

**BYLAWS OF
NORTHSIDE DRIVE BAPTIST CHURCH, INC.
ATLANTA, GEORGIA**

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I. AMENDMENTS TO BYLAWS AND CONSTITUTION

A. Constitution

1. The Constitution may be amended by a vote of three-fourths of the members present at a regular or specially called Church-in-Conference meeting.
2. Notice of a motion to amend the Constitution must be published in the church newsletter for four weeks prior to the meeting at which the motion will be considered. Each notice shall identify the Article and Section to be amended. The first notice shall state the motion in full.
3. Any amendment to the motion that deviates substantively from the published motion shall be out of order.

B. Bylaws

1. Church Bylaws may be enacted, abolished, or amended by a majority vote of the members present at a regular or specially called Church-in-Conference meeting.
2. Notice of a motion to enact, abolish, or amend the Bylaws must be published in every issue of the church newsletter issued within 30 days before the meeting at which the motion will be considered. Each notice shall identify the Bylaws provision to be amended or abolished or shall briefly summarize the provisions to be changed. The first notice shall state the motion in full.
3. Any amendment to the motion that deviates substantively from the published motion shall be out of order.
4. From time to time, the Moderator may appoint an ad hoc committee to review these Bylaws and to propose any amendments to the Bylaws that the committee deems necessary or appropriate. If the ad hoc committee proposes any amendments to the Bylaws, the procedures set forth in these Bylaws for amending the Bylaws shall apply to any proposed amendments.

II. MEMBERSHIP

A. Reception of Members

1. Upon affirmation by the congregation, any person who professes faith in the Lord Jesus Christ will, upon baptism, be accepted as a member of the church.
2. Upon affirmation by the congregation, any person who promises a letter of membership from another Baptist church shall be accepted as a member.
3. Upon affirmation by the congregation, any person who professes faith in the Lord Jesus Christ and has experienced some mode of believer's baptism shall be accepted as a member without a requirement of re-baptism.

4. Upon affirmation by the congregation, any person who was baptized as an infant and has been confirmed, and who affirms their faith in the Lord Jesus Christ, shall be accepted as a member of the church without a requirement of re-baptism.
5. Upon affirmation by the congregation, any person who wishes to associate with the church but retain membership in another church, and who otherwise meets the criteria for reception as a member, shall be accepted as an "associate member" under the "watch care" of the congregation. Such associate membership shall terminate when the member requests or when the member has been inactive for twelve months.
6. If there be any dissent as to affirmation by the congregation, the matter shall be referred to the Pastor and the Diaconate who shall bring their recommendations to the Church-in-Conference at its next regular meeting.

B. Membership Roll

1. A letter of dismissal shall be granted to or on behalf of any member wishing to unite with another church.
2. A member's name shall be removed from the membership roll upon the member's request.
3. A member's name shall be removed from the membership roll upon verification by the Church Clerk that the person has affiliated with another church.
4. A member's name shall be removed from the membership roll upon the member's death.
5. The Church Council may authorize periodic reviews of the membership roll to determine whether persons wish to remain on an active or inactive list.
6. A member may at any time cause his or her name to be transferred to the active or inactive list by submitting a written request to the church.
7. General mailings or electronic communication shall be sent to members on the active list. Notice of the annual meeting of the church shall be sent to members via the church newsletter. The Church Council may direct that other mailings be sent to all members.

C. Privileges and Responsibilities of Membership

1. Every church member shall be entitled to vote on all matters presented to the congregation. There shall be no voting by proxy.
2. Every church member shall be eligible to serve as a church officer and on church committees.
3. Every church member shall support the programs and ministries of the church as they are able by contributing their time, talents, and tithes.
4. Associate members shall have all privileges and responsibilities of membership. Associate members may vote on all matters presented for decision at a meeting of the Church-in-Conference and may serve as members of any of the following church organizations: Diaconate, Finance Committee, Nominating Committee, Personnel Committee, Triple E,

and one or more Ministry Teams. An associate member may also serve as the Chair or Co-chair of any of such organizations and, in such capacity, may serve as a voting member of the Church Council. However, associate members shall not be entitled to serve as a church officer.

