

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23

# ***Constitution and Bylaws***

Crestview Baptist Church  
of  
Griffin, Spalding County, Georgia  
Updated Mar 26, 2023

1670 North Expressway  
Griffin, Georgia 30223  
770-228-8259

1 **Preamble**

2  
3 That all things may be done decently and in order, and that we may more readily help each other in our  
4 Christian service as members of CRESTVIEW BAPTIST CHURCH, we adopt the following Constitution and  
5 Bylaws as methods of our work.  
6  
7  
8

9 **Article I**  
10 **NAME AND OBJECTIVE**

11  
12 **Section 1 – Name**

13  
14 This organization shall be known as Crestview Baptist Church of Griffin, Inc.  
15

16 **Section 2 – Mission Statement**

17  
18 To lead believers and unbelievers to have a passionate relationship with Jesus Christ  
19

20 **Section 3 – Church Affiliations**

21  
22 Flint River Baptist Association  
23 Georgia Baptist Convention  
24 Southern Baptist Convention  
25

26 **Section 4 – Objectives**

27  
28 The six fundamental objectives of Crestview Baptist Church are as follows:

- 29 1. To be a dynamic spiritual church empowered by the Holy Spirit to share Christ with as many  
30 people as possible in our church community, and throughout the world;  
31 2. To be a worshipping fellowship, experiencing an awareness of God, recognizing His person,  
32 and responding in obedience to His leadership;  
33 3. To experience an increasingly meaningful fellowship with God and fellow believers;  
34 4. To help people experience a growing knowledge of God and man;  
35 5. To be a church that ministers unselfishly to persons in the community and world in Jesus’  
36 name; and  
37 6. To be a church whose purpose is to be Christ-like in our daily living by totally committing our  
38 lives, personalities, and possessions to the leadership of Christ.  
39  
40  
41  
42

1 **Section 5 – Statement of Faith**

2  
3 The church subscribes to the doctrinal statement of the “Baptist Faith and Message” as adopted  
4 by the Southern Baptist Convention in 2000. The Holy Bible is the inspired Word of God and is  
5 the basis for any statement of Faith.  
6

7 **Article II**

8 **CRESTVIEW BAPTIST CHURCH MEMBERSHIP COVENANT**

9  
10 Having been led by God to repent and believe upon the Lord Jesus Christ and having been  
11 baptized as a profession of this faith, we commit ourselves to God and to the members of  
12 Crestview Baptist Church. Relying upon the gracious help of the Holy Spirit:

- 13 1. We will protect the unity of our church  
14 a. by acting in love toward other members;  
15 b. by refusing to gossip; and  
16 c. by following the leadership.  
17 Philippians 2:1-5; 1 Peter 1:22; Ephesians 4:29; Hebrews 13:17  
18
- 19 2. We will share the responsibility of our church  
20 a. by praying for its growth;  
21 b. by sharing the gospel with the unchurched and inviting them to attend; and  
22 c. by warmly welcoming those who visit.  
23 1 Thessalonians 1:2; Matthew 28:18-20; 1 Peter 4:9  
24
- 25 3. We will serve through the ministry of our church  
26 a. by discovering our gifts and talents;  
27 b. by being equipped to serve by our pastors and other church leaders; and  
28 c. by developing servants hearts.  
29 1 Peter 4:10; Ephesians 4:11-12; Philippians 2:3-7  
30
- 31 4. We will support the testimony of our church  
32 a. by attending faithfully;  
33 b. by honoring its doctrines;  
34 c. by living a godly life; and  
35 d. by giving regularly.  
36 Hebrews 10:25; Titus 2:1; Philippians 1:27; 1 Corinthians 16:2; Leviticus 27:30

37 We will, should we move from this place, as soon as possible unite with some other church  
38 where we can carry out the spirit of this covenant and the principles of God’s Word.

39 May the grace of our Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit  
40 be with us all.  
41  
42

1 **Article III**  
2 **MEMBERSHIP**

3 **Section 1 - Privileges and Duties of Membership**

- 4 1. Each member of this church shall actively and consistently participate in the life and ministry  
5 of this church through the use of his/her gifts, time, and material resources. Each member  
6 shall uphold the commitment of the church covenant and can expect such from the other  
7 members.  
8 2. Under Christ, Crestview is governed by its members. Therefore, it is the privilege and duty  
9 of members to participate in members meetings. Each member, 18 and older, is entitled to  
10 participate and vote on elections brought before the church.

