



**BYLAWS
OF
PEACHTREE CORNERS BAPTIST CHURCH
NORCROSS, GEORGIA**

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PREAMBLE

We declare and establish this document as the bylaws to govern the operation of Peachtree Corners Baptist Church. We are a spiritual organization. We humbly beseech the blessings of Almighty God as we set forth our system and method of governing this, His church. We make our decisions based on the Bible, prayer, and faith in Jesus Christ. Through these bylaws and the constitution of our church, we seek to preserve the liberties of each member in this representative form of government.

These bylaws are put into place to establish an orderly method of governing the church. This method encourages and promotes harmony in the church. The unity of the Holy Spirit is paramount.

We also subscribe to the United States Constitution First Amendment guarantees of freedoms concerning religion, expression, assembly, and the right to petition. It forbids Congress from promoting one religion over others and also from restricting an individual's religious practices. The First Amendment gives freedom to the church to rule in church matters.

**ARTICLE I
NAME AND POWERS**

1.1 NAME. This body will be known as Peachtree Corners Baptist Church, Inc., hereinafter known as "Peachtree Corners Baptist Church" or "PCBC."

1.2 DEFINITIONS. Southern Baptist churches have traditionally recognized two biblical offices within the local church: elders and deacons.

- a) Elders. Elders are laymen of the church who are recognized by the congregation as having the gift of ruling and who meet the biblical qualifications of the office as outlined in the writings of the Apostle Paul. Their primary role is that of governance. Their responsibilities include setting policy, managing assets, and insuring effective pastoral leadership of the congregation. Ruling elders make up the governing body of the church known as the Elder Leadership Team, hereinafter known as "Elder Leadership Team" or ELT.
- b) Deacons. Deacons are laymen of the church who are recognized by the congregation as having the gift of serving and who meet the biblical qualifications of the office as outlined in the writings of the Apostle Paul. Their primary role is that of serving the material and spiritual needs of the church's members and other persons in the community.

Other positions held within the church include:

THE SENIOR PASTOR AND HIS STAFF

- c) Senior Pastor. The senior pastor is responsible for leading the church and his staff in making mature disciples of Christ. He is perceived as the spiritual leader of the church and takes responsibility for shepherding the flock and giving oversight to the various ministries of the church that aid in fulfilling that function.
- d) Pastoral Staff. The pastoral staff is made up of those individual, ordained pastors who serve the senior pastor as his associates. Pastoral staff members are given responsibility for oversight of various ministries of the church for which they have been hired and to which they have been assigned. Pastoral staff are ordained and theologically trained to fulfill their respective duties.
- e) Ministry Directors. Ministry directors are individuals who serve the senior pastor in a similar role as that of an associate but who are not ordained and who may or may not have had formal theological training. Ministry directors are given responsibility for the directing of a special ministry area or areas.
- f) Support Staff. Support staff is comprised of those employees who are hired to provide such services as administrative assistance, financial management, custodial duties, etc. They are generally lay persons who are neither ordained nor who have formal theological training.

INTERIM AND TRANSITIONAL PASTORS

- g) Interim Pastor. In the event the position of senior pastor is vacant, the church may hire an ordained pastor as an interim pastor. The interim pastor's primary responsibility is that of pulpit supply. Generally, the interim pastor is given no additional responsibilities.
- h) Transitional Pastor. In the event the position of senior pastor is vacant, the church may choose to hire an ordained pastor as a transitional pastor. Transitional pastors exercise the authority delegated to them by the church's governing body and generally fulfill all the responsibilities of a senior pastor.

MINISTRY TEAMS AND GOVERNING COMMITTEES

- i) Ministry Teams. Ministry teams, comprised of lay men and women of the congregation, are formed to give direction to a particular ministry of the church. Such teams are formed by and serve under the direction of a pastoral staff member or a ministry director.
- j) Governing Committees. Governing committees are appointed by the Elder Leadership Team to assist the elders in setting policy and exercising oversight. They can be composed of both men and women. Such committees can be ad hoc or standing committees as deemed necessary by the ELT.

1.3 POWERS. The church is a non-profit corporation and will have all the powers, duties, authorizations, and responsibilities as provided in the Georgia Non-Profit Corporation Act.

ARTICLE II
ARTICLES OF FAITH AND AFFILIATIONS

2.1 **ARTICLES OF FAITH.** The articles of faith are set forth in the constitution of Peachtree Corners Baptist Church, Inc., as revised in September, 1995. A copy may be reviewed at the church offices.

2.2 **AFFILIATIONS.** Peachtree Corners Baptist Church is affiliated with the Southern Baptist Convention, the Georgia Baptist Convention, and the Gwinnett Metro Baptist Association.

ARTICLE III
GOVERNANCE

3.1 All members that comprise Peachtree Corners Baptist Church are first and foremost accountable to Jesus Christ, our Lord and Savior.

3.2 **FORM OF GOVERNANCE.** The government and the management of the affairs of this church are vested in the body of believers who compose it. Persons duly received by the church will constitute the membership. The congregation will delegate the governance to a ten-man Elder Leadership Team, comprised of nine lay elders who, along with the senior pastor, will direct the affairs of the church. The ELT will be accountable to the congregation. The senior pastor will be accountable to the ELT and the members of the pastoral staff, insofar as the governance of this church is concerned, will be accountable to the senior pastor.

3.3 The Elder Leadership Team shall appoint three of its members to sign all official documents approved by the congregation. It is recommended that the three members consist of the chairman of the ELT, the vice-chairman, and the secretary.

3.4 The senior pastor will be given the authority to make all decisions affecting the ministries of the church except where specifically limited by the bylaws and the authorities that are expressly conveyed to the Elder Leadership Team. The ELT will be responsible for coordinating the work of the standing and ad hoc committees, while the senior pastor will give oversight to all ministry teams.

