

REV 12
CMU approved August 25, 2019
Effective October 1, 2019

BYLAWS OF ACTON BAPTIST CHURCH

Revision 12
CMU approved August 25, 2019

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ARTICLE ONE

MAIN OFFICE

**ACTON FIRST BAPTIST CHURCH, INC.*
GRANBURY, TEXAS**

ORGANIZED: August 20, 1855

ARTICLES OF INCORPORATION DATED: January 31, 1974

CERTIFICATE OF FORMATION: October 20, 2011

LOCATION ADDRESS: 3500 Fall Creek Highway, Granbury, TX 76049

PHONE: 817-326-4693

MAILING ADDRESS: 3500 Fall Creek Highway, Granbury, TX 76049

CHURCH WEB SITE/EMAIL ADDRESS: Email: info@actonbaptist.org
Website: actonbaptist.com

ASSOCIATIONAL AFFILIATION: Paluxy Baptist Association

***Acton First Baptist Church, Inc. shall be referred to as the
Acton Baptist Church of Acton, Texas.**

ARTICLE TWO

CHURCH MEMBERSHIP

Section A: General

1. This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains the exclusive right of self-governance.
2. The membership of Acton Baptist Church (ABC) shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the ABC Constitution and Bylaws, and who offer evidence, by their confession and their conduct, that they are living in accordance with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ.
3. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section B: Candidacy

1. Any person may offer himself/herself as a candidate for membership in this church. All such candidates shall be presented for membership to the church at any regular church worship service in any of the following ways:
 - a) by a public profession of faith and baptism by immersion,
 - b) by promise of a letter of recommendation from another Baptist church of like faith and baptism by immersion,
or
 - c) by personal statement, satisfactory to this Church, that the person has made a public profession of faith and been scripturally baptized by immersion in a church of like faith.
2. All persons who request membership by one of the three (3) conditions described above shall be formally presented at a regularly scheduled church ministries update and received into the fellowship by a three-fourths (3/4) affirmative vote of those church members present and voting.
3. Should there be any dissent concerning any candidate, such dissent shall be referred to the Ministerial Staff or Deacon Body for investigation with a recommendation to the church within sixty (60) days. A three-fourths (3/4) affirmative vote of those church members present and voting at a church ministries update shall be required to elect such candidates to membership.

Section C: Types of Membership

1. Resident
2. Non- Resident - A member who has moved from the community or can no longer be located will be removed from the resident roll and placed on the non-resident roll.

Section D: Member Responsibilities

1. Every member shall declare his/her purpose to follow Christ as stated in God's Word.
2. The Church Covenant adopted by the church will be used as a guide for developing a growing relationship with the Lord Jesus Christ and with other members of the church.

CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and Lord and on the profession of our faith, having been baptized by immersion in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We agree, by the aid of the Holy Spirit to walk together in Christian love:
--to strive for the advancement of this Church in knowledge, prayer, holiness, and comfort;
--to promote its prosperity and spirituality;
--to sustain its worship ordinances, discipline, and doctrines;
--to contribute cheerfully;
--to regularly support the ministry, the expenses of the church, and the relief of the poor;
--to spread the gospel throughout our community and to all nations.

We also agree to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our behavior; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, condoning no sin, yet loving all sinners, and always ready for reconciliation and mindful of the rules of our Savior for reconciliation.

We moreover agree that when we move from this place we will, as soon as possible, unite with a church where we can carry out the spirit of this covenant and the principles of God's Word.

Section E: New Member Orientation

New members of this church are encouraged to participate in the church's Connection Class.

New members who are also new Christians are encouraged to participate in the discipleship training as well as the new member orientation program.

Section F: Rights of Members

1. All resident members are entitled to vote on all matters that come before the church.
2. Resident members must be present to vote unless provisions have been made for absentee balloting.
3. Resident members of the church are given consideration for elective offices in the church.
4. Every member of the church may participate in the ordinances of the church as administered by the church.

Section G: Termination of Membership

Membership shall be terminated in the following ways:

1. death of the member,

2. transfer by letter of recommendation to another Baptist church,
3. exclusion by action of this church as stated in Section H, or
4. erasure upon request or proof of membership in a church of another denomination.
5. A member who has moved from the community or can no longer be located will be removed from the resident roll and placed on the non-resident roll.

Section H: Discipline

1. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Senior Pastor, members of the ministerial staff, and deacons will be available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption and restoration rather than punishment.
2. Should some serious condition exist which causes a member to become a liability to the general welfare and harmony of the church, the Senior Pastor and the deacons will take prayerful and reasonable measures to resolve the problem following the principles found in Matthew 18:15-17. If it becomes necessary for the church to take action to exclude a member, three-fourths (3/4) affirmative vote of the members present and voting at a church ministries update is required; and the church may proceed to declare the person to no longer be in the membership of the church. All such proceedings shall be conducted after much prayer and in a spirit of Christian kindness and patience.
3. The church may restore to membership any person previously excluded upon request of the excluded person and evidence of the excluded person's repentance with three-fourths (3/4) affirmative vote of the members present and voting at a regularly scheduled church ministries update.

ARTICLE THREE

SENIOR PASTOR, MINISTERIAL, PROFESSIONAL, AND SUPPORT STAFF

Section A: General

Acton Baptist Church staff is responsible for leading the church to function as a New Testament Church. The Senior Pastor, ministerial, professional, and support staff are to lead, support, and equip the congregation, the organizations, and the programs to perform their tasks in kingdom growth.

Prior to employment, all personnel of ABC, both full-time and part-time, shall go through full screening procedures including: address verification as well as criminal and sex offender background checks. Additional screenings may be required per personnel policies; e.g., credit checks and academic background checks.

Section B: Senior Pastor and Ministerial Positions

1. The Senior Pastor will serve as the Chief Executive Officer of the church in all areas of church life. The ministerial staff will assist the Senior Pastor in accomplishing the mission of the church.
2. The Senior Pastor and ministerial staff will work together as a team to provide unity and harmony, support one another's ministry, and demonstrate servant leadership in the church.
3. Descriptive duties and responsibilities for all personnel, including the Senior Pastor and ministerial staff, may be found in the Personnel Policy and Procedure Manual.

Section C: Primary Functions of the Senior Pastor

General: The Senior Pastor is the under-shepherd (overseer) of the congregation. He shall perform all of the functions and duties of the Pastor of a New Testament Church (1 Tim 3:1-7).

