

**BYLAWS  
OF  
KNOLLWOOD BAPTIST CHURCH**

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ARTICLE I. WORSHIP AND MEETINGS

Section 1. Worship. Knollwood Baptist Church gathers for worship on Sunday mornings and on such other occasions as authorized by the Deacon Executive Council (“Executive Council”). Communion is served as determined by the Deacon Executive Council.

Section 2. Church in Conference. The congregation gathers for its Annual Meeting, at a time to be set by the Deacon Executive Council, for a summary of the activities of the year and for considering goals for the coming year. In addition to the Annual Meeting, at least three general meetings of the congregation as the Church in Conference shall be held annually at such times as are fixed by the Deacon Executive Council and the Pastor. The agenda for these meetings shall be published fourteen (14) days prior to the meeting. At these meetings of the Church in Conference the congregation may receive committee reports and recommendations, if any, as well as recommendations from the Deacon/Executive Council. Special Business Meetings of the Church in Conference are called by the Deacon/Executive Council or Pastor, with appropriate notice and agenda publication. The Annual Meeting, General Meetings and Special Meetings are meetings of the “Church in Conference.” At any meeting of the Church in Conference business of the church may be voted upon in accordance with the provisions of these By-Laws. However, no vote may be taken at a Special Business Meeting except when the issue has been publicized in accordance with the provisions of this section. The Moderator presides over the business sessions of the church. In the Moderator’s absence, or upon the Moderator’s request, the Vice-moderator, a ministerial staff member, or the chair of the Diaconate serves as moderator pro tempore. At any such annual or general meeting, the minutes of the previous meeting(s) are read or copies distributed, corrected if necessary, and submitted to the congregation for a vote of approval. New business brought to the attention of the Church in Conference from the floor of the conference is referred to the appropriate committee for study and recommendation prior to coming before the Church in Conference at a later time for a vote. Knollwood Baptist Church, in conference, may make decisions on affiliations with Baptist and non-Baptist groups as it may determine.

Section 3. Quorum. Fifty (50) church members present at a duly called meeting of the Church in Conference shall constitute a quorum. Votes by the Church in Conference on issues, such as the call or the termination of any ministerial staff member of the church, the election of members of the Diaconate, the disposal of church property, the commitment of the church to indebtedness,

or the revision of the Articles of Incorporation or Bylaws, shall take place immediately following a Sunday morning worship service.

Section 4. Procedure. All meetings of the church as a whole or of organizations or committees within the church shall be conducted according to Roberts Rules of Order, shall be open to all church members, and shall be publicized fourteen (14) days in advance in a church publication or announced at a regular meeting of the church. Failure to abide by this provision by any organization or committee of the church is cause for that organization or committee to be dissolved by the church and repopulated by the Nominating Committee of the Church with approval by the Church in Conference.

## **ARTICLE II. MEMBERSHIP**

Section 1. Eligibility. The membership of Knollwood Baptist Church shall be composed of persons who have accepted Jesus Christ as Savior and Lord, and who have professed witness to him by submitting to baptism, regardless of its form, and who presently seek to order their lives in accord with his teachings.

Section 2. Baptism. The ordinance of baptism, as observed by Knollwood Baptist Church, shall be immersion with regard to those individuals presenting themselves for membership who have not previously submitted to the ordinance of baptism in a fellow Christian church.

Section 3. Transfer. A member of any other Christian church may be received into membership by a letter of transfer or by a statement of previous membership made to a ministerial staff member.

Section 4. Voting. Only members of Knollwood Baptist Church may act and vote in the transactions of the church in a duly called or scheduled annual or general meeting or as the Church in Conference. Absentee ballots will be made available to those members who are scheduled to be outside of Forsyth County or, due to physical infirmity, are unable to attend when the congregation is scheduled to vote on the call of a ministerial staff member, the selling and/or purchasing of real property, the incurring of indebtedness, and/or the election of members of the Diaconate.

Section 5. Letters. Letters of dismissal and commendation shall, upon request by another congregation, be granted on behalf of a member of the church who wishes to unite with another Christian church. When such letters are granted, membership in Knollwood Baptist Church will terminate.

