

**CONSTITUTION
OF
TEMPLE BAPTIST CHURCH OF CHATTANOOGA, INC.**

PREAMBLE

So that things may be done decently and in order in accordance with the accepted tenets of other churches of like precious faith, and that we may more readily help each other in our Christian service, we declare and establish this constitution to which we voluntarily submit ourselves.

ARTICLE I. NAME

The name of this church shall be known and legally registered as:

TEMPLE BAPTIST CHURCH OF CHATTANOOGA, INC.
CHATTANOOGA, TENNESSEE

and the legal address shall be at 3204 Clio Avenue, Chattanooga, Tennessee 37407 herein after referred to as TBC.

ARTICLE II. PURPOSE

(A) The purpose of TBC shall be the glorification of God accomplished through the salvation of souls, the edification of Christians through the teaching of God's Word, the world-wide proclamation of God's saving grace expressed in the shed blood and finished work of the Lord Jesus Christ on Calvary, the promotion of Godly worship, the defense of "the faith once delivered", and cooperation with Christian activity functioning in harmony with God's Holy Word, until Jesus returns. This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of Section 501c (3) of the Internal Revenue Code of 1986, including, but not limited to, for such purposes as the establishing and maintaining of religious worship, the building, maintaining and operating of churches, and any other ministries that TBC may be led of God to establish.

(B) TBC may also ordain and license men to the gospel ministry; evangelize the unsaved by the proclaiming of the gospel of the Lord Jesus Christ; educate believers in a manner consistent with the requirements of the Holy Scripture, both in Sunday and weekday schools of Christian education; maintain missionary activities in the United States and any foreign country; and engage in any other ministry that TBC may decide, from time-to-time, to pursue in obedience to the will of God.

ARTICLE III. DOCTRINAL STATEMENT

3.0 THE HOLY SCRIPTURES

We believe the Holy Scriptures of the Old and New Testaments to be the Bible, “as it is in truth, the Word of God...” (I Thessalonians 2:13). We believe in verbal, plenary inspiration in the original writings, and God’s preservation of His pure words to every generation (II Timothy 3:16, Psalm 12:6-8).

The Masoretic Text of the Old Testament and the Received Text of the New Testament (Textus Receptus) are those texts of the original languages we accept and use; the King James Version of the Bible is the only English version we accept and use. The Bible is our sole authority for faith and practice. (Psalm 119:160; Proverbs 30:5; II Peter 1:19-21; Matthew 5:18)

3.1 THE GODHEAD

We believe in the one true God, who is the omniscient, sovereign, spiritual and personal Being; perfect, infinite, and eternal in His being, holiness and love, wisdom and power, absolutely separate from and above the world as its Creator, yet everywhere present in the world as the Upholder of all things. He is revealed to us as eternally existing in three persons as Father, Son, and Holy Spirit, three distinct persons but without division of nature, essence or being, and each having a distinct ministry in God’s relation to His creation and people. (Genesis 1:1; Exodus 15:11; Deuteronomy 6:4; Psalm 83:18; 136:7-9; Matthew 18:19; John 10:30; 15:26; II Corinthians 13:14; I John 5:7).

3.2 THE PERSON AND WORK OF CHRIST

We believe in the Lord Jesus Christ; who is the second Person of the Trinity, the eternal Word and Only Begotten Son; that without any change in His divine Person, He became man by miracle of the Virgin Birth, thus to continue forever as both true God and true Man, one Person with two natures; that as Man He was tempted in all points as we are, yet without sin; that as the perfect Lamb of God He gave Himself in death upon the cross bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead; that He arose from the grave in a glorified body; that as our great High Priest He ascended into heaven, there to appear before the face of God as our Advocate and Intercessor; that He alone is the Head of the Body of Christ, into which all true believers are immediately baptized by the Holy Spirit; that all members of this one spiritual body should assemble and identify themselves in local churches. (John 1:1,14; 3:16; Matthew 1:18-25; Ephesians 1:22-23; 4:11-15; Galatians 1:22; 4:4-5; Philippians 2:6-10; I Corinthians 12:13; 15:3-7; Hebrews 4:14-16; I John 2:1-2).

3.3 THE PERSON AND WORK OF THE HOLY SPIRIT

We believe in the Holy Spirit who is the Third Person of the Trinity, and the divine Agent in nature, revelation, and redemption; that He convicts the world concerning sin, righteousness and judgment; that He regenerates, indwells, baptizes, seals and anoints all who become children of God through Christ; that He further empowers, guides, teaches,

sanctifies and fills believers who daily surrender to Him. (John 3:5; 14:16-17, 16; 16:7-14; Romans 8:9; I Corinthians 12:13; II Corinthians 3:18; Ephesians 1:13; 5:18).

3.4 THE TOTAL DEPRAVITY OF MAN

We believe all men are by nature and choice sinful and lost; that man was the direct creation of God, made in His image; that by personal disobedience to the revealed will of God, man became a sinful creature, the father of a fallen race which is universally sinful in both nature and practice, thus alienated from the life and family of God, under the righteous judgment and wrath of God, and has within himself no possible means of salvation. (Genesis 1:26-27; 3:6; Psalm 51:5; Romans 3:23; 5:12, 19; Galatians 3:11, Ephesians 2:1-2, 12).