The Senior Pastor shall:

1. preach and teach the truth of God's Word,
2. submit to the Bible as God's absolute authority under the inspiration of the Holy Spirit,
3. provide Pastoral care for the congregation and staff, be the under-shepherd (overseer) of the congregation, leading in outreach ministries including witnessing and visitation.
4. lead staff and church to know and follow God's Word, be steadfast in prayer and maintain God's standard in accordance with the theological thinking and position of this church as stated in Article Two of the Constitution,
5. lead the congregation, the organizations, and the church staff to perform their tasks.
6. Lead in maintaining alignment within the leadership of the church by;
 - a) shaping the strategic and long-term direction of the Church to achieve the church's core mission and sharing such with the church at least once per year during a regular worship service.
 - b) Coordinating
 - ministry and program plans recommended by church officers, advisory councils, committees and ministry teams,
 - the use of leadership, calendar time, and other resources according to the program priorities,

- with the Safety and Security Advisory council so that activities are adequately covered by the security team.
- c) meet with the leadership of the church a minimum of twice a year or as necessary to
- ensure alignment within the church leadership,
 - assess the past six months achievements in terms of church objectives and goals, and determining how these achievements helped fulfill the mission and objectives of the church,
 - prepare a written report to be shared with the church by the church leadership,
 - evaluate and adjust the use of leadership, calendar time, and other resources according to the program priorities,
 - update the church calendar based on these reviews,
- d) Leadership of the church consists of:
- Senior Pastor
 - Ministerial Staff
 - Weekday Early Education (WEE) School Director
 - Chairman of the Deacons
 - Chairpersons of all advisory councils, committees, and ministry teams
 - Sunday School Teachers

Section D: Primary Functions of the Ministerial Staff

The Ministerial Staff shall:

1. be called and employed as the church determines the need for such positions,
2. be responsible for leadership in his/her respective ministry area under the direction of the Senior Pastor and/or designated supervisor,
3. have the responsibility of recommending to the Personnel Committee the hiring and termination of support staff personnel as prescribed in the Personnel Policy and Procedure Manual and Organizational Chart, and
4. be supervised by the Senior Pastor and/or ministerial staff member designated by the Personnel Committee.
5. Responsibilities as defined in the personnel manual.

In addition to the above responsibilities the Pastor of Discipleship and Missions shall annually prepare a list of all the nominations for the upcoming educational year (includes Sunday School, mid-week Bible studies, and other educational programs supported or hosted on the church campus) and present the list at a regular church ministries update for approval prior to the beginning of the educational year.

Section E: Senior Pastor and Ministerial Staff Vacancies

1. The Senior Pastor shall give at least four weeks' notice in writing to the Chairman of the Personnel Committee and deacons with the intention of vacating his office. They will follow the procedures of accepting the resignation as outlined in the Personnel Policy Manual.
2. All other ministers shall give two weeks' notice in writing to the Senior Pastor who will follow the procedures of accepting the resignation as outlined in the Personnel Policy Manual.
3. The church may declare the Office of Senior Pastor to be vacant. Such action shall take place at a church ministries update called for that purpose with at least two weeks public notice given. Such meeting should take place only after the church has followed the Matthew 18:15-17 principles. The meeting may be called upon the recommendation of a majority of the Personnel Committee and the deacons or by written petition signed by not less than one-fourth (1/4) of the resident church members. The moderator shall preside over this meeting. The

vote to declare the office vacant shall be by secret ballot; an affirmative vote of three-fourths (3/4) of the members present and voting being necessary to declare the office vacant.

4. The church may declare a ministerial position to be vacant when there is no longer a need for that position and/or if the church deems it necessary to terminate a minister. Such action shall take place at a church ministries update called for that purpose with at least two weeks public notice given. Such meeting to terminate a minister should take place only after the church has followed the Matthew 18:15-17 principles. The church may vote to vacate such positions at any church ministries update by a simple majority vote of members present and voting. This vote will result from a recommendation of the Personnel Committee in consultation with the Senior Pastor or by written petition signed by not less than one-fourth (1/4) of the resident church members. The termination shall take effect immediately.

Section F: Senior Pastor and Ministerial Staff Search Process

1. Interim Pastor Search Process

- a) In the event of a vacancy in the position of Senior Pastor, as soon as possible, representatives from each of the Personnel Committee, Finance Committee, and Committee on Committees in consultation with the deacon officers and ministerial staff will form an Interim Pastor Search Committee.
- b) The Interim Pastor Search Committee will meet to determine the need to call:
 - 1) an Interim Pastor who would have minimum duties of preaching and meeting with the staff, or
 - 2) an Intentional Interim Pastor who, in addition to preaching and meeting with the staff, would be enlisted to promote congregational health and provide a safe bridge in the selection of the next Senior Pastor.
 - 3) A recommendation from the Interim Pastor Search Committee will be presented at a regular church ministries update.
 - 4) Upon approval of the Interim Pastor Search Committee's recommendation, the Personnel Committee will begin the process of enlisting someone to serve in the position of Interim Pastor as determined by the church.
 - 5) An Interim Pastor or Intentional Interim Pastor, along with a position description and compensation package, will be presented to the church at a regular church ministries update.

2. Senior Pastor Search Process

- a) A representative from each of the Personnel Committee, Finance Committee, and Committee on Committees, in consultation with the deacon officers and ministerial staff, will set a date for the election of a Senior Pastor Search Committee (SPSC). The church will be given a two weeks' notice of this election and the election will be held at a special called church ministries update.
- b) All reasonable means of communication, including mail, shall be employed to notify the church members of the date selected and the process to be followed. At this point, the deacons and the Prayer Ministries Team will be enlisted to provide a program of both private and corporate prayer, seeking God's guidance for the selection of this committee.
- c) On the day of the election, each present, active resident member of Acton Baptist Church (ABC) may submit one (1) ballot with up to seven (7) names on it. The instructions for balloting will be given at that time. Early voting by home bound members requesting a vote will be administered by the deacons.

- d) Once the ballots are received, they will be counted by the Counting Team composed of the Deacon Chairman and the Chairpersons of the Constitutional Committees. The Counting Team may seek staff assistance as needed.
- e) Immediate family members may serve on the SPSC only if separated by three (3) or more generations. Ministerial staff and families are not eligible to serve on the SPSC. The seven (7) church members who receive the most votes will be notified immediately by the Chairperson of the Personnel Committee. If a person chooses not to serve, then the next person on the list with the most votes is selected as a member. There will be no alternates chosen at this time, but may be added later if needed. Alternates will be chosen in the same manner as the original members of the SPSC.
- f) The first meeting will be called by the Chairperson of the Personnel Committee. In that meeting, the committee will elect a chairperson and other officers. It is expected that the SPSC members will avail themselves of the training offered by an appropriate denominational entity engaged by the church for this purpose.
- g) The Senior Pastor Search Committee will schedule a meeting with the Personnel Committee, Finance Committee, and deacons for the purpose of developing a job offer package which includes a position description with stated expectations, employment conditions, salary, benefits and relocation benefits.
- h) When the SPSC is ready to present a man to the church as a prospective Senior Pastor, the church shall be notified at least two (2) weeks in advance of his coming in view of a call. The SPSC shall provide the congregation with the appropriate biographical and professional information at least one (1) week prior to his coming in view of a call. During the week prior to the Sunday when the prospect will preach, meetings and/or receptions will be scheduled (at least one on the weekend) to allow the congregation to meet the candidate and his family. After the prospective Senior Pastor has preached, a special church ministries update will be held to vote on the prospective Senior Pastor. The recommendation to extend a call shall be made by the Chairperson of the SPSC. After discussion, members shall vote by paper ballot. The votes shall be counted immediately, and a minimum of 85% affirmative vote of cast ballots will be required to extend a call.

