



**cornerstone**

BAPTIST CHURCH

**1110 N.C. Highway 62 West  
High Point  
North Carolina**

# **BYLAWS**

**Of**

**Cornerstone Baptist Church  
of High Point, North Carolina, Inc.**

Reviewed/Revisions Approved:

**2018 Revision Team:**

Pam McFall

Vickie Hunt

Nancy Hill

# Table of Contents

PREAMBLE .....	5
STATEMENT OF FAITH.....	5
ARTICLE I - NAME .....	5
ARTICLE II - COVENANT.....	5
ARTICLE III - RELATIONSHIPS .....	6
Section 1. Government.....	6
Section 2. Affiliation/Cooperation.....	6
Section 3. Association.....	6
Section 4. Theology .....	6
ARTICLE IV - MARRIAGE.....	6
ARTICLE V - MEMBERS.....	6
Section 1. General.....	6
Section 2. Candidacy .....	7
Section 3. Membership Conformation/Church Vote .....	7
Section 4. Voting Rights of Members.....	8
Section 5. Termination of Membership .....	8
Section 6. Discipline .....	8
Section 7. Restoration.....	9
ARTICLE VI - MEETINGS.....	9
Section 1. Worship Services .....	9
Section 2. Special Services .....	9
Section 3. Business Meetings .....	9
Section 4. Quorum .....	10
ARTICLE VII - FINANCES .....	10
Section 1. General.....	10
Section 2. Budget .....	10
Section 3. Contributions.....	10
Section 4. Accounting Procedures .....	11
Section 5. Reimbursement .....	11
Section 6. Money Counters.....	11
Section 7. Auditing.....	11
ARTICLE VIII - OFFICERS.....	12
Section 1. Pastor.....	12
A. Election and Call.....	13
B. Duties .....	13
C. Benefits.....	13
D. Termination.....	13
(1) Resignation by Pastor.....	13
(2) Termination at Request of Church .....	14
Section 2. Ministerial Staff .....	14

A. Election and Call.....	14
B. Benefits.....	14
C. Termination.....	14
(1) Resignation of Minister.....	14
(2) Termination at Request of Church.....	15
Section 3. Support Staff.....	15
A. Employment.....	15
B. Benefits.....	15
C. Termination.....	16
(1) Resignation of Support Staff.....	16
(2) Termination at Request of Church.....	16
Section 4. Deacons.....	17
A. Election.....	17
B. Duties.....	17
C. Termination.....	17
Section 5. Moderator.....	18
A. Election.....	18
B. Duties.....	18
Section 6. Clerk.....	18
A. Election.....	18
B. Duties.....	18
Section 7. Treasurer.....	18
A. Election.....	18
B. Duties.....	19
Section 8. Trustees.....	19
A. Election.....	19
B. Duties.....	19
ARTICLE VIII - COMMITTEES AND COORDINATING GROUPS.....	20
Section 1. General.....	20
Section 2. Dream Team.....	20
A. Election.....	20
B. Duties.....	20
Section 3. Nominating Team.....	20
A. Election.....	20
B. Duties.....	20
Section 4. Personnel Team.....	20
A. Election.....	20
B. Duties.....	21
Section 5. Facilities Team.....	21
A. Election.....	21
B. Duties.....	21
Section 6. Finance Team.....	21
A. Election.....	21
B. Duties.....	21
Section 7. Guest Services.....	22

A. Election .....	22
B. Duties .....	22
Welcome.....	22
Parking.....	22
Hospitality.....	22
Ushers / Security.....	22
Section 8. Prayer Team .....	22
Section 9. Events Team .....	23
General.....	23
A. Election .....	23
B. Duties .....	23
Section 10. Worship Team.....	23
A. Election .....	23
B. Duties .....	23
Section 11. Audio-Visual Media Team .....	24
A. Election .....	24
B. Duties.....	24
Section 12. Transportation Team.....	24
A. Election .....	24
B. Duties.....	25
Section 13. Other Teams / Leadership.....	25
ARTICLE IX - PROGRAM MINISTRIES.....	25
Section 1. General.....	25
Section 2. Life Groups.....	25
A. Election .....	26
B. Duties.....	26
Section 3. GO team.....	26
A. Election .....	26
B. Duties.....	26
ARTICLE X - ORDINANCE.....	27
Section 1. Baptism .....	27
Section 2. Lord's Supper .....	27
ARTICLE XI - ADOPTION AND AMENDMENTS.....	27
Section 1. Adoption .....	27
Section 2. Amendments .....	27
Section 3. Retention of Records.....	28



1110 N.C. Highway 62 West  
High Point, North Carolina 27263

## BY-LAWS

### PREAMBLE

We establish these Bylaws to preserve and secure the principles of our faith and to govern the body in an orderly manner. The Bylaws will preserve the liberties of each individual church member and the freedom of action of Cornerstone Baptist Church of High Point, North Carolina, Inc. (also referred to herein as “Cornerstone Baptist Church”) in its relation to other churches.

### STATEMENT OF FAITH

The Holy Bible is the inspired word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention [*\* latest 2000 revision approved by the church*]. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The church follows our Lord Jesus Christ in the ordinances of Baptism and the Lord's Supper.

### ARTICLE I – NAME

This body of believers shall be known as Cornerstone Baptist Church of High Point, NC, Inc. [also know as “Cornerstone Baptist Church”].

### ARTICLE II - COVENANT

We, the members, having been individually led by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and on profession of our faith been baptized by immersion in the name of the Father, the Son, and the Holy Spirit, enter into covenant with one another as one body in Christ.

We agree 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; and 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 agree to encourage personal and family devotions; educate our children according to our faith; to seek the salvation of the unbeliever; to be honest in our dealings, reliable in our responsibilities, and an example to those around us; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of substances harmful to our bodies, which are the temples of God; to use our influence to combat the abuse of all harmful substances and the spread of pornography; and to work untiringly for the advancement of the kingdom of our Savior by witnessing in words and actions.