11  
12 **Section 2 - Qualifications for Membership**

13 Each prospective member shall:

- 14 1. Give credible profession of faith in Jesus Christ as Savior and Lord.  
15 2. Have been baptized in obedience to Christ following his or her regeneration.  
16 3. Agree to keep the commitments expressed in the church covenant.  
17 4. Be in substantial agreement with the church's statement of faith.  
18

19  
20 **Section 3 - Admission of Members**

- 21  
22 1. Each person desiring membership with Crestview shall complete a membership class  
23 designed to provide information on the beliefs, covenant, structure, and ministries of the  
24 church.  
25 2. After completion of the membership class, the prospective member shall inform the elders  
26 of his/her desire to join the church.  
27 3. At least one elder shall meet with the prospective member to learn more about him/her,  
28 answer questions about the church, verify membership qualifications, and help the  
29 prospective member understand how to get involved in the church. The elders are  
30 responsible for determining that membership qualifications are met and for making a  
31 recommendation to the congregation.  
32 4. The elders shall recommend prospective members to the congregation in a members  
33 meeting. All receiving a majority vote of the votes cast in meeting shall become members.  
34  
35  
36  
37  
38

1 **Section 4 - Termination of Membership**

- 2
- 3 1. The church shall recognize the termination of membership
- 4 a. Upon the member's death;
- 5 b. Upon notification of voluntary resignation from the membership;
- 6 c. Upon notification that the member has joined another church;
- 7 d. Upon inactivity as described below; and
- 8 e. Upon an action of church discipline as described below.
- 9

10 **Section 5 – Inactivity**

- 11
- 12 1. If any member ceases participating in the life and ministry of the church for a period of 6
- 13 months, the elders may bring a recommendation to the church for membership
- 14 termination. Upon a majority vote of the votes cast in a members meeting the person's
- 15 membership shall be terminated. Those physically unable to attend, serving in the military,
- 16 attending non-local school, or other similar outstanding circumstances shall not be subject
- 17 to this provision - provided the church understands their situation. Members who relocate
- 18 out of town shall be encouraged to join another church in the new location.
- 19

20 **Section 6 - Church Discipline**

- 21
- 22 1. The church shall have authority to exercise discipline over its members, which may include
- 23 excluding from its membership any member who willingly and persistently lives in violation
- 24 of biblical moral standards including outward, serious, and unrepentant conduct by which
- 25 the reputation of Christ or his church is dishonored. Any such action shall be done in
- 26 accordance with the instructions of Matthew 18:15-20; 1 Corinthians 5:1-13; 2 Corinthians
- 27 2:5-11; Galatians 6:1; 1 Timothy 5:19-21; Titus 3:10-11; and James 5:19-20. The goal of such
- 28 discipline is the repentance, reconciliation, and spiritual growth of the individual disciplined.
- 29 2. The elders shall oversee the process of church discipline; therefore, before a church
- 30 discipline case is brought before the church, the elders shall become involved within the
- 31 process.
- 32 3. A member shall be removed from the membership as a matter of church discipline upon the
- 33 recommendation of the elders and the subsequent agreement of at least 2/3 vote of the
- 34 votes cast at any members meeting.
- 35 4. If the dismissed member heeds the warning, demonstrates repentance, and requests
- 36 reinstatement, he/she shall be publically restored to membership upon the
- 37 recommendation of the elders and subsequent agreement of at least a majority vote of the
- 38 votes cast at any members meeting.



- 1           3. Search Team Process  
2           a. The search team shall elect a chairperson to lead the team.  
3           b. If the elders determine an interim is needed, the search team and elders will select an  
4           appropriate interim.  
5           c. The search team shall be empowered to locate a suitable pastor.  
6           d. The search team shall recommend to the elders a candidate for pastor.  
7           e. After agreement by the elders, the candidate shall be brought to the church for a vote.  
8           f. The committee shall bring to the consideration of the elders and the church one  
9           candidate at a time.  
10  
11          4. Election  
12          a. The election of the pastor shall take place at a meeting called for that purpose at least  
13          two weeks after notice has been given.  
14          b. Election shall be by secret ballot or by another method at the discretion of the  
15          moderator with an affirmative vote of at least 2/3 of the votes cast.  
16          c. If a secret ballot is utilized, the deacons shall be responsible for counting the ballots.  
17  
18          5. Resignation  
19          a. The pastor shall give at least one month's notice to the elders at the time of his  
20          resignation before terminating his responsibilities as pastor.  
21          b. Upon leaving the church the lead pastor shall be given exactly one month's salary and  
22          benefits.  
23  
24          6. Termination  
25          a. Discipline: See Article III, Section 6 – Church Discipline.  
26          b. Upon leaving the church the lead pastor shall be given exactly one month's salary and  
27          benefits.  
28

