



CONSTITUTION & BYLAWS

CONSTITUTION

Preamble

We state and make this constitution to protect the main beliefs of our faith and to lead the church in an organized way. This constitution will protect the rights of each individual church member and the freedom of action of this body in relation to other churches.

Article I. Name

This church is named the Trace Creek Missionary Baptist Church located at 3577 State Route 131, Mayfield, KY.

Article II. Mission Statement

We endeavor to make and mature followers of Jesus Christ; to minister everywhere we go for the glory of God, the growing of His church, and the good of humanity by the powerful working of the Holy Spirit.

Purpose Statement

Trace Creek Baptist Church exists to support and equip Christ's followers, to reach the lost, to serve those in need, and to display the love of Christ to others, both individually and as a body of believers. More practically, but without limitation, the purposes of this church are:

- a. **To promote the Christian religion by any appropriate form of expression, within any available medium, and in any location, through the Church's combined or separate**

- formation, of a church, ministry, charity, school, or charitable institution, without limitation;
- b. To ordain, employ and discharge ordained ministers of the gospel and others, to conduct and carry on divine services at the place of worship of the Church, and elsewhere;
 - c. To collect and disburse any and all necessary funds for the maintenance of said Church and the accomplishment of its purpose within the Commonwealth of Kentucky and elsewhere.

Article III. Statement of Basic Beliefs

We believe the Holy Bible is the inspired Word of God and is the basis for our beliefs. Trace Creek upholds her original Articles of Faith that have guided her since 1824 and has been expressed more comprehensively in the “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000. We willingly join ourselves together as a group of baptized believers in Jesus Christ who are committed to sharing the good news of salvation to the lost. We believe the ordinances of the church are believer’s baptism and the Lord’s Supper. (Article 5)

Marriage, Sexuality and Appropriate Behavior

Trace Creek operates on a strongly held belief that the marriage relationship has been established by God and has only one meaning: the union between one man and one woman. (Genesis 2:18; Ephesians 5:31). Trace Creek further holds that, in accordance with Scripture, sexual intimacy and sexual activity is appropriate only within the marriage relationship, between one husband and one wife. (1 Corinthians 7:2; Hebrews 13:4). Trace Creek believes God has created two distinct and complementary genders, male and female, and each person is created in accordance with God’s perfect design. (Genesis 1:27; Matthew 19:4).

Accordingly, Trace Creek views the following behaviors as inappropriate and contrary to Scripture:

- 1. Any sexual intimacy or sexual act between individuals who are not married to one another.**
- 2. Any marriage or civil union that is not between one man and one woman.**
- 3. Any attempt to adopt or present as a different gender than that assigned at birth.**
- 4. Any other activity, teaching, or behavior that is contrary to a biblical view of marriage, gender and/or appropriate behavior as outlined in this provision.**

As a consequence, the Church regards any and all forms of sexual immorality,

including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, pornography or even lustful intent toward such, as sinful and ultimately unsatisfying. Moreover, the Church also regards as sinful the intent or desire to surgically alter one's biological sex to a different sex. Since the body is a creation of God, the Church holds sexual identity to be biologically determined, and associated gender norms are to be observed as appropriate to biblical standards. Disagreement with one's biological sex only leads to spiritual confusion and emotional chaos (Genesis 1:27, Romans 1:26-32, 1 Corinthians 6:9-11).

We believe that God wonderfully and immutably creates each person as either male or female, and that 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.

All members of Trace Creek and all individuals involved in Trace Creek operations, activities, and events are expected to uphold the ministry's perspective on marriage, gender, sexual intimacy, and appropriate behavior as set forth in this provision. Individuals and organizations who desire to use Trace Creek's facilities must also act in accordance with this provision and stated in our Building Use Policy

Though sinful sexual expression is egregious (as is all sin), the gospel provides redemption and restoration to all who confess and forsake their sin, seeking mercy and forgiveness through Jesus Christ (1 Corinthians 6:9-11, Ephesians 2:1-10, Titus 3:3-7, Acts 3:19-21, Romans 10:98-10).

Furthermore, there is a difference between temptation and unrepented sin. Jesus was tempted in all ways as we are, yet He never sinned. Members, employees, volunteers and attendees of the Church wrestling with all manner of sexual temptation will find a Church ready to point them to Jesus and join with them to fight for their obedience to Christ. Jesus called the weary and heavy-laden to Himself. As a church desiring to follow Christ fully, the Church will be a safe place for men and women fighting sexual temptations of all kinds. For those fighting temptation and repenting of sin, the Church will provide love, care and direction (Matthew 11:28-30, 1 Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16).

