

PARKWAY BAPTIST CHURCH CONSTITUTION AND BYLAWS

CONSTITUTION

OUR PREAMBLE – “What We Establish”

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the Body in an orderly manner and safeguard our unity. 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. OUR NAME

This Body shall be known as the Parkway Baptist Church located at Auburn, Lee County, Alabama. Parkway Baptist Church was incorporated October 1, 1970, and is recorded in the Office of the Judge of Probate, Lee County, Alabama, in Corporation Book 836, page 65.

II. OUR OBJECTIVES

- A. Purpose #1 – Evangelism – (Matthew 28:18-20) – To be a dynamic unified Body of Baptized Believers empowered by the Holy Spirit to share Christ with as many people as possible in our church, community and throughout the world.
- B. Purpose #2 – Discipleship – (Matthew 28:19) – To experience a growing knowledge of God and man teaching and emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.
- C. Purpose #3 – Worship – (Matthew 22:37-40, John 4:23-24) – To worship in Spirit and Truth; loving the Lord through experiencing an awareness of God, recognizing His Lordship, and responding in obedience to His leadership.
- D. Purpose #4 – Fellowship – (Romans 12:5, I Thessalonians 5:11, Colossians 2:2) – To experience an increasingly meaningful fellowship with God and fellow believers.
- E. Purpose #5 – Ministry – (I Peter 3:8, I Corinthians 12:27) – To be a Church that ministers unselfishly to persons in the community and world in Jesus’ name.

III. OUR STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. We 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 Church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 1963 and all revised versions.

IV. OUR GOVERNANCE AND OUR RELATIONSHIPS

Section 1 Autonomy

The government of this Church is the vested Body of Believers who compose it. It shall be subject to control of no other church Body, but shall recognize and sustain the obligations of mutual counsel and cooperation that are common among Southern Baptist Churches. This Church shall cooperate with and support the Southern Baptist Convention, the Alabama Baptist State Convention, and the Tuskegee-Lee Baptist Association.

Section 2 Relationships

This Church confesses Jesus Christ as its Head, both as to the Body corporate, and as to individual Members. As Jesus Christ having Kingdom authority over this Church Body, we as members are to respond to, conform to and agree with what the Sovereign Head has provided in His Word, the Holy Bible (Matthew 28:18-20).

A. Pastor – Led

The Senior Pastor shall be the spiritual leader of the Church. He must be a man God divinely appoints and anoints to lead His Church. “Take heed therefore unto yourselves, and to all the flock, over to which the Holy Ghost hath made you overseers, to feed the Church of God, which he hath purchased with his own blood” (Acts 20:28). The Senior Pastor shall be its chief administrator, working with the Pastoral Staff and Church Body to provide leadership in all areas of Church life and ministries.

B. Ministry Team – Organized

Ministry Teams shall facilitate Church business and ministries. Ministry Team members are to discern, discover, develop, and deploy their spiritual gifts given to them by the Holy Spirit with complete surrender to Jesus Christ (2 Timothy 2:2), submitting to one another and ministering to one another in attitude, love and service. Ministry Teams shall work in cooperation with the Pastoral Staff and shall, by knowledge and counsel, assure the Membership of the integrity of all the affairs of this Church.

C. Deacon – Served

A Deacon Body, comprised of men full of the Holy Spirit and Wisdom, shall be called by God and confirmed by election by the Membership, to partner with church leadership serving the Church as directed in Luke 22:26-27.

Furthermore, this Body shall serve as a forum for the discussion of Church ministries, programs, and operations.

D. Membership – Approved

All official actions of the church, its Officers, Employees and Ministry Team Members are subject to the implicit and explicit approval of the church (I Corinthians 12:27).

V. OUR CHURCH COVENANT

Entering into covenant with one another means that we agree to live daily by God's principles and to grow together to be more like Christ. We will be encouragers and conquerors in Christ (Romans 8:37). We will be different from the world (John 15:19), as we are set apart as God's Chosen People to living holy (Colossians 3:1-17). We experience joy from receiving God's grace and strive to live by the Holy Spirit (Galatians 5) and treat people with compassion, kindness, humility, gentleness, patience, forgiveness and most of all with love, which binds all virtues together in unity. We strive to glorify God in all that we do (Matthew 5:16), and not become weary, but to do good to all people, especially those who by faith are in God's family (Galatians 6:9-10).

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord, and on the profession of our faith, 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, and this assembly, most solemnly and joyfully enter into covenant with one another as one Body in Christ.

We commit, therefore, by the aid of the Holy Spirit to walk together in Christian love; to live by the Holy Bible, God's infallible and complete Word to us; to strive for the advancement of this Church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel throughout all nations.

