

NORTHSIDE BAPTIST CHURCH CONSTITUTION AND BYLAWS

Constitution

Preamble

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

I. Name

This body shall be known as the Northside Baptist Church of Princeton, Kentucky, located at 101 Dawson Road.

II. Objectives

- To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
- To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
- To experience an increasingly meaningful fellowship with God and fellow believers.
- To help people experience a growing knowledge of God and man.
- To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.
- To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

III. Statement of Basic Beliefs

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper. (See Article IV of the Bylaws.)

IV. Church Covenant

Adopted September 4, 1949

- Having been brought as we believe, by divine grace, to receive the Lord Jesus Christ as our Savior and Lord, and on profession of our faith in Him; having been baptized in the name of the Father and of the Son and of the Holy Spirit, we do now, in the presence of God, the angels and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ. Eph. 2:4-10; John 1:2, 13; Acts 2:41; Matt. 28:19.
- Having a desire to stand perfect in all the will of God, we promise by the aid of the Holy Spirit to walk together in Christian love, to exercise mutual care of one another, to strive for the advancement of this church in Christian knowledge, holiness in life and comfort of the Holy Spirit; to sustain its worship, its ordinances, its discipline and its doctrines; to contribute cheerfully and regularly of our substance to the support of a faithful ministry of the Word among us, to the expenses of the church, the relief of the poor, and the spread of the gospel throughout all nations. Eph. 4:12; John 14:26; 2 Peter 1:5-9; Acts 2:42; I Cor. 16:2; 2 Cor. 9:7; Rom. 10:13-15.
- We also promise to maintain family and secret devotions to train our children in the principles of the Christian religion; to seek the salvation of our kindred and acquaintances; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; to refrain from worldly dancing, and from cards or other games in which a stake or prize is to be played for; to walk circumspectly in the world that we may win the souls of men, to shun all appearance of evil, and to be zealous in our efforts to advance the Kingdom of our Savior and Lord. Deut. 6:6-9; Prov. 22:6; Mark 5:19; Rom. 12:2; Prov. 23:29-32; Eph. 4:1-32.
- Believing that a New Testament church is the light of the world and that a special obligation to walk in newness of life rests on its membership, we further engage to admonish one another in brotherly love; to remember each other in prayer; to aid each other in sickness and in distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for a reconciliation and mindful of the

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rules of our Lord, endeavor without delay to secure it. Matt. 5:13-16; James 1:19, 20; 2:14-18; Matt. 5:23, 24; 18:15-17.

- We moreover engage that when we remove from this place, we will as soon as possible unite with another church of like faith where we can carry out the spirit of this covenant and the principles of God's Word.

And may the God of peace make us perfect in every good work to do His will, working in us that which is well pleasing in His sight through Jesus Christ to whom be glory forever and ever. Amen

V. Polity and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article I of the Bylaws.)

All internal groups created and empowered by the church shall report to and be accountable only to the church and to God, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the association, the state convention, and the Southern Baptist Convention.

Bylaws

I. Church Membership

Section 1. General

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Candidacy

Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular

church service for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist church.
3. By statement of prior conversion experience and biblical baptism when no letter is obtainable.

Should there be any dissent as to any candidate, such dissent shall be referred to the church, pastor or deacons for investigation and the making of a recommendation to the church within thirty days. A three-fourths vote of those church members present and voting shall be required to elect such candidates to membership.

Section 3. New Member Orientation

New members of this church are expected to participate in the church's new member orientation when available.

Section 4. Rights of Members

1. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.
2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
 - a. Before being considered by the church for an elective office the individual must have demonstrated that they are spiritually qualified for the office, have been called by the Spirit for that office, and have met all selection criteria as set forth by the church.
 - b. An individual must have been a member of the church for at least one year before they can serve as a teacher of a Sunday School class.
 - c. To serve in a leadership role in the youth or children's departments, the individual must agree to and submit to a background check.
3. Every member of the church may participate in the ordinances of the church as administered by the church.

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Section 5. Termination of Membership

Membership shall be terminated in the following ways: (1) death of the member, (2) dismissal to another Baptist church, (3) exclusion by action of this church, or (4) erasure upon request, or proof of membership in a church of another denomination.