III. CHURCH OFFICERS

A. Church Officer Responsibilities

1. The church shall have the following officers and directors: Moderator, Trustees, Church Clerk, and Treasurer. In addition to those duties imposed by these Bylaws, these persons shall serve as officers of the church and shall have those duties which are properly and usually imposed on officers of non-profit, religious organizations.
2. All officers of the church shall be elected by the Church-in-Conference upon nomination by the Nominating Committee for said office. The Nominating Committee's nomination process is described in Article IV.
3. The Moderator shall serve as the Chief Executive Officer and President of the church. The Moderator shall preside over all Church-in-Conference meetings, the meetings of the Church Council, meetings of the officers, and shall execute such officer duties as described below. A Vice-Moderator shall be elected by the Church Council to preside over church meetings in the absence of the Moderator, but will not assume other church officer duties.
4. The Church Clerk shall serve as the Secretary of the church, shall maintain the membership rolls of the church, and shall record and provide official minutes of all Church-in-Conference and Church Council meetings.
5. The Treasurer shall serve as the Chief Financial Officer of the church, assure the maintenance of accurate records of all financial accounts, and report regularly to the Church-in-Conference on the financial status of the church. The Treasurer shall have the authority to sign checks on behalf of the church and execute such documents, instruments, and other agreements necessary to effectuate the transfer, sale or other disposition of securities represented by certificates which have been assigned or transferred to the church. An Assistant Treasurer may be elected to assist the Treasurer in the maintenance of accurate records and report to the church in the absence of the Treasurer. The Assistant Treasurer will not function as a church officer, but may sign checks.
6. Trustees are the fiduciary officers of the church who are responsible for the proper care of the property, the execution of legal actions related to property as described elsewhere in these Bylaws, and the administration of specified trust funds as authorized by the church. There shall be three trustees each serving a term of six years. Each trustee's term shall expire on a staggered two-year rotating basis. A trustee may serve consecutive terms.
7. The Moderator and the Trustees, when specifically authorized by the Church-in-Conference, shall have the authority to 1) borrow money, 2) purchase real estate, or 3) sell or encumber any real estate belonging to the church.
8. Subject to any limitation provided by the Bylaws or the Church-in-Conference, the Moderator and any Trustee are hereby authorized to affix their signatures and the corporate

seal of the church to such contracts, deeds, indentures, notes, certificates, and other papers and documents as may be necessary and proper for any corporate purpose, and such signatures together shall be the signature of the church.

9. The Moderator may authorize any officer or employee or agent of the church, in addition to those officers given such authority in these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the church which has been approved by the Church-in-Conference. Such authority shall be confined to specific instances.
10. Upon a recommendation from the Finance Committee, the Church Council shall have the authority to authorize non-budgeted expenditures up to \$5,000 from all church funds (other than trust funds and accounts managed by the Trustees) when they deem necessary. Non-budgeted expenditures in excess of that amount must be within limits approved by the Church-in-Conference.
11. In the event of legal, moral, or significant crises in the congregation that the Moderator and Chairs of the Finance and Personnel Committees agree require immediate action, the Moderator may act with legal standing on behalf of the Church-in-Conference until such time as the Church Council can be convened to authorize further emergency action.

B. Terms of office

1. The term of office for all church officers is one year, except for (a) the Moderator, which will be two years, and (b) the Trustees, which will be six years. Church officers other than the Moderator may serve successive terms without limit.
2. Mid-term vacancies in church offices may be filled by the Church-in-Conference, upon recommendations of the Nominating Committee, at a regular or specially called meeting.
3. Any officer may be removed from office for failure to perform officer responsibilities, engaging in conduct harmful to the interests of the church, or violations of law. Such removal shall be accomplished by vote of the Church-in-Conference after receiving a report and recommendation from a special committee appointed by the Moderator and approved by the Church Council.

