

Lake Shore Baptist Church Bylaws

**Glorifying Jesus Christ by proclaiming biblical truth
and making disciples who love and serve Him.**

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Article 1 - Repealing, Amendment, and Severability

Section A - Repealing Clause

The enactment of these bylaws shall affect the repeal of all prior church rules and regulatory actions except:

1. The Articles of Incorporation of Lake Shore Baptist Church of Pasadena, Maryland which in shall in no way be affected; and
2. All current officers and committees shall serve until the expiration of the full terms for which they were originally elected or appointed.

Section B - Amendments

This form of church government may be altered or amended by an affirmative vote of 75% of the voting members present, provided:

1. The article or articles for which amendments will be proposed shall be announced during each worship service at least two consecutive Sundays prior to the meeting;
2. Copies of the text of any proposed amendments shall be made available to all voting members at least two consecutive Sundays prior to the meeting; and
3. A quorum of at least 20 voting members must be present to conduct business. If fewer than 20 members are in attendance, the meeting will be canceled and rescheduled.
4. Should a rescheduling occur due to lack of participation, the rescheduled meeting will not have a required quorum.

Section C - Severability

Any clause of these Bylaws that may be found to be unlawful may be severed. The remaining clauses will remain in effect and enforceable.

Article 2 - Church Membership

Section A - Becoming a Member (Adherence to these steps is applicable to new attendees as well as children raised within the church.) Persons will be received into the membership of Lake Shore Baptist Church (LSBC) upon:

1. Public profession of faith in the Lord Jesus Christ as personal Savior or transfer of membership from another Baptist church;
2. Baptism by immersion, when physically able. Previous baptism within a Christian church of like faith and order is accepted;
3. Completion of the LSBC membership class (including receiving and reviewing the tract from the *The Baptist Faith and Message 2000*);
4. Acknowledgement of the current LSBC Bylaws;
5. Agree to and sign the church covenant.

Section B - Member Responsibilities

Subsection 1 - Members will strive to live in accordance with God's word (Rom. 12:2). Moral/cultural understandings of specific issues will be subject to guidance as given in *The Baptist Faith and Message 2000*.

Subsection 2 - The church as the living body of Christ is dependent upon each member to function as a member of that body (1Cor. 12:12-31). Members are expected to live in agreement with the church covenant and support the church with their prayers, presence, time, and resources.

Subsection 3 - Members are expected to grow in their faith through participation in group Bible studies and regular worship services, living in accordance with Titus 2:1-8.

Subsection 4 - Members will resolve conflict within the church body following biblical principles (Rom. 12:10).

Section C - Voting Rights of Members

All members, 16 years of age and over, are eligible to vote and hold elective office* and/or position. (*Trustees must be 21 years of age or older.)

Section D - Discipline

Subsection 1 - The Biblical Call for Discipline - As believers in Christ and as members of His body we are called to discipline both the false teachers within the congregation as well as the immoral person and those who cause divisions. Christian discipline not only removes detrimental influences from the congregation but also benefits the sinner.

Subsection 2 - Biblical Distinctions - We are to consider those inside the congregation (as well as regular attendees) differently from those outside (1 Cor. 5:12-13).

Subsection 3 - The Process - Those who profess false doctrine, who engage in public immorality, who engage in conduct that violates scripture, or who pose some other serious threat to the fellowship shall be subject to church discipline according to the guidelines of Matt. 18:15-17. If the individual repents and requests reinstatement, he/she shall be publicly restored (Gal. 6:1-4).

Subsection 4 - Appeal - The members of this church agree that there shall be no appeal to any court because of the dismissal or because of public statements to the congregation during any of the stages of church discipline.

Article 3 - Church Officers

The officers of this church shall be the senior pastor, Board of Trustees, deacons, moderator, vice moderator, clerk, and treasurer. The senior pastor is a Trustee as defined by the Articles of Incorporation (Article 3, paragraph 4) on October 18th, 1961. All officers must be members of LSBC.

Section A - Board of Trustees

Church members nominated by the Church Council to be Trustees should be persons of integrity and knowledgeable in the areas pertinent to the role.

The Board of Trustees shall consist of no less than four people. The term of office shall be two years with the election of at least two trustees each year (item #4 on page 2 in the Articles of Incorporation). The chairperson will be selected by the committee annually. Current trustees may be re-elected every two years.