Section 6. Termination. After kind and repeated efforts by the Diaconate to make such action unnecessary and after due notice and an opportunity to be heard by the Diaconate, the Church in Conference may terminate the membership of

person(s). A member may request termination of his or her membership by letter to the church. This request will be honored.

### **ARTICLE III. OTHER CHURCH OFFICERS AND STAFF**

In addition to those named in the Articles of Incorporation, other officers of Knollwood Baptist Church are the Moderator and Vice-moderator, and other such officers as are elected by the church.

Section 1. The church officers shall be three of the officers of the Diaconate which makes up the Executive Counsel of the Diaconate.

Moderator – Vice Chair of the Diaconate  
Vice Moderator – Director of Administration  
Clerk – Secretary of the Diaconate

Moderator (Vice chair of DEC) presides over the Business Meetings of the Church in Conference. The Moderator schedules meetings of the Church in Conference, establishes the agenda for each meeting and sees that appropriate parliamentary procedures are followed. The Moderator sees that adequate publicity is provided for each meeting and that the minutes are duly recorded by the Clerk (Diaconate Secretary). In addition, the Moderator follows up on church conferences and is responsible for seeing that any action taken in the meetings is conveyed to the Church Administrator, and that a summary of the conference action is published in the church newsletter. The Moderator communicates with Church Administrator and that a summary of the Conference is published in the church newsletter. The Moderator communicates with the Church Administrator that a conference needs to be placed on the church calendar. Also, the Moderator co-ordinates with the Publications Secretary to see that proper and timely notice is published in the newsletter and/or Church Bulletin the required 14 days before the meeting.

The Vice-Moderator (Director of Administration of DEC) presides over the business meetings of the church in the absence of or upon the request of the Moderator.

The duty of the Clerk (Secretary of DEC) is to attend or be represented at all meetings of the Church in Conference and to keep an accurate record of all business transactions and file a copy along with the Minutes of the Church in Conference with the Church Administrator. At the annual meeting, the Clerk shall submit a membership report of New Members, Losses (death), and Transfer of membership (church office). At each meeting of the Church in Conference, the Minutes of the previous Church of Conference shall be submitted.

A Parliamentarian shall be designated by the Moderator and shall attend, or be represented at all meetings of the Church in Conference and is responsible for seeing that appropriate parliamentary procedures are followed.

Section 2. Pastor. The Pastor shall be charged with the welfare and oversight of the church; be an ex-officio member of all organizations, departments, and committees; conduct religious services on stated and special occasions; administer the ordinances; minister to members of the church and community; and perform other duties that usually pertain to this office. The Pastor shall have special charge of the pulpit ministry of the church and, provide for pulpit supply when absent and arrange for workers to assist in special services. The Pastor shall be the administrative head of the church and shall have the responsibility, in cooperation with appropriate committees, for all other paid personnel and shall have general supervision of their work; arrange and approve all absences and vacations of church employees according to the personnel guidelines recommended by the Personnel Committee and adopted by the Church in Conference. In administering the affairs of the church, the Pastor may submit recommendations of major importance to the Diaconate prior to submitting these recommendations to the church. The Pastor may call a special meeting of the Diaconate or any committee according to the procedures set forth in the Bylaws. This church is committed to a strong ministry of preaching. The Pastor at any service of worship shall have the freedom to proclaim the Gospel of Jesus Christ, as the Holy Spirit leads. Freedom of the pulpit is essential.

The Pastor shall be called by the Church in Conference to serve until the relationship is dissolved at the request of either the Pastor or the Church in Conference. A notice of at least thirty (30) days shall be given of the termination of the relationship, unless otherwise mutually agreed upon, by the Pastor and the Personnel Committee with both the Pastor and the church seeking to follow the will of God and the leadership of the Holy Spirit.

Section 3. Pastor Search Committee. The call of the Pastor shall be by the Church in Conference at a meeting specifically set for that purpose for which a notice of at least fourteen (14) days has been given to the membership. The election shall be upon the recommendation of the Pastor Search Committee.

