



BY-LAWS

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ARTICLE 1: MEMBERSHIP

A. REQUIREMENTS – Individuals aspiring to become members of Grace Baptist Church may do so by following these procedures:

- 1. Completion of membership classes** – Periodically membership classes shall be offered to provide teaching on the basic beliefs and structures of the Church.
- 2. Signed Statement of Covenant** – This statement shall be used as an instrument to affirm one's desire for membership, to serve as a formal record of one's membership, and to act as a statement of commitment to one's duties as a member. This covenant will include but is not limited to the following membership requirements:
 - a. Each new member will have entered into a relationship with Jesus Christ.
 - b. Each new member will have been baptized by immersion as a believer.
 - c. Each new member will attend worship services regularly.
 - d. Each new member will give regularly to the work God is doing at Grace.
- 3. Personal Interview** – Following attendance of the membership class, the individual desiring membership shall be personally interviewed by an individual(s) of the Church staff and/or Board of Elders. Topics covered in this interview will include: the candidate's experience of salvation in Christ and regeneration, the candidate's understanding and acceptance of the faith and practices of the Church, the candidate's understanding of the expected commitment in time, talents, and treasure to Grace.
- 4. Presentation** – Upon approval through the interview process, the candidate shall be presented to the Congregation at any weekend worship service with recommendation by the Elders. The Church shall subsequently vote on the request for membership with an affirmative vote of three-quarters (3/4) of qualified members present and voting required for acceptance.

B. RESPONSIBILITIES OF MEMBERSHIP

- 1. Participation** – Every member of Grace Baptist Church is expected to:
 - a. Regularly attend corporate worship services.
 - b. Regularly participate in fellowship and group life.
 - c. Represent the Lord and the Church fittingly in our community.
 - d. Contribute financially to Grace cheerfully and regularly working toward the tithe.
 - e. Use their spiritual gifts for the building up of the body of Christ.
 - f. Attend its business meetings.
- 2. Unity and Support** – Every member of Grace Baptist Church is expected to:
 - a. Hold the Church staff in high esteem and regularly pray for them and other Church leaders.
 - b. Submit to the scriptural authority of those chosen for leadership of the Church.
 - c. Support the decisions of the Church. Every member has the right of private opinion, but he/she shall not have the right to engage in secret or open propaganda, nor to directly

disturb the peace or interrupt the work of this Church. When a decision has been made by the Church, it becomes the duty of every member of the Church to support that course of action.

- d. Preserve the unity of the Church. If at any time they find their opposition to the direction of the church keeps them from engaging in full fellowship, they shall meet with a member of the Pastoral staff or an Elder to discuss the problem. If there is still an impasse, they shall not disrupt the Church's fellowship, but shall quietly withdraw from its membership.

3. Other Expectations.

- a. Members shall be considered in "good standing" when they regularly attend services of the Church, partake of the Lord's Supper, contribute to the Church in proportion to their talents and possessions, and demonstrate in their daily living conduct worthy of the Lord.
- b. All members in good standing shall have equal rights, except the right to vote on Church business, which shall be vested only in those who have attained the age of eighteen (18) years or older.
- c. Members of this Church have no property rights and upon termination of membership shall be entitled to no interest in the assets.
- d. No one holding office in the Church, or being a member of any organization within the Church shall be personally or individually liable for any error or mistake, act or omission, for or on behalf of the Church, occurring within the scope of his official authority, or in line with his duty as one holding such position, excepting for his own willful misconduct or violation of the law.
- e. Members shall keep the Church office informed as to their place of residence.

C. DISCIPLINE – All baptized persons, being members of the Church are subject to its discipline and entitled to its benefits.

1. **Purpose** – Discipline is the exercise of the authority given the Church by the Lord Jesus Christ to instruct and guide its members and to promote its purity and welfare. The purpose of discipline in this Church shall be to restore the erring member to fellowship and to maintain the purity of the body.
2. **Misconduct** – Members who bring reproach to Christ and His Church by persisting in conduct unbecoming to a Christian shall be admonished and counseled by the Pastoral Staff and/or Elders. If this admonition and counsel fails to restore the offenders, they shall be subject to discipline by the Church membership upon recommendation of the Elders and a majority vote of qualified members present and voting at a regular or special business meeting of the Church. Once this process of discipline has begun on account of misconduct, members may not resign their membership until the process is complete.
3. **Grievances** – In all cases of grievances between members, the offenders shall be dealt with in accordance with the rules outlined in Matthew 18:15-17. No public charges shall be made until such reconciliation has been attempted. Charges, when made, shall be written and submitted to the Elders for further action and possible recommendation to the Church.