3.5 This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the opportunity of mutual counsel and cooperation which are common among Southern Baptist churches.

3.6 All pastoral and lay leaders will comply explicitly with the policies and procedures as specifically set out in this document, and by doing so, encourage compliance by others.

ARTICLE IV
MEMBERSHIP

4.1 **GENERAL.** A person who gives evidence of faith in the Lord Jesus Christ and who voluntarily subscribes to the articles of faith as set forth in the constitution is eligible for membership in this church. Peachtree Corners Baptist Church is a fellowship of believers participating in the labors of the Holy Spirit

in this community. Union in this fellowship results when a believer understands and acknowledges the articles of faith and purposes to submit his/her life to the working of the Holy Spirit through the local body.

4.2 CANDIDACY FOR MEMBERSHIP. Any person may offer himself or herself as a candidate for membership in this church in any of the following ways:

- (a) by profession of faith in Jesus Christ and for baptism by immersion according to the beliefs and practices of this church;
- (b) by transfer of letter from another church affiliated with the Southern Baptist Convention; and
- (c) by statement of prior conversion experience and prior baptism by immersion according to the beliefs and practices of this church when no letter is obtainable.

4.3 PROCEDURES.

- (a) Persons desiring to become members of Peachtree Corners Baptist Church will make the fact known to the pastoral staff by whatever means the pastoral staff determines appropriate.
- (b) The pastor or his designee will examine the candidate for membership to ensure the requirements stated in section 4.2 (Candidacy for Membership) have been met.
- (c) The candidate will attend a new member class or classes as developed by the pastoral staff to ensure the candidate's understanding of an agreement with the articles of faith found in the church constitution.
- (d) All candidates who meet the membership requirements and who have been passed on favorably by vote of the Elder Leadership Team will be received into the church.
- (e) The new member will have his/her name added to the membership roll of the church. The roll will contain the member's name, last known address, date and method of admission and/or termination, and any other information deemed pertinent.

4.4 VOTING RIGHTS. Every member of the church, eighteen (18) years of age or older, is entitled to vote in all elections and on all matters submitted to the church during church conferences and special business meetings, provided the member is present or provision has been made for absentee balloting. No proxy voting will be allowed.

4.5 DISCIPLINE AND RESTORATION.

- (a) It is the intent of PCBC to maintain an atmosphere of unity and harmony within the body of believers who make up the membership of the church and to assist members who are struggling with temptation or sin in their lives. Therefore, the Elder Leadership Team shall practice biblically-described church discipline when necessary. The goals for church discipline are reconciliation and restoration and maintaining unity in the body of Christ.

- (b) As part of maintaining unity and harmony, it is also the intent of PCBC to take every reasonable measure to assist members who are struggling with a fellow member whom he feels has sinned against him. The elders, senior pastor, pastoral staff, deacons, and other church leaders should be available for counsel, prayer, and guidance to those in such situations, even when the issue does not rise to the level where church discipline is necessary (Matt. 18:15-17, 35).

Issues that call for church discipline include but are not limited to: (1) divisive behavior (Rom. 16:17; 3 John 9-10; Titus 3:10), (2) teaching false doctrine (2 Tim. 2:17-18; Titus 1:9-13), (3) immoral behavior (1 Cor. 5:11-12; Gal 5:19 - 21), and (4) unresolved disputes among church members that create dissention within the church body.

- (c) PCBC recognizes the authority of the local church to discipline its members in the cases outlined in subsection (b). In keeping with the civil law and the teaching of God's Word, all members can be disciplined.
- (d) The Elder Leadership Team shall develop and implement policies for the PCBC Policy Manual for resolving any of the issues listed in subsection (b) that arise and for carrying out the program of church discipline that are consistent with this Section 4.5, including but not limited to the following four principles.
 - (i) Reconciliation: The policies are to be followed with every intention of pursuing reconciliation and healing (Matt. 18:15-17, 35).
 - (ii) Restoration: Every effort will be made to restore the member upon evidence of repentance (Matt. 18:15-17, 35).
 - (iii) Termination: If attempts at reconciliation and restoration fail, termination of membership may result (Matt. 18:17b).
 - (iv) PCBC will make every reasonable attempt to restore fallen members to the church body even after termination of membership (Gal. 6:1).
- (e) The Elder Leadership Team shall have the authority and responsibility for administering biblically-based discipline among the members of PCBC. Such authority and responsibility shall include terminating the membership of any member for whom the Elder Leadership Team determines that termination is necessary. Termination of membership shall be by the unanimous vote of a quorum of elders present at a duly called meeting of the Elder Leadership Team. Prior to voting on terminating membership, the Elder Leadership Team shall provide notice to the accused member and an opportunity for the accused member to address a quorum of the elders concerning the matter at issue (Heb. 13:17).

4.6 REVISION OF MEMBERSHIP ROLLS

- (a) The pastor and elders will be authorized to revise the membership roll of the church at least once a year and to remove members from the list of active members under the following categories:
 - (i) issuance of letter of transfer to another church
 - (ii) written or verbal voluntary withdrawals from membership
 - (iii) deceased during the year
 - (iv) exclusion by action of this church as defined in 4.5 above.
- (b) Any person who may have been terminated as a church member will be notified of this action in writing by the ELT secretary and will have the right to appeal to the elders for reconsideration of said action.
- (c) The elders, with consent of the senior pastor, may restore to membership any person previously excluded upon request of the excluded person and upon evidence of the excluded person's repentance and reformation. This should be done in the spirit of forgiveness and love (2 Cor. 2:6-8).
- (d) CHURCH LETTERS. The elders will be charged with the responsibility of granting or denying a transfer of church letter. Transfers of church letters will be announced at the quarterly business meeting.