Section 6. Discipline

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 pastor, other members of the church 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.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

II. Church Officers and Committees

All who serve as officers of the church and those who serve on church committees shall be members of this church.

Section 1. Church Officers

The officers of this church shall be the pastor, the church ministerial staff, the deacons, a moderator, a clerk, a treasurer, and trustees.

1. The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their normal daily tasks.

The pastor is the leader of pastoral ministries in the church. As such he

works with the deacons and church staff to: (1.) lead the church in the achievement of its mission, (2.) proclaim the gospel to believers and unbelievers, and (3.) care for the church's members and other persons in the community.

A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's notice has been given.

A pastor selection committee shall be selected by the deacon officers and Personnel Committee to seek out a suitable pastor, and its recommendations will constitute a nomination. Any church member has the privilege of making a recommendation of a candidate to this committee. The committee shall bring to the consideration of the church only one candidate at a time. Election shall be by ballot, an affirmative vote of three fourths of those present being necessary to extend a call. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of this church, and if so designated may sometimes serve as moderator at some business meetings in keeping with the rules of order authorized in these bylaws.

The pastor may relinquish the office as pastor by giving at least two weeks' notice to the church at the time of resignation. The church may also declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's notice to the church body has been given. The meeting may be called upon the recommendation of a majority of the Personnel Committee and deacons, or by written petition signed by not less than one fourth of the resident church members. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

2. The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by a special search committee and called by

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church action. At the time of resignation at least two weeks' notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the deacon body, such termination being immediate and the compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation.

Nonministerial staff members shall be employed as the church determines the need for their services. The church Personnel Committee shall make recommendations to the church regarding the employment and termination of nonministerial staff members. Such recommendations of employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.

3. The church shall annually elect deacons according to the guidelines outlined in Northside Baptist Church Deacon Ministry (Appendix 1).
4. The church shall elect annually a moderator and vice moderator as its presiding officer. In the absence of the moderator, the vice moderator shall preside; or in the absence of both, the pastor shall call the church to order and preside.
5. The church shall elect annually a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for issuing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office when an office is maintained. The clerk and (or) church secretary shall be responsible for making sure all official actions of the church (votes, changes in policy, etc.) are promptly recorded in the appropriate document.

6. The church shall elect annually a church treasurer as its financial officer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular monthly business meeting an itemized report of the receipts and disbursements of the preceding month. The treasurer's report and records may be audited at any time needed by an auditing committee or public accountant.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church. The church secretary may assist the treasurer in the department of his duties.

7. The church shall elect six trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease or transfer any church property. The signatures of all trustees shall be required on legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

Trustees shall serve on a rotation basis, with two new trustees being elected each year, each serving a three year term.

Section 2. Church Committees

The committees of this church shall be a nominating committee, a personnel committee, a building and grounds committee, a finance committee, and such other regular and special committees as the church shall authorize. Additional regular committees may be added by the amendment procedure prescribed within these bylaws. All church committee members shall be elected by the church unless otherwise specified within these bylaws.

1. The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for any such positions shall first be approved by the nominating committee before they are approached for recruitment. The nominating committee shall present to the church for election all who

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accept the invitation to serve.

2. The Personnel Committee assists the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services. The personnel committee is selected by the deacon officers and serve a three year term on a rotation basis (one member rotating off and one member added each year). At least two of the committee shall be active deacons.
3. The Building and Grounds Committee assists the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the personnel committee and the church staff regarding the needs for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.
4. The Finance Committee develops and recommends an overall stewardship development plan, a unified church budget, and budget subscription plans. It advises and recommends in the administration of the gifts of church members and others, using sound principles of financial management. It works with the treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church.
5. The church shall elect and or appoint any and all other committees necessary for carrying out its ministries and programs.

III. Church Programs/Ministries

The church shall maintain programs and ministries to support the edification and growth of the church. All programs and ministries of the church shall be under church control, with all program and ministry directors being approved by the church and reporting to the church as needed, and all program and ministry activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs and ministries.