C. Indemnification

1. With the approval of the Personnel and Finance Committees and the Church Council, the church may indemnify any officer, director, employee, or agent of the church to the fullest extent and on any terms permitted by law.
2. The church may purchase and maintain liability insurance on behalf of any officer, employee, or agent of the church, whether or not the church would have the power to indemnify such person under law.

IV. CHURCH ORGANIZATIONS

The church is organized for the purpose of fulfilling its vision: *"We believe God calls us into Christian community with the challenge to discern and act upon the ongoing revelation of*

God in our time and place." Each organization described below exists to enhance the work of the church in a way that offers opportunities for all participants in the church to be involved in accomplishing this vision.

A. The Diaconate

1. Role

- a. The primary role of all deacons is to ensure that the church is responsive to the spiritual needs of the congregation. The Diaconate (or deacons of the church), "holding fast to the mystery of the faith" (I Timothy 3:9) and with serious intentional personal commitment to service, partners with the Senior Pastor and other staff in providing pastoral care and attentiveness to the spiritual needs of the church community. These ministries will be to individuals, families, and the church as a faith community. The number of deacons may change depending on the needs for the congregation as determined by recommendation of the Diaconate to the Church-in-Conference.
- b. The Diaconate is responsible for serving Holy Communion; provides pastoral and administrative support for baptisms, funerals, and ordinations; renews its spiritual direction through training in family ministry; and ministers to one another.
- c. The Diaconate shall recommend policies and procedures to the Church-in-Conference for the ordination of deacons and ministers and shall administer the conduct of all ordinations in cooperation with the Senior Pastor.

2. Officers

- a. The officers of the Diaconate shall be the Chair, the Vice-chair, and the Secretary.
- b. Deacon officers shall be elected by the Deacons by means of a process determined by the Diaconate.
- c. The Chair shall preside at all meetings. In the Chair's absence, the Vice-chair shall fulfill the Chair's responsibilities. If both are unable to attend a meeting, the Chair shall designate another member of the Diaconate to preside.
- d. The Vice-chair shall perform such duties as are delegated by the Chair.

3. Meetings

The Diaconate shall meet on a regular basis to consider such matters as come before it, engage in training for performing its work more effectively, and provide counsel and assistance to the Ministerial Staff.

B. Church Committees

1. Role

Church Committees are elected by the Church-in-Conference to perform functions delegated to them by the church as set forth in the "Committee Policies and Procedures Handbook," to develop policies and procedures in the scope of their authority, and to make recommendations for adoption by the Church-in-Conference. Committees shall make

regular reports of their work to the Church-in-Conference and recommend changes in their description and authority to the Church Council. The Church-in-Conference must approve any substantial change to a committee's description and authority. The Nominating Committee will be asked to review such changes before a final decision by the Church Council or Church-in-Conference.

2. Term

Membership in the Diaconate, Personnel Committee, and Finance Committee shall be for a three-year rotating term, with one-third rotating each year. Members are eligible for successive terms with a one-year interval between terms. Spouses may serve concurrently on the Diaconate but not on the Personnel, Finance, or Nominating Committees. Chairs of these three committees shall be elected from the current committee by May 1.

3. Personnel Committee

- a. The Personnel Committee is a six-member committee elected by the Church-in-Conference whose responsibilities include the development and maintenance of all policies and procedures relating to the church staff as written in a "Personnel Manual." A copy of the "Personnel Manual" and any other policies and procedures shall be maintained in the "Committee Policies and Procedures Handbook."
- b. The Personnel Committee will be responsible for developing and implementing a formal performance review process for all staff members, with details of the process outlined in the Personnel Manual.
- c. The Personnel Committee will recommend church staff salaries and benefits to the Finance Committee for each year's budget.
- d. The Personnel Committee will recommend any changes in the ministerial and professional staff positions to the Church Council and Church-in-Conference.
- e. The Personnel Committee will be responsible for the employment and termination of professional and support staff.
- d. The Personnel Committee will recommend any changes in other church staff positions, such as additions or terminations of a position, to the Finance Committee.
- e. The Personnel Committee will assure conformity with all Federal, State and Local laws in the administration of personnel policies and procedures.
- f. The Personnel Committee will elect its own chair by nomination from the committee and vote by a majority of the members of the committee.