ARTICLE V THE CONGREGATION

5.1 **AUTHORITY.** The following decisions of the church shall only be undertaken with the approval by a three-fourth's majority of the church's membership that is eligible to vote and who are present for such a vote at a duly-called business meeting of the church:

- (a) buying or selling of property
- (b) incurring debt
- (c) building any building
- (d) hiring or firing of the senior pastor
- (e) change of the church's bylaws

- (f) approval of the appointees to an Interim/Transitional Pastor Search Committee and or Pastoral Search Committee
- (g) approval of the annual selection of deacons and elders

Except for the matters expressly listed herein, decisions of the ELT made in accordance with these bylaws shall not be subject to the approval of the congregation.

ARTICLE VI ELDER LEADERSHIP TEAM

6.1 **COMPOSITION AND TERMS.** The Elder Leadership Team will consist of ten men—nine lay elders and the senior pastor. They will govern the church as representatives of the church body. The lay elders will be elected to three-year terms on a rotation basis, with one third of the team rotating off each year. Each elder rotating off the team must be off the team for one year before being eligible for consideration of re-election. The senior pastor is a voting member as long as he is senior pastor of the church.

6.2 **ELECTION OF ELDERS.** Elders will be elected from the membership of the church in the following manner:

- (a) An Elder Nominating Committee will be appointed from the Elder Leadership Team by the chairman of the elders in consultation with the senior pastor.
- (b) Forms will be made available for any member of the church and church staff wishing to place a name in nomination for new elders.
- (c) The Elder Nominating Committee will make proper investigation of the most frequently-nominated nominees named by church members and will prepare a list of top nominees for election by the elders and thereafter by the church. The final list of nominees will correspond in number to the number of vacancies being filled. The nominating process will include an interview meeting of the Elder Nominating Committee and each leading nominee, along with the nominee's wife, if the nominee is married.

There will be a detailed questionnaire regarding biblical guidelines filled out by the nominee examining the nominee's spiritual life. There will be a personal interview of the nominee and his wife with at least two active elders. The list of elder nominees will also be shared with the pastoral staff for any input they would wish to share. Following the interviews and recommendations of the interviewing elders, the entire ELT will vote to confirm the nominations for election. The nominees will then be presented to the congregation for their approval.

- (d) Any male who is thirty-five years of age or older, has been a member of Peachtree Corners Baptist Church for at least two years, and meets the qualifications as stated in paragraph 6.5 below, is eligible for election as an elder.

- (e) Information that includes a photograph and a biographical sketch of each candidate will be made available to each church member on or before the first Sunday of September. Ballots must be cast by submission of a properly completed ballot to the church on Elder Election Sunday, which will be the third Sunday in September. The votes will be tallied by the elders scheduled to rotate off active duty. The results of the election will be made known by whatever means the ELT determines appropriate. Newly elected elders will begin their three-year term of service commencing with the first ELT meeting in October, normally the third Sunday. Newly-elected elders will attend an orientation meeting held by the Elder Nominating Committee prior to attending their first ELT meeting.
- (f) Open elder positions are to be filled based upon a seventy-five (75%) vote approval of those church members voting. Men thus elected by the church members are to serve as elders for the next three years, unless they are filling an unexpired vacant term; and in that event, the elected nominee will serve only for the duration of the unexpired term. Terms that are vacated will remain vacant until the next year's elder selection.
- (g) Any elder whose term expires after having served a full three-year term will not be eligible for re-election until a period of one year has lapsed from the date of the expiration of his term of office.

6.3 OFFICERS. Each year at the first meeting of the Elder Leadership Team in October, the team will select a chairman, vice chairman, and secretary from their membership and treasurer who can be either an elder or non-elder member of the church. A non-elder treasurer will serve the Elder Leadership Team in dealing with financial matters of the church but will not be a voting member of the ELT.

6.4 COUNCIL OF ELDERS. Elders rotating off the team, after serving their three year term, will join the Council of Elders, which will be comprised of all lay elders past and present and all ordained clergy who serve as members of the paid professional staff of the church. The council will meet quarterly, or at the discretion of the chairman of the Elder Leadership Team, to evaluate the spiritual health of the congregation and assist the present elders in any function assigned to them by the Elder Leadership Team.

6.5 QUALIFICATIONS. Elders will qualify to serve on the basis of the qualifications for elders listed in 1 Timothy 3:1-7; Titus 1:5-9; and 1 Peter 5:1-4. Elders must set a Christian example according to scripture, be faithful to biblical doctrine, and exhibit Christian characteristics including the following: proven spiritual maturity, a servant's heart, integrity, and dignity. The above list of qualifications is not all inclusive. An elder will be considered an elder for life unless he is removed from the elder team by being guilty of immorality or any other such behavior as may require church discipline.

6.6 SCOPE OF RESPONSIBILITIES. Except for those matters for which approval of the congregation is required by Section 5.1, the ELT shall have the authority and responsibility to govern the affairs of the church, including but not limited to the following areas:

- a) hiring of the senior pastor (based on the vote of the congregation) and the annual evaluating of his performance against the adopted goals for the year

- b) assisting in setting vision; defining what should be accomplished in one, two, and/or five years ahead
- c) setting governing policies that guide the ministries of the church as led by members of the pastoral staff
- d) setting the annual budget with input and recommendations from the pastoral staff and maintaining responsibility for and oversight of all financial resources
- e) keeping the ministry of the church on track and operating in accordance with the church's mission statement.

