

# **CONSTITUTION AND BY-LAWS**

*for*

**BAY LEAF BAPTIST CHURCH**

Raleigh, North Carolina

# Bay Leaf Baptist Church Constitution and By-Laws

---

## TABLE OF CONTENTS

### CONSTITUTION

Preamble.....	3
Article I – Name.....	3
Article II – Purpose.....	3
Article III – Church Covenant.....	3
Article IV – Articles of Faith.....	4
Article V – Membership.....	4-6
Article VI – Meetings.....	6-7
Article VII – Church Officers.....	7
Article VIII – Standing Committees.....	7
Article IX - Amendments and Changes of Constitution.....	7-8

### BY – LAWS

Article I – Church Officers.....	9-13
Article II – Church Staff.....	13-14
Article III – Honorary Positions.....	14
Article IV – Election and Duties of Committees.....	14-17
Article V- General.....	17-18
Article VI- Amendments and Changes to By-Laws.....	18
APPENDIX 1– Original Declaration of Faith.....	19-21
APPENDIX 2 - Articles of Faith.....	22-30

# Bay Leaf Baptist Church Constitution and By-Laws

---

## CONSTITUTION

### **PREAMBLE**

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner, consistent with the accepted tenets of the Missionary Baptist Churches affiliated with the Baptist State Convention of North Carolina and the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of the Church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish this constitution.

### **ARTICLE I – NAME**

This body shall be known as Bay Leaf Baptist Church, Wake County, North Carolina.

### **ARTICLE II – PURPOSE**

The purpose of this body shall be to provide regular opportunities for public worship, to sustain the ordinances, doctrines and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of Christian education; to channel its offerings to the support of the Redeemer's Kingdom; and to witness, teach, preach and propagate among all people the Gospel of the Revelation of God through Jesus Christ as Savior and Lord.

### **ARTICLE III – THE CHURCH COVENANT**

Having been, as we trust, brought by Divine grace to embrace the Lord Jesus Christ and to give of ourselves wholly to Him, we do now solemnly and joyfully covenant with each other to walk together in Him with brotherly love to His glory as our common Lord. We do, therefore, in His strength engage that we will exercise a mutual care as members one for another to promote the growth of the entire church body in Christian knowledge, holiness, and comfort, to the end that we may stand perfect and complete in the will of God. That, to secure and promote this object, we will uphold the public worship of God and the ordinances of His house and hold constant communion with each other therein, and that we will cheerfully contribute of our property for the maintenance of a faithful ministry of the Gospel among us. That we will not omit personal and family devotions at home, nor allow ourselves in the too common neglect of our children and those under our care with a view to the service of Christ and the enjoyment of Heaven. That we will walk circumspectly in the world that we may win their souls, remembering that God hath not given us the spirit of fear, but of power and of love and of a sound mind. That we are the light of the world and the salt of the earth and that a city set on a hill cannot be hidden. That we will frequently exhort and, if occasions shall require, admonish one another according to the 18th Chapter of Matthew in the spirit of meekness considering ourselves lest we also be tempted. That as in baptism we have been buried with Christ and raised again, so there is on us a special obligation thenceforth to walk in newness of life. May the God of peace – who brought again from the dead, our Lord Jesus Christ, that great Shepherd of the sheep – through the blood of the everlasting covenant, make us perfect in every good work to do His will, working in us that which is well pleasing in His sight; to Him be the glory, both now and forever.....Amen.

# Bay Leaf Baptist Church Constitution and By-Laws

---

## ARTICLE IV – ARTICLES OF FAITH

Bay Leaf Baptist Church subscribes to the Baptist Faith and Message, 2000: See **APPENDIX 2**

## ARTICLE V – MEMBERSHIP

### Section 1 – Reception of Members

Subsection (a) – Any person coming by profession of faith in Jesus Christ as Savior and Lord, giving witness to regeneration, and adopting the faith and practice of this Church, may, upon baptism by immersion, and commitment to Section 2 of this article, be received as a member in this Church.

Subsection (b) - Any person who is already a member of a Baptist Church of the same faith and practice, coming by presentation or promise of a letter of transfer, may upon commitment to Section 2 of this article, be received as a member in this Church.

Subsection (c) - Any person who has been a member of a Baptist Church of the same faith and practice but who is without a regular letter of transfer, coming by statement of membership and Christian faith, may, upon commitment to Section 2 of this article, be received as a member in this Church.

Subsection (d) – Any person who is a member of a Christian Church of another faith and practice (any recognized Christian denomination), desiring to commit himself or herself to the faith and practice of Bay Leaf Baptist Church, and coming for membership as witness thereof, may, upon commitment to Section 2 of this article, be received as a member of this Church. The candidate must be a professing believer in Christ as Savior and Lord and must adhere to the Baptist principle for salvation by grace through faith. Therefore, the new member is required to receive baptism by immersion as symbol of a previous and continuing believer's faith, unless he or she has previously received believer's baptism.

Subsection (e) – If a person professes the belief that immersion by baptism is a symbol of a believer's faith, but has a physical disability which prohibits immersion, the person may be received as a member of this Church in accordance with the conditions set forth in this article on membership, except for baptism by immersion. A physical disability is interpreted as "one obvious to laymen or substantiated by a physician". If the physical disability is not obvious to laymen, the request for membership may only be granted upon recommendation of the active Deacons.