29    **Section 2– Associate Pastors**

- 30          1. Associate Pastors  
31          a. Elder:  
32                  1. Associate Pastors are elders who are in the regular pay of the church. They are an  
33                  elder who is also on church staff. They shall serve as an elder and will not rotate off  
34                  the active elder list.  
35                  2. By virtue of being staff members, associate pastors report to the lead pastor.  
36

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

1. Associate Pastor Search Team
  - a. The elders shall select an elder to serve on the search team.
  - b. The elders shall choose a deacon as well as three additional church members to present to the church as prospective members of the search team.
  - c. The elders will present the three names to the congregation and accept any additional nominations from the church.
  - d. If additional nominations are made, the voting will be postponed to allow the elders to interview each nominated person.
  - e. The elders will then present to the church those qualified and willing to serve on the search team for a vote.
  - f. The three candidates with the most votes will join the selected elder and selected deacon to compose a search team of five.
2. Search Team Process
  - a. The search team shall elect a chairperson to lead the team.
  - b. If the elders determine an interim is needed, the search team and elders will select an appropriate interim.
  - c. The search team shall be empowered to locate a suitable candidate.
  - d. The search team shall recommend to the elders a candidate.
  - e. After agreement by the elders, the candidate shall be brought to the church for a vote.
  - f. The committee shall bring to the consideration of the elders and the church one candidate at a time.
3. Election
  - a. The election of the associate pastor shall take place at a meeting called for that purpose at least two weeks after notice has been given.
  - b. Election shall be by secret ballot or by another method at the discretion of the moderator with an affirmative vote of at least 2/3 of the votes cast.
  - c. If a secret ballot is utilized, the deacons shall be responsible for counting the ballots.
4. Resignation
  - a. The associate pastor shall give at least one month's notice to the lead pastor at the time of resignation before terminating responsibilities as minister.
  - b. Upon leaving the church the associate pastor shall be given exactly one month's salary and benefits.
5. Termination
  - a. Discipline: See Article III, Section 6 – Church Discipline.
  - b. Upon leaving the church the associate pastor shall be given exactly one month's salary and benefits.

1 **Section 3 – Associate Ministers**

2 1. Associate Ministers

- 3 a. Someone serving in a professional ministry position – children, youth, seniors, music,  
4 outreach, etc. The minister is not required to be ordained or licensed.
- 5 b. When elders see the need for a new position, they will work with the finance committee  
6 to prepare a budget for the position.
- 7 c. Associate ministers are not elders. In the situation where the elders desire to nominate  
8 an associate minister as an elder, they must be nominated to the church to be an  
9 associate pastor.

10  
11 2. Associate Minister Search Team

- 12 a. The elders shall select an elder to serve on the search team.
- 13 b. The elders shall choose a deacon as well as three additional church members to present  
14 to the church as prospective members of the search team.
- 15 c. The elders will present the three names to the congregation and accept any additional  
16 nominations from the church.
- 17 d. If additional nominations are made, the voting will be postponed to allow the elders to  
18 interview each nominated person.
- 19 e. The elders will then present to the church those qualified and willing to serve on the  
20 search team for a vote.
- 21 f. The three candidates with the most votes will join the selected elder and selected  
22 deacon to compose a search team of five.

23  
24 3. Search Team Process

- 25 a. The search team shall elect a chairperson to lead the team.
- 26 b. If the elders determine an interim is needed, the search team and elders will select an  
27 appropriate interim.
- 28 c. The search team shall be empowered to locate a suitable candidate.
- 29 d. The search team shall recommend to the elders a candidate.
- 30 e. After agreement by the elders, the candidate shall be brought to the church for a vote.
- 31 f. The committee shall bring to the consideration of the elders and the church one  
32 candidate at a time.