6.7 VOTING. The elders will strive for unanimity on all matters. Should an issue not pass by a unanimous vote, the issue may be addressed 30 days later and pass by a two-thirds (2/3) majority of the lay elders and the vote of the senior pastor.

6.8 AUTHORITY TO FORM COMMITTEES. The elder team will have the authority to appoint temporary or standing committees, as they see fit, to assist in carrying out their responsibilities. They will coordinate the workings of each committee and will have the authority to appoint a member of the elder team to serve as either the chairman of the committee or as an ex-officio member.

6.9 ELDER ORDINATION. Newly-elected elders who have not been ordained as elders will be ordained within six months of their election.

ARTICLE VII SENIOR PASTOR AND HIS STAFF

7.1 THE SENIOR PASTOR

- (a) LEADERSHIP. This church will have a senior pastor called by God as His undershepherd. He is responsible for leading the church, his pastoral staff, ministry directors, and support staff to function as a New Testament church. The church may call additional men to serve as pastors, whether paid or unpaid, to assist the pastor in accomplishing this work.
- (b) QUALIFICATIONS. The senior pastor will qualify to serve on the basis of the qualifications for elders listed in 1 Timothy 3:1-7; Titus 1:5-9; and 1 Peter 5:1-4. He must set a Christian example according to scripture, be faithful to biblical doctrine, and exhibit Christian characteristics including the following: proven spiritual maturity, a servant's heart, integrity, and dignity. The above list of qualifications is not all inclusive.
- (c) RESPONSIBILITIES. The senior pastor shall be recognized as the spiritual leader of the church and, as such, shall be responsible for the following:
 - (i) the shepherding of the flock, overseeing the pastoral care for members, and others in the community

- (ii) the faithful proclaiming of the Word of God both through biblical teaching and preaching
 - (iii) the regular administering of the two ordinances of the church as outlined in Article IX
 - (iv) providing oversight of all worship and other public services of the church
 - (v) directing the work of the church staff in developing and maintaining ministries which utilize the spiritual giftedness of the members in reaching out to the community and world to which God has called the church to serve
 - (vi) serving or appointing a pastoral designee as an ex-officio member of all committees and the deacons
 - (vii) communicating vision for the church and working with all church leaders, members, and staff in seeing vision become reality
 - (viii) performing any other duties incumbent upon his office as requested by the Elder Leadership Team.
- (d) **MINISTRY TEAMS.** The senior pastor, or at his designation of one of the pastoral staff or ministry directors, will be an ex-officio member of all ministry teams of the church.
- (e) **ACCOUNTABILITY.** The senior pastor will be accountable to the Elder Leadership Team and will attend and participate in their meetings with both voice and vote. He will be required to select two or more elders with whom he will meet on a regular basis for spiritual accountability and mutual spiritual nurture and growth.

7.2 THE SENIOR PASTOR'S STAFF

- (a) **Executive Pastor.** The church may establish a position known as executive pastor but is not required to form such a position. If this position is filled, he will be the second in command to the senior pastor. The pastoral staff will, unless alternately assigned by the pastor, report to this person; and he is responsible for the operation of the ministries of the church. This person will report to the Senior Pastor.
- (b) **Business Manager/Minister of Administration.** The church may establish a position known as business manager/minister of administration but is not required to do so. This person may be a pastor, but that is not necessary. The role of this person will be to manage the pastoral, ministry directors, and support staff of the church and the day-to-day business operations of the church.
- (c) **Pastoral Staff and/or Ministry Directors.** The church will utilize both pastoral and non-pastoral staff members in the leadership of the ministries of the church.

- (d) Support Staff. The church will utilize support staff comprised of those employees who are hired to provide such services as administrative assistance, financial management, custodial duties, etc. They are generally lay persons who are neither ordained nor who have formal theological training.

ARTICLE VIII DEACONS

8.1 DUTIES OF THE DEACONS. In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the senior pastor, pastoral staff, and ministry directors in performing the pastoral ministry tasks of:

- (a) giving assistance and input to the church in achieving its mission
- (b) proclaiming the gospel to unbelievers and believers
- (c) caring for the church's members and other persons in the community
- (d) praying for and with the congregation.

8.2 ELECTION OF THE DEACONS. The deacons will be elected from the membership of this church. Deacons will be elected in the following manner:

- (a) A deacon nominating committee from the deacons will be appointed by the chairman of the deacons in consultation with the senior pastor.
- (b) Forms will be provided for all members of the church for the nomination of the authorized number of new deacons. The number of deacons will be evaluated annually by the senior pastor and chairman of the deacons, who will make a recommendation to the ELT based on the balance of ministerial needs and qualified candidates.
- (c) Qualifications for the Office of Deacon. Deacons will be chosen according to the biblical concepts enumerated in 1 Timothy 3:8-13 and Acts 6:1-7. Deacons must set a Christian example according to scripture, be faithful to biblical doctrine, and exhibit Christian characteristics including the following: proven spiritual maturity, a servant's heart, integrity, and dignity. The above list of qualifications is not all inclusive.
- (d) The Deacon Nominating Committee will make proper investigation of the nominees named by church members and will prepare a list of nominees for election by the deacons and thereafter by the church in conference. The nominating process will include an orientation meeting by the nominating committee of the deacons with the nominee and his wife. There will be a detailed questionnaire regarding biblical guidelines filled out by the nominee examining the nominee's spiritual life. There will be a personal interview of the nominee and his wife with at least two active deacons. The list of deacon nominees will also be shared with the pastoral

staff for any input they would wish to share. Following the interviews and recommendations of the interviewing deacons, the entire deacon body will vote to confirm the nominations for election. The list of nominees will be given to the Elder Leadership Team for their approval and then presented to the congregation for final approval.

