



**Constitution and By-Laws**

**Revision B June 2019**

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

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**REVISION HISTORY**

Revision	Date	Description
A	12/8/2013	Several changes and additions – compare with 2003 revision
B	6/12/2019	<ul style="list-style-type: none"> <li>• Changed reference to Tennessee Baptist Convention to Tennessee Baptist Mission Board</li> <li>• Added Purpose Statement to Constitution</li> <li>• Added statement to Church Covenant referring to mind altering substances</li> <li>• Removed all references to Committees and replaced with Teams</li> <li>• Title changes from Directors to Team Leaders; Administrative Advisor to Administrative Team Leader; Facilities Manager to Facilities Team Leader; no change in function</li> <li>• Combined Personnel Committee and Stewardship Committee to form Administrative Team</li> <li>• Removed requirements for three-year service limit with exception of Administrative Team members only.</li> <li>• Removed application statement for licensing for ministers</li> <li>• Removed married couple recommendation for Baptism Team</li> <li>• Added Scripture reference(s) to Article XII Church Ordances, Section 1 Baptism</li> <li>• Removed Pumpkin Path responsibilities from VBS Team and created separate team.</li> <li>• Included the Purpose Statement, Connect, Grow, Serve in By-Laws and aligned all teams to one of these elements</li> <li>• Other changes and additions – compare to the 2013 Revision A copy.</li> </ul>

# RIDGEVIEW BAPTIST CHURCH

## Constitution and By-Laws

### CONSTITUTION

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#### 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

##### 3. Purpose Statement

The purpose statement of Ridgeview Baptist Church is:

- *Connect* – to Jesus
- *Grow* – as His Follower
- *Serve* – others in His Name



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**STATEMENT OF BASIC BELIEFS**

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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 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

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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 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.

### **IV. 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.

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#### **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.

#### **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.

### **V. 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.

### **VI. 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.

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**VII. 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 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.

**VIII. 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.

**IX. 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.

**X. 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.

**XI. 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

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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.

#### **XII. 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.

#### **XIII. 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.

#### **XIV. 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.

#### **XV. 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

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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, 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.

#### **XVI. 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.

#### **XVII. 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.

#### **XVIII. 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-

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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. 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**

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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 abstain from the abuse of any mind altering substance; 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.

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#### **POLITY**

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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.

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 Mission Board, and the Southern Baptist Convention.

#### **PROPERTY**

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All property of this church is to be held for the use and benefit of the membership, even though they are 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 Mission Board 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 Mission Board, 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 RIDGEVIEW BAPTIST CHURCH**

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

#### **1. Section 1- General**

Ridgeview Baptist Church, herein referred to as “church” 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 individuals 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 the Constitution, Statement of Basic Beliefs, Section VI, The Church
- By statement of prior conversion experience and baptism by immersion in a church of like faith and order when no letter is obtainable

Individuals requesting membership will be required to complete “*Ridgeview New Member Class*”, 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’s New Member Class.*” A majority of those present and voting shall be required to elect such candidate to membership.

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.

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**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- Active – Inactive Members**

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 will be an inactive member. A Membership Team (Article IX, Section 4) 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 General Voting Procedures, Article IV, 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.

**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 the Constitution, Statement of Basic Beliefs, Section VI, The Church
- Letters shall be granted to Baptist churches of like faith and order, not to individuals.

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- If a member requests in writing to be released from his covenant obligation to Ridgeview Baptist 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 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 removed from membership (due to having become an offense to the church or immoral conduct), upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation. A three-fourths vote of those church members present and voting shall be required to elect such candidate to membership.

The church may restore to membership any person previously removed from membership for two or more years of inactive status, upon request of the excluded person and by vote of the church. A three fourths majority of those present and voting will be required for restoration. 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 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, and a successful background

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check, 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**

An individual interested in obtaining a license to minister shall contact the Pastor. 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 Team, and a successful background check, 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, who also serves as moderator, the ministerial church staff, the Deacons, a clerk, a treasurer, and Trustees. All who serve as officers of the church 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 Mission Board 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 Team (see Article IX, Section 3 for description) to conduct a search to fill the vacancy. The church shall underwrite the expenses of the Search Team.

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

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This agreement shall include a Job Description and stipulate the amount of salary and benefits being offered by the church, and any other duties and obligations deemed appropriate by either of the parties.