The Church's statement on Marriage and Sexuality does not provide grounds for bigotry, bullying or hate, as we fully believe that every person must be afforded compassion, love, kindness, respect and dignity, regardless of his or her lifestyle. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated as sinful and are not in accordance with Scriptures or the doctrines of the Church.

The Church's statement on Marriage and Sexuality is based upon God's will for human

life as conveyed to us through the Scriptures, upon which this Church has been founded and anchored, and this shall not be subject to change through popular vote; referendum; prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state or federal level.

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. (Ps. 139)

Church Covenant

Having been led by the Spirit of God to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, the Son, and the Holy Spirit, in the presence of God and the members of this church, we covenant together as one body in Christ.

We covenant in regards to our **Public Gathering...**

- To sustain worship through faithful attendance, the practice of the ordinances and disciplines and the preaching of the doctrines of the faith
- To strive for the maturity of every believer
- To support the ministry of the church physically and financially
- To serve the body of Christ through spiritual gifts
- To submit to and follow the leadership of the church
- To share the gospel with all nations through discipleship and evangelism

We covenant in regards to our **Personal Conduct...**

- To prove the reality of our conversion by living godly, fruitful lives and to oppose any conduct that compromises or contradicts the Word of God
- To love one another as Christ loved us
- To maintain personal & family devotions
- To share the gospel with others
- To practice good stewardship with all God has entrusted to us

We covenant in regards to our **Promise to Others...**

- To pray for one another
- To encourage one another in the faith

- To aid one another in sickness and need
- To be gracious to one another in speech and conduct
- To correct in the spirit of gentleness with the purpose of restoration
- To be slow to anger when offended and quick to forgive as Christ has forgiven us
- To protect the unity of the church

If led by God to leave this church, we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

Hebrews 10:27, Acts 2:42, 1 Corinthians 11:26, Matthew 28:19-20, Colossians 1:28, Malachi 3:10, 1 Corinthians 12, Hebrews 13:17, Romans 12:1-2, 1 John 4:10-11, John 15:17, Psalm 63:1, Psalm 119:105, Deut. 6, Psalm 1, Mark 16:15, Psalm 24:1, Proverbs 3:9,10, James 5:16, Eph. 4:29, Matt. 25:36, Col. 4:6, 1 Thess. 5:14, James 1:19, 1 Cor. 1:10

Governing and Relationships

The government of this church is with the group of believers who are a part of it. Persons properly received by the members shall be the membership. (See Article I of the Bylaws.) All groups within the church that are created and given power by the church shall report to and be answerable only to the church, unless otherwise decided by church vote. This church is not controlled by any other religious group, but it recognizes and cooperates with other Baptist churches. As much as it is possible, this church will cooperate with and support the Graves County Baptist Association, the Kentucky Baptist Convention, and the Southern Baptist Convention.

Statement of Final Authority

Final Authority for matters of belief and conduct- The statement of faith does not exhaust the extent of our beliefs. 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 Trace Creek Baptist Church's faith, doctrine, practice, policy, and discipline, our Pastor/Deacons/congregation is the church's final interpretive authority on the Bible's application.

BYLAWS

Article 1. Church Membership

Section 1. General

This is an independent and democratic Baptist church under the lordship of Jesus Christ. The membership has the right of self-government in all areas of the spiritual and material life of this church.

The membership of this Church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the Church Constitution, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ.

The membership has the right to decide who will be members of this church and the conditions of the membership.

Section 2. Application for Membership

Any person may ask to be an applicant for membership in this church. Applicant will meet with pastoral leadership to discuss their conversion and expectations for members. Applicant will be given a copy of the Church Constitution & Bylaws and must, by their confession and conduct that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ, agree by signing a statement of acknowledgement. Upon recommendation by pastoral leadership, such applicants may be presented to the church at any regular church service for membership in any of the following ways:

- (1) By profession of faith and for baptism according to the policies of this church.
- (2) By promise of a letter of recommendation from another Baptist church of like faith and order.
- (3) By statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.