3. Ministerial Staff Search

- a) When a ministerial staff position becomes vacant, the Personnel Committee in consultation with the Senior Pastor and ministerial staff will review the need for continuing this position and evaluating and /or revising the position description. When a need for this position is established, the Personnel Committee will inform the Committee on Committees (COC), who will request that members of the church nominate persons from within the church membership who would be interested in serving on the Search Committee. All persons nominated by the date specified in church publications will be considered for membership on the search committee by the COC. The COC shall nominate, from the list of nominees generated by the church membership, six (6) church members, at least one of whom shall be an active deacon, to constitute a committee to seek out a suitable candidate for the ministerial staff position. The committee shall select the chairperson.
- b) When the Ministerial Search Committee is ready to recommend a prospective minister, the church shall be notified two (2) weeks in advance by all reasonable means of communication including mail. The advance notification will include professional and biographical information regarding the prospective minister as preparation for discussion and the recommendation prior to the vote.
- c) The prospective minister will visit the church the week prior to being presented to the church. Meetings and receptions will be planned by various organizations.
- d) The vote shall be by ballot to be taken at a special called church ministries update. A three-fourths (3/4) majority vote of the members present and voting shall be necessary to constitute a call.

Section G: Professional Staff

General: The purpose of the professional staff is to provide specialized services which will aid the church in achieving church-approved goals. Under the guidance of designated supervisors, tasks will be organized and performed in such a manner as to enable the church and its leadership to function effectively and efficiently.

1. These are individuals who meet the educational requirements for leading specialized programs in the church; e.g., Weekday Early Education Director and Building Superintendent. Their primary functions and assigned supervisors are described in the Personnel Policy and Procedure Manual.
2. The Personnel Committee will work in consultation with the ministerial staff and appropriate committee(s) to develop a position description and bring a recommendation to the church to employ professional staff members when a vacancy occurs or is deemed necessary.
3. Professional personnel shall be approved by simple majority vote of members present and voting at a church ministries update.

Section H: Support Staff

General: The purpose of the support staff is to provide support services to the Senior Pastor, ministers, professional staff, and congregation in achieving church-approved goals. Under the guidance of designated supervisors, tasks will be organized and performed in such a manner as to enable the church and its leadership to function effectively and efficiently.

1. The support staff shall be composed of individuals who assist the Senior Pastor, ministerial staff, and professional staff members. This includes, but is not limited to: office, custodial, financial, media, nursery, Wee School staff, interns, instrumentalists, and food service employees.
2. Support staff members shall be employed as the church determines need for their services. The Personnel Committee shall have the authority to employ and to terminate services of support staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.
3. Upon the recommendation of the Personnel Committee and the supervising minister, additional support staff positions and compensation shall be approved by simple majority vote of members present and voting at a church ministries update.

Section I: "At-Will" Employer

General: Texas is an "at-will" state; therefore, declarations of termination can be addressed at any time by the Senior Pastor, Personnel Committee, and/or designated supervisor.

1. Employment at Acton Baptist Church is on an at-will basis. This means that employees of ABC are not employed under a contract, and are free to leave their employment at any time, for any reason or no reason, without contractual obligation. Likewise, ABC is free to terminate employment at any time, for any reason or no reason, without contractual obligation.
2. The provisions contained in ABC's current personnel policies and procedures are intended only as guidelines and should not be understood to create a contract of employment. No agreement or promise regarding employment is binding on the church unless it is in writing and signed by the chairman of the Personnel Committee. The provisions in the Personnel Policy Manual supersede any conflicting statements made by supervisors. Other than the at-will policy, the church has the right to make changes, additions, and deletions to the contents of the Personnel Policy and Procedure Manual at any time and without prior notice.

ARTICLE FOUR

DEACONS

Section A: Deacon Ministry Role

In accordance with the meaning of the Word and the practice in the New Testament, deacons are to be servants of the church. Their responsibilities are to serve with the Senior Pastor and other ministers in performing the pastoral tasks of:

1. promoting harmony in the church,
2. leading the church in the accomplishment of its mission,
3. proclaiming the gospel to believers and unbelievers, and
4. caring for the church members and other persons in the community.

Section B: Deacon Qualifications

The deacons shall meet the qualifications as set forth in 1 Timothy 3:8-13 and Acts 6:3, remembering always the grave responsibility of promoting harmony in the church. A descriptive list of qualifications is included in the Deacon Manual. The 2000 Baptist Faith and Mission Statement states the following: "A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture." Men are defined by the Constitution, Article Two, Section I.

As an autonomous congregation of baptized believers Acton Baptist Church limits the position of Deacon as established in Article Four of the Bylaws to men as qualified by Scripture. Men are defined by the Constitution, Article Two, Section I.

Section C: Deacon Responsibilities

The deacons are expected to:

1. support and encourage committees and organizations through prayer and participation,
2. be available to discuss any item of major importance,
3. serve on advisory councils and/or committees as assigned,
4. provide a summary report of the committee and/or advisory council meetings to the deacons, as well as making the advisory councils or committees aware of any concerns from the deacons,
5. attend a monthly deacons' meeting,
6. assist the Senior Pastor in ministering to families and individuals as ambassadors of encouragement, crisis support, and prayer, and
7. engage in other duties and responsibilities as described in the Deacon Manual.