D. TERMINATION/DELETION – Membership in this Church may terminate by:

1. **Death** – The dead whose spirits are with the Lord have become part of the Church Triumphant.

2. **Dismissal** – Disciplinary action required by persistent failure of a member to maintain good standing may result in his dismissal from the fellowship in the manner described above in Section C on discipline.
3. **Removal**
 - a. **Transfer** – Whenever members join another Church, their membership in this Church automatically terminates. A letter of transfer to another Church, and/or a certificate of good standing may be granted upon request. A letter of dismissal and/or a certificate of good standing to a Christian Church of another denomination may be granted upon request. This shall be done upon approval of the Elders.
 - b. **Request** – Members, upon their own request, may have their name removed from the Church membership.
 - c. **Non-Residency** – Permanent non-resident members shall be removed from membership after a period of two (2) years. Exceptions may be made by action of the Elders.
 - d. **Non-Participation** – Members shall be considered delinquent who consistently fail to manifest interest by communication, attendance, service, or contribution within a period of one (1) year, unless physically unable. They shall then be notified of their status by the Church office, and if they fail to make favorable contact with the Church within three (3) months, their names will be deleted from the Church membership. All such dismissals shall be made official at a regular business meeting of the Church.

ARTICLE 2: LEADERSHIP/ORGANIZATION

A. CONGREGATIONAL AUTHORITY

The authority of this Church is vested in the body of believers who compose its membership, and is executed through its duly elected officers and its duly convened congregational business meetings. Authority in the following matters is reserved for the Congregation assembled in a duly convened business meeting.

1. Receiving and removing of Church members.
2. Calling of Pastoral Staff.
3. Electing any/all lay Elders and other elected leaders.
4. Amending the constitution.
5. Adopting the annual budget.
6. Denominational affiliation.
7. Sale, lease, mortgage, building, or acquisition of property with value exceeding 5% of the annual budget.
8. Any matter on which the Church, in a duly convened congregational business meeting, shall choose to exercise its authority.

B. ELECTED LEADERS AND OFFICERS

1. General Principles for Elected Leaders

- a. The elected leaders of this Church shall be Elders, Elder Chairman, Church Chairman, Finance Team Leader, and other such officers as the Church from time to time may find necessary.

- b. Elected leaders shall be called to office by vote of the membership of the Church. They shall have been a Church member in good standing for a minimum of one (1) year prior to election.
- c. All elected leaders shall be fully supportive of the Church with their time and talents, and should have a history of proportionate giving with tithing as the norm.
- d. The Board of Elders shall be composed of men.
- e. The Church should endeavor to discover and then formally recognize the mature men and women whom the Holy Spirit has endowed with the gifts and graces of these offices.
- f. The qualifications set forth in I Timothy 3:1-7 and Titus 1:6-9 should characterize their lives, along with a genuine striving toward more mature fulfillment of them.
- g. Each elected leader must be in agreement with the Statement of Faith.
- h. Paid Church staff and their immediate family members – spouses, children, siblings, and parents, including those by marriage – may not be elected to the Board of Elders or the Finance Team Leader. Paid Church staff may serve as non-elected members of the Board of Elders as specified in the “Composition and Calling” provisions of these By-laws. Paid Church staff serving as members of the Board of Elders shall abstain from voting on matters having a direct impact on any Church Staff, including but not limited to matters of employment, compensation, or benefits.

2. Elders

- a. **Composition and Calling** – The Board of Elders shall be composed of at least seven (7) men (including the Senior Pastor and at least 6 elected others), with the number of Elders at any time determined by the needs of the ministry and by the call and qualification of men in the Church. The Elders may also appoint other members of the Pastoral staff as fully functioning Elders. The number of staff representatives on the Board of Elders may never exceed the number of elected Elders.
- b. **Term** – Each elected Elder shall be called by the membership of the Church to a term of two (2) years with approximately half (1/2) of the Board being elected annually. No Elder, excepting Pastors, may serve for more than seven (7) consecutive years, but must remain out of office for a minimum of one (1) year before being qualified for election as an Elder.
- c. **Scriptural Qualifications** – Elders shall be qualified for the office as specified in the Bible. Relevant texts include I Timothy 3:1-7, Titus 1:6-9 and I Peter 5:1-4.
- d. **Other Qualifications**
 - 1. He must be a male member of the Church in good standing who has reached an appropriate level of spiritual maturity.
 - 2. He must ordinarily have served in some other ministry of the Church.
 - 3. He must have a sincere spiritual desire for the office.
 - 4. He must be a proportionate giver with tithing as the norm.
 - 5. He must be a regular attendee at the services of the Church.
 - 6. He must be involved in some form of a small group.
- e. **Responsibilities** – The Elders are responsible for governing the Church, teaching the Word and tending the flock of God in this Church. In addition they are to devote themselves to prayer and the Word.