Subsection (f) – Those desiring membership shall be received by vote of the congregation, at the regular services, upon presentation by the Senior Pastor or by one of the Pastoral Staff members. If any objection is made, the case shall be referred, without discussion, to the Senior Pastor and active Deacons for investigation and subsequent report made to the Church.

Subsection (g) – Associate membership shall be granted to college or seminary students by presentation to the Church with their statement of faith and evidence of baptism. Full membership privileges shall be granted to the associate member.

# Bay Leaf Baptist Church Constitution and By-Laws

---

## Section 2 – Commitments of Members

Subsection (a) – The commitments of members are: continual growth in scriptural knowledge; constant development of the spiritual life through worship, fellowship and prayer; consistency in Christian morals and faithfulness in Christian responsibility; faithful attendance at the services of the Church; regular and systematic giving to its support and kingdom causes; and sharing in the organized work of the Church.

Subsection (b) – Any member who overtly refuses to be faithful to the items outlined in Subsection (a) shall be conscientiously counseled by the Senior Pastor and Deacons in the spirit of Paul’s principle, “If a man be overtaken in fault, ye who are spiritual should restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted.” (**Galatians 6:1**)

Subsection (c) – Any member who is physically able but fails to attend regular Church services over a period of one (1) year shall be contacted in person or by letter by the Senior Pastor and/or by a member of the Deacons and urged to become active. A member who moves away or ceases to participate personally or financially for more than eighteen (18) months shall be listed on the roll of inactive members. An inactive member may be reinstated upon active participation as outlined in Section 2, Subsection (a).

## Section 3 – Release of Members

Subsection (a) – A Church letter shall be granted by the Church Clerk for any member upon request of another church of the same denomination. Names of those granted should be included in the Clerk’s record.

Subsection (b) – When a member of this Church joins a church of a different faith and order, membership in this Church shall terminate. A letter of recommendation may be granted, if requested.

Subsection (c) – The name of a deceased member shall be removed from the active Church roll.

Subsection (d) – Any member who overtly engages in conduct unbecoming a Christian and who refuses the reconciling efforts of the Senior Pastor and Deacons (as stated in Section 2, Subsection (b) above, may be dismissed from the membership of this Church upon recommendation of the Senior Pastor and the Deacons and upon the vote of at least three-fourths of members present and voting in a business meeting. *This action should be taken with extreme caution.*

## Section 4 – Restoration of Dismissed Members

Subsection (a) – Any former member who has been dismissed from this Church because of overt unfaithfulness or non-Christian conduct shall be given periodic opportunity for repentance and restoration to membership through the reconciling efforts of the Senior Pastor and membership of this Church.

Subsection (b) – Any former member who has been dismissed from this Church shall be restored to membership upon evidence of repentance and reconciliation to Christ, the Lord of the Church, and upon his or her request of such restoration. If in any instance objection is made, the case shall be referred without discussion to the Senior Pastor and the active Deacons for investigation and report made to the Church.

# Bay Leaf Baptist Church Constitution and By-Laws

---

## **Section 5 – Voting Privileges**

Subsection (a) - All members and associate members that are at least twelve (12) years of age may vote in any transactions of the Church.

Subsection (b) – Absentee voting is allowed unless otherwise stipulated in this document. This may be done through the Church Office, upon verification of identity, and within one (1) week in advance of the scheduled date of the vote. If the vote/motion is amended at the business meeting, the absentee votes are null and void.

## **ARTICLE VI – MEETINGS**

### **Section 1 – Worship Services**

This Church shall hold regular meetings for worship, training, Bible study and fellowship.

The Lord’s Supper shall be observed on the first Sundays of January, April, July, and October, and/or times deemed desirable by the Senior Pastor in cooperation with the active Deacons.

### **Section 2 – Business Meetings**

This Church shall hold at least two business meetings per year, one in the spring, and one in the fall. The purpose of the spring meeting shall be for reviewing current operations of the Church and any items that need to be addressed to the Church membership. The purpose of the fall meeting shall be to present the membership report, the annual budget, the Nominating Committee report, to vote for acceptance of these items, and to discuss church operations for the upcoming year. Additional business meetings may be scheduled at the discretion of the Senior Pastor and active Deacons with at least two week’s notice by announcement in Sunday morning worship services, Church website, and in the Church newsletter. The Church conducts business under Robert’s Rules of Order. Unless otherwise stated in this Constitution or the Church’s By-Laws, decisions are carried by majority vote of those present and voting, and shall be communicated in subsequent Church publications.

Motions made from the floor that are unrelated to the business meeting proceedings, shall be referred by the Moderator to the appropriate organization, i.e. Sunday school, mission organizations, choir, etc., or committee for consideration. Recommendations shall be made to the active Deacons prior to presentation to the Church.

### **Section 3 – Town Hall Meetings**

The Church shall hold at least one Town Hall meeting per year, scheduled for the late spring or summer, as determined by the Senior Pastor. This meeting shall allow the Church Staff to present reports of their areas of involvement and for the Senior Pastor to provide additional information or updates in all areas of the Church. Upon completion of such reports, the floor shall be opened to any and all questions and/or discussions related to any aspect of Church matters. Additional Town Hall meetings may be scheduled at the discretion of the Senior Pastor and active Deacons. At least two (2) weeks’ notice must be given by announcement in Sunday

# Bay Leaf Baptist Church Constitution and By-Laws

---

morning worship services, Church website and the Church newsletter. No motions, recommendations, or voting shall be accepted at these meetings.