Section D: Deacon Selection Process

1. Using the guidelines in Article Four, Section G, the deacons will determine when additional deacons are needed
2. Three (3) deacons will be nominated by the Deacon body and presented to the Committee on Committees to serve on a Deacon Search Committee (DSC).
3. The COC shall select three (3) additional church members who are not deacons to serve on the committee.
4. The six (6) member committee shall be approved by the church at a church ministries update.
5. The chairperson of this committee will be elected by the committee. He will be one of the three deacons on the committee.
6. The committee shall work together with the Senior Pastor to seek qualified deacon candidates who meet the scriptural qualifications of deacon service and who support the total church program. As soon as is practicable, the DSC shall request the members of the church nominate men from within the church membership who would be interested in serving as deacons. Each man nominated will be considered as a potential member of the deacons. The DSC shall nominate candidates from the list of nominees generated by the church membership.
7. Men nominated as deacon candidates shall come from two sources:
 - a. ordained deacons coming into the membership of ABC (they may be recognized as deacons by the church without the formation of a Deacon Search Committee as outlined in the Deacons Manual) or
 - b. individuals meeting the qualifications of deacons as set forth in 1 Timothy 3:8-13 and Acts 6:3, but not previously ordained.
8. A nominee must have been a member of ABC for a minimum of one (1) year.
9. There shall be no obligation to recognize as an active deacon one who has been a deacon in another church. However, a man who has been ordained by another church of like faith and order may be nominated to serve in this position.
10. The nominees shall be contacted by the members of the DSC to determine whether or not they would consider having their names placed in nomination for selection as deacon. If a candidate indicates a willingness to serve as a deacon, then he and his wife (if applicable) shall meet with the Senior Pastor and the chairman of the deacons for an interview.
11. Those candidates who have been confirmed, through the interview with the Senior Pastor and Chairman of the Deacons, and who have indicated their willingness to serve as deacons, shall be presented to the church for approval. Notification of the names of those individuals who have been nominated to serve as deacons shall be made at least one (1) week prior to the election date. Voting shall be by ballot at a designated church ministries update. Men who receive three-fourths (3/4) affirmative vote of those members present and voting shall be recognized and/or ordained as deacons of the church.

Section E: Deacon Officer Selection

The deacons shall annually elect their own officers.

Section F: Pastoral Relations Team (PRT)

The deacons will establish guidelines for a PRT consisting of at least two (2) deacons and their wives for the purpose of aiding in the assimilation of the Senior Pastor and his family to the church and the community. Its responsibilities include,

but are not limited to:

1. supporting the Senior Pastor's ministry in the community and denomination,
2. demonstrating concern and support for the Senior Pastor and his family, and
3. encouraging the Senior Pastor to develop a strong program of self-care: recreation, exercise, relaxation, family time, solitude, etc.

Section G: Number of Deacons

1. The number of individual deacons shall be determined by the deacons.
2. A ratio of one (1) deacon for each fifteen (15) resident families should be a basic goal in determining the number of deacons needed to serve the church.

Section H: Tenure of Deacons

A deacon shall serve indefinitely or until:

1. an alternate program is approved by the church, such as a “rotation system”,
2. he is removed for cause by a three-fourth (3/4) affirmative vote of members present and voting at any church ministries update,
3. he voluntarily resigns because he is unable to serve or finds he no longer meets the qualifications required of a deacon, or
4. he voluntarily elects to become inactive. Reinstatement to active status will in accordance with the guidelines of the Deacon Manual.

ARTICLE FIVE

OFFICERS

Section A: General

All who serve as officers of Acton Baptist Church shall have been members of this church for a minimum of one (1) year.

Section B: Moderator

The Committee on Committees is responsible for nominating annually four (4) candidates to serve as the Moderator, the church's presiding officer. The one who receives the most votes will become the church Moderator. The others will serve as alternates. These persons will be elected at a regular church ministries update. In the absence of the Moderator and alternate Moderators, the Senior Pastor or Chairman of the Deacons will preside over the church ministries update.

Section C: Church Clerk

The Committee on Committees is responsible for annually nominating a person to serve as the Church Clerk who will be elected by a majority vote at a regular church ministries update.

1. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise provided in these Bylaws.
2. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissals, death, or erasure together with a record of baptisms.
3. The clerk shall issue letters of dismissal approved by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these Bylaws. The clerk shall be responsible for preparing the annual letter of the church to the association, state, and national conventions.
4. The clerk shall work under the supervision of an assigned minister.
5. The clerk may delegate some of the clerical responsibilities to a designated church secretary who will assist the elected clerk as stated in his/her job description. All church records are church property and shall be kept in the church office.

Section D: Church Treasurer

The Committee on Committees is responsible for annually nominating a person who will be elected by a majority vote at a regular church ministries update to serve as the church treasurer.

1. It shall be the duty of the treasurer to oversee the invoices or vouchers which have been approved by authorized personnel. He/She will keep an itemized account of all receipts and disbursements.
2. It shall be the responsibility of the treasurer to provide to the church at each regular church ministries update an itemized report of the receipts and disbursements during the period between church ministries updates.
3. The treasurer may delegate some of the financial responsibilities which are included in the job description to the Finance Committee and church financial secretary.
4. At the end of the fiscal year the financial records approved by the church shall be delivered by the treasurer to the Church Clerk who shall keep and preserve them as a part of the permanent records of the church.

Section E: Trustees

The Trustees of ABC shall be the Chairman of the Deacons, Chairperson of the Finance Committee, and the Treasurer.

1. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property.
2. When the signatures of the trustees are required, they shall sign legal documents related to the above items only upon the approval and at the direction of the church in a church ministries update.

ARTICLE SIX

ADVISORY COUNCILS

Section A: Advisory Councils

1. Acton Baptist Church has established five (5) Advisory Councils:
 - a) Mission Advisory Council
 - b) Preschool Advisory Council
 - c) Children's Advisory Council
 - d) Youth Advisory Council
 - e) Safety and Security Advisory Council
2. The church may modify the number and/or types of advisory councils needed in order to fulfill its mission.
3. All advisory council members will be members of ABC.
4. General duties of each advisory council shall be defined in the Committee on Committees (COC) Organizational Manual.
5. Advisory councils shall be elected annually upon the recommendation of the COC. All advisory council members shall be elected by the church unless otherwise specified in these Bylaws.
6. Advisory council rotating members shall serve on a three year rotation basis with one-third elected each year. There must be at least one year lapse between terms of service on the same advisory council by an elected individual.
7. Immediate family members of the ministerial staff are not eligible to serve on an advisory council if the COC deems there is a conflict of interest. Immediate family includes spouse, child, parent, or sibling.
8. Each advisory council will have an ex officio deacon representative.
9. If it becomes necessary to replace an advisory council member prior to completion of a three year term the COC shall select and present to the church a candidate for election. No advisory council member shall serve more than four consecutive years.