- (e) Any male who is twenty-one years of age or older, has been a member of Peachtree Corners Baptist Church for at least two years, and meets the qualifications as stated in paragraph (c) above is eligible for election as a deacon.
- (f) Information that includes a photograph and a biographical sketch of each candidate will be made available to each church member on or before the first Sunday of September. Properly completed ballots shall be delivered to the church on Deacon Election Sunday, which will be the third Sunday in September. The votes are tallied by the deacons scheduled to rotate off active duty and will be announced through a church-wide communication the following week. Newly-elected deacons will begin their term of service commencing with the first Deacon Meeting in October, normally the third Sunday.
- (g) All candidates who receive a positive vote from a majority of church members voting during a congregational vote will be elected as deacons to serve a two-year term or, if filling an unexpired vacant term, to serve for the duration of the unexpired term.
- (h) Deacons who are willing to serve an additional two-year term and are willing to continue to adhere to the requirements of the Deacon Covenant, may do so with the approval of the existing deacon body and the ELT. No additional vote will be required by the congregation for these renewing members to continue in the deacon role for a second two-year term. Deacons willing to continue to serve following two two-year terms may do so with the approval of the existing deacon body, the ELT, and an affirmative vote by the congregation. Those deacons so elected for this third two-year term may serve an additional two-year term with the approval of the existing deacon body and ELT without the requirement for a congregational vote. This pattern can continue without limit.
- (i) Deacons may choose to take a one-year sabbatical from service and then rejoin the deacon body with the approval of the deacon body and the ELT. No additional vote will be required by the congregation for these returning deacons to continue in the deacon role, unless the most recent term was the second in the sequence of two-year terms as described in 8.2 (h) above.

8.3 OFFICERS. The deacons who are elected to serve as chairman, vice chairman, and secretary for the year commencing October of each year will each serve a term of one year. Deacons will annually elect from among its members, to take office on the first Sunday of October, a chairman, vice chairman, secretary, and such other officers as they may choose. In the event the chairman should be unable to complete his term of service, the vice chairman will assume the position of chairman until the next annual election. If a vacancy should occur in the position of vice chairman or secretary, an election for either of these offices will be held at the next meeting of the deacons. Officers thus filling a vacancy will serve only the unexpired term of the officer replaced. Individual officers can be elected to serve multiple terms.

8.4 DEACON ROLE IN CHURCH UNITY. The deacons are charged with the responsibility of promoting the unity of the Holy Spirit, peace, and joy within the church. When deacons meet each month, the senior pastor or his designee will apprise them of situations within the church that need their prayers and ministry.

8.5 ORDINATION. Newly-elected deacons who have not been ordained will be ordained within six months of their election.

ARTICLE IX CHURCH ORDINANCES

9.1 BAPTISM. Upon public profession of faith in Jesus Christ as Lord and Savior and upon acceptance by the church, a person will be received for baptism by immersion as an act of obedience to our Lord and Savior Jesus Christ.

- (a) Baptism will be by immersion in water.
- (b) Baptism will be administered by the senior pastor or his designee.
- (c) Baptism may be conducted during any service as an act of worship.

9.2 LORD'S SUPPER. The Lord's Supper is a symbolic act of obedience whereby members of the body of Christ commemorate the death of Jesus Christ and anticipate His second coming.

- (a) The Lord's Supper will be observed at least quarterly. The deacons will serve the elements.
- (b) For those persons who are unable to attend church services because of health or physical reasons, as well as for providential cause, the senior pastor will have the authority to designate members of the pastoral staff and/or deacons to administer the Lord's Supper.

ARTICLE X STANDING COMMITTEES

10.1 There will be two (2) standing committees of the church: Missions and Weekday Preschool. Each standing committee will be made up of no fewer than seven (7) members and no more than thirteen (13) members who will serve three-year staggered terms. Initially, three members will serve three-year terms, two members will serve two-year terms, and two members will serve one-year terms. Thereafter, any member may be elected to serve one additional three-year term for maximum consecutive service of six years. After a year-long break in service, the member is eligible for re-election. The committee shall be responsible to ensure that membership terms are properly staggered. If a vacancy occurs during the year, the Elder Leadership Team will appoint a person to fill the unexpired term. Members may serve on more than one standing committee.

10.2 Committee votes will require a majority of those present, assuming a quorum has been first established, to approve all motions made and seconded. All committees will have minutes taken and kept by the secretary of each committee. A quorum will consist of four or more members. With the permission of the chairperson, a member may attend electronically.

10.3 Each standing committee of the church will by a majority vote elect its chairperson.

10.4 Each standing committee will endeavor to follow the guiding principles of *Roberts Rules of Order, Revised* in conducting business meetings.

ARTICLE XI PERSONNEL RESPONSIBILITIES AND PROCEDURES

11.1 PERSONNEL RESPONSIBILITIES.

(a) The Elder Leadership Team will be responsible for the establishment and maintenance of the personnel policies of the church.

(b) Duties and Functions.

(i) The ELT will establish guidelines for the salaries and benefits of church employees.

(ii) The ELT will maintain the policy and procedures manual for the church.

11.2 PERSONNEL PROCEDURES.

(a) Hiring of the Senior Pastor

(i) **INTERIM or TRANSITIONAL PASTOR SEARCH COMMITTEE.** When the position of senior pastor becomes vacant either by resignation, termination, death, or disability, an interim pastor or transitional pastor search committee will be formed expediently by the Elder Leadership Team. The search committee will consist of seven members chosen from the church membership and will begin immediately to seek an interim or transitional pastor. The committee will elect its chairperson. The ELT would determine which type of pastor would be in the best interest of the church at the time and may recommend the use of both interim and transitional pastors at separate times.