- f. **Specific responsibilities shall be outlined in detail in the Elder Handbook, but major responsibilities include but are not limited to:** overseeing the process of Church discipline, examining prospective candidates for Senior Pastor, ensuring that the purposes of the Church are being carried out with effectiveness and excellence, overseeing the teaching ministries of the Church, overseeing the formulation of all major Church policies, recommending all ministry staff salaries, correcting error, praying for and shepherding the body of Christ, and overseeing legal and financial matters of the Church including approving the annual Church budget.
- g. **Organization** – The Board of Elders shall organize itself however it determines to be most effective in achieving the mission of the Church. The Elders shall be equal in authority but may be specialized in function.
 - 1. A Chairman of the Board will be elected bi-annually by the Congregation who shall also be the Vice-Chairman of the Church.
 - 2. A Chairman of the Church will be elected bi-annually by the Congregation who shall also be the Vice-Chairman of the Board of Elders.
 - 3. The term of office for each Chairman shall be for two (2) years at which time he may be nominated for re-election or another Chairman may be nominated.
 - 4. A quorum shall consist of a majority of the Elders.
 - 5. The Board shall maintain permanent minutes, excluding confidential matters.
 - 6. All Board meetings and minutes are open and available to any member of the Congregation with the exception of matters of confidentiality.

3. Special Officers

- a. **Church Chairman** – He shall be the elected Vice-Chairman of the Elders. The duties of this office shall be: to preside at all business meetings and to be an ex-officio non-voting member of all Boards and Committees.
- b. **Finance Team Leader** – The duties of this office shall be: to work under the supervision of the Board of Elders, to keep an accurate record of all disbursements of the monies of the Church, to make payment of all obligations incurred by the Church, to give summary reports of financial transactions and financial condition of the Church at each regular meeting of the Board of Elders and each regular business meeting of the Church with additional financial details to be available to the Board of Elders at any time requested. The term of this office shall be two (2) years at which time he/she may be re-elected by the Congregation. The Finance Team Leader will appoint a Finance Team to assist in oversight of financial matters.

4. Election to and Dismissal From Office

- a. **Nomination to the Church**
 - 1. When a resignation or term completion causes openings on Boards of the Church, each Board should nominate potential candidates for consideration as new Board members. This process should include the input of the staff member responsible for Spiritual Gifts Assessment and service within the Church. Potential Board members should be considered based on spiritual gifts and passions, a desire for the office, generational representation, and worship service representation.
 - 2. The Board Chairperson or staff representative of each Board should recruit potential candidates for the opening and provide potential candidates with a job description and relevant information on the role required.

3. Upon mutual agreement, the candidate's name should be submitted for inclusion on a ballot at the next regularly scheduled business meeting of the Church (usually the annual meeting).

b. Election by the Church

1. Election shall be by a three-quarter (3/4) majority of those present and voting is required for election.
2. Elections will take place at the Annual Business Meeting. Vacancies may be filled at any duly convened congregational business meeting.

c. Assumption of Office

1. The term of office for those elected at the Annual Business Meeting shall commence immediately following the election, and shall be terminated at the September Annual Meeting of the year completing the designated length of term.
2. The term of office for those elected to complete an unexpired term shall commence immediately with election, and shall be terminated at the September Annual Meeting of the year that would have completed the designated length of term for the original office holder.

d. Dismissal from Office

1. Reasons for dismissal from office in the Church may include resignation, moving from the vicinity, ceasing to be a member in good standing, failure to attend without reasonable cause three (3) consecutive regular meetings related to his/her office, refusal to carry out assigned duties of his/her office, or conduct impairing his/her efficiency or testimony.
2. The removal is effected by decision of the Elders, and must be communicated to the Church in writing.

