



**Constitution and By-Laws**

**Revision 2013**

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

## **Table of Contents**

-REVISION HISTORY .....	ii
-CONSTITUTION.....	1
I. Preamble .....	1
II. Name .....	1
III. Church Year .....	1
IV. Mission and Vision .....	1
1. Mission Statement.....	1
2. Vision Statement.....	1
-STATEMENT OF BASIC BELIEFS .....	1
I. The Scriptures .....	2
II. God.....	2
1. God The Father .....	2
2. God The Son .....	2
3. God The Holy Spirit.....	2
III. Man .....	3
V. Salvation .....	3
1. Regeneration .....	3
2. Justification .....	3
3. Sanctification .....	4
4. Glorification.....	4
IV. God’s Purpose of Grace .....	4
V. The Church.....	4
VI. Baptism and The Lords Supper.....	4
VII. The Lord’s Day .....	5
VIII. The Kingdom.....	5
IX. Last Things.....	5
X. Evangelism and Missions .....	5
XI. Education .....	6
XII. Stewardship.....	6
XIII. Cooperation .....	6
XIV. The Christian and the Social Order .....	6
XV. Peace and War.....	7
XVI. Religious Liberty.....	7

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

XVII. The Family ..... 7

- CHURCH COVENANT..... 8
- POLITY ..... 8
- PROPERTY ..... 9
- BY-LAWS ..... 9

I. Article I Church Membership..... 9

- 1. Section 1- General..... 9
- 2. Section 2 - Candidacy ..... 9
- 3. Section 3- Duties..... 10
- 4. Section 4- Rights..... 10
- 5. Section 5 -Termination of Membership..... 11
- 6. Section 6- Restoration..... 11
- 7. Section 7 -Minister Ordination ..... 11
  - A. Ordination..... 11
  - B. Licensing ..... 12
  - C. Limits and Revocation..... 12

II. Article II Church Officers ..... 12

- 1. Section 1 - Pastor ..... 12
  - D. Vacancy in Pastorate ..... 13
- 2. Section 2 – Staff..... 13
  - A. Ministerial Staff..... 13
  - B. Vacancy in Ministerial Staff..... 14
  - C. Non-Ministerial Staff..... 14
- 3. Section 3 - Deacons ..... 14
  - A. Qualifications..... 14
  - B. Number and Length of Service..... 14
  - C. Duties..... 15
  - D. Election..... 15
  - E. Organization and Meetings ..... 16
- 4. Section 4 - Moderator ..... 16
- 5. Section 5 - Clerk ..... 16
- 6. Section 6 - Treasurer ..... 16
- 7. Section 7 - Trustees..... 17
  - A. Duties of Trustees..... 17

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

B. Requirements for Trustees..... 17

III. Election Procedures ..... 18

IV. Committees ..... 18

1. Section 1 - Committee Members ..... 18

2. Section 2 - Major Committees ..... 18

3. Section 3 –Administrative Committees ..... 19

A. Personnel Committee..... 19

B. Properties Committee ..... 19

C. Stewardship Committee..... 19

4. Section 4 - Ministry Committees ..... 20

A. Children’s Committee..... 20

B. Church Council..... 20

C. Hospitality Committee..... 20

D. Church Media Committee ..... 20

E. Preschool Committee ..... 21

F. Worship Committee ..... 21

G. Youth Committee ..... 21

H. Missions Committee..... 21

I. Evangelism Committee ..... 21

J. Counting Committee ..... 21

K. Benevolence Committee..... 21

5. Section 5 - Special Committees ..... 22

A. Constitution Committee..... 22

B. Long Range Planning Committee..... 22

C. Nominating Committee ..... 22

D. Search Committee..... 22

6. Ministry Teams ..... 23

A. Audio Visual..... 23

B. Baptism..... 23

C. Men’s Ministry Team ..... 24

D. Drama Team ..... 24

E. Usher Greeter ..... 24

F. Safety Team..... 24

G. Membership Team..... 24

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

H. Vacation Bible School and Pumpkin Path Teams ..... 25

V. Church Program Organizations..... 25

    1. Section 1 - Sunday School ..... 25

    2. Section 2 - Discipleship Training ..... 25

    3. Section 3 - Women On Mission..... 25

    4. Section 4 - Men’s Ministry ..... 26

VI. Church Ordinances..... 26

    1. Section 1 - Baptism..... 26

    2. Section 2 - The Lord’s Supper ..... 26

VII. Church Meetings ..... 26

    1. Section 1 - Worship Service ..... 26

    2. Section 2 - Special Services ..... 26

    3. Section 3 - Regular Business Meeting/Church Conference..... 26

VIII. Mission Churches..... 27

    1. Section 1 - Governance ..... 27

    2. Section 2 - Property ..... 27

IX. Means of Support..... 27

    1. Section 1 - Tithes and Offerings ..... 27

    2. Section 2 - Disallowance of Government Support ..... 28

X. Amendments ..... 28

    1. Section 1 - Changes in Constitution..... 28

XI. Policies & Procedures Manual..... 28

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

**-REVISION HISTORY**

---

Revision	Date	Description
A	12/8/2013	Several changes and additions – compare with 2003 revision

# **RIDGEVIEW BAPTIST CHURCH**

## **Constitution and By-Laws**

### **-CONSTITUTION**

---

#### **I. Preamble**

For the purpose of preserving and making secure the principles of our faith, and to the end that this body be governed in an orderly manner, consistent with the accepted principles of the Southern Baptist Churches affiliated with the Southern Baptist Convention; for the purpose of preserving the liberties inherent in each individual member of the church; and to set forth the relationship of this body to other bodies of the same faith; we do declare and establish this constitution.

#### **II. Name**

This body shall be known as the Ridgeview Baptist Church Incorporated, located at 234 Hurd Road, Church Hill, Hawkins County, Tennessee 37642-3627. Ridgeview Baptist Church was incorporated on November 14, 1994, with the elected trustees serving as legal officers.

#### **III. Church Year**

The church fiscal year shall be from January 1 to December 31.

#### **IV. Mission and Vision**

##### **1. Mission Statement**

To exalt the Savior, edify and equip the saints and evangelize sinners.

##### **2. Vision Statement**

The Vision of Ridgeview Baptist Church is:

- 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 that ministers unselfishly to persons in the community and the world in Jesus' name.
- To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ

### **-STATEMENT OF BASIC BELIEFS**

---

The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000, or the latest version. Listed below

# **RIDGEVIEW BAPTIST CHURCH**

## **Constitution and By-Laws**

are the Articles of Faith, excluding Scripture references. A copy including Scripture references is available upon request.

### **I. The Scriptures**

The Holy Bible was written by men who were divinely influenced. The Holy Bible is God's explaining Himself to man. It is a perfect treasure of divine teaching. God is the author. Salvation is its purpose. Truth, without any mistakes, is its substance. For these reasons, all Scripture is completely true. All Scripture is completely correct. It tells the main beliefs that God uses to judge us. It is the true center of Christianity. It will remain the center of Christianity until the end of the world. It is the most excellent ideal. It is with this ideal that all human behavior, all statements of belief, and all religious opinions should be tested. All Scripture is proof of the Christ. Christ is the center of divine revelation.

