

Bylaws for Lake Shore Baptist Church

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Bylaws for Lake Shore Baptist Church

Article I. Membership

- A. Lake Shore Baptist Church accepts into membership those who affirm that Christ is Lord, desire to identify themselves with this unique congregation of faith and have presented themselves to the congregation and received its affirmation and support.

Lake Shore Baptist Church is a welcoming and affirming community of Christians attempting to discover, articulate, and embody the meaning of the Gospel in the world today. We affirm everyone as a child of God and as created in God's image. Our welcome holds no bounds; we welcome all persons into membership and full participation in the life and ministry of our congregation.

- B. Lake Shore Baptist Church is committed to the following historic Baptist principles:

1. We affirm the priesthood of all believers, the freedom and accountability of everyone before God. In Christ's name we are to minister to and pray for one another and move out into the world in service and witness.
2. We affirm the freedom of individuals, led by God's Spirit within the family of faith, to read and interpret the Scriptures.

3. We affirm the authority of the local church to shape its own life and mission, call its own leadership, and ordain whom it perceives as gifted for ministry.
 4. We affirm communion with the larger body of Jesus Christ, expressed in various Christian traditions, and we affirm cooperation with believers everywhere in giving full expression to the Gospel.
 5. We affirm the servant role of leadership within the church, following the model of our Servant Lord.
 6. We affirm our obligation to proclaim the Good News of Jesus Christ and the calling of God to all peoples to repentance and faith, reconciliation and hope, social and economic justice.
 7. We affirm the separation of church and state, the principle of a free church in a free state, and the opposition to any effort either by church or state to use the other for its own purposes.
- C. We recognize that Baptism by immersion is a beautiful and meaningful symbol which describes, in a way that no other symbol can, the death and resurrection of Christ. It also symbolizes for the individual who is baptized the death and burial of an old way of life and resurrection to new life. When baptism is administered by our congregation, it shall be done for believers by the mode of immersion. However, we recognize that baptism by immersion is a symbol representing the real baptism by the Holy Spirit, that Baptism is not essential to salvation, and that other Christian denominations symbolize baptism by the Spirit of God in other ways. We accept into full fellowship those from other denominations whose baptismal experiences were meaningful and who affirm with us the confession of the ancient church: Jesus is Lord!
- D. We believe that the Lord's Supper was instituted by Jesus on the night he was betrayed with instructions to "do this in remembrance of me." We further believe that the invitation to partake of the communion comes from Jesus and not from the church or any individual. Therefore, all persons are welcome who wish to partake of communion with us, and who, by their participation, claim Jesus as Lord.
- E. When an individual joins Lake Shore Baptist Church intending to transfer membership from another congregation, Lake Shore shall notify that congregation and request from them a letter of membership, if it is that congregation's custom to provide such a letter. Lake Shore shall also provide a letter of membership transfer upon request from another congregation.
- F. The good order of our common life is important to the functioning and spirit of the church. If a situation arises in which a church member exhibits behavior that is perceived as disruptive, threatening, or abusive the deacon executive committee and the administrative council shall follow the church conflict resolution and reconciliation policy that may be in place.

Article II. Officers of the Church

A. All church officers must be members of the church. The officers of this church shall be:

1. Moderator. The moderator shall be nominated by the Committee Coordinating Council and approved by the church. The moderator's term of office shall be for one year and shall begin on or about January 1. The moderator shall preside at all business meetings of Lake Shore Baptist Church. In the absence of the moderator, the chair of the deacons or the vice chair of the deacons, in that order, shall preside. In the absence of all three, the clerk shall call the church into session and an acting moderator shall be elected.
2. Clerk. The clerk shall be nominated by the Committee Coordinating Council and approved by the church. The clerk's term shall be one year and shall begin on or about January 1. The clerk shall keep the minutes of all business meetings of the church and maintain these records in the church office in good order. In the absence of the clerk, the moderator shall appoint an acting clerk.
3. Treasurer. The chair of the Finance Committee shall serve as church treasurer. It shall be the duty of the treasurer to supervise the receipts and disbursements of all money or other negotiable instruments. The treasurer or a member of the Finance and Committee shall periodically present a financial report to the church.
The Finance Committee shall annually review the treasurer's report.