3.5 SALVATION

We believe in salvation by grace through faith; that salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue or work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish; that this salvation affects the whole man; that apart from Christ there is no possible salvation. (John 1:12; 3:14-16; 10:28-29; Romans 8:1; Ephesians 1:7; 2:8-9; Philippians 1:6).

3.6 THE ETERNAL SECURITY AND ASSURANCE OF BELIEVERS

We believe every saved person is kept by God's power and is thus secure in Christ forever, and that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which however, clearly forbids the use of Christian liberty as an occasion for the flesh to willfully sin (John 6:37-40; 10:27-30; Romans 8:1, 29-29; 13:13-14; I Corinthians 1:4-8; Galatians 5:13; Ephesians 4:30; Titus 2:11-15; I Peter 1:5).

3.7 THE TWO NATURES OF THE BELIEVERS

We believe that every saved person possesses two natures with provisions made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit and that all claims to the eradication of the old nature in this life are unscriptural (Romans 6:13, 8:12-13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:10; I Peter 1:14-16; I John 3:5-9).

3.8 THE PRIESTHOOD OF ALL BELIEVERS

We believe in the priesthood of all believers; that Christ is our Great High Priest and through Him every born-again person has direct access into God's presence without the need of a human priest; that the believer has the right and responsibility to personally study and interpret the Scriptures guided by the Holy Spirit. (John 14:6; Hebrews 4:16; II Timothy 2:15; I Peter 2:9).

3.9 RIGHTEOUS LIVING AND GODLY WORKS

We believe in righteous living and Godly works; not as a means of salvation in any sense, but as its proper evidence and fruit; and therefore as Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, accept as our solemn responsibility the duty and privilege of bearing the gospel to a lost world; remembering that a victorious and fruitful Christian life is possible only for those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Christ. (II Timothy 3:1-5; Romans 12:1-2, 14:13; Ephesians 2:10; Philippians 2:16; I John 2:15-17; II Corinthians 6:14-17, 7:1).

3.10 MISSIONS

We believe that God has given the church a Great Commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to evangelize and proclaim the gospel to all mankind locally, nationally and internationally. (Matthew 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; II Corinthians 5:20).

3.11 THE MINISTRY AND SPIRITUAL GIFTS

We believe that God sovereignly bestows His gifts to all believers; that the gifts of evangelists, Pastors and teachers are sufficient for the perfecting of the saints today; and that speaking in tongues and the working of sign miracles gradually ceased as the New Testament scriptures were completed and their authority became established; and that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7; Romans 12:3-8; I Corinthians 12:1-11; II Corinthians 12:12; Ephesians 4:7-12; I Peter 4:10-11; James 5:14-15; I John 5:14-15).

3.12 THE CHURCH

We believe in the importance of the local church; that a New Testament church is a local assembly of born-again baptized believers united in organization to practice New Testament ordinances, to meet together for worship, prayer, fellowship, teaching and a united testimony, and to actively engage in carrying out the Great Commission; and should cooperate with other New Testament churches as the Holy Spirit leads; that it is responsible to follow the pattern of the New Testament church and is directly accountable to God. (Matthew 18:17, 28:19-20; Acts 2:41-42, 6:1-5, 13:1-3, 15:22-23; I Corinthians 11:2, 12:12-14; II Corinthians 11:2; Ephesians 1:22-23, 5:25-27).

3.13 SATAN

We believe in the existence of Satan; who originally was created a holy and perfect being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character, the great adversary of God and His people, leader of all other evil angels, the deceiver and god of this present world; that his powers are vast, but strictly limited by the permissive will of God who overrules all his wicked devices for

good; that he was defeated and judged at the cross, and therefore his final doom is certain; that we are able to resist and overcome him only in the armor of God, by the blood of the Lamb, and through the power of the Holy Spirit. (Job 1:6; Isaiah 14:12-17; Matthew 4:1-11, 25:41; Ephesians 6:12; I Peter 5:8; I John 3:8; Revelation 12:9-11, 20:10).

3.14 THE SECOND COMING OF JESUS CHRIST

We believe in the second coming of Christ; that His coming in the air to catch out His church, which is our blessed Hope, is always imminent, personal, pre-tribulation, and pre-millennial; that when He has, first by resurrection of the dead and translation of the living, removed from the earth His waiting church, He will then pour out His righteous judgments upon the unbelieving world and afterwards descend with His church and establish His glorious and literal kingdom over all the nations for a thousand years. (Zechariah 14:4-11; I Thessalonians 1:10, 4:13-18, 5:9; James 5:8; Hebrews 10:37; Jude 14-15; Revelation 19:11-16, 20:4-7).

3.15 THE ETERNAL STATE OF MAN

We believe in a future life, bodily resurrection and eternal judgment for all mankind; that the spirits of the saved at death go immediately to be with Christ in Heaven, that their works shall be brought before the Judgment Seat of Christ for the determination of rewards which will take place at the time when Christ comes for His own; that the spirits of the unsaved at death descend immediately into Hell where they are kept under punishment until the final day of judgment, at which time their bodies shall be raised from the grave, that they shall be judged and cast into the Lake of Fire, the place of final and everlasting punishment. (Luke 16:19-23; I Corinthians 15; II Corinthians 5:8-10; Revelation 20:11-15).