### **II. God**

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being. He is the Creator, Redeemer, Preserver, and Ruler of the universe. God is never ending in purity. God is perfect. God is all powerful. God is all knowing. He knows about all things in the past, present, and future. He knows about all of the future decisions that His free created beings will make. To Him we owe the highest love, respect, and obedience. The never-ending God shows Himself to us as Father, Son, and Holy Spirit. These three have separate personal characteristics. There is no difference in their nature, essence, or being.

#### **1. God The Father**

God as Father rules with kind care over His universe, His creatures, and human history according to the purposes of His grace. He is all powerful. He is all knowing. He is all loving. He is all wise. God is Father to people who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

#### **2. God The Son**

Christ is the never-ending Son of God. In His life as Jesus Christ, He was brought into being by the Holy Spirit and born of the virgin Mary. Jesus completely showed and did the will of God. He became a human being with all the stress and needs of human beings. He identified completely with humans. Even though He was human, He had no sin. He respected the divine law. He personally obeyed God. When He died for others on the cross, He made a way for the salvation of men from sin. He was raised from the dead with a glorified body. He appeared to His disciples. They knew that He was the person who was with them before His death on the cross. He went up into heaven. He is now honored at the right hand of God. He is the One Mediator. He is completely God. He is completely man. In Him are God and man brought together. He will return in power and majesty to judge the world. When He returns, He will complete His work of salvation. He now lives in all believers as the living and always present Lord.

#### **3. God The Holy Spirit**

The Holy Spirit is the Spirit of God. The Holy Spirit is completely divine. He influenced



# **RIDGEVIEW BAPTIST CHURCH**

## **Constitution and By-Laws**

holy men of Bible times to write the Scriptures. By explanation He allows men to understand truth. He honors Christ. He shows men their sin. He shows men the worthiness of Christ. He shows men their punishment. He calls men to the Saviour. He is the source of rebirth. At the moment of rebirth, He takes every believer into the Body of Christ. He grows believers into mature Christians. He comforts believers. He gives the spiritual gifts to believers. With these gifts, believers can serve God through His church. He keeps the believer safe until the day of the last salvation. His presence in the Christian is the promise that God will make the believer completely like Christ. He explains and gives power to the believer and to the church in worship, evangelism, and service.

### **III. Man**

Man is the special creation of God. Man is made in God's likeness. God created them as male and female. They are the greatest work of His creation. Being made male or female by God is a part of the goodness of God's creation. In the beginning man was innocent of sin. He was given the gift of freedom of choice by his Creator. By his free choice man sinned against God. Man brought sin into all people in the entire world. Through the temptation of Satan, man disobeyed the command of God. He lost his original innocence. Now all men inherit a life and a background willing to sin. As a result, as soon as they are able to make right decisions and actions, they become sinners. They are guilty of sin. Only the kindness of God can bring man into His holy fellowship. Only the kindness of God can let man complete the creative purpose of God. The godliness of all people is obvious, because God made man in His own likeness. The godliness of all people is obvious, because Christ died for all men. Now every person of every race should receive respect and Christian love.

### **V. Salvation**

Salvation includes the whole man. Salvation is given to all who accept Jesus Christ as Lord and Saviour. Jesus Christ by His own blood brought never-ending salvation to the believer. Salvation includes being accepted just as you are when you turn from your sin. Salvation includes being set apart for His work. Salvation includes being made to worship God. There is no salvation without personal faith in Jesus Christ as Lord.

#### **1. Regeneration**

Regeneration, or the new birth, is a work of God's kindness. Believers become new creatures in Christ Jesus. It is a change of heart created by the Holy Spirit. The Holy Spirit shows us our sin. The sinner begins by turning from sin and turning to God. The sinner has faith in the Lord Jesus Christ. Turning from sin and turning to God and faith are experiences of God's kindness that are never separated. Repentance is a real turning from sin to God. Faith is the acceptance of Jesus Christ and commitment of the whole person to Him as Lord and Saviour.

#### **2. Justification**

Justification is God's kind and complete pardon from sin of all sinners because of His Righteousness. All sinners must turn from their sin and turn to God. All sinners must believe in Christ to receive justification. Justification brings the believer into a relationship of peace and approval with God.

# **RIDGEVIEW BAPTIST CHURCH**

## **Constitution and By-Laws**

### **3. Sanctification**

Sanctification is the way a believer is set apart for God's purposes. Sanctification begins with new birth. The believer grows toward moral and spiritual maturity. The believer grows because of the presence and power of the Holy Spirit living in him. Growth should continue throughout the believer's life.

### **4. Glorification**

Glorification is the result of salvation. Glorification is the last blessed condition of the believer. This condition never ends for the believer as he worships God forever in heaven.

## **IV. God's Purpose of Grace**

Becoming one of God's children is the caring work of God. He accepts us just as we are. He sets us apart for His work. He wants us to be with Him and to worship Him forever. God's kind plan does not deny the free will of man. God's plan includes all the ways to accomplish this. God's plan is the great evidence of God's most excellent goodness. God's plan is very wise, holy, and cannot be changed. God's plan does not include boasting. God's plan encourages humility. All true believers continue forever. Believers that God has accepted in Christ and set apart for His work by His Spirit will never lose their salvation. They shall continue forever. Believers may sin because of neglect and temptation. Believers grieve the Spirit because they sin. Believers damage their graces and comforts because of sin. Believers bring criticism on the cause of Christ because of sin. Believers bring worldly judgments on themselves because of sin. Even though they may sin, true believers will still be saved by the power of God through faith in Jesus Christ.

## **V. The Church**

A New Testament church of the Lord Jesus Christ is an independent local congregation of baptized believers. These believers are joined by shared agreement. These believers share in the same faith and fellowship of the gospel. This group of baptized believers observes the two ordinances of Christ. They are guided by His laws. They use the gifts, rights, and privileges given to them by His Word. They are trying to present the gospel to all people on the earth. Each congregation works under the Lordship of Christ by self-governing methods. In this kind of congregation, each member is responsible and accountable to Christ as Lord. The church's scriptural officers are pastors and deacons. Both men and women are given gifts by the Holy Spirit for service in the church. The office of pastor is limited to men that meet the qualifications found in Scripture. The New Testament describes the church as the Body of Christ. This church includes all of the believers from throughout history. These believers come from every people group. They come from every language group. They come from all people from every country.

## **VI. Baptism and The Lords Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience. Baptism is the picture of the believer's faith in a crucified, buried, and risen Saviour. Baptism is a picture of the believer's death

## **RIDGEVIEW BAPTIST CHURCH**

### **Constitution and By-Laws**

to sin, the burial of the old life, and the resurrection to walk in a new life in Christ Jesus. Baptism shows the believer's faith in the final resurrection of the dead. Baptism is required before church membership. Baptism is also required before taking the Lord's Supper.

The Lord's Supper is a picture of obedience. Church members eat the bread and drink the fruit of the vine. They remember the death of the Redeemer. They look forward to His second coming.

#### **VII. The Lord's Day**

The first day of the week is the Lord's Day. It is a Christian custom to recognize this day regularly. On this day Christians celebrate the resurrection of Christ from the dead. This day should include worship and spiritual commitment, both public and private. Activities on the Lord's Day should agree with the Christian's sense of right and wrong under the Lordship of Jesus Christ.