Section B: Missions Advisory Council (MAC)

1. The Pastor of Discipleship and Missions will serve as the coordinator and be responsible for scheduling and leading a quarterly meeting.
2. The Missions Advisory Council shall be composed of the following members:

Chairpersons of:

- Mission Ministry Team
- Women's Ministry Team
- Men's Ministry Team
- Benevolence Ministry Team

- Women's Missionary Union
- Good News Club Advisory Team

Three rotating members recommended by Committee on Committees:

Ex officio Members:

- Pastor of Discipleship and Missions – MAC Coordinator
- Active Deacon
- Finance Committee representative
- Staff Evangelist
- Prayer Ministry Team representative

3. MAC shall:

- a) evaluate and make recommendations to the church for the use of outreach dollars in the Greater Granbury area and beyond according to the annual church budget,
- b) evaluate and make recommendations in conjunction with the research from the deacons for the allocation of BGCT and SBC Cooperative Program funds,
- c) report quarterly to the church at a regular church ministries update,
- d) evaluate support for organizations oriented towards outreach,
- e) work with ministry teams to support outreach efforts.

Section C: Preschool Advisory Council (PAC)

1. The Children's Minister will serve as the coordinator and be responsible for scheduling and leading a quarterly meeting.
2. The Preschool Advisory Council shall be composed of the following members:

Four rotating members recommended by Committee on Committees: two parents of preschoolers and two members at large

Ex officio Members:

- Children's Minister – PAC Coordinator
- Preschool Ministry Coordinator
- Nursery Coordinator
- WEE School Director
- Active Deacon

3. The PAC shall:

- a) evaluate and make recommendations regarding the use of budgeted preschool funds,
- b) report quarterly to the church at a regular church ministries update the status/progress of the preschool ministry,
- c) evaluate and coordinate the preschool organization and leadership,
- d) work with the Preschool Director to evaluate, review, and develop policies and procedures in the preschool

area, and

- e) work with the WEE Director to coordinate the use of facilities and supplies.

Section D: Children's Advisory Council (CAC)

1. The Preschool Minister Coordinator will serve as the coordinator and be responsible for scheduling and leading a quarterly meeting.
2. The Children's Advisory Council shall be composed of the following members:

Four rotating members recommended by Committee on Committees: two parents of children and two members at large

Ex officio Members:

- Children' Minister – CAC Coordinator
- Children's Mission Leaders
- Children's Choir Leader
- Chairman of the Good News Club Ministry Team
- Active Deacon

3. The CAC shall:
 - a) evaluate and make recommendations regarding the use of children's activity funds,
 - b) evaluate support for and participation in organizations oriented towards children's evangelism,
 - c) report quarterly to the church at a regular church ministries update the status/progress of the children's program,
 - d) evaluate and coordinate the children's program and activities,
 - e) identify additional mission opportunities in which children can be involved and research necessary and available funding,
 - f) evaluate the opportunity of involvement of the children in church outreach efforts, and
 - g) work with the Children's Minister to evaluate, review, and develop policies and procedures in the children's area.

Section E: Youth Advisory Council (YAC)

1. The Student Pastor will serve as the coordinator and be responsible for scheduling and leading a quarterly meeting.
2. The Youth Advisory Council shall be composed of the following members:

Four rotating members recommended by Committee on Committees: two parents of youth and two members at large

Four youth - one from each grade level, grades 9-12 elected by their peers

Ex officio:

- Student Pastor – YAC Coordinator

- Active Deacon

3. The YAC shall:

- a) provide support for the youth ministry in the areas of outreach and discipleship,
- b) report at least quarterly to the church at a regular ~~business meeting~~ church ministries update the status/progress of the youth program,
- c) explore and recommend programs that will encourage inter-generational interaction within the church body,
- d) assist in any youth outreach and discipleship efforts,
- e) identify additional opportunities in which youth can be involved and research funding necessary for such endeavors, and
- f) encourage mission and evangelistic teams to involve youth in all ministry efforts.

Section F: Safety and Security Advisory Council (SSAC)

1. The SSAC Chairman will serve as the coordinator and be responsible for scheduling and leading a quarterly meeting.
2. The Safety and Security Advisory Council shall be composed of the following members:

Six rotating members recommended by Committee on Committees

Ex officio Members:

- Senior Pastor – SSAC Coordinator
- Active Deacon
- Security Ministry Team Chairperson
- Security Ministry Team Director
- Security Ministry Team Coordinator - should be active or retired law enforcement (civilian or military)
- Security Ministry Team Captains

3. The SSAC shall:

- a) Develop and maintain a Safety and Security Policy and Procedure manual (the SSAC manual must include, but not limited to, the committee budgeting process, security ministry team organization, security team member recommendation process, training requirements, record retention requirements, and development and administering of an Emergency Operation Plan)
- b) Oversee the Safety and Security Budget to ensure that appropriate funds are approved for new equipment, equipment maintenance, initial training of new security ministry team members and recurrent training of active security ministry team members.
- c) Select active church members to serve on the Security Ministry Team
- d) Select and maintain a contract organization to ensure that security related functions are appropriate and legal.
- e) Determine who may in accordance with Texas Penal Code Section 30.07 provide oral or written notice that open carry is not allowed at Acton Baptist Church. This list should be posted in a location available to all church members.

Section 30.07 Trespass By License Holder With an Openly Carried Handgun

- a) *A license holder commits an offense if the licensee holder :*
 - 1) *Openly carries a handgun under the authority of Subchapter H, Chapter 411 Government Code, on property of another without effective consent; and*
 - 2) *Received notice that entry on the property by license holder openly carrying a handgun was forbidden.*
 - b) *for purpose of this section, a person receives notice if the owner of the property or someone with apparent authority to act for the owner provides notice to the person by oral or written communication*
- f) Report quarterly to the church at a regular church ministries update.

ARTICLE SEVEN

COMMITTEES

Section A: General

1. The church shall determine the number and types of committees that are needed to fulfill the mission of the church.
2. General duties of each committee are defined in the Bylaws. Detailed operating instructions if needed will be provided in specific committee procedures and policies.
3. Committee members shall be elected annually upon the recommendation of the COC.
4. All committees shall be composed of six (6) persons, one of whom shall be an active deacon, serving on a three-year rotating basis with one-third (1/3) of the members elected each year.
5. There must be at least one year lapse between terms of service on the same committee.
6. Each committee member shall have been a member of the church at least one year prior to being elected.
7. Each committee shall choose its own chairperson. The committee shall meet prior to the end of the year to select one of the four rotating members to serve as the Chairperson for the coming year. The new Chairperson shall notify the COC prior to November that they will be serving as Chairperson.
8. Only one member of a family may serve on a committee at the same time.
9. Immediate family members of the ministerial staff are not eligible to serve on the committees unless the COC deems there is not a conflict of interest. Immediate family includes spouse, child, parent, or sibling.
10. Special committees appointed by the church for a special task and period of time may include members who serve on other committees.
11. If it becomes necessary to replace a committee member prior to completion of a three year term the COC shall select and present to the church a candidate for election. No committee member shall serve more than four consecutive years.
12. Committees of the church may include but are not limited to:
 - a) Committee on Committees (COC)
 - b) Personnel Committee (PC)
 - c) Finance Committee (FC)
 - d) Property Planning and Maintenance Committee (PP /MC)
 - e) WEE School Committee (WSC)
 - f) Constitution and Bylaws Committee (CBLC)