The function of the Board of Trustees shall be as caretakers of all the real and personal property of the church including but not limited to all land, structures (permanent and temporary), fixtures and equipment. Some of the major duties of the Board are as follows.

Subsection 1 - Repairs and New Buildings

1. Expenses must be approved in advance by the Budget and Finance Committee. These expenses are subject to the limits of the operating budget. Expenditures cannot exceed operating budget.
2. In the event of the need for an emergency repair, the chairperson of the trustees will confer with the senior pastor and the chairperson of the Budget and Finance Committee (or their designees) then subject to their unanimous approval proceed with the emergency repair.

Subsection 2 - Contracts

1. The senior pastor and the chairperson of the Board of Trustees shall serve as legal representatives with signature authority in the acquisition of contracts for grounds, maintenance, and repairs which include lawn care, property insurance, snow removal, etc.
2. The trustees shall have the exclusive authority to buy, sell, mortgage, lease and/or transfer church property. Any of these changes will require a Special Body Life meeting for the purpose of approval/denial. Signatory authority shall be vested in the senior pastor and the chairperson of the trustees.
3. The trustees shall ensure that an annual review of insurance policies takes place to determine that adequate insurance coverage levels are in place.

Subsection 3 - Acquisition and Expansion

Trustees shall facilitate any process involving the expansion of real and personal property of the church following affirmation at a Body Life meeting, the acquisition of real and personal property bequeathed or gifted to the church, and/or the sale of church-owned real and personal property following affirmation at a Body Life meeting.

Subsection 4 - Liability

Any trustee acting without Body Life approval for major repairs and sale of church property or acting in bad faith in any trustee duty shall be personally liable for such actions.

Subsection 5 - Trustee Board Meetings

Board meetings need not be called on a regular basis, but rather as business needs to be transacted or decisions made. There must be at least one annual meeting. The chairperson shall call all meetings and notify all trustees of a scheduled meeting. The chairperson will appoint one trustee to take minutes of all the decisions made or votes taken. These records shall be submitted to the Church Council.

Subsection 6 - Trustee Budget

The chairperson will submit an annual budget request to the Budget and Finance Committee for expenses that will occur over the next fiscal year. This list will include many small items, as well as long-term expense items such as major repairs, roof repairs, AC or heating replacement. This list shall be submitted to the Church Council.

Section B - Deacons

In accordance with the scripture, deacons are to be ministry servants to the membership of the church. The primary task of each deacon will be to keep in touch with members assigned to his watch care, minister to their needs, and inform the pastor/ministry directors of situations where his/her attention is needed.

Subsection 1 - Deacon Qualifications

1. They are to be guided in their ministry by the principles of Acts 6:1-7 and 1 Timothy 3:8-13.
2. Each deacon must agree to serve under the conditions of the following statement of minimum expectations. "As a deacon of Lake Shore Baptist Church I will:
 - a. Be morally and ethically above reproach, in every aspect of my life;

- b. Attend deacons' meetings, Sunday worship, Sunday adult Bible study, and Body Life meetings unless on vacation or prevented by illness, vocational responsibilities, or urgent circumstances beyond one's control;
- c. Model the practice of stewardship of all God-given resources; and
- d. Be willing to maintain contact with his assigned families.

Subsection 2 - Nomination of Deacons - When deemed necessary by the deacons, they will nominate men who meet the above qualifications. The deacons, in conjunction with the Senior Pastor, will evaluate candidates to determine whether or not to proceed toward ordination. The ordination will be in a specific worship service designated for that purpose.

Subsection 3 - Deacon Officers - The deacons will annually elect their own chairman, vice chairman, and secretary. In addition to presiding at deacons' meetings, the chairman will serve on the Church Council.

Subsection 4 - Benevolence Fund - The deacons will administer the Deacons' Benevolence Fund in accordance with their written internal policies, as financial ability permits. Funds may be used toward the needs of those within or outside of the church membership.

Subsection 5 - Lord's Supper - The deacons will prepare for and participate in the serving of the Lord's Supper. The deacons, together with the ministerial staff, will determine the frequency of regularly occurring communion.