Article III. Deacons

- A. Active and Reserve Deacons. This church shall have a Diaconate consisting of deacons elected from the membership of the church and ordained by this church or by another church of like faith and order. The Diaconate shall consist of two (2) groups, as follows:
1. Active Deacons: those filling elected positions on the Diaconate.
 2. Reserve Deacons: those ordained previously who are members of this church but are not presently part of the active Diaconate.
- B. Number of Deacons and Term. There shall be an active Diaconate consisting of a minimum of twelve or fifteen (12 or 15) deacons representing a membership of five hundred or fewer members, with the number of deacons to be decided and set at either twelve (12) or fifteen (15) by the Chair of the Diaconate for each successive year. Three (3) additional deacons above the stated maximum of fifteen (15) deacons shall be authorized for each increase of one hundred members over five hundred total members. The membership on the last Sunday of January prior to the nomination process shall be used to determine the number of vacancies to be filled. Deacons shall begin their service in January and serve three-year terms, one-third rotating off the Diaconate each year. In the event the church membership increases to the point of requiring an increase in the number of deacons, the newly elected deacons shall draw for the one-year term, two-year term, and three-year term. Where possible, those drawing for the shorter term shall not include any person elected to the Diaconate for the first time.

- C. Officers of the Diaconate. The Diaconate shall have three (3) officers: Chair, Vice-Chair, and Secretary. The Vice-Chair shall preside at deacon meetings in the absence of the chair. The Secretary shall keep minutes of the Deacons' meetings.
- D. Executive Committee. This committee shall consist of the officers of the Diaconate and additional at-large members of the Diaconate, as needed, to establish a total membership of four. The executive committee shall serve as a nominating committee for Diaconate officers and shall serve as an appointments committee deciding which deacons shall assume other deacon responsibilities (e.g., serving on the Lake Shore Baptist Children's Center Program Board). This nominating and appointment process should reflect input from the deacons and staff, as well as concern for an even distribution of workload among the deacons. This committee should have completed these appointments by the end of November. Flexibility is important in the appointments for while some deacons may be asked to perform a task for three years, changes may become necessary.
- E. Meeting of the Diaconate. The Diaconate shall ordinarily meet monthly. However, it may not be necessary to have a meeting each month since the heart of deacon involvement takes place in other activities. The chair shall eliminate unnecessary meetings. Called meetings may take place as needed.
- F. Role of Deacons:
1. Assume general responsibility for achieving and maintaining a high spiritual level of commitment and concern in the church through various committees and teams (e.g., Worship Committee).
 2. Minister to the people of the church as spiritual leaders under the guidance of the pastor, particularly in times of special need.
 3. Assist the pastor in conducting worship and serving the Lord's Supper.
 4. Coordinate the congregation's involvement in fellowship, mission, and service activities through various committees and teams (e.g., Fellowship Team, Missions Team).
 5. Represent the diaconate on the Administrative Council, Committee Coordinating Council, and the Lake Shore Baptist Children's Center Program Board.
 6. Make recommendations to the Finance Committee and the Administrative Council for budget issues related to its operations and the operations of the committees and teams that report to the deacons.
- G. Qualifications for election as a deacon:
1. A member of Lake Shore Baptist Church for a minimum of two (2) years.
 2. At least eighteen (18) years of age.
 3. Involved in the ministry of the church.
 4. Committed to regular attendance at deacons' meetings and to participating in deacons' retreats.
 5. Intentional in their quest for a mature faith and personal moral integrity.