## **Section 4 – Special Business Meetings**

Special business meetings may be called by the Senior Pastor or by the Chairman of the Deacons, upon a minimum of two (2) week’s notice, as specified in Section 2 (above) as needed. The notice shall be announced in Sunday morning worship services, on the Church website, and in the Church newsletter. Special business meetings may include such items as the call or dismissal of a pastoral staff member or any matter that would have as its purpose the bringing about of significant changes in our Church’s observance of procedures, ordinances, and doctrines, as generally recognized by the Southern Baptist Convention. Only motions pertinent to the subject matter of this special business meeting may be made from the floor.

## **Section 5 – Other Meetings**

Other meetings of the Church as a whole or of authorized groups within the Church shall be set according to the needs of the congregation.

## **ARTICLE VII – CHURCH OFFICERS**

The officers of the Church shall be: Senior Pastor, active Deacons, Trustees, Clerk, Treasurer, Moderator and any other such officers as shall be required for the work of the Church, as approved by the Church at a business meeting.

## **ARTICLE VIII – STANDING COMMITTEES**

### **Section 1 - Names**

The Church shall elect such standing committees as may be considered necessary to accomplish various Church programs efficiently and effectively. The following standing committees shall be active at all times: Nominating, Stewardship, Baptismal, Cemetery, Personnel, Communion, and Constitution.

### **Section 2 – Provisions for Special Committees**

Other committees may be elected as the need arises upon the recommendation of the active Deacons or Nominating Committee.

## **ARTICLE IX – AMENDMENTS AND CHANGES OF CONSTITUTION**

### **Section 1 – Amendments and Changes**

Changes in this Constitution or amendments thereto, may be recommended at any business meeting of the Church, provided that such amendment or alteration shall have been approved by the Deacons and presented in writing at a previous business meeting with at least ninety (90) days having elapsed; such alteration or amendment shall have the concurrence of at least three-fourths of the members present and voting in Sunday

# Bay Leaf Baptist Church Constitution and By-Laws

---

morning worship services. Votes shall be by written ballot. No debate, amendments, or substitute motions can be made at a business meeting held during a Sunday morning worship service.

## **Section 2 – Separation from Associations**

Any motion or resolution that would propose to separate this Church from fellowship with the Raleigh Baptist Association from the loyal affiliation to the Baptist State Convention of North Carolina, or the Southern Baptist Convention, and/or would have, as its purpose, bringing about radical changes in our Church's observance of procedures and doctrines as generally recognized by the Southern Baptist Convention, shall be subject to the following requirements before action can be taken:

- (a) The motion or resolution must be presented at a regularly scheduled business meeting or special business meeting of the Church in writing, and is to be read publicly at the session.
- (b) Any such motion or resolution must remain on file with the Church Clerk for at least ninety (90) days after its presentation at a Church business meeting before action upon it may be taken.
- (c) Only after the prescribed ninety (90) day time period has elapsed, may such a motion or resolution be passed, and then only at a special business meeting during Sunday morning worship services at which the affirmative vote is at least three-fourths of the members present and voting by written ballot. No debate, amendments, or substitute motions can be made at a business meeting held during a Sunday morning worship service.

# Bay Leaf Baptist Church Constitution and By-Laws

---

## BY- LAWS

### ARTICLE I – CHURCH OFFICERS

#### Section 1 – Eligibility

Only members of this Church in good standing shall be eligible to serve as an officer of the Church.

#### Section 2 – List of Officers, Staff, and Honorary Positions

<u>Officers</u>	<u>Staff</u>	<u>Honorary Positions</u>
Senior Pastor	Associate Pastors	Pastor Emeritus
Active Deacons	Assistant Pastors	Deacon Emeritus
Trustees	Business Manager	
Clerk	Pastoral Assistants	
Treasurer	Interns	
Moderator	Administrative and Support Staff	

#### Section 3 – Election and Term of Officers

With the exception of the Senior Pastor all officers of the Church and its organizations, unless otherwise specified, shall be elected by action of the Church for a term of one year, upon recommendation of the Nominating Committee as specified in Constitution Article VI Section 2 (Business Meetings) and are not to serve more than three (3) years consecutively.

#### Section 4 – Senior Pastor

The call of the Senior Pastor shall take place at a business meeting specifically called for that purpose for which at least two (2) week’s prior notice shall be given the membership. The pastoral search committee selected by the Nominating Committee, approved by the active Deacons, and elected by the Church shall seek out and nominate a candidate for Senior Pastor. This candidate shall be a minister of the Gospel whose Christian character and qualifications are fitting for the office of Senior Pastor of this Church. This committee shall make a recommendation to the Church and bring only one (1) name at a time for consideration of the Church. No nomination shall be made except by this committee. Election shall be by written ballot and an affirmative vote of at least three-fourths of the members present and voting shall be necessary for a call. Absentee voting will not be accepted when voting for this position. Should the candidate fail to receive the required three-fourths affirmative vote, the committee will be instructed to seek out another candidate, and the meeting shall be adjourned without debate.

Whenever the Senior Pastor position is vacant, a new Senior Pastor shall be selected and called by the Church to serve until the relationship is dissolved at the request of either the Senior Pastor or the Church. In either case, at least thirty (30) day’s written notice shall be given of the intent of termination of the

# Bay Leaf Baptist Church Constitution and By-Laws

---

relationship, unless otherwise mutually agreed upon by both the Senior Pastor and the Church seeking to follow the will of God and leadership of the Holy Spirit.