4. Finance Committee

- a. The Finance Committee is a twelve-member committee elected by the Church-in-Conference whose responsibilities, in consultation with the Treasurer and Trustees, are to develop and maintain the financial health of the church. All policies and procedures of the Finance Committee shall be maintained in the "Committee Policies and Procedures Handbook."

- b. The Finance Committee is responsible for the development of an annual operating budget for presentation to the Church-in-Conference for approval.
 - c. The Finance Committee, in consultation with the Treasurer, shall monitor monthly receipts and expenditures to ensure a balanced annual budget.
 - d. The Finance Committee shall be responsible for encouraging support of the church's special funds, endowments, and memorial gifts. The committee shall also encourage members to include the church in one's estate plans.
 - e. The Finance Committee is responsible for the development of policies on memorial gifts, which shall be approved by the Church-in-Conference and maintained in the "Committee Policies and Procedures Handbook."
 - f. The Finance Committee is responsible for the appointment of a Maddox Fund Committee to recommend the expenditure of any available funds from the Maddox Foundation for church programs. Such committee shall include the Chair of the Finance Committee, the Moderator, one Trustee, at least two persons from the membership familiar with the interests and commitments of the Maddox Foundation, and the Treasurer as ex officio. The committee shall be in communication annually with representatives of the Foundation and make an annual report of the use of funds to the Foundation and the Church-in-Conference.
 - g. At least every three years, the Finance Committee shall select a Certified Public Accountant to perform an audit of all church funds and financial policies and procedures. A member of the church may not conduct the financial audit of the church.
 - h. The Finance Committee will elect its own chair by nomination from the committee and vote by a majority of the members of the committee.
5. Nominating Committee
- a. The Nominating Committee shall nominate church officers, Finance and Personnel Committee members, and deacons for election by the Church-in-Conference at the church's annual meeting.
 - b. The Nominating Committee shall report officers selected by the Diaconate, committees, Ministry Teams, or auxiliaries as a part of its annual report.
 - c. The Nominating Committee shall nominate members to fill positions that become vacant during the church year. Nominees for vacant positions may be approved by the Church Council and reported to the Church-in-Conference.
 - d. The Nominating Committee shall educate and inform the church about opportunities to participate in Ministry Teams. Each spring, the Nominating Committee will organize a formal opportunity for members and participants to volunteer for Ministry Teams.
 - e. The Nominating Committee shall be composed of six members, who shall be selected as provided in this Paragraph 5(e). Each of the following groups shall select one church member to represent the group (with the understanding that the representative chosen

- is not required to be a member of the group): (i) Worship & Music Ministry Team; (ii) Adult Education Ministry Team; (iii) Children & Youth Ministry Team; (iv) Church Staff; (v) Triple E Auxiliary; and (vi) Diaconate. Notwithstanding the foregoing provisions of this Paragraph 5(e), one member shall be added to the Nominating Committee in the event that the Church Council decides, as provided in Article IV, Section C, Paragraph 2, to separate the Children & Youth Ministry Team into a Children Ministry Team and a Youth Ministry Team. In such case, the Children Ministry Team and the Youth Ministry Team shall each select a church member to represent such team on the Nominating Committee; however, the representative chosen is not required to be a member of such team.
- f. Members of the Nominating Committee serve from January through December of each calendar year.
 - g. At the beginning of each calendar year (January through December), the Nominating Committee shall elect a Vice-Chair, who shall serve as Chair the following calendar year. Each member of the Nominating Committee may serve up to three successive one-year terms; however, the Chair shall be limited to a one-year term as Chair but may continue to serve as a member of the Nominating Committee for an additional one-year term.