6. Regular in attendance in worship and other church programs.
7. Committed to regular financial support of the church, as able.
8. Given to reconciliation and reflecting the biblical model of servanthood.
9. No person shall serve as an active deacon until the lapse of at least two (2) years since previously serving as a deacon. H. Selection and election of deacons:
 1. Timing and training. Deacon elections are to be held in October. The executive committee of the Diaconate shall provide training for new deacons including the provision of a history of our local church, the past year's minutes of deacon meetings, and a discussion of what is expected of deacons.
 2. The nominating process. A church committee shall nominate one-third of the Diaconate each year so that the number on the ballot submitted to the church equals the number of deacons to be elected.
 - a. The name of this committee shall be the Nominating Committee for Deacons. The committee shall be nominated by the Committee Coordinating Council and elected by the church.
 - b. This committee shall consist of five (5) people, as follows:
 - i. Two (2) active deacons.
 - ii. Three (3) chosen at-large from the congregation who are not currently serving as active deacons.
 - c. The Committee Coordinating Council is encouraged to select a diverse and broadly representative group with special attention to the following considerations:
 - i. At least one member should be sixty (60) years of age or older, ii. At least one member should be thirty (30) years of age or younger.
 - d. Two members of the committee should be asked to serve the following year.
 - e. Church members are to submit names of proposed deacon nominees to this committee, with each church member having the opportunity to suggest names to fill the open positions. No list of eligible persons shall be provided, but a list of persons clearly not eligible for nomination (e.g., those currently serving as deacons and former deacons who have not yet rotated off the board for a two- year period) shall be provided. The committee shall give notice of this process about three weeks before the deadline, listing the criteria and method of nominating as stated in the immediately following sections H.2(f) and H.2(g).
 - i. Members may submit names to the committee any time during the threeweek period.
 - f. The committee shall take all the names submitted and begin to rank order the nominees, considering the degree to which individuals meet the listed criteria (Article III G. and Article III H.2 (g)) and the number of times each person was

suggested by the congregation. If the committee unable to create the slate from the submitted names, the committee may introduce for consideration additional names.

- g. The committee shall endeavor to nominate a slate of deacons that is proportionally representative of the whole congregation. Factors considered should include length of membership in the church, age, gender, ethnicity, and spiritual gifts. An effort should be made to avoid having more than one member of a household on the board of deacons at any one time. Beginning with the top people on their list, representatives of the committee shall ascertain the willingness of each nominee to serve and shall discuss, during the visit, what is expected of deacons. This process shall continue until the list of the required number of nominations is completed.
- 3. The election of deacons. The committee shall submit their nominees to the church for election. The committee shall be required to present their list in the Sunday order of worship and the newsletter at least one week before the election.
- I. Ordination and installation. Newly elected deacons not previously ordained shall be ordained and installed on or about the first Sunday of February at the morning worship service. Newly elected deacons who have been previously ordained shall be installed at the same service.
- J. Vacancies. If for any reason a vacancy occurs on the active board, the deacon executive committee shall recommend to the church a reserve deacon who has not served on the active board for at least two years to fill the remainder of the unexpired term.

Article IV. Administrative Council

A. Composition

- 1. The Administrative Council shall consist of **seven (7)** people serving a one (1) or a two (2) year term. A majority of council members is required to conduct business. The council shall ordinarily meet monthly and the chair may eliminate unnecessary meetings. Called meetings may take place as needed. If a committee has co-chairs, only one will serve on the administrative council. The council shall consist of the following:
 - a. Chair of the Board of Deacons
 - b. Vice-chair of the Board of Deacons
 - c. Chair of the Finance Committee
 - d. Chair of the Personnel Committee
 - e. Chair of the Building and Grounds Committee
 - f. Two at-large members appointed by the Committee Coordinating Council
- 2. The Administrative Council shall select its own chair. The chair or vice-chair of the board of deacons shall not serve as chair of the council. The chair of the

Administrative Council shall serve a one (1) year term but may serve one additional year.