#### **VIII. The Kingdom**

The Kingdom of God includes His general rule over the universe. The Kingdom of God also includes His rule over men. These men of their own free will accept Him as King. The Kingdom is the area of salvation. Men receive this salvation by having trust like a child and making a commitment like a child to Jesus Christ. Christians should pray and work so that the Kingdom of God may come. Christians should pray and work so that God's will may be done on earth. The Kingdom of God will be complete when Jesus Christ returns to earth again at the end of this time.

#### **IX. Last Things**

God, in His own time and in His own way, will bring the world to its right end. In keeping with His promise, Jesus Christ will return to earth in person. He will be seen in all His greatness by all people on the earth. The dead will be raised. Christ will judge all men with honesty. The unworthy will be sent to Hell, the place of never-ending punishment. The worthy, in their resurrected and glorified bodies, will receive their reward. They will live forever in Heaven with the Lord.

#### **X. Evangelism and Missions**

It is the job and honor of every follower of Christ and of every church of the Lord Jesus Christ to try to make disciples of the people from all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Winning the lost world to faith in Jesus Christ depends on all believers. Making disciples is a Christian duty for the person who has already accepted Jesus Christ as Saviour and Lord. Making disciples is clearly commanded many times in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to try always to win the lost to Christ by a spoken witness. The child of God should also present a Christian way of life. The methods used to witness should be in agreement with the gospel of Christ.

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

**XI. Education**

Christianity is the faith of explanation and intelligence. In Jesus Christ are all the riches of understanding and learning. All good learning is a part of our Christian history. The new birth opens all human abilities. The new birth creates a desire for learning. The reason for education in the Kingdom of Christ is brought together with missions and general kindness to others. These should receive the generous support of the churches. A system of Christian education is necessary for a complete spiritual program for Christ's people. In Christian education, there should be a good balance between educational freedom and educational responsibility. Freedom in any orderly relationship of human life is always incomplete and never final. The freedom of a teacher in a Christian school, college, or seminary is controlled by the authority of Jesus Christ. The teacher is controlled by the power of the Scriptures. The teacher is controlled by the obvious purpose for which the school was started and continues.

**XII. Stewardship**

God is the giver of all earthly and heavenly blessings. God is the giver of all that we have and all that we are. Christians have a spiritual responsibility to the whole world. Christians have a responsibility to share the gospel. Christians have a duty to be good managers of their possessions. They have the responsibility to serve Him with their time, talents, and material possessions. Christians should know that all of these are given to them to use for the glory of God and for helping others. The Scriptures say that Christians should give a percentage of their income cheerfully, regularly, carefully, and generously. Christians should give for the progress of the Redeemer's plan on earth.

**XIII. Cooperation**

Christ's people should, as time requires, plan associations and conventions that will best get cooperation for the Kingdom of God. Such organizations have no power over one another or over the churches. These organizations are voluntary. They are to make suggestions planned to get, to join, and to direct the interests of our people in the most successful way. Members of New Testament churches should help each other to spread the missionary, educational, and kind ministries of Christ's Kingdom. This should be done together to add to Christ's Kingdom. The meaning of Christian unity in the New Testament is spiritual agreement and voluntary help by many groups of Christ's people to reach a common purpose. Cooperation is wanted between the many Christian denominations when the purpose is right. Cooperation is wanted when there is no ignoring of the sense of right and wrong. Cooperation is wanted when there is no giving up of loyalty to Christ and His Word as explained in the New Testament.

**XIV. The Christian and the Social Order**

All Christians have a responsibility to try to make the will of Christ first in our own lives and in the world. The ways and methods used to improve society and to create righteousness among men can be very helpful. These changes are helpful only if they come because of the rebirth of the person by the saving grace of God in Jesus Christ. Just like Christ, Christians should be against racial discrimination, every form of greed, self-interest, and evil, and all forms of sexual wrongdoing, including adultery, homosexuality,

## **RIDGEVIEW BAPTIST CHURCH**

### **Constitution and By-Laws**

and pornography. We should work to provide for orphans, the poor, the abused, the old, the weak, and the sick. We should speak for the unborn. We should insist on the holiness of all human life from its creation to natural death. Every Christian should try to bring business, government, and all people under the influence of righteousness, truth, and brotherly love. To do this Christians should be ready to work with all men of good will in any good cause. Christians should always be careful to act in love without giving up their loyalty to Christ and His truth.

#### **XV. Peace and War**

It is the duty of Christians to try to find peace with all men. In keeping with the character and teachings of Christ, Christians should do everything they can to put an end to war. The true solution for war is the gospel of our Lord. The first need of the world is to accept His teachings in all the actions of men and nations. The world needs to apply His law of love to everything they do. Christian people all over the world should pray for the time to come when the Prince of Peace will be in control.

#### **XVI. Religious Liberty**

God alone is Lord of what is right and wrong. Man's sense of what is right and wrong is free from the rules and commandments of men. These rules and commandments may be different from His Word. They may not be found in His Word. Church and state should be separate. The state owes protection to every church. The state owes complete freedom to every church in seeking spiritual matters. In giving this freedom, no religious group or denomination should be given any special treatment by the state. The national government was planned by God. It is the duty of Christians to give faithful obedience in all things that are not against the known will of God. The church should not expect the national government to do its work. The gospel of Christ considers only spiritual methods to reach its purposes. The state has no right to require punishment for religious beliefs of any kind. The state has no right to require taxes for the support of any form of religion. A free church in a free state is the Christian ideal. This suggests the right of free communication with God by all men. This also suggests the right to start and spread religious opinions without trouble from the government.

#### **XVII. The Family**

God has planned the family as the first institution of the world. It is made up of persons joined to one another by marriage, blood, or adoption. Marriage is the joining of one man and one woman with the promise of being faithful to one another for a lifetime. Marriage is God's special gift. Marriage shows the union between Christ and His church. Marriage gives the man and the woman the way for intimate friendship. Marriage is the way of sexual expression according to the main beliefs in the Bible. Marriage is the way for increasing of the human race. The husband and wife are of the same worth before God. Both are created in God's likeness. The marriage relationship shows the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given duty to provide for, to protect, and to guide his family. A wife is to submit herself with kindness to the servant leadership of her husband. A wife submits just as the church willingly submits to the leadership of Christ. She is made in the likeness of God. Her husband is also made in the likeness of God. This makes the wife and husband equals.

## **RIDGEVIEW BAPTIST CHURCH**

### **Constitution and By-Laws**

She has the God-given duty respect her husband. She is to serve as his helper in running the household and supporting the next generation. Children, from the moment of creation, are a blessing and inheritance from the Lord. Parents are to show to their children God's example for marriage. Parents are to teach their children spiritual and right values. Parents are to guide their children to make choices based on truths in the Bible. Parents are to guide their children by living a life faithful to God. Parents are to guide their children with loving discipline. Children are to respect and obey their parents.

## **-CHURCH COVENANT**

---

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior 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 engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; 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 through all nations.

We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our family and acquaintances; to walk circumspectly in the world; to be just in our dealing, faithful in our engagements, and exemplary in our behavior; to avoid all gossip, backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage 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 and Christian courtesy; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove 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.

## **-POLITY**

---

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.

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

## **RIDGEVIEW BAPTIST CHURCH**

### **Constitution and By-Laws**

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 Southern Baptist Churches.

