, recanted offending behavior or doctrine, and reaffirmed the policies and beliefs of the Church as presented in the Constitution and Bylaws. The deacons shall act on behalf of the Church to restore the member by majority vote of the active body of deacons.
5. The Lead Pastor and his designees shall have the authority to suspend or revoke the right of any person, including a member of the Church, to enter or remain on Church property. If after being notified of such a suspension or revocation, the person enters or remains on Church property, the person shall be treated as a trespasser. If safety is in doubt, law enforcement involvement may be sought.

E. **TERMINATION OF MEMBERSHIP** - Membership may be terminated in one of the following ways:

1. Death of the member;
2. Transfer of letter to another church;
3. Exclusion by disciplinary action as outlined in these bylaws;
4. Proof of current membership in another church;
5. Written request by the member asking to be removed from membership.

III. CHURCH LEADERSHIP

A. **GENERAL** – Officers, directors, committee and serve team members, and deacons are approved by the Church body at the annual Church conference. Membership, tenures, and selection procedures are described in Appendix 2. All positions are subject to removal for proven willful, persistent, unrepented violation of the church’s stated religious beliefs, Articles of Faith, or Code of Conduct.

B. **DUTIES** - The succinct description of duties and responsibilities listed in this section shall be expanded to include position descriptions and code of conduct which shall be maintained in Job Descriptions and Personnel Manual.

C. **CHURCH STAFF**

1. Lead Pastor – The Lead Pastor, as the Leader of the Church as defined in the New Testament shall:
 - (a.) Preach God’s Word in worship services, except as he may occasionally delegate;

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- (b.) Lead the Church to embrace and apply the principles of scripture in daily living, witnessing, ministering and Church growth;
 - (c.) Encourage members to fulfill the commission of Christ upon the Church to proclaim the gospel, disciple the saints, and win the lost; (Matt. 28:18-20)
 - (d.) Coordinate with the deacons, staff and other elected leaders in performing assigned missions and ministries;
 - (e.) Serve as ex-officio member of all standing committees.
2. Executive Pastor – The Executive Pastor will serve under the direction of the Lead Pastor to support and facilitate the operations and ministries of the church by:
- (a.) Supervising the church staff, attending to the administrative details related to the daily operations of the church in coordination with the Office Manager;
 - (b.) Meet regularly with staff to plan, evaluate and coordinate ministries of the church;
 - (c.) Provide oversight and assist staff, committee chairs, and lay leaders in planning and implementing programs related to their areas of responsibility;
 - (d.) Coordinate with Personnel Committee on staff evaluations and assessments, position descriptions, and Personnel policies;
 - (e.) Coordinate with committee leaders and church secretary to manage a comprehensive church calendar, additionally providing oversight to facility use;
 - (f.) Direct orientation program for new Christians and new LBC church members;
 - (g.) Develop and operate activities that provide targeted outreach to unconnected individuals in our community through specialized ministries such as OneWay, Divorce Care, Compassus, GriefShare, etc.
 - (h.) Assist with and/or lead worship services, classes, and special events as occasionally required; preach, teach, and provide counsel as needed, or by request of Lead Pastor.
3. Employed Directors and Associate Pastors
- (a.) Lead Pastoral functions respective to the position. See job descriptions and Personnel Manual.
4. Operations Staff
- (a.) Duties as appropriate for the position. See job descriptions and Personnel Manual.

D. ADMINISTRATIVE OFFICERS

1. Treasurer: Serves as the custodian of all monies of the Church and disburses these monies by checks as authorized by the Church.
2. Assistant Treasurer: Assists treasurer as required and stands in absence of treasurer.
3. Clerk - Records, maintains and preserves accurate and complete records of all Church business meetings, proceedings; reads minutes as requested; maintains Church membership records with coordination of the church secretary.
4. Assistant Clerk: Assists clerk as required and stands in absence of clerk.
5. Trustees:
 - (a.) Duties - Trustees shall serve as the officers of the church, hold in trust the property of the Church, and serve as signatories of legal Church documents.
 - (b.) Trustee Officers - The trustees shall select from among themselves a President, a Vice President and a Secretary.