We further promise to watch over one another in brotherly love; to remember each other in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy and courteous communication; to be slow to take offense, and always ready to reconcile as the bible teaches us.

We also promise that when we leave this church, we will join with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

## ARTICLE III - RELATIONSHIPS

### ***Section 1. Government***

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. This church will cooperate with and support the association and state convention affiliated with the Southern Baptist Convention.

### ***Section 2. Affiliation / Cooperation***

Through the adoption of these Bylaws, this church affiliates itself with the North Carolina Baptist State Convention, the Southern Baptist Convention, and the Piedmont Baptist Association, as set forth in the Constitutions of those autonomous bodies. This church will participate in their deliberative assemblies through elected messengers and will support the missionary and benevolent programs of each as designated by the membership of this church.

### ***Section 3. Association***

The church recognizes the value and mutual helpfulness in the voluntary association of churches which are in agreement in faith and practice to make possible a spirit of fellowship and goodwill. The church declares its intention to work in mutual cooperation with other Christian groups as far as conscience will allow.

### ***Section 4. Theology***

This church is conservative in its theology and practice. *The Baptist Faith and Message* [latest revision approved by the church 2000] is the foundation for the interpretation of church doctrine. Any revisions to *The Baptist Faith and Message* subsequent to the adoption of these Bylaws shall be discussed and approved by the church.

## ARTICLE IV - MARRIAGE

We believe the word “**marriage**” is defined as, “**a legal union of one man and one woman as husband and wife in a covenant commitment for a lifetime**”, and the word “spouse” refers only to a person of the opposite sex who is a husband or wife.

Marriages outside of these parameters will not be performed by ministers of this church or on church property.

## ARTICLE V – MEMBERSHIP

### **Section 1. General**

This church is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership reserves the exclusive right to determine who shall become members of this church and the conditions of such membership.

The membership of this church shall be composed of persons:

- who have exhibited evidence of a life changed by the spirit of God
- who have been baptized by immersion in water in the name of the Father, of the Son and of the Holy Spirit
- who agree with and support the church Articles of Incorporation and Bylaws
- who have been received into membership by a vote of the church.

In the rare case where a candidate is physically unable but spiritually willing to be immersed, the bodily act of baptism may be waived upon recommendation of the Pastor and Deacons.

Prospective members of this church are expected to participate in the church's Growth Track Program. New members who have not attended the Growth Track classes prior to presenting themselves for membership will be expected to complete the classes within the 90 day watch care time frame in order to meet membership requirements.

### **Section 2. Candidacy**

Any person may offer himself/herself as a candidate for membership in this church at any regular church service in any of the following ways:

- (1) By profession of faith in Jesus Christ as their Savior before the congregation, to be followed as soon as feasible by baptism by immersion in water.
- (2) By promise of a letter of recommendation from another Baptist church founded on the same doctrines of faith in Jesus Christ and immersion by water.
- (3) By providing a written statement of prior conversion experience that provides both evidence of their profession of faith in Jesus Christ and baptism by immersion, to include the name of the church in which they made the profession and followed up with baptism when no letter of recommendation is obtainable.

### **Section 3. Membership Confirmation / Church Vote**

New members will be accepted under the watch care of the church, for a period of ninety (90) days following the request for membership with all membership rights except voting. The church will vote at a regularly scheduled business meeting, to confirm or deny the request for full membership based upon the candidate's completion of the established Growth Track classes [*which explain the church's biblical philosophy, theology and stance on specified topics*] and the candidate's church attendance and involvement during this 90 day watch period.

The vote will be considered null and void if there is any dissent to any candidate. The dissent will be referred to the pastor and the deacons for investigation and presentation of a recommendation to the church within thirty (30) days of the occurrence. After the recommendation has been brought before the

church, a three-fourths (3/4) vote of those church members present and voting will be required to elect this candidate to membership.

#### ***Section 4. Voting Rights of Members***

Every member of the church, sixteen (16) years of age or older, is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting ahead of time. It shall be the responsibility of the member to contact his assigned deacon and arrange for an absentee ballot.

#### ***Section 5. Termination of Membership***

Membership shall be terminated in the following ways:

- (1) Death;
- (2) Release to another church upon written request for transfer of membership
- (3) Written request by the member for name to be removed from the membership role
- (4) If a member has not attended church services for an extended period of time, an attempt shall be made to locate that person to determine whether they wish to remain a member of this church.
  - As all members are encouraged to become active in a Life Group, the responsibility for follow up begins with the Life Group who identifies that the member has been delinquent in attendance. Contact by the Life Group Leader or their designee would be the first step in determining the reason behind the member's delinquency and discover any need to minister to the member. If the member provides no valid hindrance to their attendance, in addition to the Life Group contact, a letter from the Pastor and a visit from the member's assigned deacon would be in order to confirm the reason behind their lack of involvement in the church and provide efforts towards restoration where needed.
  - If every reasonable measure has been taken to locate the member but to no avail, that member's name may, at the discretion of the church, be removed from the church role during a regular business meeting.

#### ***Section 6. Discipline***

It will be the basic purpose of Cornerstone Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline that governs the attitude of one member toward another.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and the deacons to resolve the problem. A spirit of Christian kindness, and restraint should be present and apparent throughout all such activities. Finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by:

- (1) A meeting called especially for this purpose with one (1) week's notice to the congregation



- (2) A two-thirds (2/3) vote of the members present and voting, sixteen (16) years of age or older
- (3) Voting by written ballot.

### **Section 7. Restoration**

Any person whose membership has been terminated for any condition, which has made it necessary for the church to exclude him/her, may upon his / her having met the church's spiritual expectations, request to be restored to membership by:

- (1) A meeting called especially for this purpose with one (1) week's notice to the congregation;
- (2) A two-thirds (2/3) vote of the members, sixteen (16) years of age or older, voting; and
- (3) Voting by written ballot.