C. MEETINGS AND FISCAL YEAR

1. Annual Business Meeting

- a. The Annual Business Meeting of the Church shall be held in September for the purpose of annual reports, election to offices, adoption of the annual budget, and other pertinent business. A compilation of appropriate written reports and proposed budget shall be made available to Church members at least one (1) week prior to the meeting.

2. Special Business Meetings

- a. Special business meetings of the Church may be held at any time by call of the Elders or a petition by at least 5% of the Church membership eligible to vote.
- b. For all Special Business Meetings, announcement shall be made by letter to all Church members, specifying the purpose(s) of the meeting and agenda items for consideration, at least seven (7) days in advance.

3. Other Business

- a. Any other matters of business requiring action by the Church may be presented and acted upon at any public meeting of the Congregation.

4. Quorum

- a. In the case of the Annual Business Meeting, constitutional matters, calling of Pastoral Staff, or other business so designated by the Elders, a quorum shall consist of one-fifth (1/5) of the Church membership eligible to vote.
- b. Not less than one-tenth (1/10) of the Church membership eligible to vote shall consist a quorum to conduct any other business for the Church Congregation.

5. Voting

- a. All Church members in good standing who are at least eighteen (18) years of age will be eligible to vote on Church business.
- b. Motions may be approved by an affirmative vote of a majority of qualified members present and voting with the exception of matters requiring at least a three-quarters (3/4) majority, as designated by the Constitution, these By-Laws, or the Board of Elders.
- c. Absentee ballots are not permissible.

6. Fiscal Year

- a. The fiscal year of the Church shall be from September 1 to August 31.

7. Meeting Order

- a. The most recent version of Robert's Rules of Order shall be used by the Church Chairman or his designate at all business meetings of the Church.

ARTICLE 3: CHURCH STAFF

A. PASTORAL STAFF

The Pastoral Staff shall consist of the Senior Pastor and as many other Pastors as deemed necessary by the Elders, with approval of the Congregation, for the effective functioning of the ministry of this Church.

1. CATEGORIES OF PASTORAL STAFF

a. Full-Time Pastoral

These are salaried employees with major responsibilities who work 45-52 hours per week. Their primary responsibilities include leading, shepherding and teaching the people of Grace, and finding and equipping other leaders and teams for the works of the ministry. They are licensed and/or ordained as pastors in the Baptist General Conference (BGC) and are eligible to perform weddings and funerals and receive a housing allowance.

b. Part-Time Pastoral

These are salaried employees with pastoral responsibilities who work less than 35 hours per week. Their primary responsibilities include leading, shepherding and teaching the people of Grace, and finding and equipping other leaders for the works of the ministry. They are

licensed and/or ordained as pastors in the BGC and are eligible to perform weddings and funerals and receive a housing allowance.

2. SENIOR PASTOR

- a. **Definition** – The Senior Pastor shall be recognized as the spiritual leader of the Church and the “first among equals” in the Elders.
- b. **Position Summary** – The Senior Pastor must lead the Church in its mission towards reaching people for Christ and towards the spiritual maturity of the Church in extending the Kingdom of God. His primary functions are to preach and teach the Word, provide the basic vision and leadership for the Church, and oversee the staff.
- c. **Scriptural Qualifications** – the Senior Pastor shall essentially meet the qualifications set forth in I Timothy 3:1-7 and Titus 1:6-9. He shall possess the spiritual gifts of pastor-teacher (Ephesians 4:11) and leadership (Romans 12:8).
- d. **Other Qualifications**
 1. Must be a born-again male Christian with evidence of maturing faith.
 2. Must be an ordained minister or willing to be.
 3. Must be able to build teams and make ministers of others.
 4. Must possess a seminary degree or its equivalent in training and/or experience.
 5. Must subscribe without reservation to the Statement of Faith as contained in the Church Constitution.
 6. Must be sympathetic and cooperative with the affiliations of this Church, namely the Mideast Baptist Conference and the Baptist General Conference.
 7. Must have a definite sense of calling to the ministry of this Church and the Erie community.
- e. **Scriptural Responsibilities**
 1. His primary responsibility shall be exercising the gift of pastor-teaching (Ephesians 4:11).
 2. He shall equip the saints for the work of service to the building up of the body of Christ (Ephesians 4:12)
 3. He shall preach the Word of God, having full freedom of the pulpit under the guidance of the Holy Spirit, being ready in season and out of season, reproving, rebuking, and exhorting the flock with great patience and instruction (II Timothy 4:2).
 4. He shall oversee the administering of the ordinances of baptism and the Lord’s Supper (Matthew 28:19; I Corinthians 11:23-26).
 5. He shall counsel and comfort the flock, using God’s Word (II Corinthians 1:3-4).
 6. He shall lead the Elders by instruction and example in the fulfillment of their scriptural responsibilities.
- f. **Ministry and Other Responsibilities** – the Senior Pastor’s ministry expectations and other responsibilities shall be set forth in a written job description with Elder oversight.