Should there be any considerable opposition to an applicant, such opposition shall be referred to the pastoral leadership and deacon body for investigation and the making of a recommendation to the church within thirty days. A quorum of at least 10 % of those church members present and voting shall be needed to elect such applicants to membership.

Section 3. New Member Orientation

New members of this church are expected to attend the membership class when offered throughout the year.

Section 4. Rights of Members

- (1) Every member of the church can vote at all elections and on all matters presented to the church in conference, but only if the member is present or there is a plan for a member to vote even though they are not physically present. Voting by minors will be under parental discretion.

- (2) Every member of the church, who is biblically qualified, is eligible to be considered by the membership as applicants for elective offices in the church.
- (3) Every member of the church may take part in the ordinances of the church as the church offers them.

Section 5. Termination and Restoration of Membership

Membership may be ended in the following ways:

- (1) Death of the member
- (2) Transfer to another Baptist church
- (3) Removal upon request or proof of membership in a church of another denomination

Section 6. Church 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.

The Lord Jesus Christ has entrusted the local church with the authority and responsibility to discipline members deemed in flagrant sin or serious doctrinal error by the Pastor or deacon body, with the goal of the restoration of the offender. This discipline is entrusted to the Pastoral Staff and/or deacon body and is to follow the biblical pattern as set forth in Matthew 18:15-20; 1 Corinthians 5; 2 Corinthians 2:7-8; Galatians 6:1; 2 Thessalonians 3:6; Titus 3:10-11; and 2 John 7-11. Any member of this church who practices or affirms a doctrine or conduct that, in the judgment of the Pastoral staff and/or deacon body, is opposed to the teaching of the Word of God, or is threatening to the testimony of this church, or is divisive to the body, shall be subject to church discipline.

Discipline will follow the said biblical pattern and is an effort to bring the individual to repentance and protect the church from unrepentant sin. Discipline may involve exclusion from participation in ministry and communion, as well as dismissal from the fellowship of this church. An individual may be disciplined by the Pastoral staff and/or deacon body short of dismissal from the fellowship, as they deem appropriate for the specific circumstance (for example, an individual may remain in certain circumstances a member of this church but be denied the privilege of serving in a particular ministry). The Pastoral staff and/or deacon body may, at their discretion, report to the congregation the names of those who have lost membership by reason of church discipline, and the reason for that discipline, as described in Matthew 18:15-20.

The members of this church further acknowledge that while they have the legal right to withdraw or resign their membership at any time, they knowingly and voluntarily waive their right to revoke membership in the midst of the discipline process. They agree to only withdraw or resign their membership if they are not the subject of a discipline proceeding at the time or any disciplinary process of which they are the subject, has been concluded as determined by the Pastoral staff and/or deacon body.

Dismissal by the congregation/or deacons according to the following condition:

The member's life or conduct is not in accordance with the Statement of Basic Beliefs in such a way that the member hinders the ministry influence of the Church in the community.

- Procedures for dismissal of a member shall be according to the following Scriptures:

Matthew 18:15-17

"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican." (KJV)

Titus 3:10-11

"A man that is an heretic after the first and second admonition reject; Knowing that he that is such is subverted, and sinneth, being condemned of himself." (KJV)

If repentance does not take place, the member will be dismissed by a 51% vote of total quorum (as defined in Section 5 on page 16) of the church or the unanimous agreement of the deacons.

Section 7: Restoration of Membership:

Members dismissed by the Church may be restored after completing the qualifications of section 2 (application for membership) and by a 51% vote of total quorum (as defined in Section 5 on page 16) of the Church or the unanimous agreement of the deacons according to the spirit of 2 Corinthians 2:7-8.

2 Corinthians 2:7-8

"So that contrariwise ye ought rather to forgive him, and comfort him,

lest perhaps such a one should be swallowed up with overmuch sorrow. Wherefore I beseech you that ye would confirm your love toward him.” (KJV)

Section 8: Mediation

Members of the church agree to submit any legal dispute with the church for mediation before a mutually agreed-upon mediator, or if none can be agreed upon, one selected by the Kentucky Baptist Convention. Lawsuits between believers, or threats of lawsuits between believers, are a matter of grave concern for the church, are contrary to biblical and church teaching, and mediation is an effort to resolve disputes in a biblical fashion (1Cor. 6:1-7).