3. The pastor shall be an ex-officio member of the council.

B. Duties

1. The Administrative Council shall oversee administrative functions of the church as reflected in the following:
 - a. Authorize expenditures for emergencies up to \$25,000.
 - b. Authorize unbudgeted non-emergency expenses up to \$5,000 requested by a committee and recommended by the Finance Committee. Unbudgeted non-emergency expenses greater than \$5,000 shall be budget amendments approved by the church.
 - c. Bring to the church for discussion substantive issues affecting the life of the congregation on the recommendation of the council and the deacon executive committee (e.g., bylaws changes; issues of Baptist heritage and polity; membership requirements).
 - d. Execute legal documents which shall require signatures of two of the following: Chair of the Administrative Council, Chair of the Finance Committee, Chair of the Deacons, or Pastor. Such signatures do not imply personal liability.
 - e. Oversee, with the assistance of the church staff, policies and procedures developed by the committees and including the Children's Center Program Board.
 - f. Annually evaluate the senior pastor.

Article V. Meetings of the Church

- A. Worship and educational activities shall be conducted on a regular basis and at such times and places as are best suited to meeting the spiritual needs of the congregation. The content of such services shall be determined by the pastoral staff in coordination with the relevant committees.
- B. The committees or teams charged with serving the community and fellowship needs of the membership shall plan service, social and recreational activities.
- C. Business Meetings
 1. Business meetings shall be held quarterly and additionally as needed to conduct necessary church business and to provide information to the membership. The agenda for business meetings shall be set by the Chair of the Deacons and/or Chair of the Administrative Council in consultation with the pastor and the church moderator.
 2. Notification of a regular or called business meeting shall be given in the church newsletter prior to such a meeting or, if necessary, during the Sunday morning worship service prior to such a meeting. This notice shall include a detailed agenda of

topics for consideration during the meeting. Only those topics included in the agenda may be considered for voting at that meeting.

3. A quorum for any business meeting shall consist of ten (10) percent of the membership of the church.
4. The moderator shall conduct business meetings in accordance with Robert's Rule of Order. See Article II, Section A for procedures in the absence of the church moderator.

Article VI. Committees

A. Committees and teams shall report to the Administrative Council or the Board of Deacons according to their functions and as described in the relevant sections of the bylaws. B.

Permanent committees of the church are:

1. Committee Coordinating Council
2. Personnel
3. Finance
4. Building and Grounds
5. Lake Shore Baptist Children's Center Program Board

C. General Committee Responsibilities

1. Submit an annual budget to the Finance Committee.
2. Authorize expenditures according to the approved committee budget.
3. Chairs of committees shall be present for church-wide budget discussions.
4. Committee chairs shall regularly submit an Activity Report Form summarizing committee activities to the church office and to the respective Chair of the Board of Deacons or Chair of the Administrative Council.
5. Committees annually shall review their job descriptions, make changes as appropriate, and submit job descriptions to the chair of the CCC. D. Committee Coordinating Council:
 1. Composition. The Committee Coordinating Council shall be comprised two (2) deacons and three (3) church members at large. The deacons shall be appointed to the council by the Deacon Executive Committee. The members-at-large shall be appointed by the Administrative Council. The pastor or pastor's representative shall serve as ex-officio member. The three-year term of office shall begin in January with staggered terms. Persons shall rotate off the council for two years before reappointment.
 2. The CCC shall report to the Administrative Council.
 3. Duties:
 - a. Serve as the committee on committees, appointing persons to fill all positions of the permanent and other committees and/or teams of the church in consultation

with church staff. Committee appointments shall be for three-year staggered terms. These appointments shall be made by the first day of November and the committee year shall begin in January. Chairs are nominated by the CCC and elected by the congregation.

