

# **First Baptist Church of Albemarle, NC**

## **Bylaws**

**Revised March 15th, 2021**

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**BYLAWS OF THE  
FIRST BAPTIST CHURCH  
ALBEMARLE, NORTH CAROLINA**

**ARTICLE I - MEMBERSHIP**

Section 1. General

- A. This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains for itself the exclusive right of self-government in all phases of the spiritual and temporal life to this church.
- B. The membership reserves the exclusive right to determine who shall be members of this church and the requirements for such membership.

Section 2. Candidacy

- A. The membership of this church shall be composed of persons who have accepted Jesus Christ as Savior and Lord.
- B. Any person may offer himself/herself as a candidate for membership in this church. All such candidates may be presented to the church for membership at any regular church service in any of the following ways:

- (1) By profession of faith and for baptism by immersion.\*
- (2) By promise of a letter of recommendation from another Baptist church.
- (3) By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.
- (4) By transferal from a church other than Baptist and baptism by immersion, if the candidate has not been previously immersed.

\* In case of advanced age or other physical incapacity when a person cannot be immersed, members may be received by another mode of baptism, if a special request is made to the deacon body and their approval is granted.

- C. Members present will vote on a person at the time of presentation as a candidate for church membership. Following a period of orientation by a member of the ministerial staff for new members and baptism or upon receipt of the candidate's letter if coming by transfer, the candidate will become a member of the church.

Section 3. Voting Rights of Members

Every member of the church is entitled to vote on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.

Section 4. Responsibilities of Members

- A. Members shall be expected to worship regularly, to contribute financially according to their ability, and to share in the organized work of the church.
- B. Members shall endeavor to share the meaning of Christ through their daily living and personal witnessing.
- C. Members moving should affiliate with another church in their community as quickly as possible.

Section 5. Termination of Membership

Membership shall be terminated in the following ways:

- A. Death
- B. Transferal to another Baptist Church or to a church of another denomination.
- C. Dismissal by action of this church.

Section 6. Discipline

- A. It shall be the basic purpose of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.
- B. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will best be served by the dismissal of the member, the deacons may take their recommendations to the church, which may then take action by a two-thirds vote of the members present at a meeting called for this purpose. The church may proceed to declare the offender to be no longer in the membership of the church.

References: 1 Corinthians 5:1-8 and Matthew 18:15-17 shall be used as our basis for discipline.

- C. Any person whose membership has been terminated for any condition which has made it necessary for the church to dismiss him/her may upon his/her request be restored to membership by a vote of the church upon evidence of his/her repentance and redemption.

**ARTICLE II - PROGRAM ORGANIZATION AND SERVICES**

**PROGRAM ORGANIZATIONS**

All program organizations of the church shall be under church control with the director and leaders of each program organization being elected by the church according to the church's recognized election procedure. They shall report regularly to the church.

**SUNDAY SCHOOL**

Section 7. Purpose and Tasks

The purpose of the Sunday School shall be to provide through a study of God's Word a basis for Christian education in order to deepen the meaning of Christian living. Departments and classes serve as a nucleus for a caring fellowship.

Some of the tasks of the Sunday School shall be to reach persons for Christ and church membership and to provide and interpret information regarding the work of the church and the denomination.

Section 8. General Officer

- A. The General Officer of the Sunday School shall be the Director.

- B. The Director is responsible for planning, conducting, and evaluating the work of the Sunday School. He/she will serve as a member of both the Church Council and the Church Nominating Committee.
- C. The Sunday School program shall be coordinated through a Sunday School Council composed of the General Officer and Department Directors of the Sunday School. The Council shall meet as often as necessary, but no less than once per calendar quarter. The Sunday School Director shall preside over the meetings.

Section 9. Election

- A. Officers and teachers of the Sunday School will be presented to the church for election on an annual basis by the Church Nominating Committee.
- B. Vacancies occurring during the year shall be filled by the Church Nominating Committee.

**CHURCH MUSIC PROGRAM**

Section 10. Purpose and Tasks

- A. There shall be a church music program under the guidance of a Director of Music Programming. Such officers and organizations as needed shall be included.
- B. The purpose of the program shall be to provide music for worship, for prayer and meditation, for witness and fellowship.
- C. The tasks of the music program shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; provide and interpret information regarding the work of the church and the denomination.

**ARTICLE III - CHURCH STAFF AND OFFICERS**

**CHURCH STAFF**

Section 11. Pastor

- A. Election:  
At such time that the church is without a Pastor, the Chair of Deacons, a male deacon, and a female deacon shall constitute a committee to select the names of eight church members, four male and four female that represent a significant cross section (by gender and age) of the church, to serve as a Pastor Selection Committee. The Deacon Chair shall present the names to the active deacons for approval and then to the congregation for confirmation. The committee shall seek out a qualified pastor and present the name of their selection to the deacons and then to the church. The church shall vote on this person in a church conference called for this purpose, the membership of the church having been notified at least one week in advance. Election shall require a three-fourths majority of those voting.
- B. Responsibilities:
  - (1) As the spiritual guide of the congregation, the pastor shall perform duties relating to the leadership of worship, preaching, teaching, counseling, visitation and other activities which will enrich the religious life of the church and community.
  - (2) As the administrative head of the church, the pastor shall have general supervision of the staff, and, in cooperation with the active deacons, the Finance Committee and other elected officers, will give direction to the church's overall program. The pastor shall be a member, ex-officio, of all committees of the church.

- C. Tenure of Office:  
The pastor's tenure of office shall continue until terminated by the pastor or by the church. A thirty-day notice shall be given of termination of this relationship unless otherwise mutually agreed upon.
- D. Qualifications:  
A minimum of a bachelor's degree and a seminary degree.

#### Section 12. Ministerial Staff

- A. Definition:
  - 1. Ministerial Staff shall consist of any ordained or licensed minister employed by FBC-Albemarle, excluding the Senior Pastor.
  - 2. Election:  
When the church is in need of Ministerial Staff, the Pastor, the Chair of Deacons, the WMU Director and the Chair of the Nominating Committee shall constitute a committee to select the names of five active church members to serve as a Selection Committee. The Deacon Chair shall present the names to the active Deacons for approval and then to the congregation for confirmation. The committee shall seek out a qualified Minister and present the name of their selection to the Deacons and then to the church. The church shall vote on this person in a church conference called for this purpose, the membership of the church having been notified at least one week in advance. Election shall require a three-fourths majority of those voting.
- B. Responsibilities:  
The responsibilities of the Ministerial Staff shall be defined in a written job description at the time of their consideration.
- C. Tenure of Office:  
The Ministerial Staff's tenure of office shall continue until terminated by him/her or by the church. A thirty-day notice shall be given of termination of this relationship, unless otherwise mutually agreed upon.
- D. Qualifications:  
A minimum of a bachelor's degree and seminary degree in related field, or a bachelor's degree and actively working on a seminary degree in related field, or a bachelor's degree and qualified experience.