An interim pastor would serve only as a pulpit supply. A transitional pastor would serve with the authority delegated to him by the ELT and assume the same responsibility of a senior pastor. The ELT would determine which type of pastor would be in the best interest of the church at the time.

The committee's recommendation will constitute a nomination. The committee will bring to the Elder Leadership Team one nomination at a time for consideration. Upon approval of the elders the nomination will be presented to the congregation. Election will be by written ballot with an affirmative vote of three-fourths of those present being necessary for a call. The interim/transitional pastor will not be eligible to be called as senior pastor. Existing pastoral staff members will not be considered for the position of interim/transitional pastor. The interim or transitional pastor search committee will allow the pastor search committee to begin immediately the search process for the senior pastor position. While serving the church, the transitional pastor will exercise such authority as delegated by the ELT and will be accountable to them.

- (ii) **SENIOR PASTOR SEARCH COMMITTEE.** When the position of senior pastor becomes vacant either by resignation, termination, death, or disability, a pastor search committee of at least seven members will be formed by the Elder Leadership Team and will be approved by the church. The committee will be accountable to the Elder Leadership Team and will keep the transitional pastor informed of their progress. The committee will elect its chairperson.

The committee will bring to the Elder Leadership Team one candidate at a time for consideration. The senior pastor search committee's recommendation will be first reviewed with the elders. With the elders approval the recommendation will be reviewed, as a courtesy, with the deacons.

Before making a final approval of the candidate, he should appear before the ELT in an informal setting to give his testimony and for him to answer any questions the elders may wish to ask. The candidate should appear before the congregation at least once before final approval for vote. They should hear him preach at least one trial sermon.

Once the above requirements are met and the recommendation is approved by the elders, it will be presented to the congregation. The chairman of the Elder Leadership Team will chair the meeting. The chairman of the senior pastor search team will make a motion for the church to approve the candidate. Election will be by printed ballot with an affirmative vote of three-fourths of those present being necessary for a call.

(b) Hiring of the Pastor's Staff

- (i) The staff will be considered the senior pastor's team and will be hired on the basis of his recommendation. To add a member to his team, he must supply the Elder Leadership Team with a written request accompanied by a job description. The elders should approve the position and the potential financing for the position before the senior pastor begins his search.

- (ii) All pastoral staff will be required to meet the same qualifications as the senior pastor including the biblical concepts enumerated in 1 Tim. 3:8-13 and Titus 1:5-9, setting a Christian example according to scripture, be faithful to biblical doctrine, and exhibit Christian characteristics including the following: proven spiritual maturity, a servant's heart, integrity, and dignity.
- (iii) The candidate should fill out an application accompanied by his resume. Those assuming a pastoral role should appear before the Elder Leadership Team and the congregation on separate occasions to share the candidate's testimony. Should he be joining the teaching/preaching team, he should preach or teach at least once before the congregation. Following the candidate process, the Elder Leadership Team will cast the final vote on hiring. The senior pastor will be authorized to terminate a pastoral staff member after consultation and approval of the ELT.
- (iv) The senior pastor, working with his executive pastor, will be free to hire and fire, at will, support staff in accordance with budgetary provisions and professional standards of employee performance.

(c) Termination of Employment

- (i) The pastoral staff will be called by the church for an indefinite period of service.
- (ii) Resignation of the Senior Pastor. The senior pastor will have the right to terminate his position with the church by giving a thirty-day written notice to the Elder Leadership Team. The thirty-day notice may be waived upon mutual agreement of the senior pastor and the ELT.
- (iii) Involuntary Termination of Senior Pastor. The church will follow the leadership of the senior pastor and entrust the leadership of the church to him. The senior pastor's qualifications, his ability to lead, his position on doctrinal issues, his role as leader, his ministry, his morals, and his lifestyle must meet demanding biblical and spiritual standards. If an accusation is brought against the senior pastor, the elders will be the first to deal with any alleged moral, doctrinal, other objectionable behavior, lack of leadership, or ineffectiveness on the part of the senior pastor.
- (iv) The elders will meet with the senior pastor to explore the basis of the allegations raised and will have the responsibility to pray and counsel with the senior pastor according to 1 Tim. 5:19 and Matt. 18. If the elders cannot resolve the problem to their satisfaction and the decision is made to initiate steps to terminate the services of the senior pastor, the matter will be brought before the elders for a vote. The vote to recommend terminating the pastor's employment will be by two-thirds (2/3) of the lay elders present and voting, and the vote will be by written ballot.
- (v) If there is an affirmative vote to recommend terminating the services of the senior pastor, the matter will then be taken to the full congregation for a vote to terminate the services of the senior pastor. The vote to terminate the services of the senior

pastor will be three-quarters (75%) of the members present and voting, and the vote will be by written ballot.

- (vi) Termination of Other Pastoral Staff. After compliance with the biblical mandates of 1 Timothy 5:19 and Matt. 18, when the need arises to terminate the employment position of a pastor of the church, the senior pastor will confer with the ELT to solicit their advice about the decision. After receiving the counsel and input from the ELT, the senior pastor will be authorized to terminate the services of any pastoral staff person. The termination decision will be communicated to the congregation.
- (vii) Termination of a Ministry Director. After compliance with the biblical mandates of 1 Timothy 5:19 and Matt. 18, when the need arises to terminate the employment position of a ministry director, the pastor under whom the person serves will meet with the senior pastor and make a recommendation. After receiving input from the ELT, the pastor will be authorized to terminate the services of any ministry director.
- (viii) Termination of Support Staff. After compliance with the biblical mandates of 1 Tim. 5:19 and Matt. 18, when the need arises to terminate the employment position of a support staff employee of the church who is not a pastor or a ministry director, the pastor under whom the person serves will meet with the senior pastor and make a recommendation. After receiving the input of the ELT, the senior pastor will be authorized to terminate the services of any staff person.
- (ix) All matters of severance pay, retirement packages, and extensions of employee benefits will be determined by the ELT.
- (x) Acknowledgement of retirement or severance packages for the senior pastor, pastoral staff, ministry director, and support staff will be presented to the church by the ELT as they deem appropriate.