3.16 THE ORDINANCES OF BAPTISM AND THE LORD'S SUPPER

We believe the ordinances given to the church are two: baptism and the Lord's Supper; that baptism is by immersion of believers in water, thus portraying the death, burial and the resurrection of Jesus Christ and it symbolizes our death to sin and resurrection to a new life; that it should be done in the Name of the Father, the Son and the Holy Ghost, being administered by an ordained minister or deacon at the approval of the Pastor; and that the Lord's Supper is the partaking of the bread and grape juice by the believer as a continuing memorial of the broken body and shed blood of Jesus Christ until He comes and should be preceded always by solemn self-examination; and participation should be extended to all true believers of like faith. (Matthew 3:6, 28:19-20; John 3:23; Acts 8:36-39; I Corinthians 11:23-28). Though these ordinances are instituted in the scriptures, they are not to be regarded as a means for man's salvation.

3.17 CREATION

We believe that God created the universe in six literal days. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin. (Genesis 1-2; Exodus 20:11).

3.18 HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. (Genesis 2:24, 19:5,13, 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4).

3.19 MARRIAGE, DIVORCE AND REMARRIAGE

We believe the Bible defines marriage as the union of one man and one woman. We believe that God hates divorce and intends marriage to last until one of the spouses dies. Except on the grounds of fornication, divorce and remarriage is regarded as adultery. Although divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for Christian service, they may not be considered for the offices of Pastor or deacon. (Malachi 2:14-17; Matthew 19:3-12; Romans 7:1-3; I Timothy 3:2, 12; Titus 1:6).

3.20 ABORTION

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well being of the mother are acceptable. (Job 3:16; Psalms 51:5, 139:14-16; Isaiah 44:14, 49:1,5; Jeremiah 1:5, 20:15-18; Luke 1:44).

3.21 LAWSUITS BETWEEN BELIEVERS

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (I Corinthians 6:1-8; Ephesians 4:31-32).

3.22 AUTHORITY OF THE DOCTRINAL STATEMENT

The Doctrinal Statement does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Doctrinal Statement accurately represents the teaching of the Bible, and therefore is binding upon all members.

3.23 CIVIL GOVERNMENT

We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home; 2) the church; and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; I Peter 2:13-14).

3.24 GIVING

We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and the spread of the gospel. Offerings may be designated by the individual giver to a specific fund recognized by TBC. (Genesis 14:20; Proverbs 3:9-10; Acts 4:34-7; I Corinthians 16:2; II Corinthians 9:6-7; Galatians 6:6; Ephesians 4:28; I Timothy 5:17-18; I John 3:17).

ARTICLE IV. MEMBERSHIP

4.0 DEFINITION

A member is one who has had a definite experience in receiving Jesus Christ as his or her personal Savior, has renounced sin, and who endeavors to live a consecrated life wholly unto the Lord. Candidates are eligible for membership at TBC upon compliance with any of the following conditions:

- (1) By scriptural baptism (immersion; Mt. 3:16, Acts 8:36-38) as a true believer in Christ Jesus as personal Savior for the new convert and persons joining from a non-Baptist denomination;
- (2) By letter of recommendation when a person has been duly baptized and is being received from another Baptist church.
- (3) By statement of faith having been scripturally baptized and having made satisfactory statements of Christian experience and faith in Jesus Christ where their membership in a Baptist church has been lost or unable to be verified.
- (4) By restoration, if having been removed from the membership of TBC, upon confession of the sin or sins and satisfactory evidence of repentance, and accepted upon a majority vote of the members present. This must be done publicly before TBC membership.
- (5) New members will be offered a copy of the TBC Constitution and By-Laws. New members and new converts are encouraged to attend a four week class (First Steps New Members Class) during the Sunday school time that will help them know where everything is and what is available to them through the ministry of TBC.

4.1 DUTIES OF A MEMBER

On becoming a member of TBC, each one is encouraged to honor, esteem and love their Pastor; to pray for him; to recognize his authority in spiritual affairs of TBC; to cherish a brotherly love for all members of TBC; and to support TBC in prayer and with financial support as the Lord enables; and live in a manner consistent with the Word of God.

4.2 DISCIPLINE

All members of TBC shall be subject to its discipline according to Matthew 18:15-17. All cases of discipline must first come before the Pastor and the deacons. For unresolved matters relating to discipline, the following may apply:

1. The disciplined person or persons shall be notified 14 days in advance of a meeting of the TBC membership in which a recommendation to withdraw his/her membership is to be made.
2. The members of TBC will be given notice of said meeting from the pulpit 14 days in advance of the meeting. Only members of TBC will be permitted to participate in the meeting.
3. A recommendation to withdraw the membership of the individual or individuals will be made by the Pastor and deacons. Details of the matter may be given at the meeting prior to the vote and will be at the discretion of the Pastor.
4. A majority vote of the members present will constitute the final action on the matter.
5. The individual or individuals will be given written confirmation of the action taken by the members of TBC within 14 days after the meeting.

4.3 DISMISSAL

A member may be removed from the TBC membership roll in three ways:

(1) Members in good and regular standing, may, at their request, receive letters of recommendation to another Baptist church. It is not the policy of TBC to grant letters to individuals, but to other Baptist churches only.