## **ARTICLE VI - MEETINGS**

### **Section 1. Worship Services**

The church shall meet regularly each Sunday morning and other times as are supported by the church, for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

### **Section 2. Special Services**

Other services of the church, as a whole or of authorized groups within the church, which will be essential in the promotion of the objectives of the church, may be set according to the needs of the congregation.

### **Section 3. Business Meetings**

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

#### **(1) Regular Business Meetings**

Will be held quarterly to address business to come before the church. Meetings will be scheduled the first (1<sup>st</sup>) Sunday in the quarter unless a holiday falls at this time. In that case, the meeting date may be scheduled during the month at the discretion of the Pastor.

*January [to include financial and team reports from **Oct/Nov/Dec**]*

*April [to include financial and team reports from **Jan/Feb/Mar**]*

*July [to include financial and team reports from **Apr/May/Jun**]*

*October [to include financial and team reports from **July/Aug/Sep**]*

#### **(2) Special Called Business Meetings**

A special called business meeting may be held to consider matters of significant nature or matters that are time sensitive and cannot wait until the next regular business meeting. A one (1) week notice of the subject, date, time, and location must be given to the membership for the special called business meeting.

#### **Section 4. Quorum**

The quorum consists of those who attend the regular or special business meetings and those who have made provision for absentee balloting, provided it is a stated meeting or one that has been properly called. Each member, in good standing, sixteen (16) years of age or older, is eligible to vote on all matters coming before the church in conference.

### **ARTICLE VII – FINANCES**

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

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. [*Leviticus 27:30; 1 Corinthians 16:2; Philippians 1:27; Hebrews 10:25*]

The fiscal year of the church will run from January 1 to December 31 of each year for the purpose of record keeping and budgeting. A background check and a credit report will also be required for those serving in any financial capacity within the church.

#### **Section 2. Budget**

The Finance Team, in consultation with the Team Captains [Dream Team], Staff and Officers of the church, shall prepare an inclusive annual budget to be submitted to the church for approval indicating by line item the amount needed and sought for all local and worldwide expenses.

- (1) Expenditures for **budgeted line items** for ministry teams or maintenance needs do not have to be brought to the church for approval if they fall within the budget amount allocated for that ministry or team. However, the Team Leader must consult with the Finance Team Captain and Treasurer prior to the expenditure to assure funds are available. Should items/needs exceed the budgeted amount, church approval for the expenditure would be necessary.
- (2) Any proposed expenditure for a **budgeted line items** exceeding \$500.00 must include at least two (2) vendor quotations that were considered by the Team. These quotes, along with the ministry team's recommendations, must be reviewed by the Finance Team Captain and Treasurer prior to the expenditure to assure funds are available and/or the timing of the expenditure does not incur undue stress on the budget.
- (3) Prior to the purchase of any **unbudgeted item** exceeding \$100.00, approval of church must be secured, or in case of an emergency such as heating and air failure or flooding issues, approval for an expenditure may be given by the Finance Team Captain and/or Treasurer if funds are available and it is not feasible to wait for church approval to act. Full disclosure of the expenditure by the ministry/team captain should be given to the church at the next scheduled business meeting or at a special called meeting if further actions are needed to address the emergency situation.

#### **Section 3. Contributions**

- (1) Any gift becomes property of the church, and their use and/or disposal is at the discretion of the church body. In the event of a "failed" project, disbursement of gifts will be reviewed by the Finance Team and the Deacons. Untraceable gifts will go to the General fund.

- (2) Designated funds shall be restricted solely for the designated use. Once a ministry or project is deemed “complete” by the church body, any remaining balance in designated accounts will be reviewed by the Finance Team for disbursement. Default disbursement will be to the General fund.
- (3) Provisional gifts should be avoided (quid pro quo). The Finance Team should review any special cases and present them to the church body.
- (4) Non-cash gifts or gifts of services may be accepted by the church. Approval must be given by the appropriate committee or ministry who would use the item or service. This will assure the gift is appropriate for the intended use and the donor is aware of the intended use of the item.
- (5) Except where the donor has expressly designated, all receipts will be credited to the General fund.
- (6) The church may only receive designated funds for approved or established ministries or projects. Gifts with unapproved designation may be conditionally held by the Treasurer until the church can assess whether it wishes to establish such a designated fund. If the church does not wish to establish such a fund, the giver will be allowed to choose designation to an approved account, General Fund, or reimbursement.

#### ***Section 4. Accounting Procedure***

All funds for any and all purposes will pass through the hands of the church Treasurer or Administrative Assistant to be properly recorded in the church financial records. The Finance Team is responsible for providing a system of accounting that will adequately provide for the documentation and handling of all funds.

#### ***Section 5. Reimbursement***

Volunteers from any ministry team who incur expenses while serving the church must submit receipts along with the “Financial Expenditure” reimbursement form signed by the ministry head / Team Captain before being turned in to the church office for consideration for reimbursement.

#### ***Section 6. Money Counters***

Consists of one Head Money Counter and one Assistant Money Counter. There should be two money counters present at each counting session. The church’s Administrative Assistant may count with a member of the Money Counters when needed. These individuals will be responsible for counting, documenting and occasionally depositing all funds received by the church through offerings and gifts. Regular deposits will be made by the church’s Administrative Assistant. An individual serving as a Money Counter shall not simultaneously serve on the Audit Team.

#### ***Section 7. Auditing***

The Audit Team will conduct an on-going review of the church’s monthly financial records, including receipts and disbursements for any discrepancies. The team will present a summary report of their findings to the church at the April quarterly business meeting. Should the need arise, the Finance Team, Audit Team or Deacons may request an external audit be conducted by an independent auditor not associated with the church as deemed necessary.