1. The ***Sunday School Program*** is vital to the well-being of Northside Baptist. A church is not a church unless it is personal. No one is looking

for an institutional approach to church; rather, people desire an individual approach to church. Sunday School does just that! Sunday School puts a face and a smile on the church. Attending one of our classes will afford you the opportunity to get to know who Northside really is. You see, Sunday School is a place to build relationships with others. It is a place to go where you are known, loved and cared for.

2. Jesus made it clear that being one of His disciples would require discipline. In fact the words disciple and discipline come from the same root word. The ***Discipleship Training Program*** is designed to help Christians embrace the convictions necessary to grow in Christlikeness. Whether you are a new Christian or you have been a follower of Christ for a long time, participating in this program will help you learn how to live out your Christianity in everyday life.
3. The ***Awana Program*** (*Approved Workmen Are Not Ashamed*) is a children's program that gets its mission from 2 Timothy 2:15: "Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth." This program serves as an evangelistic tool to reach unsaved children and their families, provides teaching that builds an enduring biblical faith, provides healthy mentoring and peer relationships, and provides dynamic fun for children and adults alike. The children age groups targeted with program include preschoolers (Cubbies, K-2nd graders (Sparks), and 3rd-6th graders (T&T).
4. The ***Upward Program*** is a ministry designed to introduce Jesus to children through the sports of basketball, football, and cheerleading. This ministry not only serves families, but gives families the opportunity to serve together. Practices and games are limited to one hour each week so as to not take away from a family's time together. The Gospel is presented to each child through the season during both practice and game time. The Gospel is also presented weekly during halftime to family and friends that have come to watch the games. Upward provides an opportunity for members of our church to serve as much as their time will allow. The primary goal of Upward is to grow God's Kingdom by winning children and families to Christ.
5. The purpose of Northside Baptist's ***Celebrate Recovery Ministry*** is to fellowship and celebrate God's healing power in our lives through the "8 Recovery Principles" and the "12 Steps." This experience allows us to *be*

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changed. We open the door by sharing our experiences, strengths and hopes with one another. In addition, we become willing to accept God's grace in solving our lives' problems. By working and applying these Biblical principles, we begin to grow spiritually. We become free from our addictive, compulsive and dysfunctional behaviors. This freedom creates peace, serenity, joy and most importantly, a stronger personal relationship with God and others. As we progress through the program we discover our personal, loving and forgiving Higher Power - Jesus Christ, the one and only true Higher Power.

6. More learning and development take place during the preschool years than in any other time of life. Because of this, the **Preschool Ministry** of Northside Baptist is dedicated to teaching Biblical truths in all of our programming. We understand that preschoolers learn through relationships and through play. Therefore we provide teachers who are enthusiastic about the curiosity of preschoolers. It is our goal to let preschoolers and their families know they are important at Northside Baptist.
7. The **Children's Ministry** at Northside Baptist strives to make each child feel welcomed, loved, and accepted as they grow in knowledge and grace of our Lord and Savior Jesus Christ. This ministry is based upon Proverbs 22:6, "Train up a child in the way he should go and when he is old he will not depart from it". Our desire is to lay the foundation for each boy and girl to come to know Jesus as Lord and Savior as the Holy Spirit convicts and then to train them to serve God.
8. The **Student Ministry** consists of youth aged 5th through 12th grade. Northside Student Ministry exists to present the Gospel to every student, teach dedicated students how to spiritually mature, and train them to reach out and disciple others. Activities of this ministry include such things as Sunday School, Oasis (Wednesday night Youth Worship Service), discipleship, camp, mission trips, service projects, and fun activities and events.
9. The **College/Young Professionals Ministry** includes young men and women who are post high school (college students, college graduates, and others who have already entered the work force). Our mission and vision is to serve others, and our goal is to learn more about Jesus and to find our individual ministries. We do this by the study of God's Word and discussing issues in our lives, community and society as a whole, all

the while having a good time.