(2) Members of TBC, unless having a valid excuse, who have not attended and contributed to its support for the period of one year, may be, upon recommendation of the pastor and deacons, placed on the in-active church roll. This means the in-active member will not have voting privileges. The church roll will be monitored annually by the church secretary.

(3) No member of TBC may hold membership in another church. If any member unites in membership with another church, that person is automatically terminated without notice from membership in TBC. Members of TBC, who are serving as missionaries in a mission church, are permitted dual membership in both TBC and the mission church upon approval of TBC.

ARTICLE V. OFFICERS AND COMMITTEES

5.0 QUALIFICATIONS OF THE PASTOR

The pastor must meet the following qualifications as set forth in 1 Timothy 3:1-7 and Titus 1:5-9. He must: be blameless (irreproachable, impeccable in reputation), be the husband of one (living) wife (includes not having been divorced), be vigilant (temperate, not given to or controlled by fleshly passions and sensual appetites), be sober (to be of sound mind possessing good judgment), display good behavior (orderly in life, habits, and work), be given to hospitality, be apt to teach (skilled in teaching the Scriptures), be no striker (not violent), not be greedy of filthy lucre (not fond of dishonest gain), patient, not a brawler (considerate and peaceable), not covetous (his main desire must not be the acquisition of money), be one who manages his family well, and respected by them; not be a novice (defined as a new convert or young Christian), must be of good report (not an object of justifiable criticism), be a believer and teacher of sound doctrine and able to refute unsound doctrine; devout and appreciating good people and good things. These qualifications of a Pastor are set forth in I Timothy 3:1-7 and Titus 1:5-9.

5.1 DUTIES OF THE PASTOR

It shall be the duty of the Pastor to preach the Word of God to TBC and to administer the ordinances of the gospel. The Pastor shall lead in all business meetings of the church. He will be responsible for oversight of all programs and/or ministries of TBC. He will exercise supervisory responsibilities over the employed TBC staff, having the right to dismiss or reprimand staff if needed. He will also lead the church to hire staff when needed in association with the deacons and the finance ministry team. He is to humbly watch over the spiritual interest of all the TBC membership.

5.2 REPLACEMENT OF THE PASTOR

When the Pastor resigns, he shall vacate the church office and leave the church within two weeks. Upon the vacancy of the position of Pastor, TBC shall, without unnecessary delay, choose a pulpit committee, for the purpose of inviting ministers of good report to preach and be considered as a possible candidate for Pastor. The pulpit committee shall consist of two deacons and at least four laymen from the membership of TBC. The Deacon Board shall select two deacons to serve on the Pulpit Committee, and the membership of TBC shall submit names of members in good standing to the Deacon Board to serve on the Pulpit Committee. The deacons will then choose at least four men from this list who are willing to serve on the Pulpit Committee.

5.3 ACCEPTANCE OF A NEW PASTOR

Having met the qualifications as part of the selection process, the Pulpit Committee may complete a legal background check of the potential candidate for Pastor. A preacher, before being brought before the membership of TBC to be presented as Pastor, must have the approval of the entire Pulpit Committee and must have been given and had an

opportunity to read a copy of the TBC Constitution. The candidate will be given an opportunity to discuss the Constitution of TBC with the Pulpit Committee.

5.4 THE CALL AND/OR DISMISSAL OF A PASTOR

The Chairman of the Deacon Board shall announce a business meeting to the TBC membership for the express purpose of voting on a candidate for Pastor. Notice of the business meeting will be no less than two weeks prior to the meeting date. Voting will be by secret ballot. In order to be accepted as Pastor, the candidate must receive a seventy-five percent (75%) vote of the membership present. The call of the Pastor shall be for an indefinite period. The pulpit committee will remain in operation for 90 days after the pastor's call to the church for the function of helping the pastor re-locate if necessary to the field and begin the development of relationships between the pastor and the church body. After the 90 days has expired, the pulpit committee will officially be dissolved.

5.5 THE ABSENCE OF THE PASTOR

When it shall be necessary for the Pastor to be absent from the pulpit, it will be his duty to designate a preacher to assume pulpit responsibilities.

5.6 PERSONNEL POLICY

TBC will maintain appropriate personnel policies and procedures. It will be the responsibility of the Pastor, in consult with the Deacon Board, to approve all personnel policies and procedures and to review these on an annual basis.

5.7 THE DUTIES OF THE DEACONS

The duties of the deacons include the following:

- (1) To protect and promote church harmony;
- (2) To be watchful both spiritually and materially of the need of the membership of TBC;
- (3) To ensure the fiscal soundness of TBC;
- (4) To cooperate with and aid the Pastor in the performance of his duties and be mindful of his needs;
- (5) The deacons will be entrusted with the responsibility of the church's daily operations if there is a pastoral vacancy;
- (6) The deacons may assume direct authority at the direction of the Pastor and/or the membership of TBC that may be necessary from time to time to carry out or oversee a specific function or need;
- (7) To assist the Pastor in the administration of the Lord's Supper and baptism if necessary.

