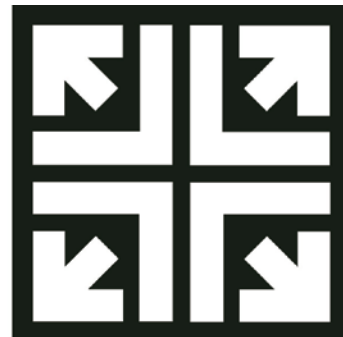


**Constitution  
& Bylaws  
of  
FLEMING ISLAND BAPTIST  
CHURCH, INC. dba**

Revision August 27, 2018

**CROSSPOINTE  
CHURCH**  
Fleming Island



# **CHURCH CONSTITUTION & BYLAWS**

Fleming Island Baptist Church, Inc.

## **PREAMBLE**

The following Constitution & Bylaws are the governing documents that shall be in effect upon their adoption by Fleming Island Baptist Church (“FIBC”). All previous versions—as well as all claims of membership pre-dating April 1, 2012—are hereby recognized and acknowledged as null and void.

## **CHURCH CONSTITUTION**

### **CHURCH NAME**

This Church has been, and shall continue to be, the incorporated entity known as Fleming Island Baptist Church, Inc. of Orange Park, Florida. In March of 2012, the church registered a fictitious name with the Secretary of State under which the church intends to operate. That fictitious name is CrossPointe Church Fleming Island (the church shall be referred to hereinafter as “CrossPointe”).

### **ARTICLES OF FAITH**

We subscribe to the doctrinal statement of the Baptist Faith and Message (Enclosure 1) as adopted by the Southern Baptist Convention in the year 2000.

### **CHURCH GOVERNANCE AND AFFILIATION**

The governance of this church is vested in the body of believers who compose it. Persons duly received by the members as set forth in the Bylaws shall constitute the membership.

Control over CrossPointe is vested in the membership of CrossPointe. This church acknowledges no superior ecclesiastical authority; nevertheless, we recognize the importance and advantage of cooperating with other churches and groups of Christians.

This church shall maintain membership in and cooperate with the Black Creek Baptist Association (or any successor thereto), the Florida Baptist Convention, and the Southern Baptist Convention.

### **Directors**

The current Directors of CrossPointe are as follows:

- Chairman of Deacons
- Chairman of Personnel
- Church Treasurer
- Worship Minister

# **CHURCH CONSTITUTION & BYLAWS**

Fleming Island Baptist Church, Inc.

The Board of Directors will carry out the duties as set forth in the Bylaws, and the church will nominate and elect Directors in accordance with CrossPointe's Bylaws.

## **CHANGES**

This Constitution may be amended or otherwise altered by consent of two-thirds (2/3) of the members present at any meeting properly called for that purpose. Prior notice of the proposed changes to this Constitution (such notice to include the specific verbiage to be voted upon) shall be made available to all members no less than sixty (30) days prior to any vote on such alteration or amendment.

# **CHURCH BYLAWS**

## **ARTICLE 1: CHURCH MEMBERSHIP**

### Section 1. General

The “membership of the Church” comprises the names duly inscribed on the Church rolls. An “Active Member” is defined as a member that regularly participates in Sunday School and/or Worship Services.

### Section 2. Application

Any person may present himself/herself for membership in this Church in any of the following ways:

- A. By Profession of Faith in Jesus Christ as his/her personal Savior and Lord and by submitting to New Testament Baptism by immersion.
- B. By Transfer of Letter from another Church of like faith.
- C. By Statement of prior conversion experience and New Testament Baptism by immersion.

### Section 2a. Dissent

Should there be any dissent as to any prospective member, such dissent shall be made in writing within seven (7) days to the Pastoral Staff for investigation. The Pastoral Staff will make a recommendation to the Church within thirty (30) days as to the acceptance of the candidate or a founding of the dissent. A valid dissent will require an additional vote of a majority at a Family Meeting.

### Section 2b. Membership Election

Subsequent to having presented himself/herself by statement or by letter for membership he or she will be officially elected into membership by a majority vote of the Church.