The Church may sever its relationship with the Senior Pastor only at a special business meeting set for that purpose upon the call by the active Deacons, of which thirty (30) days prior written notice has been given the membership. An affirmative vote of at least three-fourths of members present and voting shall sever the relationship. The voting shall be by written ballot.

The Senior Pastor shall have charge of all welfare and oversight of the Church. He shall be a non-voting member of all organizations, departments, and committees; shall supervise the Church Staff; may call a special meeting of the active Deacons or any committee according to procedure which may be set forth in the By-Laws; shall conduct religious services on stated and special occasions; administer the ordinances; minister to members of the Church and community; and perform other duties that usually pertain to this office.

The Senior Pastor shall have special charge of the pulpit ministry of the Church and shall provide for pulpit supply when absent and arrange for workers to assist in revival meetings and other special services. The Senior Pastor shall preside at all meetings of the Church except as otherwise provided in the Constitution and By-Laws. A more detailed job description shall be provided for the Senior Pastor by the active Deacons.

## **Section 5 – Active Deacons**

There shall be at least nine (9) active Deacons with such additional Deacons required to have at least one (1) Deacon for each fifteen (15) to twenty (20) resident Church families. Deacons shall be elected from among those members who have proven themselves to have scriptural qualifications (**Acts 6, I Timothy 3, Titus 1**). Deacons shall be elected for a term of three (3) years, with one third (1/3) of the number being elected each year. After the completion of a three (3) year term, no Deacon shall be eligible for re-election until after a lapse of one (1) year. However, Deacons who have served on the Deacon board at Bay Leaf Baptist Church are eligible to continue serving through the Deacon Family Ministry. Members not eligible to be nominated include paid staff, staff spouses, and spouses of current Deacons. The active Deacons shall annually elect their own officers. The Chairman shall not vote upon matters brought before the Deacons except in the event of a tie. The term of service for active Deacons shall be January 1 through December 31.

Election of active Deacons shall occur each year by the first Sunday in November according to the schedule in the Deacon Policies and Procedures Manual the following manner:

1. A list of all active resident members of the Church, twenty-five (25) years of age and above who have been members of this Church for at least one (1) year shall be made available to the membership.
2. A revised list of resident Church members eligible and willing to be nominated as a Deacon, along with a Deacon nomination form, shall be made available to the membership for the purpose of nominating qualified individuals as Deacon Candidates. This Deacon nomination form shall indicate the number of nominations each member may make and shall list the scriptural qualifications for Deacons.

# Bay Leaf Baptist Church Constitution and By-Laws

---

3. Each Church member may nominate as many individuals as the number of vacancies to be filled on the Deacon board. Nominations may be made in writing to the Church Office or at the Sunday morning worship services on which nominations are received.
4. From these nominations a list shall be comprised of those receiving at least two (2) nominations.
5. Nominees who are not ordained shall be consulted with by the Senior Pastor and/or the active Deacons to ensure that they are aware of Scriptural and service qualifications and responsibilities of our Church.
6. All nominees shall be contacted by the Senior Pastor and/or active Deacons to receive assurance that they will serve if elected.
7. Upon confirmation of willing nominees, a final list of Deacon Nominees shall be distributed to the Church membership, consisting of approximately twice the number of vacancies.
8. A vote by written ballot shall be taken on this final list during the morning worship services of the following week to determine those who are to serve.
9. Those receiving the highest number of votes shall be elected to full terms. Tie votes shall be resolved, when necessary, by a ballot at the Sunday morning worship services on the following week. Replacements for unexpired terms shall be made from those not elected to full terms, but receiving the next highest number of votes received in the prior Deacon election.

Deacons are expected to attend worship services regularly and support all phases of the Church work. They shall at all times consider themselves as servants of the Church. With the Senior Pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the Church in all matters pertaining to its work and progress. This includes oversight of the discipline of the Church, to establish and maintain spiritual fraternal relations with all members of the Church, to assist the Senior Pastor in the observances of the ordinances, to have general oversight and to establish guidelines for the use of Church property and the financial program of the Church. Any recommendation brought to the Church for vote shall have been reviewed by the active Deacons prior to its presentation to the Church. The Deacons shall arrange for regular meetings and for such committees as are necessary to discharge their duties. The Senior Pastor, the Chairman or the Vice Chairman of the Deacons may call the active Deacons into special sessions whenever the need arises. Robert's Rules of Order shall be used as a manual of parliamentary practice at all meetings. The active Deacons shall act as a Personnel Committee in matters concerning the Senior Pastor including annual performance reviews. They shall approve a job description covering the duties of the Senior Pastor. This job description shall be approved by the Church, included in the Church minutes, and kept up-to-date as changes are made.

## **Section 6 – Trustees**

The Church shall elect at least three (3) Trustees to serve as legal officers for the Church. They shall serve on a three (3) year rotational basis, with one (1) Trustee being elected every year. At least two (2) current or former Deacons shall serve as Trustees. The Trustees, as provided by law and action of the Church, represent the Church in all matters of legal responsibility and execute all legal papers directed by the Church. The Trustees have no power or authority to buy, sell, mortgage, lease, dispose of, or otherwise transfer or exercise

# Bay Leaf Baptist Church Constitution and By-Laws

---

control over the use of Church property without a specific vote/approval of the Church. The Trustees are responsible for administering the will of the Church in all legal matters but the Trustees have no power or authority to buy, sell, mortgage, lease, or transfer any Church property or to contractually bind the Church without the specific vote of the Church authorizing such action. The signatures of all three (3) Trustees are required to buy, sell, mortgage, lease, dispose of, or other wise transfer or exercise control over the use of Church property.