5.8 SELECTION AND ROTATION OF DEACONS

Deacons are chosen by the membership and ordained to be a servant of both TBC and the Pastor. The term of a deacon will consist of three years of active duty and at least one year of inactive duty. At least two deacons will be placed on inactive duty every year and at least two deacons will be added to active duty at this time. Ordained deacons coming

into the membership are not considered deacons of TBC. Any man that has not served as a deacon at TBC must spend one year with a deacon mentor under watch care before becoming eligible to serve as a deacon. During this time, the deacon candidate will attend regular deacon meetings but not have a vote in business matters nor be qualified to administer church ordinances. Nominations from the membership of TBC will be received by the current Deacon Board three months before the rotation is to begin. Each of the nominees will be contacted to determine their willingness and confirm their eligibility as a deacon. The Deacon Board will recommend eligible names to the membership of TBC for a vote. The vote will be taken in ballot form and a candidate must receive a 75% approval of the membership present to serve as a deacon. The Chairman of Deacons will be selected by a vote in first deacons meeting following the arrival of the new deacons.

5.9 QUALIFICATIONS OF THE DEACONS

The qualifications for the office of deacon are clearly set forth in the Word of God (Acts 6:2-4 and I Timothy 3:3-13) and are binding at all times. He must also be a tither and a member of TBC for three years.

5.10 DISCIPLINE OF A DEACON

Any willful violation of these duties and qualifications will be reviewed by the Pastor and Deacon Board. Disciplinary action if necessary will be administered based on Matthew 18:15-17.

5.11 COMPENSATED STAFF OF TBC

(1) Pastoral Staff

From time-to-time it is necessary to compensate individuals employed to assist the Pastor in the day-to-day operations of TBC. Applicants being considered to fill a compensated pastoral position (defined in this section as associate pastoral staff such as minister of students, children, education, music), either full time or part time, will, however, be recommended to the TBC membership at a regularly scheduled business meeting and must receive a 75% majority vote by the membership present. The pastor will develop and be responsible for receiving applications. The applicants will then be screened through the personnel committee, consisting of the pastor and three deacons. After the screening process, the candidate will be presented to the church for a vote.

(2) Support and Role Staff

At times it will be necessary to hire compensated individuals to carry out the work of support or role positions. This would include secretaries, custodians, maintenance, or musicians. Applicants being considering will be screened and hired by the pastor in consultation with the specific committee or leader in the particular staff area of need and the finance committee. For example, the pastor and the building and grounds committee will consult with the finance committee in the hiring of maintenance personnel.

(3) Personnel Policies and Procedures

A Personnel Policies and Procedures Manual (hereinafter referred to as “the Personnel Manual”) will be developed and recommended by the Pastor to the Deacon Board. At a minimum, the Personnel Manual will define each position, qualifications required for the position, and a designation as to full or part time status. In addition to compensated positions, volunteer positions may also be described in the Personnel Manual. The Personnel Manual will also include termination procedures, either voluntary or involuntary. Upon recommendation by the Pastor and the Deacon Board, the Personnel Manual will be adopted by the membership of TBC at a business meeting duly announced 14 days in advance and will require a majority vote of the membership present at the business meeting. The Personnel Manual will be reviewed by the Pastor and the Personnel Committee at least annually. Revisions will be recommended and adopted by the membership of TBC by a majority vote of those present.

5.12 VOLUNTEER LEADERS AND TEACHERS

All volunteer leaders and teachers of TBC whether elected or appointed will be expected to adhere to the following guidelines and shall be responsible to the Pastor and the membership of TBC.

- (1) Believe and accept the doctrinal statement approved by TBC, and teach in accordance therein using only literature that is in complete agreement with the approved doctrinal statement.
- (2) Conduct themselves in a Christ-like manner at all times and be mindful of TBC’s church covenant and apply its standards to their daily lives.
- (3) Give regularly of their monetary means according to Biblical teaching, supporting the work of TBC.
- (4) Attend, unless providentially hindered, all worship services, Sunday school, business meetings, and other meetings as from time-to-time may be required of their leadership role.
- (5) Serve for an indefinite period of time.

Any volunteer leader or teacher, elected, appointed or may be a candidate for a position of leadership, who feels that they are unable to comply with these guidelines, in whole or in part, is expected to submit a letter of resignation to the Pastor and the Deacon Board, or in the case of a candidate, respectfully decline the position.

Additionally, any volunteer leader or teacher who displays conduct that does not set forth a Christ-like example will be counseled by the Pastor and/or Deacon Board. Should the issue remain unresolved after counseling, the Pastor and/or Deacon Board will remove the volunteer leader or teacher from their leadership position.

5.13 COMMITTEES

TBC recognizes the following committees and will require a record and minutes of all meetings and activities to be maintained. Other committees may be organized as needed.