We also commit to prayerfully seek to identify and faithfully fill our individual place of ministry in the Church; to maintain family and private devotions; to educate our children in Christian principles; to seek the salvation of our relatives, friends, neighbors and associates; to walk worthy of our calling in the world; to be just in our dealings, faithful

in our engagements, and exemplary in our conduct; to avoid malicious use of the tongue and excessive anger; to refrain or abstain from using alcohol as a beverage; to keep our testimony above reproach according to God's Word; to be zealous in our efforts to advance the kingdom of our Savior.

We further commit to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the commands of our Savior to secure it without delay.

We moreover commit that when we move from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word (Hab. 2:15, Rom. 14:19-21, I Cor. 10:31-33).

OUR BYLAWS

ARTICLE I MEMBERSHIP

Introduction

We trust in our Lord Jesus Christ to bring us to the oneness of mind to which He has called us, and in accord with the Apostle Paul's revelation of the Church as one functioning "Body" comprised of many unique but interdependent parts, each performing its special function for the benefit of the whole. The Membership delegates responsibility and authority to its Officers, Ministry Teams and others to facilitate the accomplishment of the Church's Mission and Purpose. Final authority nevertheless continues to reside in the Membership as it seeks to know and follow God's Will as it is revealed in Holy Scripture.

Section 1 Admission

Anyone who asks Jesus Christ to forgive his/her sins and invites Him to become Lord of his/her life will be welcomed into this Church Body by presenting himself / herself publicly for membership during the invitation of any Worship Service through:

- A. Baptism: On his /her confession of faith, and Believer's Baptism by immersion.
- B. Letter: Members of churches of like faith and order, having experienced baptism by immersion, upon presentation of letters of dismissal from these churches, stating that they are in good and regular standing.
- C. Statement: When a Church Letter cannot be obtained because of loss of records or similar unavoidable circumstance, applicants shall be eligible upon their own statement affirming their faith, their baptism and the church membership.

Anyone coming from another denomination that has not been baptized by immersion will be expected to be baptized by immersion.

Section 2 Termination of Membership

Membership may be terminated by action of the church for any of the following reasons:

- A. Death.
- B. Letter: Any member in good standing with the Church shall be granted a Letter of Transfer to any sister Church of like faith, upon receipt of proper request from said Church.
- C. Transfer: If a member desires to join with a Church of another denomination, he/she may at his/her own request and by action of the Church, receive an appropriate Letter of Transfer.

- D. Church Discipline: Should a member become an offense to the Church by reason of immoral or unchristian conduct, the Church may terminate the Membership, but only after due notice and the opportunity of a hearing before the Church (See Section 4).
- E. Withdrawal: Upon request of the member.

Section 3 Voting Rights of Members

Every member of the Church is entitled to vote at all elections and on all questions submitted to the Church in conference. Absentee voting is allowed provided the vote is cast in writing at the Church office prior to the time of the scheduled conference calling for the vote.

Section 4 Discipline

- A. It shall be the basic purpose of this Church to emphasize to its Members that every reasonable measure shall be taken to assist any troubled Member (Matthew 18:15-17). Restoration, rather than punishment, should be the motive that governs the attitude of one member toward another. Efforts should be made by the Pastoral Staff, Deacons, and individual Church members to restore that person. The Pastoral Staff and Deacons are responsible for the administration of church discipline.
- B. Should some serious condition exist which would cause a Member to become a liability to the general welfare of the Church, the matter should be brought before the Church and every reasonable measure will be taken to resolve the problem. A spirit of Christian kindness and forbearance shall pervade all such proceedings (Gal. 6:1). But, finding that the welfare of the Church will best be served by exclusion of the member, the Church may take this action by two-thirds vote of the Members present at a meeting called for this purpose.
- C. Any person whose membership has been terminated for any condition that has made it necessary for the Church to exclude the Member, may, upon their request, be restored to membership by a vote of the Church upon evidence of repentance and reformation.

ARTICLE II OFFICERS AND SUPPORT STAFF

Section 1 Spiritual Officers

The Spiritual Officers of the Church shall be Pastoral staff and Deacons, all of whom shall be members of this Church.

Section 2 Senior Pastor (Jeremiah 3:15, 23:4 and Ephesians 4:11 - 12)

There shall be one Senior Pastor and there may be as many Associate Pastors as required to meet the ministry needs of the Church.

The Senior Pastor is responsible for leading the Church to function as a New Testament Church utilizing the full Word of God. The Senior Pastor will lead the Congregation, the Organizations, and the Church Staff in the performance of their duties.