Any recommendation concerning an authorization to be granted to the Trustees being brought to the Church for vote shall have been reviewed by the active Deacons prior to its presentation to the Church. Each authorization shall consist of an affirmative vote by written ballot of three-fourths of the present and voting members in a business meeting held during a Sunday morning worship services.

## **Section 7 – Church Clerk**

It shall be the duty of the Church Clerk or the assigned Staff Member to record full and accurate records of all the proceedings of the Church at its business meetings. Minutes of the preceding business meetings and subsequent meetings shall be made available at the beginning of each business meeting. In cooperation with Church Staff, the Clerk shall keep a complete registry of the membership of the Church, preserve all papers and valuable letters, and record a true history of the Church, including a report of losses and gains in membership. Letters of transfer or recommendation shall be issued by the Clerk, upon request, as covered in the Constitution, Article V, Sections 1 and 3 without further authorization from the Church.

## **Section 8 – Treasurer**

It is the role of the Treasurer as representative of the Church membership to assure the accuracy and legitimacy of receipts and disbursements. The Treasurer works with the Business Manager to ensure that the policies and procedures are in place. The Treasurer is responsible for independent review of business operations of the Church. The Business Manager is a Church Staff position responsible for ensuring the policies and procedures are carried out in the daily operations of the Church. The Treasurer or his/her designee shall present the annual year- end financial report to the Church membership at the Spring Business Meeting. The Treasurer shall be an ex-officio member of the Stewardship Committee, with voting authority. The Treasurer shall be recommended by the Nominating Committee and elected annually by the Church membership.

The Church shall have an independent, non-church member auditor review the financial statements and records of the Church annually at the close of each fiscal year and at other times as may be directed by the Church. The Treasurer shall present the annual audit review to the Stewardship Committee or its appointed sub-committee and a summary to the active Deacons, prior to presenting the review to the Church at the Spring Business Meeting. The audit review shall be given to the Business Office to be filed as a permanent Church record and made available upon request to any church member.

# Bay Leaf Baptist Church Constitution and By-Laws

---

## **Section 9 - Moderator**

The Senior Pastor shall act as moderator at all Church Business and Town Hall meetings except when he defers that role to the Church elected Moderator or the Chairman of the Deacons.

## **ARTICLE II – CHURCH STAFF**

### **Section 1– Associate Pastors and Assistant Pastors**

The Associate Pastors and Assistant Pastors shall be extended a call by vote of the Church at a special business meeting in Sunday morning worship services. At least two (2) week’s notice shall be given the membership. The election shall be upon the recommendation of a search committee selected by the Nominating Committee and approved by the active Deacons.

The direct supervisor of the position shall be part of the search committee and play a lead role in the selection process. The names of search committee members shall be published in Church communications. This committee shall seek out and nominate a candidate whose Christian character and qualifications are fitting for the position. The committee shall bring only one (1) name at a time for consideration of the Church and no nomination shall be made except that of the committee. Election shall be by written ballot with an affirmative vote of at least three-fourths of the voting members’ present necessary for a call. Absentee voting will not be accepted when voting for a position in this Associate/Assistant Pastor call. Should the candidate fail to receive the required number of affirmative votes, the committee will be instructed to seek out another candidate, and the meeting shall be adjourned without debate.

For transitions of existing staff into a full-time Associate or Assistant Pastor position, the Senior Pastor shall consult with a committee related to the program for which the transition position is targeted. The Senior Pastor shall then make recommendation to Personnel Committee, active Deacons, and take to the Church for vote. Their duties and ministries shall support and promote the entire ministry and all programs of the Church under the administration of the Senior Pastor.

A detailed description of their duties and responsibilities shall be provided by the Personnel Committee to the active Deacons for review.

The Church may sever its relationship with an Associate Pastor or an Assistant Pastor only at a special meeting set for that purpose upon the call by the active Deacons, of which thirty (30) days prior written notice has been given to the membership. An affirmative vote of at least three-fourths of members present and voting will sever the relationship. The voting shall be by written ballot.

### **Section 2 – Pastoral Assistants, Business Manager, Interns, Administrative and Support Staff**

The Pastoral Staff and Business Manager are responsible for filling Pastoral Assistants, Interns, Administrative and Support Staff positions under the constraints of approved budget and positions, working with the Personnel and Stewardship Committees.

# Bay Leaf Baptist Church Constitution and By-Laws

---

The Senior Pastor is responsible for hiring the Business Manager, under the constraints of an approved budget and position, working with the Personnel and Stewardship Committees.

## ARTICLE III – HONORARY POSTIONS

### Section 1 – Pastor Emeritus

Having been a loyal and faithful servant of the Church, a spiritual leader, demonstrating wisdom and knowledge of the Scriptures and having maintained a spiritual fraternal relation with all members of the Church, a retired Pastor may be awarded the title of Pastor Emeritus by the recommendation of the Senior Pastor or the active Deacons and approved by the active Deacons. The designation of Pastor Emeritus does not carry any responsibilities or authority and shall not be entitled to any compensation.