### Section 3. New Member Orientation

Each new member is required to attend the New Members’ class for the purpose of understanding the practices and procedures of this Church, how the business of this church is conducted as a member of the Southern Baptist Convention as well as Baptist doctrines in general.

### Section 4. Duties of Church Members

Members are expected and encouraged to be faithful in all aspects of the Christian life. They are asked to attend and participate in the services and activities of the Church, to tithe and give

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

cheerfully to the support of the Church, and to make available to the Church such talents and spiritual gifts as God has given each separate member.

## Section 5. Rights of Members

- A. Each member of the Church, being eighteen (18) years of age or older and personally present at any Family Meeting, shall be entitled to one (1) vote.
- B. Every member of the Church whom has been a member for at least six (6) months, and is eighteen (18) years of age or older, is eligible for consideration as a candidate for elective position in the Church so long as his or her life reflects the qualities essential for spiritual leadership. Exception exists for Deacon Body as outlined in Article 4, Section 2.

## Section 6. Termination of Membership

- A. By death.
- B. By joining another Church.
- C. By request from member to remove his or her name from our membership roll.
- D. By discipline, according to Biblical principles as noted in Section 7-C, a member may be excluded from Church membership by a two thirds vote of Church members present at a Family Meeting.
- E. Members who have not attended for 6 months will be moved to inactive status and all memberships privileges suspended until the Church Board of Directors reevaluate the member's membership status. Shut Ins/Homebound are exempt.

## Section 7. Discipline of Members

- A. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Senior Pastor as well as other members of the Pastoral Staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.
- B. Should any member fail to satisfy the required duties set forth above, such member's voting rights shall be suspended by vote of the Church Council. Specific thresholds that will trigger the removal of voting rights will be set forth in writing in the published policies and procedures of CrossPointe and implemented consistently by the Church Council. Full voting rights shall be restored when such member's attendance surpasses the minimum threshold set forth above for two (2) consecutive quarters.
- C. Should some serious condition exist which causes a member to become a liability to the general welfare of the church, the Pastoral Staff and selected deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18.
- D. If it becomes necessary for the Church to take action to exclude a member, then the rules of a called Family Meeting shall apply and the vote of two thirds the members

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

present is required. The Church may then proceed to declare the person to be no longer in the membership of the Church.

- E. The Church may restore to membership any person previously excluded by the same rules of procedure and a majority vote as used for excluding members as referenced above.

## ARTICLE 2: CHURCH FAMILY MEETINGS

### Section 1. Meetings –

The Church will conduct its business via Family Meetings as set forth below:

#### A. Timing of Family Meetings:

1. An annual Family Meeting will be held during the last quarter of the calendar year.
2. Called Family Meetings may be convened in one of the following ways. By:
  - i. Senior Pastor;
  - ii. The Deacon Body;
  - iii. A written petition submitted to the Chairman of Deacons containing signatures from not less than 25 members; such petition stating the reason for the request.

- B. Notice of Meetings: Meetings must be announced at least seven (7) days prior to the meeting. The called meetings must state time, place, and reason for the meeting, be announced from the pulpit and may also be announced in the worship bulletin, the church web site, or bulk mailings to resident members.

- C. Rules of Order: All church business meetings shall be conducted in an orderly and civil fashion. To the extent necessary (e.g., should a dispute arise as to the procedure to be followed in the meeting) meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except to the extent that this Church Constitution and Bylaws are inconsistent with it.

### Section 2. Quorum & Voting

For all meetings of the Directors, a quorum consists of a majority of the Directors. For all Family Meetings, quorum shall consist of those active members in attendance at the meeting, provided it is a stated meeting that has been properly called and that no less than 25 voting members are present. The only exception would be in the event action was being proposed to declare the position of senior pastor vacant or action was being proposed to fill the office of senior pastor. In such case, a quorum shall be not less than 30% of the total membership eligible for voting.. When any one (1) church service is held in more than one (1) session (i.e., two [2] or more morning worship services), all multiple sessions of each service

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

(inclusive) shall count as a single service. When a church vote is subject to this “Multi-Sessions” rule, church action shall be determined by the cumulative total vote of those members present and voting at all sessions.