The Team shall bring to the consideration of the church only one name at a time. Election shall be by paper 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 as defined in Roberts Rules of Order, latest edition.

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 Administrative Team; the moderator of this meeting is the chairman of the Deacons. The vote to declare the office vacant shall be by paper 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 XIII Section 3. 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.

#### **A. Vacancy in Pastorate**

In the event a vacancy occurs in the Pastorate, the Deacon Body shall become the temporary leadership and advisory team 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 – Associate Pastor of Families**

The Associate Pastor of Families shall be a well-trained professional, committed to Jesus Christ and the Church and to the Preschool, Children's, Youth and College ministries. As such he works with the Pastor, Deacons and church leadership in performing the following duties:

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- Assist Pastor in overall ministry objectives of Ridgeview Baptist Church and serve as pulpit fill in Pastor's absence when requested
- Serves as resource for Pre-school, Children, Youth and College teams
- Provide assistance in coordinating, training, recruitment and planning for Pre-school, Children, Youth and College ministries
- Lead the church in the achievement of its mission
- Proclaim the gospel to believers and unbelievers
- Care for church family members and other persons in the community

This list of duties is not inclusive. A more detailed list of duties, qualifications and requirements may be found in the Job Description for the Associate Pastor of Families.

The selection, hiring and filling of a vacant position of Associate Pastor of Families will be the same as for the Pastor and described above.

#### **3. Section 3 – Ministerial Staff**

The ministerial staff shall be called and employed as the church determines the need for such staff positions. The following process will be followed:

- The need for a new staff position will be presented to the church for approval at a regular or called business meeting/church conference.
- The Administrative Team shall write a job description to be approved by the church. This may coincide with the step above.
- Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the Search Team and called by church action.
- If a personal call of God to minister is not recommended the Administrative Team will solicit resumes and/or applications. These will be reviewed as to the best fit to the job description; candidates will be interviewed, and a selected candidate presented to the church for approval.

##### **A. 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 Administrative Team, such termination being immediate. The vote shall be by paper 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 XIII, Section 3. The compensation conditions being the same as for the Pastor, except that the amount shall relate to the individual's compensation.

#### **4. Section 4 - Deacons**

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**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.

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

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**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, Active-Inactive members) will record their vote by paper ballot. 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 4, 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.
- 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. Deacon Organization and Meetings**

The organization and meetings for Deacons is as follows:

- *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.



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- These officers shall be elected annually as soon as feasible after October 1<sup>st</sup>.
- *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.

#### **5. Section 5 - Moderator**

The moderator shall be the Pastor. The moderator shall preside at all meetings of the church. In the absence of the Pastor, the Associate Pastor of Families or the Chairman of Deacons shall preside; in the absence of all three, the Pastor or Chairman of Deacons may appoint a moderator.

#### **6. Section 6 - 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 preparing the annual letter of the church to the association. The church may delegate some of the clerical responsibilities to the Administrative Assistant 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.

#### **7. Section 7 - 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 keep a record of all monies given to the church. Working with the counters, the treasurer will ensure the accuracy of all monies collected, ensure they are properly itemized and recorded. Once the counters and treasurer have verified the count and signed the appropriate documentation, the treasurer will prepare deposit documents. A report for that day's offerings and tithes will be generated for the Pastor, Administrative Team and Administrative Assistant. . All individual contributions are confidential. . The Administrative Team and treasurer's report and records shall be audited, annually by an auditing Team 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 Administrative Team to the church clerk, who shall keep and preserve the account as 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 Administrative Team may enlist the aid of the church clerk and/or Administrative Team Leader in the preparation and the keeping of financial records.

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#### **8. Section 8 - 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 paper 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
- The Trustees function in cooperation with the Pastor, and Deacons to minimize risk to the corporation (church).
- 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.

### **III. Support Staff**

#### **1. Section 1 Support Staff Employees**

Support Staff members shall be employed as the church determines the need for their services. The following process will be followed:

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- The need for a new Support Staff position will be presented to the church for approval at a regular or called business meeting/church conference
- The Administrative Team shall write a job description to be approved by the church. This may coincide with the step above.
- The Administrative Team will solicit resumes and/or applications. These will be reviewed as to the best fit to the job description; candidates will be interviewed, and a selection made.
- Support Staff shall be employed by a vote of the church upon the recommendation of the Administrative Team
- A majority of those present and voting will be required for employment

Termination shall be by resignation of a two-week notice or by a vote of the church upon the recommendation of the Administrative Team

#### **IV. General Voting Procedures**

Voting methods shall follow procedures as described in Robert's Rules of Order, latest edition.