- A. A Senior 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 public notice has been given. A Pulpit Team shall be elected by the Church to seek out a suitable Senior Pastor and its recommendation will constitute a nomination. The Team shall bring to the consideration of the Church only one name at a time. An affirmative majority (three-fourths) vote of those present being necessary to confirm the Senior Pastor's call. The Pastor shall serve until the relationship is terminated by his request or the Church's request.

The Senior Pastor may relinquish the Office of Senior Pastor by giving two weeks notice to the Church. The Church may then declare the Office of Senior Pastor to be vacant. A Pulpit Team shall consist of not less than 5 members or more than 8 members, at least one of which shall be an active Deacon. The Team is nominated by the Deacons and elected by the Church.

- B. The Church may declare the Office of Senior Pastor to be vacant without Pastoral resignation for any of the following reasons:

- 1. Doctrinal heresy (preaching that contradicts the Word of God and the Baptist Faith and Message of 1963 and all revised versions).
- 2. Not leading by example of God's Word.
- 3. Gross misconduct in leadership or immoral acts (Jeremiah 23:1).

- C. The Church will comply with the following procedure to declare the Office of Senior Pastor to be vacant:

- 1. A Church meeting shall be called for that purpose.
- 2. There must be at least one week's public notice given of the meeting.
- 3. The meeting shall be called upon the recommendation of the Deacon Body.
- 4. The vote to declare the Office vacant shall be by secret ballot, an affirmative vote of two-thirds of the active resident members present being necessary to declare the Office vacant.

- D. The Senior Pastor is accountable to the Deacon Body and shall be evaluated annually by the Chairman of the Deacons.

- E. As administrative head of this Church, the Senior Pastor has these responsibilities:
1. He shall have charge over the welfare and oversight of the Church.
 2. He shall preside at the Observance of Baptism and the Lord's Supper. In the case of the absence or inability of the Senior Pastor, any other spiritual officer of this Church may be authorized by the Church to preside.
 3. He shall be an ex-officio member of all Ministry Teams and Church bodies.
 4. He shall have complete charge of the pulpit and will select and/or approve all visiting ministers, evangelists, singing groups, etc. who will occupy the pulpit.
 5. He shall oversee and annually evaluate all other staff, or delegate this duty to others as he deems necessary. He shall approve and sign all performance evaluations.
 6. He shall have final authority over hiring and terminating non-ministerial Staff members.
 7. He shall be recognized as the primary teacher, counselor, and advisor of the Church.
- F. In the absence of a Senior Pastor, the Chairman of the Deacons and the Deacon Body will provide leadership of the Church in coordination with the Pastoral Staff during the interim period.

Section 3 Other Ministerial Staff (Romans 8:33)

Ministerial Staff Members other than the Senior Pastor shall be called by the Church whenever a need has been identified. Ministerial Staff Members report to the Senior Pastor and perform ministries delineated by their job descriptions. Significant problems relating to the performance and conduct of staff members which could result in termination (voluntary or involuntary) must be brought to the Senior Pastor. In absence of the Senior Pastor, problems shall be brought to the attention of the Deacons for recommending action by the Church.

A Ministerial Search Team shall consist of not less than 5 members or more than 8 members, which shall include the Senior Pastor or his appointed replacement and at least one active Deacon. The team is nominated by the Administrative Team and affirmed by majority vote of the Church. The Ministerial Search Team shall operate using guidelines provided by church policies and procedures.

An affirmative vote of three-fourths of those present and voting shall confirm the call of Ministerial Staff.

The Minister shall serve until the relationship is terminated by his/her request or the request of two-thirds of the Church membership present and voting at a Special Business Meeting called for such a purpose.

Section 4 Deacons

In accordance with the writings and practices of the New Testament, Deacons are to first be servants of the Church. The qualifications for a Deacon are found in 1 Timothy 3:8-13 and Acts 6:1-8.

A. Duties of a Deacon

1. Serve with the Senior Pastor and Church Staff.
2. Proclaim the Gospel to unbelievers and believers.
3. Demonstrate Christian love for Church members and other people in the community.
4. Protect the Church from division and divisive rumor.
5. Lead the church to engage in:
 - a. Evangelism
 - b. Discipleship
 - c. Worship
 - d. Fellowship
 - e. Ministry

B. Chairman of the Deacons

The Chairman of the Deacons shall be the Church Moderator. His term of office shall coincide with his term as Chairman of the Deacons. In cooperation with the Church Staff, the Moderator shall determine the agenda and preside at all business meetings. In the absence of the Moderator, the Vice-Chairman of the Deacons will assume the responsibilities of the Moderator. In the event the Chairman and Vice-Chairman of the Deacons cannot be present, the Moderator (Chairman of the Deacons) will designate a Moderator.