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(c.) Limitations - Although the trustees represent the Church in legal matters, they shall have no authority to buy, sell, mortgage, lease, or transfer any Church property, or enter into contracts or obligations without prior approval of the Church body.

6. Cemetery Trustees - All matters relative to the Church cemetery shall be the responsibility of the Cemetery Trustees. Cemetery Trustees have fiduciary responsibility for the Church's Cemetery Perpetual Care Fund and shall report the status of that fund to the Church at quarterly conferences.
7. Rehoboth Association Executive Committee - Members represent the Church at association meetings. The Lead Pastor shall automatically be recognized and appointed as a messenger to all conventions and associational meetings.

E. LAY LEADERS/DIRECTORS

1. Sunday School Director and Associate
2. Golden Fellowship Director
3. Missions Director
4. Men's Ministry Director
5. Women's Ministry Director

F. STANDING COMMITTEES:

1. General - Each committee is responsible for conducting Church ministries within the scope of its particular job description as prescribed in Appendix 3, Lizella Baptist Guidelines and Procedures Manual, which shall be established and maintained by the Constitution and By-Laws Committee.

2. Finance Committee

- (a.) Develops a proposed annual budget to be approved by the Church
- (b.) Monitors and administers Church's finances

3. Personnel Committee:

- (a.) Sets staff compensation and benefits in coordination with Finance Committee to assure adherence with approved budget
- (b.) Establishes and maintains position descriptions for all compensated staff

4. Nominating Committee

(a.) In accordance with Appendix 2, Tenures, Terms & Selection Guidelines, the Nominating Committee shall be responsible for nominating candidates to fill the following leadership positions:

- (i) Church administrative officers
- (ii) Church ministry directors
- (iii) At-large standing committee members, with the exception of the Nominating Committee, including the respective chairpersons
- (iv) Serve team members, including serve team leaders

(b.) The Nominating Committee shall be responsible to develop and maintain the following guidelines:

- (i) Guidelines for Officers, Appendix 3
- (ii) Guidelines for Standing Committees, Appendix 3

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- (iii) Guidelines for Directors, Appendix 3
- (iv) Guidelines for Serve Teams, Appendix 3

(c.) Except for vacancies of Church staff positions, the Nominating Committee shall select replacement candidates to be presented to the Church for confirmation at the earliest practical conference.

5. Constitution and Bylaws Committee:

- (a.) Reviews Constitution and Bylaws annually and recommends any needed changes to the Church for approval;
- (b.) Establishes and maintains:
 - (i) Voting Guidelines, Appendix 1
 - (ii) Tenures, Terms & Selection Guidelines, Appendix 2

6. Long Range Planning Committee

- (a.) Evaluates the long-term effectiveness of Church programs
- (b.) Recommends changes for long-range goals and strategies to the Church for approval

7. Committee Voting Policy- Ex officio committee members of all committees shall have voting privileges in committees.

G. DEACONS - Selection procedures and general guidelines for deacons and deacon helpers can be found in Guidelines for Deacons, Appendix 4.

1. Function: In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the Church. The task of the deacon is to:

- (a.) Care for Church members under deacon family ministry;
- (b.) By witness, Christian attitude, and personal example, encourage the adherence to Core Values and support the ministries of the Church;
- (c.) Serve with the pastor and staff in performing tasks which serve the congregation.

H. SERVE TEAMS – Serve teams shall be selected and maintained by the Nominating Committee and will serve duties in accordance with Appendix 3, Lizella Baptist Guidelines and Procedures Manual.

IV. MEETINGS

A. WORSHIP SERVICES

1. Services of worship will be conducted in the morning of each Lord's Day (Sunday), except when suspension or alternate scheduling is deemed appropriate by the church staff.
2. Prayer Meetings - The Church will meet on Wednesday evenings for prayer, Bible study, worship, and other Christian activities, except when special circumstances warrant suspension/change as determined by the Church staff.

