

GATE CITY BAPTIST CHURCH
BY-LAWS
Table of Contents

ARTICLE I: MEMBERSHIP	2
Section 1: Membership.....	2
Section 2: Responsibilities of Membership.....	2
Section 3: Rights of Membership.....	2
Section 4: Termination of Membership.....	2
ARTICLE II: CHURCH OFFICERS	3
Section 1: Pastor	3
Section 2: Church Staff.....	3
Section 3: Deacons.....	3
Section 4: Moderator	4
Section 5: Clerk.....	4
Section 6: Treasurer	4
Section 7: Financial Secretary	4
Section 8: Trustees.....	4
Section 9: Tellers.....	5
ARTICLE III: COMMITTEES, CHURCH MINISTRY COUNCIL, AND MINISTRY TEAMS	5
Section 1: Committees	5
Section 2: Church Ministry Council	5
Section 3: Church Representatives	5
Section 4: Ministry Team	5
ARTICLE IV: PROGRAM ORGANIZATION	5
Section 1: General.....	5
Section 2: Christian Education	6
ARTICLE V: ORDINANCES	6
Section 1: Baptism.....	6
Section 2: Lord’s Supper.....	6
ARTICLE VI: CHURCH MEETINGS	6
Section 1: Worship Services	6
Section 2: Regular Business Meetings.....	6
Section 3: Called Business Meetings	6
Section 4: Regular Church Ministry Council Meetings.....	6
Section 5: Quorum	7
Section 6: Parliamentary Rules	7
ARTICLE VII: CHURCH FINANCES	7
Section 1: Ministry Based Budgeting	7
Section 2: Indebtedness.....	7
Section 3: Financial Advisory Team.....	7
ARTICLE VIII: OPERATIONS MANUAL.....	7
ARTICLE IX: AMENDMENTS	8

GATE CITY BAPTIST CHURCH

BY-LAWS

ARTICLE I

MEMBERSHIP

Section 1: Membership

A person may become a member of Gate City Baptist Church in the following ways:

By professing faith in the Lord Jesus Christ and being baptized by immersion, OR

By transferring membership by letter from another church holding like faith, OR

By making a statement of membership in a church holding like faith, OR

By reinstatement of a former member...

AND when, after consultation with the Pastor or church-endorsed leaders, the person is presented to the congregation for membership (based upon one of the above listed qualifiers), and receives the affirmative vote of the majority of the membership present at a regular worship service or any regular or special business meeting.

Section 2. Responsibilities of Membership.

Members are expected to be faithful in all duties essential to the Christian life, to attend habitually the services of this church, to give regularly for its support and its causes, and to share in its ministry.

Section 3. Rights of Membership

Each member present has one vote in all the business of this church.

Section 4. Termination of Membership

Membership will terminate in the following ways:

- A. By joining a church of like faith and requesting a transfer of membership.
- B. By requesting that the member's name be removed from the church roll.
- C. By failing to manifest any interest in the church for a period of one calendar year as prescribed in Section 2.
- D. By becoming an offense to the name of Jesus and reputation of the church.

ARTICLE II

CHURCH OFFICERS

Section 1: Pastor

The pastor shall be the shepherd of the church and all organizations of the church as contemplated in the New Testament. He shall conduct the public services of worship and the general development of the church shall be under his supervision. He shall be an informal member of all ministry teams of the church

The pastor shall be called by the church upon the recommendation of a representative group chosen as the church may designate.

A. This group shall seek to know God's will in selecting a pastor. Following the procedures in the operations manual they shall prayerfully investigate appropriate candidates and recommend one person to become pastor.

B. This group will always carry out the action of the church with respect to what the church will pay a pastor or temporary replacement and other matters that pertain to the finances. Under no condition can the committee obligate the church beyond what the church voted to do.

C. When there is no resident pastor, this group shall be responsible to see that the pulpit is filled unless determined otherwise by the church..

D. To extend a call to a pastor, a 75% majority of the active members present and voting shall be required for an election. Members shall be notified at least one week prior to the time of voting when calling a pastor. The call shall be for an indefinite period with the understanding that the services of the pastor may be terminated at any time upon a mutual understanding between the pastor and the church.