This church will cooperate with and support the Holston Valley Baptist Association, the Tennessee Baptist Convention, and the Southern Baptist Convention.

## **-PROPERTY**

---

All property of this church is to be held for the use and benefit of the membership, even though they be a minority, who adhere to, maintain and propagate the doctrines, faith and practices of Southern Baptist churches cooperating with the Holston Valley Baptist Association, Tennessee Baptist Convention and Southern Baptist Convention.

If there is no membership to make adequate use of said property, then the title to same shall revert to or become vested in the Tennessee Baptist Convention, as trustee, to hold and use said property or the proceeds therefrom, to advance and propagate the Southern Baptist cause and denomination in Tennessee.

## **-BY-LAWS**

---

### **I. Article I Church Membership**

#### **1. 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.

#### **2. Section 2 - Candidacy**

The membership of this church consists of such persons that confess Jesus Christ to be their Savior and Lord. Any person that confesses Jesus Christ to be their Lord and Savior may offer themselves 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:

- By profession of faith in Jesus Christ and for baptism.
- By promise of a letter or recommendation from another Baptist Church of like faith and order, as outlined in section V, Statement of Basic Beliefs.
- By statement of prior conversion experience and baptism by immersion in a church of like faith and order when no letter is obtainable.

## **RIDGEVIEW BAPTIST CHURCH**

### **Constitution and By-Laws**

Individuals requesting membership will be required to complete “*Ridgeview Basic*”, a course designed to acquaint the new member with the governance, doctrines and expectations of Ridgeview Baptist Church. Youth, Children and Pre-school will be waived from this course as they will receive similar instruction in their respective departments.

Individuals that present themselves for membership at a regular worship service will be presented for vote at the next regular or called business meeting/church conference, after their completion of “*Ridgeview Basic*.”

Should there be a dissent as to the acceptance of any candidate, such dissent shall be referred to the Deacon body for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those church members present and voting shall be required to elect such candidate to membership.

### **3. Section 3- Duties**

Members are expected, first of all, to be faithful in all duties essential to the Christian life; to attend regularly the services of the church; to give cheerfully and regularly for its support and its causes; and to participate in its organized work.

### **4. Section 4- Rights**

Only active members in good standing, as defined below, may act and vote in the transactions of the church.

- Those who regularly attend the services unless providentially hindered and who contribute to the support of the church shall be considered active members. Examples of providentially hindered are, sickness, work schedules, non-resident or military.
- Those who absent themselves from the services of the church for the space of six months and/or who do not make a financial contribution to the church will be an inactive member. A Membership Team (Article IV, Section 6, G) will be established to review the church membership roll annually. Those who have absented themselves for a period of one (1) year and are not providentially hindered will be informed by letter that their status has changed from Active to Inactive. If there is no response by the next annual review, they will be removed from the membership rolls. Removal will be by church vote at the next regular or called business meeting/church conference. Notification will be sent when this occurs.
- Inactive members may request a status change to Active. See Section 6, Restoration.
- Persons removed from the membership rolls, may request to be reinstated to membership. See Section 6, Restoration.
- Active members, who are providentially hindered from voting in person, may vote by absentee ballot. The absentee ballot will be provided by the church. See Election Procedures III, for a description of this process.

Those eligible to vote in all transactions of the church are active members 18 years of age and older.



**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

**5. Section 5 -Termination of Membership**

It shall be the practice of the church to emphasize to the 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. This church shall terminate membership as follows:

- Upon the death of the member
- Transfer to another church of like faith and order, as outlined in Section V Statement of Basic Beliefs. Letters shall be granted to Baptist churches of like faith and order, not to individuals.
- If a member requests in writing to be released from his covenant obligation to his church, such request may be granted, and his membership terminated.
- Termination of membership upon proof of membership in a church of another denomination.
- Termination may occur after two (2) years of inactive status. See Section 4, Rights.
- This church may terminate membership of persons who become an offense to the church and to its good name by reason of immoral or unchristian conduct or by persistent violations of the church's covenant, but only after due notice and hearing and after faithful efforts have been made to bring such members to repentance and amendment. The individual(s) involved, pastor and deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18:15-17. If it becomes necessary for the church to take action to exclude a member, a three-fourths vote of the members present will be required, and the church may proceed to declare the person to be no longer in the membership of the church.

**6. Section 6- Restoration**

The church may restore to membership any person previously excluded,(for immoral or unchristian conduct), upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

The church may restore to membership any person previously excluded for two or more years of inactive status, upon request of the excluded person and by vote of the church. The process as defined in Section 2, Candidacy will be followed.

Any person on the inactive roll may request a status change to active. The request will be reviewed by the Membership Team. The individual may not vote or act in the transactions of the church, until a status change to Active is approved.

**7. Section 7 -Minister Ordination**

No man shall be ordained by this church as a minister except after duly proving himself to the church and meeting the qualifications as outlined in 1 Timothy 3: 1-7.

**A. Ordination**

Upon receipt of an application for ordination, the Pastor shall convene a council of ordained ministers and deacons to thoroughly examine the candidate. This council

## **RIDGEVIEW BAPTIST CHURCH**

### **Constitution and By-Laws**

shall consist of no less than five (5) members including the Pastor. A minimum of two (2) shall be from other churches of like faith and order. The candidate's life, doctrine, and call shall be examined in light of I Timothy 3: 1-7, other applicable Scriptures and usual Baptist practice. After examination by this council, a report will be presented to the Deacons. Following a recommendation from the Deacons and a majority vote of the church at a regular business meeting/church conference, ordination shall proceed.

#### **B. Licensing**

Upon receipt of an application for licensing, the Pastor and Chairman of the Deacons shall choose three (3) deacons to serve with them to conduct an investigation of the candidate(s). After examination by this committee, a report shall be presented to the Deacons. A license to preach the gospel shall be issued upon recommendation of the Deacons and a majority vote of the church at a regular business meeting/church conference.

#### **C. Limits and Revocation**

A license granted by this church does not expire, The ordination of this church is valid for the life time of the minister. However, the church reserves the right to withdraw, upon majority vote, any license or ordination it has issued should the life of the minister cease to bear those qualities required for such recognition.

## **II. Article II Church Officers**

The officers of this church shall be the pastor, the ministerial church staff, the deacons, a clerk, a treasurer, and trustees. All who serve as officers of the church and those who serve on church committees must be members of this church.

### **1. Section 1 - Pastor**

The pastor is leader of pastoral ministries and staff of the church. As such he works with the deacons and church staff to accomplish the following:

- Maintain and promote the doctrines, faith and practices of Southern Baptist churches cooperating with the Holston Valley Association, Tennessee Baptist Convention and Southern Baptist Convention.
- Lead the church in the achievement of its mission.
- Proclaim the gospel to believers and unbelievers.
- Care for church members and other persons in the community.

A pastor shall be chosen and called by the church whenever a vacancy occurs. It shall be the responsibility of the Search Committee (see Article IV for description) to conduct a search to fill the vacancy. The church shall underwrite the expenses of the Search Committee.

After the Search Committee has agreed on a nomination and before a meeting of the church is held for the purpose of considering the nominee, the committee shall contact

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

the prospective pastor for the purpose of reaching tentative terms of agreement. This agreement will be discussed at the time the nomination is placed before the church. This agreement shall stipulate the amount of salary, vacation, sick leave, number of revival/ministry meetings he may have annually in other churches, arrangements and agreements for those who supply the pulpit in the absence of the pastor and any other duties and obligations deemed appropriate by either of the parties.