### Section 2 – Deacon Emeritus

Having been a loyal and faithful servant of the Church, a leader in spiritual matters, demonstrating wisdom and knowledge of the Scriptures and having maintained a spiritual fraternal relation with all members of the Church, a retired Deacon may be awarded the title of Deacon Emeritus by the recommendation of the Senior Pastor or the Deacons and approved by the Deacons. The designation of Deacon Emeritus does not carry any responsibilities or authority and shall not be entitled to any compensation

## ARTICLE IV – ELECTION AND DUTIES OF COMMITTEES

### Section 1 – Election of Committees

The Nominating Committee shall, after due consideration, present to the Church at the Fall Business Meeting the names of all individuals nominated to serve the succeeding year on all programs, ministries and committees, including members of the Nominating Committee. Any member of the Church will have the privilege of making nominations from the floor. The Church shall then elect the personnel to the committees for a term of one year, unless otherwise provided for in other sections of the By-Laws.

### Section 2 – Nominating Committee

This committee shall consist of at least six (6) persons elected to a three (3) year rotating term with two (2) members elected each year. There shall be at least one (1) active or former Deacon serving on this committee.

This committee shall consult with the pastoral staff, active Deacons, heads of organizations, and the chairmen of the various committees concerning the positions to be filled. It shall be the duty of the committee at the Fall Business Meeting of the Church to nominate persons to serve for the upcoming year on each committee, including the Chairman of each committee, and all persons to serve in various capacities and positions of the Church and its organizations except as otherwise provided herein. Throughout the year, this committee shall have the responsibility of nominating replacements for above positions that have become

# Bay Leaf Baptist Church Constitution and By-Laws

---

vacant for various reasons. No person's name shall be presented by the Nominating Committee to the Church for election who has not, upon being contacted, agreed to serve if elected.

A list of nominees shall be made available at least two (2) weeks prior to being presented to the Church for acceptance. Minutes shall be taken of each meeting or decision made by this committee and filed in the Church Business Office and made available upon request to any church member.

## **Section 3 – Stewardship Committee**

This committee shall consist of at least eight (8) persons, elected to three (3) year rotating terms with as closely as possible one-third of the members elected each year. The Treasurer shall be one of the members and at least one (1) other member shall be an active or former Deacon. This committee shall seek to lead every Church member to be a good steward of their time, talents, and possessions.

This committee shall prepare annually a proposed budget for the upcoming year. Copies of the proposed budget shall be made available to Church membership at least one (1) week before it is to be presented to the Church for adoption. In preparing the budget, the committee shall consult with the active Deacons, heads of organizations and the chairman of the various committees concerning the financial need for the upcoming year. The Stewardship Committee shall present the proposed budget to the active Deacons for their review before it is presented to the Church for adoption.

Minutes shall be taken of each meeting or decision made by this committee and shall be filed in the Church Business Office and made available upon request to any church member.

This committee shall supervise the establishment and ongoing modification of the financial and monetary control policies and procedures for the Church.

These policies and procedures shall address, at a minimum: The process for collecting and recording the tithes, offerings and other income or contributions to the Church.

1. The process for collecting and recording the tithes, offerings and other income or contributions to the Church.
2. The process for approving and paying unbudgeted expenditures, including establishing an amount which will be considered less material and subject to informal approval and payment.
3. The process for signing checks, including authorized and required number of signatures.
4. Other administrative details necessary to operate with fiscal prudence.

The Stewardship Committee may establish memorials and designated funds in any area that it deems appropriate and supportive of the entire Church program.

## **Section 4 – Baptismal Committee**

This committee shall be responsible for preparing for and assisting in administering baptisms.

# Bay Leaf Baptist Church Constitution and By-Laws

---

## **Section 5 – Cemetery Committee**

This committee shall consist of at least three (3) members and shall be responsible for:

1. Maintaining the cemetery grounds in good condition, including planting and upkeep of grass, shrubbery and trees.
2. Maintaining a current map of all grave sites, reserved and unreserved, and location and layout of grave sites prior to the digging of a grave for burial.
3. Approval of all monuments, headstones, foundations and vaults.
4. Any and all work done inside the cemetery boundaries.

This committee shall operate within the guidelines of the Church Policies and Procedures Manual for Church properties. Minutes shall be taken of each meeting or transaction made by this committee and filed in the Church Business Office and made available upon request of any church member.

## **Section 6 - Personnel Committee**

The Personnel Committee shall consist of at least three (3) members elected to three (3) year rotating terms with as closely as possible one-third of the members elected each year. There shall be at least one (1) active or former Deacon serving on this committee. The Nominating Committee, in consultation with the Senior Pastor and Deacon Officers, will identify nominees for the Personnel Committee.

The duties of this committee shall be to coordinate the personnel related matters for all pastoral and administrative employees of the Church (excluding the Senior Pastor). In addition, they are to advise the Church in personnel related matters such as determining organizational structure, staff needs, employment, salaries, policies, personnel services, and benefits including vacations, sick leaves, leaves of absence, and other compensation, using the Church Personnel Policies and Procedures Manual as a guideline. This committee shall work with the appropriate staff members in providing job descriptions for all employees of the Church (excluding the Senior Pastor). The committee shall report to active Deacons, as needed, concerning the salary administration process. Minutes shall be taken of each meeting or decisions made by this committee and filed in the Church Business Office and made available upon request by any church member.

## **Section 7 – Communion Committee**

The Communion Committee shall consist of at least four (4) members. This committee is responsible for preparing for each Communion Service.