B. ORDINANCES

1. The Ordinance of the Lord's Supper will be observed at least quarterly.
2. The Ordinance of Baptism will be observed as needed.

C. BUSINESS CONFERENCES

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1. Regular Church Conference/Business Meetings. The Church shall convene in quarterly conference on the last Sunday in January, April, and July. Only official church business can be conducted during a business conference.
 2. Annual Church Conference/Business Meeting. The annual business meeting for the election of general officers and adoption of the Church budget shall be held on the last Sunday in October of each year. Other requisite business may also be conducted in this meeting.
 3. Called Conference/Business Meetings. The Church may be called into a special conference at the discretion of the Lead Pastor and/or the chair of the deacons. Special meetings or called conferences shall be announced as far in advance and by as many means practical; at minimum, announced at all services during the week preceding such meeting or conference. Special or called conferences shall be for the announced purpose only and other matters of business shall not be conducted.
 4. Quorums - No matters of business shall be conducted in any conference or meeting at which the number of attendees is less than prescribed in Voting Guidelines contained in Appendix 1.
- D. PROCEDURES - The moderator shall preside at business meetings of the Church, following the guidelines in Parliamentary Procedures of Robert's Rules of Order, revised.
1. The Lead Pastor shall be the official moderator of the Church and shall ordinarily preside during the consideration of major business events of the Church. However, at the Lead Pastor's discretion, the Executive Pastor, chair or vice-chair of deacons, or a member of the Church familiar with parliamentary proceedings may serve as moderator. When a moderator other than the pastor presides, the pastor shall be privileged to present motions, speak to issues and exercise voting privileges as other members of the Church. In the absence of the Lead Pastor, the chair or vice-chair of deacons, the Church clerk may call the Church to order to conduct business and shall by vote of those assembled, select a moderator pro tem. Such selection shall only be for the duration of the conference as announced.
 2. All motions presented in Church conference, except those originating from the floor during that conference, shall be in writing, signed by the initiator or committee of origin, and a copy furnished to the Church clerk for record.
 3. The moderator, at his discretion, may refer for consideration motions to the committee holding jurisdiction over the matter and assign them a date to report deliberations to the Church body.
- E. SPECIAL MEETINGS - Meetings, such as revivals, Bible conferences, associational schools for missions, etc., shall be planned at the discretion of the pastor/staff.
- F. VOTING - Voting guidelines are contained in Appendix 1 to this document.
- G. OUTSIDE ORGANIZATIONS OR ACTIVITIES – All meetings of outside organizations or activities unrelated to usual functions of the Church that involve the use of any Church facilities, whether secular or religious, must be first approved by the pastor and the Building Maintenance Team and shall not coincide nor interfere with worship services or activities of the Church. A responsible representative of such organization shall sign a disclaimer, relieving the Church of liability and also acknowledge in writing the assumed responsibility for any damage to the Church property. In the absence of such signatory by a representative acting in behalf of that group or organization, the Church will deny use

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of the facility to that entity. Top priority is given to the regular and special programs of the Church. Church programs, when regularly scheduled, shall not be interceded by extracurricular or non-church related/sponsored activities or events.

- H. UNAUTHORIZED ACTIVITIES – If any person or persons engage in any meeting, ministry, event or activity that are purported to be under the auspices of Lizella Baptist Church but are beyond and outside the usual functions of the Church as covered by these bylaws and not sponsored by any of the Church’s organizations, such activities may be disavowed and repudiated by the Church at the discretion of the Lead Pastor.

V. PROPERTY

A. COMMUNITY SERVICE

1. The Church is directly responsible to evangelize and serve the community. Thus its facilities will be available to acceptable community service which involves the membership of this Church; such as blood pressure screening and service during natural disaster, etc.