## ARTICLE 3: CHURCH FINANCES

Section 1. The finances of CrossPointe shall be governed and managed according to the set of Financial Control Policies and Procedures to be drafted and implemented by the Church Council. All financial matters will be conducted in as open and transparent a manner as possible, while protecting the privacy and personal information of the staff and church members.

## ARTICLE 4: CHURCH LEADERSHIP

The leadership of CrossPointe will be comprised as follows:

### Section 1. Staff Leadership.

#### A. The Senior Pastor

##### 1. *Qualifications*

- a. He shall meet the scriptural requirements set forth in I Timothy 3:1-7.
- b. He shall be a man exhibiting God’s call to ministry in his life.
- c. He shall be dedicated to the ministry of the local Church.
- d. He shall tithe and give cheerfully to the support of the Church.
- e. He shall be the overseer of the Church with the spiritual gift of leadership according to 1 Peter 5:1-4.
- f. He shall endorse and adhere to the 2000 Baptist Faith and Message and subsequent revisions.
- g. He shall be completely supportive of the Church Mission, as a New Testament Church.

##### 2. *Procedures*

When there is a Senior Pastor vacancy the following shall apply:

- a. A Pastor Search Committee recommended by the Chairman of Deacons, Chairperson of Personnel and Chairperson of the Nominating Committee shall be formed. The names recommended will be made available to the deacon body as a point of information prior to being approved by the Church membership, by a majority vote at a Family Meeting. The Committee shall consist of seven (7) people, at least three (3) of which shall be female members. No more than three (3) people from the recommendation group may serve on the Search Committee. The Church will be queried to provide Search Committee candidates for consideration via a paper ballot and delivered to a Deacon or put in a drop box.
- b. The committee will bring a prospective candidate to the Church.

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

- c. After the opportunity to get acquainted with the candidate, the Church will vote on extending a call at a called Family Meeting with at least one (1) weeks' notice to all members.
- d. A vote of not less than 67% (2/3) of the members present is required to extend the call by secret ballot.

### 3. *Job Description*

- a. He shall aid Church staff, leadership, and officers in carrying out their tasks.
- b. He shall guide the work of all paid personnel.
- c. He shall be an ex-officio member of all Church organizations and committees.
- d. He shall be responsible for the worship services: preaching and teaching, musical direction, and platform conduct of all participants.
- e. He shall work with the Personnel Committee in the oversight, hiring, and dismissal of all paid personnel.
- f. He shall serve as Moderator at all regular and called Family Meetings.

### 4. *Term of Office*

- a. A Senior Pastor may resign and give not less than fourteen (14) days' notice.
- b. The Senior Pastor's tenure may be terminated under the following conditions:
  - i. The Deacons and the Senior Pastor will first discuss any offense that is considered a Biblical violation of the office.
  - ii. If necessary, upon recommendation of the Deacons, arbitration may be sought.
  - iii. Under any other circumstances, after following Matthew 18:15-17, a member who seeks the removal of the Senior Pastor shall initiate the process by presenting the grievance to the Deacon body.
  - iv. If resolutions through the Deacon body are unsatisfactory, an individual may present the grievance to the Church at a Family Meeting.
  - v. To declare the office of the Pastor vacant, a 67% (2/3) affirmative vote by secret ballot of members present at a called Family meeting is required.
  - vi. The Personnel Committee is responsible for making a recommendation for compensation and severance in an amount not less than thirty (30) days of salary.

### B. *Interim Pastor.* In the event of a Senior Pastor vacancy, the following procedures for the recommendation of an Interim Pastor shall be:

- a. The Chairman of Deacons, Chairperson of Personnel, and Executive Staff (Executive Staff is defined as a Worship Leader, Youth Pastor (Assistant Pastor), Church Clerk and Church Treasurer will interview candidates. The congregation may submit names of prospective candidates.
- b. The Deacon body will approve the final Interim candidate.



# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

- c. The candidate shall be endorsed by a congregational vote of 67% (2/3) at a called Family Meeting.

## C. Remaining Ministry Staff

### 1. *Qualifications*

- a. He shall meet the requirements set forth in scripture.
- b. He shall be a person exhibiting God's call to ministry.
- c. He shall be dedicated to the ministry of the local Church.
- d. He shall tithe and give cheerfully to the support of the Church.
- e. He shall endorse and adhere to the 2000 Baptist Faith and Message and subsequent revisions.
- f. He shall be completely supportive of the Church Mission statement.
- g. He shall be completely supportive of the Senior Pastor.

2. *Procedures.* The hiring procedures for other pastors shall be the same as the Senior Pastor.

3. *Job Description.* Job Descriptions will vary dependent on ministry and will be decided on by the Senior Pastor and Personnel Committee.

### 4. *Term of Office*

- a. Pastoral Staff members may resign and give not less than fourteen (14) days' notice.
- b. The process for dismissal of Pastoral Staff is as follows:
  - i. A discussion for the purpose of final resolution will be held between the staff member, Senior Pastor, Chairman of Deacons, Chairperson of Personnel, and other leadership deemed necessary by the Senior Pastor.
  - ii. A recommendation from the Senior Pastor, Chairman of Deacons, and Chairperson of the Personnel Committee shall be agreed upon and, if deemed necessary, the appropriate church leadership may be notified. Suitable action will then be initiated and Church membership will be notified of the action in a timely fashion and manner.
  - iii. The Personnel Committee is responsible for making a recommendation for compensation and severance in an amount of not less than thirty (30) days of salary.
  - iv. A 67% (2/3) affirmative vote by secret ballot at a called Family meeting is required to approve dismissal.

## Section 2. Deacon Leadership

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the Church. Their responsibility is to assist the Pastor and staff in performing the pastoral ministry tasks of: leading the Church in the achievement of its mission, proclaiming the Gospel to believers and unbelievers, and caring for the Church's members and other persons in the community.

## A. *Qualifications*

1. He must be twenty-five (25) years of age, an active member of CrossPointe for one (1) year prior to consideration.
2. He must accept the Bible as the inspired and infallible Word of God.
3. He must fulfill the scriptural expectations as set out in 1 Timothy 3:8-13.
4. He shall tithe and give cheerfully to the support of the Church.
5. He must subscribe to the 2000 Baptist Faith and Message and subsequent revisions.
6. He must embrace the Church's mission as a New Testament Church.
7. He and his wife must be supportive of the Senior Pastor, staff, ministries and programs of the Church.
8. He must exhibit exemplary behavior in the community.

## B. *Procedures*

1. The number of elected Deacons may be established and adjusted periodically based on Church membership. Notionally 1 Deacon per 15 families.
2. Annually the active Deacon body shall be elected based on candidates meeting qualifications and successful completion of the Deacon selection process.
3. The membership will be asked to submit names by nomination form in September to be considered.
4. These names are presented to a Selection Committee, consisting of Chairman and Vice-Chairman of Deacons, and at least three (3) currently serving of former Deacons.
5. The Senior Pastor shall appoint the Chairman of the selection committee who unless other circumstances prevail shall be the Chairman of the Deacons.
6. The Executive Staff may interview each candidate prior to the selection committee.
7. Those approved are then submitted to the current Deacon body for affirmation.
8. Upon affirmation, the names are brought before the Church membership for a majority vote in a Family Meeting.
9. Any vacancy on the Deacon body may be filled if the Chairman of the Deacons and Executive Staff determine it to be advantageous to the Church. In the event any vacancies are filled, the Deacon body and church membership will vote for final approval in a Family Meeting.

## C. *Job Description*

1. To work with the Senior Pastor and Ministry team in the ongoing ministry of the Church.
2. To be committed to reaching the community in fulfilling the Great Commission.

## CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

3. To be willing to work as a servant in the Church in any capacity required. Simply said, Be Somebody (Godly Character), Do Something (Ministry), Share Somewhere (Great Commission).
4. To be prepared to visit members and prospects, shut-ins, and those sick.
5. To be proactive in the ongoing vision of the Church, seeking areas of service and encouraging members in the task.
6. To faithfully attend Deacon's Meetings for the primary purpose of being equipped for service and being spiritually prepared for the role of Deacon.
7. To be a prayer warrior for the Church.
8. To elect a Chairman, Vice-Chairman, and Secretary.

### D. Term of Office

1. Deacons will serve a staggered three (3) year terms. Based upon the needs of the Church, the Senior Pastor may request that a Deacon serve an additional year immediately following his three (3) year term.
2. A Deacon shall rotate off for one (1) year before he is eligible to serve again. This does not apply to a Deacon filling a vacancy less than two (2) years.
3. If there is a perceived need for disciplinary action, Matthew 18 shall apply.
4. Then if there is still a need, the following procedures will be implemented:
  - a. The Deacon will be notified in writing of the problem.
  - b. A meeting will be convened by the Senior Pastor and/or Executive Staff with the Chairman of Deacons with a desire to seek resolution.
  - c. If resolution does not occur, the matter will be taken to the active Deacons and possibly the Church for a vote to remove the person from office. If taken to the Church, removal will require a majority vote of members present at the Family Meeting.

## ARTICLE 5: CHURCH COUNCIL & COMMITTEES

CrossPointe shall elect its own Church Council and other necessary committees in accordance with the following:

### Section 1. Church Council

The Church Council shall serve as the main administrative body of the Church; leading in the planning, coordinating, conducting, and evaluating of the ministries and programs of the Church and its organizations. The Church Council shall be made up of Pastoral Staff, Church Treasurer and all committee chairs. Others may be invited from time to time to brief the Church Council on matters relevant to church activities.

The Senior Pastor (or his designee) shall moderate Church Council meetings. Meetings shall be quarterly to coincide if possible with Family Meetings. The primary functions of the Church Council shall be:

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

- A. To recommend to the Church suggested objectives and Church goals, to review and coordinate ministry and program plans recommended by the Senior Pastor and/or Staff, organizations, and committees.
- B. To recommend to the Church the use of leadership, calendar time, and other resources according to program priorities.
- C. To evaluate achievements in terms of Church objectives and goals.
- D. To monitor Church activity and enforce adherence to the Church Constitution and By-laws.
- E. To be consult to the Senior Pastor in all matters concerning ministry programming, events, and other activities concerning CrossPointe.

## Section 2. Nominating Committee

Each year at a regular Family Meeting in the month of October, the Church shall elect a Nominating Committee to partner with the Pastoral Staff to recommend to the Church a sufficient committee structure to implement the mission of the Church. The committee shall enlist and nominate all committee Chairpersons and members for presentation to the Church at a Family Meeting each December.

The Nominating Committee shall consisting of five (5) Church members nominated by a group composed of the Pastor, Chairman of Deacons, Church Treasurer and the Church Clerk. The nominees shall be subject to approval of the church by majority vote. Committee members shall serve for a period of two (2) years unless elected to fulfill an unexpired term. Members shall serve beginning January 1<sup>st</sup> of the year subsequent to their election. Terms should be such that not all members' terms expire in the same year.

## Section 3. Qualifications for Committee Members

To be qualified to serve on any committee at CrossPointe, members (and their spouse if married) must:

- A. Accept the Bible as the inspired and infallible word of God.
- B. Tithe and give cheerfully to the support of the Church.
- C. Subscribe to the 2000 Baptist Faith and Message and subsequent revisions.
- D. Embrace the Church's Mission as a New Testament Church.
- E. Exemplify having a relationship with Christ, maintain high moral character, high integrity and be above reproach in their personal life.
- F. Must be supportive of the Senior Pastor, staff, ministries and programs of the Church.
- G. Must exhibit exemplary behavior in the community.
- H. Be willing to actively carry out decisions made by the committee to enhance overall effectiveness.
- I. He or She must have been an active member (Sunday School participation) of CrossPointe for at least six (6) months.