All paper ballot voting will be held at an appointed business meeting/church conference. The Trustees shall count the votes, with the exception of Deacon elections. 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

#### **V. Ministry Teams**

Ministry teams are established to facilitate ministry and conduct the business of the church in accordance with our Mission Statement. The Mission of Ridgeview Baptist Church is:

- To Exalt the Savior
- To Equip and Edify the Saints
- To Evangelize Sinners.

The team structure of Ridgeview Baptist Church will be organized around the elements of the following Purpose Statement:

- *Connect* – to Jesus
- *Grow* – as His Follower
- *Serve* – Others in His Name

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Ministry Teams will consist of three or more individuals. Some teams that perform a service may consist of several individuals to facilitate dividing into rotating groups. For other teams the maximum number shall be six. Team membership is voluntary.

**1. Section 1 - Team Members**

Members of all Teams shall be members of the church, but may be assisted by non-members. All church Team members and Team Leaders, shall be recommended by the Nominating Team, and elected by the church annually. All Teams 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 Team members shall be from September 1 through August 31.

**2. Section 2 - Team Structure and Definitions**

The Teams of the church shall be aligned with Ridgeview’s Purpose statement and designated as Connect Teams, Grow Teams, Serve Teams or Special Teams.

**3. Section 3 Team Listing by Category**

<b>Connect Teams</b>	<b>Grow Teams</b>	<b>Serve Teams</b>	<b>Special Teams</b>
Worship Team Prayer Team Tech/Media Team Greeter Team Usher Team	Adult Teachers Team (Sunday School and Discipleship) Preschool Team Children’s Team Middle School Team High School Team College Team Weekday Preschool Team Primetimers Team WOM Team Men’s Ministry Team	Impact Team Hospitality Team Sports Team VBS Team Pumpkin Path Team Administrative Team Counting Team Nominating Team Facilities Teams: Maintenance Team Safety/Security Team Transportation Team Baptism Team Playground Team Doorkeepers Team	Constitution Team Long Range Planning Search Team Membership Team

Table 1 Team Listing by Category

**4. Section 4- Adding Ministry Teams**

**A. Adding New Ministry Teams**

Additional Teams may be added by the amendment procedure prescribed within this Constitution/By-Laws (See Article XVI, Section 1). Should it be determined that a team is no longer viable or that two or more teams may be combined to form a new team, those changes will be made by the

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amendment procedure prescribed within this Constitution/By-Laws. Team members will be selected by the Nominating Team with approval by the church.

### **B. Short-Term Teams**

Short-term or adhoc teams may be formed for a specific purpose and specified duration. The duties of the team and expected time to complete their assignment will be presented to the Nominating Team for selection of team members.

## **VI. Connect Teams**

Connect Teams are those teams whose ministry provides an initial connection of members and visitors to Jesus and Ridgeview Baptist Church. The various teams and a brief description of their ministry/duties follow.

### **1. Section 1 - Worship Team**

The Worship Team shall be made up representatives from the following ministry areas: Musicians, Tech Team Web/Media and Choir. The Worship Leader shall be the Team Leader of the Worship Team. The Team shall request and administer a Worship budget which includes monies for all of the Worship ministry areas.

### **2. Section 2 - Prayer Team**

The Prayer Team will lead the congregation in prayer ministry. They will assess the prayer needs and program needs of the church and establish plans and goals to meet those needs.

### **3. Section 3 - Tech/Media Team**

The Tech/Media Team 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
- Provide audio and video services during events held by outside organizations and/or individuals, such as weddings, receptions and seminars for a fee, see the Facilities Use Policy for fee information.
- Maintains Ridgeview's web page in a current status communicating with ministry leaders in keeping all ministry pages current
- Maintain the capability to "live stream" worship services.
- Provide support for all ministries, posting information to the web page as requested

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- Maintain the church's social media presence consistent with guidelines established by the church.

The team will request and administer a budget.

#### **4. Section 4 - Greeter Team**

The Greeter Team 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
- Provide requested assistance to visitors as they enter the church
- Ensure all visitors are properly welcomed

#### **5. Section 5 - Usher Team**

The Usher Team works with the Greeter Team to:

- Assist 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 offering

## **VII. Grow Teams**

The majority of Grow Teams provide for growth in Jesus Christ through the educational ministries of Ridgeview Baptist Church. Other Grow Teams provide specific groups with opportunities to grow in Jesus Christ through ministry to specific groups. A listing and brief description of the Grow Teams follows.

#### **1. Section 1 - Adult Teachers Team**

The Adult Teachers Team will be comprised of Adult Sunday School Teachers and Discipleship Teachers. The Adult Education Team Leader will be the team leader for this team. The Adult Teachers Team shall be the basic organization for the Bible teaching program for adults. Its task shall be to teach the Word of God, reach persons for Christ and church membership, actively execute the Mission Statement of Ridgeview Baptist Church within its membership, provide and interpret information regarding the work of the church and denomination.

The Adult Sunday School shall be organized by departments and/or classes, as appropriate for various ages. The Discipleship organization shall serve as the training unit of the church. Its task shall be to provide individual growth through teaching of God's Word, teaching Christian theology, Christian ethics, Christian history, and church policy and organization; and provide and interpret information regarding the work of the church denomination.

#### **2. Section 2 - Preschool Team**

The Preschool Team shall assist the Associate Pastor of Families in the coordination of church activities for the Preschool ministry of the church and to plan and direct

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activities and trips for the spiritual growth and fellowship of Preschool children. The team also 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 Team shall continually evaluate the care of the children and make recommendations as needed. The Preschool Team Leader shall chair the Team. The Team shall request and administer a budget necessary to perform its duties.

**3. Section 3 - Children's Team**

The Children's Team shall assist the Associate Pastor of Families in the coordination of church activities for the Children's ministry of the church and to plan and direct activities and trips for the spiritual growth and fellowship of the Children. The Team also prepares children for meaningful participation in the regular services through age level teaching of Bible stories, mission stories, memory work and songs. The Team shall continually evaluate the care of the children and make recommendations as needed. The Children's Team Leader shall chair the Team. The Team shall request and administer a budget for the Children's Ministry.

**4. Section 4 - Middle school Team**

The Middle School Team shall assist the Associate Pastor of Families in the coordination of church activities for the middle school ministry of the church and to plan and direct activities, trips and retreats for the spiritual growth and fellowship of the middle school youth. The Middle school team leader shall chair the Team. The Team shall request and administer a budget for the Middle school Ministry.

**5. Section 5 - High School Team**

The High School Team shall assist the Associate Pastor of Families in the coordination of church activities for the high school of the church and to plan and direct activities, trips and retreats for the spiritual growth and fellowship of the high school youth. The High School team leader shall chair the Team. The Team shall request and administer a budget for the High school Ministry

**6. Section 6 - College Team**

The College Team shall assist the Associate Pastor of Families in the coordination of church activities for the college age students of the church and to plan and direct activities, trips and retreats for the spiritual growth and fellowship of the college students. The College team leader shall chair the Team. The Team shall request and administer a budget for the college Ministry

**7. Section 7 - Weekday Preschool Team**

The Ridgeview Baptist Church Week-day Preschool operates as an independent ministry of Ridgeview Baptist Church. It is a developmental half-day ( 3- 4 hours) program. We are a religious based school and as such, will teach basic Christianity to our students in addition to our developmental program. Our goal is to prepare our students for entry into Kindergarten. The Weekday Preschool Director(s) lead this

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ministry. The weekday preschool is self-supported financially by the tuition from those who utilize this ministry.

#### **8. Section 8 - Primetimers Team**

The Primetimers Team provides growth opportunities to the senior adults of Ridgeview Baptist Church by:

- Serving as a means of providing meaningful relationships with other seniors
- Serving as a affirmation of faith and encouragement to seniors
- Serving as an outreach to seniors
- Serving as an outlet for seniors to use their gifts and skills in the church
- Serving as a means for seniors to participate in the ministries outside the church

The Primetimers Team will request and administer a budget for this ministry.

#### **9. Section 9 - Women On Mission Team**

The Women On Mission Team will lead in 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 Team shall request and administer a budget for this ministry.

#### **10. Section 10 - Men's Ministry Team**

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

### **VIII. Serve Teams**

The Serve Teams primary function is to provide the members of Ridgeview Baptist Church with opportunities to serve to both the membership and the community. Within the overall category of Serve Teams is the Facilities Teams. A listing and brief description of Serve Teams and Facilities Teams follows.

#### **1. Section 1 - Impact Team**

The Impact Team will be led by the Impact Team Leader. This team's primary function is to provide ministry opportunities that serve the people of the communities around Ridgeview Baptist Church. The Impact Team will establish specific dates and times for conducting outreach activities.



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**2. Section 2 - Hospitality Team**

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

**3. Section 3 – Sports/Recreation Team**

The Sports/Recreation Team is responsible to plan, coordinate and execute all sports related activities of Ridgeview Baptist Church, including Car Shows, basketball, softball and other activities. The Sports Team shall request and administer a budget necessary to perform its duties.

**4. Section 4 - Vacation Bible School Team**

The Vacation Bible School team plans and carries out the annual Vacation Bible School of Ridgeview Baptist Church. The team will request and administer a budget necessary to perform its duties.

**5. Section 5 – Pumpkin Path Team**

The Pumpkin Path team plans and coordinates an event in the Fall that is Ridgeview's alternative to Halloween. The team will request and administer a budget necessary to perform its duties.

**6. Section 6 - Administrative Team**

The Administrative Team has two primary functions, Personnel and Stewardship. The Administrative Team Leader will be the team leader for this team.

**A. Personnel Function**

The Personnel function of the Administrative Team 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. Staff evaluations will be conducted annually. The Administrative Team shall request and administer the budget for staff salaries and benefits.

**B. Stewardship Function**

The Stewardship function of the Administrative Team 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 Team with assistance from the 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 Team to render to the church at each regular business meeting/church conference a summarized report of receipts and disbursements of the preceding months. The Team will conduct an annual audit of the

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financial processes of the church. The church fiscal year shall begin on January 1 and end of December 31.

**C. The Administrative Team Membership and Service Terms:**

The Administrative Team shall consist of six (6) members and the Administrative Team Leader.

In order to maintain continuity in the functioning of the Administrative Team, the following terms of service have been adopted.

Individuals canvassed to serve on the Administrative Team will be asked to commit to a three (3) year term. Their first year of service they will be identified as the 1<sup>st</sup> year member; the second year, the 2<sup>nd</sup> year member and the third year the 3<sup>rd</sup> year member. After the third year they will rotate off for a minimum of one year, after which they will be eligible to serve again. In the event an individual cannot complete the three (3) year term, a replacement will be identified to complete their term.

**7. Section 7 - Counting Team**

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

**8. Section 8 - Nominating Team**

The Nominating Team enlists individuals to serve on Teams and all church leadership positions, including identifying the Team Leader, unless otherwise specified herein. The Nominating Team shall first approve persons considered for any such position before they are approached for recruitment. The Nominating Team shall present to the church for election all who accept an invitation to serve. The Team will work in coordination with the organizational Team Leaders, 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 Teams and approval by the church, the Nominating Team will:

- Schedule a meeting to be attended by all Ministry and Team Leaders
- Distribute Job Descriptions to each Team
- Provide general and specific training as needed

The Nominating Team 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.

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The individual with the most votes will become the Team Leader. In the case of a tie, the Team will select its Leader by paper ballot.

Term Limits: Team Leader and Team Members – Annual Special Election

#### **9. Section 9 - Facilities Maintenance Team**

The Facilities Maintenance Team serves Ridgeview Baptist Church by providing a well maintained and safe facility.

This team assists the church in matters related to property administrative, 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 recommend employment of personnel to perform the required maintenance. The Facilities Team Leader will be the team leader for this team. The Team shall request and administer a budget. In order to provide one unified budget for all facility functions, the Facilities Maintenance Team budget will also include the budget requirements of the following Teams:

- The Safety/Security Team
- Transportation Team
- Baptism Team
- Playground Team
- Doorkeepers Team

#### **10. Section 10 - Safety/Security Team**

The Safety/Security Teams duties are as follows”

- Perform Safety Audits of all facilities, and make recommendations to the church
- Establish Emergency Plans and provide training for Church Leaders and individuals
- Conduct specialized training to church individuals as related to Safety and Emergencies
- Provide Security during worship services

The Team shall request and administer the budget necessary to ensure the safety and security of all facilities. This team’s budget is part of the overall Facilities budget.