C. Deacon Servant Teams

The work of the Deacons will be divided into servant teams based upon a Spiritual Gifts and Ministry Assessment. Each team will re-form yearly from the active Deacon members presented by the Church through the selection process. Chairman and Vice Chairman will appoint all team assignments.

1. Baptism Team – make preparation for and assist with Baptism.
2. Lord's Supper Team – make preparation for Lord's Supper. All active Deacons will be available to assist with Lord's Supper.
3. Ministry Teams – serve in Family and Widow Ministry or other Pastoral ministries as needed.
4. Administrative Team Members – Four Deacons selected by the Deacon Body to serve on the Administrative Team.

D. Selection Process

1. There shall be 18 active Deacons.
2. The Deacons will annually elect their Chairman and other officers desired.
3. The Deacons will serve a three year term with one-third rotating off annually.
4. Vice Chairman will be Chairman the next year.
5. After serving a full term of three years, a Deacon will be eligible for re-election after a lapse of one year.
6. Recommendations will be accepted from the Church Body beginning September 1st and ending by September 15th. A list of men eligible to serve as Deacon will be placed in the Church bulletin two weeks prior to the nomination process. Men not wanting to serve should advise the Church office by August 15th. Eligible men must be resident members who are age 21 or older and have been a member of Parkway Baptist Church for at least one year at the time of the election (Acts 6:2, 3a, 5).
7. The Senior Pastor, the Chairman of Deacons and the Administrative Team will interview candidates receiving the most recommendations at the time of the election to determine their eligibility, explain to them the Biblical qualifications and determine their willingness to serve (1 Timothy 3:8-13, Ephesians 5:18-21, 6:4-7, Job 28:12-28, Proverbs 1:7, 2:5, 9:10). Two qualified nominees will be forwarded to the Church Body by the Senior Pastor, Chairman of the Deacons, and Administrative Team for every vacancy from the recommendations made by the Church Membership (Acts 6:3b, 4:6).
8. The names of the nominees will be placed in the Church bulletin the 1st Sunday in October and the election will be held the following Sunday. The number of candidates voted for by each Church member cannot exceed the number of vacancies to be filled. In the event of a tie the Deacon Ministry Team will resolve by vote of simple majority of members voting. All ballots will be counted by a group of active Deacons, named by Chairman and approved by the whole Team. After the ballots have been tabulated, the Church will fill the longest term vacancy with the candidate receiving the highest number of votes and then proceed in a like manner until all vacancies are filled. The Vice-Chairman will be responsible for training newly selected Deacons and wives during the month of November. In the event of death, removal or incapacity to serve, the Administrative Ministry Team will select a replacement to fill the unexpired term. Such unexpired term will be filled with the candidate from the last Deacon election who had the highest number of votes under those who were selected. In the event of a tie between two candidates, the Deacon Body will vote to resolve the tie. Vacancies that occur after September 1st will not be filled until the next regular selection of Deacons.

Section 5 Other Church Officers

The other Church Officers include Clerk, Parliamentarian, Treasurer, Trustees, and Librarian, which are appointed annually by the Administrative Team to begin serving and are forwarded to the Church Body for confirmation.

Section 6 Clerk

The duties are:

- A. Keep suitable minutes of all Church action.
- B. Keep a register of names of members, with dates of admission, dismissal, or death, together with a record of baptisms.
- C. Issue letter(s) of dismissal and letter(s) to other churches as approved.
- D. Keep a record of all actions of the Church.
- E. Preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated by these bylaws. The Church may delegate some of the clerical responsibilities to a Church Secretary. All Church records are Church property and will be filed in the Church office.

Section 7 Parliamentarian

The Vice-Chairman of the Deacons shall serve as Parliamentarian. The Parliamentarian shall assist the Moderator in following parliamentary rules of order in conducting business meetings and rule on questions of parliamentary procedures. Basis for Parliamentarian is "Robert's Rules of Order."

Section 8 Treasurer

The Treasurer shall be bonded. It shall be the duties of the Treasurer:

- A. To keep an itemized monthly account of all receipts and disbursements and render such reports at each regular Business Meeting.
- B. Upon rendering the year end financial statement, its acceptance and approval by the Church, the Treasurer will submit it to the Church Clerk as a part of the permanent record of the Church. The Auditing Ministry Team or Public Accountant shall audit the Treasurer's Annual Report.