## **Section 8 – Constitution Committee**

The Constitution Committee shall consist of at least six (6) members elected for a three (3) year rotating term with as closely as possible one-third of the new members elected each year. There shall be at least one (1) active or former Deacon serving on this committee. The duties of the Constitution Committee shall be to keep its own members fully educated on the scope and meaning of the current constitution, to educate the Church members concerning the contents of the Constitution, to make interpretations of the application of

# Bay Leaf Baptist Church Constitution and By-Laws

---

the Constitution and By-Laws and to propose changes to the Constitution for Deacon and Church approval. This group shall be responsible to review annually the Constitution and By-Laws to reflect current spiritual and Church operations.

“Resolutions” are motions approved by the Church based upon the Constitution, and need not be made a permanent part of that document. This committee shall see that a complete list of resolutions passed by the Church shall be prepared in writing and made available to all members. Minutes shall be taken of each meeting or decision made by this committee and filed in the Church Business Office and made available upon request by any church member.

## **Section 9 – Other Committees**

Other committees may be elected as the need arises upon recommendation of Pastoral Staff, and /or Deacons. At the time that a committee is proposed, the recommending organization must work with the Nominating Committee to determine the duration and duties of the recommended committee as well as the number of people required.

The Nominating Committee can disband a non-standing committee when it is no longer needed.

## **ARTICLE V – GENERAL**

### **Section 1 – Policies and Procedures Manual**

The Associate Pastor(s) and the Business Manager shall be responsible for compiling and maintaining a Policies and Procedures Manual for the day-to-day administrative functions of the Church in compliance with the Constitution and By-Laws. Subjects covered shall include, but not limited to, the following:

1. Personnel policies and procedures
2. Church property policies and procedures
3. Deacon policies and procedures
4. Record retention policies and procedures
5. Financial and monetary control policies and procedures
6. Cemetery policies and procedures
7. Other policies and procedures as the need arises

The Policies and Procedures Manual shall be available in the offices of the Associate Pastor(s), and the Business Manager for member review. All changes to the Policies and Procedures Manual shall be recommended to and approved by the various appropriate committees or organizations. Any matters regarding personnel and the purchase and /or disposal of real property shall be reviewed by the active Deacons and approved by the church.

# Bay Leaf Baptist Church Constitution and By-Laws

---

## **Section 2 – Messengers**

The Church shall provide Messengers as necessary, appointed by the Senior Pastor from a pool of volunteer members, to all annual and called business meetings of the Raleigh Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention.

## **ARTICLE VI – AMENDMENTS AND CHANGES OF BY-LAWS**

Changes to these By-Laws, or amendments thereto, may be recommended at any business meeting of the Church, provided that such amendment or alteration shall have been approved by the Deacons and have been presented in writing at a previous business meeting with at least ninety (90) days having elapsed; such amendment or alteration shall have the concurrence of at least three-fourths of voting members present in Sunday morning worship services. Votes shall be by written ballot. No debate, amendments, or substitute motions can be made at a business meeting held during a Sunday morning worship service.

# Bay Leaf Baptist Church Constitution and By-Laws

---

## APPENDIX 1

### ORIGINAL DECLARATION OF FAITH

The Declaration of Faith set forth below was originally adopted by Bay Leaf Baptist Church on August 19, 1880. This original Declaration of Faith is appended to this Amended and Restated Constitution and By-Laws because of its continued applicability and historical significance but not to modify or supersede any portion of the Articles of Faith set forth in Article IV of the Constitution.

### DECLARATION OF FAITH OF THE BAPTIST CHURCH AT BAY LEAF

1. Of the Scriptures: We believe the Holy Scriptures were written by men divinely inspired and are a perfect treasure of heavenly instruction. That it has God as its author and salvation as its end. That it has truth without any mixture of errors. That it reveals the principles by which God will judge us, and therefore is and shall remain to the end of the world the center of Christian union and is the supreme standard by which all human conduct, creeds and opinions shall be tried.
2. Of the True God: That there is one and only one true and living God, whose name is Jehovah. The maker and supreme ruler of heaven and earth; inexpressibly glorious in holiness; worthy of all possible honor, confidence, and love; revealed under the personal and relative distinction of the Father, Son and Holy Ghost; equal in every divine perfection and exerting distinct but harmonious offices in the great work of redemption.
3. Of the fall of Man: That man was created in a state of holiness under the law of his Maker. By voluntary transgression he fell from that holy and happy state. In consequence of which, all mankind are now sinners, being by nature utterly void of that holiness required by the laws of God, given to the gratification of the world of Satan and of his own sinful person and therefore under just condemnation of eternal ruin without defense or excuse.
4. Of the Way of Salvation: That the salvation of sinners is only by grace through the Son of God who took upon himself our nature, yet without sin, honored the law by his perfect and personal obedience and made atonement for our sins by His death. Being risen from the dead He is now enthroned in heaven and uniting in His wonderful person the tenderest sympathy with divine perfections and is in every way qualified to be a suitable, compassionate, and all sufficient Saviour.
5. Of Justification: That the great gospel blessings which Christ of His fullness bestows on such as believe in Him is justification. That justification consists in the pardon of sin and the promise of eternal life on principles of righteousness. That it is not bestowed in consideration of any works of righteousness which we have done, but solely through his own redemption and righteousness. That it brings us in a state of most blessed peace and favor with God and secures every other blessing needful for time and eternity.
6. Of the Freeness of Salvation: That the blessings of salvation are made free to all by the gospel. That it is the immediate duty of all to accept them by a cordial and obedient faith. That nothing prevents the salvation of the greatest sinner on earth except his own voluntary refusal to submit to the Lord, Jesus Christ. This refusal will subject him to condemnation.