E. In the event of an involuntary termination a 75% majority of the active members present and voting shall be required for termination. Members shall be at least notified one week prior to the time of such action. Should the church decide to exclude the pastor thirty (30) days salary shall be provided as severance pay.

Section 2: Church Staff.

This church shall call or employ such staff members as the church shall need. A job description shall be written when the need for staff members is determined. Staff members other than the pastor shall be recommended to the church by the Church Ministry Council and employed by church action. At least two-weeks notice at the time of resignation shall be given.

Section 3: Deacons.

Upon the recommendation by the existing Body of Deacons, a person may be set aside as a candidate for deacon ordination. The candidate must enter and complete a period of training and self-examination with the pastor and deacons. At the close of this period and upon further recommendation by the deacons and a majority vote of the church, a date may be set for ordination or reaffirmation.

The number of deacons and length of service shall be determined by the church and should be based on the number of active church families. The deacons should serve on a rotational basis as determined by the church. There is no obligation to constitute as an active deacon a person who comes to the church from another church where he has served as deacon.

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor and staff in performing pastoral tasks; proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry, and application; and lead the church in performing its tasks.

The qualifications for deacons are:

- A. The spiritual qualifications as set forth in Acts 6:1-6 and 1 Timothy 3:8-12.
- B. A member of this congregation for at least one year and having reached the age of 21 years.
- C. One who supports the entire program of the church, including the organizations.
- D. He will be one who tithes through this church.

Section 4: Moderator.

The pastor shall serve as the moderator. In the absence of the moderator, the chairman of deacons shall preside; or, in the absence of both, the clerk shall call the church to order and an acting moderator shall be elected.

Section 5: Clerk.

The clerk shall keep accurately the records of all church business which shall be approved at each regular business meeting following. The clerk shall preserve in the church building the records of church business and keep a correct register of the membership, with date and manner of their admission and dismissal. At the annual meeting of the church the clerk shall submit an annual statistical report of the work of the church and submit the appropriate report to the Association concerning these figures. The clerk shall give legal notice of all meetings where such notice is necessary as indicated in these By-laws. The clerk shall be nominated by the Church Ministry Council and elected annually.

Section 6: Treasurer.

The treasurer shall disburse all funds as directed by the church. The treasurer shall hold all monies belonging to the church and shall pay out of the church funds all expenses as directed in the Church Operations Manual. The treasurer or Financial Secretary will maintain a record of individual receipts and provide annually a contributions report for each contributing family or individual (whichever is appropriate). He shall be bonded as treasurer with the church assuming the cost. The Treasurer and Financial Secretary may be the same person.

The treasurer shall be nominated by the Church Ministry Council and elected annually by the church.

Section 7 Financial Secretary.

The Financial Secretary will maintain a record of individual receipts and provide annually a contributions report for each contributing family or individual (whichever is appropriate). The Financial Secretary and the Treasurer may be the same person. The Treasurer and Financial Secretary may be the same person.

Section 8: Trustees.

Trustees shall hold in trust the property of the church and shall execute all deeds, debentures, mortgages, liens, transfers, leases and all other legal documents for and in behalf

of the church, but shall not have power to buy, sell, mortgage, lease, or encumber any property of the church without a specific vote of the church. This vote will authorize such action.

A. Trustees shall be nominated by the Church Ministry Council and shall be elected by the church for a three-year term.

B. Trustees shall serve on a rotating basis, with one new trustee being elected annually.

Section 9: Tellers

Tellers are responsible for counting, recording, and depositing all offerings. They shall organize and function as outlined in the operations manual.

ARTICLE III

COMMITTEES, CHURCH MINISTRY COUNCIL, AND MINISTRY TEAMS

Section 1: Committees.

Committees will be appointed or elected as needed, or as outlined the operations manual.

Section 2: Church Ministry Council.

This council consists of the pastor, staff, elected officers, ministry supervisors and others as determined by the church. The organization and functions of the council are described in the Operations Manual.

Section 3: Church representatives.

The Church Ministry Council shall be authorized to elect or designate persons to represent Gate City Baptist Church in an official capacity. This includes but is not limited to messengers to the Association and State Convention. The process for approval of representatives is outlined in the Church Operations Manual.