- b. Establish annually the Nominating Committee for Deacons.
 - c. Establish new committees or abolish existing non-permanent committees, teams, and task groups as needed and determine appropriate size of committees.
 - d. Assign a CCC member as liaison to each committee to facilitate the functioning of the committees.
 - e. Fill any vacancy which arises on a committee if needed.
 - f. Orient committee chairs to the job descriptions of the committees and chair responsibilities.
 - g. Evaluate and update committee job descriptions as needed.
 - h. The CCC in conjunction with the senior pastor shall assign a staff member as a liaison to each committee.
- E. Personnel Committee:
1. The committee shall consist of six (6) members.
 2. The committee shall report to the Administrative Council.
 3. The members of the committee shall serve three-year staggered terms so that one-third of the committee rotates off each year.
 4. The Chair shall serve as a member of the Administrative Council unless the Chair has been on the Administrative Council the last two (2) consecutive years. If that is the case, the CCC shall nominate a replacement from the Personnel Committee who shall be elected by the congregation.
 5. Duties:
 - a. Vet and hire church staff other than pastoral/ministerial positions and Lake Shore Baptist Children's Center employees.
 - b. Vet and hire temporary positions in consultation with the appropriate committee(s).
 - c. Prepare, update, and distribute job descriptions for all staff (other than Children's Center employees) including pastors/ministerial staff in consultation with relevant committees/constituents.
 - d. Review evaluations for pastoral/ministerial staff and other staff conducted by the senior pastor.
 - e. Maintain personnel policies and ensure compliance.
 - f. Continually update titles and position descriptions and update and maintain a personnel policies handbook.
 - g. Recommend salaries to the Finance Committee for all positions other than those related to the Children's Center.

- h. Recommend policies changes related to personnel to the Administrative Council and the church.
- i. Mediate unresolved disputes among personnel.
- j. Review concerns related to job descriptions, personnel policies, and other personnel matters.
- k. Perform all other duties contained in the church policies and procedures as related to personnel matters. F. Finance Committee:
 - 1. The committee shall of six (6) members.
 - 2. The committee shall report to the Administrative Council.
 - 3. The members of the committee shall serve three-year staggered terms so that one-third of the committee rotates off each year.
 - 4. The Chair shall serve as a member of the Administrative Council unless the Chair has been on the Administrative Council the last two (2) consecutive years. If that is the case, the CCC shall nominate a replacement from the Finance Committee who shall be elected by the congregation.
 - 5. Duties:
 - a. Prepare annually a budget to recommend to the Administrative Council and the church in accordance with the schedule contained in the Church Policy Manual.
 - b. Present a financial statement to the church at least twice annually at a scheduled business meeting of the church.
 - c. Present monthly a financial statement to the Administrative Council. In the event funds do not appear sufficient to meet the needs of the church the Finance Committee shall immediately alert the Administrative Council Chair.
 - d. Ensure that the processes used by the church to count and account for contributions and fund accounts meet acceptable management standards.
 - e. Conduct an annual review of the church's fund accounts including all memorial funds at the close of the church's fiscal year. The results of the review shall be reported to the Administrative Council within 30 days of its completion. Any irregularities shall be reported to the church including recommendations to correct said irregularities at a business meeting held within 30 days of the report to the Administrative Council.
 - f. Conduct an annual review of the Children's Center funds at the close of its fiscal year. Report the results of the review to the Children's Center Board and the Administrative Council within 30 days. Any irregularities shall be reported to the church including recommendations to correct said irregularities at a business meeting held within 30 days of the report to the Administrative Council.
 - g. Perform all other duties contained in the Church Policies Manual as related to financial matters.

G. Building and Grounds

1. The committee shall consist of six (6) members.
2. The committee shall report to the Administrative Council.
3. The members of the committee shall serve three-year staggered terms so that one-third of the committee rotates off each year.
4. The Chair shall serve as a member of the Administrative Council unless the Chair has been on the Administrative Council the last two (2) consecutive years. If that is the case, the CCC shall nominate a replacement from the Personnel Committee who shall be elected by the congregation.
5. Duties:
 - a. Ensure the maintenance and repair of the physical plant and grounds in coordination with the maintenance manager.
 - b. Establish, review, and make recommendations to the church concerning policies governing the use of the church buildings.
 - c. Review building and/or grounds use requests and make decisions and/or recommendations to the Administrative Council concerning the requests.
 - d. Conduct an annual evaluation of the church's insurance program and recommend to the church any changes in coverage.
 - e. Evaluate safety and security issues related to the physical plant and grounds and make recommendations to the Administrative Council.