## ARTICLE VIII – OFFICERS

### **Section 1. General**

Cornerstone Baptist Church will require a background check for anyone who serves in any of the following capacities:

- Staff
- Administrative Team
- Deacons
- Trustees
- Children and Youth leaders
- Senior Ministry Leaders
- Anyone handling money or serving in a financial capacity
- Anyone serving on the Security Team

A credit report will be required in addition to the background check for persons serving in any financial capacity.

### **Section 2. Pastor**

#### **A. Election and Call**

A pastor shall be chosen and called by the church whenever a vacancy occurs. A Pastor Search Team shall be recommended by the Body of Deacons and approved by the church.

The duty of this committee will be to seek out a suitable pastor:

- one whose Christian character and qualifications fit him for the office (I Timothy 3:1-7)
- one who has a firm conviction that both the Old and New Testaments are the inspired inerrant word of the living God
- one who holds to the pre-millennial doctrine
- one who is conservative in his theology and practice
- one who believes that Jesus Christ:
  - (1) is the son of God born of Virgin Mary
  - (2) lived a sinless life on earth for approximately 33 years
  - (3) died on the cross of Calvary for our sins
  - (4) was buried and rose on the third day
  - (5) ascended to the Father
  - (6) will return to earth again

The Pastor Search Team will be responsible for reviewing and updating the job description and benefit package on file in the church office prior to presenting a candidate. Any changes to the job description must be made with the church's approval prior to voting on a candidate. The benefit package to be offered must be voted on prior to voting for a candidate.

The Search Team will bring only one name at a time for consideration by the church. The membership will have the opportunity of hearing the proposed pastor speak at least twice before a vote is taken. Election will be by written ballot at the close of a regular morning worship service at a

meeting specially set for that purpose of which one (1) week's notice to the membership has been given. In the event the congregation deems it beneficial to seek an interim pastor, the Pastor Search Team will be instructed to begin a search using the same qualification as for pastor. The committee will negotiate the duties and salary with the candidate.

An affirmative vote of three-fourths (3/4) of the membership voting is necessary for extending a call. Should the minister voted on fail to receive the required vote, or if he should decline to accept the call, the Committee shall be instructed to seek another candidate, and the meeting at which the vote was taken shall be adjourned without debate.

## **B. Duties**

The pastor:

- 1) will share the welfare and oversight of the church.
- 2) may call special meetings of the deacons, any committee or any group within the church.
- 3) will conduct religious services on stated and special occasions, administer the ordinances, minister to the members of the church and the community, and perform other duties that usually pertain to the office.
- 4) will lead the church in winning the lost to Christ, minister to the spiritual needs of the members of the congregation and, through prayer and study, render effective preaching and pastoral ministries.
- 5) will have special charge of the pulpit ministry of the church and will, in cooperation with the deacons, provide for pulpit supply when he is absent.
- 6) will arrange for speakers, vocalists, singing groups, or musicians to assist in revival meetings or other special services in cooperation with the Deacons and Worship Pastor.
- 7) will be the administrative head of the church staff, and will coordinate all planned absences and vacations of church staff in accordance with the policies outlined in the church Personnel Policy Manual.
- 8) will maintain open communications with members of the congregation, ministry teams and church staff members.
- 9) will have such other duties as are set out in the Pastor Job Description, which is made a part of the church Personnel Policy Manual which is reviewed and updated annually by the Personnel Team.

## **C. Benefits**

A current list of benefits will be kept on file at the church and will be reviewed annually by the Personnel and Finance Teams and approved by the church.

## **D. Termination**

The Pastor will serve until the relationship is terminated at the request of either the Pastor or the church.

(1) Resignation by Pastor:

- (a) He will give notice of his resignation to the congregation at the close of a Sunday

morning worship service.

(b) He will supply the Clerk with a written resignation.

(c) A period of thirty (30) days' notice will be given unless otherwise mutually agreed upon.

(2) Termination at Request of Church:

Should some serious condition exist which would cause the Pastor to become a liability to the general welfare of the church, every reasonable measure will be taken by the Body of Deacons and Administrative Team to resolve the problem. A spirit of Christian kindness and restraint will be present and apparent throughout all such activities.

Finding that the welfare of the church will best be served by the termination of the Pastor, the church may take action by:

(a) Calling a special meeting for this purpose with one (1) week's notice to the congregation

(b) Affirmative vote of a three-fourths (3/4) majority of the voting members present sixteen (16) years of age or older voting by written ballot or absentee ballot

Any Pastor that our church calls who acts contrary to these Bylaws will be subject to dismissal from the church. At the discretion of the Church, a severance package of not more than three (3) months' salary may be considered.

## **Section 2. Ministerial Staff**

### **A. Election and Call**

Other ministerial staff shall be chosen and called to fulfill the mission and ministry of the church or whenever a vacancy occurs in an existing ministry position. A Search Team shall be recommended by the Body of Deacons and approved by the church to seek out a suitable candidate for such ministry or vacancy. The Search Team will be responsible for reviewing and updating the job description and benefit package on file in the church office prior to presenting a candidate. Any changes must be made with the church's approval prior to voting on a candidate.

The Search Team may bring only one name at a time for consideration by the church. Election will be by written ballot at the close of a regular morning worship service at a meeting specially set for that purpose of which one (1) week's notice to the membership has been given.

An affirmative vote of three-fourths (3/4) of the membership voting is necessary for extending a call. Should the minister voted on fail to receive the required vote, or if he should decline to accept the call, the Search Team shall be instructed to seek another candidate, and the meeting at which the vote was taken shall be adjourned without debate.

### **B. Benefits**

A current list of benefits shall be kept on file at the church and will be reviewed annually by the Personnel and Stewardship Committees and approved by the church.

### **C. Termination**

The minister shall serve until the relationship is terminated at the request of either the minister or the church.