Section B: Committee on Committees (COC)

The Committee on Committees shall:

1. be nominated and elected by the church at a regularly scheduled church ministries update,
2. consult with committees, organizational leaders, and ministerial staff to acquire recommendations for various positions,
3. be responsible for recommending the persons in rotating positions to serve on all advisory councils and committees of Acton Baptist Church (ABC),
4. be responsible for annually recommending team leaders to the church for ministry teams that are not sub groups of committees (i.e., Hospitality, Bereavement, Library, Decorating, etc.),
5. enlist at least one (1) active deacon on each advisory council and committee,
6. provide a list of duties and responsibilities to each member of the advisory council, committee, or team,
7. prepare and conduct annual training for all advisory council, committee, and ministry team members. Training should include
 - a. Responsibilities as defined in the constitution, bylaws, procedures, and policies.
 - b. Responsible for maintaining records such as procedures, policies, and meeting minutes.
8. present to the church at the January church ministries update, a list of advisory council and committee chairpersons and team members and/or leaders recommended for the upcoming year,
9. ensure no individual serves on more than one (1) committee at a time, with the exception of special committees, and
10. ensure that all committees are constituted as per these Bylaws.

Section C: Personnel Committee (PC)

The Personnel Committee shall:

1. make recommendations to the Committee on Committees for Personnel Committee membership,
2. review annually all church personnel matters and proposed actions, and make recommendations to the church,
3. accept resignations of Senior Pastor and/or ministerial staff and declare a vacancy as defined in Article 3, section E,
4. review recommendations from the ministerial staff in regards to the hiring and termination of support staff as stated in Article 3, section H,
5. have a representative on the Interim Pastor Search Committee as described in Article 3, section F,
6. develop and administer compensation standards for all positions,
7. make recommendations for all personnel compensation as per established standards,
8. review annually all performance evaluations conducted by the Senior Pastor for all ministers,

9. review annually all performance evaluations for the professional and support staff,
10. conduct annually a performance evaluation of the Senior Pastor,
11. meet with the Senior Pastor at least quarterly to review all personnel operations and activities, and
12. maintain the church's Personnel Policy and Procedure Manual that includes descriptions of all church staff positions. This manual shall serve as a guide for the equitable treatment of all employees of ABC. The church shall approve changes to the manual by a simple majority vote at a regular church ministries update.

Section D: Finance Committee (FC)

The Finance Committee shall:

1. make recommendations to the Committee on Committees for Finance Committee membership,
2. oversee the financial operations of ABC and make recommendations to the church concerning fiscal and financial transactions of the church,
3. counsel with the Senior Pastor and church treasurer for fulfilling financial management tasks of the church,
4. make recommendations of an annual budget,
5. coordinate the special offerings and designated accounts, review and make recommendations concerning financial matters such as insurance, building programs and other matters involving church finances,
6. establish a Counting Ministry Team (CMT) who will count, record, and deposit the Sunday collections and special offerings (the FC will enlist a team leader and members, only one team member per family, who will serve no more than two weeks a month),
7. ensure that an independent oversight /investigation of financial procedural adherence by a non-church member be done at least every three years,
8. review all unbudgeted requests (upon the committee's approval, any unbudgeted requests that exceed \$1000 must be brought to the church for review and approval),
9. review and approve any items to be spent from designated funds in excess of \$1000,
10. in cases of emergency, along with the church treasurer, approve expenditures over \$1000 with notification of the church at the next church ministries update (an emergency is defined as a situation in which there is a direct threat to the safety and security of people or the facilities of the church),
11. meet with the Senior Pastor or his ministerial designee at least monthly to review all financial matters, and
12. maintain a church Financial Policy and Procedure Manual that includes, but not limited to, the church budgeting process, procurement and purchasing policies, record keeping/retention etc.

Section E: Property Planning and Maintenance Committee (PP/MC)

The Property Planning and Maintenance Committee shall:

1. make recommendations to the Committee on Committees for Property Planning and Maintenance Committee membership,

2. assist the church leadership and staff in matters related to property planning and administration, including such areas as maintenance of all church properties for ready use, consulting with the personnel committee and the church staff regarding the need for, and the employment of, maintenance personnel,
3. assist the Finance Committee in the development, submission, and execution of the annual budget for the maintenance, upkeep, labor, and replacement of the church's capital investment (the PP/MC Chairman or designee shall provide a budget/progress report at each church ministries update),
4. establish a Property Planning and Maintenance Ministry Team (PP/MT) for each project which will assist the committee in its work (the committee will select team leaders from its membership and direct the PP/MT with regard to specific property and maintenance projects with the ministry team leader organizing support for project assignments),
5. develop and maintain a Property Planning and Maintenance Policy and Procedure Manual that includes, but is not limited to, the committee budgeting process, procurement and purchasing policies, recurring maintenance procedures, preventive maintenance schedule, church workday procedures, property planning, record keeping/retention etc.
6. consult with the decorating ministry team before making decisions on interior design of facilities, and
7. include the building superintendent and an assigned staff member as ex officio members.

Section F. Weekday Early Education (WEE) School Committee (WSC)

The Weekday Early Education School Committee (WSC) shall:

1. make recommendations to the Committee on Committees for Weekday Early Education (WEE) School committee membership,
2. oversee the WEE School, to include but not limited to, budget, curriculum, staffing, and daily operations,
3. counsel with the Senior Pastor as well as the Children's Minister, Personnel and Finance Committees for fulfilling personnel, fiscal, and educational operational tasks of the school,
4. meet with the Preschool Ministry Coordinator at least monthly to review all personnel, operations, and activities,
5. provide a Christian, scripturally-based preschool program that will benefit the children, the parents, and the community,
6. prepare the WEE school annual budget and submit to the Finance Committee for submission to and approval by the church with the WEE School Director providing a written financial report for each church ministries update,
7. develop and maintain a WSC Policy and Procedure Manual that is compliant with the Personnel Policy Manual and other legal documents of ABC (the WSC manual must include, but not limited to, the committee budgeting process, procurement and purchasing policies, staff recommendations, staff evaluations, and employment procedures), and
8. include the Minister of Education, Children's Minister, and WEE School Director as ex officio members.