H. Lake Shore Baptist Children's Center Program Board (Program Board)

1. The church operates the Lake Shore Baptist Children's Center (LSBCC) as a licensed childcare facility in the State of Texas.
2. The operations of LSBCC shall be overseen by the Program Board, a permanent committee of the church.
3. The Program Board shall report to the Administrative Council.
4. The Program Board shall consist of nine (9) members, the majority of whom shall be church members.
5. The Executive Committee of the Board of Deacons shall appoint three active deacons to serve on the Program Board. If three active deacons are not available to serve, the executive committee shall appoint another church member(s) to serve.
6. The Committee Coordinating Council shall appoint six (6) members to the Program Board.
7. Ideally, at least one Program Board member shall be a parent of a child currently in the LSBCC.
8. The members of the Program Board shall serve three-year terms staggered so that one-third of the committee rotates off each year.

9. The Committee Coordinating Council shall appoint the chair.
10. If educational, legal, medical, or business experience is not represented, the Program Board shall invite consultants to serve as advisors.
11. The member of the pastoral staff who serves as resource person to the LSBCC Program Board shall serve as an ex-officio member of the board.
12. The staff of the LSBCC shall elect a representative who shall serve as liaison to the Program Board.
13. The director of the LSBCC shall provide a monthly report to the Program Board.
14. Duties:
 - a. The Program Board shall meet monthly.
 - b. The Program Board shall be the policy-making body for the LSBCC, and the policies established shall be stated in a policy manual.
 - c. The Program Board in conjunction with the member of the pastoral staff serving as ex-officio member of the Program Board shall annually evaluate the effectiveness of the director's work and ensure that annual evaluations for staff are established, implemented, and reported to the Program Board.
 - d. The Program Board, in conjunction with the director of the LSBCC, shall annually survey the parents of children in the LSBCC to determine the degree of satisfaction with the services being delivered.
 - e. The Program Board shall work closely with the Finance Committee to develop a budget for the LSBCC.
 - f. The Program Board shall also assist in coordinating the activities of the LSBCC and the church's preschool/children's religious education program. This involves coordinating space usage and, where possible, the purchase of material. In all its activities and policy decisions, the Program Board shall consider the interests of both the LSBCC and the church's preschool/children's religious education program.
15. Director
 - a. The authority of the LSBCC director shall derive from the Program Board. The Program Board shall develop a clear and detailed position description for the director. When the position of director is vacant, the Program Board shall serve as the search committee and shall recommend a replacement to the Personnel Committee.
 - b. The director shall recruit, select, supervise, and terminate, as necessary, teachers and staff employed at LSBCC.

Article VII. Pastors and Ministerial Staff

A. Responsibilities of the Pastor. The senior pastor shall oversee the daily operations of the church and fulfill duties as described in the job description. The senior pastor shall be an ex-officio member of the Administrative Council and the Board of Deacons. B. The senior pastor shall supervise and annually evaluate church staff.

C. Other members of the ministerial staff shall assist the senior pastor in the performance of duties as required by church policy and job descriptions.