(1) Resignation of Minister:

- (a) He shall give notice of his resignation to the congregation at the close of a Sunday morning worship service.
- (b) He shall supply the Clerk with a written resignation.
- (c) A period of thirty (30) days' notice shall be given unless otherwise mutually agreed upon.

(2) Termination at Request of Church:

Should some serious condition exist which would cause the Minister to become a liability to the general welfare of the church, every reasonable measure will be taken by the Body of Deacons and Administrative Team to resolve the problem. A spirit of Christian kindness and forbearance should pervade all such activities. Finding that the welfare of the church will best be served by the termination of the Pastor, the church may take action by:

- (a) Calling a special meeting for this purpose with one (1) week's notice to the congregation
- (b) Affirmative vote of a three-fourths (3/4) majority of the voting members present sixteen (16) years of age or older voting by written ballot or absentee ballot

Any Minister that our church calls who acts contrary to these Bylaws will be subject to dismissal from the church. At the discretion of the Church, a severance package of not more than three (3) months' salary may be given.

### ***Section 3. Support Staff***

#### **A. Employment**

Other support staff shall be employed by the church to fulfill the mission and ministry of the church or whenever a vacancy occurs in an existing support position. The Personnel Team will seek out a suitable candidate for such position or vacancy. The Personnel Team will be responsible for reviewing and updating the job description and benefit package on file in the church office prior to presenting a candidate. Any changes must be made with the church's approval prior to voting on a candidate.

The Personnel Team may bring only one name at a time for consideration by the church. Confirmation of the candidate will be by written ballot at a regularly scheduled business.

An affirmative vote of three-fourths (3/4) of the membership voting is necessary for extending an offer of employment. Should the candidate voted on fail to receive the required vote, or if he/she should decline to accept the offer of employment, the Personnel Team will be instructed to seek another candidate, and the meeting at which the vote was taken will be adjourned without debate.

#### **B. Benefits:**

A current list of benefits will be kept on file in the church office and will be reviewed annually by the Personnel and Stewardship Committees for any recommended changes. Changes to any benefits must be approved by the church.

### **C. Termination:**

The support staff member may resign the position or the church may terminate the employee relationship.

#### **(1) Resignation of Support Staff:**

The support staff member may relinquish his/her position by giving at least two weeks' notice to the church at the time of resignation. The employee's resignation must be in writing, signed by the support staff member and presented to the Personnel Team to be placed in the employee file in the church office.

#### **(2) Termination at Request of Church:**

Should some serious condition exist which would cause the support staff member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Personnel Team to resolve the problem. A spirit of Christian kindness and restraint shall pervade all such proceedings.

Finding that the welfare of the church will best be served by the termination of the staff member, the church may take action by the Personnel Team meeting with staff member to present to the staff member a letter of dismissal.

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

### **A. Election**

There shall be five (5) Deacons for the first 100 resident members of the church and one (1) additional Deacon for each 25 members over 100. One (1) Deacon shall serve as Chairman, one (1) Deacon shall serve as Vice-Chairman; and one (1) Deacon shall serve as Clerk, for the Body of Deacons.

In accordance with ARTICLE VI of the ARTICLES OF INCORPORATION, the Chairman of the Deacons shall serve as President and Chairman of the Board of Directors, and the Vice-Chairman of the Deacons shall serve as Vice-President and Vice-Chairman of the Board of Directors.

The active Deacon board will nominate candidates annually from among men who meet the scriptural qualifications according to I Timothy 3 and Titus 1 and have been active members of the church for a period of one (1) year or more. The candidates shall be elected for a three-year term with a portion rotating each year as required. The board's Clerk will keep an account of the rotation.

The list of nominees will be presented to the congregation during the month of August. Election will be by written ballot at the close of a regular morning worship service at a meeting specially set for that purpose of which one (1) week's notice to the membership has been given.

Deacons retiring from active participation by rotation will retain their title of Deacon and may be called upon for service by the church at any time but will be ineligible for re-election to the active Diaconate until at least one (1) year has elapsed following their retirement for this service.



Whenever a change in membership necessitates a change in the number of Deacons, this adjustment will be made at the next regular election to commence with the new church year. If a vacancy occurs for any other reason, the nominee receiving the highest number of votes after those elected will be elected to fill the un-expired term.

## **B. Duties**

- 1) Deacons will at all times regard themselves as servants of the church. New Testament deacons serve the Lord by conducting the caring ministry of the church-doing the benevolence work, visiting the sick, being alert to the spiritual needs of the congregation-for the purposes of freeing the pastoral staff to focus on prayer and the ministry of the Word, promoting unity within the church, and facilitating the spread of the gospel.
- 2) The Deacons are to consider and make recommendations related to, discipline within the church and maintenance of a spiritual fraternal relationship with all members of the church. They may assist the Pastor as needed in the performance of his duties. The pastor or the Chairman of the Deacons may call the Deacons into special session whenever the need arises.
- 3) It will be the responsibility of the Deacons to assist previously active members who continue to support the church through prayer and who are giving as they are able financially who may be hospitalized or shut-in to remain informed of the matters before the church and to vote by absentee ballot on these matters.

## **C. Termination**

Other than normal expiration of his elected term, a Deacon's tenure of office will be terminated for the following causes:

- (1) Death
- (2) Written resignation
- (3) Transfer of membership
- (4) Non-resident member who becomes inactive
- (5) Disability (other than temporary) that would prevent his performing the normal duties of his office
- (6) Willful and continual refusal to perform these duties to the best of his ability

Should some serious condition exist which would cause a Deacon to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and other Deacons to resolve the problem. A spirit of Christian kindness and forbearance shall pervade all such proceedings. Finding that the welfare of the church will best be served by the exclusion of the Deacon, the church may take action by:

- (1) Calling a meeting especially for this purpose with one (1) week's notice to the congregation;
- (2) A majority of the members, sixteen (16) years of age or older, voting (present or by absentee ballot); and
- (3) Voting by written ballot.