Subsection 6 - Pulpit Supply - Whenever the senior pastor is unable to fill the pulpit or arrange for pulpit supply or when the church is without a senior pastor, the deacons will arrange for pulpit supply, including the recommendation of an interim pastor to be voted on by the congregation at a Special Body Life meeting. The interim pastor may not be considered as a candidate for senior pastor and therefore must be informed of this policy by the deacons before he allows his name to be considered for interim pastor.

Subsection 7 - Removal of a Deacon

1. Voluntary

At such a time a deacon desires to resign from the deacon body, he shall provide thirty days written notice to the chairman of the deacons.

2. Involuntary

- a. Comparable with discipline of a member, a deacon shall be subject to church discipline (See Article 2 - Church Membership). He shall also be bound by the mandates of scripture.
- b. If these standards are breached by a deacon, the deacon body shall take corrective action, when appropriate, to encourage repentance and appropriate restoration.

Section C - Moderator and Vice Moderator

The moderator shall preside over all Body Life meetings. If the moderator is unable to perform this duty, the vice-moderator will assume the duty. If an appointed moderator is unavailable for a meeting, a deacon may act as moderator.

Section D - Clerk

The clerk shall keep a record of all official actions and meetings of the church body. If the clerk is unable to record the official actions of the church body at a single meeting, the moderator will appoint a church member, already in attendance at the meeting, to do so.

Section E - Treasurer

The treasurer shall be responsible for overseeing the financial processes of the church and shall ensure the preparation of regular financial reports to the Budget and Finance Committee and the Body.

Section F - Nomination of Church Officers

The Church Council will meet annually to determine the pool of nominees for each position. Once the pools are determined and each candidate's willingness to serve has been confirmed, the ballot will be presented at the annual meeting and voted on by the voting members present at the meeting. The person receiving the highest number of votes for a specific position will be approved. The Church Council will determine the number of trustees to be elected in any annual vote.

Article 4 - Ministerial and Administrative Staff

Ministerial staff shall include the senior pastor and additional paid pastoral/ministerial positions. The senior pastor in conjunction with the Personnel Committee shall make recommendations to the Body for approval when it is determined there is a need for the addition or reduction of pastoral/ministerial staff positions. These bylaws make a distinction between pastoral staff and ministerial staff with pastoral staff being ordained and in accordance with 1 Timothy 3.

Section A - Responsibilities of the Senior Pastor

The senior pastor will be the spiritual leader of LSBC. The senior pastor will serve as an ex-officio member of all committees/ministries. The senior pastor is responsible for oversight of all ministries.

Section B - Calling/Releasing Pastoral/Ministerial Staff

Subsection 1 - Calling a Senior Pastor

1. Qualifications

- a. A candidate for senior pastor of Lake Shore Baptist Church shall be a minister of good report and fulfill the mandates of scripture found in 1 Tim. 3:1-7 and Titus 1: 6-9.
- b. A candidate will have at minimum:
 - i. a bachelor's degree;
 - ii. ministry experience; and
 - iii. other experience as defined in the job description provided in the Personnel Committee manual.

2. Search Committee

- a. Whenever this church shall be without a senior pastor, it shall elect a Pastor Search Committee, which shall consist of seven adult members of the congregation. If during the duration of the search committee's work, the number of members falls below five, additional members must be elected as set forth below. (Article 4.Section B.Subsection 1. Item 2.b.ii)
- b. The Church Council will hold a meeting to determine candidates for the search committee.
 - i. Whenever this church shall be without a senior pastor, the chairman of the deacons will act as the temporary chairperson at the next meeting of the Church Council for the purpose of electing a Church Council chairperson from among the Church Council members present at this meeting. This will be the first item on the agenda of this meeting.
 - ii. The Church Council will suggest potential candidates for the search committee. Additionally, church members may suggest

potential candidates for the search committee to the Church Council. Those suggestions can be presented to a council member prior to the meeting or at the meeting. The church council will contact suggested candidates to determine their willingness to serve. All names of candidates, willing to serve, will be posted on the ballot.