## Section 4. Personnel Committee

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

## A. Composition of the Committee:

1. The committee shall be composed of five members (of which two are recommended to be female), elected annually upon the recommendation of the Nominating Committee.
2. This committee should, if possible, include some church members who have experience in personnel matters in their secular work.
3. Any member of the Personnel Committee who has a member of their immediate family (spouse, child, brother, sister, or anyone living in their home) that is employed by the church in any capacity, shall abstain from discussion and or voting on any issues related to their employment. Members of the Personnel should notify the committee immediately if any applicant is related so that no conflict of interest will take place in the discussion regarding hiring, dismissal, or benefits for that individual.

## B. Responsibilities of the Committee:

1. This committee is responsible for personnel management for CrossPointe Baptist Church.
  - a. Evaluate positions and recommend additions/deletions of positions putting these recommendations before the church for their approval.
  - b. Review, update and develop job descriptions for positions needed and approved by the church.
  - c. Work with the Church Finance and Budget Committee to determine possible compensation for positions approved by the church.
  - d. Receive resumes from persons seeking positions with the church, with the exception of the office of pastor or any other ministerial staff positions that the church has charged specific committees with the responsibility for filling the position.
  - e. Work closely with the Pastor Search Committee and the Church Finance Committee to develop a package for prospective pastoral candidates and other staff positions.
  - f. Interview and recommend qualified candidates for approved positions on the church staff as authorized.
  - g. Establish policies to assist the church to make the ministry and work of the church staff and employees effective and meaningful. These policies will be effective for volunteer ministry leaders, also, while noting the inherent differences between paid and unpaid positions.
  - h. Policies should include, but are not limited to the following:
    - i. Compensation
    - ii. Workplace Guidelines
    - iii. Benefits

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

2. This committee shall provide to the congregation information and updates regarding personnel issues only as essential for the church to make a final decision regarding the hiring or dismissal of personnel. Confidentiality should be maintained at all times through this process.

## C. Policies

1. Compensation - This committee will work with the employees of the church to determine pay periods, the method to be used to record hours worked, overtime issues and payroll deductions.
2. Workplace Guidelines - This committee shall recommend to the church any policies related to personal appearance or dress code, office hours, attendance at staff meetings, tardiness or lateness, sexual or other forms of harassment, personal or romantic relationships, addictive behavior, outside employment and activities, use of church equipment, personal and ethical responsibilities, financial integrity, counseling sessions, confidentiality of church information, email usage, workplace safety and security.

## D. Benefits

1. This committee will recommend for church approval policies related to but not limited to the following:
  - a. vacation
  - b. holidays
  - c. sick days
  - d. retirement (Annuity) participation
  - e. Social Security compensation as appropriate
  - f. health care insurance and health care reimbursements as appropriate
2. CrossPointe Church Employee Handbook will be the guide for all areas related to policy and benefits.

## E. Performance Standards

1. This committee shall recommend for church approval performance standards that are specific, measurable, attainable, realistic, and trackable.
2. Position descriptions will be used to determine the effectiveness of the employee or staff member in relation to their work.
3. The committee will develop a performance evaluation process to be approved by the church and used annually. This committee will work with the Senior Pastor to set a time for performance evaluations. The committee may meet with the pastor to complete the evaluation or may request another individual or group within the congregation to evaluate the Pastor's work.

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

## F. Committee Meetings:

1. This committee should meet semi-annually or as needed. Special meetings may be called by the Chair as needed to deal with employee or staff concerns.
2. The Chair should develop an agenda for each meeting and the committee should follow the agenda. Urgent or emergency items should be dealt with in a called meeting as necessary.
3. No action should be taken or recommendations made without a quorum present and voting.
4. The committee should report to the church on an annual basis to keep the church informed of issues related to personnel.