#### Section 13. Employed Staff Members

- A. Staff positions including those of, but not limited to full-time secretary, financial secretary, part-time secretary, organist, pianist, custodian, food service coordinator, and any, on an as needed basis, non-ordained interim positions will be filled by the Pastor and Personnel Committee. The responsibilities of the various Staff positions shall be defined in a job description written by the Pastor and Personnel Committee at the time the position is filled.
- B. The church shall consider employment of additional staff members on the recommendations of the Pastor, Personnel Committee and Deacons. A job description shall be written by the Pastor and the Personnel Committee when the need for Staff members is determined.
- C. Staff members shall give at least two weeks notice or as otherwise mutually agreed upon at the time of resignation before terminating their responsibilities. Termination of employment shall be subject to the approval of the Pastor and the Personnel Committee.

## CHURCH OFFICERS

### Section 14. Church Officers: Deacons

#### A. General information:

- 1) Biblical references and required membership status: The passages from Acts 6:1-7 and Romans 16:1-2 shall serve as guidance for determining deacon selection.
- 2) Number of Deacons: A ratio of one Deacon per 10 to 15 families. As the church membership changes, the church may adjust the number of deacons to individual families to keep this approximate ratio.
- 3) Terms: The deacons shall serve on a rotating basis. Each year the term of office of one-third of the number of deacons shall expire. After serving a term of three years, a deacon shall be eligible for re-election only after the lapse of one year. Deacons shall be elected by a majority vote at the annual church conference for election of officers.
- 4) Eligibility – any member of the church is eligible for nomination as deacon with the exception of members who have familial relations with currently serving deacons. Specifically – grandparent – parent – child – spouse – siblings – in-laws – etc.

#### B. Preparation for nomination:

To enhance the deacon nomination process, the church, for a three to four-week period preceding the nomination of deacons, will use the church newsletter and announcements in appropriate worship services to emphasize the prayer, study, and obedience to God's will needed in the deacon nomination process. Church members are encouraged to prayerfully consider persons they feel God has put on their hearts to potentially serve as servant leaders of our church.

#### C. Nomination Sunday:

Each church member may submit up to four members nominations in writing. The nomination ballot will be made available to the church membership on the morning of the nominations.

#### D. Absentee nominations and elections voting:

The nomination and election of deacons by absentee balloting shall be permitted by any member desiring to do so. Absentee ballots may be obtained from, and returned to, the church office by such member, or by a designee of any member at any time prior to the closing of the church office on the Friday preceding the day of the selection of the nominees for deacons. The church secretary shall keep a record of all absentee ballots issued and returned.

E. The Tally Committee:

The Tally Committee shall consist of the Chair of Deacons, the Vice-Chair of Deacons and the Senior Pastor. The Chair of the Deacons will be the Chair of the Tally Committee. The committee should meet immediately after service on Nomination Sunday or as soon as possible after the service.

1) Duties:

- a. Examine nominations and exclude any ineligible nominations
- b. Tally the nominations of eligible members
- c. Rank the nominations in order of nominations received
- d. Call nominees in order of nominations received to determine their willingness to serve as deacon. Issues of moral turpitude should be discussed with Christian humility and love to allow the nominee the option of not being considered.
- e. Once the committee has deacon commitments for the required number of vacancies, the committee will maintain the ranked list for use in the event of a deacon vacancy during the coming year.

F. Ordination:

An ordination service shall be scheduled for the newly elected deacon(s) who have not been previously ordained.

G. Duties:

In accordance with the meaning of the work and practice of deacons as described in the New Testament, they are to be servants of the church. The deacon is to serve with the pastor and the staff in performing pastoral ministries, to proclaim the gospel to believers and non-believers, to care for church members and other persons in the community, to lead the church, to engage in worship, witnessing, education, ministry and application. Deacons will support and participate in FBC-A sponsored activities as much as possible.

H. Tasks:

- 1) Deacons are to consider and make recommendations to the church concerning any matter of major importance which may have a substantial effect upon the program of the church, or upon its spiritual growth and progress in the Kingdom's work.
- 2) Deacons are responsible for salary administration of the senior pastor and approval of salary administration for the other members of the ministerial staff. They will also act on all personnel matters concerning the pastors, serving as counselors on behalf of the church membership to secure a compatible relationship with the church.



- 3) Deacons will assist the pastor and staff in conducting the caring ministry of the church by leading and serving on the Church Care Ministry Teams as described in Section 20-C-(5), and 21-E.
- 4) Deacons will attend deacon meetings and:
  - i. Provide their monthly deacon report
  - ii. Volunteer to give the devotion during meetings
  - iii. Volunteer for additional tasks, as needed and available
- 5) Deacons will serve as Deacon of the Week as often as proportionally needed:
  - i. Provide offertory prayer during worship service
  - ii. Greet congregation following the service
  - iii. Make personal follow-up contact with any visitors attending the worship service
  - iv. Minister to anyone who may not be assigned a deacon
  - v. Be available to assist the pastoral staff as needed (hospital visitations etc.)

I. Organization:

The deacons shall elect their own officers: Chairperson, Vice Chairperson and Secretary. They shall hold regular meetings at a time determined by them. Special meetings may be called by the Chairperson or the pastor.

J. Function as Board of Directors:

- 1) The currently serving Active Deacons shall, meeting and acting together, constitute the board of directors of the Church corporation. Such board of directors shall perpetually be the same as the Active Deacons. In their capacity as directors, they shall have the duties and responsibilities attendant to directors, subject however to the limitations set forth in the Articles of Incorporation of the church, and its Constitution and Bylaws. The directors shall not have power, except as expressly authorized by the Membership, to purchase, sell or encumber any real property or major equipment items of \$10,000.00 or more, to install or remove officers or staff, to amend the Bylaws, Constitution or Articles of Incorporation, or to bind the Church Corporation to any contract. The directors shall have the authority to approve and implement personnel policies. Consistent with our spiritual principles, Baptist policy and long-term practice, the Membership as a whole retains authority to govern the affairs, spiritual and temporal, of the Church.
  - i. Corporate President and Vice President: The Chairperson of the Board of Deacons (Diaconate) shall,

whenever required by law or practice, serve as the President of the Church Corporation having only such powers in this capacity as are expressly granted by the membership. The Vice Chairperson of the Board of Deacons (Diaconate) shall be Vice President of the Church Corporation. Neither the President, nor the Vice President, nor any other officer of the Church Corporation, shall have the power, except as expressly authorized by the Membership, to bind the Church Corporation in any manner, or act on its behalf.

#### Section 15. Moderator

The Chair of the Deacons shall serve as Moderator at Church Conferences. In the absence of the Chair, the Vice-Chair shall serve, or in the absence of both, the Clerk shall call the church to order and an acting Moderator shall be elected.

#### Section 16. Church Clerk

- A. The Church Clerk and Assistant Church Clerk are nominated by the Nominating Committee and elected by the church on an annual basis. The Assistant Church Clerk shall serve in the absence of the Clerk.
- B. The Church Clerk shall record all actions of the church in conference. All church records are church property and should be filed in the church office.
- C. The Church Clerk shall serve whenever appropriate or necessary as the Secretary of the Church Corporation subject to the limitations set forth in Articles of Incorporation of the Church and its Constitution and Bylaws.

#### Section 17. Treasurer and Assistant Treasurer

- A. The Treasurer and Assistant Treasurer are nominated by the Nominating Committee and elected by the church for a two-year term.
- B. Duties:
  - (1) The Treasurer shall serve as a regular voting member of the Finance Committee during his/her term of office.
  - (2) It shall be the duty of the Treasurer to administer the payment of all vouchers approved by authorized personnel.
  - (3) The Treasurer shall review the monthly financial report with the administrative officer, and/or financial secretary before the report is submitted to the Finance Committee for approval.
  - (4) The Treasurer and Assistant Treasurer shall serve whenever appropriate or necessary as the Treasurer or Assistant Treasurer of the Church Corporation subject to the limitations set forth in the Articles of Incorporation of the Church and its Constitution and Bylaws.
  - (5) The Treasurer, upon the election of his/her successor, shall upon the completion of his/her final report, promptly deliver to his/her successor all books, records and accounts in his/her hands pertaining or relating in any manner to the duties of the office he/she is relinquishing.

The incoming Treasurer shall make certain that all records, documents, securities, deposit boxes, etc. under control of safe keeping of the Treasurer are duly and properly transferred to his/her control.

- (6) The Assistant Treasurer shall perform the disbursing duties of the Treasurer during his/her absence.
- (7) The Assistant Treasurer shall serve as a non-voting member of the Finance Committee.
- (8) The Assistant Treasurer shall also serve as secretary to the Finance Committee.

#### Section 18. Indemnification

The Church Corporation shall indemnify any director, officer, employee, or agent to the maximum extent permitted by the provisions of North Carolina General Statute Sections 55A-17.1-55A-17-3, inclusive, the terms of which are hereby incorporated by reference. The indemnification provided by this Section shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaw, agreement, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person. The Church Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the Church Corporation, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Church Corporation would have the power to indemnify such person against such liability under the provisions of this Section.

### ARTICLE IV – COMMITTEES, MINISTRY TEAMS, AND MEETINGS

#### COMMITTEES

Section 23. Administrative Committees: Administrative Committees perform the administrative function of the church related to finance, personnel, property, and general oversight.

##### A. Finance Committee:

##### 1. Duties:

The Finance Committee shall have the general supervision of the financial and business aspects of the church. In addition it shall have the following specific responsibilities:

- (1) To prepare and submit to the church annually a budget of estimated expenses of the church for the coming year. The final budget is to be approved in a joint meeting with the deacons prior to the submission to the church for adoption.
- (2) In cooperation with the pastor to plan and direct the campaign to promote the budget.
- (3) To review church expenditures and to keep the church membership informed of the financial and economic condition of the church.
- (4) To determine policies and standards to govern all fiscal operations and to be responsible for obtaining a report after the Financial Oversight Committee has reviewed the books of the church finances for the previous year.
- (5) With the exception of annual offerings for the support of denominational causes (and gifts to established funds), the committee shall approve special offerings (and all other designated gifts).

(6) To maintain written records of its actions which records shall be maintained at the church office.

2. Membership:

The Finance Committee shall consist of eight members serving on a rotation basis who shall be elected for a term of four years. Two members shall be elected each year. No member shall be eligible for reelection until after the lapse of one year. In case of a vacancy the unexpired term shall be filled at the next election.

The Treasurer and Assistant Treasurer shall be members of the Finance Committee by virtue of their office. This committee shall elect its own officers: a Chair and Vice-Chair, and the Assistant Treasurer shall serve as secretary.

3. Method of Election:

Members of the Finance Committee shall be nominated by the Nominating Committee and elected by the church.

B. Personnel Committee:

1. Duties:

The Personnel Committee shall have the responsibility of administering the personnel policy of the church. The committee shall have the specific responsibility of carrying out the following:

- (1) Advise and assist the Pastor in his/her duties as the chief administrative officer of the church.
- (2) Make recommendations to the Finance Committee for staff salaries.
- (3) In cooperation with the Pastor to fill staff vacancies and to terminate employment of staff members.
- (4) In cooperation with the Pastor to draft, maintain and periodically review job descriptions for church staff and the Ministerial Staff and to insure that the functions described in the respective job descriptions are carried out.

2. Membership:

The Personnel Committee shall consist of six persons serving on a rotation basis who shall be elected for a term of three years. Two members shall be elected each year. No member shall be eligible for reelection until after the elapse of one year.

3. Method of Election:

Members of the Personnel Committee shall be nominated by the Nominating Committee and elected by the church.

C. Constitution/By-Laws Committee

1. Duties:

The Constitution and Bylaws Committee shall carry out the following duties:

- (1) To consider all requests for amendments, alterations or revisions of the constitution and bylaws.
- (2) To review the constitution and bylaws periodically and recommend amendments, alterations or revisions in order to keep the same up-to-date and in conformity with existing church policy.

(3) To issue recommendations to the church with respect to amendments, alterations or revisions of the constitution and bylaws.

(4) To maintain a written record of its actions which records shall be maintained in the church office.

2. Membership:

The Constitution and Bylaws Committee shall consist of six persons serving on a rotation basis who shall be elected for a term of three years. Two members shall be elected each year. No member shall be eligible for reelection until the lapse of one year.

3. Method of Election:

Members of the Constitution and Bylaws Committee shall be nominated by the Nominating Committee and elected by the church.

D. Endowment Trust Committee:

This committee operates under the First Baptist Church Articles of Incorporation, its Constitution and By-Laws, Operational Procedure Manual, Job Description Manual and any county, state, national laws as well as the Internal Revenue Service guidelines.

1) The FBC-Albemarle Endowment Trust Committee is responsible for educating the church members in the area of legacy giving. This includes responsibilities such as:

- i. Conducting planned giving events in the church such as estate planning seminars, and promoting legacy giving through a variety of media.
- ii. Working in cooperation with partners such as the Baptist Foundation of North Carolina to promote stewardship and legacy giving.
- iii. Establishing and maintaining appropriate fund agreements with management groups such as the Foundation for the Carolinas and the North Carolina Baptist Foundation.
- iv. Setting the annual spending limits for all "endowed" funds under its care.
- v. Reporting to the church fund(s) value and the amount distributed at least annually.
- vi. Assist with strategic planning for investments.
- vii. Recommend plans for expenditures for investments.

2) Membership: The Endowment Trust Committee shall consist of 5 members with terms of service to be 5 years. The nominating committee will appoint 1 member each year and one member rotates off the committee each year. Should a vacancy of an appointed member occur, the Board of Deacons will appoint someone to serve the remainder of the vacant terms. All committee members should support the concepts and principles of legacy giving.

3) Organization: Stability and experience are particularly important for this committee in order to assist with the receiving of gifts, any stipulations associated with gifts and using the gifts in accordance with legacy requirements associated with any funds. All members are voting members and the committee shall elect its own officers to include a Chair and a Vice-Chair.

- i. Vice-Chair duties and responsibilities include: (a) have a minimum of two years of service on the committee; (b) provide signature on all required paperwork; (c) assist with preparation and presentation of an annual report to the Board of Deacons; (d) assist with preparation and presentation of an annual report to the church.
- ii. Chair duties and responsibilities include: (a) have a minimum of three years of service on the committee; (b) call meetings as needed; (c) provide signature on all required paperwork; (d) prepare and present an annual report to the Board of Deacons; (e) prepare and present an annual report to the church.

#### E. Financial Oversight Committee:

##### 1. Duties

To review policies, procedures created by the finance committee and anything reasonably necessary to insure that financial records and procedures are maintained in an appropriate manner including but not limited to the following:

- (1) Procedures for managing receipt of funds or property
- (2) Procedures for bank deposit reconciliation
- (3) Procedures for credit card purchases
- (4) Procedures for disbursements
- (5) Procedures for reconciliation of all bank statements
- (6) Performance of specific duties placed upon the committee by the Finance Committee or the Board of Deacons
- (7) Recommendations to the Finance Committee and the Deacons related to financial policies and procedures
- (8) Review of financial procedures periodically with the Finance Committee, Financial Secretary and Ministerial staff to insure compliance with the guidelines approved by Finance Committee
- (9) Report to the Finance Committee annually
- (10) Meet every six (6) months of the church year or more often as needed

##### 2. Membership

The committee will consist of at least three (3) members, and none of whom would be members of the current Finance Committee. One member will be elected each year for a three-year term to replace the member whose term has expired. No member will be eligible for re-election until after the lapse of one year. At least one member of the committee should have accounting or bookkeeping experience.

##### 3. Method of Election.

Members of the committee shall be nominated by the Nominating Committee and elected by the church.

#### F. Pastor Advisory

##### 1. Duties:

The Pastor Advisory Committee (PAC) shall serve in a support and advisory capacity to the senior pastor. The responsibilities include:

- (1) Act as a liaison between the senior pastor and church members by clarifying the pastoral expectations for both sides.
- (2) With the input of the senior pastor, help establish goals/priorities each year for the pastor to work towards. Assess and assist the progress toward achieving the goals/priorities.
- (3) Be a continual sounding board for the senior pastor concerning current/future ministries for the church, personal concerns, hopes, ambitions and frustrations.
- (4) Support and encourage the senior pastor's involvement in the community and denomination.
- (5) Encourage the senior pastor to participate in continuing education that builds on strengths and works on weaknesses.
- (6) Encourage the senior pastor to develop a strong program of self-care: recreation, exercise, relaxation, family time and solitude.
- (7) Help establish a sabbatical plan for the church and advise the senior pastor in taking proper sabbaticals consistent with the established plan.

2. Membership:

The committee will consist of seven persons. The chairs of the deacons, personnel, finance and Sunday School Director will serve on the committee in addition to three at-large elected members. The at-large members will serve 3-year terms, one rotating off each year.

3. Method of election:

Members of the Pastor Advisory Committee shall be nominated by the Nominating Committee and elected by the church.

G. Nominating Committee:

1. Duties:

The Nominating Committee is responsible for the election of committee members for all Administrative Committees, as well as for election of Ministry Area Leaders, as outlined in Section 24A-C.

2. Membership:

The Nominating Committee shall consist of four elected members serving on a rotation basis with two members being elected each year for a two-year term. No person who has previously served on the committee shall be eligible for reelection until at least one year has elapsed since the expiration of his or her term. The Nominating Committee shall nominate two members to be elected by the church. It shall elect its own Chair and Vice-Chair and the Vice-Chair shall serve until the following year. In addition to the four members elected by the church, the Chair of the Deacons will serve on the Nominating Committee.

3. Method of Election:

Members of the Nominating Committee shall be nominated by the Nominating Committee and elected by the church.

## H. Property, Grounds, & Transportation

### 1. Duties:

- (1) To insure that the church building, property, vehicles, equipment, lawns, shrubbery and trees are maintained in good repair.
  - (2) To hire and supervise such personnel as are needed to maintain and repair church properties, vehicles, and grounds.
  - (3) To establish policies covering the use, decorations and appointments of church properties, vehicles, and grounds.
  - (4) To order all maintenance materials, equipment, and repairs as needed.
  - (5) To develop a complete and detailed landscaping plan for church approval.
  - (6) To prepare and submit a budget to the Finance Committee
  - (7) To consider matters of sale and purchase of church property, grounds, and vehicles; however, any sale or purchase must be approved by the Board of Deacons and then be voted on by the membership in church conference. Recommendations for sale or purchase of church properties shall be printed in the church newsletter and presented to the church membership at least two weeks before being voted on. Approval of recommended action shall be by a two-thirds majority vote.
  - (8) To maintain communication with the Board of Deacons concerning committee activities and inform the Finance Committee of any exceptional expenses anticipated.
  - (9) To maintain a written record of its actions, which record shall be maintained at the church office.
- (1) To investigate proposed gifts and memorials and to report to the Board of Deacons with their recommendations.
2. Membership: The Property, Grounds, and Transportation Committee shall consist of four members serving on a rotation basis who shall be elected for a three-year term. This committee shall consist of men and women. No member shall be eligible for reelection until after the lapse of one year.
  3. Method of Election:  
Members of the Property and Equipment Committee shall be nominated by the Nominating Committee and elected by the church.

## I. Student Scholarship:

### 1. Duties:

It shall be the duty of this committee to administer the Scholarship Fund which is to provide funds to members of the church pursuing post high school education.

This committee shall also solicit, accept and review applications and award scholarships annually according to approved scholarship guidelines. (The guidelines for awarding scholarships are on file in the church office.) The actual criteria for awarding scholarships shall be determined by the committee. These scholarships will only be awarded as long as there are funds available through gifts which are designated by the giver to be used for scholarships.



This committee is also responsible for communicating at least annually with the congregation about availability of the Scholarship Fund.

It will not be the responsibility of this committee to manage the Scholarship Fund. The Fund will be managed by the Finance Committee. The Finance Committee will be responsible for investing excess proceeds, maintaining Scholarship Fund records, and annually, or as necessary, communicating with the Scholarship Committee the maximum that could be awarded from this account.

2. Membership:

This committee shall consist of three members elected by the church for three year terms. Members shall serve on a rotation basis so that one member is elected each year. No member shall be eligible for re-election until a lapse of two years.

3. Method of Election:

Members of this Committee shall be nominated by the Nominating Committee and elected by the church.

4. Administration of Fund: The rules for administration of the Scholarship Fund are on file in the church office.

J. Missions Allocations Committee

1. Duties:

The Missions Allocations Committee will oversee and administer the missions budget; including approving the expenditure of funds by Ministry Teams as needed.

2. Membership:

The Missions Allocations Committee will consist of the Missions Ministry Area Leader and (4) at-large members. All members shall have voting rights.

3. Method of Election:

The nominations for the at-large positions will be made by the Nominating Committee and elected by the church.

K. Strategic Planning Committee

The Strategic Planning Committee shall be commissioned by the Deacons in conjunction with the Ministerial Staff.

1. Duties: The Strategic Planning Committee shall be commissioned as needed by the Deacons in conjunction with the ministerial staff for the purpose of surveying and updating the ministry vision and goals of the congregation. When commissioned, the Deacons and ministerial staff will state a clear and accomplishable goal for the committee to complete with a designated time for completion.

2. Membership:

(1) The Strategic Planning Committee shall consist of eight elected persons. Generally, at least two members from the 13-18, 19-39, 40-59, and 60 and over age groups shall serve at any given time.

(2) The Standing Vice-Chair of Deacons shall also serve on this committee for the year that he/she is serving in this capacity.

B. Method of Election:

Elected members of the Strategic Planning Committee shall be nominated by the Nominating Committee and elected by the Church. The Vice-Chair of Deacons will be nominated by the Deacon Board.

Ministry Areas

Section 24. Ministry Areas consist of Worship, Missions, Discipleship, Fellowship, and Church Care and are the four major areas into which our Ministry Teams are organized.

- A. Duties – Ministry Areas seek to ensure that the church is actively worshipping, serving, discipling, and fellowshiping so that the church is practically living into its stated purpose of “Demonstrating God’s Love to All.”
  - B. Leadership – The Worship, Missions, Discipleship, and Fellowship Ministry Areas are led by a church member, nominated by the nominating committee and voted on by the church, to serve a (1) year term, renewable each year, as agreed upon by the member, approved by the nominating committee, and voted on by the church. These four Ministry Area Leaders are to be voted on by the church in May. New Ministry Area Leaders will serve alongside outgoing Ministry Area Leaders through August, learning the duties, until the new church year begins in September. Each Ministry Area has a staff member designated as primary staff liaison to assist the Ministry Area Leader in recruiting of Ministry Team Leaders and to assist in management of the Ministry Area. The Church-Care Ministry Area Leader will be the Chair of the Deacons.
- C. Ministry Areas
- (1) Worship – The teams that comprise the Worship Ministry Area exist to ensure that this church demonstrates God’s love through worship. Ministerial Staff Liaison is the Minister of Music.
  - (2) Missions -- The teams that comprise the Missions Ministry Area exist to ensure that this church demonstrates God’s love through practical mission, locally and around the world. Ministerial Staff Liaison is either the Senior Pastor or the Associate Pastor, determined by the Senior Pastor.
  - (3) Discipleship -- The teams that comprise the Discipleship Ministry Area exist to ensure that this church demonstrates God’s love through discipling one another. Ministerial Staff Liaison is either the Senior Pastor or the Associate Pastor, determined by the Senior Pastor.
  - (4) Fellowship -- The teams that comprise the Fellowship Ministry Area exist to ensure that this church demonstrates God’s love through fellowshiping together as a church family. Ministerial Staff Liaison is the Senior Pastor or the Associate Pastor, determined by the Senior Pastor.
  - (5) Church-Care – The Deacon body establishes each year from among themselves the leaders of four church-care teams – Prayer, Homebound, Hospital, and Hospitality. The deacons who are not a Deacon Church-Care Team Leader will volunteer on one of the four Deacon-Led Teams. These Church-Care Teams, like all other ministry teams, may be joined by the wider church family.
- D. Church Council: The Church Council shall be comprised of the Chair of Deacons, Chair of Finance Committee, Director of Sunday School, Church Staff, and the Worship, Discipleship, Missions, and Fellowship Ministry Area Leaders. It shall be the duty of the Church Council to plan and coordinate the programs of the church. The Church Council will meet prior to the yearly nominating process to determine the necessity/viability of each Ministry Team and offer recommendations for disbanding any teams, if necessary; will meet after approval of new Ministry Area Leaders in May to update the task of each ministry team; and will meet once at the beginning of the church year to coordinate the church calendar.

- E. Formation of New Ministry Teams/Removal of Unnecessary Teams
- (1) Permanent Teams: Permanent Ministry Teams may be formed in any number of ways – whether through voluntary action by a church member who is interested in pursuing a mission that falls within the vision of the church, through the impetus of the ministerial staff, the impetus of the deacons, or any other reasonable means. New Ministry Team ideas should be brought to the appropriate Ministry Area Leader and ministerial staff liaison who will work with the proposed Ministry Team Leader to determine the viability and necessity of the plan. There will then be a presentation to the deacons who will approve of the formulation of a new, permanent ministry team to be publicized as a ministry of the church.
  - (2) Temporary Teams: Temporary Teams may be formed for specific purposes, with a designated start time, clear task, and designated completion time. Temporary Teams may be formed in the same way as Permanent Teams, will be approved by the deacons, and will fall under the purview of the appropriate Ministry Area Leader, who will work with the ministerial staff liaison to form the team and relate its clear task.
  - (3) Team Removal: There will be an annual review by the Church Council, prior to the beginning of the annual nominating process, that will produce a report to the Deacon Body regarding the necessity of the Ministry Teams and recommend the official removal of any unnecessary teams. Ministry Teams may then be disbanded with a 2/3 vote of the Deacon Body.
- F. Designating Tasks to Ministry Teams – The spring meeting of the Church Council, following the nomination of the Ministry Area Leaders, will be set aside as the designated time for the Council to update the designated task of each Ministry Team.

Section 25. The Five Ministry Areas are listed below with the Ministry Teams necessary at the time of the adoption of this change in ministry structure. Newly formed Ministry Teams, whether Temporary or Permanent, are not required to be listed in the by-laws to be an official ministry of the church, and the teams listed below are not required to be removed from the by-laws if they are inactive or permanently disbanded. They are listed below primarily as examples for each Ministry Area and guidelines for which Ministry Area new Ministry Teams may exist within.

#### Worship Ministry Area

- A. Usher Team
- B. Sanctuary Decoration Team
- C. Baptism Team
- D. Communion Team
- E. Audio/Visual Team

#### Missions Ministry Area

- A. Central Apartments Team
- B. Woodchuckers Team
- C. WMU Leadership Team
- D. Community Table Team
- E. Prayer Shawl Team
- F. School Partnership Team
- G. Baptist Men's Leadership Team
- H. Operation Inasmuch Team
- I. Operation Christmas Child Team
- J. Royal Ambassadors Team
- K. Girls in Action Team
- L. Mission Friends Team

### Discipleship Ministry Area

- A. Discipleship Studies Team
- B. Student Ministry Team
- C. Pre-School/Children Team
- D. Media Center Team

### Fellowship Ministry Area

- A. Fellowship Events Team
- B. Bereavement Team
- C. Host/Hostess Team
- D. Quarterly Lunch Team

### Church-Care Ministry Area

- A. Prayer
- B. Homebound
- C. Hospital
- D. Hospitality
- E. Church Nurse Team

## **MEETINGS**

The Church shall meet regularly for worship, Christian education and fellowship as follows:

### Section 26. Worship Services

The church shall hold regular services for worship on Sundays and at such other times as the congregation may decide.

### Section 27. Special Services

Revival services and other special services shall be held periodically for the spiritual well-being of the congregation.

### Section 28. Business Meetings

- A. Business meetings may be called by the Chair of the deacons or the pastor or when requested in writing by at least fifteen members of the church. At least seven days notice of the date, time, place and purpose of the business meeting shall be given to the congregation through the church newsletter and from the pulpit. A business meeting may be called at the time of the main worship service on Sunday or during a church conference. An annual meeting in the fall shall be designated by the Church as the annual meeting and shall be held at the time designated by the Board of Deacons. The annual business shall include the election of Officers and others and such other matters as are properly before the meeting on the agenda.
- B. Full discussions for major recommendations shall be provided for during the week prior to the business meeting at which the vote is taken.
- C. Those members present at a business meeting will constitute a quorum and a majority of votes cast will be decisive unless otherwise provided for in these bylaws. When approved by the deacon board, early voting may be allowed at the church office during normal business hours, the five business days immediately preceding the vote. The member must appear at the office to vote. No other absentee ballots or voting by proxy shall be permitted in any election or vote.
- D. Motions or resolutions relating to the sale, mortgage, lease or purchase of property, the borrowing of money, or amendments to this constitution shall be considered and acted upon at a business meeting of the church after the full text of the motion or resolution shall have been published in writing at least two weeks prior to the business meeting at which the vote

on the motion or resolution is to be taken. A two-thirds majority of the votes cast will be required for passage of motions or resolutions pertaining to items in this section.

- E. Minutes of business meetings are to be kept by the church secretary acting under the supervision of the church clerk. The minutes are to be approved by the deacons and shall be kept in the church office.
- F. The parliamentary authority of the church shall be *Roberts Rules of Order* (last edition).

## **ARTICLE V - ADOPTION, AMENDMENTS, GENERAL AND MISCELLANEOUS**

### Section 29. Adoption and Amendments

- A. This Constitution and Bylaws shall be considered as adopted and in immediate effect if and when two-thirds of the members present and voting at the business meeting at which the vote is taken shall vote in favor of same.
- B. The Constitution and Bylaws may be amended, altered, or repealed by two-thirds vote of the members present and voting at any regular business meeting of the church; provided, however, that such amendment, alteration or repeal must be given to the clerk in writing and must be presented to the church at least two weeks prior to the time the vote is taken. It is also understood that no Bylaw may be adopted, amended, or altered to be inconsistent with the Constitution and, if such occurs, then the Constitution shall prevail over the provision of the bylaws.
- C. The Constitution and Bylaws shall be kept at all times by the clerk in the church office. All amendments, alterations or revisions thereto shall, after passage by the church, be prepared by the clerk and posted in the copy of the bylaws made available upon request.
- D. All requests for amendments, alterations or revisions of the Constitution and Bylaws shall be first directed to the Constitution and Bylaws Committee for study and recommendation to the deacon board. The Constitution and Bylaws Committee shall have sixty days within which to pass on any request for amendment, alteration or revision of the Constitution and Bylaws and present a recommendation to the deacon board. The deacon board shall have sixty days to consider the recommendation and if approved by the board, present to the church for subsequent vote, provided that the proper prior notice is given.

### Section 30. Ministerial Licensing and Ordination

The church may, upon the announcement issued to the congregation of a call to the ministry, license the candidate so that he/she may be free to exercise his/her gifts as a minister in order that he/she may prove his/her fitness therefor. A simple motion properly made and seconded at the Church Conference to license the candidate to minister and duly adopted by the church in conference is all that is essential to licensing the candidate to minister. The candidate should be presented with a Certificate of License to authenticate the due action of the church in conference.

Upon request of a candidate for the ministry or from the church he/she is serving in ministry, the church may ordain the candidate for the ministry, thus enabling him/her to perform the full services of a minister as required both by God and by law. The Service of Ordination is to follow due examination by an Ordination Council as to the candidate's Christian experience, call to the ministry, soundness in doctrine and practice, both from the standpoint of the local work and as to cooperating with the work of the association and/or denomination of which he/she belongs.

\*These items are based on the *Standard Reference Work for Church Polity and Organization: The Pastor's Manual*, J.R. Hobbs, 1955, Broadman Press.

### Section 31. Church Calendar

The Church calendar is to be proposed and coordinated in an annual meeting of the Church Council. The calendar is to be reviewed and revised as necessary in periodic meetings of the Church Council throughout the year.

### **SUMMARY OF REVISIONS**

Revision dated July, 1996 (Included in this revision are Addenda dated 5/27/79 and 5/20/90 and addition of *Section 32: Preschool Committee.*)

Revisions relating to indemnification approved in Church Conference 10/10/2004 - (Removal of Trustees and addition of Indemnification, Article III, Section 22 and related areas under Church Officers (Sections 18F, 20C, and 21B(4) and Business Meetings)

Revisions in December, 2006 a result of Renewal Plan adopted in August, 2006. Addition of three new **committees** Article IV, Sections 33, 35 and 36 (Education, Public Communications and Strategic Planning Committees) and addition of fourth committee, Article IV, Section 34 (Financial Oversight Committee) as requested by the Finance Committee. Revisions approved in Church Conference 12/17/2006

Revisions in March, 2008 to add Media/Library Committee and rename Student Loan Fund Committee to Student Loan & Scholarship Committee. Revisions approved in Church Conference 03/02/2008.

Revisions in April 2013 by Constitution Committee, May 2013 Deacons Meeting, Church wide Discussion July 2013, Approved in Church Conference 8/4/2013, Addition of CBF to Article IV – Relationships; Addition to Section 2 Candidacy of gender and 2C rewording; Amendment to Section 6C Discipline with genders and reformation changed to redemption; Amendments to Section 8A, General Officers, only having a Sunday School Director with no Asst. Director, Secretary, Asst. Secretary, or Greeter as General Officers, deleted C, D, and E responsibilities; Section 13, Church Music Program, Purposes and Tasks, A, added Programming to Director of Music title; Omission of Section 14, Church Recreation Service; Amendments to Section 16 Ministerial Staff, changed title from Associate Pastors, added #1 and changed verbiage throughout section from Associate Pastors to Ministerial Staff; Amendment to Section 17, Employed Staff Members, added additional jobs that church has hired, is current with staff in August of 2013; Deacons, Section 18, Qualifications to Criteria for Deacons, amended scripture criteria, added factor of relationships to end of 2<sup>nd</sup> paragraph of B; Amendment to Section 20A, B, and C, added Church to title of Church Clerk, omitted Secretary of Deacons from letter A; Amendments to Section 21 Treasurer and Assistant Treasurer, added gender equalizers in #'s 1, 5 and 6; Section 23, Community Missions Committee, added A representative of this committee to #2; Amendments to Section 26, Music Council, Corrected title from Minister of Music to Director of Music Programming in letters A and B, restructured membership requirements in B; Amendment to Section 27, Nominating Committee, added CBF to A, omitted startup verbiage of a committee from B; Section 28, Personnel Committee, gender change in #1, Associate Pastors to Ministerial Staff in #4; Section 29, Property and Equipment Committee, B, restructured membership requirements of committee; Omission of former Section 32 Scouting Committee; Amendment to Section 31, Scholarship Committee, A, B, and D, omitted former title of Student Loan and Scholarship throughout section; Amendment to Section 32 Preschool Committee, #1, added for the care of, #4 Associate Pastor to Ministerial Staff, and #7, omitted specific events and added term any; Section 33, Education Committee, added A10, restructured membership in B; Section 34, Financial Oversight Committee, B eliminated verbiage of a startup committee, added CPA requirement to committee; Section 35 Public Communications Committee, A deleted #7, then added a new #7, B eliminated verbiage of a startup committee; Section 36, Strategic Planning Committee, B-1 added a member to committee, added a B-2, restructured C Method of Election; Section 37, Media/Library Committee, B Membership, went from 6 members to 4; Section 40, Business Meetings, letter D, omitted and mailed to membership; Section 44, Church Council, addition of Deacon Chair convening meeting of Church

Council; With section omissions, plus a numbering system that was previously out of sync, we renumbered numerous sections to get them all back into numerical sequence.

Revisions presented by Constitution Committee and approved by deacons February 8, 2015 – Bylaws Section 40 – Business Meetings, paragraph A, allows business meetings during the time of the main worship service and adds the them during church conferences, which may be held following quarterly luncheons. Bylaws Section 40 – Business Meetings, paragraph C, last sentence, allows early voting on some church business. Revisions presented by Constitution Committee and approved by deacons April 12, 2015 – Bylaws Section 18, Deacons, paragraph F. Function as Board of Directors, changes the requirement for membership approval for the directors (deacons) to purchase, sell or encumber “personal” property to “major equipment items of \$10,000 or more” and gives the deacons authority to approve and implement personnel policies. Revisions approved by the Constitution Committee and approved by the deacons May 10, 2015 – Bylaws Section 15 – Pastor, paragraph D. Qualifications, clarifies the type of college degree (bachelor’s). Bylaws Section 16 – Ministerial Staff, paragraph D. Qualification, clarifies the type of college degree (bachelor’s) and allows hiring of associate ministerial staff who are actively working toward a seminary degree. Revisions were discussed in church-wide meeting on 05/20/2015 and were approved by the membership in Church Conference 05/31/2015.

Revisions approved by Constitution and Bylaws Committee 3/16/2016 and approved by deacons on 04/10/2016 – Bylaws Section 18 – Deacons, paragraph D, codifies all expectations of active deacons and clarifies the deacon board responsibility for salary administration of the Senior Pastor and other ministerial staff. Bylaws Section 23 – Community Missions Committee, a complete rewrite of this section as Missions Committee to cover all missions of the church, not just local “community” missions. Bylaws Section 35, Public Communication Committee, deleted because this committee has been inactive for years and the front office is performing these duties. New Bylaws Section 35 – Pastor Advisory Committee, makes an ad hoc Pastor Relations Committee a permanent standing committee. Bylaws Section 41 – Adoption and Amendments, paragraph D, corrects an oversight that did not require the Constitution and Bylaws Committee to obtain Deacon Board approval before going to the church membership with changes to the Constitution and Bylaws, and it establishes timelines for the process of presenting changes to the church for vote. Revisions were discussed in church-wide meeting on 08/28/2016 and were approved by the membership in Church Conference on 11/06/2016.

Revisions approved by By-Laws Committee and Deacons, then approved by membership in Church Conference on 3/4/2018: Section 34. Financial Oversight Committee: A rewrite of Section 34 of the By-Laws to update the duties related to the Financial Oversight Committee, giving the committee the duty to consistently review the financial policies and procedures of the church.

Revisions approved by the membership in Church Conference on 08/26/2018: Section 16. Ministerial Staff & Section 42. License to Preach & Ministerial Ordination. Change in Qualifications for Ministerial staff to add “*or a bachelor’s degree and qualified experience.*” Removal of “License to Preach/Ministerial (prior to the word Ordination in the title) so that the section is now titled: Section 42. Ministerial Licensing and Ordination. Change to include he/she, rather than he. Change from “preach” to “minister.”

Revisions approved by the deacons on 02/24/2019, presented to the church on 03/10/2019, and voted on by the church on 04/07/2019:

### ADMINISTRATIVE COMMITTEES

Finance  
Constitution/By-Laws  
Financial Oversight  
Nominating  
Student Scholarship  
Strategic Planning

Personnel  
Endowment Trust  
Pastor Advisory  
Property, Grounds, & Transportation  
Missions Allocations  
Memory Garden and Columbarium

Under the new structure, Administrative Committees are those committees that are charged with performing the business of the church as it relates to finances, constitution, and overall direction of the congregation.

New/Adjusted committees are:

Strategic Planning – This Committee will be commissioned as needed, rather than functioning as a standing committee.

Endowment Trust – Codifying in the by-laws a previously approved committee.

Missions Allocations – Allocates the Missions Budget of FBC, which previously was one of the roles of the Missions Committee.

Property, Grounds, & Transportation – A combination of property/grounds and transportation into one committee.

Memory Garden and Columbarium – Codifying in the by-laws a previously approved committee.

Each Administrative Committee is still to be nominated by the nominating committee and voted on by the church.

## **MINISTRY AREAS**

Under the new structure, the practical ministry of the church will fall to Ministry Teams which are organized into five (5) Ministry Areas. To join a Ministry Team, an individual is not required to be a member and does not have to be nominated by the nominating committee or voted on by the church. This frees the practical ministry of the church from the restriction of the church year and allows new/prospective members or longtime active participants to simply and easily plug into the practical ministry of the church. Listed below are the 5 Ministry Areas and suggestions for Ministry Teams

### **Worship Ministry Area**

Usher Team	Sanctuary Decoration (Flower) Team
Baptism Team	Communion Team
Audio/Visual Team	

### **Missions Ministry Area**

Woodchuckers Team	Community Christmas Dinner Team
WMU Leadership Team	Community Table Team
Prayer Shawl Team	School Partnership Team
Baptist Men's Leadership Team	Operation Inasmuch Team
Operation Christmas Child Team	Royal Ambassadors Team
Girls in Action Team	Mission Friends Team
Mission Experience Development Team	

### **Discipleship Ministry Area**

Discipleship Studies Team	Student Ministry Team
Pre-School/Children's Team	Media Center Team

### **Fellowship Ministry Area**

Fellowship Events Team	Host/Hostess Team
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Quarterly Lunch Team

### **Church-Care Ministry Area**

Prayer Team

Hospital Team

Faith Community Nurses

Homebound Team

Prospect/New Member Team

Bereavement Team

To ensure the continuity of ministry, each of these 5 Ministry Areas will have an Area Leader that is nominated by the nominating committee and voted on by the church. Worship, Missions, Fellowship, and Discipleship will be at-large Leaders and the Church-Care team will be led by the Vice-Chair of Deacons.

The responsibility of the Ministry Area Leaders is to, with the help of the ministerial staff, ensure that each necessary Ministry Team in their Area has a leader who is recruiting for and guaranteeing the function of the teams. For example, Jane Doe could be the Ministry Area leader for the Fellowship Ministry Area. Her responsibility would be to ensure that the Fellowship Events Team, the Quarterly Lunch Team, and the Host/Hostess team each have a leader, have people involved, and are carrying out the task before them.

Ministry Area Leaders will be nominated by the nominating committee and voted on by the church, to lead for a year, and are then renewable each year through the nominating process.

### **Church Council**

The Church Council will be significantly shifted as a result of this change. Under the new structure, the Church Council will consist of the ministerial staff, each Ministry Area Leader, the Deacon Chair, the Finance Chair, and the Sunday School Director.

The Council will be tasked with evaluating the function and necessity of each team prior to the nominating process in the spring, then following the nominating process will update the tasks of each Ministry Team in the Ministry Team Handbook.

If there are non-functioning, ineffective, or unnecessary teams, the Council has the ability to produce a report from their pre-nomination cycle meeting that requests the permanent removal of a Ministry Team from official church sponsorship, including removal from the Ministry Team Handbook\*.

### **New Ministry Teams**

New Ministry Teams, temporary or permanent, can be formed through the impetus of the deacons, the ministerial staff, or an individual involved in the life of the church. Prior to a new Ministry Team being formed as an official ministry of the church, however, the Ministry Area Leader which the Team would operate under should be notified and should work together with the individual/group bringing the proposal to present the idea to approval by the deacons. Upon approval by the deacons, the new ministry team can be added to the handbook and sponsored as an official ministry of the church.

### **Ministry Team Handbook**

The Ministry Team Handbook will be published/made available in the church office and on the website as a concise list of the Ministry Teams the church officially sponsors, what they do, and how to participate. There will also be a brief version of this Handbook in the pew rack.

### **Eliminated Programs/Committees**

-WMU was eliminated as an official program and moved to a Ministry Team

-Church Media Center was eliminated as an official program and moved to a Ministry Team

### **Other Updates**

- Deacons were given added responsibility of serving in the Church Care Ministry Area
- Point D of the Adoption and Amendments section was revised.

Revisions approved by the church via mail-in ballot on 3/15/2021:

-Revisions of Endowment Trust Committee tasks, membership, and organization:

Section 23. D. Endowment Trust Committee

- 1) -added lines vi. & vii.
- 2) Updated the number of members and their term-lengths
- 3) Updated organization to ensure institutional knowledge

-Revisions of Deacon Nominations, Tallying, Total Number, and Term Lengths plus minor changes in language but not substance.

Section 14. A) 2) Number of Deacons

- 4) Eligibility to Serve
- B) Added preparation for nomination section.
- C) Adjusted nomination Sunday proceedings
- D) Adjusted voting process.
- E) Constituted Tally Committee