ARTICLE XII FINANCE

12.1 RESPONSIBILITY. The ELT will oversee all financial matters of the church.

The senior pastor, the pastoral staff, ministry directors, support staff, and the standing committees will not take any action to commit the church to any financial responsibility except as is authorized by the Elder Leadership Team. No ministry or department subheading of the budget will be exceeded unless approved by the ELT after a formal meeting and vote. The ELT or an ad hoc or standing committee created by the ELT for this purpose will meet monthly to review all receipts and disbursements with regard to the current church budget.

- 12.2 DUTIES AND FUNCTION. The ELT will have the responsibility and authority to:
- (a) establish and monitor policies that ensure that the senior pastor, pastoral staff, and standing committees will not take any action to commit the church to any financial responsibility except as authorized by the Elder Leadership Team
 - (b) recommend and audit policies that ensure that no ministry or department subheading of the budget will be exceeded unless approved by the Elder Leadership Team
 - (c) meet monthly to review all receipts and disbursements with regard to the current church budget
- 12.3 CONFLICT OF INTERESTS. If an ELT member or their spouse is an employee of a financial institution or other provider with which PCBC does business, that ELT member shall recuse himself from any vote which may relate to that institution or provider.

ARTICLE XIII MISSIONS COMMITTEE

- 13.1 PURPOSE. The missions committee will be responsible under the guidance of the senior pastor or his pastoral designee for missions promotion and awareness, recommending special mission projects to the church, establishing a budget for missions giving, overseeing the disbursement of all missions gifts, and establishing a special missions conference to raise money and promote missions to the members of PCBC. They will recommend a budget for missions giving and all disbursement of all missions gifts to the Elder Leadership Team for approval. At least one member of the ELT will serve on the committee.
- 13.2 DUTIES AND FUNCTION. The missions committee may be requested to assist the Elder Leadership Team in various areas as outlined in the church's procedures manual.
- 13.3 CONFLICT OF INTERESTS. If anyone on the committee who is a member of PCBC but also a full-time or part-time missionary makes the decision to ask the committee for money for his or her own ministry, he or she may remain as a member of the committee but will be excused when the vote is taken for allocation of funds for that ministry and may not participate in the formal vote.

ARTICLE XIV WEEKDAY PRESCHOOL COMMITTEE

- 14.1 COMMITTEE COMPOSITION. The senior pastor or his pastoral designee and the weekday preschool director are encouraged to make recommendations for potential committee members to the Elder Leadership Team. It is recommended but not required that the ELT strive to ensure that two of the seven members of the committee be parents of currently enrolled student(s). It is further recommended but not required that three members of the committee be made up of members with a medical background, a teaching background, and a business background. At least one member of the ELT will serve on the

committee. Employees of the weekday preschool and their spouses will not be eligible to serve on the committee.

14.2 DUTIES AND FUNCTION. The weekday preschool committee will serve as a liaison between the church and the weekday preschool, and the committee will:

- (a) provide management and oversight to the operations of the weekday preschool program of Peachtree Corners Baptist Church;
- (b) assist the senior pastor or his pastoral designee in the selection of the weekday director;
- (c) make recommendations to the senior pastor or his pastoral designee concerning the weekday director's salary and benefits;
- (d) approve all hiring of personnel, full-time or part-time teachers, and other staff as recommended by the weekday director and the senior pastor or his pastoral designee;
- (e) approve all salaries and benefits for all personnel, full-time or part-time teachers, and other staff as recommended by the weekday director and the senior pastor or his pastoral designee;
- (f) approve all terminations of employment of all personnel, full-time or part-time teachers, and other staff as recommended by the weekday director and the senior pastor or his pastoral designee;
- (g) approve all severance packages, if any, for all personnel, full-time or part-time teachers, and other staff as recommended by the weekday director and the senior pastor or his pastoral designee;
- (h) assist the director of the weekday preschool program in achieving the educational purposes and objectives of the program done primarily through the development of administrative policies and procedures;
- (i) recommend the operating budget of the weekday preschool program on an annual basis, subject to approval by the Elder Leadership Team;
- (j) be responsible for monitoring school activities;
- (k) review curriculum to ensure compatibility with the mission statement of the preschool;
- (l) assist the weekday director in the handling of student affairs;
- (m) approve the number of classes, class size, and structure as it fits with the overall ministry and mission statement of PCBC;
- (n) approve the tuition schedule as recommended by the weekday director and the senior pastor or his pastoral designee;

- (o) attend regularly scheduled meetings of the committee and report to the ELT any vacancies, and institute policies and procedures to carry out the requirements and responsibilities given to them and as set forth in these bylaws applicable to the orderly functioning of this committee; and
- (p) institute policies and procedures to carry out the requirements and responsibilities given to them and as set forth in these bylaws applicable to the orderly functioning of this committee.