Section 9 Trustees

There shall be five Trustees, serving terms of five years each, on a rotation basis with one new Trustee each year. Trustees qualify for reappointment after a lapse of one year off the board. The Trustees shall hold in trust the Church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the Church authorizing each action. It shall be their duty to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of Trustees are required. Trustees will annually elect a Chairman. They shall:

- A. Insure that the Church is covered by adequate insurance on real and personal property, and review the coverage annually.
- B. Maintain a detailed inventory of real and personal property and update it annually.
- C. Be responsible for rental and management of a safe deposit box at a local bank, in which shall be stored all important church documents (inventories, mortgages, deeds, etc.).
- D. Be responsible for assuring that all endowments are administered according to the Church policy and the endowment agreement.
- E. Be responsible for securing bonding for all bonded positions in the Church.

Section 10 Librarian

It shall be the duty of the Librarian to supervise the activities of the library, including purchasing and processing of materials and making them available to the Church membership.

Section 11 Non-ministerial Staff

After just consultation with the Senior Pastor and Stewardship Ministry Team, the Personnel Ministry Team shall write a job description and shall recommend a non-ministerial staff position to the Church. The Church shall approve non-ministerial staff positions upon majority vote of the Church membership present at normal or Special Called Business Meeting.

All Staff Members shall be directly responsible to the Senior Pastor. A Staff person will be assigned duties by the Senior Pastor, after consultation with the appropriate Ministry Teams. All Staff are expected to give at least two weeks' notice at the time of resignation.

Significant problems relating to the performance and conduct of non-ministerial staff members which could result in termination (voluntary or involuntary) must be brought to the attention of the Senior Pastor, who may bring it to the attention of the Personnel Ministry Team or Deacon Body for assistance.

ARTICLE III. MINISTRY TEAMS

Section 1 General Information for All Ministry Teams

The Church shall establish such Ministry Teams as necessary to complete the work of the Church. Church members shall staff all Ministry Teams. Family members of Church employees shall not be eligible to serve on the Personnel or Stewardship Ministry Teams. Two members of the same household shall not be eligible to serve on the same Ministry Team, unless otherwise indicated in these by-laws.

All church members are encouraged to bring ideas and concerns to Ministry Team meetings. All Ministry team meetings should follow the general guidelines suggested in the operating procedures section, yet always yielding to the Holy Spirit as so led. Team meetings should open with a time period to allow church members to present their ideas and concerns to the team.

Church members should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom.

Ministry team responsibilities are as follows:

- A. Any Ministry Team recommendations requiring Church action must be referred to the Administrative Team for their consideration and approval prior to bringing the recommendation to the Church.
- B. Ministry Team members shall be recommended by the Nominating Team and confirmed by the Administrative Team unless otherwise indicated in the following ministry team descriptions.
- C. Ministry Team members shall serve on a rotation basis as indicated in the descriptions below; rotation does not necessarily mean replacement.
- D. Each Ministry Team shall be responsible for electing its own officers.
- E. Ministry Teams will meet at least quarterly, as posted on the Church Calendar, and provide a copy of their minutes to the Church office within one week.
- F. Each Ministry Team will complete the following at their first meeting:
 1. Elect officers.
 2. Review and update Ministry Team Operating Procedures.
 3. Set annual goals and ministry objectives in consideration of the Long Range Plan.
- G. Present new ministry suggestions to the Pastoral Staff for approval.
- H. Where there are areas of overlapping Ministry Team responsibilities, the involved Ministry Teams will provide joint recommendations as required above in A and G.
- I. Members term of service on the various Ministry Teams will coincide with the calendar year, January 1-December 31 as described unless otherwise noted.

Section 2 The Administrative Team

The Administrative Team shall consist of all Pastors and four Deacon representatives. The purpose of the Administrative Team is to facilitate the efficient administration of Church matters as the Pastor deems necessary.

The Administrative Team may consult the expertise of various Church members as needed.

Duties include, but are not limited to:

- A. Meeting at least monthly as published in the Church Calendar.
- B. Monitoring and encouraging Ministry Team action.
- C. Receiving, reviewing, and approving recommendations from Ministry Teams.
- D. Placing approved recommendations requiring a Church vote on the agenda for upcoming business meetings. Items requiring a Church vote:
 - 1. Call and termination of Pastors.
 - 2. Election of Deacons.
 - 3. Positions requiring Church confirmation.
 - 4. Annual Budget.
 - 5. Large unbudgeted expenditures.
 - 6. Constitution and bylaw changes.
 - 7. Items of discipline (Article 1, Section 4).
 - 8. Members nominated to serve on a Ministerial Search Team.
 - 9. Approval of non-ministerial staff positions (Article 2, Section 11).
- E. Monitoring the Long Range Plan.
- F. Evaluating Church programs in terms of goals and objectives.
- G. Nominating Ministerial Search Team members to the Church for affirmation vote.

Section 3 Nominating Ministry Team

The Nominating Ministry Team shall consist of six (6) members:

- A. One (1) Deacon appointed annually.
- B. Sunday School Director.
- C. Discipleship Training Director.
- D. Three (3) additional members of the church, which will be selected by the 3 team members above with members serving three-year rotation terms with one-third of the terms expiring each year..