10. The **Y.E.S. (Youthful Energetic Seniors) Ministry**, open to all those who are 50 and older, seeks to honor God by providing opportunities for senior adults to grow spiritually, fellowship with one another, and be involved in service activities for our church family and the community. This ministry also encourages senior adults not to "retire" in their service to Christ, but to continue leading by example and sharing their wisdom with those in our family who are still growing and learning.
11. Worship is vital to the life and work of God's people. The **Music and Worship Ministry** at Northside Baptist plays an integral role in helping our church accomplish her mission, and is committed to teaching one another to love and worship God, and to introducing people to Jesus Christ through all of the music selected and presented each and every week. Our ministry is based on John 4:23: "Yet a time is coming and has now come when the true worshipers will worship the Father in spirit and truth, for they are the kind of worshipers the Father seeks". When we worship, we're not just singing, we're coming together to praise and worship God. We're recognizing our need for Him and listening to what He has to say so that He can change our hearts and give our lives power and peace.
12. The **Drama Ministry** at Northside Baptist provides an avenue for individuals to nurture and utilize the gifts God has given them, so Christ can be glorified through them. This ministry provides an opportunity for individuals to present the Gospel message in exciting ways, and to teach and demonstrate how to live out our faith in everyday life.
13. The **Men's Ministry** is a group of men dedicated to spreading God's Word and agape love to our community. This ministry includes, but is not limited to, events throughout the year such as Promise Keepers and Sportsmen in the Outdoors Night. This ministry meets once a month for prayer and spiritual accountability within the group of men. The Men's Ministry also completes service projects within our local area to help those in need. These service tasks include small construction projects, painting, and other assistance to the elderly or others with needs as identified by this committed group of men.
14. The **Women's Ministry** is a group of women within the fellowship of Northside that meet for the purpose of prayer, discipleship, fellowship,

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Christian support, and missions within the community and around the world. Activities such as Bible studies, service projects, women's conferences, and mission emphasis take place throughout the year. The ministry meets on a monthly basis (excluding the summer months) and is open to all women 18 years of age and up. A women's council is in place to help plan and facilitate the ministry.

IV. Church Ordinances

Section 1. Baptism

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, and who indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. The pastor, or whomever the church shall authorize, shall administer baptism. The deacons shall assist in the preparation for, and the observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

Section 2. The Lord's Supper

The church shall observe the Lord's Supper the first Sunday of the quarter, unless otherwise scheduled by the church. The observance shall seek to alternate between the morning and the evening services of worship. The pastor and deacons shall administer the Lord's Supper, the Lord's Supper Committee being responsible for the physical preparation. Northside Baptist Church practices open communion, and invites all Christians to participate.

V. Church Meetings

Section 1. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise,

preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all the church members and for all others who may choose to attend.

Section 2. Special Services

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

Section 3. Regular Business Meetings

The church shall hold regular business meetings monthly on a designated Wednesday night.

Section 4. Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the special called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting.

Section 5. Quorum

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section 6. Parliamentary Rules

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

VI. Church Finances

Section 1. Budget

The Budget Committee, in consultation with the Pastor, Church Secretary, Church Treasurer, Minister of Youth, Minister of Children, Minister of Music, Financial Secretary, and Chairman of Deacons shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for members' use.

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It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

Section 2. Accounting Procedures

All funds received for any and all purposes shall be reported to the church treasurer, or financial secretary, and be properly recorded on the books of the church.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the finance committee.

Section 3. Fiscal Year

The church fiscal year shall run concurrently with the calendar year which begins on January 1 and ends on December 31.

VII. Church Operations Manual

A *Guideline for Workers, Committees and Officers* will be kept in the church office and made available for use there by any member of the church. The Church Secretary shall maintain the manual. Any church member or church organization may initiate suggested changes in the manual.

Addition, revision, or deletions of church policies requires: (1.) the recommendation of the church officer or director of the program or ministry to whose areas of assignment the policy relates and (2.) approval by the church.

Procedures may be added, revised, or deleted by: (1.) recommendation of the church officer or director of the program or ministry to whose areas of assignment the procedure relate and (2.) approval of the church.

VIII. Amendments

Changes in the constitution and bylaws may be amended at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the constitution shall be by two-thirds vote of church members present. Amendments to the bylaws shall have a concurrence of a majority of the members present and voting.

APPENDIX 1

NORTHSIDE BAPTIST CHURCH DEACON MINISTRY

Summary of Deacon Ministry

The Northside Baptist deacon ministry will be a combination of the gift-based and family-based ministries.