Section G: Constitutional/Bylaws Committee (CBL)

The Constitutional/Bylaws Committee (CBL) shall:

1. review the Constitution once every three years,

2. review the Bylaws annually,
3. review the policy and procedure manuals at least once every three years to ensure compliance with the Constitution and Bylaws,
4. meet as necessary to review and process Constitution or Bylaw changes needed due to recommendations from other committees,
5. document revisions which are made throughout the year along with updating the master copies in the office and on the website.

Section H: Special Committees

1. special committees which are required for temporary execution of tasks as assigned by the church shall be organized, tasked, and manned by church members as determined by the Committee on Committees (COC),
2. the COC shall determine, identify, and nominate the membership of these special committees as guided by these Bylaws,
3. special committees include, but are not limited to, Senior Pastor Search Committee (as required), Ministry Staff search Committees (as required), Long Range Planning Committee, Deacon Search Committee, etc.

ARTICLE EIGHT

MINISTRY TEAMS

Section A: General

1. The church shall determine the number and types of ministry teams needed to fulfill the mission of the church.
2. General duties of each ministry team will be defined in the Committee on Committees (COC) Organizational Manual.
3. Ministry Team Leaders shall be recommended and approved by the church annually upon the recommendation of the COC.
4. The number of ministry team members shall be determined by the team itself and the members shall serve open-ended terms.
5. A ministerial staff member will be assigned by the Senior Pastor to each ministry team as an advisor and consultant.

Section B: Ministry Teams

The primary function of each ministry team is listed below.

1. BAPTISM Ministry Team – assist the Senior Pastor in preparing and performing the Ordinance of Baptism
2. BENEVOLENCE Ministry Team – develop an awareness of the needs of ABC families as well as other families within the community to whom the Church should minister
3. BEREAVEMENT Ministry Team – plan and provide meals for funerals
4. COMMUNICATION AND TECHNOLOGY Ministry Team – identify methods of improving church communication through all means and media, in addition to operating and controlling the sound system for each church service including special services or occasion
5. CONNECTIONS Ministry Team – provide a New Member’s training program and Discipleship program for new believers
6. COUNTING Ministry Team – to give an accurate accounting of all general and designated funds tendered to the team for deposit. Members of this team are required to exercise confidentiality in all matters related to tithes and offerings.
7. FLOWER/DECORATING Ministry Team – provide and maintain decorations and accessories throughout the church for each season and on special occasions provide resources and give recommendations to committees and advisory councils when called upon
8. GOOD NEWS CLUB Ministry Team – oversee the Good News Club program
9. GREETERS Ministry Team – greet and be of service to congregational members and guests before services
10. HOSPITALITY Ministry Team – ensure adequate and efficient food service at church related programs
11. LIBRARY Ministry Team – maintain the library with Christian media. Additionally, it will provide a ministry of

teaching Bible stories to children and will establish library hours of operation

12. MEN'S Ministry Team – lead, develop, plan, and implement an effective men's ministry for the church.
13. MISSION Ministry Team – help discover, recommend, and implement missions and ministry support unities for ABC
14. PRAYER Ministry Team – lead, develop, plan, and implement an effective prayer ministry for the church
15. SECURITY AND SAFETY Ministry Team – implement the security and safety plan developed by the Safety and Security Advisory Council to ensure appropriate security measures for designated Church activities as outlined in the Safety and Security Policy and Procedure manual
16. SENIOR Adults and LLL Ministry Team – lead, develop, plan, and implement an effective ministry for the senior adults in the church.
17. TRANSPORTATION Ministry Team – provide maintenance, ensure mechanical readiness, and work with assigned staff member to develop policies and procedures manual for the use of all church owned vehicles
18. USHER Ministry Team – welcome and be of service to members and guests before, during, and following worship, and officiate the offering collection
19. WOMEN'S Ministry Team – lead, develop, plan, and implement an effective women's ministry for the church.
20. WOMEN ON MISSION Ministry Team – through Bible study, prayer devotionals, missions projects and outreach, offer opportunities and resources for members to be involved with missions on a daily basis.
21. WOMEN'S MISSIONARY UNION Ministry Team – educate and involve adults, youth, children, and preschoolers in the cause of Christian missions.

Section C: Ministry Team Staff Sponsors

1. Senior Pastor
 - a. Baptism
 - b. Flower/Decorating
 - c. Prayer
 - d. Security and Safety
2. Pastor of Discipleship and Missions
 - a. Benevolence
 - b. Connections
 - c. Counting
 - d. Men's ministry
 - e. Missions
 - f. Transportation
 - g. Women's ministry
 - h. Women on Mission
 - i. Woman's Missionary Union
3. Music Minister
 - a. Bereavement
 - b. Communications and Technology
 - c. Hospitality
 - d. Greeters

- e. Senior Adults and LLL
 - f. Ushers
4. Children's Minister
- a. Good News Club
 - b. Library
5. Student Pastor
- a. None

ARTICLE NINE

REGULARLY SCHEDULED MEETINGS AND PLACE

Section A: Worship Services

1. Regular Worship Services

The church shall meet regularly on Sundays and Wednesdays or as designated by the Senior Pastor, ministerial staff and/or deacons for worship activities.

2. Special Worship Services

Any special service will be planned by the Senior Pastor, ministerial staff and/or deacons.

Section B: Regular Church ministries updates

1. Regular Church ministries updates shall be held at 3500 Fall Creek Highway, Acton, Texas or such other place as may be designated by the church.
2. Regular Church ministries updates shall be conducted monthly on the fourth (4th) Sunday unless changed by the church.
3. Regular Church ministries update Procedures:
 - a) The members present shall constitute a quorum.
 - b) The church moderator shall chair the monthly meeting.
 - c) The Church Clerk shall record the meeting minutes. In absence of the Church Clerk, the moderator shall appoint a church member to record the meeting minutes.
 - d) Committee recommendations must be given to a staff member or church secretary seventy-two (72) hours in advance of the church ministries update in order to be placed on the agenda and have printed copies for the meeting. These recommendations will be presented by a committee chairman or representative.
 - e) Individual member recommendations must be given to a staff member or church secretary seventy-two (72) hours in advance of the church ministries update in order to be placed on the agenda and have printed copies for the meeting. The recommendation will be presented by the individual making the recommendation and it may be referred to appropriate committee and/or organization.
 - f) All recommendations requiring unbudgeted financial support must be referred to the Finance Committee for its review. If circumstances require, the church may vote to override this restriction.

ARTICLE TEN

CHURCH ORDINANCES

Section A: General

The ordinances of the Acton Baptist Church are Believer's Baptism and the Lord's Supper.