The Committee shall bring to the consideration of the church only one name at a time. Election shall be by secret ballot. An affirmative vote of eighty-five (85) percent of church members present and voting is necessary for a call. The pastor, thus elected, shall serve until his request or the request of the church terminates the relationship.

The pastor shall be in charge of the welfare and oversight of the church. He shall preside at meetings of this church and will serve as moderator in business meetings/church conferences in keeping with the rules of order authorized in these by-laws.

The pastor may relinquish the office of Pastorate by giving at least thirty days' notice to the church at the time of resignation. In the instance of immoral conduct, including but not limited to, attempting to lead out of the Southern Baptist Convention, false or questionable teaching, or not fulfilling his duties, the church may 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 public notice has been given to the membership. The meeting may be called upon the recommendation of the Personnel Committee; the moderator of this meeting is the chairman of the Deacons. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of a majority of the members present and voting being necessary to declare the office vacant. The number of members present must meet the quorum requirements as listed in Article VII. The church will compensate the pastor with not less than one-twelfth of his annual compensation. The termination shall be immediate and the compensation shall be rendered within 30 days.

**D. Vacancy in Pastorate**

In the event a vacancy occurs in the pastorate, the Deacon Body shall become the temporary leadership and advisory committee of the church and shall be responsible for supplying the pulpit for all services, both regular and special, and shall faithfully perform all other responsibilities relative to a decent and orderly operation of the church. In the event an emergency should render the pastor incapable of the performance of his duties, or in case of a prolonged illness of the pastor, the deacons shall relieve the pastor of the responsibility of supplying the pulpit, and shall be responsible for the pulpit until the pastor shall sufficiently recover and resume his pastorate.

**2. Section 2 - Staff**

**A. Ministerial Staff**

The ministerial staff shall be called and employed as the church determines the need for such offices. The Personnel Committee shall write a job description when the need for a staff member is determined. Those staff members of whom the church requires evidence

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

of a personal call of God to minister shall be recommended to the church by the Search Committee and called by church action.

**B. Vacancy in Ministerial Staff**

At the time of resignation at least thirty days' notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the Personnel Committee, such termination being immediate. The vote shall be by secret ballot; an affirmative vote by a majority of the members present being necessary to vacate the position. The number of members present must meet the quorum requirements as listed in Article VII. The compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation.

**C. Non-Ministerial Staff**

Non-ministerial staff members shall be employed as the church determines the need for their services. They shall be employed by a vote of the church upon the recommendation of the Personnel Committee; termination shall be by resignation of a two-week notice or by a vote of the church upon the recommendation of the Personnel Committee. The Personnel Committee will write job descriptions for paid staff members prior to the time of their employment.

**3. Section 3 - Deacons**

**A. Qualifications**

No man shall be ordained by this church as a deacon except after duly proving himself to the church and after meeting the qualifications as written in the New Testament in I Timothy 3:8-13 and Acts 6:1-6.

He shall have been a faithful member of the church for at least two years before being eligible to be elected to the office of Deacon.

**B. Number and Length of Service**

As a general and minimal goal, there shall be one deacon for each fifty resident members of the church.

Once this general and minimal goal has been achieved and there are a sufficient number of qualified candidates, the deacon rotating system shall be used.

- Each deacon elected shall serve a minimum of three years.
- The number elected each year will be determined by the number rotating off, keeping the maximum number serving at all times.
- No more than one-third of the deacon body shall rotate off in one year.
- The deacon on rotation shall be eligible for re-election after one year has lapsed. The only exception is when he has filled an un-expired term. In this case, he is eligible to be elected to a full three-year term.

A deacon may request to be placed in "inactive" status for a period as deemed necessary by the individual. His request will be made to the Chairman of the Deacons and Pastor. The inactive status will be communicated by the Chairman of the Deacons or Pastor, to the deacon body and members of the church.

# **RIDGEVIEW BAPTIST CHURCH**

## **Constitution and By-Laws**

Termination of service may be by expiration of term, resignation, death, removal, or incapacity to serve.

### **C. Duties**

Primary duties of the deacon are as follows:

- They are to be zealous to guard the unity and peace of the church.
- They are to serve as a council of advice with the pastor in all matters pertaining to the welfare of the church.
- They are to aid the pastor in ministering to the congregation.
- They are to aid in the administration of the ordinances.
- They are to be active in witnessing and in the up-building of the church and Kingdom of God.
- They are to have an active role in the discipline of the church. They are to be guided always by the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13; and I Thess. 5:12-14

### **D. Election**

Deacons are elected as follows:

- The annual election shall be during a regular service, having been announced, either in print or orally, one week prior.
- The guidelines for deacon nominations shall be reviewed.
- The deacons will be officers of the election, and will determine all arrangements in keeping with this Constitution and By-Laws, and the spirit and will of the church
- A ballot will be prepared whereby active members, as defined in Article I, Section 4 will record their vote in secret. A ballot shall be prepared with spaces only for the exact number of deacons needed to fill vacancies for the goal of establishing and maintaining a deacon rotation as described in this Constitution and By-Laws.
- A nominee must receive a minimum of twenty percent (20%) of the total ballots cast in order to advance to the next level of the election process.
- The deacon body will determine if each of those who receive twenty percent (20%) meet the requirements as defined in Article II, Section 3,A. Representatives of the deacon body shall go to these men and present the qualifications and duties (herein named) to determine their willingness to be placed on a second ballot to be presented to the church.

During a regular service (occurring as soon as possible after the initial election), a second ballot will be prepared with the names of the men who have met the criteria listed above. Active members of the church, as defined in Article I, Section 4 will be asked to vote for the number of candidates needed. If these men receive a majority vote from the second vote they will serve as deacons.

- In case of a tie, the officers of the deacons will vote, breaking the tie.
- All men not previously ordained by a Southern Baptist Church shall be ordained.

## **RIDGEVIEW BAPTIST CHURCH**

### **Constitution and By-Laws**

- There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another Southern Baptist church shall suffice for this church.

#### **E. Organization and Meetings**

- *Officers:* Chairman, Vice-Chairman and Secretary. If other officers are deemed necessary, the deacons in a regular meeting shall have the authority to create the office.
- These officers shall be elected annually as soon as feasible after October 1st.
- *Meetings:* There shall be a regular monthly meeting at a time deemed best by the deacon body. A called meeting may be requested at any time by a deacon or the pastor.

If a deacon is unable to attend a meeting, he will provide notification by contacting the Chairman, another deacon, or church office, unless circumstances prohibit.

#### **4. Section 4 - Moderator**

The moderator shall be the pastor. The moderator shall preside at all meetings of the church. In the absence of the pastor, the Chairman of Deacons shall preside; or in the absence of both, the pastor or Chairman of Deacons may appoint a moderator.

#### **5. Section 5 - Clerk**

The church shall annually elect a church clerk, and assistant church clerk, as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church. 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, and preserve on file all communications and written official reports. The clerk shall be responsible for preparing the annual letter of the church to the association. The church may delegate some of the clerical responsibilities to the church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office when not being used in the performance of duties.