B. PRIVATE USE

1. Private use of these facilities, such as the use of the barbeque pit, fellowship hall and kitchen, shall be approved and coordinated by the Church office at least two weeks in advance on a cost recovery basis, in accordance with the Lizella Baptist Facility Use Guidelines in Appendix 5, providing they are available and the event does not interfere with the regular schedule of service or previously scheduled activities.
2. Private use is interpreted as any event which may be held on church property yet is not open to the general membership of this Church or the majority of its members and is unrelated to official Church functions.
3. Non-Member Fee: \$100 fee to cover custodial services and unlocking and securing the facilities shall be remitted one week in advance to the Church office. This fee does not include kitchen fees which are prescribed in Appendix 5, Facility Use Guidelines, or in Appendix 6, Wedding Guidelines. Members are encouraged to voluntarily contribute toward expenses for the use of facilities.
4. Any damage of property must be restored by the person or organization holding the reservation.
5. It is understood that all facility use will be in accordance with Facility Use Guidelines, Appendix 5, and not conflict in any way with stated doctrinal beliefs of the church. Activities will take place in a Christ-honoring manner, and the event shall be of the nature of: weddings, family reunions, parties, receptions, and showers. Exceptions must be cleared through the Building Maintenance Team.
6. These facilities are dedicated to the service and glory of God and are not public, or OPEN for RENT, but are private and reserved for SERVICE!
7. Weddings – Only weddings between one man, born a biological male, and one woman, born a biological female, shall be conducted on the premises of Lizella Baptist Church. This provision shall also be specified in the Church’s Wedding Guidelines, Appendix 6.

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C. CONTROL

1. No Church organization, group or class may appropriate Church rooms, space or facilities for use other than assigned by the Building Maintenance Team. All room assignments shall be made by the committee in conjunction with the minister of education and other leaders who will make all space and utilization assignments. No vacant rooms shall be occupied without approval of the committee. No locks shall be installed except by persons acting on behalf of the committee. This committee shall issue and control all keys as deemed necessary.

D. FURNISHING / PAINTING

1. All painting, refurbishing, decoration, furnishings, window treatments, and flooring shall be approved by the Building Maintenance Team. Organizations desiring such services may contribute to the cost of same, however, the purchase of such services or items, color selection and installation shall be done by, or by approval of, the committee. No internal signs, bulletin boards, shelves, etc., shall be installed in hallways, foyers, building exteriors, or ancillary structures without approval of the Building Maintenance Team.

E. NO-SMOKING AREAS

1. In order to preserve a smoke-free environment, all indoor and covered areas of the Church facilities and areas in proximity to entrances are designed as no-smoking areas.
2. Smoking elsewhere on Church property is discouraged.

F. INTOXICATING BEVERAGES AND ABUSIVE USE OF DRUGS OR ILLEGAL SUBSTANCES

1. No alcohol, intoxicating, or illegal substances are allowed on church property.
2. To preserve the safe, tranquil, and orderly environment conducive and appropriate to the worship of our Lord, any person showing evidence of intoxication or abusive drug use may be denied access to or asked to leave the Church facilities as deemed necessary. Such cases will be dealt with in a non-judgmental, Christian, and non-embarrassing manner to the extent possible. Unless judged unsafe, such persons should be offered a ride home and encouraged to return when not under the influence of the substance. If safety is in doubt, law enforcement involvement may be sought.