This Ministry Team shall solicit input and recommendations from the membership, the staff, the ministry teams, and the program organizations (WMU, Women's Ministry, and Men's Ministry) to fill ministry positions in the Church. This Ministry Team shall make recommendations to fill Board of Director positions of all Affiliated Organizations.

Recommendations from the Nominating Ministry Team must be approved by the Administrative Team to start serving and are forwarded to the Church Body for confirmation.

Section 4 Personnel Ministry Team

The Personnel Ministry Team shall consist of six (6) members serving three-year rotation terms with one-third of the terms expiring each year. This Ministry Team will assist the Senior Pastor and the Church in matters related to employee personnel administration. Its

work includes such areas as recommending staff needs, employment, salaries, benefits, and other services. They shall provide a written job description for each staff or employee position. They shall maintain files of job evaluations of Church staff and employees to provide appropriate guidance in personnel administration. The Team, with the final approval of the Senior Pastor, is responsible for employment and dismissal of non-ministerial staff.

Section 5 Building and Grounds Ministry Team

The Building and Grounds Ministry Team shall consist of six (6) members serving a three-year rotation with one-third of the terms expiring each year. It shall be the duty of this Team to care for and maintain real and personal property of the Church and to recommend and supervise purchases and repairs necessary for maintenance of the facilities. This Ministry Team will assist the Pastor and Personnel Team in recommending the duties and working hours of the Church Custodian and/or other maintenance personnel. This Ministry Team will be responsible for overseeing the building and grounds infrastructure including, but not limited to utilities, computer systems and equipment, telephone systems, landscaping, etc.

The Minister of Music will be responsible for musical and sound equipment, coordinating with this Ministry Team for assistance as needed in installation and upkeep of equipment.

Section 6 Stewardship Ministry Team

The Stewardship Ministry Team shall consist of six (6) members and the Church Treasurer. Members will serve on a three-year rotation with one-third of the terms expiring each year. This Team shall develop and recommend an overall stewardship plan and administer the gifts of the church members, using sound principles of financial management. This Team, in consultation with other Ministry Teams and the Administrative Team, shall develop an inclusive budget. This Team will present the proposed budget to the Church for discussion at the regular fourth quarter business meeting. The Church shall vote on the budget in December at a special business meeting called for that purpose. The Stewardship Ministry Team will implement a system of accounting that adequately provides for the handling of all funds.

Section 7 Mission Ministry Team

The Missions Ministry Team shall consist of the WMU Director, Men's Ministry Director, and one representative from the RA leadership, one representative from the GA leadership, and two (2) members selected at large from the Church. The at large positions each serve a two-year term with one-half of the terms expiring each year. It serves the Church in establishing and conducting mission projects and programs that can impact local, state, national, or worldwide outreach. This Team will recommend all special mission offering goals.

Section 8 Children's Ministry Team

The Children's Ministry Team will assist the Children's Minister with the children's ministries for ages birth through 5th grade. This Ministry Team will consist of six (6) members plus the Children's Minister. The term of service will be three-year rotations with one-third expiring each year.

Section 9 Usher Ministry Team

This group has the task of welcoming and assisting members and guests as they arrive for worship. The Team will assist with handing out literature before or during services, seating people as required, and in the collection of offerings. They shall be ever attentive to the needs of the congregation and Pastors before, during, and after the service.

Section 10 Church Media Ministry Team

The Church Media Ministry Team shall consist of the Church Librarian, the Assistant Librarian, and a Tape Ministry Director. This Ministry Team will be responsible for developing guidelines and policy in the operation of the Church library. Their primary focus will be to provide the maximum amount of exposure of the resources available in the library to the Church Body. The Tape Ministry will be coordinated by this Ministry Team. The Team shall also maintain and preserve records of historical significance to the Church. They are responsible for gathering, archiving, and using records to enhance the understanding of the membership as it pertains to our heritage and mission in Christ.

Section 11 Hospitality Ministry Team

The Hospitality Ministry Team shall consist of six (6) members. These members will serve one year terms and more than one family member may serve at the same time. This Ministry Team will serve with the Church Hostess in the preparation and coordination of all Church sponsored social activities.

Section 12 Counting Ministry Team

The Counting Ministry Team shall consist of eight (8) members. In order to maintain confidentiality and consistency, team members serve until they notify the Nominating Team of their resignation. The Nominating Team may request their resignation. The responsibility of this Team is to collect, count and provide accurate records of all monetary contributions as soon as received. The chairperson or their designees shall deposit all cash at the earliest opportunity. All Team members will be bonded in such amount as the Church deems necessary.