1. With regards to the family-based ministry, all families at Northside Baptist will be assigned to an active deacon.
 - a. The deacon will be responsible for making an initial contact an initial contact with families assigned to them. The initial contact could be by personal visit (preferred), telephone call, or letter. This is initial contact is vital to ensure all families attending Northside Baptist know (i) who their assigned deacon is, and (ii) which deacon to contact should a family need arise. After the initial deacon contact, families will have the responsibility of contacting their assigned deacon when their assistance is needed.
 - i. A large portion of the “routine” visitations will be done through the Sunday School classes.
 - b. Following the initial contact with their assigned families, the bulk of a deacon’s visitation will be to families or individuals that have a clear need for a deacon’s visit (those that are experiencing spiritual, emotional, or physical difficulties). This will likely include families and individuals to which they are not assigned.
2. With regards to the gift-based ministry:
 - a. This area of deacon ministry will be tailored to the specific of needs of the church. An initial determination of what these specific needs are will need to be made. A process that provides for continued evaluation of the needs of the church will need to be put into place so that deacon ministry can grow and change as the needs of the church change.
 - b. The area(s) of giftedness for each active deacon will need to be defined. Based on their area(s) of giftedness, deacons will be assigned to a specific need area(s) of the church.

Deacon Selection

Active, qualified deacons are vitally important for the well-being of the church. Due to the important role God has placed upon deacons, a careful and thorough process for identifying and evaluating prospective deacons is needed. The deacon selection process for Northside Baptist Church will be as follows:

1. A Deacon Selection Committee will be appointed annually to initially identify deacon candidates.
 - a. The committee will be comprised of five (5) mature Christians that have demonstrated a God-centered life.
 - b. The committee members will be identified by the Personnel Committee and the Pastor, subject to approval by vote of the church.
 - c. Through the leading of the Holy Spirit, the committee will prayerfully seek out and identify deacon candidates according to the deacon qualifications set forth in scripture (1 Timothy 3:8-13).
 - i. An important part of the identification process will involve individual questioning of the deacon candidates to determine if they meet the Biblical qualifications for deacons.
 - ii. Deacon candidates can be men that have previously served as a Deacon or men that have not previously served in this capacity.
 - iii. Deacon candidates should be men that are currently leading a demonstrated life of service to the church.
 - d. Once the Deacon Selection Committee has thoroughly evaluated deacon candidates and are in agreement as to which men meet the Biblical qualifications for deacons and should continue forward as deacon candidates, the committee will recommend these men as potential deacons to the Pastor and Deacon Leadership (Chairman of Deacons, Vice-Chairman of Deacons, and Secretary of Deacons) for further consideration.

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2. The Pastor and Deacon Leadership (Chairman of Deacons, Vice-Chairman of Deacons, and Secretary of Deacons) will meet individually with the men recommended as deacon candidates by the Deacon Selection Committee for a time of questioning and evaluation relative to the Biblical qualifications for deacons.

a. Once the Pastor and Deacon Leadership has thoroughly evaluated deacon candidates and are in agreement as to which men meet the Biblical qualifications for deacons and should continue forward as deacon candidates, they will recommend these men as potential deacons to the entire Deacon Body for further consideration.

3. The Deacon Body will meet individually with the men recommended as deacon candidates by the Pastor and Deacon Leadership for a time of questioning and evaluation relative to the Biblical qualifications for deacons.

a. Following this period of evaluation, the Deacon Body will prayerfully consider which of the deacon candidates they will recommend to the church as prospective deacons.

4. The deacon candidates that have been recommended by the Deacon Selection Committee, the Pastor and Deacon Leadership, and the Deacon Body will be presented to the church as prospective deacons.

a. The names of the prospective deacons will be provided to the church at least two (2) weeks preceding a designated Sunday night when the church body will indicate by ballot vote which men will serve the church as deacons.

i. An individual must receive a 75% affirmative vote by the church body to be elected to the office of deacon.

b. At the time the names of the prospective deacons are presented to the church, each prospective deacon will share with the church their testimony of salvation and a summary of their past and current ministry activities. A written narrative of this information will be provided to the church as well.

c. In the event a member of the church body has a legitimate issue of concern with a prospective deacon (i.e., a scriptural reason an individual should not serve as a deacon), the member will provide

in writing the basis of their concern to the Pastor or Chairman of Deacons. The Pastor or Chairman of Deacons will fully investigate the issue of concern and report the findings back to the member raising the concern.