33  
34 4. Election

- 35 a. The election of the associate minister shall take place at a meeting called for that  
36 purpose at least two weeks after notice has been given.
- 37 b. Election shall be by secret ballot or by another method at the discretion of the  
38 moderator with an affirmative vote of at least 2/3 of the votes cast.
- 39 c. If a secret ballot is utilized, the deacons shall be responsible for counting the ballots.

40

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

- 5. Resignation
  - a. The minister shall give at least one month’s notice to the lead pastor at the time of resignation before terminating responsibilities as minister.
  - b. Upon leaving the church the minister shall be given exactly one month’s salary and benefits.
  
- 6. Termination
  - a. Any associate minister who is not an elder may be dismissed by a vote of the elders.
  - b. Upon leaving the church the minister shall be given exactly one month’s salary and benefits.

**Section 3 – Staff**

- 1. Staff Position: Any person serving in a non-ministerial position - administrative personnel, clerk, custodian, intern, ground personnel, etc.
  
- 2. Employment and Dismissal: The lead pastor, with counsel from the elders, shall have final authority in the matter of employing and dismissing the personnel that are necessary for the administration of the church.

# Article V

## ELDERS AND DEACONS

### Section 1 – Elders

1. Preamble: In an effort to function as a Biblical church that is committed to the teaching and leadership model of the Bible, Crestview will be led by the Holy Spirit of God under the direction of a body of elders. The New Testament establishes:
  - a. A group of leaders, called elders, are to provide spiritual and administrative oversight to the church.
  - b. This oversight always comes from a group of elders.
  - c. The word “elder” is used throughout the Bible to describe leaders with maturity, experience, and discipline.
  - d. The terms “overseer, bishop, shepherd, pastor” are used synonymously with “elder.”
  - e. The elders must act together as a body to represent the best interests of the church. The elders have decision-making authority except in matters requiring congregational vote.
  - f. The elders may establish various advisory committees to assist them in both administrative and ministry matters.
2. Scriptural Qualifications: The qualifications of an elder are described in 1 Tim. 3:1-7 and Titus 1:5-9. He must be:
  - a. A man (1 Timothy 2:12);
  - b. A man who aspires to serve as an elder ;
  - c. Above reproach;
  - d. The husband of one wife / a man of one woman;
  - e. Sober-minded, self-controlled, not arrogant;
  - f. Respectable;
  - g. Hospitable;
  - h. Able to teach, holding firmly to the trustworthy word, able to give instruction in sound doctrine and rebuke those who contradict it;
  - i. Not a drunkard;
  - j. Not violent but gentle, not quarrelsome, not quick-tempered;
  - k. Not a lover of money or greedy for gain;
  - l. A good manager of his own house, his children are faithful, not accused of rebellion;
  - m. Not a recent convert;
  - n. A man with a good reputation with people outside the church;
  - o. A lover of good;
  - p. Upright and holy; and
  - q. Disciplined.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

3. Other Qualifications
  - a. Any lay person must be a member of Crestview Baptist Church for at least three consecutive years.
  - b. Upon acceptance of a call by Crestview, a lead pastor shall immediately begin serving as an elder.
  - c. Upon acceptance of a call by Crestview, an associate pastor shall immediately begin serving as an elder.
  
4. The primary responsibilities and duties of elders are to:
  - a. Shepherd the congregation by leading, teaching, protecting, and caring for the members (Acts 6:1-6, 20:17-35; 1 Tim. 3:1-7, 5:17-18; Tit. 1:5-9; Heb. 13:17; 1 Pet. 5:1-4);
  - b. Direct the teaching ministries of the church, equip the membership for the work of ministry, and encourage sound doctrine and practice;
  - c. Conduct worship services and oversee the administration of the ordinances of baptism and Lord’s Supper;
  - d. Coordinate and promote the ministries of the church;
  - e. Mobilize the church for local, national, and international missions;
  - f. Oversee and encourage the ministry of the deacons;
  - g. Examine and instruct prospective members and recommend prospective members to the congregation;
  - h. Admonish and correct error and oversee the process of church discipline;
  - i. Examine and recommend all prospective candidates for offices and positions;
  - j. Appoint church agents and committees. The elders may establish ministry positions or committees to assist them in fulfilling their responsibilities;
  - k. Oversee church staff. The membership shall approve all candidates to serve as lead pastor, associate pastor, or associate minister. The scope and approval of job descriptions for any staff position shall reside in the hands of those with hiring authority for that position. The elders shall have primary responsibility for employment, supervision, and evaluation of staff members. This responsibility may be delegated to another staff member or committee. Elders shall propose funding for new staff positions ;
  - l. Approve an annual operating budget for the church and submit it to the congregation for approval.
  - m. Serve as trustees of the church;
  - n. Serve as corporate officers of the church; and
  - o. Interpret the bylaws and written policies of the church. Such shall be reviewed periodically and revision or adjustments shall be recommended to the congregation in accordance with the provisions of the Constitution and By-Laws.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