14.3 WEEKDAY DIRECTOR. The weekday director will report to the senior pastor or his pastoral designee.

ARTICLE XV CORNERSTONE CHRISTIAN ACADEMY

15.1 CORNERSTONE CHRISTIAN ACADEMY BOARD OF TRUSTEES. The pastor or his pastoral designee and the head of the school are encouraged to make recommendations (hereafter referred to as “nominees”) to the Elder Leadership Team of potential candidates to serve as trustees on the Cornerstone Christian Academy Board of Trustees. The Cornerstone Christian Academy Board of Trustees is comprised of no fewer than seven members and no more than thirteen, with a majority of the trustees chosen from the PCBC membership. It is recommended but not required that the ELT strive to ensure that at least half of the PCBC members nominated to serve on the Corner Stone Christian Academy Board of Trustees be parents of currently enrolled student(s). It is further recommended but not required that three PCBC members serving on the Cornerstone Christian Academy Board of Trustees be made up of members with a finance background, a teaching background, and a business background. Employees of the school and their spouses will not be eligible to serve on the Cornerstone Christian Academy Board of Trustees.

15.2 PURPOSE. The PCBC nominees to the Cornerstone Christian Academy Board of Trustees will serve as a liaison between the church and the school.

15.3 The senior pastor or his pastoral designee and the head of school will be non-voting ex-officio members of the Cornerstone Christian Academy Board of Trustees.

ARTICLE XVI MINISTRY TEAMS AND SPECIAL (AD HOC) COMMITTEES

16.1 MINISTRY TEAMS. The church may utilize ministry teams to assist with the various ministries of the church. They will be selected and designated by the senior pastor or the member of the pastoral staff of the affected ministry. All ministry teams must report to the affected pastoral staff member for oversight. Ministry team leaders must be members of the church but do not have to be approved by the Elder Leadership Team.

16.2 POLICIES AND PROCEDURES. Ministry teams may institute policies and procedures to carry out the tasks assigned to them by the senior pastor or the pastoral staff member of the affected ministry and for the orderly functioning of this ministry outreach.

16.3 The following ministry teams are presently recognized by the church and will be overseen by members of the pastoral staff assigned by the senior pastor: Baptism, Benevolence, Lord's Supper, Media Library, Men's Ministry, Prayer, Recreation, and Women's Ministry.

This is not to be considered an exhaustive list, and there is no need to amend the bylaws to delete established ministry teams or add future ministry teams.

16.4 SPECIAL (AD HOC) COMMITTEES. Special (ad hoc) committees may be formed for a specific and finite purpose but will not be formed to circumvent the responsibilities of one of the church's existing standing committees. Once its task is completed, the committee will be disbanded. The Elder Leadership Team will form such a committee. The committee members will serve on a non-rotation basis until their task is completed. They may be disbanded by a majority vote of the special (ad hoc) committee when their assignment has been completed or upon the direction of the ELT.

16.5 Policies and Procedures. Special (ad hoc) committees may institute and establish policies and procedures to carry out the tasks assigned to them by the elders and for the orderly functioning of these temporary committees.

16.6 Each ministry team and ad hoc committee will endeavor to follow the guiding principles of *Roberts Rules of Order, Revised* in conducting business meetings.

ARTICLE XVII
CHURCH OPERATIONS

17.1 CHURCH YEAR. The church year will be from October 1 to September 30.

17.2 CHURCH MEETINGS.

(a) WORSHIP SERVICES

- (i) Regular Worship Services: The church will regularly meet each Sunday morning, Sunday evening, and Wednesday evening for worship, preaching, instruction, and prayer. Exceptions may be made. These services are open to all people and are under the leadership of the senior pastor.
- (ii) Special Services: Revival services and any other church meetings that are essential in the promotion of the purpose statement of the church will be placed on the church calendar upon approval of the senior pastor.

(b) BUSINESS MEETINGS

- (i) Regular Business Meetings. Regular business meetings will be held quarterly, preferably on Sunday evenings within four weeks of the end of the previous quarter. The chairman of the Elder Leadership Team will preside over the meetings and is responsible for providing notice of said meeting. The floor will be open for comments and questions. The secretary of the ELT will record the minutes of the meeting.
- (ii) Special Business Meetings. The senior pastor or seven members of the church, after giving a written request to the Chairman of the Elder Leadership Team, may convene a special called business meeting to consider matters of significant nature to the church. Notification from the pulpit during the regular Sunday morning worship service, as well as a two-week written notice in the church bulletin providing the subject, date, time, and location must be given for the special business meeting. Should extreme urgency render such notice impractical or impossible as determined by the senior pastor, with the consent of the elders, the senior pastor may call a special business meeting without prior notice.
- (iii) Quorum. The quorum will consist of those members who are present and voting.
- (iv) Parliamentary Rules: It is the custom and practice of the church to use *Robert's Rules of Order, Revised* as a parliamentary guide for the business meetings of the church.

**ARTICLE XVIII
AMENDMENTS**

18.1 Proposed amendments to these bylaws must first be reviewed by the senior pastor for his input. The proposed amendment will then be presented to the elders at one of their regularly-called meetings for their consideration and input. Proposed amendments in matters pertaining to the form of church governance will not require involvement of the Elder Leadership Team.

18.2 After consultation and consideration, if the desire to present the amendment to the church for its consideration and approval remains, the proposed amendment will be made by oral motion at the next regularly-scheduled business meeting of the church with a copy of the amendment given to the secretary of the Elder Leadership Team. No vote need be taken as to the motion to amend, but a second is required. The proposed amendment will be distributed to the membership either on the church web site, by email, or by a special mailing to the church members.

18.3 No earlier than 30 days thereafter or at the next regularly-scheduled business meeting of the church or by a specially-called business meeting, the church in conference will vote on the motion to amend the bylaws. The amendment will be read and discussed, and after an appropriate time has been allotted for discussion and after a call for the question, a vote will be taken and approved by a three-fourths (3/4) vote by written ballot.

**ARTICLE XIX
EFFECTIVE DATE**

19.1 These bylaws supersede all previous versions and become effective on the date of approval.