C. Ministry Teams

1. Ministry Teams are voluntary groups that engage in the day-to-day tasks of the church's ongoing ministry in missions, outreach, hospitality and fellowship, worship, education, and management of church facilities to fulfill the vision of the church. Several Ministry Teams work as sub-groups of larger teams that have budget responsibilities for their work. Each of the following Ministry Teams shall be represented on the Church Council: (a) Adult Education; (b) Children & Youth; (c) Facilities Management; (d) Hospitality; (e) Landscape; (f) Marketing; (g) Membership Development; (h) Memorial Gifts; (i) Missions; (j) Weekday Preschool; and (k) Worship & Music. Each of these Ministry Teams shall have one voting member of the Church Council.
2. The Church Council may decide, when appropriate, to separate the Children & Youth Ministry Team into a Children Ministry Team and a Youth Ministry Team; and in such case, the Children Ministry Team and the Youth Ministry Team shall each be represented on the Church Council and shall each have one voting member of the Church Council.
3. The following Ministry Teams shall operate as sub-groups of the Worship & Music Ministry Team: (a) Audio; (b) Flowers; (c) Handbell Choir (sometimes called "Northside Ringers"); (d) Paraments; (e) Sanctuary Choir; (f) Usher; and (g) Wedding. The Care Ministry Team shall operate as a sub-group of the Hospitality Ministry Team. These sub-groups, any other sub-group, and any ad hoc committee or task force shall not be separately represented on the Church Council and shall not have a voting member of the Church Council.
4. New Ministry Teams may be formed by written request from five church participants to the Church Council, who shall act on such a request after consultation with the Nominating Committee.

5. Each of the Ministry Teams shall select a chairperson each year by May 1 to take office at the beginning of the church year. In the event a team is unable to secure a chairperson by that date, the Nominating Committee shall assist in recruiting a chairperson. Chairs of these teams may serve no more than three consecutive annual terms, but may continue to serve on the ministry team.

D. Auxiliary Organizations

An auxiliary organization is a membership organization within the church with its own members, organization, activities, and resources. Auxiliaries may engage in special fund-raising activities with the approval of the Finance Committee and maintain their own finances.

1. Triple E is an auxiliary organization.
2. Auxiliary status for a group in the church requires approval by the Church Council and the Church-in-Conference.

E. Church Council

The Church Council shall meet regularly 1) to review ministry accomplishments, 2) plan future programs for ministry, 3) celebrate the growth and effectiveness of the church, 4) assure proper coordination of resources among church ministries, 5) address problems of concern to the members of the church, and 6) recommend policies and procedures to the Church-in-Conference. All meetings are open to any member of the church.

1. The Church Council will consist of the chairs of the Diaconate, each of the church committees, each ministry team denoted in Article IV, Section C, Paragraph 1, and each auxiliary organization. The Moderator shall chair the Church Council and the following will serve as *ex officio* voting members: Senior Pastor, Treasurer, and Church Clerk.
2. If the chairperson of a committee, ministry team, or auxiliary is unable to attend a meeting of the Church Council, it is the responsibility of the chair to designate a member of the group to represent him or her at the meeting.
3. The Church Council shall elect a Vice-Moderator to serve in the absence of the Moderator.
4. Except where prohibited by other provisions of these Bylaws, the church officers (as identified in Article III, Section A), the Church Council, all church committees, and all Ministry Teams may conduct business by electronic communications and by electronic voting. If the Church Council or the church officers act on a matter by means of electronic voting, the Moderator shall provide a summary of the matter on which action was taken by electronic voting and shall cause the summary to be included in the minutes of the next meeting of the Church Council. If a church committee or a Ministry Team acts on a matter by means of electronic voting, the Chair or Co-chair of such committee or team shall provide a summary of the matter on which action was taken by electronic voting and shall cause the summary to be included in the minutes of the next meeting of such committee or team. Notwithstanding the foregoing provisions of this Paragraph 4, all meetings of the Church-in-Conference (whether regular or called) shall be conducted in person on the

church premises; and church members must be present to vote on matters presented for decision at such meetings and may not vote by electronic means or by proxy.

F. Election of Committee Members, Diaconate, and Officers

1. The Nominating Committee shall prepare a slate of nominees for all open church offices and positions in the Diaconate, Personnel Committee, and Finance Committee. In composing the slate, the Committee shall rely on recommendations from church members and the church staff, membership data forms, and their own knowledge of members' interests and talents. They shall nominate persons who best meet the needs of the respective groups to which members are nominated, whether or not the nominee receives the most recommendations from members.
2. The slate of nominees shall be presented to the Church-in-Conference for approval. Election of church officers, the Diaconate, and church committees shall be at the annual meeting of the church. Volunteers for Ministry Teams shall be included in the committee's report.