- c. Neither paid staff members nor their spouses are eligible to serve on the Pastor Search Committee. Immediate family members may not serve on the same Pastor Search Committee.
 - d. The Pastor Search Committee shall be elected by secret ballot at either a regularly scheduled or Special Body Life meeting. Each voting member of the congregation in attendance at the meeting shall be given a ballot upon which the names forwarded by the Church Council will appear. At least three members of the Church Council/Deacon Body will tally the votes immediately following the meeting. The seven persons receiving the highest number of votes shall comprise the Pastor Search Committee. If there is a tie for the seventh highest number of votes, it will be resolved by including the tied candidates in the search committee. The Pastor Search Committee will select its own chairperson and its own secretary, who shall have assistance from church staff.
3. Upon recommendation from the Pastor Search Committee, the candidate will be brought before the congregation for consideration. A call will be extended after an affirmative vote of 80% of voting members in attendance at a Special Body Life meeting.
 4. Pulpit Supply (see also Deacons: Pulpit Supply, page 9)
When the church is without a senior pastor or whenever the senior pastor is unable to fill the pulpit or arrange for pulpit supply, the deacons will arrange for pulpit supply, including the recommendation of an interim pastor to be elected by the congregation. The interim pastor may not be considered as a candidate for senior pastor and therefore must be informed of this policy by the deacons before he allows his name to be considered for interim pastor.

Subsection 2 - Calling a Staff Pastor/Ministerial Staff

When it is determined that there is a need for ministerial staff, a job description will be created or revised by the Personnel Committee. If it is a new position, a Special Body Life meeting will be called to conduct a vote to consider the position. This search committee will consist of the senior pastor and six voting members of the congregation. The six voting members will be selected according to the process set forth in Article 4, Section B, Subsection 1, Item 2b. Other paid staff members or their spouses are

ineligible to serve on this search committee. Immediate family members may not serve on the same search committee.

Upon recommendation from the search committee, the candidate will be brought before the congregation for consideration. A call will be extended after an affirmative vote of 80% of voting members in attendance at a Special Body Life meeting.

Subsection 3 - Terminating a Senior Pastor

1. Voluntary

Should the senior pastor desire to separate himself from the congregation, he shall provide thirty days written notice to the chairperson of the Personnel Committee.

2. Involuntary

a. Comparable with discipline of a member, the senior pastor shall be subject to church discipline (See Article 2 - Church Membership). The senior pastor shall also be bound by the mandates of scripture (1 Tim. 3:1-7).

b. Sinful Behavior:

- i. If an accusation is brought against the senior pastor (1 Tim. 5:19), the matter will be discussed by the Personnel Committee and the deacons at a closed meeting and consequently investigated. The investigative team will be made up of the Personnel Committee and the deacons. The chairperson of the Personnel Committee and the chairman of the deacons jointly will appoint a chairperson of the investigative team other than themselves. Following the investigation, if the accusation is determined to be true, corrective actions will be taken jointly by the three chairpersons.
- ii. If the infraction is deemed by the investigative team to be egregious, no corrective action plan will be required prior to convening a Special Body Life meeting for the purpose of voting on the termination of the senior pastor.
- iii. Once the senior pastor has been notified of the investigation, he may not invoke the right to voluntarily terminate his employment. Further, at the point the investigative process commences, the chairperson of the Personnel Committee, in consultation with the deacons, may require that the senior pastor be placed immediately on paid administrative leave pending the final resolution of the matter.

- c. Poor Performance of Pastoral Responsibilities: After a performance review process, if there is a recommendation from the Personnel Committee to initiate the termination of a senior pastor, the Personnel Committee chairperson will contact the chairman of the deacons.
- d. The chairman of the deacons shall call a Special Body Life meeting when a termination recommendation has been made. At the Special Body Life meeting, an affirmative vote of 65% of voting members in attendance shall be required for the involuntary termination of the senior pastor, which will be effective immediately following the vote. Reasons for involuntary termination will be as follows:
 - i. an appropriate corrective action plan has not achieved repentance and restoration;
 - ii. a corrective action plan is not recommended due to the severity of the infraction; or
 - iii. corrective action following a performance review process has resulted in a termination recommendation.

Subsection 4 - Terminating Other Pastoral/Ministerial Staff

3. Voluntary

At such a time a ministerial staff member desires to separate him/herself from the congregation, he/she shall provide thirty days written notice to the senior pastor who will forward that notice to the chairperson of the Personnel Committee.

4. Involuntary

- c. Comparable with discipline of a member, a ministerial staff member shall be subject to church discipline (See Article 2 - Church Membership). He/She shall also be bound by the mandates of scripture.
- d. If these standards are breached by a ministerial staff member, the senior pastor, in conjunction with the Personnel Committee, shall take corrective action, when appropriate, to encourage repentance and restoration.
- e. Sinful Behavior:
 - i. If an accusation is brought against a ministerial staff member, the matter will be discussed and investigated by the senior pastor, the Personnel Committee, and the deacons at a closed meeting. Following the investigation, if the accusation is determined to be true, corrective actions will be taken.

- ii. If the infraction is deemed to be egregious, no corrective action plan will be required prior to convening a Special Body Life meeting for the purpose of voting on the termination of the ministerial staff member.
 - iii. Once the ministerial staff member has been notified of the investigation, he/she may not invoke the right to voluntarily terminate his/her employment. Further, at the point the investigative process commences, the senior pastor and the chairperson of the Personnel Committee, in consultation with the deacons, may require that the ministerial staff member be placed immediately on paid administrative leave pending the final resolution of the matter.
 - f. Poor Performance of Ministerial Responsibilities: After a performance review process, if there is a recommendation from the Personnel Committee to initiate the termination of a ministerial staff member, the Personnel Committee chairperson will contact the senior pastor.
 - g. The senior pastor shall call a Special Body Life meeting when a termination recommendation has been made. At the Special Body Life meeting, an affirmative vote of 65% of voting members in attendance shall be required for the involuntary termination of the ministerial staff member, which will be effective immediately following the vote. Reasons for involuntary termination will be as follows:
 - i. an appropriate corrective action plan has not achieved repentance and restoration;
 - ii. a corrective action plan is not recommended due to the severity of the infraction; or
 - iii. corrective action following a performance review process has resulted in a termination recommendation.
3. If the senior pastor, with approval of the Church Council, determines that a ministerial staff position is no longer needed or circumstances arise which preclude the church from being able to fund a ministerial staff position, the ministerial staff member's position may be suspended. The ministerial staff member will serve until the position is suspended, for a minimum of 30 days after notification of the suspension of the position.

Section C - Severance Packages

A severance package may be offered to a senior pastor or ministerial staff member leaving the employ of LSBC under the circumstances in the Subsections listed below. To modify the budget, the chairperson of the Budget and Finance committee shall call a Special Body Life meeting to consider the severance package recommendation.

Subsection 1 - A severance package may be calculated by the Personnel Committee and paid at any time that the church has either eliminated a position, or the funding for the position, and has notified the person of the intent to release him/her from employment. The recommendation requires a majority vote in both the Personnel Committee and the Budget and Finance Committee.

Subsection 2 - A severance package may be recommended by the Personnel Committee if the person is retiring or leaving in good repute after faithful service to the congregation and the church is financially able to support the payment of a severance package. The recommendation requires a majority vote in both the Personnel Committee and the Budget and Finance Committee.

Subsection 3 - A severance package may be recommended by the Personnel Committee if a ministerial staff member's employment is terminated with prejudice and the payment of a severance package is considered in the best interest of the church. The recommendation requires a majority vote in both the Personnel Committee and the Budget and Finance Committee.

Section D - Support Staff

Subsection 1 - Potential Increase of Support Staff - The Personnel Committee may be made aware of or determine a need for additional paid support staff. If the Personnel Committee determines that there is a need, they will develop a job description and consult with the Budget and Finance Committee on an appropriate salary range.

Subsection 2 - Approval of New Support Staff Position - The Personnel Committee will request the approval of the congregation on the position and salary range at a regularly scheduled Body Life or a Special Body Life meeting. No applicants are to be considered or interviewed prior to congregational approval of the position.

Subsection 3 - Supervision of Support Staff - All support staff will be supervised and reviewed by the senior pastor. In the case where the church finds itself without a senior pastor, the executive pastor will be the supervisor. Support staff will abide by the policies, procedures, and employment practices of LSBC as laid out in these Bylaws and the Personnel Manual.

Section E - Officiating Weddings and Other Ceremonies

LSBC believes that marriage is ordained by God and is between one man and one woman based on their biological gender at birth (Gen. 1:27). Pastoral and ministerial staff will not perform wedding ceremonies that do not adhere to this definition nor is our building/property available for use for any type of ceremony that also does not adhere to the description stated above. Any use of church property will likewise conform to the moral guidance of the church as described by *The Baptist Faith and Message 2000*.

Article 5 - Church Council

Section A - Purpose

The church council oversees the program plans, evaluation of program achievements, and annual calendar of church activities.

Section B - Membership

1. The senior pastor, as the chairman of the Church Council, shall ensure the Church Council is functioning to accomplish its duties. Whenever this church shall be without a senior pastor, refer to Article 4. Section B. Subsection 1. Item 2.b.i
2. All staff pastors, ministry directors, the deacon chair, committee chairs, and ministry leads (such as women's, men's, or hospitality ministries, etc.) will be voting members of the Church Council.

Section C - Meetings

1. The church council shall meet quarterly or more often as needed.
2. All meetings of the Church Council shall be open to every church member. Only members of the council may vote.
3. Minutes shall be taken by the current church clerk or a designee of the chairperson of the Church Council. Minutes shall be filed in accordance with the administrative manual.

Article 6 - Annual Nominations and Elections

Section A - Standing Committee Members

The Church Council will meet annually to determine the pool of nominees to fill available positions within the Board of Trustees, Budget and Finance Committee, Personnel Committee, Bylaws Committee, and the Teller Committee. Church members may suggest potential candidates for committees to the Church Council. Those suggestions can be presented to a council member prior to the meeting or at the meeting. Nominees will be vetted for availability and willingness to serve. A ballot of prospective committee members will be presented at the annual meeting and voted on by the voting members present at the meeting. The person(s) receiving the highest number of votes for a specific pool will be approved and asked to serve.

- The Board of Trustees will function as described in Article 3 - Church Officers.
- The Budget and Finance Committee will be responsible for providing financial analysis, financial advice, formulating a proposed budget for the coming year, and oversight of the church's budget.
- The Personnel Committee will be responsible for developing and updating job descriptions, recommending salary ranges (to the Budget & Finance Committee), providing the performance review of the senior pastor, and will maintain and preserve personnel files. The Personnel Committee receives all ministerial and support staff performance reviews completed by the senior pastor. Together they will discuss these evaluations and, when needed, develop performance improvement plans.
- The Bylaws Committee will be responsible for annually (at a minimum) reviewing the Bylaws of LSBC and proposing updates if needed.
- The Teller Committee will be responsible for counting giving by church attendees and securely depositing funds at the bank.

Section B - Ad Hoc Committee Members

The need for an ad hoc committee may be proposed to the Church Council by any LSBC member. If the need for the committee is approved by the Church Council, the procedure to find members for the ad hoc committee will follow the same process as set forth for annual committee member nominations. For any ad hoc committee that is approved, a purpose statement, duties, and the date of dissolution of the committee must be specified.

An Audit Committee (church finances) and Pastor Search Committees are examples of ad hoc committees. Nominees for an Audit Committee shall not have served on the Budget and Finance Committee or Teller Committee since the last internal audit was performed.

Nominees for the Pastor Search Committee are described in Article 4 - Ministerial and Administrative Staff.

Section C - Ministry Leaders (Laypersons)

The pastoral staff will choose the leader of each ministry. Each of the leaders will acquire his/her own recruits.

Section D - Sunday School Director

The pastoral staff will select the Sunday School Director.

Section E - Sunday School Teachers

Adult Sunday School teachers will be selected by the Sunday School Director. Student Sunday School teachers will be selected by the Student Pastor. Children's Sunday School teachers will be selected by the Children's Ministry Director. All Sunday School teacher appointments shall be subject to the pastoral/ministerial staff's oversight.

Section F - Small Group Leaders

Small Group leaders will be selected by the small groups pastor (Executive Pastor) subject to the pastoral/ministerial staff's oversight.

Article 7 - Church Committees and Ministries

1. The Church Council will determine the purpose and duties of committees/ministries.
2. Committee/ministry focus and responsibilities shall be included in the Administrative Manual.
3. Committee members and ministry leads must be members of LSBC.
4. Background checks are mandatory for committee members or ministry participants working with anyone under the age of 18 or the Adult Special Needs Class.
5. Ministries should provide activity reports to the Church Council.
6. Committees will elect their own chairperson and secretary.
7. Committees shall provide minutes of each meeting to the Church Council and shall be filed in accordance with the administrative manual.
8. The senior pastor serves as an ex-officio member of all committees/ministries. As such, the senior pastor should be included in the planning of all activities/meetings.

Article 8 - Manuals

Section A - Administrative - The Manual should be updated annually (by the senior pastor in conjunction with staff), to include, at a minimum, the subsections listed below.

Subsection 1 - Function/Requirements

Subsection 2 - Policy and Procedures

Subsection 3 - Assignment of Additional Responsibilities

Section B - Personnel - It is the responsibility of the Personnel Committee to write and annually update the Personnel Manual, to include, at a minimum, the subsections listed below.

Subsection 1 - Hiring/Termination of Staff

Subsection 2 - Definitions for Full/Part Time Status of Staff

Subsection 3 - Performance Review

Subsection 4 - Leave Policy

Subsection 5 - Holiday Policy

Subsection 6 - Severance Package Policy

Subsection 7 - Additional Activities (e.g. Conferences, Continuing Education, etc.)

Article 9 - Meetings

All meetings described below will be announced to the membership of LSBC by standard means of communication no less than 14 days prior to the actual meeting. All Body Life and Special Body Life meetings shall be conducted in accordance with Robert's Rules of Order. The meeting will include the agenda of new business to be conducted at the meeting. Church members are encouraged to contact the appropriate pastoral staff, deacon(s), and/or committee members during the two-weeks prior to the meeting to address questions/concerns prior to the meeting. Only those voting members in attendance may cast a ballot.

Section A - Worship services will be held, but not limited to, each Lord's Day.

Section B - Church Council Meetings

Section C - Annual Body Life Meeting

The annual Body Life meeting will be held during September as prescribed by LSBC's Articles of Incorporation. At that meeting the following shall occur:

1. Acceptance/revision of minutes from the previous meeting;
2. Election of officers/committee members;
3. Any other new business on the agenda; and
4. Only motions included on the agenda will be considered for vote at the current meeting.

Section D - Annual Budget Meeting

The Budget and Finance Committee will call for a meeting with the purpose of presenting the next year's annual church budget to the Body for approval no later than December 15th of the current year.

Section E - Special Body Life Meetings

Subsection 1 - Special Body Life Meetings may be called by the:

1. senior pastor;
2. chairman of the deacons, in consultation with the deacons;
3. chairperson of the Budget and Finance Committee; or
4. interim pastor, if the church finds itself without a senior pastor (in consultation with the deacons).

Subsection 2 - Only motions included on the agenda will be considered for vote at the current meeting.

Section F - Conflict at Body Life Meetings

If inappropriate conflict arises during a Body Life meeting, the moderator shall have the authority to suspend the meeting. A motion from the floor should be made to table the item. A subsequent meeting will be after a period of time for prayer and reflection (1Tim. 2:8).

Section G - Virtual Meetings

In the event that an Annual Body Life, Annual Budget, or Special Body Life meeting can not be held in person, the senior pastor, in conjunction with the deacons, will determine how the meeting agenda items can be accomplished virtually. The following items need to be established prior to the occurrence of the virtual meeting:

1. The minimum fourteen day notification is still required;
2. Method of publishing the agenda of new business items;
3. Manner of conducting the meeting (motions, seconds, voting, etc.);
4. Method of voting (including accounting for multiple members of the same household);
5. Ensuring voting allows for anonymity; and
6. Validation of voter's membership.

Article 10 - Sexual Misconduct

Sexual conduct that does not adhere to biblical standards will be considered sexual misconduct for the purposes of church membership/employment.

Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening, manipulating, or intimidating the person against whom such conduct is directed. Any such behavior will be reported to authorities in accordance with state and federal law.

Article 11 - Adoption and Amendment

These Bylaws adopted by the membership on May 21, 2023 will supersede any and all previous Bylaws of Lake Shore Baptist Church.

Bylaws Committee Elected in 2022

- Diane Copeland (Chairperson)
- Daniel Rich (Secretary)
- Tracy Bolt
- Lori Morel