Length of Service for a Deacon

1. Deacons elected to office at Northside Baptist Church will serve until such time as they voluntarily step back from active service for a period of rest, resign from the office of deacon, or are removed from the office of deacon as outlined in the section of this document labeled *Deacon Accountability*.

a. A deacon desiring to step back from active service for a period of rest shall notify the Chairman of Deacons by September of their desire to step back at the conclusion of the current calendar year (this will allow adequate time for a replacement, if needed, to be identified through the *Deacon Selection* process).

b. A deacon who has voluntarily stepped back from active service for a period of rest may ask to be reinstated as an active deacon at the beginning of a new calendar year (provided they were a deacon in good standing when they stepped back and nothing has occurred during their period of rest that would disqualify them from active service).

i. In such a case the individual should notify the Chairman of Deacons of their desire to return to active service by September preceding the January of the year they desire to return to active service.

ii. An inactive deacon in good standing that will be returning to active service will not be required to go back through the *Deacon Selection* process as outlined in this document.

Deacon Officers

The deacon officers of Northside Baptist Church will consist of Chairman of Deacons, Vice-Chairman of Deacons, and Secretary of Deacons. The following guidelines apply to deacon officer elections:

APPENDIX 1

NORTHSIDE BAPTIST CHURCH DEACON MINISTRY

1. Deacon officers will be elected annually in January by the active deacon body.
2. Nominations and election for the deacon officers will be by secret ballot.
3. Length of term for deacon officers is one year.
4. An individual may not be elected for consecutive terms for the office of Chairman of Deacons.

The responsibilities deacon officers are as follows:

1. Chairman of Deacons
 - a. Provide leadership and coordination of deacon ministry.
 - b. Preside over monthly deacon meetings.
 - c. Work closely with deacons to ensure they are fulfilling their responsibilities as deacons, and provide assistance to those deacons that are struggling to help get them back on track (as outlined in the section labeled *Deacon Accountability*).
 - d. Work closely with and provide support to pastor in ministry and service areas for the church.
2. Vice-Chairman of Deacons
 - a. Work with Chairman of Deacons in providing leadership and coordination of deacon ministry.
 - b. Preside over monthly deacon meetings in the absence of Chairman of Deacons.
3. Secretary of Deacons
 - a. Work with Chairman of Deacons in providing leadership and coordination of deacon ministry.
 - b. Record and maintain accurate, detailed minutes of deacon meetings.

Deacon Meetings

Deacon meetings will be held on the first Sunday of each month at a time

agreed upon by the deacon body. In general, deacon meetings will involve (a) prayer, (2) updates and discussions from deacons concerning their area(s) of deacon ministry, and (3) discussions of church needs and planning for meeting these needs.

Deacon Accountability

Each man elected by the church to serve as a deacon must adhere to the Biblical qualifications for deacons and fulfill their responsibilities as a deacon. Men elected to the office of deacon will be required to sign a Deacon Covenant that clearly outlines their duties and responsibilities as a deacon at Northside Baptist Church.

Consistent or deliberate failure to maintain the Biblical standards for deacons and (or) responsibilities for deacons (as outlined in the Deacon Covenant) will constitute grounds for removing a deacon from office. Such action will only be taken after such failure has been clearly established and after sincere efforts to restore the deacon (based on the model described in Matthew 18:15-17) have not been effective. In cases of necessity, the following steps will be taken:

1. The Chairman of Deacons and (or) Pastor will meet individually with the deacon in an effort to help get the deacon back on track. Should this step lead to successful restoration, the individual will continue to serve.
2. Should Step 1 fail, the Deacon Leadership (Chairman of Deacons, Vice-Chairman of Deacons, and Secretary of Deacons) and Pastor will meet with the deacon in an effort to collectively help get the deacon back on track. Should this step lead to successful restoration, the individual will continue to serve.
3. Should both Steps 1 and 2 fail and the individual does not voluntarily resign, the individual will be brought before the church for a vote of dismissal from his position as a deacon in the church.
 - a. A 75% vote by the church in favor of dismissal is required for dismissal of a deacon.