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

### **A. Election**

The Moderator, and Assistant Moderator as deemed necessary, shall be elected annually upon recommendation of the Nominating Committee.

### **B. Duties**

The moderator will lead all business related meetings of the church after calling the church into business session.

In the absence of the Moderator, a member of the Deacon body will preside; and in the absence of all, the Clerk shall call the church into business session and an acting moderator will be elected.

## ***Section 6. Clerk***

### **A. Election**

The Clerk, and Assistant Clerk as deemed necessary, will be elected annually upon recommendation of the Nominating Committee.

### **B. Duties**

It will be the Clerk's responsibility to attend or be represented at all church business meetings, to keep accurate minutes of all business meeting transactions.

The clerk will:

- 1) prepare the annual associational letter and see that it is properly transmitted to the association
- 2) issue letters of transfer of membership or dismissal as authorized by the church
- 3) preserve all papers and valuable records and letters that belong to the church
- 4) see that an accurate roll of the church membership is kept, including the dates and methods of admission and dismissal, change in name, correct mailing addresses and other pertinent information about each member

The church may delegate some of the clerical responsibilities to the church's Administrative Assistant. All church records are church property and should be filed in the church office.

In accordance with ARTICLE VI of the ARTICLES OF INCORPORATION, the Clerk shall serve on the Board of Directors and have the role and responsibilities of the Secretary of the Corporation.

## ***Section 7. Treasurer***

### **A. Election**

The church shall elect a Treasurer and an Associate Treasurer annually upon recommendation by the Nominating Committee.

## **B. Duties**

Duties of the Treasurer include:

- 1) receive and preserve all money or things of value paid or given to the church
- 2) disburse by check all payments upon receipt of vouchers approved and signed by authorized personnel
- 3) notify the Finance Team Captain if additional funds are needed in any account
- 4) keep an itemized account of all receipts and disbursements
- 5) present an itemized report of receipts and disbursements for the preceding quarter to the church at each regular business meeting

The church may delegate some of the clerical responsibilities to the church's administrative assistant. All church records are church property and should be filed in the church office.

In accordance with ARTICLE VI of the ARTICLES OF INCORPORATION, the Treasurer shall serve on the Board of Directors.

## **Section 8. Trustees**

### **A. Election**

The church will elect six (6) Trustees annually upon recommendation by the Nominating Committee. Upon the death, written resignation, or inability to serve of any Trustee, a successor will be elected by the church in a regular church conference.

### **B. Duties**

The Trustee will:

- 1) act as a legal agent of Cornerstone Baptist Church of High Point, NC in that the trustee(s) may hold in trust the title to church property and will manage or oversee the property for the benefit of the church
- 2) have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing each action
- 3) execute all contracts, deeds, mortgages, or other instruments when authorized to do so by the church in conference
- 4) be responsible for the safekeeping of all legal documents and other important papers of the church
- 5) meet with the Deacons, Treasurer(s) and Finance Team in a special called meeting for the purpose of discussing issues involving financial decisions and all major transactions before presenting them to the church.

In accordance with ARTICLE VI of the ARTICLES OF INCORPORATION, the Trustees shall serve on the Board of Directors.

## **ARTICLE IX - TEAMS AND COORDINATING GROUPS**

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

Teams will be established to help the church in accomplishing its vision and goals. Each Team will be comprised of volunteers who have been received into membership by a vote of the church. These volunteers have committed to serve as a member of this team for a period of one year. Volunteers may serve in this capacity for a length of time as they each so desire, upon annual approval of the church. Each Team Captain will be nominated by the Nominating Team and approved by the church.

### ***Section 2. Dream Team***

#### **A. Election**

The Dream Team will consist of the Pastor, ministerial staff, Treasurer, Church Clerk, Chairman of Deacons, Chairman of Trustees and all current Team Captains.

#### **B. Duties**

The primary functions of the Dream Team are to:

- 1) recommend to the congregation suggested objectives and church goals which support the vision statement
- 2) to review and coordinate program plans recommended by church officers, organizations, and committees
- 3) to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities
- 4) to evaluate program achievements in items of church goals and objectives to provide a composite plan of church growth in all areas of its work including maintenance, building, evangelism, recreation and outreach by conducting an annual ministry review.

### ***Section 3. Nominating Team***

#### **A. Election**

The Nominating Team members will be nominated by the Body of Deacons and approved by the church.

#### **B. Duties**

It shall be the task of this team to recommend persons for all volunteer positions to be elected by the church, including designation of team captains.

### ***Section 4. Personnel Team***

#### **A. Election**

The Personnel Team will be nominated by the Nominating Team and approved by the church.

## **B. Duties**

The Personnel Team assists the church in matters related to employed personnel administration including:

- 1) determining staff needs, interviewing and choosing qualified candidates for the specified job description
- 2) annual evaluation of job performance of all paid staff prior to November of each year
- 3) review and update all paid staff job descriptions annually
- 4) review salary and benefits annually with comparison to similar jobs in the community and coordinate salary adjustments / raises or changes in benefits with the Finance Team prior to presenting to the church for approval.

## **Section 5. Facilities Team**

### **A. Election**

The Facilities Team Captain will be nominated by the Nominating Team and approved by the church. The team will be comprised of volunteer church members who have committed to serve as a member of this team for a period of one year. Volunteers may serve in this capacity for as long as they desire to do so, upon annual approval of the church.

### **B. Duties**

The duties of this team are to:

- 1) provide ongoing inspection of the state of repair and appearance of the buildings and grounds
- 2) recommend and coordinate repairs
- 3) maintain the appearance and function of the facilities
- 4) present an annual estimate for planned and expected expenditures to the Finance Team for use in the budget process
- 5) maintain a checklist of all time sensitive maintenance items and ensure that these inspections and maintenance activities are performed as scheduled.