#### **11. Section 11 - Transportation Team**

The Transportation Team is responsible to maintain all motor vehicles of Ridgeview Baptist Church. Their responsibilities include scheduled maintenance, ensuring the cleanliness and operability of each vehicle. The Team shall request and administer the budget necessary to ensure vehicles are maintained in a safe and operable condition. This team’s budget is part of the overall Facilities budget.

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**12. Section 12 - Baptism Team**

The Baptism Team duties are as follows:

- To assist the ministerial staff in the instruction of candidates, preparation for the service, and the dressing of candidates.
- 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 fill and ensure heater is functioning properly
- To ensure the baptistery area is clean 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

This team's budget is part of the overall Facilities budget.

**13. Section 13 - Playground Team**

The primary function of the Playground Team is to ensure that playgrounds are developed and maintained in a way that meets all safety and code requirements. This team's budget is part of the overall Facilities budget.

**14. Section 14 - Doorkeepers Team**

The primary function of the Doorkeepers Team is to ensure all doors are unlocked prior to scheduled services and that all doors are locked, lights are off, coffee pots off, and all facilities are secure at the end of scheduled services. This team's budget is part of the overall Facilities budget.

**IX. Special Teams**

Special Teams will be formed as the church determines the need. Special Teams can be used to study assignments and make recommendations to the church. The purposes and the duties of each special Team shall be recorded in the business meeting/church conference minutes at the time the Team is elected. The Nominating Team 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.

**1. Section 1 - Constitution Team**

The Constitution Team shall make all recommendations to the church regarding its constitution. The Team shall follow the guidelines in Article XVI, 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

**2. Section 2 - Long Range Planning Team**

The Long Range Planning Team shall discover needs, set long range goals, and plan long-range strategies for Christian ministry in the church. In long range planning of

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goals and strategies, the team should consult with all ministries within Ridgeview Baptist Church for input and feedback.

**3. Section 3 -Search Team**

The Search Team, when needed, shall be recommended by the Nominating Team. This Search Team shall be comprised of five members. This Team will recommend ministerial staff to the church as outlined in Article II, Sections 1,2,and 3.

**4. Section 4 - 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.

**X. Church Council**

**1. Section 1 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 Teams; 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 (Team Leader) and Associate Pastor of Families with a representative from the following ministries:

Adult Education	Facilities Team Leader	Primetimers
Preschool	Hospitality	Administrative Team Leader
Children's	WOM	
Middle School	Men's Ministry	
High School	Worship Leader	
College	Deacons	

**Table 2 Church Council Members**

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The Team Leader from each ministry will be the council representative, unless unable to attend, in which case he/she may appoint another team member to attend.

## **XI. 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.

## **XII. 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. See Statement of Basic Beliefs, VI.
- 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, (Matthew 28:19).

### **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.

## **XIII. 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.

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

**XIV. Mission Churches**

For the purposes of these By-Laws, the terms Mission Church and Church Plant may be used interchangeably. Prior to engaging in the start of a mission church/church plant, a covenant will be developed between Ridgeview Baptist Church and the mission church/church plant. The covenant will define all aspects of support, financial, personnel and resources provided by Ridgeview Baptist Church. The covenant must be approved by a majority of the members of Ridgeview Baptist Church present and voting at a regular or called business meeting/church conference. Representatives from the mission church/church plant must also approve the covenant. After approval, the covenant will be signed by representatives from Ridgeview Baptist Church and the mission church/church plant.

**1. Section 1 - Governance**

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.

If and when a mission may become a duly organized Southern Baptist Church, the newly constituted 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.

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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 from 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 Ridgeview Baptist Church shall relinquish all rights to the property in question.

**XV. 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.

**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.

**XVI. Amendments**

**1. Section 1 - Changes in Constitution/By-Laws**

Changes in the Constitution/By-Laws of Ridgeview Baptist Church will be recommended by the Constitution Team to the membership of Ridgeview Baptist Church.

The Constitution Team shall post proposed changes on Ridgeview's web page. Members will be notified of the posting in the bulletin, and other communication platforms.. Members not wishing to read on-line, may request a copy from the Constitution Team. 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.

**XVII. 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 Administrative Assistant 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:



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- The recommendation of the Church officer(s) or Team(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.

## **Background Checks**

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Information related to background checks can be found in:  
Policy number A0001 – Background Check Policy