- 5. Selection
  - a. Nomination of prospective elders shall be initiated by the elders. Under the leadership of the Holy Spirit, the elders shall consider men in the congregation who meet the qualifications listed above.
  - b. Men being considered as elders will be examined according to Scripture, in private, in the presence of the elders. After agreement, the elders will present a nominee to the congregation.
  - c. The prospective elder will be publicly announced to the church family at least four (4) weeks prior to affirmation. During this four-week period, any member of the congregation who feels that a prospective elder does not meet the qualifications set forth above should take the following steps:
    - i. First consult with the prospective elder to see if the matter can be resolved.
    - ii. If the matter cannot be resolved and the prospective elder has not withdrawn his name from consideration, it must be brought to an elder. If necessary, a meeting will then be scheduled with the elders, where both the concerned member and the prospective elder will be heard. The elders will then determine whether or not to withdraw the prospective elder's name from consideration.
  - d. The prospective elders will be voted upon by the congregation in a members meeting. All prospective elders receiving 2/3 of the votes cast in the meeting will be elected Elder.
  - e. Newly elected elders shall be publicly recognized by prayer and the laying on of hands by the elders and begin serving immediately.
- 6. Number of Elders
  - a. There shall be no maximum number of elders. Provided that all qualifications are met, the church will aspire to have a minimum of 3 elders.
- 7. Terms of Service
  - a. Elders shall be elected to a three-year term of service. If elected by the congregation, an elder may serve additional three-year terms of service. There is no limit to the number of consecutive terms that an elder may serve.
  - b. The lead pastor and associate pastors serve indefinitely and are not subject to term limitations.
- 8. An elder's term of service may be terminated by resignation or by discipline.
  - a. Resignation: Any elder may resign by submitting a letter of resignation to the elders. The elders will present the resignation to the church as information only.
  - b. Discipline: See Article III, Section 6 – Church Discipline.

1 **Section 2 - Deacons**

- 2 1. Preamble: Deacons are the servant-ministers whose purpose is to relieve the elders of the  
3 multitude of practical duties of caring for the flock. Deacons are to give their primary  
4 attention toward caring for the congregation’s physical welfare and preserving the unity of  
5 the church.  
6
- 7 2. Scriptural Qualifications: The qualifications of a deacon are described in 1 Tim. 3:8-13 and  
8 Acts 6:1-7. He must be:  
9 a. A man (1 Tim 2:12);  
10 b. Dignified and blameless;  
11 c. Not double-tongued;  
12 d. Not addicted to much wine;  
13 e. Not greedy for dishonest gain;  
14 f. Holding to the mystery of the faith with a clear conscience;  
15 g. Tested and proven blameless;  
16 h. The husband of one wife / a man of one woman;  
17 i. A good manager of his own children and household;  
18 j. Full of wisdom and the Holy Spirit; and  
19 k. A man (if married) whose wife is dignified, not a slanderer, sober-minded, faithful in all  
20 things.  
21
- 22 3. Other Qualifications  
23 a. Any lay person or staff member must have been a member of Crestview Baptist Church  
24 for at least two consecutive years.  
25
- 26 4. The primary responsibilities and duties of deacons are to:  
27 a. Minister to the needs of the membership exhibiting the love and compassion of Christ.  
28 Specific attention is to be given to widows and widowers, orphans, the needy, and the  
29 aged.  
30 b. Assist the elders in the preparation and serving of the Lord’s Supper and Baptism.  
31 c. Oversee the benevolence ministries of the church.  
32 d. Endeavor to preserve the unity of the church.  
33 e. Attend other duties and responsibilities as determined by the deacons and/or the  
34 elders.  
35  
36  
37  
38  
39  
40

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

5. Selection

- a. The nomination process shall be initiated by the elders annually.
- b. The congregation shall have two weeks to nominate prospective deacons by submitting a nomination form. Under the leadership of the Holy Spirit, the church members shall consider men in the congregation who meet the qualifications listed above.
- c. Men being considered as deacons will be examined according to Scripture, in private, in the presence of the elders. Nominees with agreement of the elders will be presented to the deacons.
- d. Deacons shall examine the nominees. Nominees with 2/3 approval of the votes cast by the deacons will be presented to the congregation.
- e. After the vote by the deacons, the prospective deacon(s) will be publicly announced to the church family at least four (4) weeks prior to affirmation. During this four-week period, any member of the congregation who feels that a prospective deacon does not meet the qualifications set forth above should take the following steps:
  - i. First consult with the prospective deacon to see if the matter can be resolved.
  - ii. If the matter cannot be resolved and the prospective deacon has not withdrawn his name from consideration, it must be brought to an elder. If necessary, a meeting will then be scheduled with the elders, where both the concerned member and the prospective deacon will be heard. The elders will then determine whether or not to withdraw the prospective deacon's name from consideration.
- f. The prospective deacon(s) will be voted upon by the congregation in a members meeting. All prospective deacon(s) receiving 2/3 votes of the votes cast will be elected deacon.
- g. Newly elected un-ordained deacons shall be publicly recognized by prayer and the laying on of hands by the elders and deacons of the church.

6. Number of Deacons

- a. The church shall strive to have a minimum of four active deacons per 100 church members.

7. Terms of Service

- a. Deacons shall be elected to a three-year term of service. If nominated and elected by the congregation, a deacon may serve additional three-year terms of service. There is no limit to the number of consecutive terms that a deacon may serve.
- b. A deacon who is no longer actively serving as an elected deacon does not retain deacon voting privilege.

- 1 8. A deacon’s term of service may be terminated by resignation or by discipline.  
2 a. Resignation: Any deacon may resign by submitting a letter of resignation to the elders  
3 and chairman of deacons. The elders will present the resignation to the church as  
4 information only.  
5 b. Discipline: See Article III, Section 6 – Church Discipline.  
6  
7

8 **Article VI**  
9 **COMMITTEES**

10  
11 **Section 1 - Finance Committee**

- 12  
13 1. The finance committee shall consist of six (6) rotating members, two (2) members rotating  
14 off each year. Each member serves a three year term. The elders will recommend finance  
15 committee members to be elected by the church in simple majority vote in a members  
16 meeting.  
17 2. Qualifications:  
18 a. Finance committee members shall be members of Crestview for at least one year and  
19 faithfully support the church financially.  
20 3. Duties:  
21 a. Prepare a church budget, including personnel salaries, for recommendation to the  
22 elders and subsequently to the church in a members meeting. This budget shall be for  
23 the fiscal year January 1 thru December 31.  
24 b. Administer the budget as adopted by the church.  
25 c. Ensure the church receives regular financial reports.  
26 d. Make minor adjustments in the annual church budget as needed.  
27 e. Confirm a financial policy is in place; implement the financial policy; and recommend  
28 necessary adjustments of the financial policy to the elders and church.  
29

30 **Section 2 - Trustees**

- 31  
32 1. The trustees shall consist of the elders.  
33 2. The trustees are to sign all legal papers, notes, etc. authorized by Crestview Baptist Church  
34 of Griffin, Inc. that are in accord with its incorporation in the State of Georgia.  
35 3. The trustees shall annually review the insurance of all buildings belonging to the church and  
36 other insurance as needed by the church to protect its interest.  
37

38 **Section 3 – Other Committees and/or Ministry Teams**

39 The elders may establish ministry positions or committees to assist them in fulfilling their  
40 responsibilities.  
41

1  
2  
3  
4  
5  
6  
7  
8  
9

## Article VII MEETINGS

10 **Section 1 – The Lord’s Day**

11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

The church shall meet regularly on each Sunday for public worship. Additional meetings may be scheduled throughout the week as desired.