## ARTICLE 6: CHURCH OFFICERS

### Section 1. Board of Directors

CrossPointe shall have a Board of Directors comprised of at least five (5) persons. This Board shall be granted authority and responsibility to execute any and all contracts, deeds, negotiable papers, and any other legal documents on behalf of the Church. Any and all such action, however, must be based on a specific direction to do so (i.e., majority vote of the Church at a Family Meeting). The requirement that Director action be based on a specific vote does NOT include executing negotiable papers and other legal indentures on behalf of the Church for items covered in the yearly operating budget.

The Board of Directors may act through the Secretary and Treasurer, pursuant to a vote of the Board of Directors, who are jointly hereby authorized and directed to sign any and all such legal indentures on behalf of the Board of Directors.

Section 2. Moderator: The Senior Pastor shall be the church Moderator and will preside at all business meetings. If the Moderator is unable to preside at any given meeting, the Moderator should appoint an acting-Moderator for such meeting. In the absence of both the Moderator and an appointed acting-moderator, the members present at such meeting shall elect a member present to preside over such meeting. The Moderator may appoint a Parliamentarian at any meeting. The role of the Parliamentarian shall be limited to answering questions about rules of procedure only.

Section 3. Corporate Officers - The corporate officers of CrossPointe shall be elected as noted below. They shall possess and exercise only such responsibilities and duties as are requested of them by the Directors and/or Church Council of CrossPointe. CrossPointe shall elect church officers as follows:

- A. Annually at a regular Family Meeting the following officers shall be elected:
  1. Church Treasurer and Assistant Treasurer (if applicable).
  2. Secretary, who also serves as Church Clerk.

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

## B. Duties of Corporate Officers

### 1. Clerk:

- a. The church clerk shall be elected and be responsible for keeping an accurate record of all business meeting transactions of the church and preparing the annual report to the association.
- b. He or she shall keep a register of the names and addresses of the church members, with dates of admission, dismissal, dedication of children, and deaths of members of the church family.
- c. He or she shall issue letters of dismissal voted by the church and write letters of transfer of membership, prepare written reports of the church, and keep an accurate history of the church.
- d. An assistant church clerk may be elected or the clerk's responsibilities shall be delegated to a church secretary if and when the church can afford to employ one.

### 2. Treasurer:

- a. The Treasurer is the President of the Corporation of CrossPointe Church.
- b. The church treasurer shall be elected as the custodian of all moneys of church and shall disburse these moneys by check as authorized by the church and shall be responsible for seeing that the offerings are properly received, counted and deposited in the church's bank account.
- c. He or she shall properly credit each contributor and their offerings.
- d. He or she br responsible for preparing for mailing a quarterly or annual record of contribution to donors.
- e. He or she shall keep, at all times, an itemized account of all receipts and disbursements and shall render a monthly and annually written report of this account to the church.
- f. The treasurer's report shall be audited annually by an auditing committee.

### 3. Assistant Treasurer:

- a. The Assistant Treasurer shall be elected by the Church and shall assist the Chruuch Treasurere in all his/her duties. He/she shall fulfill the duties of the Treasurere in the absence of the Treasurer.
- b. The Assistant Treasurer shall become familiar with all accounting procedures/programs currently used and advise/update the Treasurer as needed.



# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

- c. The Assistant Treasurer shall be authorized to sign checks as one of two required signatures.

## ARTICLE 7: CHURCH ORDINANCES

### Section 1. Believer's Baptism

- A. This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service or Church meeting, and who indicates a commitment to follow Christ as Lord. For those unable to participate in a regular Baptismal Service due to a disability or homebound status, the Pastoral Staff will assist the baptismal candidate with an alternative form of Baptism consistent with their particular circumstance.
- B. Baptism shall be by immersion in water.
- C. Baptism shall be administered by the pastoral staff or any other person designated by the pastor and/or the Executive Staff.
- D. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Senior Pastor or his designated representative. If negative interest is ascertained, that person shall be deleted from the list of those awaiting baptism.