#### **6. Section 6 - Treasurer**

The church shall elect annually a church treasurer and an assistant treasurer as its financial officers. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved by committee chairman and organizational directors, all money of things paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. All individual contributions are confidential. Payment of bills shall be made promptly. The Stewardship Committee and treasurer's report and records shall be audited, annually 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 and the Stewardship Committee to the church clerk, who shall keep and preserve the account as

## **RIDGEVIEW BAPTIST CHURCH**

### **Constitution and By-Laws**

part of the permanent records of the church. Unspent budget items shall not be carried over into the next fiscal year. The treasurer and the Stewardship Committee may enlist the aid of the church clerk and/or secretary in the preparation and the keeping of financial records.

#### **7. Section 7 - Trustees**

The church shall elect three Trustees to serve as legal officers for the corporation (church). The ministry of Trustees at Ridgeview Baptist Church manages and holds in trust all the business property affairs of the congregation. When a vacancy occurs, election shall be by secret ballot. The candidate(s) will be recommended by the Pastor and current Trustees.

##### **A. Duties of Trustees**

- 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.
- When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase or rental of property, or other legal documents related to church approved matters.
- Maintain an inventory of church documentation related to deeds, loans, insurance and Policy and Procedures and secure such documents in a safe location
- Relate to appropriate civil official's in all legal matters involving the church
- Keeps abreast of the latest insurance and legal changes and report such changes to church leadership and advise changes
- Execute contractual agreements on behalf of the church
- Investigate and award contracts for work needed to repair church building and/or property
- The Trustees function in cooperation with the Pastor, and Deacons to minimize risk to the corporation (church)
- Serves in an advisory role for Administrative Committees to ensure continuity and consistency
- Conduct all duties in accordance with local/state statutes that govern religious organizations

##### **B. Requirements for Trustees**

- Must be a committed Christian that is spiritual, morally and legally equipped with sound judgment.
- Must be a committed tither.
- Must be an active member of Ridgeview Baptist Church for at least (5) years
- Should have a general knowledge of local/state statutes, as related to religious organizations

The term of office for the trustee is for an indefinite period. In case of a transfer of church membership, or resignation, or death, or inability to serve, the church shall elect a successor.

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

**III. Election Procedures**

Excluding deacon election, all secret ballot elections will be held at an appointed business meeting/church conference. The Trustees shall count the votes. Active members, who are providentially hindered from voting in person, may vote by absentee ballot.

- It will be the responsibility of the individual to request an absentee ballot from one of the Trustees
- The Trustee will ask the individual to sign a form showing receipt of the ballot.
- The individual may vote at that time, and return the marked ballot to the Trustee.
- The Trustee will place the ballot in an envelope and hold until the regular election, at which time all absentee ballots will be counted along with the other ballots.

**IV. Committees**

**1. Section 1 - Committee Members**

Members of all committees shall be members of the church. All church committee members and committee chairman, shall be recommended by the Nominating Committees, and elected by the church. All committees shall have a written job description and a copy of the job description shall be given to them upon election. Unless otherwise noted below, the period of service for committee members shall be from September 1 through August 31.

**2. Section 2 - Major Committees**

The committees of the church shall be designated as Administrative, Ministry or Special.

**Administrative Committees** carry out responsibilities related to the administrative (business) tasks required for the effective operation of the church. The administrative committees of the church are positions of service to the church, and are established by a vote of the church. Committee membership is voluntary, and is renewed annually. Administrative Committees shall be made up of at least five members. Each member shall serve for no more than three consecutive years on the same administrative committee. In special cases, when determined by the Nominating Committee, and approved by the church, a one year waiver on the three consecutive years may be applied.

The **Ministry Committees** of Ridgeview Baptist Church are groups of people organized to carry out ministries related to but not limited to, Evangelism, Missions, Praise, Worship, and Fellowship. The ministry committees of the church are positions of service to the church, and are established by a vote of the church. Committee membership is voluntary, and is renewed annually.

Ministry Committees shall be made up of at least three members. Ministry Committee members may serve for an unlimited number of years as elected by the church.

**Special Committees** will be formed as the church determines the need. Special Committees can be used to study assignments and make recommendations to the church. The purposes and the duties of each special committee shall be recorded in the business



**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

meeting/church conference minutes at the time the committee is elected. The Nominating Committee will determine the number of members needed to accomplish the task, with a minimum of three members. Each member shall serve an unlimited number of years as elected by the church, or until their task is complete..

The major committees of the church are listed below:

Administrative	Ministry	Special
Personnel	Children’s	Constitution
Properties	Church Council	Long Range Planning
Stewardship	Hospitality	Nominating
	Church Media	Search
	Preschool	Other as Needed
	Worship	
	Youth	
	Missions	
	Evangelism	
	Counting	
	Benevolence	

Additional committees may be added by the amendment procedure prescribed within this constitution.

**3. Section 3 –Administrative Committees**

**A. Personnel Committee**

The **Personnel Committee** assists the church in matters related to employed staff. Its work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions and personnel services. One of the committee members shall be a Deacon. The Committee shall request and administer the budget for staff salaries and benefits.

The Personnel Committee will conduct annual staff evaluations, for feedback information.

**B. Properties Committee**

The **Properties Committee** assists the church in matters related to property administration, including motor vehicles. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, providing guidance to the church regarding the need for maintenance and employment of personnel to perform the required maintenance. The Committee shall request and administer the budget necessary to perform its duties.

**C. Stewardship Committee**

The **Stewardship Committee** develops and recommends a unified church budget. It advises and recommends in the administration of the gifts of church members and others, using sound principles of financial management. The committee and the

# **RIDGEVIEW BAPTIST CHURCH**

## **Constitution and By-Laws**

Treasurer will be responsible for the preparation and presentation to the church of required reports regarding the financial affairs of the church. It shall be the duty of this committee to render to the church at each regular business meeting/church conference a summarized report of receipts and disbursements of the preceding months. The committee will provide an annual audit of all books and accounts of the church. The church fiscal year shall begin on January 1 and end of December 31.

### **4. Section 4 - Ministry Committees**

#### **A. Children's Committee**

The purpose of the **Children's Committee** is to prepare children for meaningful participation in the regular services through age level teaching of Bible stories, mission stories, memory work and songs. The committee shall continually evaluate the care of the children and make recommendations as needed. The Children's Director shall chair the Committee. The Committee shall request and administer a budget for the Children's Ministry.

#### **B. Church Council**

The **Church Council** shall serve the church by leading in short-range planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The primary function of the Church Council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations and committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals. All matters agreed upon by the Council which call for action not already approved shall be referred to the church for approval or disapproval.

Regular members of the Church Council shall be the Pastor (Chairman), Sunday School Director, Discipleship Training Director, Preschool Director, Minister of Worship and/or Education and/or Youth, W.O. M Director, Men's Ministry Director, Children's Director, Representative from the Deacon Body, Hospitality and Stewardship Chair.

#### **C. Hospitality Committee**

The **Hospitality Committee** shall recommend and maintain purchases of food and necessary equipment for the kitchen and fellowship hall. The committee will direct the set-up and take-down activities for church fellowship meals and other church related functions. The Committee shall request and administer a budget necessary to perform its duties.