3. OTHER PASTORS

- a. **Definition** – Other Pastors are called to complement the Senior Pastor in the leadership of the Church.
- b. **Scriptural Qualifications** – Other Pastors must meet the qualifications for Elders, as set forth in (ARTICLE 2; SECTION B2c-d). They shall possess spiritual gifts appropriate to the task for which they are hired.
- c. **Ministry and Other Responsibilities** – Other Pastors’ ministry expectations and responsibilities shall be set forth in a written job description with Elder oversight.

4. ESTABLISHMENT OF THE PASTORAL RELATIONSHIP

a. Selection

1. The Senior Pastor or his designate shall initiate the search process by exploring all reasonable options in conjunction with the Board of Elders and their designate(s). Once the field has been narrowed to a manageable number of candidates, a Pastoral search team should be formed consisting of appropriate members of the staff, at least one (1) non-staff member of the Board of Elders, and at least three (3) at large members of the Congregation. The members of the Pastoral Search Team shall be approved by the Board of Elders.
2. The hiring team shall prayerfully and carefully examine potential candidates with respect to spiritual maturity, personal character, ministerial record, spiritual gifts, and abilities. The Senior Pastor must approve of the candidate before the process moves forward to the candidating weekend.
3. When agreement has been reached by the Pastoral Search Team, the candidate shall be invited to visit the Church for a candidating weekend. This weekend should include preaching or ministering in other ways required to evaluate their gifts and abilities for the particular role that is vacant, and be interviewed by the Staff, Elders, and any other appropriate designated group. Expenses incurred shall be borne by the Church. Elders will evaluate the candidate and present a recommendation to the Church.

b. Extension of a Call

1. The Senior Pastor or his designate in consultation with the Board of Elders will formulate the terms of the call.
2. The recommendation of the Elders concerning the extension of a call to the candidate to fill the vacant pastoral office shall be presented to the Church at a special business meeting.
3. A quorum shall consist of one-fifth (1/5) of the Church membership eligible to vote. An affirmative vote of three-quarters (3/4) of the qualified members present and voting is necessary to extend the call. Only one (1) candidate shall be presented to the Church at a given time. The vote shall be by closed ballot.
4. When the call has been approved, the candidate shall be notified verbally and in writing by the Senior Pastor or his designate. The candidate’s written acceptance of the call shall establish the pastoral relationship as of the date agreed on by the Church and the candidate.

c. Working Relationship Between a Pastor and Grace Baptist Church

1. The Pastor's salary and benefits shall be fixed at the time of the call.
2. The compensation package shall be reviewed annually by the Management Team and by the Elders at the time of preparation of the annual budget. Adjustments should be made on the basis of cost of living, job performance, and budget availability.
3. A performance review based on the Pastor's annual goals and written job description shall be conducted annually by their supervisor and presented to the Board of Elders.
4. The term of office for each Pastor shall be considered indefinite unless stated otherwise in his call.

5. DISSOLUTION OF THE PASTORAL RELATIONSHIP

- a. **Notification** – In the case of a proposed dissolution of the pastoral relationship, at least thirty (30) days must be given by either party.
- b. **Pastors Resignation**
 1. When a Pastor resigns, his letter of resignation shall be submitted to Staff Leadership and to the Elders. Acceptance by the Board of Elders shall constitute the irrevocable dissolution of relationship as of the date to be agreed upon with the Pastor.
 2. A letter shall be sent to the Congregation from the Board of Elders, within an agreed upon time frame, explaining the circumstances of the resignation.
 3. If in the judgment of the Elders, the continuance of the Pastor's ministry should be undesirable, the relationship may be discontinued immediately, but the salary and benefits shall be continued for thirty (30) days.
- c. **Termination** – If Pastors violate the Church's personal conduct requirements or have ceased to be effective in their current position their employment may be terminated. This process of termination shall be executed by the Pastor's direct supervisor with the oversight of the Board of Elders. Termination shall be effective as of the time the notice given. No termination pay shall be provided except for compensation earned up to the time of termination and for earned but unused vacation time.