VI. DISCIPLINE AND GRIEVANCE

- A. DISCIPLINARY ACTION - If the need for disciplinary action is indicated against a member of the Church, a discipline committee shall be appointed to investigate and bring a report to the pastor. The committee shall be composed of three members appointed by the chairman of the deacons in consultation with the pastor (Gal. 6:1; 1 Tim. 5:20; 1 Cor. 5:6). Proceedings shall then follow as outlined in II Membership D Reconciliation and Discipline.
- B. SUITABILITY FOR MEMBERSHIP - Challenge of Suitability - Any member of the Church who has knowledge of any reason that a candidate for membership to the Church should not be accepted into full and permanent fellowship of the Church due to willful, persistent, unrepentant violation of the church's stated beliefs, Articles of Faith or Code of Conduct should immediately and privately bring

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that information to the attention of the pastor or the deacon chairman. The pastor and deacon chairman will bring that information before the active deacons who will, if deemed necessary, meet with the candidate and/or otherwise investigate the matter and render a determination of eligibility. If found suitable for membership, the deacons will merely do nothing and the candidate will proceed with new member orientation (II Section B 2) followed by the full fellowship of the Church. If the deacons find substantial reason for non-suitability, the Lead Pastor and deacon chairman will offer the candidate spiritual guidance and/or the option to withdraw the application for membership. Otherwise, the deacon chairman will bring the recommendation from the active deacons to the Church for a vote at the earliest practical time to resolve the matter, in accordance with Voting Guidelines contained in Appendix 1.

- C. GRIEVANCE – Church member against another Church member - If said grievance has been unsuccessfully resolved by Biblical steps advocated in Matthew 18:15-16, it may be brought to the attention of the pastor and the deacon chairman. If the pastor and deacon chairman feel such grievance warrants further investigation and consideration, then a grievance committee consisting of three members will be appointed by the pastor and deacon chairman to investigate and bring a full report to the pastor and deacon chairman for necessary disposition of grievance. Beyond that, discipline shall be encompassed as outlined in II D Reconciliation and Discipline.
- D. PASTOR- If a pastor is the subject of a grievance, the Personnel Committee shall seek a harmonious (Biblical) solution. If the Personnel Committee is unable to resolve the grievance, such grievance and the recommended action shall be presented to the Church for appropriate disposition.
- E. STAFF MEMBER - Any grievance against a staff member should be brought to the Personnel Committee to investigate and make disposition of the grievance as deemed appropriate.

VII. GENERAL AND MISCELLANEOUS

A. MEMORIAL GIFTS

- 1. The Church welcomes useful memorial gifts. All gifts donated shall bear no stipulations of use or restrictions thereto by the donor. Once donated, item(s) becomes Church property, falling under the jurisdiction of the Building Maintenance Team. As circumstances dictate, any gift may be moved or disposed of by the Building Maintenance Team. As gifts are contemplated, donors are encouraged to consult the committee for needed items and in keeping with the Church décor.

B. BEQUESTS

- 1. The Church welcomes bequests and will make every effort to honor the wishes of the donor as stated in his/her will. However, no bequests shall be accepted which are not:
 - (a.) Commensurate with Biblical principles and practice, or
 - (b.) In the best interests of the Church’s mission or public image.
- 2. Funds bequeathed to the Church and not designated for a specific purpose by the donor shall be placed in the general fund, unless otherwise designated by vote of the congregation.

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- C. LOVE OFFERINGS - Church wide love offerings shall be approved by the Lead Pastor.
- D. FIDUCIARY CONTROLS
 - 1. Audits - Audit of the Church's financial records and accounts shall be conducted annually by qualified persons non-affiliated with the Church.
- E. SCOPE - All Appendices of these Bylaws shall be considered as a part of these Bylaws.
- F. PETITIONS - Any member desiring to bring before the Church a petition for signatures must first submit the petition to the Church office, to be considered by the Pastors, after which the member will be notified of the decision to approve or disapprove. No debate concerning a petition shall take place in any worship service. Requests for placing a petition in the Church will only be accepted from Church members.