(1) Missions Committee

a. Composition: The Missions Committee shall be composed of ten (10) members of the membership of TBC, the Pastor, or his designee, and one (1) member of the Deacon Board. Appointments to the committee will be recommended by the Pastor and the Deacon Board and approved by the membership of TBC at a duly noticed meeting as outlined in Section 6.2, Times of Business Meetings. The term of appointment will be three years of active duty and at least one year of inactive duty. At least two members will be placed on inactive duty every year and at least two members will be added to the committee at this time. Appointments will be made at the same time as the selection and rotation of the Deacon Board. The Chairman of the Missions Committee shall be appointed jointly by the Pastor and the Deacon Board. The representative from the Deacon Board shall be appointed jointly by the Pastor and Deacon Board.

b. Duties: The Missions Committee's responsibilities will be to:

- (1) Obey the command given by the Lord Jesus Christ in Matthew 28:19-20 to spread the Gospel.
- (2) Pray daily and fervently for each missionary and their families.
- (3) Develop a Missions Manual that will serve to guide the Committee, the Pastor, the Deacon Board, and the membership of TBC in selecting and supporting missionaries. The Missions Manual will be recommended to the Pastor and the Deacon Board for review and recommendation to the membership of TBC. The membership of TBC will, by majority vote of those present at a duly announced (at least 14 days advance notice) business meeting, adopt the Missions Manual. The Missions Manual will be reviewed on an annual basis and revisions, if any are recommended, will be made in the same manner as outlined in the previous sentence.
- (4) Oversee the Missions Program.
- (5) Establish reasonable standards of accountability for those supported by TBC as a whole, through the Missions Program, and those individually supported by a member of TBC if financial support is given through TBC.
- (6) Advise, if requested by a member of TBC, on the support worthiness of a missionary. Additionally, the Missions Committee may advise the Pastor, Deacon Board, or members of TBC relative a special need that may from time-to-time be requested by a missionary currently supported by TBC.
- (7) Receive correspondence and communicate with all missionaries supported by TBC as a whole, through the Missions Program, and those individually supported by a member of TBC if financial support is given through TBC as outlined in the Missions Manual.
- (8) Review, on an annual basis, all missionaries supported by either of the aforementioned methods to determine the current status of each missionary, to

assure that the requirements for continued support have been met, and to consider any adjustments in monetary support for the coming year.

- (9) Report on its activities and recommendations to the Pastor and Deacon Board on a quarterly basis or as frequently as required and make available to TBC membership copies of a quarterly report.
- (10) Meet on a regular basis but not less than six times per year.

(2) Finance Committee

- a. Composition: The Finance Committee shall be composed of at least five (5) members of the membership of TBC, the Pastor, or his designee, and one (1) member of the Deacon Board. Appointments to the committee will be recommended by the Pastor and the Deacon Board and approved by the membership of TBC at a duly noticed meeting as outlined in Section 6.2, Times of Business Meetings. The term of appointment will be three years of active duty and at least one year of inactive duty. One member will be placed on inactive duty every year and at least one member will be added to the committee at this time. Appointments will be made at the same time as the selection and rotation of the Deacon Board. The Chairman of the Finance Committee will be appointed jointly by the Pastor and Finance Committee. The administrative secretary of TBC will work in association with the Finance Committee and will be responsible for receipts and disbursements in accordance with the annual church budget. The qualifications, responsibilities and term of office for the finance committee chairman shall be outlined in the Personnel Manual. The representative from the Deacon Board shall be appointed jointly by the Pastor and Deacon Board.
- b. Duties: The Finance Committee's responsibilities will be to:
 - (1) Consider and recommend an annual balanced operational budget to the Pastor and Deacon Board. Final approval of the annual balanced operational budget will be by a majority vote of the membership of TBC present at a duly announced (at least 14 days advance notice) meeting.
 - (2) Review the financial feasibility of projects and undertakings referred to the Committee by the Pastor, the Deacon Board, Volunteer Leader/Teacher, or any member of TBC and make recommendations thereon to the Pastor and Deacon Board who in turn will make a recommendation to the membership of TBC.
 - (3) Review the monthly financial statements and report to the Pastor and Deacon Board on a quarterly basis to ensure appropriate accountability and stewardship.
 - (4) Distribute the financial statements to the membership of TBC on a quarterly basis.
 - (5) Obtain an annual audit of the financial operations and services by an independent accounting firm experienced in the financial affairs of

churches. Receive, review and evaluate the findings and final report of the auditor(s) and, based thereon, make recommendations to the Pastor and Deacon Board concerning the financial operation of and services required to fulfill TBC's mission as a church body as well as its financial obligations. The report will also be made available to the membership of TBC.

(3) Buildings and Grounds Committee

- a. **Composition:** The Buildings and Grounds Committee shall be composed of at least five (5) members of the membership of TBC. The Chairman of the Buildings and Grounds Committee will be appointed jointly by the Pastor and Building and Grounds Committee and shall serve for a period of time not to exceed five (5) years.
- b. **Duties:** The Buildings and Grounds Committee will be responsible for the care and upkeep of the properties owned and operated by TBC. The Committee will report on its activities and findings to the Pastor and Deacon Board on a quarterly basis or as frequently as required.

(4) Personnel Committee

- a. **Composition:** The Personnel Committee shall be composed of three (3) members of the Deacon Board and will serve under the leadership of the pastor. This committee shall serve for a period not to exceed five (5) years.
- c. **Duties:** The Personnel Committee will be responsible for reviewing and maintaining the Personnel Manual annually. They will also be responsible to assist the pastor in screening applicants for pastoral role staff positions.

(5) Benevolence Committee

Deuteronomy 15:11 “For the poor shall never cease out of the land; therefore I command thee, saying, Thou shalt open thine hand wide unto thy brother, to thy poor, and to thy needy, in thy land.”