B. OTHER STAFF

Other salaried staff and employees may be hired to carry out the necessary work of the Church by senior staff leadership under the oversight of the Board of Elders. Only those who have accepted Christ as their personal Savior, are living consistent Christian lives, and have agreed to become members at Grace, shall be employed.

1. CATEGORIES OF OTHER STAFF

- a. **Full-Time Ministry Directors** – These are salaried employees with responsibilities for major ministries in the Church who work at least 35 hours per week. They have the primary responsibility of support, direction and management under the ministry of one of the senior staff. Their roles are many times task-oriented, but also consist of directing, team-building, and shepherding.

- b. **Part-Time Ministry Directors** – These are salaried employees with responsibilities for major ministries in the Church who work less than 35 hours per week. They have the primary responsibility of support, direction and management under the ministry of one of the senior staff. Their roles are many times task-oriented, but also consist of directing, team-building, and shepherding.
- c. **Full-Time Support** – These are salaried employees who support the Church Staff through administrative, technical, clerical, secretarial or custodial duties who work at least 35 hours per week. While primarily task-oriented, they are also expected to recruit volunteers and/or lead teams.
- d. **Part-Time Support** – These are salaried employees who support the Church Staff through administrative, technical, clerical, secretarial or custodial duties who work less than 35 hours per week. While primarily task-oriented, they may recruit volunteers and/or lead teams.
- e. **Un-Paid Staff** – These are non-salaried personnel who may function in a wide variety of leadership roles and are considered to be “staff.”

2. ESTABLISHMENT OF EMPLOYMENT

a. Selection

1. **Full-Time Ministry Staff** – Upon having a job description approved and the monies for the position allocated by the Board of Elders, the Senior Pastor or his designate shall initiate and oversee the search process by exploring all reasonable options appropriate to the position. At the discretion of the Senior Pastor or his designate a hiring team may be formed consisting of appropriate staff and lay leaders. Those responsible for hiring shall prayerfully and carefully examine potential candidates with respect to spiritual maturity, personal character, ministerial record, spiritual gifts, and abilities. When agreement has been reached by those responsible for hiring, and the Elders have approved the candidate, they shall be hired for employment and introduced to the Church.
2. **Part-Time Ministry Staff, Full-Time Support Staff, Part-Time Support Staff** – Upon having a job description approved and the monies for the position allocated by the Board of Elders, the Senior Pastor or his designate shall initiate the search process by exploring all reasonable options appropriate to the position. The staff leader shall prayerfully and carefully examine potential candidates with respect to spiritual maturity, personal character, ministerial record, spiritual gifts, and abilities. The staff leader shall solicit input and final approval for hire from the Senior Pastor or his designate. When agreement has been reached by those responsible for hiring, and the Elders have approved the candidate, they shall be hired for employment and introduced to the Church.
3. **Un-Paid Staff** – Upon having a job description approved by the Senior Pastor or his designate, the staff leader responsible for the position shall initiate the search process by exploring all reasonable options appropriate to the position. The staff leader shall prayerfully and carefully examine potential candidates with respect to spiritual maturity, personal character, ministerial record, spiritual gifts, and abilities. The staff leader shall also clear the name of the volunteer through appropriate leadership channels (cleared through ministry staff at a minimum). They shall then gain final approval from the Senior Pastor or his designate. When approval has been granted, the candidate shall be introduced to the Church in their new role.

b. Details of Employment

1. The Senior Pastor or his designate in consultation with the Board of Elders will formulate the terms of employment for all paid staff.
2. When the terms have been formulated and approved, the candidate shall be notified verbally and in writing by the Senior Pastor or his designate. The candidate's written acceptance of the terms shall establish the working relationship as of the date agreed on by the Church and the candidate.

c. Working Relationship Between an Employee and Grace Baptist Church

1. The employee's salary and benefits shall be fixed at the time of the call.
2. The compensation package shall be reviewed annually by the Senior Pastor or his designate and by the Elders at the time of preparation of the annual budget. Adjustments should be made on the basis of cost of living, job performance, and budget availability.
3. A performance review based on the employee's annual goals and written job description shall be conducted annually by their supervisor and presented to the Board of Elders.
4. Further details of employment and processes of separation, etc. shall be laid out in a staff policy manual and made available to all employees of Grace Baptist Church.