## **Section 6. Finance Team**

### **A. Election**

The Finance Team captain will be nominated by the Nominating Team and approved by the church. The team is comprised of volunteers who have committed to serve as a member of this team to help the church accomplish its vision and goals.

### **B. Duties**

The Finance Team:

- 1) develops and recommends an overall budget and
- 2) manages the monetary gifts of church members, using sound principles of financial management in accordance with ARTICLE VII – FINANCES.

## ***Section 7. Guest Services Team***

### **A. Election**

The Guest Services Team Captain will be nominated by the Nominating Team and approved by the church. The team consists of volunteer church members. The captain is responsible for training team members and coordinating coverage for the services provided by the team.

### **B. Duties**

This ministry team is divided into four sub-teams of volunteers that work together to create a welcoming and secure environment on our church campus.

#### **1. Welcome Team**

- a) greets guest by opening doors, giving a smile and/or a gentle touch as they welcome guests
- b) help guests to our campus to get to where they need to go
- c) provide written information about the church and essentials to getting the most out of their visit to the church

#### **2. Parking Team**

- a) meet guests in the parking lot with a smile and guide them to a parking place set aside for visitors
- b) escort the guest(s) into the building (with umbrella if it is raining)

#### **3. Hospitality Team**

- a) serves both volunteers and guests
- b) provides refreshments for volunteers that are serving and provides coffee, hot tea or cold water for our guests

#### **4. Usher / Security Team**

- a) responsible for minimizing distractions during the service
- b) help guests or members find a seat as needed
- c) direct or escort guests to child care, children's church meeting areas and restrooms
- d) receives the offering during the service
- e) help to provide a safe and secure facility for worship, ensuring doors are locked during service times
- f) monitors the front foyer doors during service time to assist any late arrivers and be the first line of defense should the need arise
- g) additional responsibilities may include facilitating special services, such as distribution of written materials or candles for congregational use in participation in a planned program.

## ***Section 8. Prayer Team***

Our prayer team prays for the needs of the church family and staff, those who are sick and afflicted, as well as for our weekly services and special events supported by the church.

## **Section 9. Events Team**

### **General**

This team is responsible for planning and coordinating special recognitions, baptisms and all church wide social and special events including coordination of any setup, decorating, serving and clean-up that may be required. The team is responsible for purchasing all supplies needed for the events and for routinely maintaining an adequate stock of kitchen supplies. The team will also preserve historical church events by keeping accurate records of the events including number of participants /attendance and photos to help members understand and appreciate their heritage and mission.

### **A. Election**

The Events Team Captain will be nominated by the Nominating Team and approved by the church. The team consists of volunteers. The captain is responsible for training the team members and coordinating the volunteer efforts for the services provided by the team.

### **B. Duties**

The team is responsible for:

- 1) planning for recognitions or events
- 2) making any purchases necessary for the recognition or event
- 3) coordination of any setup, decorating, serving and clean-up that may be required
- 4) keeping accurate records of historical church events including photos and written documentation evaluating the event and number of participants /attendance.

This team plans and coordinates recognitions and social events for:

- Easter
- Christmas
- Graduations
- Baptisms
- Parent Dedications
- Father's Day
- Mother's Day
- Special church-wide events

## **Section 10. Worship Team**

The Worship Team leads the congregation in worship through music during weekly church services.

### **A. Election**

The Worship Pastor / Worship Leader is called/elected/confirmed by the church body similarly as the pastor. *[See Ministerial Staff]*

The Worship Team includes volunteer vocalists and musicians coordinated and led by the Worship Pastor / Worship Leader.

## **B. Duties**

- 1) The Worship Pastor / Worship Leader is responsible for:
  - planning and coordinating the music for weekly services
  - coordinating volunteer vocalists, musicians and AV Media Team
  - planning and coordinating the general flow of the weekly services
  - planning and oversight of the overall budget for the music ministry and AV Media Team
  - securing and maintaining equipment and instruments necessary for the music ministry and AV Media Team use
  - is responsible for maintaining all appropriate licensing for audio-video usage of words and music used in the music ministry
- 2) Volunteer vocalists and musicians are responsible to practice and become familiar with the music selected by the Worship Leader prior to coming to scheduled and special practices.

### ***Section 11. Audio-Visual Media Team [Computer / Sound / Lighting]***

The A-V media team provides technical support during the weekly services including:

- 1) computer projected words for the songs used in the service
- 2) special lighting and effects
- 3) sound control and amplification
- 4) maintains the sound equipment, lights, musical instruments
- 5) records the message during the weekly service for replay through the Cornerstone website

### ***Section 12. Transportation Team***

The Transportation Team provides transportation using the church owned bus and/or van using volunteer drivers for church related events or ministries as needed.

Any use of the church bus or van must be coordinated through the Transportation Team Captain.

Any and all individuals providing transportation using the church **van**, must be members of the church 21 years of age or older and have a valid North Carolina driver's license.

Any and all individuals providing transportation using the church **bus**, must be members of the church 21 years of age or older and licensed, as required by the state of North Carolina, to drive a vehicle with over 15 passengers.

The **Transportation Team Captain** is responsible for managing the logistics and coordination of all transportation matters within the organization that require use of church owned vehicles.

## **A. Election**

The Transportation Team Captain will be nominated by the Nominating Team and approved by the church. The Team Captain may serve for the length of time as he or she so desires, upon approval of the church on an annual basis.