Benevolence Committee/Team: A Benevolence Committee/Team will be appointed by the Pastor and Deacon Body subject to approval by the Temple Baptist Church (TBC) in accordance with the Bylaws of the Church. Appointments will be for a three-year period. The Committee/Team will be composed of three members of the Temple Baptist Church. In addition, the Pastor will serve as an ex-officio member. The Church Secretary will be responsible for maintaining a record of all benevolent disbursements.

Members of the Committee/Team should be available to meet after church services to review applications. The Committee/Team will serve in an advisory capacity and will make recommendation to the Pastor and Deacon Body regarding disbursement, based on the need presented to them.

Benevolence Policy: From time-to-time, there may be members (and non-members) of TBC who may face financial hardships that make it difficult to make ends meet. Hardships of this nature make it difficult for TBC to plan for every situation that may arise. The Benevolence Ministry will support and encourage those who may have a special need by connecting them with the appropriate resources/services within TBC and/or within the community. The Benevolence Committee/Team will work with the staff of the Food Pantry and Clothing Closet to develop a plan that will meet the basic needs food and clothing of a family and/or individual.

Gifts of cash will not be given to any individual and/or family – no exceptions. Provisions for housing, food, clothing, utilities (excluding cable television), transportation, and medical expenses will be considered. These provisions will be made to meet immediate needs only. The individual and/or family will be given the names of resources/services within the community for long-term assistance.

Members of TBC: Those seeking assistance must be active members of TBC for a minimum of three years. Active member is defined as regular in their church attendance and supporting the Church in their giving. They must complete the Benevolence Ministry application. They have not received financial assistance within one calendar year. If requested, they will discuss their situation with the Benevolence Committee/Team.

Non-Members of TBC: For non-members of TBC, there will be a one-time disbursement for food, clothing, and transportation. Non-members of TBC will not be eligible for housing, utilities, and medical expense disbursements. They must complete the Benevolence Ministry application. If requested, they will discuss their situation with the Benevolence Committee/Team.

Exclusions: The following will not be eligible for assistance under the TBC Benevolence Ministry:

1. Common Law Marriages/Living Together (a man and a woman living together before marriage or they are opposed to Biblical marriage).
2. Homosexual Behavior (an individual(s) who asks for assistance and informs us that they are homosexual).
3. Litigation purposes (i.e., divorce/child custody/domestic or any other litigation). Allowing such use could put TBC at risk for possible legal action. TBC cannot compromise the integrity of the Church and its resources in these cases.

Confidentiality: All information will be considered confidential and will be for the use of the Benevolence Committee/Team. Applications for assistance and other information received by the Committee/Team will not be copied or given to potential benevolence assistant individuals or community agencies.

Benevolence Procedure: The following procedure will be followed by the Benevolence Committee/Team: *NOTE: When there are prevailing and unusual circumstances, the matter*

may be presented directly to the Pastor and the Chairman of the Deacon Body for disposition. Their decision will be binding.

1. An application will be completed by the individual who is experiencing a hardship.
2. The Benevolence Committee/Team will consider the application and assess the requested assistance, including but not limited to, conducting an investigation in order to validate the extent of the need.
3. Upon receipt of an application, other information (if requested), an interview or investigation conducted by the Committee/Team, the Benevolence Committee/Team will make its recommendation to the Pastor and Deacon Body.
4. If approved, the Church Secretary will be directed to pay a bill directly to the company/vendor, not to exceed \$300.00.
5. The Committee/Team may request a follow-up meeting with the individual and/or family in order to assure that the need was appropriately met.

NOTE: Failure on the part of the individual/family to participate in an interview and/or investigation of the situation may result in denial of their request. Failure to participate in a follow-up meeting may result in denial of any future requests.

Funding: The Benevolence Ministry of the TBC is solely dependent on donations (monetary, food, clothing, etc.) made by the members of the Church. Sunday School Classes will be encouraged to designate a special offering (above and beyond their regular offerings) on a periodic basis to be designated for the Benevolence Ministry. Additionally, Sunday School Classes and organized/recognized groups within the Church (i.e., the Women's Ministry, the Youth Ministry, the Children's Chapel) will be requested to assist in replenishing the food pantry on a routine basis.

From time-to-time, it may be necessary to impose limits on disbursements. These limitations will be based on funds that are available to the Benevolence Ministry.

Members of the TBC are encouraged to adhere to the policy and procedure set forth and approved by the Church. They are encouraged to present any need that they may have identified to the Benevolence Committee/Team.

ARTICLE VI. GOVERNMENT

6.0 TIMES OF WORSHIP

TBC shall meet regularly every Sunday, the Lord's Day (morning and evening), for public worship of the Lord and the proclamation of His Word, unless providentially hindered. A mid-week service shall be held each week unless providentially hindered. The third Sunday in September each year is the anniversary of the organization of TBC and is to be celebrated.

6.1 TIMES OF OBSERVING THE LORD'S SUPPER

The Lord's Supper shall be observed at least quarterly, on the fifth Sunday.