## Bay Leaf Baptist Church Constitution and By-Laws

---

7. Of Grace in Regeneration: That in order to be saved, we must be regenerated or born again. That regeneration consists in giving a holy disposition to the mind, is effective in a manner above our comprehension or calculation by the power of the Holy Spirit so as to secure our voluntary obedience to the gospel. That its proper evidence is found in the holy fruit which we bring forth to the Glory of God.
8. Of God's Purpose of Grace: That election is the gracious purpose of God according to which He regenerates, sanctifies and saves sinners. That being perfectly consistent with the moral agency of man, it comprehends all the means in connection with the end. That it is a most glorious display of God's sovereign goodness, being infinitely wise, holy and unchangeable. That it utterly excludes boasting and promotes humility, prayer, praise, trust in God and active imitation of His free mercy. That it encourages the use of means in the highest degree. That it is ascertained by its effects in all who believe the gospel. It is the foundation of Christian assurance and that to ascertain it with regards to ourselves demands and deserves our utmost diligence.
9. Of the Perseverance of Saints: That only such are real believers as endure to the end. That their persevering attachment to the Christ is the grand mark which distinguishes them from superficial professors. That a special providence watches over their welfare and they are kept by the power of God through his faith unto salvation.
10. Harmony of the Law and the Gospel: That the law of God is eternal and unchangeable. It is just, holy and good. That the inability which the scriptures ascribe to fallen men to fulfill its precepts arises entirely from their love of sin. To deliver them from which and to restore them through a mediator to unfeigned obedience to the holy law is one great end of the gospel and of the means of grace connected with the establishment of the visible church.
11. Of a Gospel Church: That a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel, observing the ordinances of Christ, governed by His laws and exercising the gifts, rights and privileges invested in them by His word. That its only proper officers are Bishops or Pastors and Deacons whose qualifications, claims and duties are defined in the Epistle of Timothy to Titus.
12. Of Baptism and The Lord's Supper: That Christian baptism is the immersion of a believer in water, in the name of The Father, Son and Holy Ghost, to show forth in a solemn and beautiful emblem our faith in a crucified, buried, and a risen Saviour with its purifying powers. That it is pre-requisite to the privileges of a church relation and to the Lord's Supper in which the members of the church by the use of bread and wine are to commemorate together the dying love of Christ – preceded always by solemn self-examination.
13. Of the Christian Sabbath: It is to be kept holy and sacred to religious purposes by abstaining from all secular labor and recreation, by the devout observances of all the means of grace both private and public, by a preparation for that rest which remaineth for the people of God.
14. Of Civil Government: That civil government is of divine appointment for the interest and good order of human society. That magistrates are to be prayed for conscientiously, honored and obeyed, except in things opposed to the will of our Lord, Jesus Christ, who is the only Lord of the conscience and the Prince of the kings of the earth.

## Bay Leaf Baptist Church Constitution and By-Laws

---

15. Of the Righteous and the Wicked: That there is a radical and essential difference between the righteous and the wicked. That such only as through faith are justified in the name of the Lord, Jesus, are sanctified by the spirit of our God and are truly righteous in His esteem. All such as continue in unbelief are in His sight wicked and under the curse and this distinction holds among men both in life and after death.
16. Of the World to Come: That the end of the world is approaching. That at the last day Christ will descend from Heaven and raise the dead from their graves to a final retribution. That a solemn separation will then take place. That the wicked will be adjudged to endless punishment and the righteous to endless joy and that this judgment will fix forever the final state of all men in Heaven or Hell on principles of righteousness.

# Bay Leaf Baptist Church Constitution and By-Laws

---

## APPENDIX 2

### **Baptist Faith and Message, 2000**

#### ***I. The Scriptures***

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

#### ***II. God***

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

##### **A. God the Father**

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

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

##### **B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and

# Bay Leaf Baptist Church Constitution and By-Laws

---

appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

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

## C. God the Holy Spirit

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

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

## III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become

# Bay Leaf Baptist Church Constitution and By-Laws

---

transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God.

The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

## **IV. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

- B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
- D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

# Bay Leaf Baptist Church Constitution and By-Laws

---

## **V. God's Purpose of Grace**

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

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

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

## **VI. The Church**

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

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

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## **VII. Baptism and the Lord's Supper**

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

# Bay Leaf Baptist Church Constitution and By-Laws

---

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

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

## **VIII. The Lord's Day**

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

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

## **IX. The Kingdom**

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

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

## **X. Last Things**

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

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

## **XI. Evangelism and Missions**

# Bay Leaf Baptist Church Constitution and By-Laws

---

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

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

## **XII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

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

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

## **XIII. Stewardship**

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

# Bay Leaf Baptist Church Constitution and By-Laws

---

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

## **XIV. Cooperation**

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

Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

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

## **XV. The Christian and the Social Order**

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

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## **XVI. Peace and War**

# Bay Leaf Baptist Church Constitution and By-Laws

---

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

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

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

## **VII. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others.

Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

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

## **XVIII. The Family**

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

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

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

## Bay Leaf Baptist Church Constitution and By-Laws

---

responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*