Section 13 Audit Ministry Team

The Audit Ministry Team shall consist of three (3) members. The term of each service will be three-year rotations with one-third expiring each year. Current members of

Stewardship, Counting, the Church Treasurer, Assistant Treasurer, or Financial Secretary are not eligible to serve on this team. This Team shall audit a random selection of the entire population of receipts and disbursements and shall provide an annual written report of their findings to the Administrative Team and made available in the Church Office for inspection by any Church member. The Audit Ministry Team may present a request to the Administrative Team that additional audit procedures be performed by a professional accountant if they deem necessary. Additionally, the Audit Ministry Team should periodically review financially related operating procedures.

Section 14 Prayer Ministry Team

The Prayer Ministry Team shall consist of six members. These members will serve one year terms and more than one family member may serve at the same time. This ministry will serve the Church Body by assisting in communicating prayer concerns through a Church Prayer Chain and encouraging intercession through prayer events. It will also oversee the Prayer Ministry Room and Intercessory Prayer Line.

ARTICLE IV. PROGRAM ORGANIZATIONS

Section 1 General

The Church shall maintain ministries of Bible teaching, Church member training, Church leader training, new member orientation, and missions. All officers and teachers shall be members of this Church and shall be approved by the Administrative Team. Each Program Organization shall report to the Church at regularly scheduled Business Meetings. Program Organizations shall adhere to Southern Baptist doctrine and the curriculum shall be Southern Baptist unless otherwise approved by the Church Ministerial Staff.

Section 2 Sunday School

The Sunday School is a foundational strategy of Parkway Baptist Church for leading people to faith in the Lord Jesus Christ and for building on-mission Christians through open Bible study groups that engage people in evangelism, discipleship, ministry, fellowship, and worship. The Sunday School shall be organized in Departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Minister of Education and the Sunday School Director.

Section 3 Discipleship Training

There shall be a Discipleship Training program, divided into departments for all ages, conducted under the leadership of the Discipleship Training Director. The Discipleship Training program shall serve as the training organization of the Church. The tasks of the Discipleship Training program shall be to orient new members; train Church members to

perform the functions of the Church; train Church leaders; teach Christian theology, Christian living and ethics.

Section 4 Woman's Missionary Union

There shall be a Woman's Missionary Union (WMU) with such officers and organizations as needed. This group may submit recommendations to the Nominating Ministry Team for their officers. The tasks of the WMU shall be to teach missions; engage in mission action; and support world missions through prayer and giving.

Section 5 Women's Ministry

There shall be a Women's Ministry with such officers and organizations as needed. This group may submit recommendations to the Nominating Ministry Team for their officers. The tasks of the Women's Ministry shall be to evangelize; engage in mission action; support world missions through prayer and giving; build Godly relationships, mentor one another, and reach others for Christ.

Section 6 Men's Ministry

There shall be a Men's Ministry with such officers and organizations as needed. This group may submit recommendations to the Nominating Ministry Team for their officers. The tasks of the Men's Ministry shall be to evangelize; engage in mission action; support world missions through prayer and giving; build Godly relationships, mentor one another, and reach others for Christ.

Section 7 Evangelism Ministry

There shall be an Evangelism Ministry with such officers and organizations as needed to encourage and coordinate personal evangelistic efforts, i.e., CORNERSTONE, GROW, FAITH, ESL (English as a Second Language), etc. This group may submit recommendations to the Nominating Ministry Team for their officers. It is the duty and privilege of every follower of Christ to endeavor to make disciples of all people. Members should seek constantly to win the lost to Christ by verbal witness under-girded by a Christian lifestyle, and by other methods in harmony with the Gospel of Christ.

ARTICLE V. ORDINANCES

Section 1 Baptism (Matthew 28:19-20)

The person who receives Jesus Christ as Savior by personal faith, who professes Him publicly and indicates a commitment to follow Christ as Lord may be received for baptism. Baptism shall be by immersion in water. The Pastor or whomever the Church or Pastor shall authorize shall administer baptism. The Deacons shall assist in the preparation for, and Observance of Baptism. Baptism shall be administered as an act of worship during any regular or special service. The Senior Pastor and/or Staff and

Deacons shall counsel a person professing Christ and failing to be baptized after a reasonable length of time.

Section 2 The Lord's Supper (Matthew 26:26-29)

The Lord's Supper is a symbolic act of obedience whereby members of the Church, through partaking of the bread and the fruit of the vine, commemorate the death of Jesus Christ and anticipate His Second Coming. The Lord's Supper shall be observed at least quarterly. The Senior Pastor and Deacons shall be responsible for the administration of the Lord's Supper. The Deacons shall be responsible for the physical preparations of the Lord's Supper.

ARTICLE VI. CHURCH MEETINGS

Section 1 Worship Services (Romans 14:5-10, 1 Corinthians 16:1-2)

The Church shall meet regularly each Sunday morning, Sunday evening, and a weekday evening for preaching, instruction, evangelism and for the worship of Almighty God. These meetings shall be open for everyone and shall be conducted under the direction of the Senior Pastor. Worship on Sunday commemorates the resurrection of Christ from the dead and should include worship and spiritual devotion, both public and private.

Section 2 Regular Business Meetings

Regular Business Meetings shall be held quarterly. All Church business, including all motions, discussions, and votes, shall be conducted during the regular scheduled quarterly business meetings, except as provided for in Section 3 Special Business Meetings.

Section 3 Special Business Meetings

A special called Business Meeting may be held to consider special matters of a significant nature, which must be dealt with before the next regularly scheduled business meeting. Church members shall be notified of the subject in writing one week prior to the Special Business Meeting.

Section 4 Quorum

A quorum consists of those who attend the business meeting, provided it is a regular or special business meeting that has been properly called.

Section 5 Parliamentary Rules

Robert's Rules of Order (latest revision) is the authority for parliamentary rules of procedure for all business meetings in the Church. It is the responsibility of the Parliamentarian to insure that proper procedure is followed.

ARTICLE VII. STEWARDSHIP

Section 1 General (Romans 12:1-2,6-9, Ephesians 4:11-12, Proverbs 3:9-10, Malachi 3:10, 2 Cor 9:6-8)

God is the source of all blessings, temporal and spiritual. According to scripture, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the redeemer's cause on earth.

Members are under obligation to serve Christ with their time, talents, and material possessions, and should recognize all these as entrusted to them to use for the Glory of God and for helping others.

It is understood that membership in this Church involves financial obligations to support the Church and its causes with regular and proportionate general fund tithes and additional offerings.

Section 2 Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the Church Treasurer(s) and/or the Counting Ministry Team, and be properly recorded on the books of the Church by the Financial Secretary. The Treasurer(s), Counting Ministry Team, and Financial Secretary shall be bonded.

Section 3 Fiscal Year

The fiscal year of the Church shall be the calendar year.

Section 4 Designated Gifts

Donations designated for a purpose other than existing approved accounts or other Church approved activities will be referred to the Stewardship Ministry Team, Deacons, and Senior Pastor for action. The donor shall be contacted for concurrence for any action of expenditures other than designated.

ARTICLE VIII. AFFILIATED ORGANIZATIONS

Section 1 General

The Nominating Ministry Team shall make recommendations to the Administrative Team to fill Board of Director positions of all Affiliated Organizations.

Section 2 Parkway United Appeal Fund, Inc.

The general purpose of the corporation is to glorify God by raising funds to support the benevolence activities of Parkway Baptist Church (the "Church") and other charities described in IRS Code section 501(c)(3) that are affiliated with or further the purposes of the Church (together, the "Charities"). "Benevolence" shall include, without limitation, the provision of food, clothing, shelter, child care, medical care, education, and other basics of life for indigent or needy individuals, whether the need for such support is short term or long term. The Parkway United Appeal Fund, Inc. shall operate in accordance with the bylaws contained in its incorporation documents dated June 13, 2006.

Section 3 Parkway Baptist Church Preschool, Inc.

The general purpose of the corporation is to glorify God by providing Christian instruction and care to preschool children. The Corporation is organized as a preschool, to serve as a ministry of Parkway Baptist Church, for religious, charitable, or educational purposes in which an organization may engage as an organization qualifying as an organization exempt from federal income taxation under Section 501(c)(3) of the IRS Code. The Parkway Baptist Church Preschool, Inc. shall operate in accordance with the bylaws contained in its incorporation documents dated June 13, 2006.

ARTICLE IX. AMENDMENTS

Changes in this constitution and bylaws may be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous meeting and copies of the proposed amendment be furnished to each member present. Amendments to the constitution and bylaws shall be by two-thirds vote of all members of the Church present.

Revisions

Revised, May 21, 1972

November 11, 1981

July 14, 1983

December 15, 1983

March 14, 1984

January 17, 1985

February 12, 1986

February 11, 1987

March 11, 1987

April 13, 1988

January 18, 1989

February 15, 1989

November 15, 1989

January 16, 1991

April 22, 1992
September 23, 1992
November 18, 1992
December 15, 1993
May 17, 1995
December 20, 1995
September 18, 1996
November 20, 1996
May 21, 1997
November 19, 1997
December 9, 1998
January 24, 2001
June 19, 2002
October 1, 2006