6.2 TIMES OF BUSINESS MEETINGS

Business meetings shall be held as frequently as required but not less than quarterly. The Pastor or Chairman of the Deacon Board will serve as the moderator. In their absence the Deacon Board shall appoint a moderator. A quorum shall consist of the members of TBC present. Special business meetings may be called by the Pastor or Chairman of the Deacon Board or a member of TBC by petitioning the Pastor or Chairman of the Deacon Board for a special meeting. Notice for regular business meetings or special meetings must be given not less than 14 days in advance of the business meeting. Regular business meetings will be held every fifth Sunday after the evening service unless providentially hindered or there is no business to be brought before the membership. A cancellation notice will be made not less than 14 days in advance of the date the business meeting was to be held.

6.3 RULES OF ORDER FOR BUSINESS MEETINGS

Robert's Rules of Order shall be followed for, including but not limited to, all business meetings.

6.4 AUTHORIZED EXPENDITURES

Expenditures exceeding \$1,000.00, excluding emergency expenditures, must be approved by the Pastor and Finance Committee and approved by TBC's membership at a duly noticed meeting and by a majority vote of those present and brought before the Church for a vote.

6.5 ORDINATION

Any member of TBC or its mission churches, who gives evidence of a genuine call of God into the work of the ministry and states such calling publicly, and possesses the

qualifications stated in I Timothy 3:1-7 and Titus 1:6-9, may be ordained as a minister of the Gospel to Pastor, do the work of a missionary, or fill the office of Associate Pastor.

6.6 ORDINATION PROCEDURE

Upon a conference with the Pastor and after the Pastor has approved the candidate for ordination, the Pastor shall call a council to examine and pass on the qualifications of the candidate. The ordination council shall consist of ordained ministers and deacons of like faith invited to participate in the examination process. If the council finds the candidate worthy of ordination, the ordination council may ordain the candidate on behalf of TBC. The Pastor shall arrange for the ordination service.

ARTICLE VII. TAX-EXEMPT PROVISIONS

7.0 PRIVATE BENEFIT

No part of the net earnings of TBC shall be used for the personal benefit of or be distributed to its members, volunteer leaders or other private persons, except that TBC shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

7.1 POLITICAL INVOLVEMENT

No substantial part of the activities of TBC shall be the carrying on of propaganda or otherwise attempting to influence legislation. TBC shall not participate in, or intervene in (including the publishing or distribution of statements) a political campaign on behalf of any candidate for public office.

7.2 DISSOLUTION

TBC may be dissolved by a seventy-five (75%) percent majority vote. Upon the dissolution, the Deacon Board shall, after paying or making provisions for payment of all the liabilities of the organization, dispose of all assets of TBC to such organization or organizations organized and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501c (3) or the Internal Revenue code of 1986, as the Deacon Board shall determine. Assets may be distributed only to organizations, which agree with TBC's Doctrinal Statement.

7.3 NONDISCRIMINATION

TBC's nondiscriminatory policy shall be that it will not discriminate against members, applicants, students, and others on the basis of race, color, national or ethnic origin.

ARTICLE VIII. DESIGNATED CONTRIBUTIONS

From time-to-time TBC, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. In accordance to Article III, Section 3.24, offerings may be designated by the individual given to a specific fund recognized by TBC.

ARTICLE IX. AMENDMENTS

This Constitution may be revised or amended by a seventy-five (75%) percent majority vote of the members present and voting, at any regular TBC business meeting, provided that said revision or amendment has been submitted in writing and announced from the pulpit fourteen (14) days before the vote is taken.

ADOPTION

This Constitution was adopted by at least a seventy-five (75%) percent majority vote of the members present and voting at a duly called meeting of the membership of TBC.

This adopted Constitution supersedes any other constitutions, by-laws, and or policies and procedures of Temple Baptist Church of Chattanooga, Inc.

Adopted by Temple Baptist Church of Chattanooga, Inc. on _____.

TBC BY-LAWS

NUMBER 1:

Each member of TBC shall be entitled to vote on all matters. However, members under the age of eighteen will not be eligible to vote on matters pertaining to the disciplining of members, the purchase or sale of real property, and the dismissal or calling of a Pastor.

NUMBER 2:

All quarterly TBC business meetings shall be opened and closed with prayer for divine guidance and blessing.

NUMBER 3:

All appointments for public worship and Bible study and the arrangements thereof including time and place and the use of the property belonging to TBC for purposes other than the stated appointments shall be under the control of the Pastor.

NUMBER 4:

Any member of TBC needing to speak on a specific matter in a business meeting shall make arrangements with or be recognized by the moderator of that meeting.

NUMBER 5:

All literature used by TBC shall be in complete agreement with the Statement of Faith.

NUMBER 6:

The following order may be observed at the regular TBC business meetings:

- (A) Devotions & Prayer
- (B) Recognition of Recorder and reading of Minutes
- (C) Reception of Members
- (D) Dismissal of Members
- (E) Report of Officers
- (F) Reports of Standing Committees
- (G) Reports of Special Committees
- (H) Unfinished Matters
- (I) Election of Officers
- (J) New Matters
- (K) Adjournment
- (L) Benediction

NUMBER 7:

These by-laws may be amended or suspended at a regular TBC business meeting by a majority vote of the members present and voting.

CHURCH COVENANT

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

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

We also engage to maintain family and 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 to our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy of speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

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