Upon the need to call a Pastor, the Pastor Search Committee shall be convened by the Chair of the Diaconate and shall be comprised of twelve (12) members, including the following as Designated Members: the Chair of the Diaconate, Chair of Personnel Committee, Chair of Finance Committee, and Chair of Missions Affiliations/Allocations Committee. The remaining members of the committee shall be Members-at-Large who are elected by the church. In the event that any member of the Pastor Search Committee should decline appointment to the Pastor Search Committee, an additional at-large member shall be elected by the church.

The Nominating Committee of the Church shall nominate all Members-at-Large, for the consideration of the church. The Nominating Committee of the Church shall announce its nominations to the Church in Conference, and additional nominations may be received from the floor prior to the election. The Church in Conference shall then elect the Members-at-Large members of the Pastor Search Committee. The Pastor Search Committee shall elect a chair from among the committee members. This committee, as originally constituted, shall continue to serve until such time as a pastor is called by the church or until such time as the committee is recalled by the Church in Conference and a new committee is constituted. The work of the committee shall be to seek out and nominate as pastor, a minister of the Gospel whose Christian character and qualifications fit the office of pastor of this church. The committee shall bring only one name at a time for consideration by the church, and no nomination shall be made except by the committee. Election shall be by written secret ballot by the Church in Conference with an affirmative vote of not less than three-fourths majority of those members voting necessary for a call. Should the committee nominee fail to receive a three-fourths vote, the committee will be instructed to seek out another minister, and the meeting shall be adjourned without debate.

Section 4. Additional Staff. In addition to the Pastor, the church employs such persons as may be appropriate or necessary for the ongoing ministries, operation, and maintenance of the church. These positions may include ministers, secretaries, custodians, food service personnel, preschool workers, and others, as may be deemed appropriate or necessary. Nomination of a ministerial staff member other than the Pastor will be performed by an *ad hoc* search committee. This *ad hoc* search committee shall include a member of the Personnel Committee, a member of the Diaconate, and a minimum of three additional members representing committees involved in major specializations of the ministerial position being filled. These additional members shall be appointed by the Personnel Committee. The Personnel Committee shall also have the responsibility of naming the chair of the *ad hoc* search committee. The additional members should not be in the last year of their current term on their respective committee. All church employment shall be by the Personnel Committee as authorized by the Church in Conference, except that ministers are employed by a vote of the Church in Conference by not less than a three-fourths majority of those members voting. The vote shall be by a written secret ballot. Employment of additional staff shall be “at will” employment. Additional staff may be terminated upon two weeks notice by such staff member or by two-thirds (2/3) vote of the Personnel Committee. Interim ministers, however, shall be employed by the Personnel Committee without a vote of the Church in Conference. The Personnel Committee of the church administers all wages and salaries, as

approved by the Church in Conference, and is responsible for developing and updating comprehensive personnel policies.

#### **ARTICLE IV. THE DIACONATE, EXECUTIVE COUNCIL AND NOMINATING COMMITTEE OF THE CHURCH**

Section 1. Diaconate. The Diaconate shall be elected from among the members of the church and shall be ordained to the ministry as deacons upon initial election. The Diaconate shall be comprised of thirty-six (36) members or as the Church in Conference may authorize. Members of the Diaconate shall be elected for a term of three (3) years, with one-third (1/3) of the number being elected each year. After the completion of a full three-year term, no member of the Diaconate shall be eligible for reelection until one year has passed since the end of the previous term. Husband and wife may not serve as members of the Diaconate at the same time.

The Diaconate shall elect annually a chair and other officers from among its members. The chair of the Diaconate shall serve on the Pastor Search Committee.

Members of the Diaconate shall at all times consider themselves as servants of the church. The Diaconate oversees the spiritual welfare of the congregation and manages and supervises the overall administration of the church. The Diaconate shall consider and make recommendations to the church in matters of importance pertaining to the work and progress of the church. The Diaconate may appoint from among its membership committees to perform such functions and roles as directed by the Diaconate.

Section 2. Deacon Nominating Committee. Whenever members are to be elected to the Diaconate, the Deacon Nominating Committee shall be appointed by the Deacon Executive Council. The Deacon Nominating Committee shall include a chair and four members and is to compile a list of nominees drawn from the Diaconate, and from members of the church at large. Members elected to fill the remainder of the term of a vacated position on the Diaconate shall be elected through the same nomination process. Election to the Diaconate shall be according to procedures recommended by the Diaconate and adopted by the Church in Conference.