D. Each member of the ministerial staff shall be assigned as the contact person for several committees.

E. Calling and Dismissing a Senior Pastor

1. When calling a senior pastor becomes necessary, a Search Committee shall be formed for the purpose of recommending a candidate to the church. An Interim/Supply Committee shall also be formed to take responsibility for supply preaching and/or to recommend an interim pastor to the church.
2. The Search Committee, of not fewer than seven (7) nor more than thirteen (13) shall be nominated by the Committee Coordinating Council and presented to the church for election. The Search Committee shall be representative of the whole congregation with respect to age, gender, length of membership in the church, and gifts. The Search Committee shall meet in open forums with the church and solicit written suggestions from the church members concerning the direction in which the church should move, and the characteristics desired in a new pastor. The Search Committee shall provide ongoing lines of communication with the congregation as a means of keeping the church informed of its activities and as a means of securing the counsel of church members.
3. The Interim/Supply Committee shall consist of 3-5 members nominated by the Committee Coordinating Council and presented to the church for election.
4. The vote to name a senior pastor shall come before the church at a special business meeting after at least two (2) weeks' written notice and proper announcement from the pulpit on two (2) consecutive Sundays.
5. An affirmative vote of 75 percent of the members present and voting is required to extend a call. The vote shall be by written ballot. Any member whose ballot indicates abstention shall be deemed not to have voted.
6. The senior pastor is called for an indefinite period. Salary, housing allowance, and other benefits shall be determined by the Search Committee, Finance Committee, and Personnel Committee within the framework of the approved budget.
7. The term of office may be ended upon 30 days written notice of resignation by the senior pastor or immediately in the event of termination by the church. Church members desiring the termination of employment and wishing to initiate such action shall present their grievances to the Personnel Committee. The Personnel Committee

in consultation with the deacons should consider the issue and attempt to resolve the matter equitably. Termination may be voted at a business meeting provided two (2) consecutive weeks' written notice is given to the members.

8. An affirmative vote of a majority of the members present and voting shall be required to authorize and direct the Chair of the Administrative Council, or in their absence the Chair of the Deacons, to give the senior pastor notice of the termination of their pastorate. The vote shall be by written ballot. Any member whose ballot indicates abstention shall be deemed not to have voted.
- F. Calling and dismissing ministers other than a senior pastor (e.g., associate pastors, director of music, minister to children and/or youth).
1. When calling such ministers, the CCC shall form a search committee for the purpose of recommending a candidate to the church.
 2. The search committee shall consist of seven (7) church members and shall include appropriate representation of those most specifically served by the position.
 3. The vote to name an individual for a position shall come before the church at a regular or special business meeting after at least one (1) week written notice has been given in the church newsletter and a week's notice given from the pulpit.
 4. An affirmative vote of a majority of members present and voting is required to extend a call. The vote shall be by written ballot. Any member whose ballot indicates abstention shall be deemed not to have voted.
 5. Such ministers are normally called for an indefinite period. Salary and other benefits shall be determined by the Search Committee, Finance Committee, and Personnel Committee within the framework of the approved budget.
 6. The term of office may be ended upon 30 days written notice of resignation by the minister or immediately in the event of termination by the church. Church members desiring the termination of employment of a minister and wishing to initiate such action shall present their grievances to the Personnel Committee. The Personnel Committee in consultation with the Deacons should consider the issue and attempt to resolve the matter equitably. Termination at the recommendation of the Personnel Committee and the Deacons shall be voted on at a business meeting provided two (2) consecutive weeks' written notice is given to church members.
 7. An affirmative vote of a majority of the members present and voting shall be required to authorize and direct the Chair of the Personnel Committee to give the minister notice of termination. The vote shall be by written ballot. Any member whose ballot indicates abstention shall be deemed not to have voted.

Article VIII. Church Staff

- A. The church staff shall consist of all paid employees of the church other than the pastoral/ministerial staff.

- B. Childcare workers for church activities shall be hired by the pastoral staff member responsible for children’s programs and the committee responsible for children’s programming.

Article IX. Amendments to Policies and Bylaws

- A. The church may adopt, revise, or delete policies and procedures deemed advisable to better organize and operate the church.
- B. With proper notice, these bylaws may be amended at a regular or called business meeting of the church by a two-thirds vote of those qualified, present, and voting, provided at least 10% of the membership is present. Notice of amendment to policies and bylaws shall be given from the pulpit on two successive Sundays in advance of said meeting, and a copy of the proposed amendment shall be published in the church newsletter.
- C. All questions of procedure not provided in these bylaws shall be governed by Robert’s Rules of Order Revised.