VIII. STAFFING POLICY

- A. GENERAL
 - 1. All compensated positions, and changes thereto, will be first recommended by the Personnel Committee and then approved by the Church in accordance with Voting Guidelines contained in Appendix 1. No compensated positions will be staffed that have not been approved by the Church.
 - 2. A prospective Pastoral candidate shall be exposed to the maximum extent practical to a broad spectrum of Church members before the candidate is presented to the Church for a vote to approve the call to the candidate.
- B. SEARCH PROCESS FOR LEAD PASTOR
 - 1. Upon vacancy of the Lead Pastor, the Lead Pastor Nominating Committee shall nominate a Lead Pastor Search Committee to be elected by the Church in a conference called for that purpose. The Lead Pastor Nominating Committee shall consist of the following:
 - (a.) Chairman of Deacons, who shall serve as chairman;
 - (b.) Chairman of the Trustees, who shall serve as vice-chairman;
 - (c.) Chairman of the Finance Committee.
 - 2. The Lead Pastor Nominating Committee shall endeavor to select candidates that represent a general cross section of the total Church ministry; however, the priority will be to elect qualified members to serve. Two alternates should be included in the event of the incapacity of a member on the Lead Pastor Search Committee. The Lead Pastor Search Committee shall be comprised of at least seven members plus two alternates and shall be approved by the Church in an up or down vote. No nominations will be accepted from the floor.
 - 3. Lead Pastor Search Committee shall:
 - (a.) Conduct the search for the Lead Pastor;
 - (b.) Select and engage an interim pastor with coordination of the Finance Committee on compensation considerations;
 - (c.) Select and recommend the candidate for Lead Pastor to the active deacon body.

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(d.) If the deacons approve the candidate, the deacon chairman will recommend the candidate to the Church, where a vote to consummate the call shall be conducted in accordance with voting guidelines contained in Table 1 of Appendix 1.

4. Interim Operations: During vacancy of the Lead Pastor position, an Administrative Council comprised of all ordained Pastoral Staff and the deacon chairman shall conduct and oversee Church operations until a new Lead Pastor is called.

C. SEARCH PROCESS FOR EMPLOYED DIRECTORS/ASSOCIATE PASTORS

1. Other than the Lead Pastor position, the Personnel Committee is responsible to search for and select a candidate when a staff vacancy occurs or when a new staff position is created. The Personnel Committee will recommend the candidate to the Church for approval, to be conducted in accordance with Voting Guidelines contained in Appendix 1, to extend a call to a candidate. In the absence of a full-time pastor of worship, the Personnel Committee will be responsible for enlisting a supply worship leader and/or an interim worship leader. The Finance Committee will be responsible for the coordination of compensation considerations for all supply and interim needs.

2. The Personnel Committee is encouraged to call upon non-voting additional auxiliary members in the search process to represent specific areas of giftedness related to the staff position being filled (i.e. music, education, youth, senior adults, etc.).

3. The recommended candidate shall receive as much exposure as possible to a broad spectrum of Church members prior to the Church vote to call the candidate.

D. STAFFING POLICY FOR OPERATIONS STAFF

1. The Personnel Committee is responsible to search for, select, hire, and dismiss operations staff.

E. NON-VOLUNTARY DISMISSAL OF PASTORAL/DIRECTORAL STAFF

1. Employed Pastors and Directors will be dismissed only after such dismissal is recommended by both the Personnel Committee, active deacon body, and approved by the Church in accordance with Voting Guidelines contained in Appendix 1.

IX. BYLAWS / CONSTITUTION AMENDMENTS

A. REPEAL - All previous constitutions and bylaws adopted by the Church are hereby repealed by the adoption of this Constitution and Bylaws.

B. AMEND - Constitution or Bylaws may be amended, altered, or repealed at any quarterly business meeting of the Church or a special called meeting; provided, that:

1. The meeting is announced in three or more prior worship services, and

2. Written copies are made available to members for review at least two weeks prior to the meeting, and

3. The Constitution/Bylaws Committee recommends the amendment to the Church for approval.

4. The Church shall vote in accordance with Voting Guidelines contained in Appendix 1.

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C. MAINTAINING AND DISTRIBUTING

1. The current Constitution and Bylaws document shall be in the custody of the Staff Secretary/Office Manager and be posted at <https://www.lizellabaptist.com/forms/>. -