#### **D. Church Media Committee**

The **Church Media** shall staff and manage the church's Christian books and media. It will receive, record and check out books, compact discs, tapes, videos, maps and

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

reference work which enhance Christian growth. The Committee shall request and administer a budget necessary to perform its duties.

**E. Preschool Committee**

The **Preschool Committee** coordinates childcare during all regular church functions. Its purpose is to prepare children for meaningful participation in the regular services through age level teaching of Bible stories, mission stories, memory work and songs. The Committee shall continually evaluate the care of the children and make recommendations as needed. The Preschool Director shall chair the Committee. The Committee shall request and administer a budget necessary to perform its duties.

**F. Worship Committee**

The **Worship Committee** shall be made up representatives from the following ministry areas: Drama, Music, Audio Visual and Usher Greeter. The Minister of Music/Worship shall be the chair of the Worship Committee. The Committee shall request and administer a Worship budget which includes monies for all of the Worship ministry areas.

**G. Youth Committee**

The **Youth Committee** shall assist the Minister of Youth in the coordination of church activities for the youth of the church and to plan and direct activities, trips and retreats for the spiritual growth and fellowship of the youth. The Youth Minister shall chair the Committee. The Committee shall request and administer a budget for the Youth Ministry.

**H. Missions Committee**

The **Missions Committee** shall serve the church by encouraging, resourcing, and facilitating involvement in local, state, national, and international missions work.

**I. Evangelism Committee**

The **Evangelism Committee** shall serve the church by encouraging, resourcing, and facilitating involvement in reaching the lost and un-churched.

**J. Counting Committee**

The **Counting Committee** assists the Church Treasurer by counting the monies collected and number of people attending regular church services.

**K. Benevolence Committee**

The **Benevolence Committee** coordinates, investigates and makes recommendations to the church regarding material and spiritual help for the needy. It shall request and administer a budget, such as the church is able to provide, in order to meet the needs in the community. This committee shall cooperate with other benevolence groups outside the church.

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

**5. Section 5 - Special Committees**

**A. Constitution Committee**

The **Constitution Committee** shall make all recommendations to the church regarding its constitution. The committee shall follow the guidelines in Article X, Section 1, regarding changes/amendments to this constitution. Amendments to the Constitution and by-laws shall be by two-thirds vote of the church members present.

**B. Long Range Planning Committee**

The **Long Range Planning Committee** shall discover needs, set long range goals, and plan long-range strategies for Christian ministry in the church.

**C. Nominating Committee**

The **Nominating Committee** enlists individuals to serve on committees, teams, and all church leadership positions, unless otherwise specified herein. The Nominating Committee shall first approve persons considered for any such position before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept an invitation to serve. The Committee will work in coordination with the organizational directors, Sunday School, Discipleship Training, W.O.M., and Men's Ministry, in selecting those to fill the leadership positions in these ministry areas. The church year (the period of service for those who are elected by the church to serve on an annual basis) shall begin on September 1 and end on August 31.

After the election of the committees and teams by the church, the Nominating Committee will:

- Schedule a meeting to be attended by all Chairpersons and Team Leaders
- Distribute Job Descriptions to each committee and team
- Provide general and specific training as needed
- Establish goals and plans for each committee and team for the upcoming year

The Nominating Committee will meet as a minimum twice per year will all Chairpersons and Team Leaders to review their status toward goals and also to resolve any issues the Committees/Teams may be experiencing.

The Nominating Committee shall be elected by the Church at the May business meeting/church conference by paper ballot. Each church member deemed eligible to vote, as defined in Article I, Section 4, shall vote for no more than five persons. The Trustees will count the paper ballots. The five persons receiving the highest number of votes will be asked to serve after their eligibility is verified. If a person declines the nomination, the person receiving the sixth highest number of votes shall be asked to serve. The process will continue until five members have accepted the nomination. The Committee will select its chairperson.

**D. Search Committee**

The **Search Committee**, when needed, shall be recommended by the Nominating Committee. This Search Committee shall be comprised of five members. This committee will recommend ministerial staff to the church as outlined in Article II.

# **RIDGEVIEW BAPTIST CHURCH**

## **Constitution and By-Laws**

### **6. Ministry Teams**

Ministry Teams are established for the purpose of assisting Ministry Committees in carrying out specific duties or functions of that Ministry. Team members must be members of Ridgeview Baptist Church, but may be assisted by non-members. Some teams function in the short-term, for a specific time each year, while other teams have an ongoing ministry. Ministry Teams consists of two or more individuals. Team members may serve for an unlimited number of years. The ministry teams of the church are positions of service to the church, reporting to a Ministry Committee, and are established by a vote of the church. Team membership is voluntary, and is renewed annually. Budgets for Ministry Teams will be submitted by the Chairperson of their supporting Ministry Committee.

The following are the current Ministry Teams:

#### **A. Audio Visual**

The **Audio Visual** Team is a sub team of the Worship Committee: Duties are as follows:

- Provide audio and video support during all worship services. Arrive at least 15 minutes prior to the start of service or event to set up and perform audio & video checks.
- Keep equipment serviced and in good operating condition
- Troubleshooting problems and communicating issues to the Worship Leader
- Cross training members of the team on existing and future equipment
- Brainstorming future technical opportunities and anticipating future facility needs
- Working with various ministry teams to provide audio and video as needed
- Maintains Ridgeview's web page in a current status by training ministry leaders in keeping their page current or by coordinating with ministry leaders.
- Provide audio and video services during events held by outside organizations and/or individuals, such as weddings, receptions and seminars.

#### **B. Baptism**

The **Baptism Team** is a sub-team of the Evangelism Committee. Duties are as follows:

- To assist the ministerial staff in the instruction of candidates, preparation for the service, and the dressing of candidates. The Baptism Team usually consists of married couples, though this is not required.
- To assist baptismal candidates in preparing for and participating in Baptism, and to assist them as needed following baptism to prepare to return to the worship service.
- To provide support and encouragement to baptismal candidates, especially those who feel insecure.
- To make sure that the baptistery area is clean and in proper working condition and to ensure that baptismal robes, towels and other supplies are available and in appropriate condition for use and are returned to their proper place after each baptism

## **RIDGEVIEW BAPTIST CHURCH**

### **Constitution and By-Laws**

#### **C. Men's Ministry Team**

The Men's Ministry Team will work with and under the direction of the Men's Ministry Leader in planning, promoting, and facilitating ministry and outreach to the men of our church and community. This team will assist the Men's Ministry Leader in planning, promoting, and facilitating ways to disciple men, offering opportunities for both fellowship and service.

#### **D. Drama Team**

The **Drama Team** is a sub-team of the Worship Committee. Duties are as follows:

- Works in conjunction with the Worship Leader and Choir Director in providing support for Dramas, narration for musicals.
- Develops and presents skits, as requested by the Pastor or Ministry Leaders
- Works with the Puppet and Black Light Ministry

#### **E. Usher Greeter**

The **Usher/Greeter** team is a sub-team of the Worship Committee. Duties are as follows:

- Ensures that Greeters are available at all entrances for the Sunday Morning Services to welcome members, direct guests and ensure everyone receives a bulletin
- Assists in seating individuals as they arrive for worship services and other functions of the church.
- Provide sufficient number of ushers for the purpose of collecting the offerings.