Mediation will be governed by the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (ICC Rules), unless modified as stipulated by the parties. In particular, subject to the more detailed provisions of the ICC Rules, mediator(s) will attempt to assist us in reaching a voluntary settlement of any disputes through mediation. The confidentiality of the mediation process will be protected and these matters will not be discussed with people who do not have a necessary interest in them. If settlement can be agreed upon, the conciliators may, at their discretion, issue an advisory opinion. Neither the opinion, nor any communications exchanged in the mediation process, will be admissible for any purpose in any subsequent legal proceeding.

Article 2. Principal Office/Registered Agent

The principal office and the registered office of Trace Creek Baptist Church shall be located at 3577 State Route 131 and the name of the registered agent at such address is Trace Creek Baptist Church. Trace Creek Baptist Church may change the location of the principal or registered office, or the designated registered agent, by the board of directors/officers in accordance with the provisions of the applicable state nonprofit corporations’ law. Trace Creek Baptist Church may also have offices at such other locations within and without the state of Kentucky as the board of directors/officers may determine.

Article 3. Church Officers and Committees

The corporate powers and business affairs of Trace Creek Baptist Church shall be managed by its board of Directors/Officers.

The number of directors/officers of Trace Creek Baptist Church will be four (4). Each director/officer shall hold office until the next annual meeting or for the term for which he or she is elected and until his or her successor shall have been elected and qualified. The number

of directors/officers may be increased or decreased from time to time by amendments to these bylaws, but no decrease shall have the effect of shortening the term of any incumbent director. A list of Directors/Officers, their duties, the election and removal process, can be found in The Articles of Incorporation of Trace Creek Baptist Church.

Everyone who serves as an officer of the church and on church committees will be a member of this church.

Section 1. Church Officers

The officers of this church will be:

- (1) Pastor
- (2) Pastoral Staff
- (3) Support Staff
- (4) Deacons
- (5) Moderator
- (6) Assistant Moderator
- (7) Clerk
- (8) Treasurer
- (9) Trustees

Every officer/employee must hold a higher expression and conduct and be in agreement with the Statement of Basic Beliefs.

**Note: While both men and women are both gifted for service in the church, the biblical model is male leadership as qualified by scripture (Genesis 3, 1 Corinthians 14, Ephesians 5, 1 Timothy 3, Titus 1).*

- (1) The Pastor will be chosen and called by the church when there is no pastor. The pastor is responsible for leading the church to work as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to fulfill their ministerial roles.

The pastor is leader of pastoral ministries in the church. He works with the deacons and church staff to:

- Lead the church in reaching its mission
- Preach the gospel to believers and unbelievers
- Care for the church's members and other persons in the community

Further responsibilities will be outlined in the job description located in the Policies & Procedures Manual. The pastor should give testimony of a personal call of God to minister before he will be recommended to the church. He will be asked to serve the church by a majority vote of the church. At the time of resignation, at least two-week notice shall be given to the church. The person serving in this position may be asked to leave immediately. The Deacons on a case-by-case basis may consider a severance package.

(2) The Pastoral Staff will be chosen and employed as the church decides the need for such positions. Responsibilities will be outlined in the job description located in the Policies & Procedures Manual. The staff members that the church needs should give testimony of their salvation, their call to the ministry and their affirmation of the Baptist Faith and Message before the Personnel Committee will recommend them to the church. They will be asked to serve the church by a majority vote of the church. At the time of resignation, at least two-week notice shall be given to the church. A separation package will be given to those qualified as stated in the Trace Creek Personnel Policy.

The Support Staff members shall be employed as the church decides the need for their services. Responsibilities will be outlined in the job description located in the Policies & Procedures Manual. The Personnel Committee will have the authority to determine the need for staff members. This will be with the recommendation of the supervising staff member and, if needed, after discussing the matter with the committees of the church that are affected.

(3) Church members nominate Deacons as the need for more deacons presents itself. Nominations will be received from the church naming qualified candidates. Church leadership approves those nominations and the church will have the final vote on those who will serve. The church does not have to let a deacon serve just because he was a deacon in another church. However, if he is asked to serve as a deacon then his earlier ordination by another church of like faith and order will meet the requirements for this church.

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their responsibility is to serve with the pastor and staff in carrying out the ministry of:

- Leading the church in reaching its mission
- Preaching the gospel to believers and unbelievers
- Caring for the members of the church and other persons in the community

(4) Every year the church will choose a Moderator (typically the pastor) and an Assistant Moderator to lead the business meetings. In the absence of the moderator, the Assistant Moderator will be in charge of the meeting. In the absence of both, there will not be a business meeting and the meeting is to be rescheduled.

(5) Every year the church will elect a Clerk. The clerk will be responsible for keeping a correct record of all official actions of the church. The clerk will be responsible for keeping a list of names of members, with dates of admission to membership, dismissal from membership, death, or removal. The clerk will be responsible for keeping a record of baptisms. The clerk will send letters of dismissal and keep on file all communications and written official reports. The clerk will be responsible for preparing the annual letter of the church to the association.

The church may give some of the responsibilities of the church clerk to a church secretary who will help the elected clerk. All church records belong to the church and will be kept in the church office.

- (6) Every year the church will elect a church Treasurer. It will be the job of the treasurer to receive, keep, and pay out all money or things of value paid or given to the church. The treasurer must receive vouchers, which are approved and signed by authorized personnel before paying out money. The treasurer must at all times keep a record of all receipts and payments. A Finance Committee will examine the treasurer's report and records every year.

The church may give some of the responsibilities of the church treasurer to a church secretary who will help the elected treasurer.

The records will be delivered by the treasurer to the church clerk after the annual account at the end of each fiscal year and its acceptance and approval by the church. The church clerk shall keep and protect the account as a part of the permanent records of the church.

- (7) The Trustees are tasked with oversight of the property, buildings, equipment and legal interests of Trace Creek Baptist Church. The Trace Creek Baptist Church, Inc. Board of Directors gives authority to the Trustee Committee to execute daily operations on their behalf. Members of the committee work together to complete these functions while maintaining and protecting the wellbeing of the congregation by being good stewards of what God has provided through His people.

The trustees shall consist of one standing member and five active members. The five active members are on a 3-year rotation schedule. The members are brought on as Trustees at the suggestion of the pastoral leadership and deacons and approved by the vote of the church each year.

The responsibilities of the Trustees include:

- Property & Liability Insurance
- Maintenance projects
- Repairs & Replacement of Equipment / Purchase of new equipment
- Fulfill all legal requirements, negotiating and signing of documents
- Long range planning for use of property
- Act on behalf of the church's vote in the transfer of property

Article 4. Church Committees

The committees of this church will be a Building Use Committee, Cemetery Committee, Finance Committee, Missions Committee, Personnel Committee and any other regular and special committees that the church approves. Additional committees maybe added by the amendment method stated in these bylaws. All church committee members will be recommended by the church pastoral leadership and deacons and elected by the church unless otherwise indicated in

these bylaws. Committee members will serve as listed in accordance with the policies of that committee. Every committee member must unreservedly agree with the Statement of Basic Belief.

The following committees have one member rotating off and one member coming on every year:

- (1) The Finance Committee is tasked with oversight of the finances of Trace Creek Baptist Church. This shall include developing and monitoring the church budget along with financial reporting. Members of the committee work together and with the church treasurer(s) to complete these functions while maintaining and protecting the well-being of the congregation by being good stewards of what God has provided through His people.

Organization:

The Finance Committee shall consist of the Church Treasurer(s), four active members and one ex-officio member. The Church Treasurer(s) and the ex-officio member are non-voting members of the committee.

Responsibilities:

- Attend monthly Finance Committee meetings to review prior month reports along with overview of any upcoming expenses
- Ensure operations are maintained within budget
- Annual preparation of budget to present for church approval
- Provide accountability for Church Treasurer(s)

- (2) The Personnel Committee shall meet at least once per year and as needed therein. The Committee shall be committed to working with the Pastor to create and maintain the best working environment possible.

Organization:

The Personnel Committee shall consist of the chairman, four active members and one ex-officio member. The Church Treasurer(s) may attend when needed by the committee to address financial matters. The ex-officio member, as well as the Church Treasurer(s) when present, is a non-voting member of the committee.

Responsibilities:

- Set policies and procedures as contained in the Personnel Manual for all staff. (It must be noted the committee only sets the policies & procedures; they do not ensure compliance. This is the responsibility of the particular supervisor(s) of the personnel as set forth in the Personnel Manual.)
- Set & annually review individual salaries and benefit plans for all staff. (Overall salary & benefit budget should then be presented as a

- recommendation to the Finance Committee for final approval)
- Approve job descriptions for all staff and analyze the annual performance review scores thereof when applicable. (Only for information to be used in salary structure)
- Lead in the interviewing and hiring of all support staff positions
- Work closely with the Ministerial Search Committee and/or Pastor to develop a package for prospective ministerial candidate.

The following committees serve at the request of the pastor for an indefinite period:

- (1) The Building Use Committee helps the church in matters concerning the management of church properties. This standing committee made up of four members and the ex-officio member (typically the pastor). Its work includes ensuring proper care of all facilities in compliance of our Building Use Policy.
- (2) The Cemetery Trust Committee manages the details of the church cemetery, issues deeds for church cemetery graves, and administers the cemetery trust. The standing committee includes 2 members and an ex-officio member.
- (3) The Missions Committee works within the scope of the Acts 1:8 mission strategy of the church and any mission opportunities that arise throughout the year. The standing committee includes five members and an ex-officio member.

Acts 1:8

“But you will receive power when the Holy Spirit has come on you, and you will be My witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth.”

Article 5. Church Ministries

With God’s Word, the church will utilize ministries to educate and equip its members to build up the body of Christ (Ephesians 4:12). All ministries associated with the church programs will be under the responsibility of the pastoral staff. The church will provide the resources for the proper growth of these ministries, which include, but are not limited to, the following:

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| • <i>Children’s Ministries</i> | • <i>Men’s Ministries</i> |
| • <i>Drama Ministries</i> | • <i>Missions Ministries</i> |
| • <i>Education Ministries</i> | • <i>Senior Saints Ministries</i> |
| • <i>Music Ministries</i> | • <i>Student Ministries</i> |
| • <i>Media Ministries</i> | • <i>Women’s Ministries</i> |

Article 6. 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 and indicates a commitment to follow Jesus as Lord. The act of baptism places one into the body of the local church. Therefore, all requirements for church membership apply to baptism candidates.

- (1) Baptism shall be by immersion in water as an outward expression of faith in the death, burial, and resurrection of Jesus.
- (2) The pastor, or whomever the church gives the authority to, will be permitted to baptize.
- (3) Baptism will be an act of worship and obedience and should be done within a reasonable time following salvation.

Section 2. The Lord's Supper

The church will endeavor to observe the Lord's Supper once every quarter unless the church schedules it at other times.

The pastor will be responsible for administering the Lord's Supper.

Article 7. Church Meetings

Section 1. Worship Services

The church will meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, teaching, and evangelism will be the core of these services. The pastor will be responsible for all services.

Section 2. Special Services

Revival services and any other church services needed for the progress of the church's goals will be placed on the church calendar. The pastor will be responsible for all services.

Section 3. Regular Business Meetings

The church will have regular business meetings quarterly during a Wednesday night service.

Section 4. Special Business Meetings

The church may have special called business meetings to consider important items. An announcement must be made at least one week before for the special called business meeting except when an immediate need makes this announcement impossible.

Section 5. Quorum

The quorum (10% of members needed to be present to vote on any item of business) will be the members who attend the business meeting. This applies if it is a regular business meeting or a special called business meeting.

Section 6. Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

Article 8. Church Finances

Section 1. Budget

The Finance Committee will prepare and present to the church a complete budget for approval.

It is understood that all members have a responsibility to support the church with tithes and offerings.

Section 2. Accounting Procedures

All funds received for any purposes of the church will be under the responsibility of the church treasurer, or financial secretary, to be properly recorded using generally accepted accounting practices. The Finance Committee meets throughout the year to ensure proper execution of the approved annual budget.

Section 3. Fiscal Year

The church fiscal (financial) year will be the same as the church year that begins on January 1 and ends on December 31.

Article 9. Church Policy & Procedures Manual

The Personnel Committee of the church will maintain a Policy & Procedures Manual to include church operating guidelines (Facilities Use, Job Descriptions, etc.). The committee will have the responsibility to review and revise for the church to consider as needed.

Article 10. Indemnification and Insurance

Section 1. INSURANCE. The church will purchase and maintain liability insurance on behalf of

any and all persons who are or were a director, officer, leader, employee, committee member or volunteer of Ministry (while serving in their capacity as such). Such insurance will be purchased for the purpose of protecting such persons from covered loss resulting in liability asserted against the above individuals in connection with their activities on behalf of Trace Creek.

Section 2. INDEMNIFICATION REQUESTS. Should any director, officer, leader, employee, committee member or volunteer of Trace Creek incur any liability as a result of their affiliation with or service to the church that is not covered by the insurance policy, and should such liability result in any out-of-pocket cost to such individual, then such individual may request indemnification from Trace Creek if the individual was acting on behalf of the church in good faith and within the scope of authority designated to the individual by Trace Creek. The granting of full or partial indemnification shall be at the discretion of the governing board of Trace Creek as set forth in Section 3 herein.

Section 3. INDEMNIFICATION DECISIONS. In relation to any indemnification request that is made pursuant to Section 2 herein, if such request is made by an individual who is not currently serving on the governing board of Trace Creek, then the indemnification decision (whether to indemnify the requesting individual, and the dollar amount of such indemnification), will be made by the governing board. Such decision of the governing board will be final. If the indemnification request is being made by a person who is currently serving on the governing board, then the indemnification decision (whether to indemnify the requesting part, and the dollar amount of such indemnification), will be made by the remaining disinterested members of the governing board. A decision on the indemnification request by a majority of disinterested members of the board of directors/trustees/elders/deacons will be final.

Article 11. Examination of Ministry Corporate Records

A director shall have the right to inspect corporate records of Trace Creek, upon written demand given at least five (5) business days before the date on which the director wishes to inspect the documents. (Trace Creek may choose to also include a list of the types of corporate documents it may allow to be inspected.)

Article 12. Conflict of Interest

Trace Creek expects its board members, directors, officers, trustees, deacons, representatives, volunteers, or other agents acting on behalf of the church (“representatives”) to conduct Trace Creek business to ultimately achieve the highest ethical standards of conduct, to comply with all applicable laws, and to conform with Biblical principles. Ministry representatives are expected to put the church’s interests ahead of their own personal interest as they carry out their responsibilities on behalf of the church, and they have a duty to recognize, disclose, and avoid conflicts of interest. Representatives are prohibited from using their position with the church for any type of private gain or to obtain benefits for themselves or members of their families.

Potential conflict of interest occurs when a representative's outside interests (i.e. financial, business, personal, or relational interests) interfere with the church's interests or the representative's work-related duties. For example, a conflict of interest may occur when a representative is in a position to influence a decision that may result in a personal gain for the representative or the representative's family member as a result of the church's business dealings. Areas in which conflicts may arise between representatives and the church, may include, but are not limited to, the following transactions with third parties:

- **Transactions involving supplying goods and services to the church;**
- **Transactions involving real estate or property leases to or with the church;**
- **Transactions involving donors or other supporting the organization;**
- **Transactions that pay royalties or monetary awards to representatives for products or services provided by the church; or**
- **Transactions involving other organizations that affect the operations of the church.**

If a representative becomes aware of any potential conflict of interest or ethical concern regarding the representative's position with the church or another representative's position with the church, the representative must promptly complete a conflict of interest disclosure form and submit it to the church's administrator (the Pastor).

Article 13. Governing Law

These bylaws shall be construed and interpreted in accordance with the laws of the commonwealth of Kentucky.

Article 14. Dissolution

Any action to dissolve Trace Creek Baptist Church must be approved by 50% total membership present and an 80% vote by those members. Should said action be taken, the church's assets shall be distributed to the Kentucky Baptist Convention, provided it qualifies at such time for exemption as an organization described in Section 501(C) (3) of the Internal Revenue Code. In the event that the Kentucky Baptist Convention does not qualify or is no longer in existence, the assets of Trace Creek Baptist Church shall be distributed to another church or religious organization whose faith aligns with Trace Creek Baptist Church's Statement of Basic Beliefs.

Article 15. Amendments

Changes in the constitution and bylaws may be made at any regular business meeting of the church if each amendment has been presented in writing at an earlier business meeting and copies of the new amendment have been given to each member present at the earlier meeting, with the exception of an amendment that has received prior approval by the deacon body. Amendments to the constitution and bylaws will be made with a quorum 10% vote of overall members present and voting with exclusion of Article 14.



tracecreek
baptist church

Date _____

I have read, understand and will uphold the Constitution & Bylaws of Trace Creek Baptist Church as adopted by the church on _____, **and as amended in accordance with Article 15.**

Print Name

Signature

Please provide the contact information below so that we may enter it into our records. Thank you.

Address _____

Date of Birth _____

Email Address _____

Contact Number _____ ___ Home ___ Cell ___ Work