Section 4: Ministry Teams.

The ministry teams of the church provide the opportunity for each member to exercise his/her God-given gifts. Members are encouraged to join a ministry team. The various ministry teams provide opportunities for service – both in outreach and maintaining the physical and organizational infrastructure of the church needed for carrying out the purpose of the church. The specific ministry teams and the procedure for members becoming a part of a ministry team are described in the Operations Manual.

ARTICLE IV

PROGRAM ORGANIZATION

Section 1: General.

All organizations shall be under the authority of the church. All officers shall be elected by the church and shall report regularly to the church.

Section 2: Christian Education.

Christian education will be available for all ages and will be conducted under the direction of the Christian Education Director. Christian education will include the study of God's Word and discipling of church members for the purpose of preparing members for carrying out the Great Commission. The Christian Education Program will be organized as deemed necessary with oversight by the Church Ministry Council.

ARTICLE V

ORDINANCES

SECTION 1: Baptism.

A person who has personally received Jesus Christ as Savior and who indicates a commitment to follow Christ as Lord shall be baptized.

Section 2: Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- A. The Lord's Supper shall be instituted as determined by the church.
- B. The partaking of the Lord's Supper is available to anyone who has a personal relationship with Jesus Christ and who harbors no ill will toward other members of the body of Christ.
- C. The pastor and deacons shall be responsible for ensuring the preparation for and the administering of the Lord's Supper.

ARTICLE VI

CHURCH MEETINGS

Section 1: Worship Services.

The church shall meet regularly as determined by the church for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people.

Section 2: Regular Business Meetings

Regular business meetings shall be held on a schedule determined by the church.

Section 3: Called Business Meetings.

A called business meeting may be held to consider specific matters of significant nature. At least a two-week notice of the subject, date, time, and location must be given for the called business meeting unless extreme urgency renders such notice impractical. *Exception to this policy may be addressed in other parts of this document or the constitution.*

Section 4: Regular Church Ministry Council Meetings

Regular council meetings shall be held on a schedule determined by the church.

Section 5: Quorum.

Unless specifically addressed elsewhere in this document the quorum consists of those who attend the business/council meeting.

Section 6: Parliamentary Rules

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

ARTICLE VII

CHURCH FINANCES

Section 1: Ministry Based Budgeting

Gate City Baptist Church will operate financially with a Ministry Based Budgeting system. Ministry will drive the budgeting process as outlined in the Church Operations Manual.

Section 2: Indebtedness

Gate City Baptist Church will operate on a balanced budget at all times. Indebtedness of any kind or for any reason must first be approved by the church. Approval will require a three-quarter vote of those present and voting in a special called business meeting for that purpose. There will be a 30 day notice given which includes at least two pulpit announcements.

Section 3: Financial Advisory Team

The Financial Advisory Team shall consist of persons elected by and from the church at large. This Team will serve in an advisory role only to the Treasurer and to the Church Ministry Council. This Team with the Treasurer and assistant Treasurer will facilitate the budgeting process. This team shall have no authority to make expenditures.

ARTICLE VIII

OPERATIONS MANUAL

Church policies and procedures shall be described in the **Church Operations Manual**. The manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the church secretary. Changes in policies and procedures may be initiated by any church member or organization. Addition, revision, or deletion of church policies and procedures requires: (1) the recommendation of the church officer or organization (including teams to whom areas of assignment the policy relates), (2) discussion by the Church Ministry Council; and, (3) approval by the Church Ministry Council, or approval by the church when deemed necessary by the Church Ministry Council.

ARTICLE IX

AMENDMENTS

These by-laws may be amended by a two-thirds majority vote of those members present and voting at any business meeting, provided that a notice has been given to the church one month previous to the date set for the proposed action. Notice of the proposed amendment will be inserted in the bulletin and/or announced from the pulpit on the Lord's Day preceding the date set for the proposed action.

NOTE: These by-laws were adopted on the **SECOND** day of **JUNE, 2002**; and will now serve as our basis for conducting God's work in Pocatello, Idaho.

NOTE: These by-laws were amended on 3/12/2023