#### **F. Safety Team**

The **Safety Team** is a sub-team of the Properties Committee. Duties are as follows"

- Perform Safety Audits of all facilities, make recommendations to the Properties Committee and church
- Establish Emergency Plans and provide training for Church Leaders and individuals.
- Conduct specialized training to church individuals as related to Safety and Emergencies

#### **G. Membership Team**

The **Membership Team** is a sub team of the Deacons. This team will consist of a minimum of three deacons appointed annually by the Deacons. Their duties are as follows:

- Review the church membership rolls on an annual basis
- Based on the criteria listed in Article I Section 4.
  - Provide letters to members whose status is being changed from Active to Inactive.
  - Make recommendations to the church regarding removal of individuals from the membership roll

The Membership Team may request input from others in the review of the membership rolls.

# **RIDGEVIEW BAPTIST CHURCH**

## **Constitution and By-Laws**

### **H. Vacation Bible School and Pumpkin Path Teams**

These two teams are sub-teams of the Children's and Pre-School Departments. These teams work in cooperation with the Children's and Pre-school Directors. The Vacation Bible School team plans and carries out the annual Vacation Bible School of Ridgeview Baptist Church.

Pumpkin Path is Ridgeview's alternative to Halloween. This team plans and carries out this event.

## **V. Church Program Organizations**

The church shall maintain programs of Bible teaching; church member training, church leader training, new member orientation; mission education, action, and support; and music education, training and performance. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide (from the church membership) human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

### **1. Section 1 - Sunday School**

The Sunday School shall be the basic organization for the Bible teaching program. Its task shall be to teach the Word of God, reach persons for Christ and church membership, actively perform the Mission Statement of Ridgeview Baptist Church within its membership, provide and interpret information regarding the work of the church and denomination.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director.

### **2. Section 2 - Discipleship Training**

The Discipleship Training organization shall serve as the training unit of the church. Its task shall be to train church members to perform the functions of the church; train church leaders; orient new church members; teach Christian theology, Christian ethics, Christian history, and church policy and organization; and provide and interpret information regarding the work of the church denomination.

The Discipleship Training shall be organized by departments and/or classes of all ages and conducted under the direction of a Discipleship Training Director.

### **3. Section 3 - Women On Mission**

The Women On Mission shall be the mission education, mission action, and mission support organization of the church for women, young women, girls and preschool children. Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving, and to provide information regarding the work of the church and denomination. The Women On Mission shall have such officers and organization as the program requires.

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

**4. Section 4 - Men's Ministry**

The Men's Ministry shall be the organization of the church for mission education, mission action, and mission support for men, young men. Its task shall be to teach missions, engage in mission action, and support world missions through prayer, giving, providing and interpreting information regarding the work of the church and denomination.

The Men's Ministry shall have such officers and organization as the program requires.

**VI. Church Ordinances**

The ordinances of this church shall be Baptism and the Lord's Supper.

**1. 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.

- Baptism shall be by immersion in water.
- The pastor, deacons or other ordained ministerial staff shall administer baptism.
- Baptism shall be administered as an act of worship during any worship service of the church.
- Ridgeview Baptist Church baptizes in the name of the Father, Son and Holy Spirit

**2. Section 2 - The Lord's Supper**

The church shall observe the Lord's Supper at least quarterly. The observance of the Lord's Supper shall be open to all who profess Jesus Christ as Lord and Savior. The pastor and deacons shall administer the Lord's Supper.

**VII. Church Meetings**

**1. Section 1 - Worship Service**

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for worship of Almighty God. Prayer, praise, singing, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the worship services.

**2. Section 2 - Special Services**

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

**3. Section 3 - Regular Business Meeting/Church Conference**

The church shall hold quarterly business meeting/church conferences on the third (3<sup>rd</sup>) Sunday, unless otherwise scheduled by the church. One week's notice must be given for a specially called business meeting/church conference unless extreme urgency renders such



**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

notice impractical. A quorum shall consist of forty (40) members present. All business shall be conducted by "Roberts Rules of Order" (current edition).

**VIII. Mission Churches**

**1. Section 1 - Governance**

That all mission churches started by Ridgeview Baptist church shall be subject to this Constitution and By-Laws and shall be governed accordingly so long as it remains a mission church.

That if and when a mission may become a duly organized Southern Baptist Church, shall be encouraged to adopt this Constitution and By-Laws as a basis for their church government with revision in By-Laws, name, etc., to suit the new church and its particular needs.

**2. Section 2 - Property**

That if any mission church should be sponsored by Ridgeview Baptist Church and Ridgeview Baptist Church should purchase the original building site on which the mission is to be erected and should the mission develop into a duly organized Southern Baptist Church, and should Ridgeview Baptist Church deed the real property to the Trustees of the newly organized Baptist Church, the deed shall contain the following clause: " In the event that the Church cease to be a Southern Baptist Church affiliated with and actively participating in the programs of both the Southern Baptist Convention and its Affiliate, a local association of Southern Baptist, This property shall immediately and without question revert to the Trustees of the Ridgeview Baptist Church, with the following exceptions:

That the property so deeded to the new church be sold to a religious denomination other than a Southern Baptist or to a private individual, and the money derived from the sale there of to be used toward the erection of a larger Southern Baptist Church building near the site of the original building.

That the Trustees of the newly organized church shall deem it advisable to move the church to a new location for any progressive reason and the money derived form the sale there of be used for that purpose and reinvested in a Southern Baptist Church.

In the event of a sale for either of the above reasons the Ridgeview Baptist Church shall relinquish all rights to the property in question.

**IX. Means of Support**

**1. Section 1 - Tithes and Offerings**

The support of the church shall depend solely on tithes and offerings of its members and non-members regularly attending the services and desiring to contribute to its support, believing that "God's People" should support "God's Work" without gimmicks, sales, or outside solicitation of funds. All individual contributions are confidential.

**RIDGEVIEW BAPTIST CHURCH**  
**Constitution and By-Laws**

**2. Section 2 - Disallowance of Government Support**

The acceptance of support, financial or otherwise, from any agency of the Federal Government or the State Government in sponsoring any agency or organization operating in or through the church is strictly forbidden.

**X. Amendments**

**1. Section 1 - Changes in Constitution**

Changes in the constitution of Ridgeview Baptist Church will be recommended by the Constitution Committee. The committee shall post all proposed changes on Ridgeview's web page. Members will be notified of the posting in the bulletin, newsletter and announcement. Members not wishing to read on-line, may request a copy from the committee. The proposed changes will be posted a minimum of two weeks prior to a regular or called business meeting/church conference. . Amendments to the Constitution and by-laws shall be by two-thirds vote of the church members present and voting.

**XI. Policies & Procedures Manual**

The church shall develop and maintain a Church Policies & Procedures Manual to aid and direct in the proper administration of Church Ministries and use of Church Resources. The manual shall be kept in the church office and made available for use by any member of the Church. The Church secretary shall maintain the manual. While any Church member or Church organization may initiate suggested changes in the manual; addition, revision, or deletion of Church policies or procedures shall require:

- The recommendation of the Church officer(s) or Committee(s) whose area of assignment the policy or procedure relates.
- Approval by the Church at a regularly scheduled or called business meeting/church conference.

Changes in Policies or Procedures are not to be retroactive, but are to take effect the morning after approval by the Church. No Policy or Procedure shall be found to be in conflict with the Constitution and By-Laws of Ridgeview Baptist Church.