BAPTISM is a symbolic act of obedience of a believer, who accepts Jesus Christ as Savior, professes Him publicly at any worship service, and expresses a commitment to make Jesus, Lord of his/her life.

Scripture Reference: Mark 1:8, Mark 16:16, Matthew 3:13-17

THE LORD'S SUPPER is a symbolic act of obedience whereby believers will partake of the bread and the fruit of the vine, commemorating the death of Jesus Christ and anticipating His second coming.

Scripture Reference: Mark 14:17-26, Luke 22:13-20

Section B: Baptism

1. Baptism shall be by immersion in water.
2. The Senior Pastor, or another ordained individual designated by the Senior Pastor, shall administer baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ will be counseled to be baptized in a reasonable amount of time.

Section C: The Lord's Supper

1. The church shall observe the Lord's Supper a minimum of once a quarter as designated by the Senior Pastor and/or the deacons.
2. The deacons shall be responsible for the physical preparations.
3. The Senior Pastor, or another ordained individual designated by the Senior Pastor, shall administer the Lord's Supper.

ARTICLE ELEVEN

AMENDMENTS

Section A: General

Proposed Bylaw changes will be referred to the Constitution and Bylaws Committee who will study and make appropriate recommendations.

Bylaws may be amended, modified, or repealed as follows:

1. The committee or group proposing an amendment will provide a copy of the proposed amendment to the Constitution and Bylaws Committee.
2. The Constitution and Bylaws Committee and a representative of the group proposing the amendment will meet to discuss the amendment.
3. Notification of the proposed amendment must be announced and published in the church bulletin and any other media available to the church at least two weeks prior to a regular church ministries update.
4. The proposed amendment will be read and discussed at the next regular church ministries update where a three-fourth (3/4) affirmative vote of members present and voting is required for approval.

ARTICLE TWELVE

CHURCH POLICY AND PROCEDURE MANUAL

Section A: General

The Church Policy and Procedure Manual is made up of the Constitution, Bylaws, and manuals that have been developed and implemented for the purpose of providing policies and procedures for the use of the church's resources: finances, facilities, personnel, and volunteers.

All church manuals shall be in compliance with the Constitution and Bylaws.

All church manuals will be reviewed once every three years by the Constitution and Bylaws Committee.

Section B: Policy and Procedure Manuals

1. Policy and Procedure Manuals will be developed by the assigned advisory council and/or committee for the following areas:
 - a) Personnel - Personnel Committee
 - b) Finance - Finance Committee
 - c) Facilities and Equipment use – Finance Committee and the Financial Secretary and Pastor's Assistant
 - d) Organizational - Committee on Committees
 - e) Mission Ministries – Mission/Outreach Advisory Council
 - f) Weekday Early Education - Weekday Early Education Committee
 - g) Preschool - Preschool Advisory Council
 - h) Children - Children's Advisory Council
 - i) Youth - Youth Advisory Council
 - j) Property Planning and Maintenance - Property Planning and Maintenance Committee
 - k) Deacon - Deacon Officers
 - l) Transportation - Transportation Ministry Team
 - m) Security and Safety - Security and Safety Advisory Council
2. The advisory council or committee listed to the right of each policy and procedure section, listed above, is responsible for:
 - a) developing and implementing a policy and procedure manual for its specific area,
 - b) providing an annual review of the contents of the manual in regard to accuracy, compliance to legal updates, and evaluation of how the guidelines/policies are being followed,

- c) reviewing policy and procedure concerns presented by staff or church members,
 - d) documenting revisions which are made throughout the year along with updating the master copies in the office and on the website, and
 - e) notifying the Constitution and Bylaws Committee of policy or procedure revisions.
 - f) Procedures/Policies will be approved by the listed committee/advisory council as follows
 - i) The Chairperson and a Deacon on the committee/advisory council will sign and date the procedure/policy when finalized.
 - ii) An effective date will be placed on the cover page.
 - iii) An editable electronic copy and the signed paper copy will be provided to the Financial Secretary and Pastor's Assistant for filing in church records.
3. All procedure/policies except the Safety and Security procedure shall be made available to church membership.

ARTICLE THIRTEEN

ACCEPTABLE USE OF ACTON BAPTIST CHURCH FACILITIES

Section A. General

The church's facilities are provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with ABC's principles of faith as stated in the Constitution and Bylaws. Nor may church facilities be used for activities that contradict, or that conflict with the ABC's principles of faith as stated in the Constitution and Bylaws.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict ABC's principles of faith as stated in the Constitution and Bylaws use any church facility. Nor may church facilities be used in any manner that contradicts ABC's principles of faith as stated in the Constitution and Bylaws. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, as all ABC property is set apart to worship God. (Col 3:17)

The Senior Pastor, or his staff designee, is responsible to ensure that facility use is positively controlled via written policies and that facility use is consistent with this purpose and statement.

ARTICLE FOURTEEN

RATIFICATION

Revision history:

Revision 1, effective January 1, 1991
Revision 2, effective January 1, 1998
Revision 3, effective January 1, 2002
Revision 4, effective January 1, 2005
Revision 5, effective January 1, 2008
Revision 6, effective May 20, 2012
Revision 7, effective July 15, 2012
Revision 8, effective March 17, 2013
Revision 9, effective March 11, 2014
Revision 10, effective November 11, 2015
Revision 11, effective February 17, 2016

Note: Revisions 1 through 11 were changes made at the same time as a constitution revision, other bylaw revisions were made but not tracked independent of the constitution. Starting with Revision 12 of the constitution the bylaws will become a separate document with a separate revision history.

Revision 12 of the bylaws was prepared and presented by the Constitution and Bylaws Committee
Norman Terrel – Chairperson
Brenda Daskam
Rhett Johnson
Judy Stone
John Travis
Peggy Van Hofwegen

These Bylaws are hereby ordained and established for Action Baptist Church of Granbury, Texas, by vote of the membership on August 25, 2019.

CBL Chairman

Treasurer
Trustee

Finance Committee, Chairman
Trustee

Chairman of the Deacons
Trustee

Notarized by:

ARTICLE FOURTEEN

RATIFICATION

Revision history:

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Revision 12 of the bylaws was prepared and presented by the Constitution and Bylaws Committee

Norman Terrel – Chairperson

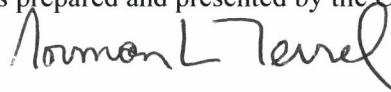
Brenda Daskam

Rhett Johnson

Judy Stone

John Travis

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CBB Chairman




Treasurer

Trustee



Finance Committee, Chairman

Trustee



Chairman of the Deacons

Trustee

Notarized by:

