

# **Constitution and Bylaws**

**2002**

**Metairie Baptist Church**

# **Constitution**

## **(2002)**

### **PREAMBLE**

The Constitution and Bylaws are established in order to preserve and secure the principles of the Baptist faith and to govern the body of the church in an orderly manner. They shall serve to protect the liberties of each member and the freedoms of this church in relation to other churches.

### **ARTICLE I. NAME**

The name of this body shall be the Metairie Baptist Church, incorporated in 1932, in Metairie, Louisiana, located at 401 Codifer Blvd., Jefferson Parish, Louisiana, 70005.

This church is authorized according to the Holy Scriptures, under the laws of the State of Louisiana, and shall not be for material or financial profit. Metairie Baptist Church exists: to love God and to love people. We state our purpose to be:

- To advance the Kingdom of Christ throughout the earth
- To maintain the worship of God and the observance of the Christian ordinances
- To study and practice Christian teachings as revealed in scripture
- To seek the salvation of the lost through Jesus Christ our Lord
- To extend Christian ministry to the needs of the congregation and community at large.

It is a 501(c)3 registered and incorporated body.

### **ARTICLE II. OBJECTIVES**

United by the grace of God in Christian faith and doctrinal belief, we, the members of this church, accept Jesus Christ as Lord and recognize and receive the Bible as the inspired Word of God, agreeing to accept it as our rule of faith and practice.

### **ARTICLE III. STATEMENT OF BELIEFS**

We affirm the Bible as the inspired word of God and as the basis of our beliefs.

The ordinances of this church are baptism and the Lord's Supper. Baptism shall be by immersion of the professed believer in water in obedience to the command of Christ, and shall be administered on the authority of the church. The Lord's Supper shall be observed with such frequency as the church shall determine. The pastor, working with the deacons, shall be responsible for administering the ordinances.

## **ARTICLE IV. MEMBERSHIP AND POLITY**

### **Section I. Membership**

(a) The membership of this church shall consist of persons who have made a public confession of their faith in Jesus Christ as Savior and Lord; who desire to be numbered among his disciples; who subscribe to the faith and practices of this church; who have experienced believer's baptism by immersion; and who shall have been received into the fellowship of the church by vote of the congregation.

(b) Membership in this church may be terminated in the following ways: (1) death, (2) transfer to another church of like faith, (3) removal of the name from the roll following affiliation with another church of a different faith, (4) exclusion by action of this church.

(c) Discipline: It shall be the practice of this church to emphasize to its membership that every measure will be taken to assist any troubled member. The pastor, staff and deacons are available for counsel. The attitude of the members shall be guided by a concern for redemption.

Should a condition exist which the pastor and deacons determine would cause a member to become a liability to the general welfare of the church, they shall take every reasonable measure to resolve the problem in accord with Matthew 18:15-17. If the church must take action to exclude a member, a two-thirds vote of the members present at a meeting called for that purpose is required. Voting shall be done by secret ballot. The church may restore to membership any person previously excluded, upon request of that person, and by a majority vote of the church upon evidence of the person's repentance and reformation.

### **Section II. Polity**

(a) The membership of this church retains unto itself the right of exclusive self-government vested in the body of believers who compose it.

(b) All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

### **Section III. Cooperation**

In so far as is practical this church will counsel with, cooperate with, and support the Baptist Association of Greater New Orleans, the Louisiana Baptist Convention and the Southern Baptist Convention, though it recognizes no ecclesiastical body as having control over it.

### **Section IV. Meetings**

The church shall provide for regular and special business meetings for the transaction of its business and the reporting of its organizations. In all affairs it shall be governed by this Constitution and Bylaws.

## **Section V. Rights of Members**

Membership in this church entitles every member to vote in all matters, provided that member is present at the meeting or provision for absentee voting is made; members are eligible for consideration as candidates for elective positions in the church, unless otherwise stipulated; and may participate in the ordinances as administered by the church.

## **ARTICLE V. OFFICERS, COMMITTEES AND CHURCH COUNCIL**

All who serve as officers and on committees shall be members of this church. The scriptural officers shall be the pastor, additional ministerial staff and deacons. Other officers as may be required by the Bylaws or by decisions taken by the church shall be elected.

The other work of the church may be performed through such committees, standing or special, or program organizations as are necessary.

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

## **ARTICLE VI. AMENDMENTS**

This Constitution may be amended by a vote of three-fourths of the members present and voting at a regular business meeting, provided that the proposed amendments shall have been presented in writing at a previous regular business meeting.

# Bylaws (2010)

## ARTICLE I CHURCH MEMBERSHIP

### **Section 1. GENERAL**

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

### **Section 2. CANDIDACY**

Any person may offer oneself as a candidate for membership in this church. All such candidates may be presented to the church at any regular church business meeting for membership in any of the following ways:

- (1) By profession of faith and for baptism according to the policies of this church,
- (2) By promise of a letter of recommendation from another Baptist church, or when no letter is obtainable,
- (3) By a statement of prior conversion experience and believer's baptism by immersion.

### **Section 3. MEMBERSHIP RIGHTS AND RESPONSIBILITIES**

Membership in Metairie Baptist Church entitles that individual to all rights and privileges normally accorded, voting at all business sessions, proper notification of business matters, ballots, and discussion privileges. Absentee voting or balloting is not permitted unless otherwise authorized.

Members are likewise expected to maintain an active membership relationship with the church. Attendance, participation, leadership and financial support are the responsibilities of the members.

*Persons who are members of another Baptist church may upon application be received into the fellowship of Metairie Baptist Church under Watchcare. While under Watchcare they shall have the status of non-voting members and may participate generally in the life and programs of this church, including teaching and committee membership, except that they may not serve as deacons or trustees, nor vote on any matters of church business.*

### **Section 4. TERMINATION OF MEMBERSHIP**

Membership may be terminated in the following ways: (1) by death, (2) by transfer of letter to another Baptist church, (3) by deletion upon transfer to a church of another denomination, (4) by exclusion upon action of this church.

### **Section 5. DISCIPLINE**

As stated in the constitution, it is the intent of this church that every reasonable measure

be taken to assist the membership. The pastor, other staff members, and the deacons are available for counsel and guidance. Redemption is the goal rather than exclusion or punishment. If, after such attempts have been made, and the Matthew 18 pattern followed, and finding, that the welfare of the church and the individual may best be served by the exclusion of the member, the church may take action at a meeting called for this purpose. A two-thirds vote of the members present shall be required. Voting is to be by secret ballot. Terminated members shall have no vote nor hold any office.

Restoration: Any person whose membership has thus been terminated may be restored in the following manner.

- (1) A special committee chosen by the pastor and deacons shall review, with the pastor, the evidence of repentance and make a recommendation to the church.
- (2) A majority vote at a regular business meeting is necessary for reinstatement.
- (3) Voting shall be by secret ballot.

## **ARTICLE II CHURCH OFFICERS AND STAFF**

All church officers and staff shall be members of this church, unless otherwise indicated.

These positions shall be:

### **Section 1. PASTOR**

A. Duties:

- (1) The pastor is responsible for leading the church to function as a New Testament Church.
- (2) The pastor will provide leadership for the congregation, other staff and the organizations.
- (3) The pastor is the leader of the pastoral ministries of the church. The pastor works with the deacons and staff to lead the church in (a) worship and ministry, (b) the proclamation of the gospel, (c) providing care for members and other persons in the community, and (d) the formation of a church fellowship.
- (4) *The pastor shall tithe.*

B. Qualifications:

The Pastor of the Metairie Baptist Church should be a person who has prepared for this work in academics and experience. It is preferable for the pastor to have attained a degree from an accredited seminary in the field of pastoral ministry.

C. Process of Selection:

When a vacancy occurs, a pastor will be chosen and called by the church in the following manner.

- (1) A Pastor Search Committee will be elected by the church on recommendation of the Committee on Committees. This committee will be duly authorized and funded to accomplish this task. They shall coordinate with the Personnel Committee. They shall present to the church only one candidate at a time for consideration.
- (2) Upon recommendation of this committee, a date for a congregational vote shall be established. At least one week's notice shall be given for this

meeting. The vote shall be by secret ballot and an affirmative vote of at least three-fourths of those present and voting is required to issue a "call."

D. Termination:

The pastor shall serve an indefinite term which may be terminated at the pastor's request or upon specific action of the church in a meeting called for this purpose, one week's prior notice having been given in writing.

- (1) The pastor should give at least two weeks notice of intent to terminate the relationship, prior to vacating the position.
- (2) A request to call for the termination of the pastor shall be directed to either the chairman of deacons or the chairman of the Personnel Committee. The request must be made in writing, stating reasons for the request, and must be signed by the complainant(s). The request shall first be considered by a special committee composed of three deacons and three members of the Personnel Committee. This committee shall meet with the pastor and those requesting the termination, and shall have sole responsibility for determining whether the matter is to be presented to the congregation, and the process to be followed.
- (3) *In the case of evidence indicating acts of moral turpitude on the part of the pastor, the special committee shall be convened immediately at the instance of either the chairman of deacons or the chairman of the Personnel Committee. The committee shall have the power to suspend the pastor from all pastoral functions, effective at once. If the pastor should not choose to resign, the special committee shall present to the congregation the call to terminate.*
- (4) A vote of three-fourths majority of those present and voting at a regular or specially called business meeting shall be required for such termination. Vote shall be by secret ballot.
- (5) In the event of termination at the request of the congregation, the pastor will be provided at least one month's salary and benefits, regardless of the date of termination of services.

## **Section 2. MINISTERIAL STAFF**

This church shall call or employ such staff members, full, part time or volunteer, as the church shall determine. A job description shall be prepared when the need for such staff is determined.

- (1) Full time staff members shall be selected by a committee nominated by the Committee on Committees in consultation with the Pastor, and elected by the church. They shall coordinate with the Personnel Committee. The procedure will then adhere to that for the pastor in extending a call.
- (2) All part time and volunteer ministerial staff members may be selected by the supervising staff members, in consultation with the pastor, and after presentation to the Personnel Committee, elected by the church.
- (3) A majority vote by those present and voting at a regular or specially called business meeting is required for election.
- (4) *All ministerial staff members shall tithe.*
- (5) Termination.
  - (a) Termination at the request of the staff member shall be given to the church, channeled through the supervisor, giving at least two weeks

- notice if possible.
- (b) Termination may be at the request of the church, in which case the matter will be handled in the same manner as that of the pastor, except that a simple majority vote is required.

### **Section 3. SUPPORT STAFF**

Secretaries, custodians, hostesses and other salaried employees will be recommended by the supervising staff members for employment by the Personnel Committee. These employees do not necessarily have to be members of this church. Such staff may be terminated by action of the Personnel Committee in cooperation with the supervising staff member, or upon the occasion of their own resignation to their staff supervisor with a copy to the Personnel Committee. Normally two weeks notice shall be given in either situation.

### **Section 4. DEACONS**

To assist in ministry to the church family and the community, the church shall elect deacons. In accordance with the meaning of the word and the practice of the New Testament, deacons shall be considered servants in assisting the pastor and staff in performing pastoral ministries.

Qualifications:

- (1) The qualifications as set forth in Scripture (Acts 6:1-6 and I Timothy 3:8-13) shall establish in general the church's standards.
- (2) Candidates shall have been members of Metairie Baptist Church for at least one year, and shall have evidenced a concern for, and an involvement in, the overall work of the church. Their involvement shall include consistent worship attendance, exemplary leadership, and the practice of Christian stewardship as expressed in tithing.

Responsibilities:

In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the church first and foremost.

- (1) Each deacon is to serve with the pastor and staff in performing the pastoral ministries of the church.
- (2) Each deacon is to promote church harmony in that the deacon body should be willing to receive, review, and offer insights to recommendations made by any committee.

The deacons in conjunction with the Committee on Committees are responsible for organizing ministerial committees necessary to their church responsibilities. These committees should include the Lord's Supper, Baptismal, and Benevolence Committees. Committee membership may include active and/or inactive deacons, as well as other church members as may be necessary to carry out the committee's mission. The Ordinance Committees (Lord's Supper and Baptismal) should each have six members who serve on a three-year rotating schedule. It shall be the responsibility

of the deacon body to administer the church's benevolence fund through a committee of three, at least one of whom shall be an active deacon, appointed annually by the deacon chairman. The deacon chairman will organize the Benevolence Committee in accordance with current needs.

Selection:

Guidelines to be followed:

- (1) Deacons are selected for a three-year rotating term. After one complete term, no deacon shall be eligible for re-election until after the lapse of one year. The church is not obligated to elect as an active deacon persons who come into the church from another church where they have served as deacon.
- (2) There may be one deacon elected for every twelve to fifteen resident families in the church membership. Resident church families will be counted in the last week of June to determine the minimum number of deacons needed for the coming year.
- (3) No more than one individual living in the same household shall serve on the active deacon body at the same time.
- (4) The deacon selection shall begin in June in order that the process may be completed, ordinations, and installation accomplished, and the term of service begun by the second Sunday in September.
- (5) The pastor and/or the deacons may use the first month in the process to prepare the congregation for this selection.
- (6) Deacons will be elected at the regular business meeting in August of each year.
- (7) Vacancies that may occur shall be filled from the results of the annual election ballots.

Steps to be followed:

- (1) A Deacon Selection Committee shall be presented to the church and voted on at the regular May business meeting. This committee shall be composed of the pastor and the chairman of deacons who shall be chairman of the Selection Committee, one other deacon to be named by the chairman of deacons, one man who is not a deacon, and two ladies, the latter three to be named by the Committee on Committees.
- (2) In the first week of June, a nomination form shall be sent to resident members. The nomination form should include space for the nomination of the number of deacons to be chosen. The nomination form should be signed and returned to the church. The first Sunday in July will be the final day for receiving nominations.
- (3) The Selection Committee shall gather the forms and determine the eligibility of those candidates based on the qualifications previously stated. The committee will contact them to ascertain their willingness and capability to serve as deacons.
- (4) The committee will present the names of nominees to the church by publishing them in the Sunday Bulletin at least one week prior to the regular business meeting in August.

- (5) Voting shall be done at the August business meeting by secret ballot. Sixty percent of the votes cast shall be required for election of each nominee. The Selection Committee will count the ballots and notify at once those elected.
- (6) Ordinations as required shall be arranged by the candidates and the pastor in cooperation with the active and inactive deacons.

Organization:

- (1) The body of deacons shall elect their own officers: chairman, vice chairman, and secretary before the first meeting in September.
- (2) The chairman of deacons shall not be eligible to succeed himself.
- (3) Generally speaking, the deacon body shall hold at least one meeting each month, on the second Sunday of the month prior to the regular scheduled business meeting of the church.

### **Section 5. ELECTED OFFICERS**

These elected volunteer officers shall come from nominations by the Nominating Committee for annual election to coincide with the election of other committees and program leaders.

- A. **Moderator** - The moderator shall preside at all meetings of the church in which business is to be conducted. This office may be assigned to the pastor. In the absence of the moderator, the pastor or the chairman of deacons shall be asked to preside. If it becomes necessary, the clerk may call the meeting to order and elect a temporary moderator by nomination from the floor and a simple majority vote.
- B. **Clerk** - The clerk is charged with the following responsibilities:
  - (1) Maintain suitable records of all church business meetings, complete with a register of the names of church members, including dates of admission, dismissal or death, together with a record of baptisms.
  - (2) The clerk shall issue letters of dismissal to other churches.
  - (3) The clerk shall maintain records of official reports, correspondence and legal notices. All such records shall be considered as church property and shall be maintained in the church office or in a bank vault with copies available.
  - (4) The clerk shall be responsible for notification of members of special meetings.
  - (5) A church secretary may be delegated to assist with this function.
- C. **Treasurer** - It shall be the duty of the treasurer, and if necessary an assistant treasurer, to receive, preserve and pay out upon receipt of appropriate vouchers, in accordance with the church approval, all money or things of value paid or given to the church.
  - (1) The treasurer shall maintain adequate reports of all transactions and expenditures, presenting a written report itemizing all such expenditures, receipts or disbursements, regularly to the church.
  - (2) The treasurer shall be responsible with the Stewardship Committee, to prepare a budget to serve as a guide for the expending of church monies.

- (3) The treasurer, in connection with the Stewardship Committee shall be responsible to see that the church financial records are audited periodically, and that those handling such monies are appropriately bonded.
- (4) Financial records are the property of the church and shall be maintained in the church office and preserved accordingly.
- (5) A financial secretary may be employed by the church to assist in this function as stipulated in the job description of the Personnel Manual.
- (6) The treasurer, working with the financial secretary, shall provide for recording individual contributions in accordance with accepted practices, maintain such individual records as are required by law, notify individuals of their giving record, and provide an annual individual record for tax purposes.

D. **Trustees** - The church shall elect Trustees to serve the church in a legal capacity. Six trustees, one third of whom shall be elected annually to serve with the Clerk, will hold in trust the property of the church. A specific authorization of the church is necessary for any action by the trustees in buying, selling, mortgaging or transferring properties. It shall be their primary function to affix their signatures to legal documents for the church. They shall make recommendations to the church concerning adequate insurance for church properties.

They shall coordinate with the appropriate committee in establishing and maintaining policies for the use of church facilities, vehicles and property. The Trustees will coordinate the disbursement of any keys and take care of educating key holders as to what should be locked up.

E. **Literature Coordinator** - The church shall elect one person to serve in the capacity of coordinator for the purchase, distribution, and evaluation of literature usage for the organizations of the church. From requests by organizational leadership, the coordinator shall prepare literature orders or otherwise provide for the resources necessary to enable teachers and workers to carry out the responsibilities of their position. All literature purchases shall be coordinated by this person.

The coordinator shall serve as an ex-officio member of the church Library Committee.

F. **Librarian** - The church librarian shall be responsible for purchase, display and circulation of books and audio/visual equipment owned by the church. The library and Audio/Visual Committee shall assist the librarian in the discharge of duties.

G. **Wedding Consultant** – The wedding consultant(s) shall be responsible for coordinating with the pastor and wedding parties to insure compliance with the church's wedding policies.

### ARTICLE III CHURCH COUNCIL

The primary function of the church council shall be to recommend to the church suggested objectives and action plans; to review and coordinate program plans recommended by church officers, organizations, and committees; to assist in establishing priorities in the use of church resources (facilities, monies and personnel) and calendar time, and to assist in evaluating program achievements in terms of church goals.

The council shall be composed of the pastor, ministerial staff members, church program organization leadership, chairman of deacons, and such church elected officers and committee chairmen as the council may deem necessary. The pastor may serve as chairman.

All matters agreed upon by the council, calling for action not already provided for, shall be referred to the church.

### ARTICLE IV COMMITTEES

Special committees are constituted for a specific task, and are commissioned to function for whatever period of time is required to discharge the assigned task.

Standing committees, unless otherwise indicated, shall be maintained on a three year rotating basis.

Every effort shall be made to nominate an individual to only one committee, and no person shall serve on more than two committees. Committee chairpersons should serve on only one committee.

Standing committees shall be encouraged to meet quarterly.

Ministerial staff should be assigned by the pastor to work as advisors to these committees.

*Persons who are not members of a given committee may appear before the committee upon the committee's invitation, or upon prior request. At the conclusion of the visitor's presentation, he or she shall then withdraw, without remaining to participate in committee deliberations.*

The number in parenthesis denotes the suggested committee size.

1. **Committee on Committees (9)** The Committee on Committees shall be maintained on a rotating basis with a selections committee composed of the chairman of deacons and the chairman of Nominating Committee to serve to nominate the members for election by the church. This committee shall elect its chairman.

They shall recommend to the church all standing committees, unless otherwise provided for in these bylaws. They shall likewise recommend a chairman for

each. Each person nominated shall have been contacted by this committee prior to being presented.

*In selecting nominees for committee membership, the Committee on Committees shall take into consideration, without being limited thereto, their involvement and participation in the activities and services of the church, their commitment to financial stewardship, and appropriate experience and talent.*

*Except under unusual circumstances, such as those in which committee activities require special aptitudes, nominees for committee membership shall have been members of Metairie Baptist Church for at least one year.*

2. **Nominating Committee (9** plus the Program Organization Directors). The Nominating Committee, working with such other nominating committees as the program organizations shall establish, is charged with the responsibility of nominating, first the directors (who shall then serve on the Nominating Committee) and then the department directors, teachers, leaders and others involved in the work of the various program organizations. These shall be selected in keeping with such objectives as the Council may establish. Maintaining the organizations shall likewise be coordinated by them.

Nominations for all church officers and other volunteer positions as the church may establish shall be the responsibility of this committee. They shall be assisted in these tasks by the Minister of Education, Minister of Music, and such other age group staff as are involved, who are advisory members.

3. **AudioVisual Committee (6)** The minister of music shall be advisor to this committee. This committee shall be responsible for enlisting, training, and scheduling persons to operate lights, sound and necessary equipment for all regularly scheduled services; for maintenance, storage and use of all visual and sound equipment used in all services; and for coordinating such special activities as required.

4. **Buildings and Grounds Committee (6)** This Committee shall have the oversight of the buildings, grounds, mechanical, and appearance matters for the church. Working with the Church Council on scheduling, this committee shall be responsible for the maintenance, repair, acquisition of equipment, and the general condition of the church facilities. They shall coordinate with the Long Range Planning Committee in matters concerning property, expansion or remodeling.

This committee may recommend maintenance personnel for employment.

They shall present to the Stewardship Committee budget requests for items under their oversight. Items not provided for in the budget shall require church approval.

Employed personnel shall be available to meet with this committee as is deemed necessary in an advisory capacity.

5. **Hospitality Committee (6)** This committee shall serve the church by assisting in the church's outreach ministry. They shall:

- (A) Give attention to the welcoming appearance of the church for all services.

- (B) Coordinate with the hostess to provide for fellowship and welcoming activities for guests and new members.
  - (C) Work with the Promotions Committee to develop such signs and other indicators as will assist visitors and new members.
- 6. Library Committee (6)** This committee shall seek to develop a resource center for the church and its programs. Working with the Librarian, the committee shall *promote the acquisition of books and provide attractive facilities for the storage, display and circulation of books and other printed materials.*
- 7. Long Range Planning Committee (6)** *Deleted.*
- 7. Missions Committee (3)** (3 working with the Brotherhood and WMU representatives). They shall work in cooperation with the Brotherhood, WMU and staff in giving direction for special mission projects and making recommendations regarding budget giving for missions causes.
- 8. Personnel Committee (9)** The Personnel Committee assists the church in matters related to employed personnel, ministerial and non-ministerial. Areas such as job description, salaries, benefits, evaluations, employment entrance and exit plans, policies and guidelines are included.
- (A) They shall develop and maintain an up-to-date policy manual outlining work relations, plans for evaluations, calendar and office hours for non-ministerial staff, and other matters relating to staff relationships.
  - (B) They shall review and recommend salaries and benefits for all staff, including the pastor, to the finance committee for inclusion in the budget planning.
  - (C) The chairman, with the pastor, shall coordinate vacations and days off with the staff.
  - (D) When it becomes necessary, they shall meet with any staff member concerning their responsibilities or other matters involved in the ongoing work of the church and its office. These matters may be delegated to the pastor or other staff member if advisable and appropriate.
  - (E) This committee, with the pastor and other supervising staff, shall find and recommend any interim personnel members as becomes necessary.
  - (F) The committee will make sure the pastor's birthday and employment anniversary are communicated to the church body.
  - (G) This committee will be responsible for recognizing staff members at the time of their retirement or resignation. The Personnel Committee can appoint a special committee to provide suitable recognition and reception for the employee.
- 9. Promotion/Public Relations Committee (3)** This committee shall be responsible, with assigned staff, for designing and scheduling such promotion material (news articles, advertisements, mail outs, signs, etc.) and development plans to make the community aware of the church and to assist church members in greater awareness of the church activities.
- 10. Recreation Committee (6)** This committee shall:

- (A) Seek to coordinate the recreation activities of the church, giving attention to a balanced ministry to all.
- (B) Recommend to the church league affiliations and fees as needed.
- (C) Develop guidelines for participation in organized leagues.
- (D) Arrange for proper supervision, equipment, and insurance.
- (E) Work with Promotion Committee to publicize activities adequately.
- (F) Relate recreation to church purposes as a ministry.
- (G) Approve team rosters for league play.

**11. Sanctuary Decoration Committee (6)** The sanctuary decoration committee is responsible for securing, maintaining, arranging, and displaying floral arrangements for church services and assist in the decoration of the sanctuary for seasonal and special promotions. They shall also be responsible for the upkeep of the plants located throughout the church building.

**12. Stewardship Committee (9)** The Stewardship Committee shall be responsible for the formulation, presentation and implementation of an inclusive church budget. The committee should seek recommendations from the staff, church council, organizations, and committees in formulating the budget.

The Stewardship Committee shall be responsible for monitoring church budget expenditures, for procedures for handling and disbursing monies, for providing audits and reports, and for record keeping. They shall develop and maintain a system for weekly counting of contributions.

The Stewardship Committee shall be responsible for budget promotion. They may enlist others to help develop a biblical plan of stewardship.

The church treasurer shall be an ex-officio member of this committee.

**13. Transportation Committee (6)** The transportation committee is responsible for all church-owned vehicles. The committee is responsible for maintenance, approved drivers, fees, priority for use, record keeping, keys, and policies.

**14. Ushers Committee. (6)** *Members of this committee shall serve as ushers for the worship services of the church. They may recruit other church members to assist as ushers. In greeting those attending services, their most important duty, especially in the case of visitors, will be to represent a warm and welcoming fellowship. Members of this committee may choose not to rotate off after a three-year period.*

**15. Church Food Services/Kitchen Committee (6)** The Church Food Services/Kitchen Committee is responsible for planning, budgeting, and coordinating the food service needs of the church economically and effectively. The primary focus will be the Wednesday night meal. In addition, the committee shall establish policies and make recommendations regarding the use and maintenance of the kitchen and supplies and the food service personnel. Other duties of the committee shall be:

- (A) Recommend policies for the food service ministry.

- (B) Assist the hostess in planning of the menu for the Wednesday night meal.
- (C) Institute a policy of issuing a "meal ticket" for each person to be served at the time of payment. (Suggest one color for adults and one color for children). Anyone without a ticket will not be served. This policy could serve two (2) purposes — (a) insure payment has been made and (b) aid in the accounting for the number of people served.
- (D) Establish a procedure to evaluate the Wednesday night meal to determine if the price of the meal is sufficient to cover the cost of preparation and recommend any meal price changes if and when needed.
- (E) Recommend to the personnel committee the number of paid food service personnel required and names of those qualified.
- (F) See that all food service personnel comply with the local health standards and safety requirements.
- (G) Recommend policies regarding the use of the kitchen and supplies.
- (H) Recommend individuals authorized to open the kitchen and/or pantry rather than being open to any to use and remove materials or supplies.
- (I) Establish policies pertaining to the securing of the kitchen and pantry when no authorized person is present.
- (J) Establish a procedure for accounting for the supplies used for the various groups in the church to insure that the supplies are charged to the proper Budget.

16. *Prayer Committee (6) The Prayer Committee shall promote and encourage the general prayer life of the congregation. It is responsible for arranging for members to occupy the prayer room during Sunday services. The committee will promote church-wide observance of the annual National Day of Prayer.*

### **ARTICLE V COUNCILS Deleted.**

### **ARTICLE V PROGRAM ORGANIZATIONS/ACTIVITIES**

The church shall seek to provide for the following program organizations and activities for its membership.

1. **Sunday School (and other Bible study).** Bible study is vital to the life and work of a church. Sunday School is the primary program for providing comprehensive study. The Sunday School is likewise the primary outreach arm for the church. Vacation Bible School, seasonal Bible study, and other special opportunities for study of the Bible will be provided under the coordination of the staff and the Church Council.
2. **Discipleship Training** is the means whereby new members, leadership and other members receive training in doctrine, ethics, history, theology, church polity and organization. The staff and Church Council will seek to provide such training

as is needed.

3. **Missions Education and Activity.** The Woman's Missionary Union and the Brotherhood are the major organizations to provide missionary education concerning the work of the denomination at its various levels and through its agencies and boards. Numerous opportunities for mission activity are likewise provided. The staff and Church Council will plan for these organizations with their related age group provisions, giving emphasis to such seasons of prayer and offerings as are planned through the denomination.

The church may also sponsor organizations or provide opportunities for activities and ministries not otherwise addressed in the church's organizational structure. The church shall approve the officers and may allocate monies for such organizations/activities.

## **ARTICLE VI CHURCH MEETINGS**

### **Section 1. CALENDAR**

The church calendar used to coordinate and record all church meetings shall be maintained in the church office and shall be developed with the leadership of the Church Council and the staff.

### **Section 2. MEETINGS**

The church shall meet regularly for purposes of worship and to conduct its business. These meetings shall be open for the membership and shall be under the direction of the Pastor, staff, officers and deacons. The staff shall seek to coordinate with the Church Council in scheduling services of a special nature, and in provisions for seasonal observances.

Regular business meetings shall be held monthly, generally on a Wednesday evening designated by the Church Council. A particular meeting may be left "open" in order that unfinished agenda or other items may be transacted at a subsequent date, provided the matters to be considered be indicated prior to adjournment.

Special business meetings: A meeting to consider matters of a significant nature may be called for by the appropriate person(s) as provided for in these Bylaws. At least one full week's notice will be given.

### **Section 3. QUORUM**

A quorum for a business meeting, regular or special, shall be reached when 60 resident church members are present.

### **Section 4. PARLIAMENTARY PROCEDURES**

Roberts Rules of Order, current edition, shall be the authority in matters of procedure for all business meetings of the church. Upon a three-fourths majority vote of those present, a specific procedural rule of these Bylaws may be set aside for a particular procedure.

## **ARTICLE VII ORDINANCES**

### **Section 1. BAPTISM**

A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the pastor or by whomever the church shall authorize. The baptism committee shall assist in the preparation for baptism.
3. Baptism shall be administered as an act of worship during any worship service.
4. A person professing Christ, and who has not been baptized after a reasonable length of time, shall be counseled by the pastor and/or staff or deacons.

### **Section 2. THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience which commemorates the death of Jesus Christ and anticipates His second coming. Participation shall be open to all who have made a public profession of their faith in Jesus Christ as Savior.

1. The Lord's Supper shall be observed at least once quarterly.
2. The Lord's Supper may be observed in any service.
3. The pastor and deacons shall be responsible for the administration of the Lord's Supper.
4. The Lord's Supper committee shall be responsible for the physical preparations of the Lord's Supper.
5. Following the Lord's Supper the congregation shall be given the opportunity to contribute to the church benevolent fund.
6. Upon authorization of the church, the Lord's Supper may be administered by designated staff or deacons to the homebound.

## **ARTICLE VIII AMENDMENTS**

This document may be amended in the following manner:

1. The proposed amendment(s) shall be presented in writing at a regular business meeting and copies provided for persons present.
2. The proposed amendment(s) shall be introduced and basic questions answered.
3. After a period of one month or at the next regular business meeting, final discussion and a vote may be taken.
4. A simple majority vote is required for approving amendment(s).
5. The Bylaws should be reviewed at least every ten (10) years.