36 **Section 2 – Business Meetings**

- 37  
38  
39  
40  
41  
42  
43  
44
1. Quarterly Members Meetings - The regular meetings of the church for business shall be held quarterly unless the need arises for change. The date of a quarterly members meeting shall be announced two Sundays prior to the meeting.
  2. Special Members Meeting - Special meetings of the church for the transaction of business may be called by the elders by announcing it two Sundays prior to the service when the meeting is to be conducted.
  3. Quorum – Assuming proper notice has been provided, a quorum shall consist of all members present at a meeting.
  4. Parliamentary law - Authority for Parliamentary Law at all business meetings of the church shall be *Robert’s Rules of Order*.
  5. Decisions which require congregational vote are:
    - a. Admission and termination of membership, including church discipline;
    - b. Calling and terminating lead pastor and associate pastors;
    - c. Calling associate ministers;
    - d. Election and termination of elders and deacons;
    - e. Election of finance committee members;
    - f. Purchase/sale/construction of real estate and buildings;
    - g. Annual church budget; and
    - h. Any other issues brought to the church by the elders requiring congregational vote.

36 **Section 3 – Representation in Association and Conventions**

37  
38  
39  
40  
41  
42  
43  
44

Once in each year, messengers shall be elected to represent the church in the Flint River Baptist Association, the Georgia Baptist Convention, and the Southern Baptist Convention.

1 **Section 4 – Licensing to Ministry**

2  
3 Ministry is multi-facetted, and God gives men and women in the church various gifts for  
4 ministry. God also calls some people to various ministry positions that require being licensed by  
5 a local congregation. Therefore, anyone who has given evidence of his or her call to ministry can  
6 be brought before the church in a members meeting by the elders to be licensed to ministry.  
7 Two-thirds of the votes cast are required to pass.

8  
9 **Section 5 – Ordaining to Ministry**

10  
11 Any male member who, according to the scripture, gives evidence by his life that God has  
12 indeed called him to Christian ministry may be brought before the church for ordination. The  
13 candidate must first go before an ordination council consisting of elders of the church to be  
14 interviewed. The elders will bring the candidate before the church in a members meeting to be  
15 ordained to ministry. Two-thirds of the votes cast are required to pass.  
16  
17  
18  
19  
20

21 **Article VIII**  
22 **MISCELLANEOUS**

23  
24 **Section 1 – Finance**

25  
26 The Financial program of our church shall be supported by tithes and free will offerings.  
27

28 **Section 2 – Use of Building**

- 29  
30 a. The use of church property and the buildings by other than organizations of the church  
31 shall be granted after the approval of the pastor, ministerial staff, and/or elders.  
32 b. Both the Bible (Gen. 2:24, Matt. 19:4-6) and Crestview’s Statement of Faith (BF&M  
33 2000, Article 18) establish and affirm marriage to be between one man and one woman.  
34 We faithfully follow this scriptural definition of marriage in the teachings and practices  
35 of this church. Therefore, this church will not officiate, solemnize, perform or host a  
36 marriage or marriage-like ceremony or reception involving anything other than the  
37 union of one man with one woman as instituted by God.  
38  
39  
40  
41  
42  
43  
44

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39

**Article IX**  
**PROPERTY AND ASSETS**

**Section 1 – Property Name**

All property shall be held in the name of the church.

**Section 2 – Property**

No real property shall be purchased, disposed of, encumbered or leased without approval by 2/3 of the votes cast at a members meeting.

**Section 3 – Dissolution**

The church shall be considered dissolved if so decided by the church by a simple majority vote of the votes cast in written ballot at a members meeting, or when no church members meetings have been held for two consecutive years, or when less than six members remain. In case of dissolution of the church, after all liabilities of the church have been paid, any existing assets shall be given to Flint River Baptist Association to further mission work or church planting.

**Article X**  
**RECORDS AND REPORTS**

**Section 1 – Records**

The church shall maintain adequate and correct accounts, books and records of its business and properties. All such books, records, and accounts shall be kept in the church office.

1 **Article XI**

2 **RATIFICATION, SUSPENSION, AMENDMENTS OR REPEAL**

3  
4 **Section 1 – Ratification, Suspension, Amendments or Repeal**

5  
6 Motions to ratify, suspend, amend, or repeal the Constitution and Bylaws may be made at a  
7 members meeting by 2/3 of the votes cast, provided such motion shall have been submitted to  
8 a members meeting at least four weeks previously.  
9

10  
11 \* NOTE - These Constitution and Bylaws supersede any and all other Constitution and Bylaws previously  
12 adopted by Crestview Baptist Church of Griffin, Inc.