## **B. Duties**

The Transportation Team Captain duties include:

- 1) organizing the travel schedule, routes to be traveled and assigning drivers
- 2) making certain drivers meet stated requirements and provide training as needed to ensure drivers are aware of their responsibilities when transporting passengers
- 3) ensuring that vehicles are safe and meet all legal requirements
- 4) ensuring routine maintenance is performed
- 5) coordinating repairs that may be needed, including collecting quotes for the work required and presenting them to the Finance Team and Treasurer prior to authorizing work to ensure funds are available if the repair falls within the budget; if the repair is not emergent, also presents quotes outside of the budget to the church for approval prior to work being done
- 6) managing the transportation budget [*Refer to Section 1, ARTICLE VI – FINANCES herein*].

### **Section 19. Other Committees / Leadership**

Other committees / leadership may be elected to serve for specific purposes as desired by the church.

## **ARTICLE IX - PROGRAM MINISTRIES**

### **Section 1. General**

All ministries of the church will be under the authority of the church body, all Team Captains will be elected by the body. Team Captains or their designee will report on their Team's activity during each regularly scheduled business meeting. All Team Captains and ministry leaders will have met the requirements for church membership and have been received into membership by a vote of the church body.

The church year for the teaching ministry of the church (known as Life Groups) will run from September 1<sup>st</sup> to August 31<sup>st</sup> of each year.

### **Section 2. Life Group**

#### **General**

There will be a bible study / discipleship / teaching ministry divided into Life Groups who consistently get together with the purpose of knowing Christ better and are intentional about studying the bible, God's word, to find out more about Christ and how they can follow him. Relationships are built out of shared experiences such as meals, conversations, adventures, serving others together, being there for each other when a need arises, and creating memories together.

This ministry will be conducted under the direction of the Life Group Captain.

## **A. Election**

The Life Group Captain will be nominated by the Nominating Team and approved by the church. The Team Captain may serve for the length of time as he or she so desires, upon approval of the church on an annual basis.

Life Group Leaders are volunteer leaders coordinated by the Life Group Captain who may serve for the length of time as he or she so desires, upon approval of the church on an annual basis.

## **B. Duties**

The Life Group Captain will be responsible for:

- 1) direction and overall coordination of all Life Groups to include choice of literature used in the teaching program
- 2) ordering resource materials needed for Life Groups
- 3) maintaining accurate records of Life Group attendance including visitors and reporting to the church at each scheduled business meeting

The Life Group Leaders for each group

- 1) will strive to lead people toward faith in the Lord Jesus Christ
- 2) guide them to serve Him through evangelism, discipleship, ministry, fellowship and worship

## **Section 3. GO Team**

The GO Team will be under the direction of the GO Team Captain. The team will consist of member volunteers setting a positive example for others by being mission-focused and excited about doing and promoting missions in response to Matthew 28:18-20. The team will plan and coordinate the church's mission projects.

### **A. Election**

The GO Team Captain will be nominated by the Nominating Team and approved by the church. The GO Team Captain may serve for the length of time as he or she so desires, upon approval of the church on an annual basis.

### **B. Duties**

The GO Team Captain's duties include:

- 1) leading team in their emphasis on and promotion of mission activities on a local, state, national and international level
- 2) lead the team in providing special emphasis for our denominational focus on missions opportunities, including international missions (Lottie Moon) and North American missions (Annie Armstrong)
- 3) promoting and recruiting church members for mission trip opportunities
- 4) leading the team in identifying and suggesting ways to encourage and support individuals interested in short and long term missions
- 5) encouraging prayer for those who are participating in missions work

## **ARTICLE X - ORDINANCES**

### ***Section 1. Baptism***

A person who receives 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, will be received for baptism.

- 1) Baptism will be by immersion in water.
- 2) Baptism will be administered by the pastor or whomever the church authorizes. The Event Team will assist in the preparation for, and observance of baptism.
- 3) Baptism will be administered as an act of worship during any worship service.
- 4) A person professing Christ and failing to be baptized after a reasonable length of time will be counseled by the pastor and/or staff and deacons.

### ***Section 2. Lord's Supper***

The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His Second Coming.

- 1) The Lord's Supper should be observed quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled.
- 2) The Lord's Supper shall be observed in the morning or evening worship services.
- 3) The pastor and deacons will be responsible for the administration of the Lord's Supper.
- 4) The deacons are responsible for the physical preparation of the Lord's Supper.

## **ARTICLE XI - ADOPTION AND AMENDMENTS**

### ***Section 1. Adoption***

These Bylaws will be considered adopted and in immediate effect when a majority of the members, sixteen (16) years of age and older, present at the business meeting at which the vote is taken, will vote in favor of the Bylaws as presented. The vote will be taken not less than thirty (30) days after formal presentation of the Bylaws to the church.

### ***Section 2. Amendments***

These Bylaws may be amended, altered, or repealed by a majority vote of the church members, sixteen (16) years of age or older, present at any regular business meeting of the church; provided however, that notice and proposal of such amendment, alteration or repeal is given in writing at the preceding regular business meeting of the church, emailed or mailed to each church member not less than thirty (30) days in advance of the meeting at which a vote is to be taken.

The adoption of these Bylaws will affect a repeal of all previously adopted rules in conflict herewith; provided however, that no actions taken by the church prior to this date will be invalidated by the adoption of these Bylaws.

These ByLaws should be reviewed every three (3) years by the Dream Team and officers, and any need for revision identified will be referred to the Diaconate who will recommend a committee to address the needed revisions. This committee should include members who have served on prior constitution-related committees if at all possible.

### ***Section 3. Retention of Records***

A copy of the Articles of Incorporation and Bylaws will be kept at by the Clerk among his/her records and another copy will be kept in the church office. All amendments or revisions will, after passage by the church, be prepared by the Clerk and placed with the copies of the Articles of Incorporation and Bylaws and made available to the church members upon request.

First Edition:       Adopted September 8, 1985  
First Revision:     February 10, 1988  
Second Revision:   August 12, 1998  
Third Revision:     June 30, 2004  
Fourth Revision:    March 21, 2012  
Latest Revision:    *Draft in progress July 2018*