Section 3. Deacon Executive Council. The Executive Council of the Diaconate will be composed of the officers of the Diaconate, the Pastor and the past chair of the Deacon Executive Council as an ex officio member. The officers are the Chair, Vice Chair, Secretary, Director of Administration, Director of Congregational Care/Knollwood Cares, Director of Worship and Service, and Director of Spiritual Formation. The officers are nominated by a Deacon Officers Nominating Committee of the Diaconate and elected by the Diaconate.

The Deacon Executive Council manages the business and ministries of the church. The Executive Council formulates goals and strategic plans, establishes points of view on requests and proposals, and provides leadership to the Diaconate and congregation on any of the issues. The Executive Council will also appoint working groups as needed.

Section 4. Nominating Committee. The Nominating Committee of the Church is appointed by the Executive Council. The Nominating Committee of the Church shall be composed of twelve (12) members composed of two classes of six (6) members appointed annually for two-year terms. The Executive Council appoints the chair of the Nominating Committee of the Church.

#### **ARTICLE V. STANDING COMMITTEES AND TASK GROUPS**

Section 1. Standing Committees and Ministry Teams, and Interest Groups. The church shall have such Standing Committees Teams and Interest Groups as determined from time to time by the Church in Conference and as listed on the Addendum attached hereto.

Section 2. Nomination of Committees and Ministry Teams and Interest Groups. The Nominating Committee nominates to the Church in Conference members, chairs, and vice chairs to serve on all Standing Committees and Ministry Teams, except the Nominating Committee which shall be nominated by the Deacon Executive Council. The length of service varies on Administrative Committees. Service on the Nominating Committee is a maximum of two years.

Section 3. Election of Committees and Ministry Teams. The Church in Conference elects Standing Committees and Ministry Team Chairs to carry on the various phases of the program of the church efficiently and effectively.

Section 4. Function of Committees and Ministry Teams. The function of each committee is defined in the “Handbook of Knollwood Baptist Church”.

#### **ARTICLE VI. AD HOC COMMITTEES**

All *ad hoc* committees are appointed to investigate a specific issue or item of church interest. The said committees serve for a maximum of twelve months unless reappointed.

The Executive Council of the Diaconate appoints and charges all *ad hoc* committees with their function, subject to the right of the Church in Conference to recall the authority of any *ad hoc* committee by majority vote.

## ARTICLE VII. ADOPTION, AMENDMENTS, AND CONSTRUCTION

- Section 1. Amendment or Repeal of Bylaws. These Bylaws shall be amended or repealed only by an affirmative vote of not less than two-thirds of the members present at the Church in Conference. This vote shall be taken not less than thirty (30) days after formal presentation of the proposed amendment or repeal to the church, and notice of such meeting in which the vote is to be taken shall be given at least fourteen (14) days in advance..
- Section 2. Adoption of Bylaws. The adoption of these bylaws shall affect a repeal of all previously adopted rules or provisions in conflict herewith.
- Section 3. Church Handbook. The “Handbook of Knollwood Baptist Church” may be altered, amended, or repealed by action of the Executive Council of the Diaconate. However, the Executive Council shall not make any changes in the “Handbook of Knollwood Baptist Church” that would be in conflict or inconsistent with these Bylaws or the Articles of Incorporation. The Executive Council will report any alterations, amendments, or substantive changes to the Church in Conference.
- Section 4. Repository of Documents. Copies of the Articles of Incorporation and the Bylaws shall at all times be kept by the Moderator and another copy shall be kept in the church office. All amendments to or revisions thereof shall, after passage by the church, be prepared by the Moderator and maintained in the Church Office. Copies of the Articles of Incorporation and the Bylaws shall be available to church members upon request. Copies of the Articles of Incorporation, By-Laws and Church Handbook shall be posted on the Church website at: [www.knollwood.org](http://www.knollwood.org)

Revised by the Church in Conference, effective December 30, 2012