G. Special Committees

The Senior Pastor or the Moderator may create and staff ad hoc committees and task forces as needed for special and discrete purposes. Such committees shall disband upon completion of their assigned tasks.

H. Church Year

The church year will be August 1 through July 31 for all officers, committees (except the Nominating Committee), Ministry Teams, and Church Council.

V. EMPLOYMENT OF PERSONNEL

A. Definitions

1. The church "Staff" includes all full-time and part-time employees.
2. The "Ministerial Staff" includes all full-time and part-time employees who are called by the church to serve as ministers, as described below.
3. The "Professional Staff" includes any other full-time and part-time professionals who require advanced training or skills for the work of the church. Professional Staff will be chosen by a process determined by the Personnel Committee.
4. The "Support Staff" includes the office and clerical staff, custodial staff, nursery workers, etc. The Personnel Committee employs all Support Staff.

B. Calling a Senior Pastor

1. When the position of Senior Pastor becomes vacant, a Senior Pastor Search Committee shall select a candidate to serve as Senior Pastor and recommend the candidate to the Church-in-Conference. The Church-in-Conference must vote to call the candidate as Senior Pastor by at least a three-fourth majority vote of the persons present and voting.

2. The Personnel Committee, in conjunction with the Finance Committee, must approve a compensation package range for the position. The Church-in-Conference must approve the compensation package range prior to presentation of the candidate to the Church-in-Conference.
3. The Senior Pastor Search Committee shall be composed of eight church members, who shall be selected as follows:
 - a. The Moderator, the Chair of the Diaconate, the Chair of the Finance Committee, and the Chair of the Personnel Committee shall first consult with each of the following groups about formation of the Senior Pastor Search Committee and shall then jointly nominate a church member from each of such groups to serve on the Senior Pastor Search Committee: (i) Diaconate; (ii) Triple E; (iii) Missions Ministry Team; (iv) Adult Education Ministry Team; (v) Children & Youth Ministry Team; (vi) Worship & Music Ministry Team; (vii) Finance Committee; and (viii) Personnel Committee. The Moderator, the Chair of the Diaconate, the Chair of the Finance Committee, and the Chair of the Personnel Committee may be nominated to serve as a representative of any of these groups. In the event that the Church Council decides, as provided in Article IV, Section C, Paragraph 2, to separate the Children & Youth Ministry Team into a Children Ministry Team and a Youth Ministry Team, one church member shall be nominated to represent both the Children Ministry Team and the Youth Ministry Team; and in such event, the membership of the Senior Pastor Search Committee shall remain at eight church members.
 - b. The Moderator shall call a special meeting of the Church-in-Conference at which the list of nominees is to be voted on, and such meeting shall be held on a Sunday after the morning worship service. At least 30 days prior to such meeting, the Moderator shall cause a list of the nominees and the group represented by each nominee to be published in every issue of the church newsletter that is published during the 30-day period preceding such meeting.
4. At the special meeting of the Church-in-Conference at which the list of nominees is to be voted on, the Moderator shall allow nominations from the floor for one or more of the eight positions on the Senior Pastor Search Committee. If any nominations are made from the floor, each position for which more than one church member is nominated shall be voted on separately by secret ballot; but if no nomination is made from the floor, the list of nominees shall be voted on by a show of hands.
5. All church members on the active membership list may vote on nominees for the Senior Pastor Search Committee; however, members must be present at the special meeting of the Church-in-Conference at which the vote is taken and may not vote by electronic means or by proxy.

C. Calling Ministerial Staff other than Senior Pastor

1. When a Ministerial Staff position other than Senior Pastor becomes vacant, a Search Committee shall select a candidate to serve and recommend the candidate to the Church-in-Conference. The Church-in-Conference must vote to call the candidate to ministry at the church by a three-fourth majority of the persons present and voting.

2. The Personnel Committee, in conjunction with the Finance Committee, must approve a compensation package range for the position. The Church-in-Conference must approve the compensation package range prior to presentation of the candidate to the Church-in-Conference.
3. Search Committees for Ministerial Staff positions other than the Senior Pastor are constituted as follows:
 - a. The Personnel Committee shall nominate one member from the Personnel Committee.
 - b. The Nominating Committee shall nominate one church member and shall designate up to three committees or three groups of committees that will work directly with the new minister, each of which shall nominate one church member.
 - c. The Senior Pastor shall serve as an *ex-officio* member of the Search Committee.
 - d. The Church-in-Conference must approve the composition of the Search Committee.

D. Termination of Ministerial Staff

1. The Church-in-Conference has the sole authority to terminate Ministerial Staff.
2. Before a motion of termination can be brought before the Church-in-Conference by a member or committee, the member or committee must present grievances consistent with the biblical principles of Matthew 18:15-18 to the Personnel Committee, who will vote on the issue and forward it to the Church Council. The Church Council must vote on the issue (but not necessarily approve) and forward the issue to the Church-in-Conference.
3. Following the vote of the Personnel Committee and Church Council, notice of the motion must be published in the church newsletter at least one week prior to the Church-in-Conference meeting and announced at worship the preceding Sunday.

VI. CHURCH MEETINGS

A. Church-in-Conference

1. The members of the church shall participate in the governance of the church through business meetings (the "Church-in-Conference"). Regular meetings of the Church-in-Conference shall be held within 14 days after the regular Church Council meeting in the months of October, January, and May. The Church Council will notify the church at least 30 days in advance of the date and time of all Church-in-Conference meetings.
2. The May meeting of the Church-in-Conference shall also be the annual meeting of the church. Notice of the annual meeting shall be sent to members via the church newsletter.
3. The Moderator shall act as moderator at meetings of the Church-in-Conference.
 - a. Twenty-five members shall constitute a quorum for all meetings of the Church-in-Conference. Should there be no quorum present at two consecutive meetings of the Church-in-Conference, the Church Officers may temporarily suspend the quorum requirement for the next meeting of the Church-in-Conference only.

- b. The business of the church shall be conducted according to the most recent version of Robert's Rules of Order as authorized by the Robert's Rules Association.
- c. Committees wishing to bring a motion before the Church-in-Conference shall, whenever possible, first bring the motion before the Church Council. Approval of the Church Council shall not be a prerequisite to presentation of the motion to the Church-in-Conference. However, when the Church Council does not approve the motion, the Moderator may direct that a statement and explanation of the Council's dissent be presented with the motion.
- d. Except as otherwise specified in these Bylaws, no church member shall be required to seek Church Council approval before bringing a matter before the Church-in-Conference.
- e. All committees and Ministry Teams shall submit an annual written report to the Clerk of the church prior to the annual meeting of the Church-in-Conference. These reports shall be collected in a single report that will be presented at the annual meeting and thereafter be made available to the congregation.

B. Called Church-in-Conference Meetings

- 1. When they deem it necessary, the Pastor or the Moderator may call a special meeting of the Church-in-Conference.
- 2. The Pastor or the Moderator shall call a special meeting of the Church-in-Conference upon receipt of a written request signed by twenty-five or more members of the congregation. The request shall specifically state the purpose for which the meeting has been requested.
- 3. Notice of specially called Church-in-Conference meetings must be given in the church newsletter at least one week prior to the meeting and at the Sunday worship service prior to the meeting. The notice must state the purposes for which the meeting has been called, and no other matters may be considered at the meeting.

VII. MEMBERSHIP IN DENOMINATIONS AND ASSOCIATIONS

A. Membership

The church may associate and disassociate itself with denominations, associations, alliances, cooperatives, and other entities upon a recommendation from the Church Council that is approved by the Church-in-Conference.

B. Representation

The Moderator and the Ministerial Staff shall recruit and appoint church members to serve as representatives of the church at meetings of entities with which the church has affiliated.