### Section 2. The Lord's Supper

- A. The Church shall observe the Lord's Supper at least every other month or as determined appropriate by the Senior Pastor.
- B. The Senior Pastor and/or Executive Staff and Deacons shall administer the Lord's Supper.
- C. In the absence of the Senior Pastor, an Associate or Interim Pastor shall provide leadership for the Lord's Supper.
- D. The Deacon Ministry is responsible for preparation.
- E. If requested, the Lord's Supper will be provided by the Pastoral Staff or by Deacons for those unable to attend regular worship services.

## ARTICLE 8: DESIGNATED GIVING

From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors giving for any purpose other than tithes, offerings or missions may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory. Designated contributions made to any established designated accounts will be used for that purpose stated. However, any funds remaining in such an account after the purpose of the account has been accomplished will be moved to the general fund and/or any other account (at the sole collective discretion of the church Treasurer and Church Council).

## **CHURCH CONSTITUTION & BYLAWS**

Fleming Island Baptist Church, Inc.

### **ARTICLE 9: LICENSING & ORDINATION**

Licensing and ordaining of ministers and ordaining deacons shall be under the authority of the church and the joint leadership of the Senior Church Staff and Deacons.

### **ARTICLE 10: USE OF CHURCH FACILITIES**

The church staff shall oversee implementation of a facilities use policy. Such policy will ensure that the facilities of the church are used in a manner which is consistent with our beliefs as Southern Baptists (e.g., in accordance with the Holy Scriptures and the Baptist Faith & Message). The staff shall also be charged with ensuring that any use of all or part of the church grounds or facilities will be done in a manner consistent with our beliefs as Southern Baptists. Moreover, any and all use of church property shall be sufficiently documented and memorialized so as to protect CrossPointe from unnecessary exposure to liability.

### **ARTICLE 11: INSPECTION OF CHURCH RECORDS**

All church members will be granted access to church records in a manner consistent with applicable Florida law. However, the church reserves its statutory right to confirm the requesting member's "proper purpose" in seeking access to church records. Any member of the church who wishes to obtain access to information regarding church finances or other issues shall speak to the Chairman of the appropriate committee. Request for financial information is via Church Treasurer. All other request via Church Clerk.

### **ARTICLE 12: INDEMNIFICATION OF CHURCH LEADERSHIP**

Should any member(s) of the church staff or leadership be faced with actual or threatened litigation as a result of the performance of their proper and normal duties for the church, CrossPointe will obtain sufficient and appropriate legal defense and/or indemnify such person(s) for costs and expenses relating to such actual or threatened litigation. This obligation to indemnify and/or provide a defense shall cease if at any time it is discovered that the person(s) in question acted contrary to Holy Scripture, in violation of law or otherwise acted in any way that was dishonest or lacking complete candor.

### **ARTICLE 13: AMENDMENT OF CHURCH BYLAWS**

# CHURCH CONSTITUTION & BYLAWS

Fleming Island Baptist Church, Inc.

These Bylaws may be amended or otherwise altered by consent of two-thirds (2/3) of the members present at any meeting properly called for that purpose. Prior notice of the proposed changes to these Bylaws (such notice to include the specific verbiage to be voted upon) shall be made available to all members no less than thirty (30) days prior to any vote on such alteration or amendment. The By-Laws will be reviewed for accuracy and applicability every two years.

## Church Constitution & Bylaws of Fleming Island Baptist Church, Inc.

Approved & Implemented this 27th day of August 2018.

### Directors:

Signature:

Kirk Marchant

Printed Name:

Kirk Marchant/Church Treasurer

Signature:

Jerry Duckworth

Printed Name:

Jerry Duckworth/Chairman of Peronnel

Signature:

Duane Mallicoat

Printed Name:

Duane Mallicoat/Chairman of Deacons

Signature:

Prince Byrd

Printed Name:

Prince Byrd/Worship Minister

Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_